

# HEALTH & SAFETY POLICY



## PURPOSE OF POLICY

We at HC Groep take health and safety very seriously and we are committed to protect the health and safety of our employees and the environment that we live and work in. It is one of the main pillars of our culture. We believe that equality and respect in the workplace are key and therefore we strive to be a fair, non-discriminatory employer. A healthy and safe environment is guaranteed by all our Operating Companies.

## WHO IS RESPONSIBLE FOR WORKPLACE HEALTH & SAFETY?

Achieving a healthy and safe workplace is a collective task, shared between the company and its employees. Each Managing Director is responsible for being in line with the European Health and Safety regulations as well as the requirements of local legislation. If your OpCo is not legally required to have a H&S professional on site, it is still crucial to appoint a Health and Safety coordinator reporting to the MD. This policy applies to all employees, irrespective of seniority, tenure and working hours.

## GENERAL OBLIGATIONS

All HC Groep Operating Companies are required to follow and comply with the European Health & Safety requirements. If an accident occurs, the local health and safety coordinator(s) are to report all accidents. On how to report an accident, we refer to the accident reporting procedure (see attachment). Any post-accident investigation as well as any post-accident action should be handled by a country-specific site health and safety coordinator.

### Managing Directors are responsible for:

- a) taking all necessary steps to safeguard the health and safety of staff, people affected by the employer's business activities and of people visiting the premises;
- b) identifying health and safety risks and finding ways to manage or overcome them;
- c) providing safe entry and exit arrangements, also during an emergency;
- d) providing and maintaining safe working areas, equipment and systems, and where necessary, appropriate protective clothing;
- e) providing safe arrangements for the use, handling, storage and transportation of articles/ substances;
- f) providing adequate information, instruction, training and supervision for staff to do their work safely. The employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure how to safely carry out your work;
- g) ensuring that any health and safety coordinator receives appropriate training to carry out their functions effectively;
- h) providing a health and safety induction and appropriate safety training to employee roles;
- i) promoting an effective communication and consultation between the employer and staff on health and safety, discrimination, harassment, stress and abuse matters.

### All employees must :

- a) use equipment as directed or instructed by representatives of management or contained in a written manual and any relevant training;
- b) report any fault or concerns about any equipment to the H&S coordinator who is responsible for maintenance and safety of equipment;
- c) ensure that health and safety equipment is not interfered with;
- d) not attempt to repair equipment, unless suitably trained and authorized;
- e) report any accident at work involving personal injury to the H&S coordinator;
- f) be familiar with all first aid facilities and trained first aiders;
- g) in case of an accident, ask for the first aider on duty, giving name, location and a brief detail of the issue;
- i) familiarize themselves with the instructions about what to do in the event of fire;
- j) make sure they are aware of the location of fire extinguishers, fire exits and assembly points;
- k) actively and seriously participate in fire drills;
- l) make sure that none of the fire exits are obstructed.

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## Risk assessment responsibilities:

Regular Health and Safety inspections must be performed by MD's or by appointed persons on a monthly/quarterly/annual basis, using the standard H&S forms (see documentation). Senior Management will carry out Branch Safety visits twice per year.

## Health and safety inspection frequency

|                      |                   |
|----------------------|-------------------|
| Manufacturing sites  | Quarterly         |
| Offices              | Annually          |
| Warehouses           | Once per 6 months |
| Large branches (50+) | Quarterly         |

If you see or experience any unsafe situations or hazardous- operations or behaviors you should not wait for the next H&S inspection, but inform the H&S coordinator immediately.

## Archiving of Health and Safety reports:

Every H&S inspection visit should be recorded and filed. All health and safety reports should be archived centrally. The MD' s have the responsibility to monitor the progress on action items that have been addressed during the H&S inspections.

## Non-compliance with health and safety rules:

We take any breach or failure to comply with H&S rules very seriously. Maintaining a safe work environment is a pillar of our organization and therefore non-compliance could result in disciplinary action.

## ACCIDENT REPORTING

### What is considered to be an accident?

An accident is a separate, identifiable, unintended incident that causes physical injury. This also includes acts of harassment and violence to people at work.

### Why & when report?

Reporting incidents is a legal requirement but also helps us to prevent and resolve potentially dangerous situations. The report informs authorities about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated.

### How to report & who to inform?

All accidents and near misses should be reported, both minor and major accidents. For all accidents you should follow the below mentioned process;

- Report the accident locally by using local documentation and if necessary inform all relevant external companies/government bodies.
- Report the accident and corrective action to the local MD.

### Investigation process and actions

All our local H&S coordinators are obliged to carry out a post-accident investigation as well as a post-accident action plan without any delay. Corrective actions or recommendations should be registered as an action point linked to the accident that you have reported centrally. Post- investigation process as well as risk assessment is to be carried out by Managing Director to minimise the risk of accident re-occurring.

## NEAR-MISSES REPORTING

### What is considered a near-miss?

A near-miss, is an unplanned event that has the potential to cause, but did not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.

### Why & when report?

Reporting of near-misses gives us the opportunity to prevent any future accidents. We should report all near-misses as soon as possible.

### How to report & who to inform?

If a near-miss occurs, employees should immediately inform the local health and safety coordinator. They must report all near-misses.

### Investigation:

Managing Directors or Health and Safety Coordinators should investigate the near-miss, by undertaking a formal risk assessment. They must ensure that the workplace or practice is safe enabling employees to resume work in the area/procedure in question.

### Conclusions and Actions:

All near-misses should be reported in the same way as reporting an accident. It is vital that we record and investigate all near-misses without failing to prevent any future dangerous situations that may lead to accidents.

In your business you may have either a H&S coordinator or a Prevention-Advisor. If your area H&S Coordinator you should be reporting the near misses to your Manager who should then take preventive actions and record this.