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## Rexel UK Limited

### HEALTH & SAFETY POLICY

Rexel is committed to providing employees with a healthy and safe work environment in line with current legal and other requirements. It is therefore the aim of the Company to safeguard the health and safety of all its employees whilst at work and to pursue a policy which ensures that:

- Its business is conducted in accordance with standards that comply with relevant statutory provisions for the health and safety of employees and any other persons on Company premises;
- A safe and healthy working environment is established and maintained at all operating locations, including fixtures and fittings, plant, machinery and vehicles;
- Line Managers at all levels regard health and safety matters as a prime management responsibility;
- Sufficient financial resources are made available to ensure that policies can be carried out effectively;
- High standards of training and instruction in matters of health and safety are provided, maintained and recorded at all levels of employment;
- Co-operation of staff in promoting safe and healthy conditions and systems of work is encouraged by discussion and effective joint consultation;
- A competent advisory service on matters of health and safety is provided and maintained;
- Emphasis is placed on the continual improvement of health and safety performance and this will be facilitated through formal documented corporate health and safety objectives.

### Responsibilities and Organisational Arrangements

#### Senior Management

- The Board of Directors has overall accountability for the health and safety policy and its implementation across the business.
- The Executive Committee is directly responsible to the Board of Directors for ensuring that this Policy is implemented and those with roles and duties identified within this policy are carrying them out effectively.
- Health and Safety will be a standing agenda item at monthly meetings at senior level.

#### Safety Management

The Head of Safety, Quality & Environment, under the direction of the Chief Executive Officer will be the Company's primary competent person as required under the Management of Health and Safety Regulations 1999. The competent person may be supported by appointed Health and Safety Managers and/or Employee Safety Representatives as deemed necessary by the Company to meet its statutory obligations. The Head of Safety, Quality & Environment and any appointed Health & Safety Manager will provide advisory and support resources which: -

- Provide competent advice on health and safety policy matters, including relevant statutory requirements for all operations;
- Facilitate the coordination of systems and processes to support legal compliance and best practice, including the appointment of competent persons to undertake statutory testing arrangements for the Company property inventory;
- Monitor and ensure that each operating unit is complying with this policy statement;
- Report on specific health and safety items/incidents as appropriate to senior management;
- Co-ordinate health and safety activities where appropriate;
- Ensure that each operating location has access to detailed information and material relevant to the type of operation being carried out, to enable that location to fully comply with this policy statement;
- Support this policy through the coordination and implementation of health and safety systems and processes.

Accountability for health and safety compliance standards will however remain with local unit management.

## General Management

- Managers are responsible for ensuring that the organisation and arrangements necessary for the fulfilment of its health and safety are instituted, monitored and maintained in the areas over which they exercise control.
- Managers, in this context is deemed to be the senior management and their reports, including branch management. In the case of distribution centres and multi-occupied premises, the person with overall responsibility for distribution is responsible for health and safety.
- Health and safety will be a standing agenda item at routine meetings at management level.
- Senior Managers of each operating location and through them their management subordinates are responsible for the health and safety of employees, visitors, customers and contractors.
- Branch Management will familiarise themselves with the document 'Managers Safety Handbook', which sets out the required minimum standards to be implemented at each location, including as a priority:
  - The appointment of representatives, where required, to assist with administering first aid and to assist with fire evacuation;
  - The completion of proactive safety inspections;
  - The completion and retention of health and safety training records;
  - Maintaining systems for reporting all fatal accidents, major injuries, accidents, dangerous occurrences or occupational diseases;
  - The provision and maintenance of fire fighting, first aid equipment and additional emergency response equipment as necessary.

## All Employees

Whilst prime responsibility for health and safety at work rests upon all levels of management, every person employed has a duty: -

- To co-operate actively in achieving the aims of this health and safety policy statement.
- To take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- To work safely and efficiently by following correct operating procedures and by meeting statutory obligations.
- Not to interfere with or misuse anything that would compromise health and safety.
- To report and to co-operate in the investigation of all incidents or accidents that has led to or may lead to serious injury.

## Communication

Internal communications regarding Health and Safety matters will be made via the hub, the Company Intranet system, weekly sales brief and e-mail. External communications will be made, as necessary, through the Company Marketing Department.

## Participation of Staff

The company recognises the need to consult with staff on Health & Safety matters. To satisfy this commitment the company have organised Health & Safety Consultative Meetings, usually held on a quarterly basis. Health and Safety matters can be raised by representatives of the staff and responded to by management. A number of staff will also be IOSH trained to enable participation in day to day Health and Safety matters.

To monitor the overall effectiveness of this policy and to recommend improvements, the Executive Committee will discuss Health & Safety issues at their monthly meetings.

In order to achieve this Policy, Rexel UK Limited is committed to continually improve the effectiveness of an Occupational Health and Safety Management System that is consistent with ISO 45001.

Accredited certification to ISO 45001 will be maintained via a recognised third party throughout the company. Details of formal certifications held will be made available on request to any interested party.

This Policy will be reviewed on a regular basis to ensure overall operational effectiveness.



**Edgar Aponte**  
CEO UK and Ireland