

## VCA-UTECH-HTL

### Health and Safety Policy

JVCA-UTECH-HTL will always believe that humans are the most critical and important element for its development, sustainability and success, and the care of people's health and safety is one of JVCA-UTECH-HTL's core jobs and priorities. JVCA-UTECH-HTL is committed to creating a positive health and safety culture with the principle of "Love and Responsibility".

JVCA-UTECH-HTL will strive to achieve the top health and safety standards, to provide and maintain a world class health and safety environment for employees, customers, partners and visitors.

This policy applies to all JVCA-UTECH-HTL employees and also those of JVCA-UTECH-HTL affiliates or partners.

JVCA-UTECH-HTL Top Management will guarantee superior, competent and experienced resources and efficient actions to implement and maintain the advanced health and safety management system, so as to achieve the following goals and objectives:

- Comply with the laws and regulations of host countries and regions, as well as the relevant international industrial standards and requirements;
- Eliminate hazards and reduce OH&S risks to create a healthy and safe working environment;
- Update and provide continuous health and safety training to maintain and promote a positive and proactive health and safety culture. Ensure employees are trained and certified to perform high risk work tasks safely.
- Optimize resource configuration and continuously improve health and safety management resources to ensure knowledgeable experience;
- Devote every effort to achieve the goal of zero fatalities, zero injury and zero incidents;
- Implement the health and safety plan relevant to all employees;
- Create and maintain healthy and safe working methods and environment, and keep verifying and improving them in practice with the consultation and participation of workers;
- Provide employees with the correct, sufficient and industry standard personal protective equipment to ensure they can perform their work in a safe manner as per the risks identified.

## VCA-UTECH-HTL

- Review, display and show the policy and performance on a regular basis;
- Conduct regular communication regarding this policy with all employees, partners and stakeholders.



## JVCA-UTECH-HTL

# HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM (HSE-MS)

<b>VERSION:</b>	<b>Issued:</b>
001	1 <sup>st</sup> April 2024



## PART A – INTRODUCTION

The objectives of this document are to provide:

JVCA-UTECH-HTL with a clear definition of the elements and requirements for an HSE management system that is consistent with the requirements of ISO 45001:2018

A common HSE management framework to be used by our company where we are the operating company or hold a controlling interest

### Notes:

1. “Shall” indicates a requirement. “Should” indicates a recommendation.
2. “Planning” is not a single event, but an on-going process, anticipating changing circumstances and continually determining risks and opportunities.
3. “Objectives” should be linked to risks, impacts and opportunities, and can be strategic, tactical or operational. Where practical, they should be SMART.
4. “Documented information” is used to indicate both documents and records. This document uses the phrase “retain documented information” to mean records, and “shall be maintained as documented information” to mean documents, including procedures.

## PART B - HSE MANAGEMENT SYSTEM REQUIREMENTS

JVCA-UTECH-HTL shall establish and maintain an HSE-MS, the requirements of which are described in sections 4-10 of this document:

### **4. Context of the organization**

JVCA-UTECH-HTL shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcomes of its HSE-MS.

It shall determine its stakeholders (i.e. its interested parties) and their needs and expectations, including those which are or could become legal requirements.

JVCA-UTECH-HTL shall determine the boundaries for its HSE-MS to establish its scope.



## 5. Leadership

Senior management shall demonstrate leadership and commitment to the HSE-MS by providing a safe and healthy workplace, and by taking overall responsibility for the prevention of workplace injuries and ill-health.

Senior management shall provide the necessary resources to establish, implement, maintain and improve the HSE-MS.

Senior management shall develop, lead and promote a culture that supports the intended outcomes of the HSE-MS.

Senior management shall establish, implement and maintain an HSE policy that:

- a) is appropriate to the purpose, size and context of JVCA-UTECH-HTL and the specific nature of its HSE risks, impacts and opportunities;
- b) includes a commitment to eliminate hazards and reduce risks and impacts, and to continual improvement of the HSE-MS;
- c) includes a commitment to fulfil relevant HSE legal and other requirements;
- d) provides a framework for setting HSE objectives;
- e) is documented, implemented and maintained and communicated to all persons working for or on behalf of the company;
- f) is available to stakeholders, including the public.

## 6. Planning

### 6.1 Actions to address risks and opportunities

JVCA-UTECH-HTL shall create and maintain documented information on:

- a) its HSE risks and opportunities
- b) the processes and actions necessary to address its risk and opportunities

**6.2 Hazard and Aspect Identification, Risk and Impact Assessment and Control** JVCA-UTECH-HTL shall establish, implement and maintain procedures to identify the HSE hazards and impacts that may arise from its activities, products or services in routine, non-routine and emergency situations. This procedure should focus upon hazards and aspects 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 hazards and aspects, and those people or receptors exposed and keep it up-to-date.

### **6.3 Assessment of HSE risks and impacts**

JVCA-UTECH-HTL shall assess the inherent risks and impacts, and the opportunities, arising from its hazards and impacts and establish the control measures necessary to mitigate risks and impacts to tolerable residual levels.

It shall document its inherent and residual risks, with action plans to further-reduce risks where appropriate keep it up-to-date.

### **6.4 Legal and other requirements**

JVCA-UTECH-HTL shall maintain information on its legal and other requirements that are applicable to the HSE hazards and aspects arising from its activities, products and services. It shall document this information and keep it up-to-date.

### **6.5 HSE objectives, targets and management programmers**

JVCA-UTECH-HTL shall establish, implement and maintain documented HSE objectives and targets, at relevant functions and levels within the company.

The objectives and targets shall be measurable, where practicable, and consistent with the HSE Policy, including the commitments to eliminate hazards and reduce risks and impacts, compliance with legal and other requirements and continual improvement.

JVCA-UTECH-HTL shall establish, implement and maintain programmers for achieving its objectives and targets, including:

- a) designation of formal responsibility for achieving each objective and target;
- b) the means and time-frame by which they are to be achieved.

## **7/8. Support and Operation**

### **7. Support**

#### **7.1 Roles, responsibility and authority**

Management shall provide resources essential to establish, implement, maintain and improve the HSE management system. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

## VCA-UTECH-HTL

COMPANY NAME shall define, document and communicate roles, responsibilities and authorities in order to facilitate effective HSE management.

### 7.2 Competence, training and awareness

JVCA-UTECH-HTL shall confirm that personnel performing tasks that can cause significant HSE effects shall be competent on the basis of appropriate education, training and/or experience, and shall retain documented information as evidence of competence.

JVCA-UTECH-HTL shall identify training needs associated with its HSE risks and impacts and its HSE management system. It shall provide training or take other action to meet these needs and retain the associated records.

COMPANY NAME shall establish, implement and maintain procedures to make persons working for it on its behalf, at each relevant function and level, aware of:

- a) the importance of conformance with the HSE Policy and procedures and with the requirements of the HSE management system;
- b) the significant HSE risks and impacts, actual or potential, associated with their work activities and the HSE benefits of improved personal performance;
- c) their roles and responsibilities in achieving conformance with the HSE Policy and procedures and with the requirements of the HSE management system;
- d) the potential consequences of departure from specified procedures.

### 7.3 Communication

With regard to its HSE hazards, aspects and management system, JVCA-UTECH-HTL shall establish, implement and maintain procedures for:

- a) Internal communication between the various levels and functions of the company (including an HSE committee to coordinate consultation and participation of workers); and
- b) Receiving, documenting and responding to relevant communication from external interested parties.

It shall retain documented information of its internal and external communications.



#### 7.4 HSE management system documentation

The HSE management system documentation shall include:

- a) the HSE Policy, objectives and targets
- b) description of the scope of the HSE management system
- c) description of the main elements of the HSE management system and their interaction, and reference to related documents
- d) documents, including records, determined by JVCA-UTECH-HTL to be necessary to ensure the effective planning, operation and control of processes that relate to its significant HSE risks and impacts.

#### 7.5 Document control

Documents required by the HSE management system, including records, shall be controlled. JVCA-UTECH-HTL shall establish, implement and maintain procedures to:

- a) approve documents for adequacy prior to issue;
- b) review and update as necessary and re-approve documents;
- c) ensure that changes and the current revision status of documents are identified;
- d) ensure that relevant versions of applicable documents are available at points of use;
- e) ensure that documents remain legible and readily identifiable;
- f) ensure that documents of external origin are identified, and their distribution controlled; and
- g) prevent the unintended use of obsolete documents and apply suitable identification if they are retained for any purpose.

### 8. Operation

#### 8.1 Operational control

JVCA-UTECH-HTL shall identify and plan those operations and activities that are associated with the identified significant HSE risks and impacts in line with its policy, objectives and targets. JVCA-UTECH-HTL shall control these activities, including maintenance, in order to ensure that they are carried out under specified conditions by:

- a) Establishing and applying a hierarchy of control based upon 'E-SEAP' (eliminating the hazard, substituting the hazardous with less-hazardous, engineering controls, administrative controls, PPE);



## VCA-UTECH-HTL

- b) Establishing, implementing and maintaining documented procedures to cover situations where their absence could lead to deviations from the HSE policy and the objectives and targets;
- c) Stipulating operating criteria in the procedures (including, but not limited to work procedures, safe systems of work, management of change, permits to work, competencies and supervision); and
- d) Establishing, implementing and maintaining procedures related to the identified significant HSE risks and impacts arising from goods and services used and communicating relevant requirements to suppliers, including contractors.

### 8.2 Emergency preparedness and response

JVCA-UTECH-HTL shall establish, implement and maintain procedures to identify potential scenarios for response to accident and emergency situations, and for preventing and mitigating the HSE effects that may be associated with them.

JVCA-UTECH-HTL shall respond to actual accidents and emergency situations and demonstrate its actions to prevent or mitigate associated adverse HSE risks and impacts.

JVCA-UTECH-HTL shall review and revise, when necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

JVCA-UTECH-HTL will periodically test its procedures for its potential scenarios. It shall record the results, findings and corrective actions (as necessary) from such tests.

## 9. Performance evaluation

### 9.1 Monitoring and measurement

JVCA-UTECH-HTL 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 including:

- a) The extent to which legal and other requirements (see s6.4) are met;
- b) Its activities relevant to hazards, risks and opportunities (see s6.3);
- c) The effectiveness of its operational controls (see s8.1); and
- d) Progress towards achievement of its objectives and targets (see s6.5)

## VCA-UTECH-HTL

JVCA-UTECH-HTL shall retain documented information (records) of the results of its monitoring, measurement and performance evaluation.

Monitoring equipment shall be calibrated and maintained and documented information (records) shall be retained.

### 9.2 Evaluation of compliance

JVCA-UTECH-HTL shall establish, implement and maintain a process(es) for evaluating compliance with legal and other requirements (see s6.4).

It shall keep documented information (records) of the results of these periodic evaluations of compliance.

### 9.3 Internal audit

JVCA-UTECH-HTL shall ensure that internal audits at planned intervals to provide information on whether the HSE-MS:

- a) Conforms to JVCA-UTECH-HTL 's own HSE-MS, its policy and objectives;
- b) Conforms to ISO 14001 and ISO 45001; and
- c) Is effectively implemented

It shall provide documented information on the audit program and results to senior management.

Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.

### 9.4 Management review

JVCA-UTECH-HTL ' S senior management shall review the HSE-MS at planned intervals to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include:

- a) The status of actions from previous management reviews;
- b) Changes in external and internal issues relevant to the HSE-MS including needs and expectations of stakeholders, legal and other requirements and JVCA-UTECH-HTL 's risks, impacts and opportunities;
- c) The extent to which its HSE objectives have been met;
- d) Information on HSE performance, including monitoring and measuring (see s9.12), audit results (see s9.3), incidents, nonconformities, corrective actions and continual improvement;

## VCA-UTECH-HTL

- e) Adequacy of resources for maintaining an effective HSE-MS;
- f) Communications with stakeholders; and
- g) Opportunities for continual improvement in the future.

Senior management shall communicate the relevant outputs of management reviews to its workers.

JVCA-UTECH-HTL shall retain documented information (i.e. minutes) of the results of its management reviews.

### **10. Improvement**

#### **10.1 Incident, nonconformity and corrective action**

JVCA-UTECH-HTL shall establish, implement and maintain a process(es) for reporting, investigating and taking action following incidents (including near misses).

JVCA-UTECH-HTL shall retain documented information as evidence of incidents, nonconformities and subsequent actions taken (including its effectiveness). It shall ensure that any necessary changes are made to the HSE management system documentation.

#### **10.2 Continual improvement**

JVCA-UTECH-HTL shall maintain and retain documented information as evidence of the results of its continual improvement.