



HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSE-MS)

Issued by:
Vice-President HSE, Melvis Group

v.2

Version:	Issued:
Issue 1 Original Group version	October 2007
Issue 2 Publication of ISO 14001:2015	December 2015
Issue 3 Publication of ISO 45001:2018	August 2018

PART A – INTRODUCTION

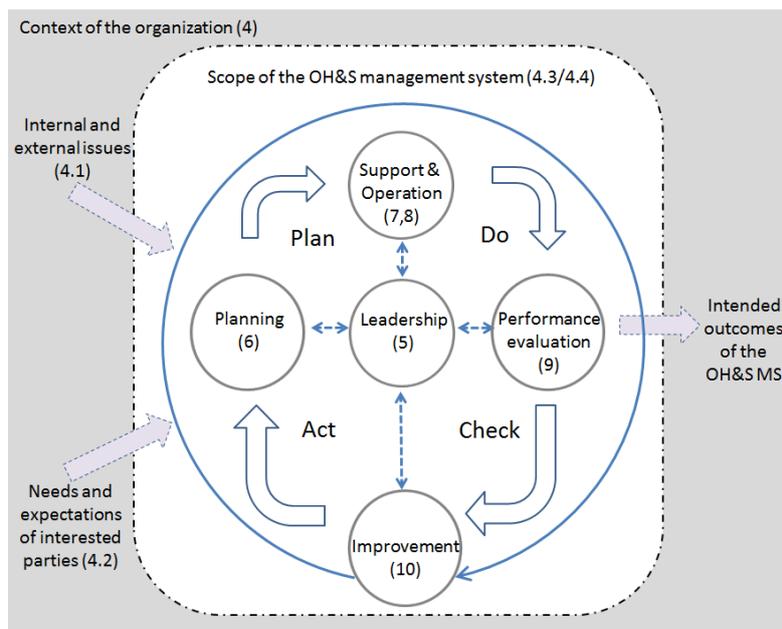
The objectives of this document are to:

- Provide Melvis Group companies with a clear and concise definition of the requirements of our HSE management system, which is aligned to the requirements of the ISO 14001 (environment) and ISO 45001 (occupational health and safety) standards.
- Standardize a common management system for HSE risks and impacts which must be applied by all Melvis Group companies where we are the operating company or hold a controlling interest. Newly-acquired companies will be given two years to demonstrate compliance.

This HSE-MS has been prepared to align with the framework provided by ISO Annex SL, issued in April 2012. The basis of our HSE-MS approach is founded on the concept of Plan, Do, Check, and Act:

- Plan: Establish objectives and processes necessary to deliver the results in accordance with our HSE policy
- Do: Implement the processes as planned
- Check: Monitor and measure processes against the policy, including commitments, objectives and operational controls, and report the results
- Act: Take actions to continuously improve.

Our Group HSE-MS incorporates the PDCA concept into our framework:



PART B - HSE MANAGEMENT SYSTEM REQUIREMENTS

1. Scope

Each Melvis Group company (herein called 'The Company') shall establish and maintain a health, safety and environmental management system ('HSE-MS'), the requirements of which are described in sections 4 to 10 of this document.

2. Normative references

Not applicable - there are no normative references.

3. Terms and definitions

As set out in applicable reference standards.

4. Context of the organization and scope of the HSE-MS

4.1 Understanding the organization and its context

The Company shall identify and document external (e.g. PEST) and internal (e.g. SWOT) issues relevant to its ability to achieve the intended outcomes of its HSE-MS.

4.2 Understanding the needs and expectations of workers and other interested parties

The Company shall identify the interested parties and their requirements. It shall determine which of these needs and expectations are, or could become, legal or other requirements.

4.3 Scope of the HSE-MS

The Company shall determine and document the scope (boundaries and applicability) of the HSE-MS.

4.4 HSE-MS

The Company shall establish, implement, maintain and continually improve its HSE-MS, including its processes and their interactions.

5. Leadership and worker participation

5.1 Leadership and commitment

Senior (top) management shall take accountability for the HSE-MS by:

- a) Taking overall responsibility and accountability
- b) Ensuring that HSE policy and objectives are established
- c) Ensuring that the HSE-MS is integrated into business processes
- d) Ensuring resources are available
- e) Communicating the importance of HSE management and conforming to HSE-MS requirements
- f) Ensuring the HSE-MS achieves its intended outcomes
- g) Directing and supporting persons to contribute to the HSE-MS
- h) Promoting continual improvement
- i) Supporting managers to demonstrate their HSE leadership
- j) Promoting an HSE culture
- k) Protecting workers from reprisals when reporting incidents
- l) Ensuring the Company provides processes for consultation and participation of workers
- m) Supporting the HSE committee.

5.2 HSE Policy

Top management shall establish, implement and maintain an HSE policy, ensuring that it:

- a) Includes a commitment to provide working conditions for the prevention of work-related injury and ill-health, and pollution, and which are appropriate to the purpose, size and context of the Company, including the nature, scale and HSE risks, opportunities and effects of its activities, products or services;
- b) Provides a framework for setting and reviewing HSE objectives;
- c) Includes a commitment to comply with relevant HSE legal and other requirements
- d) Includes a commitment to eliminate hazards, control of HSE risks, including prevention of pollution through a hierarchy of control;
- e) includes a commitment to continual improvement of the HSE-MS to enhance HSE performance;
- f) Includes a commitment to consult with workers and their representatives.

The HSE policy shall be available as documented information and communicated within the organization (and externally as appropriate).

5.3 Roles and responsibilities

Top management shall ensure that the responsibilities and authorities for relevant HSE roles are assigned and communicated within the Company and maintained as documented information.

This includes allocating the responsibilities and accountabilities for:

- a) Ensuring that the Company's HSE-MS conforms to the requirements of ISO 14001 and ISO 45001; and
- b) Reporting on the performance of the HSE-MS to top management.

5.4 Consultation and participation of workers (OH&S)

The Company implement and maintain process(es) for consultation with workers and, where they exist, their representatives at all levels. The Company shall:

- a) Provide time, training and resources to facilitate consultation and participation;
- b) Provide access to information about the HSE-MS;
- c) Determine and remove obstacles and barriers to participation;
- d) Emphasize consultation with non-managerial staff on HSE matters;
- e) Emphasize participation of non-managerial workers on HSE matters.

6. Planning

6.1 Actions to address risks and opportunities (hazard identification, risk and impact assessment, and control)

The Company shall establish, implement and maintain processes to identify the HSE hazards and impacts that may arise from its activities, products or services that it can control and over which it can be expected to have an influence, in order to determine those which have or can have significant risks or effects on people or the environment. It shall document its processes, hazards and aspects; and the arising risks, opportunities and impacts.

Within the scope of its HSE-MS, the Company shall plan:

- a) to take actions to address its significant health and safety risks, its significant environmental impacts, its compliance obligations, and opportunities identified;
- b) to integrate and implement the actions into its HSE-MS processes including for potential emergencies and evaluate effectiveness.

Legal and other requirements

- a) The Company shall establish, implement and maintain a procedure to identify and have access to its compliance obligations that are applicable to the HSE hazards and aspects arising from its activities, products or services;
- b) Determine how these legal and other requirements apply in the Company; and
- c) Take these legal and other requirements into account when establishing the HSE-MS.

The Company shall maintain and retain documented information on its legal and other requirements and ensure that it is up-to-date.

6.2 HSE objectives and planning to achieve them

The Company shall establish, implement and maintain documented HSE objectives at relevant functions and levels within the company. These objectives shall be measurable, where practicable, and consistent with the HSE Policy, significant hazards and aspects including the commitments to prevention of harm to people or the environment, to its compliance obligations, and to continual improvement. The Company shall establish:

- a) What will be done;
- b) What resources will be required;
- c) Who will be responsible;
- d) When it will be completed;
- e) How the results will be evaluated including indicators for monitoring; and
- f) How the actions will be integrated into Company business processes.

7. Support

7.1 Resources

The Company shall determine and provide the resources needed to establish, implement, maintain and improve the HSE-MS.

7.2 Competence

The Company shall:

- a) Determine the competence of workers that can affect its HSE performance;
- b) Ensure that workers are competent;
- c) Take actions to acquire and maintain the necessary competence/s; and
- d) Retain documented information as evidence of competence.

7.3 Awareness

Workers shall be made aware of:

- a) The HSE policy and the HSE objectives;
- b) Their contribution to the effectiveness of the HSE-MS including the benefits of improved HSE performance;
- c) The implications and consequences of not conforming to the HSE-MS;
- d) Incidents and the outcomes of investigations that are relevant to them;
- e) Hazards and aspects; risks, impacts and actions determined relevant to them; and
- f) The ability to remove themselves from serious and imminent danger.

7.4 Communication

With regard to its HSE hazards, aspects and the HSE-MS, the Company shall establish, implement and maintain procedures; and retain documented information (records) for:

- a) What it will communicate;
- b) When to communicate;
- c) With whom to communicate; and
- d) How it will communicate.

Internal

The Company shall:

- a) communicate information relevant to the HSE-MS at various functions and levels;
- b) ensuring that the communication process enables workers to contribute to continual improvement.

External

The Company shall communicate information relevant to the HSE-MS as established by its communication process and as required by its legal and other requirements.

7.5 Documented information (documents and records)

The HSE-MS documented information shall include:

- a) documented information required by ISO 14001, ISO 45001, and this HSE-MS; and
- b) documented information determined by the Company as being necessary. This will include (as mandatory requirements):
 - Scope of the HSE-MS (ISO section 4.3);
 - HSE policy and objectives (5.2/6.2);
 - Roles, responsibilities and authorities at all levels (5.3);

- Hazards, risks and aspects; risks, opportunities and impacts that need to be addressed and the processes necessary to have confidence these are carried out as planned (6.1);
- Legal and other requirements (6.1), and the results of compliance evaluation (9.1);
- Competency / training records (7.2);
- Records of communications (7.4);
- Records confirming operating criteria for processes, and implementation of control for the processes (8.1);
- Records of emergency preparedness and emergency response (8.2);
- Records of monitoring, measurement, analysis, evaluation and calibration results (9.1);
- Audit program and audit results (9.2);
- Results of management reviews (9.3); and
- Records of incidents, nonconformities and corrective actions (10.2).

Documented information required by the HSE-MS shall be controlled so that it is available for use and adequately protected from loss of confidentiality, improper use or loss of integrity.

8. Operation

8.1 Operational planning and control

The Company shall identify and plan those operations and activities that are associated with the identified significant HSE hazards and aspects in line with its policy and objectives. The Company shall establish operating criteria for the processes and implement control of the processes in accordance with the operating criteria.

In eliminating hazards and aspects and reducing risks and impacts, the Company shall apply the following hierarch (E-SEAP) of risks:

- Eliminate the hazard/aspect
- Substitute with less-hazardous
- Use engineering controls and/or reorganize work
- Use administrative controls (e.g. procedures, training, permits)
- Use adequate personal protective equipment (PPE)

Management of Change

The Company shall establish a procedure to control temporary and permanent planned changes (MOC) and review the consequences of unintended changes and taking action to mitigate risks and effects as necessary.

Procurement

The Company shall implement a process to control procurement of products and services, including its contractors, to ensure conformity to its HSE-MS. Contractors' activities which impact the Company or our interested parties and Company activities which impact contractors shall be coordinated to identify hazards and to assess and control risks and impacts.

Consistent with a lifecycle perspective, the Company shall:

- a) establish controls to ensure that its HSE requirements are addressed at the development and design stages;
- b) determine its HSE requirements for procurement of products and services;
- c) communicate its HSE requirements to external providers, including contractors;
- d) consider the need to provide information about HSE impacts associated with transportation, use, end-of-life treatment or final disposal.

8.2 Emergency preparedness and response

The Company shall establish, implement and maintain processes needed to prepare for and to respond to identified emergency situations by planning to prevent or mitigate HSE impacts. This includes:

- a) Establishing a planned response to emergency situations, including first aid;
- b) Providing training for planned responses;
- c) Periodically testing and exercising the planned responses;
- d) Evaluating response performance, and revising as necessary;
- e) Providing information to workers on their responsibilities;
- f) Communicating to contractors, visitors, emergency services, government bodies and the community;
- g) Take into account the needs of interested parties in developing responses.

The Company shall retain documented information on the process(es) and on the plans for responding to potential emergency situations.

9. Performance evaluation

9.1 Monitoring, measurement, analysis and performance evaluation

The Company shall establish, implement and maintain procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can have a significant HSE effect. This shall include:

- a) What needs to be monitored and measured;
- b) The methods for monitoring to ensure valid results;
- c) The criteria against which the Company will evaluate its performance;
- d) When the monitoring and measuring will take place; and
- e) When the results will be analyzed.

Monitoring equipment shall be calibrated and maintained.

Documented information (records) shall be retained of monitoring, measurement, analysis, evaluation and calibration.

Evaluation of compliance

The Company shall establish, implement and maintain the process needed to evaluate compliance with its legal and other requirements (see 6.1). It shall:

- a) Determine the frequency that compliance will be evaluated;
- b) Evaluate compliance and take action if necessary;
- c) Maintain knowledge of its compliance status; and
- d) Retain documented information of the compliance evaluation results.

9.2 Internal audit

The Company shall ensure that internal audits of the HSE-MS are conducted at planned intervals to determine whether or not it conforms to the planned processes for HSE management and has been properly implemented.

The Company shall:

- a) Plan, establish, implement and maintain an audit program;
- b) Define the audit TOR (objectives, reference framework and scope) for each audit;
- c) Select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- d) Ensure that the results of the audits are reported to relevant management;
- e) Take action to address nonconformities and improve HSE performance; and
- f) Retain documented information as evidence of implementing the audit program.

9.3 Management review

The Company's top management shall review the HSE-MS at planned intervals to ensure its continuing suitability, adequacy and effectiveness.

The management review shall include consideration of:

- a) The status of actions from previous management reviews;
- b) Changes in external and internal issues (context) relevant to the HSE-MS including compliance obligations, significant hazards and aspects, and risks and opportunities;
- c) The extent to which HSE objectives have been achieved;
- d) Information on the Company's HSE performance, including NC, CA, monitoring and measuring, meeting compliance obligations, and audits (internal and external);
- e) Provision (adequacy) of resources;
- f) Communications, including complaints;
- g) Opportunities for continual improvements – suitability of HSE-MS, decisions related to changes to the HSE-MS, actions when objectives not achieved, opportunities to align the HSE-MS with other business processes, and implications for the strategic direction of the Company.

Documented information (records) of management reviews shall be retained.

10. Improvement

10.1 General

The Company shall determine opportunities for improvement and implement necessary actions to achieve the intended outcomes of its HSE-MS.

10.2 Incident, nonconformity and corrective action

Where an incident or nonconformity occurs, the Company shall:

- a) React (report, record and investigate) in a timely manner and, as applicable, take action to control and correct it, and deal with the consequences;
- b) Evaluate the need for corrective action to eliminate the causes of the incident or nonconformity in order that it does not recur elsewhere;
- c) Review existing risk and impact assessments;
- d) Determine and implement any action needed, including corrective action(s);
- e) Assess risks and impacts that relate to new or changed hazards or aspects;
- f) review the effectiveness of corrective action taken;
- g) make changes to the HSE-MS, if necessary.

The Company shall retain documented information (records) of incidents or nonconformities, corrective actions, and results of such actions.

10.3 Continual improvement

The Company shall continuously improve the suitability and effectiveness of its HSE-MS to enhance overall business performance; and maintain documented records as evidence.

[END]

