Procedure

Safe Weight Limit Compliance Procedure

Published date: **22 October 2026**

Level:	Function:	Document number:	Revision:
0 1 2 3 **4** 5	**HSSE**	**HSE-PRO-110327**	**0**

Content property of Wood. This document is uncontrolled once printed. Check Wood Management System for the current version.

Table of Contents

1.0 Purpose and Scope 3
2.0 Key Roles and Responsibilities 3
3.0 Identification of non-compliance of Safe Weight Limit 4
4.0 Safe Weight Limit Compliance Procedure 4
5.0 Abbreviations and Definitions 7
6.0 Revision History 7
7.0 Author/Checker/Owner 7

Content property of Wood. This document is uncontrolled once printed. Check Wood Management System for the current version.

1.0 Purpose and Scope

OEUK introduced under the Industry Safe Weight Limit for Workers on Offshore Installations Policy, a maximum clothed weight limit of 124 kg for all offshore workers ('Safe Weight Limit').

From 1 November 2026 workers over a clothed weight of 124kg will not be permitted to travel offshore and will not be issued with an OEUK fitness to work certificate at their offshore medical.

Wood is committed to supporting employees to achieve and maintain compliance with the industry Safe Weight Limit requirements for offshore travel.

This procedure should be used when an employee has been identified as being above the Safe Weight Limit for offshore workers. Its purpose is to ensure that all offshore workers are able to mobilise offshore preventing disruption to operations but also the employee.

This procedure applies to all employees of Wood UK Limited required to work offshore. This procedure does not apply to contractors, agency workers, consultants or any self-employed individuals providing services to Wood.

This procedure will be superseded by applicable employment legislation, recognised collective bargaining/enterprise bargaining/working rule/site agreements or individual contracts of employment, in the event of there being any difference(s) in arrangements.

This procedure does not form part of an employee's terms and conditions of employment, and the Company reserves the right to amend it or depart from its terms at any time.

2.0 Key Roles and Responsibilities

The following roles and responsibilities apply within the context of this procedure.

2.1 Employees

- Responsible for ensuring they are ready, willing and able to work and fulfil their contractual employment obligations.
- Meeting Wood requirements for offshore mobilisation and travel.
- Participating in relevant assessments/meetings.
- Engaging with support measures.
- Promptly notifying Wood if they may be unable to meet offshore travel requirements, including the Safe Weight Limit.

2.2 Managers

- Engage with their Human Resources (HR) representative prior to taking any action under this procedure.
- Manage targets for improvement.
- Decision making in formal Safe Weight Limit meetings.
- Extend fair treatment to employees in relation to the application of this procedure.

2.3 HR

- Provide advice and guidance to employees and managers on the application and interpretation of this procedure.
- Provide advice and guidance to employees on the support resource available.

Content property of Wood. This document is uncontrolled once printed. Check Wood Management System for the current version.

- Support managers with Safe Weight Limit concerns, meetings and the improvement plans.
- Record improvement related documentation (i.e., weight improvement plans) in employee files.

2.4 Occupational Health

- Conducting weight assessments where required.
- Provide advice and guidance on achievable timeframe for compliance with the Safe Weight Limit.
- Providing consultations if required.

3.0 Identification of non-compliance of Safe Weight Limit

An employee may be identified as exceeding the 124 kg clothed weight limit through:

- An OEUK medical assessment;
- A self-declaration made before mobilisation; or
- A heliport weigh-in conducted before offshore travel.

4.0 Safe Weight Limit Compliance Procedure

4.1 Investigation

If an employee has been identified as exceeding the 124kg clothed weight limit, the employee will usually be invited to attend a meeting with an appropriate manager (this may be the employee's manager), supported by a member of HR.

Where it is not possible to hold a face-to-face meeting, the meeting will be conducted remotely. The purpose of the meeting will be to establish the facts surrounding the employee's non-compliance with the Safe Weight Limit requirements and determine whether progression to a formal meeting is appropriate.

4.2 Occupational Health

The employee may be referred to Occupational Health to discuss any relevant health considerations and to obtain advice on reasonable and achievable timescales for meeting the Safe Weight Limit Requirements.

Where the employee's non-compliance with the Safe Weight Limit is related to a medical condition disability, the Company will consider whether any reasonable adjustments to the application of this Procedure are required in line with Occupational Health advice.

4.3 Formal Process

4.3.1 Periods of non-mobilisation and payment

Where an employee is unable to mobilise offshore as a result of not meeting the Safe Weight Limit Requirements, the employee will not be entitled to pay from the first date of their missed scheduled mobilisation. This unpaid period will continue until the employee meets the Safe Weight Limit Requirements and returns to work offshore, is redeployed to an alternative role (subject to the terms of paragraph 4.3.4 below), or their employment ends.

4.3.2 Formal Safe Weight Limit Compliance Meeting

Where an employee does not meet the Safe Weight Limit Requirements, the employee may be invited, in writing, to attend a formal Safe Weight Limit Compliance meeting. The meeting will usually be conducted by the employee's manager, supported by an HR representative. Where it is not possible to hold a face-to-face meeting, the meeting will be conducted remotely.

Content property of Wood. This document is uncontrolled once printed. Check Wood Management System for the current version.

Employees are entitled to be accompanied at the Formal Safe Weight Limit Compliance Meeting (see section 4.3.7).

The purpose of the meeting is to discuss the employee's non-compliance with the Safe Weight Limit requirement, explore the reasons for this, consider any Occupational Health advice/recommendations and determine any appropriate measures, support, or reasonable adjustments that may assist the employee in meeting the Safe Weight Limit within a reasonable period of time. Any agreed actions and support measures will be documented in a Weight Improvement Plan.

At the meeting, the employee will be given an opportunity to ask questions, comment on the issues and put forward any explanation they may have for the matters identified by the manager.

HR will produce a written summary of the key points discussed at the meeting; this will not be a verbatim account.

If the employee is unable to attend the meeting because of circumstances beyond their control, they should inform their manager as soon as possible.

If the employee fails to attend the meeting without good reason, or if it appears that they have not made sufficient attempts to attend, the employee's manager may have to take a decision based on the information available.

Following consideration of all relevant information, where it is concluded that there are no mitigating circumstances and insufficient evidence that the employee is likely to achieve compliance with the Safe Weight Limit requirement within a reasonable timeframe to be placed on a Weight Improvement Plan, the Company will consider whether there are any alternative employment opportunities in the business for the employee. Where redeployment is not appropriate or there are no suitable alternative roles available, a potential outcome of that meeting may be the employee's dismissal.

4.3.3 Weight Improvement Plan

If, following assessment by the Company's Occupational Health provider and following the Formal Safe Weight Limit Compliance Meeting, the Company considers there to be an achievable and reasonable timeframe for compliance with the Safe Weight Limit requirement, a Weight Improvement Plan will then be developed and provided to the employee. This will set out the actions, support measures, objectives, and timescales required of the employee to achieve compliance with the Safe Weight Limit.

As part of the Weight Improvement Plan, the employee may be required to attend periodic weight reviews to assess progress against the agreed objectives and to determine whether they remain on track to achieve the required standard within the agreed timeframe.

Where, at any stage of the plan, the employee's manager believes that sufficient progress is not being made towards achieving the agreed objectives, a further meeting may be arranged to discuss the reasons for this and consider any additional support that may be appropriate. Following this review, the Weight Improvement Plan may be amended and/or extended where justified by the circumstances.

Shortly before the end of the Weight Improvement Plan, the employee's manager will review the employee's progress against the agreed objectives. The employee will be invited in writing to attend a review meeting to discuss the outcome of that assessment.

The review meeting will be conducted by the employee's manager, supported by an HR representative. Where a face-to-face meeting is not reasonably practicable, the meeting may be held remotely.

If the employee has achieved compliance with the Safe Weight Limit requirement, this will be confirmed verbally and in writing, and the Weight Improvement Plan will be regarded as successfully completed.

Where the employee has not achieved the required progress to meet the Safe Weight Limit within the agreed timeframe, the manager will consider all relevant circumstances, including the level of progress made, engagement with the Weight Improvement Plan, and any mitigating factors. Depending on the circumstances, the Weight Improvement Plan may be amended and/or extended, redeployment to a suitable alternative role may be considered, or, where no reasonable alternative role exists, a potential outcome may be dismissal.

Content property of Wood. This document is uncontrolled once printed. Check Wood Management System for the current version.

Following successful completion of the Weight Improvement Plan, the employee's compliance with the Safe Weight Limit requirement will continue to be monitored. If the employee subsequently falls below the required standard, the employee may be required to attend further Formal Safe Weight Limit Compliance Meeting in accordance with 4.3.2 above.

4.3.4 Alternative Roles

Where it is identified that the employee does not meet the required standards of the Safe Weight Limit to work offshore, the Company will look for suitable alternative roles onshore within the business. Acceptance of an alternative role will be subject to the employee accepting the salary and terms and conditions associated with that role.

4.3.5 Dismissal

If, following an Occupational Health assessment, it is considered unlikely that the employee will achieve compliance with the Safe Weight Limit within a reasonable timeframe or if the required improvement set out in the Weight Improvement Plan has not been demonstrated within the agreed timeframe, redeployment is not an option or if no suitable alternative employment has been identified, then a potential outcome may be the employee's dismissal with notice (or payment in lieu of notice) in accordance with their contract of employment. The employee will be advised, in writing, of the reasons for dismissal, the date of dismissal and the right of appeal against the decision made.

4.3.6 Appeal

An employee may submit a formal appeal against their dismissal.

The employee must appeal in writing to the relevant person named in the outcome letter within seven calendar days of the date on which the outcome of the capability was confirmed to them.

The employee's written appeal must clearly state the grounds for the appeal and any specific points the employee wishes to be considered, including any new evidence that was not available at the time of the Safe Weight Compliance meeting.

The employee will be invited to attend an appeal meeting. The appeal meeting will be held without unreasonable delay.

The employee is entitled to be accompanied at the appeal meeting as set out in section 4.3.7.

The appeal meeting will be conducted by a manager who was not involved in the original process and, as far as reasonably practicable, will be a more senior manager than the one who dealt with the original process.

Where it is not possible to hold a face-to-face meeting, the appeal meeting will be held remotely.

The appointed appeal manager will consider the grounds for appeal and decide whether the decision made was reasonable. Where new evidence is brought forward on appeal, the appeal manager will additionally review why that evidence could not have been presented at the original meeting.

HR will produce a written summary of the key points discussed at the appeal meeting; this will not be a verbatim account.

If the employee is unable to attend the appeal meeting because of circumstances beyond their control, they must inform the appointed appeal manager as soon as possible.

If the employee fails to attend the appeal meeting without good reason, or if it appears that they have not made sufficient attempts to attend, the meeting may take place in their absence, based on their written appeal and any other supporting documentation available.

Following the appeal meeting, the appointed appeal manager will inform the employee of the outcome, verbally and in writing, without unreasonable delay. Where the appeal manager upholds the appeal, they will confirm the outcome and any revised action (which may include reinstatement, a lesser outcome, or a further review).

Content property of Wood. This document is uncontrolled once printed. Check Wood Management System for the current version.

If the employee is appealing against their dismissal, the date on which their dismissal takes effect will not be delayed pending the outcome of the appeal.

The outcome of the appeal is final.

4.3.7 The Right to be Accompanied

An employee has the right to be accompanied at a formal Safe Weight Limit Compliance meeting and any resulting appeal meeting by a companion who is a work colleague, or, where recognised by the Company, a trade union representative, or an official employed by a trade union.

If an employee wishes to be accompanied, they must let the manager holding the meeting know the name of their chosen companion in good time beforehand.

If an employee's choice of companion may have a potential conflict of interest, or may, in the Company's view, prejudice any meeting, the employee may be asked to choose someone else to accompany them. The Company may also ask an employee to choose a different companion if they will not be available within five working days of the original meeting date.

A companion may address the meeting to put and sum up the employee's case, respond on behalf of the employee to any views expressed at the meeting and confer with the employee during the meeting.

4.4 Employee Assistance Programme

Support is available to employees through the Wood Employee Assistance Programme and can be accessed during the Safe Weight Limit Compliance procedure. Contact details are available on the Wood Working Remotely Intranet Working remotely | Wood or can be obtained via HR.

5.0 Abbreviations and Definitions

Term	Description
Clothed weight	Clothed weight means dressed in compliance with the industry clothing travel policy for the season when they are travelling.
Company	References to the "Company" in this procedure are references to the employee's current employer.
HR	Human Resources

6.0 Revision History

Rev	Date	Summary of Changes
0	22 October 2026	Initial issue.

7.0 Author/Checker/Owner

Author	Checker	Owner
Alison Young (Senior HR Manager)	Derek Donald (Senior HSSE&S Manager)	Simon Miller (Head of HSSE&S - UK & Europe)

Content property of Wood. This document is uncontrolled once printed. Check Wood Management System for the current version.