

Rotork Instruments Italy Srl, Bergamo – Italy

The activities of Rotork Instruments Italy Srl, are carried out in full compliance with environment, health and safety of its employees and its visitors. All this guaranteed by a management system certified ISO 14001 and OHSAS 18001. The Environmental, Health and Safety Policy for Rotork Instruments Italy includes:

- The Compliance with environmental, health and safety laws, and all other requirements;
- The identification of all business risks to health and safety, including residual risks, and all environmental impacts, checking and improving continuously;
- The clear allocation of responsibilities and authority to the staff and the objectives to be achieved;
- The involvement of those responsible for implementing the policy and in defining and achieving the set objectives, giving it the task of creating a receptive environment for the company's environmental performance and aspects of health and safety in the workplace;
- The identification of the skill levels of staff and the training and information necessary and verification that is effective;
- The engagement and responsibility of staff to safety and environmental protection;
- The optimization of business processes and the continuous improvement of its management system through internal audits, stakeholder feedback, management reviews, corrective and preventive actions, analysis of proposals for improvement by all staff and periodic review and possible redefinitions of policy and objectives;
- The guarantee of the efficiency, safety and maintenance of the equipment;
- The guarantee to inform the competent institution of any accidents;
- The use of suppliers and contractors are aware of respecting the environment and the responsibility for safety;
- Integration of EHS considerations, including identifying and controlling risks and impacts into our business decisions, plans and operations;
- The commitment to periodic review of this policy in line with new requirements and / or new objectives.

Signed

Alessandra Rosati – General Manager

Form Completed by

Giancarlo Imbroglia – QHES Engineer

Date

09.01.2017

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of:

Alessandra Rosati

Day to day responsibility for ensuring this policy is put into practice is delegated to

Giancarlo Imbroglia – Quality, Environmental & Safety Engineer

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas

Name and Responsibility

Alessandra Rosati - General Manager

Mattia Belotti – Financial Manager: Offices and reception area

Giorgio Lorenzetto – Engineering Manager: R&D Lab

William Carnaghi – Operations Manager: Shopfloor area (all)

Nadia Cucciniello – a.i. Store Supervisor – warehouse and good inwards

Maurizio Guariglia – Workshop foreman – machine shop

Elia Finassi – Assembly foreman – coiling, welding, final assembly and shipping

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and safety risks arising from our work activities

Risk assessments will be undertaken by

**Massimo Casari (external RSP and Consultant), with cooperation:
Giancarlo Imbroglia – Quality, Environmental & Safety Engineer
EHS Committee**

The findings of the risk assessments will be reported to

**Alessandra Rosati, Giancarlo Imbroglia
EHS Committee**

Action required to remove/control risks will be approved by

**Alessandra Rosati, Giancarlo Imbroglia
Massimo Casari**

will be responsible for ensuring the action required is implemented

Alessandra Rosati

will check that the implemented actions have removed/reduced the risks

Giancarlo Imbroglia

Assessments will be repeated every

12 Months activities

12 Months Offices

or when the work activity changes, whichever is sooner.

Consultation with employees

Employee representative is:

Tomasangelo Colelli - CNC Toolmaker

Consultation with employees is provided by the health & safety committee comprising

Alessandra Rosati - General Manager

Massimo Casari – External RSPP

Maurizio Costa – Company Doctor

Tomasangelo Colelli – CNC Toolmaker (RLS)

Giancarlo Imbroglia – Quality, Environmental & Safety Engineer

William Carnaghi – Operations Manager

Giorgio Silva – Continuous Improvement

Elia Finassi – Assembly Foreman

Maurizio Guariglia – Workshop Foreman

Mattia Belotti – Financial Controller

Giorgio Lorenzetto – Engineering Manager

Safe plant and equipment

Every Foreman and Supervisor for its department

will be responsible for identifying all equipment/plant needing maintenance.

Giancarlo Imbroglia

will be responsible for ensuring effective maintenance procedures are drawn up.

Giorgio Silva

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

Giorgio Silva

Giancarlo Imbroglia

Giancarlo Imbroglia

will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The Engineer who introduces or specifies new substances

will be responsible for identifying those that need a COSHH assessment

Giancarlo Imbroglia

will be responsible for undertaking COSHH assessments

Giancarlo Imbroglia

will be responsible for ensuring that all actions identified in the assessments are implemented

Giancarlo Imbroglia

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments

Giancarlo Imbroglia

will check against the appropriate Materials Safety Data Sheet that the new substance can be used safely before they are purchased

Materials Safety Data Sheet will be checked for change every
2 Years

Assessments will be repeated if the Materials Safety Data Sheet revision changes or when work activity changes, whichever is the sooner.

Information, instruction and supervision

The Health and Safety information is issued by

Alessandra Rosati

Giancarlo Imbroglia

Health and safety advice is available from

Giancarlo Imbroglia

Massimo Casari - External RSPP and Consultant

For whatever concerns H&S, supervision of young workers/trainees will be arranged / undertaken / monitored by

Giancarlo Imbroglia

Giancarlo Imbroglia

is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

H&S induction training will be provided for all employees by

Giancarlo Imbroglia

H&S Job specific training will be provided by
Giancarlo Imbroglia

Specific jobs requiring special training include...

Forklift driving

Welding

Electrical works PES/PAV

H&S Training records are kept at/by
Giancarlo Imbroglia

H&S Training will be identified, arranged and monitored by
Giancarlo Imbroglia

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs

Driving Forklift Trucks

Welders

Production and Office people are subject to standard surveillance as per the local requirements

Health surveillance will be arranged by
Giancarlo Imbroglia

Health surveillance records will be kept by/at
Maurizio Costa – Company Doctor

The first aid box(es) is/are kept at
Infirmery

The appointed persons/first aiders are

Diasparra Giuliano - Warehouse

Marrucci Claudio - Accounting

Mazzoleni Cristian – Quality Control

Mazzoleni Ivan - Quality Control

Noris Michela - Sales

Passoni Lorenzo - workshop

Sala Luca - workshop

Sigismondi Maurizio - workshop

All accidents and cases of work-related ill health are to be recorded in the accident file. The file is kept by/at

Giancarlo Imbroglia – Quality, Environmental & Safety Engineer

Alessandra Rosati

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will

- Conduct Risk Assessments**
- Review every Accident and Near Miss**
- Quarterly meeting of EHS Committee**
- Internal audits**
- Audits of third party certification**

Giancarlo Imbroglia

is responsible for investigating accidents

Alessandra Rosati

is responsible for investigating work-related causes of sickness absences

Alessandra Rosati, Giancarlo Imbroglia

are responsible for acting on investigation findings to prevent a recurrence.

Is asbestos present in your premises? Have you taken steps to make it safe? Answer Yes/No

Yes at the old-office block roof

Emergency procedures fire and evacuation

Giancarlo Imbroglia

is responsible for ensuring the fire risk assessment is undertaken and implemented

Escape routes are checked by/every

Adriano Martignon – Every Month

Fire extinguishers are maintained and checked by/every

External Company – Every 6 Months

Alarms are tested by/every

Adriano Martignon – Every Month

Emergency evacuation will be tested every

Year

The following risk areas have been assessed and are periodically monitored:

- **Asbestos**
- **Chemicals**
- **Display screen equipment (VDUs)**
- **Driving motor vehicles**
- **Electricity**
- **Falling objects/collapsing structures**
- **Fire and explosion**
- **Machinery (including guarding)**
- **Manual handling**

- Noise
- Pressure systems
- Radiation (welding)
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fumes, etc)
- Temperatures
- Transport (including carrying dangerous substances, and pedestrians in the workplace)
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment