

# **CORPORATE HEALTH AND SAFETY MANAGEMENT**

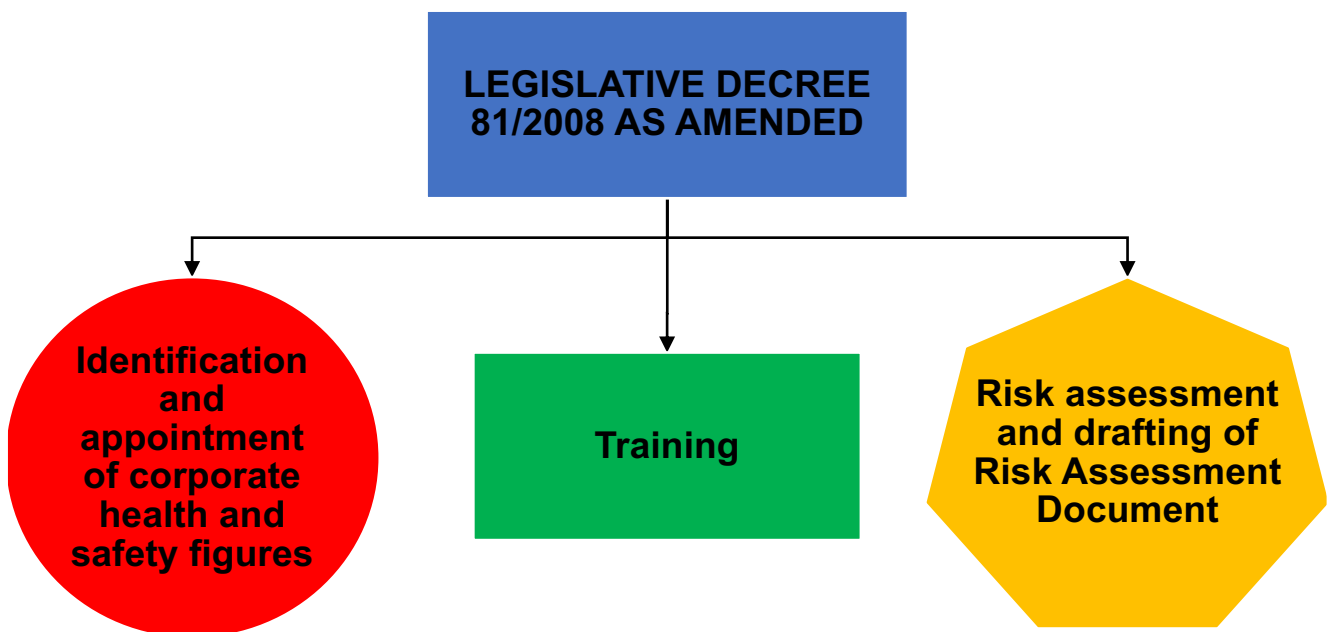
## Summary

General health and safety management scheme .....	3
1) The identification and appointment of corporate health and safety figures .....	4
2) Training.....	6
3) Risk assessment and drafting of the Risk Assessment Document (DVR).....	8
3.1) Machines .....	10
3.2) Health Surveillance .....	11
3.3) Emergency Management Service .....	12
3.4) Introduction of new chemicals .....	13

### *General* health and safety management scheme

Starting from Legislative Decree 81/2008, which prescribes all the obligations the company must fulfil for proper management of the health and safety of workers in the workplace, three basic paths are identified:

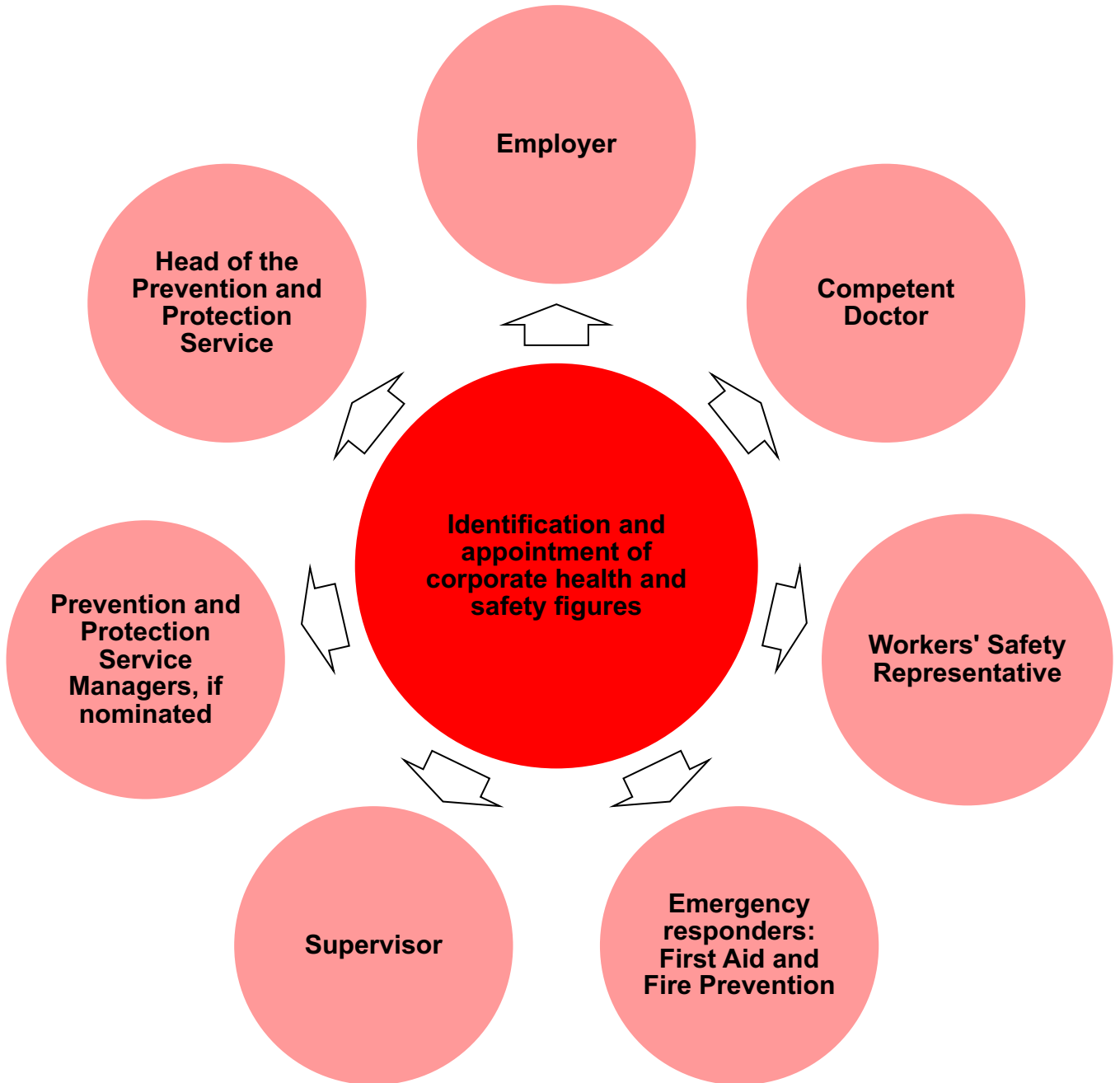
- 1) The identification and appointment of corporate health and safety figures
- 2) Training
- 3) Risk Assessment and the drafting of the Risk Assessment Document



## 1) The identification and appointment of corporate health and safety figures

In accordance with the prescriptions of Legislative Decree 81/2008, the following figures are identified as constituting the system

- Employer responsible for health and safety
- Company Doctor
- Head of the Prevention and Protection Service (RSPP)
- Workers' Safety Representative (RLS)
- Prevention and Protection Service Managers (ASPP), if nominated
- Supervisor
- Emergency responders: First Aid and Fire Prevention



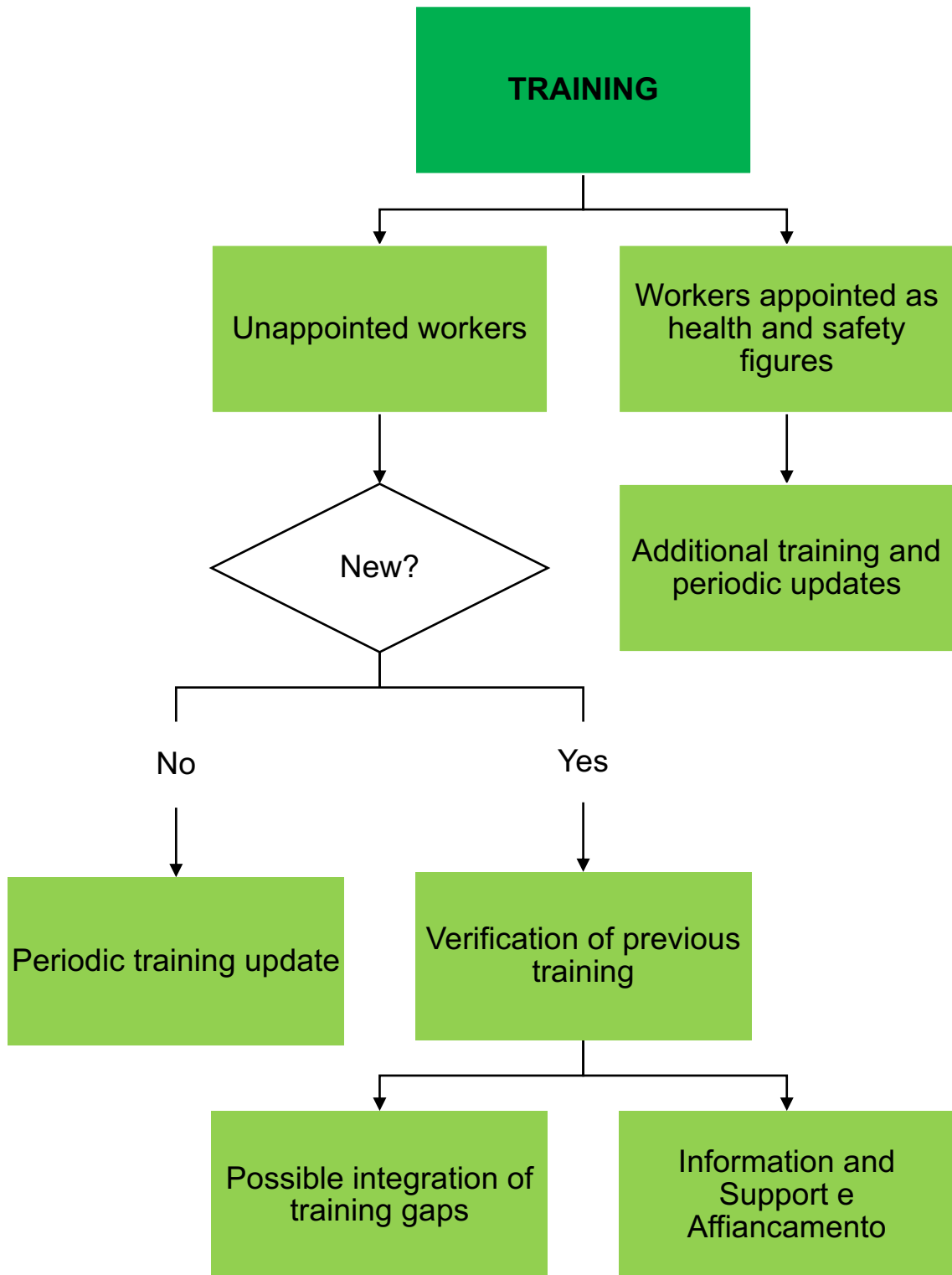
## 2) Training

Health and safety training is a fundamental legislative requirement to make all workers aware of their responsibilities and the risks related to their tasks. Training is provided to all workers in accordance with the laws in force. The training management process is structured as shown below.

If a new worker is hired in the company, his or her previous training is checked and, if it is insufficient, the necessary training hours are scheduled to compensate for the gaps. In addition to the compulsory training, on-the-job coaching is carried out by the most experienced personnel, who also provide all the specific information needed to perform the tasks safely.

If the worker has already been with the company for some time and has met the training requirements, the necessary periodic updating is scheduled.

When the worker also has an appointment as a health and safety figure, the necessary additional training is provided and regular updates are scheduled.



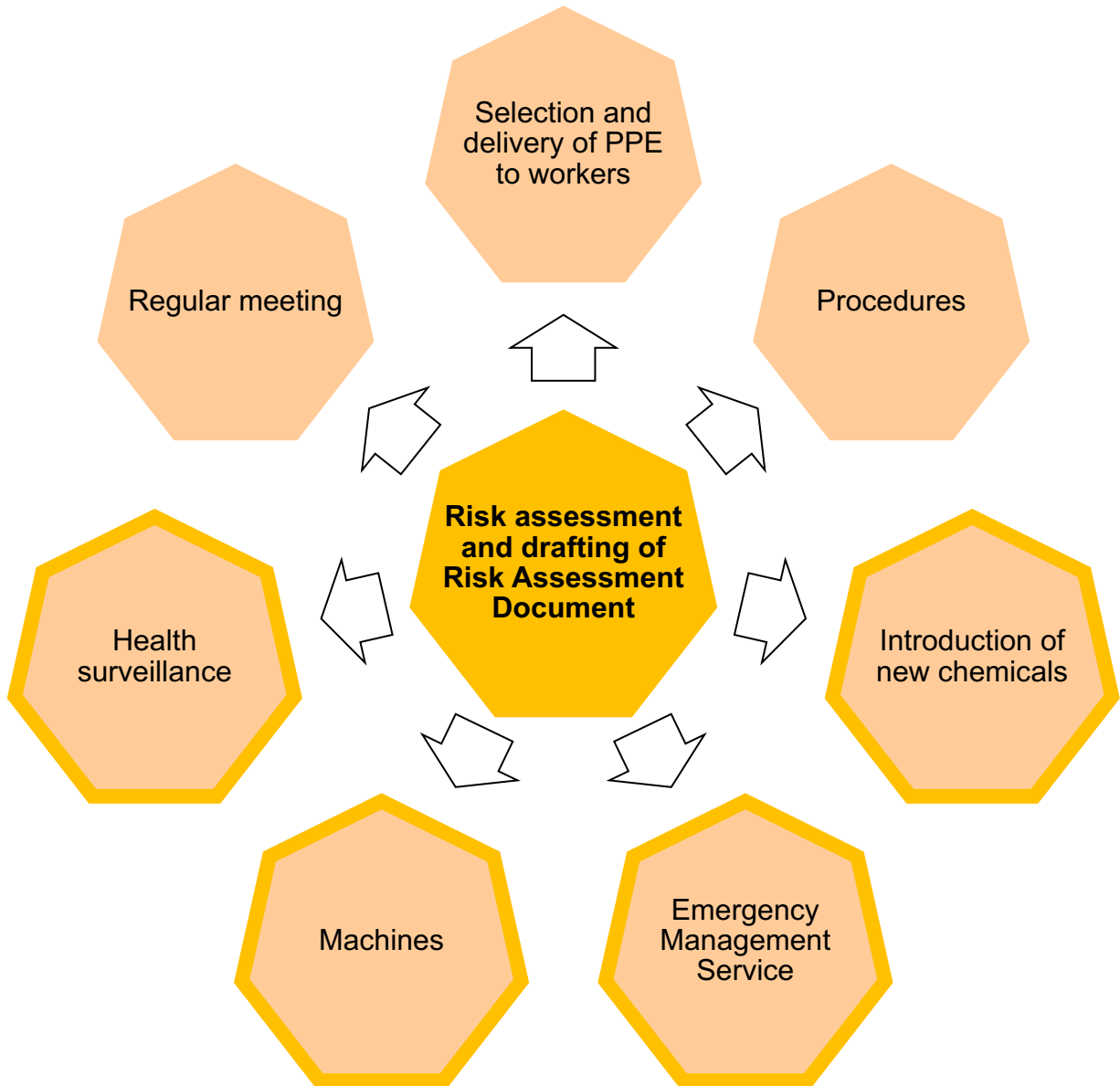
### 3) Risk assessment and drafting of the Risk Assessment Document (DVR)

A fundamental part of the legislative requirements is the assessment of all risks to workers' health and safety. The assessment is usually carried out by the RSPP in cooperation with any ASPPs, the Employer and the Company Doctor. Once the assessment has been carried out, the Risk Assessment Document (DVR) is drawn up, which has legal value and in which all the information necessary to guarantee the safety of all workers is reported. From the DVR derive:

- Procedures given to workers to work safely
- The choice of any Personal Protective Equipment (PPE) that is given to workers performing certain tasks
- The periodic meeting of the Employer, RSPP, RLS, Company Doctor, necessary to verify historical data and analyse certain aspects necessary to improve/maintain the current level of health and safety of workers
- Safety analysis of machinery and equipment used or purchased for production
- Health surveillance by the Company Doctor, including periodic fitness examinations of workers performing certain tasks, the risks of which are set out in the DVR)
- The emergency management service such as occupational accidents and fires
- The evaluation of new chemicals to be introduced in the production process

With the exception of the first three points, the following pages explain how the internal processes relating to machine management, health surveillance, emergency management and the introduction of new chemicals are structured.



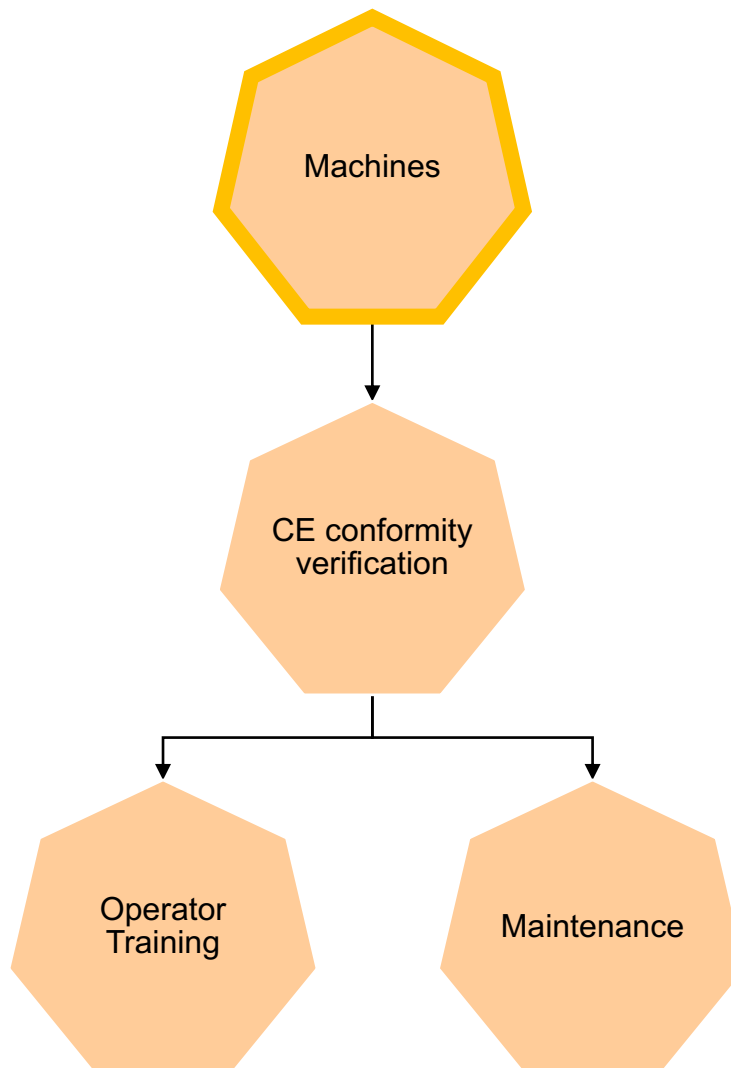


### 3.1) Machines

The process of analysing machines is based on verifying their compliance with the applicable EC Directives transposed by the Italian state, in particular compliance with the 'Machinery Directive'. Every machine purchased must necessarily have: the Use and Maintenance Manual, the manufacturer's Declaration of Conformity, and the "CE" plate applied directly to the machine.

Following verification of the above

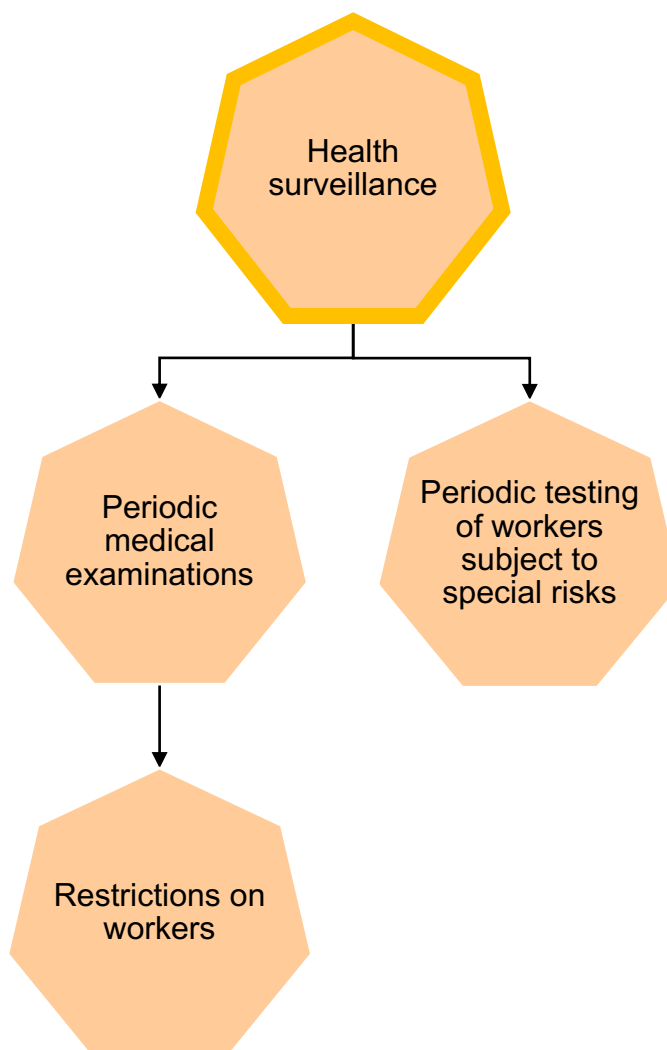
- training is provided to all workers who will be using the machine, so as to ensure the correct use foreseen and stated in the Use and Maintenance Manual;
- periodic maintenance of the machine is scheduled in accordance with the Operation and Maintenance Manual.



### 3.2) Health Surveillance

Health surveillance by the Company Doctor provides for:

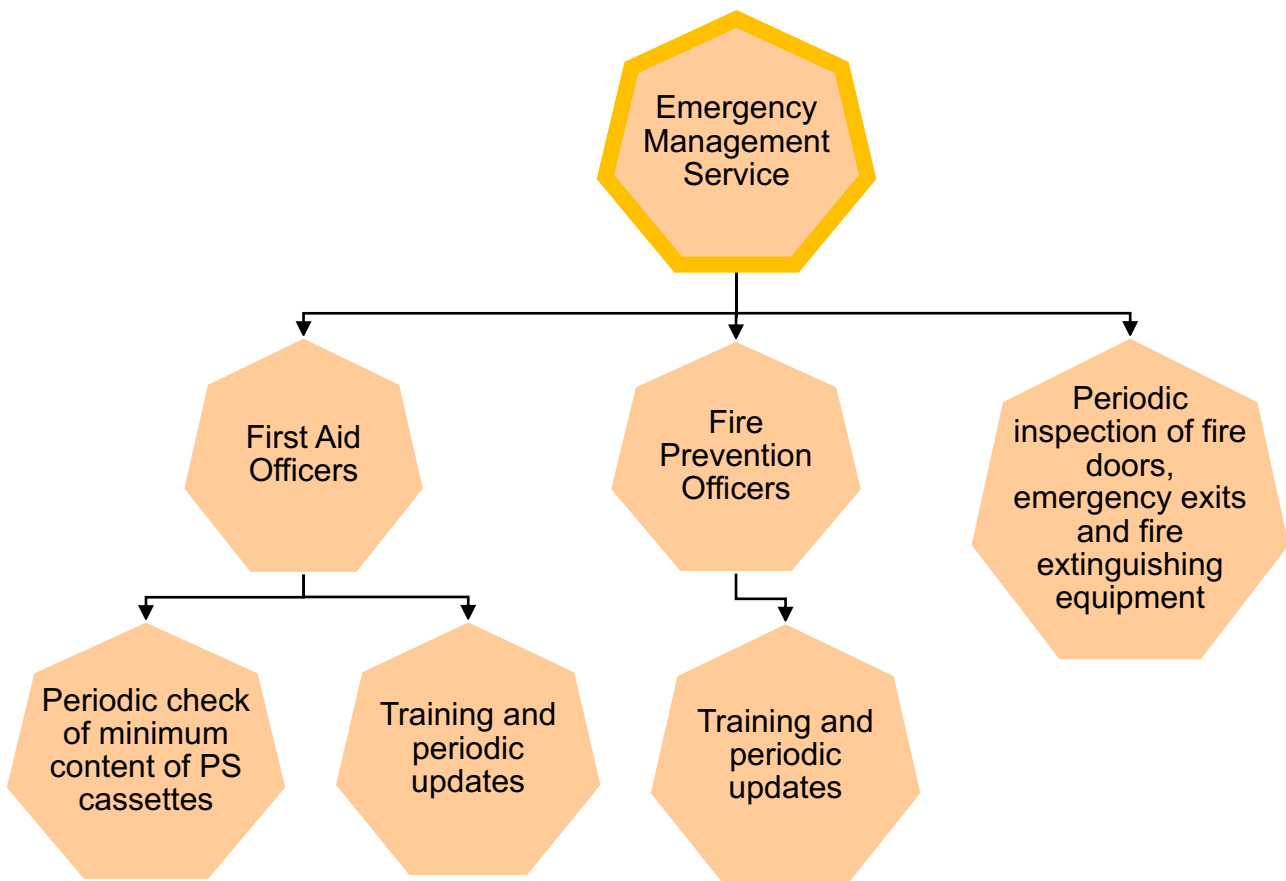
- periodic analyses to workers subject to particular risks;
- periodic medical examinations judging suitability for the specific tasks and in which any limitations on the activities that the worker normally performs are indicated and communicated to the company.



### 3.3) Emergency Management Service

The emergency management service is an integral part of the company's Prevention and Protection Service. All first-aid officers in case of accidents and fire prevention officers belong to it. The emergency management service provides for a periodic check of the fire doors, emergency exits and the conformity of the means of extinguishing any fire starts, also by external bodies.

In accordance with legal requirements, First Aid and Fire Prevention officers follow a training course that qualifies them for the role and requires regular updating. First Aid officers must also ensure that first aid kits contain all consumables and intervention tools in good condition and not expired, ensuring that the minimum quantities required by law are always guaranteed.



### *3.4) Introduction of new chemicals*

The introduction of new chemicals into the company may entail new risks to the health and safety of the workers who will use them, and it is therefore necessary to carry out a careful pre-assessment.

First of all, it is necessary to be familiar with the substance in every respect, which is why an updated Material Safety Data Sheet must be requested from the supplier before it is used, in order to carry out a subsequent risk analysis.

If the assessed risk is acceptable, the substance may be purchased and used in accordance with any precautions indicated in the Safety Data Sheet.

If, on the other hand, the risk is not acceptable, it is assessed whether the substance is really necessary or not; in the latter case, the substance is not purchased. If the substance is really necessary, it is assessed whether an equivalent alternative exists on the market and it is verified from the Safety Data Sheet whether the risk is acceptable and the substance can be purchased. If an alternative does not exist and the substance is really necessary, consideration must be given to introducing technological solutions for managing the substance (e.g. special protection technologies or containment systems or closed-loop processes) that reduce the level of excessive risk, bringing it within the required levels of acceptability.

