

**SAFETY POLICY**

**OCCUPATIONAL HEALTH AND SAFETY (OH & S) POLICY**

“Zero Harm to People”

The overall goal of OH & S at Wooyoung is “Zero Harm to People”. We believe that injuries, occupational illnesses and diseases are preventable.

We apply OH & S standards and directives, define organizational accountabilities and provide necessary resources and training. Manage performance and minimize risk to employees, contractors, visitors and the community.

**Five Cardinal Rules**

The following five Corporate Cardinal rules aim to prevent the most critical incidents in our industry. No compromise or shortcuts are tolerated. These Cardinal Rules are part of “Passion for Safety”, the Corporate OH&S Action Plan:

1. Do not override or interfere with any safety provision or allow anyone else to override or interfere with them.
2. Adhere to Personal Protective Equipment (PPE) rules applicable to a given task at all times.
3. Always follow Isolation and closing Procedures for all safety devices during holiday period..
4. Do not work if under the influence of alcohol or drugs.
5. Report all injuries and incidents.

**Policy Principles**

**1. The OH&S management**

**In general**

In order to achieve the requirements of the Wooyoung OH&S Policy, the Wooyoung requires to have an OH&S management system.

The most important principles of the OH&S policy and associated management system that contribute to improvements of the OH&S performance in the Wooyoung.

**Responsibility**

Everyone is responsible for her/his own health and safety. Managers have to provide the right management systems and are accountable for managing OH&S performance.

**OH&S commitment and performance**

Every employee and contractor is responsible for working safely, for knowing and following OH&S rules and procedures, and for being attentive to the health and safety of others.

Nobody may undertake or allow any other person to undertake any unsafe act or work in an unsafe condition. Demonstrated OH&S commitment and performance are key criteria for good leadership in Wooyoung.



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### **Complying with OH&S rules**

Complying with OH&S rules and directives is a condition of employment in Wooyoung.

### **Injuries/incidents/unsafe acts**

All injuries, incidents and unsafe acts must be investigated. The root causes must be found and corrected. Those with potential for serious harm must be shared between inter-department so that corrective or preventative measures are implemented throughout the Wooyoung.

### **Safety observations, inspections and audits**

All levels in the organization carry out safety observations. Specialists carry out periodic inspections and audits. Managers must ensure that all issues recorded or identified get corrected.

### **Training**

Training is essential to have healthy and safe workplaces:

- All employees must know the general and their task-specific OH&S rules and procedures. They must recognize report and correct all unsafe acts/conditions in their workplace.
- Contractors must be trained in the OH&S rules and procedures applicable to their job. They are required to always conform to those OH&S rules and procedures.

### **Processes**

There is a systematic approach to managing OH&S in Wooyoung.

“Passion for Safety”

“Passion for Safety” is a process to develop and implement a strong and sustainable OH&S culture allowing Wooyoung to achieve their goal of “Zero Harm to People”. It is based on strong management commitment and well-defined line accountability for OH&S.

“Passion for Safety”, the Corporate OH&S Action Plan, outlines the various OH&S objectives, activities and tasks to continuously improve our safety performance. The various activities and tasks are structured into four work streams:

- Set the Culture
- Drive Accountability
- Mobilize People
- Manage Performance

“Passion for Safety” must be implemented throughout the Wooyoung Family.



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### Local policies and procedures

Wooyoung has in place a formal OH&S policy, rules and procedures to govern its own OH&S function and approach. Compliance with the policy and procedures is key and therefore will be verified/certified and reviewed through periodic auditing.

Each group company shall establish its annual OH&S plan and set OH&S targets as an integral part of its local business plan. This local OH&S plan must be aligned with “Passion for Safety”, the Corporate OH&S Action Plan.

### OH&S performance measurement

In order to monitor benchmark and improve the performance, reporting and control tools are in place. Wooyoung includes a monthly report with OH & S performance data it could be reviewed all MRM and Weekly review.

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