

# HSE POLICY

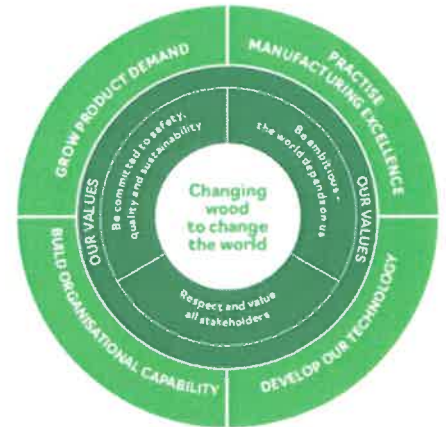


## Health, Safety and Environment (HSE) Responsibilities (Leadership & Accountability) Issue 3, July 2023

### Our Company Values

- Be ambitious – the world depends on us
- Respect and value all stakeholders
- Be committed to safety, quality and sustainability

*No matter how ambitious we are, safety is of the utmost importance in everything we do. We all share responsibility for protecting people, property and the environment at all times.*



### Introduction

Accsys is committed to ensuring that Health, Safety and Environmental (HSE) issues are prioritised in all that we do and that we will continue to strive for HSE excellence.

### HSE Responsibilities

It is important to recognise that HSE is everyone's responsibility, and we all have a part to play in making Accsys a better and safer organisation.

In this document we have set out the framework of our key HSE responsibilities and Leadership expectations. These have been prescribed for various functions and positions within Accsys, along with our 10 key safety rules that apply to all employees, contractors and visitors to our organisation (shown on the final pages (pages 6 & 7) of this document).

This document and its contents will be reviewed annually by the Accsys Plc Group HSE Committee and updated as required.

### Accsys PLC Group HSE Committee

- Is responsible for overseeing the HSE activities of Accsys, the full role of this committee is contained within the Accsys Plc Group HSE Committee 'Terms of Reference'.

### Chief Executive Officer (CEO)

- Will set the tone and priority for HSE within the organisation, and is responsible for defining the HSE ambition of the organisation and communicating this within the Company HSE Policy.
- In his/her actions they will ensure that HSE matters are given the highest attention and that HSE is prominent at formal internal meetings.
- Is ultimately responsible for ensuring that the HSE resources are appropriate to manage the risks within the organisation.
- Shall promote safe working by ensuring that all his/her direct reports clear HSE related goals within their performance objectives.
- Will always lead by example and never ignore unsafe acts or unsafe conditions.
- Has a responsibility to attend Group HSE Meetings.
- Promote the use of the Safety Observation Card system for both positive and negative safety related observations and they themselves will complete a minimum of 6 SOC's per year.
- Will ensure that the organisation has the skills and capability to carry out their HSE responsibilities.
- Will perform a minimum of 6 Safety Leadership Tours per year.
- Will have regular oversight of both group and site HSE performance and will monitor progress against the HSE Policy on a continuous basis via the Group HSE Director.

### Site Managing Directors/Site Leaders

- Are ultimate responsible for HSE matters and accountable for HSE legal and regulatory compliance within the sites they are responsible for.
- Upon request, will attend Group HSE Committee meetings to discuss and communicate the site HSE performance, activities and any significant HSE concerns.
- Will set the tone and help establish the HSE culture within the business.
- In his/her actions they will ensure that HSE matters are given the highest attention and that HSE is prominent at formal internal meetings.

- Shall promote safe working by ensuring that all his/her direct reports have clear HSE related goals within their performance objectives.
- Will always lead by example and never ignore unsafe acts or unsafe conditions.
- Shall ensure that appropriate Annual HSE plans are available. Plans are to include an HSE auditing schedule to help ensure legal compliance.
- Will have clear oversight of associated HSE action plans including the external HSE audit programme and will ensure suitable timely completion of remedial actions (based upon the level of risk posed).
- Promote the use of the Safety Observation Card system for both positive and negative safety related observations and they themselves will complete a minimum of 12 SOC's per year.
- Have responsibility to attend local site HSE Steering /Management Meetings.
- Will often attend (and likely chair) site HSE Committee meetings.
- Are required to perform a minimum of 12 Safety Leadership Tours per year.

#### **Functional Leaders including members of EXCO**

- Will set the tone and help establish the HSE culture within their team.
- In his/her actions they will ensure that HSE matters are given the highest attention and that HSE is prominent at formal internal meetings.
- Shall promote safe working by ensuring that all his/her direct reports have clear HSE related goals within their performance objectives.
- Will always lead by example and never ignore unsafe acts or unsafe conditions.
- Promote the use of the Safety Observation Card system for both positive and negative safety related observations and they themselves will complete a minimum of 4 SOC's per year.
- Have responsibility to attend local site HSE Steering /Management Meetings.
- Are required to perform a minimum of 4 Safety Leadership Tours per year.

#### **Managers / Supervisors & Team Leaders**

- Will set the tone and help establish the HSE culture within their team.
- In his/her actions they will ensure that HSE matters are given the highest attention and that HSE is prominent at formal internal meetings.
- Shall promote safe working by ensuring that all his/her direct reports have clear HSE related goals within their performance objectives.
- Will always lead by example and never ignore unsafe acts or unsafe conditions.
- Minimise risks & promote a continuous improvement philosophy
- Will never ask members of their team to work unsafe or work without the

- necessary information, instruction and training.
- Have responsibility to attend local site HSE Steering /Management Meetings as required/requested.
- Promote the use of the Safety Observation Card system for both positive and negative safety related observations and they themselves will complete a minimum of 12 SOC's per year.
- Are required to perform a minimum of 12 Safety Leadership Tours per year.

#### Group HSE Director (GHSED)

- Will directly support the Board and CEO to help deliver HSE Excellence and fulfil the HSE Policy.
- Will be required to ensure the organisation (including local sites) has sufficient professional skilled resources to manage HSE across Accsys and where necessary external supporting resources will be appointed.
- With the support of others, the GHSED will develop/define the HSE Strategy and key priorities for the organisation
- Will always lead by example and never ignore unsafe acts or unsafe conditions.
- Will develop appropriate group HSE systems and processes (including process safety management) to help manage key risks.
- Will ensure that suitable HSE audit and governance processes are in place, including an external HSE audit programme.
- Along with the Site HSE Managers, will help ensure legal compliance to relevant HSE Standards, whilst developing and sharing best practices throughout the organisation.
- Will provide guidance and support to the Site HSE Managers (where necessary) and will play an active role in major accident and incident investigations.
- Will ensure that HSE matters are communicated each month and furthermore (alongside the Learning & Development Manager) will ensure that all staff are suitably trained to manage risks in their workplace.
- Minimise risks & promote a continuous improvement philosophy
- Will ensure a suitable internal audit system is in place to monitor aspects of HSE and legal compliance.
- Will promote best practice sharing by engaging the HSE Managers in an annual face to face HSE Manager meeting.
- Has a responsibility to attend (by invite) Group HSE Meetings.
- Will support and deliver the Annual Safety, Wellbeing & Sustainability Day.
- Is required to visit each Accsys operating site a minimum of twice per year.

- Promote the use of the Safety Observation Card system for both positive and negative safety related observations and they themselves will complete a minimum of 24 SOC's per year.
- Is required to perform a minimum of 24 Safety Leadership Tours per year

### Site HSE Managers

- Will help set the tone and establish the HSE culture within the business.
- Will promote safety excellence throughout the organisation
- Will provide direction and guidance to the site teams in how to manage all aspects of HSE on site.
- Will (along with other Senior Managers on site and the GHSED) develop an annual HSE plan.
- Will always lead by example and never ignore unsafe acts or unsafe conditions.
- Will attend (and often chair) all site HSE Committee meetings.
- Will lead HSE investigations for all accidents, incidents and other serious HSE events.
- Is required to report promptly and escalate significant incidents/events where necessary through to the GHSED.
- Develop local site HSE documentation, systems and procedures appropriate to the level of risk.
- Will continue to learn best practice ideas by visiting at least one non-Accsys site per year.
- Will share best practices and support other Accsys HSE Managers by visiting one Accsys site per year (other than their own).
- Develop appropriate internal audit plans to ensure compliance with internal standards and with national laws.
- Will track and manage actions relating to HSE matters, including actions from both internal and external HSE audits.
- Promote the use of the Safety Observation Card system for both positive and negative safety related observations and they themselves will complete a minimum of 12 SOC's per year.
- Are required to perform a minimum of 12 Safety Leadership Tours per year.

### Local Site HSE Committees

Introduction: The constitution of the site HSE Committee shall include a diverse range of employees within the organisation and include (where possible) employee representation from the shopfloor, offices, laboratory, maintenance and a selection of

managers. The committee shall also include a mixture of trades and functions bringing a variety of experiences and knowledge.

The Local Site HSE Committees:

- Are responsible for overseeing HSE matters within the site (including office, laboratory, maintenance and work environments).
- Will review accidents, incidents, significant near misses and HSE alerts to ensure that the root causes have been identified and that remedial actions have been determined and are being progressed.
- Have oversight of the HSE systems, processes and procedures ensuring they are suitably managing the risks within the business.
- Review HSE resources to ensure they are adequate for the business risks.
- Review the progress with HSE plans and training schedules.

The HSE Committee should meet every 2 months as a minimum.

### **All Employees (Visitors and Contractors)**

There are 10 basic HSE requirements for all employees, visitors to Accsys and all contract personnel which include the following:

1. Put safety first at all times
2. Always work and behave safely
3. Strive for zero harm, zero major incidents, and zero pollution incidents
4. Use Safety Observation Cards to raise awareness of anything unsafe and suggest safety improvements
5. Respectfully challenge any unsafe actions or behaviours, never ignore them
6. Stop and think before I act
7. Always follow the correct rules and procedures to keep everyone safe
8. Wear the appropriate personal protective equipment (PPE) whenever applicable
9. Praise good behaviours when I see them
10. Lead by example: Think Safe, Act Safe!



A handwritten signature in blue ink that reads "J. Arsic van Os".

Jelena Arsic Van Os,  
Chief Executive Officer

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**THINK SAFE ACT SAFE!**

