

# Work Safety



## Occupational Health and Safety Policy

**Culture of prevention** (*GRI 403-1 Occupational health and safety management system*) (*GRI 403-8 Employees covered by an occupational health and safety management system*)

Healthy employees are essential for the performance and economic success of our company. A safe working environment is an important factor for the motivation and satisfaction of the workforce. Our goal is to protect employees from accidents and work-related illnesses and to design workplaces in a healthy manner. All corresponding measures are based on compliance with valid laws, ordinances, standards, the DGUV regulations and the internal instructions applicable at Heimbach. We work in accordance with DIN ISO 45001.

Occupational Health and Safety is a common concern of the management, all employees, external companies and visitors.



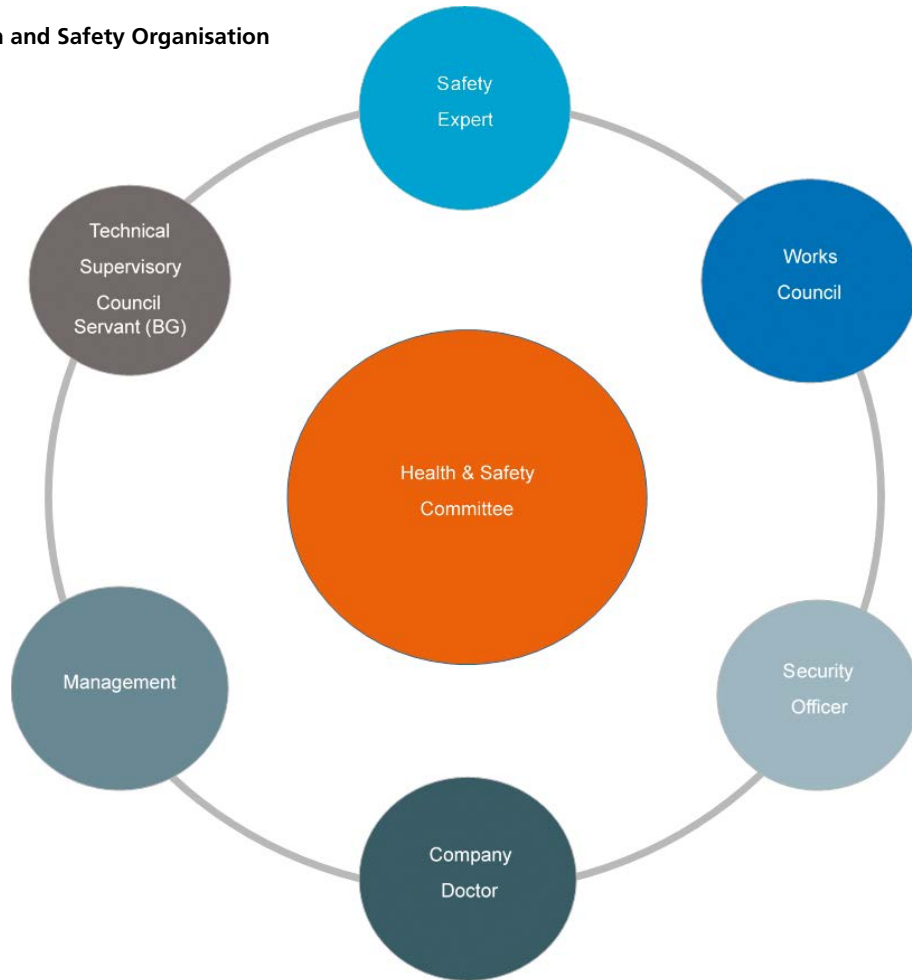
### Occupational Health and Safety Organisation

*(GRI 403-1 Management system for occupational health and safety)*

Heimbach employs a full-time occupational safety specialist. This is supported by 22 safety officers from the various work areas. Representatives from the various specialist areas of radiation protection, fire protection, laser protection and a company doctor complete the organisation. The central task of all of them is to provide advice and support on occupational safety issues. This may be vis-à-vis the company management or those responsible for the respective work areas.

The Occupational Health and Safety Committee meets **four times** a year to discuss current developments and issues. The measures adopted in this circle are documented and implemented within the set deadlines. The safety specialists of the individual branches report **monthly** on incidents and discuss preventive protective measures, which are recorded centrally. Every **two years**, a two-day topic-specific workshop is held with all safety specialists on a current topic.

## Occupational Health and Safety Organisation



### Our goals

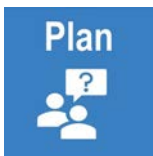
- Ensuring safety-compliant work equipment according to the state of the art *(GRI 403-02 Hazard identification, risk assessment and investigation of incidents)*
- Avoiding hazards to life and health. In doing so, we act according to the **STOP** protection principle *(GRI 403-2 Hazard identification, risk assessment and investigation of incidents):*  
**S** for substitution  
**T** for technical protective measures  
**O** for organisational protective measures and  
**P** for personal protective measures
- Human-centred design of workplaces and work equipment to ensure ergonomics *(GRI 403-6 Promoting worker health)*
- Continuously improve occupational safety and health by applying management methods according to the **PDCA** cycle (**P**lan, **D**o, **C**heck, **A**ct) *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Appropriate conditions in the working environment (e.g. climate, lighting, noise protection) *(GRI 403-6 Promoting employee health)*
- Personal protective equipment (e.g. safety goggles, safety shoes, hearing protection) unless hazards are preventable by technical or organisational protective measures *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Avoid overexertion of our employees *(GRI 403-6 Promote employee health)*
- Organise first aid as part of effective emergency preparedness *(GRI 403-3 Occupational Health Services)*
- Make changes visible to all employees and inform them promptly about events. This is done using our Lost Working Time (LWT) and Accident Rate (AR) indicators, as well as through internal notices in work areas *(GRI 403-04 Employee participation, consultation and communication on occupational safety and health)*



## Occupational Health and Safety Management

*(GRI 403-1 Occupational safety and health management system)*

The continuous improvement of occupational health and safety is a central task for Heimbach. To this end, we analyse our processes according to the PDCA cycle. Below we show a representation of the sub-components and the resulting implemented measures.



**We determine risks and opportunities, evaluate them and define the necessary occupational health and safety objectives and processes.**

The implementation of **hazard analyses for activities** and the **risk analysis of work equipment** are central tools here. Risks are calculated using a matrix and identified safety deficiencies are remedied according to STOP priority. The occupational safety specialist reports monthly to the management on the project status and necessary adjustments in the event of legal changes.

### Specific procedures are defined:

- in visitor management for external companies  
*(GRI 403-7 Avoidance and minimisation of occupational safety and health impacts directly related to business relationships)*
- in the Occupational Health and Safety Procedures  
*(GRI 403-04 Employee Participation, Consultation and Communication on Occupational Health and Safety)*

- in the fire safety concept and regulations  
*(GRI 403-2 Hazard identification, risk assessment and incident investigation), (GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- in radiation protection instructions  
*(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- in emergency management *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- in operating instructions for work equipment/ hazardous substances  
*(GRI 403-04 Employee participation, consultation and communication on occupational safety and health)*



**We implement protective measures according to the identified risks.**

In order to prevent accidents, all employees are trained annually in the occupational, fire and radiation protection topics relevant to them. The training is documented in a training protocol. For the safe handling of work equipment and hazardous substances, operating instructions are prepared and posted in the work area for everyone to see. Employees with control activities in internal transport (e.g. crane systems, industrial trucks, lifting platforms) are additionally qualified in theory and practice.

### Other relevant organisational measures are:

- Newsletter, internal monthly communication  
*(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- Electronic instruction system SAM  
*(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*  
*(GRI 403-5 Employee training on occupational safety and health)*
- Hygiene training *(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- Development of company-specific instructions  
*(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- Posting of notices, safety signs  
*(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*

- First aid training *(GRI 403-3 Occupational health services)*
- Qualification and training of officers *(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- Occupational safety and health screensaver *(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- Processing occupational safety and health projects



**We review or evaluate activities and processes with regard to our occupational safety and health policy and objectives.**

We record the current status in weekly or monthly workplace inspections by supervisors, employees and members of the "Occupational Health and Safety Working Group". Topic-specific checklists support us in this assessment. Deviations from the target state are recorded and appropriate measures for improvement are defined. In order to shed more light on the interaction of different work processes, we carry out situational activity analyses. Here, the workflow is observed over a longer period of time. This provides us with information about necessary adjustments. Every employee is called upon to report any deficits or potential for improvement identified by means of a so-called idea card. *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*

Reporting on current incidents (accidents at work and on the way to and from work) takes place monthly in fixed-schedule meetings with the management and the safety experts at all sites. The deficiencies identified in the course of the incident investigation are promptly remedied, documented and communicated via notices. In this way, incidents involving similar hazards can be prevented.

**Occupational safety check at a glance:**

- Regular departmental inspections (with supervisors) *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Situational activity analysis *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Radiation and fire safety inspections *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*

- Incident investigation (accidents, near misses) *(GRI 403-9 Work-related injuries)*
- Inspection of gas equipment, cooling lubricants *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Quarterly occupational health and safety committee meeting *(GRI 403-4 Employee participation, consultation and communication on occupational health and safety)*
- Group-wide reporting *(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- Addressed in departmental meetings
- Non-radioactive basis weight measurement system *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Risk analysis snow load/earthquake *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Expansion of plant fire protection - area-wide sprinkler system production *(GRI 403-2 Hazard identification, risk assessment and investigation of incidents)*
- Anchor points PPE against falls from a height *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*
- Noise prevention (technical noise protection) *(GRI 403-2 Hazard identification, risk assessment and incident investigation)*

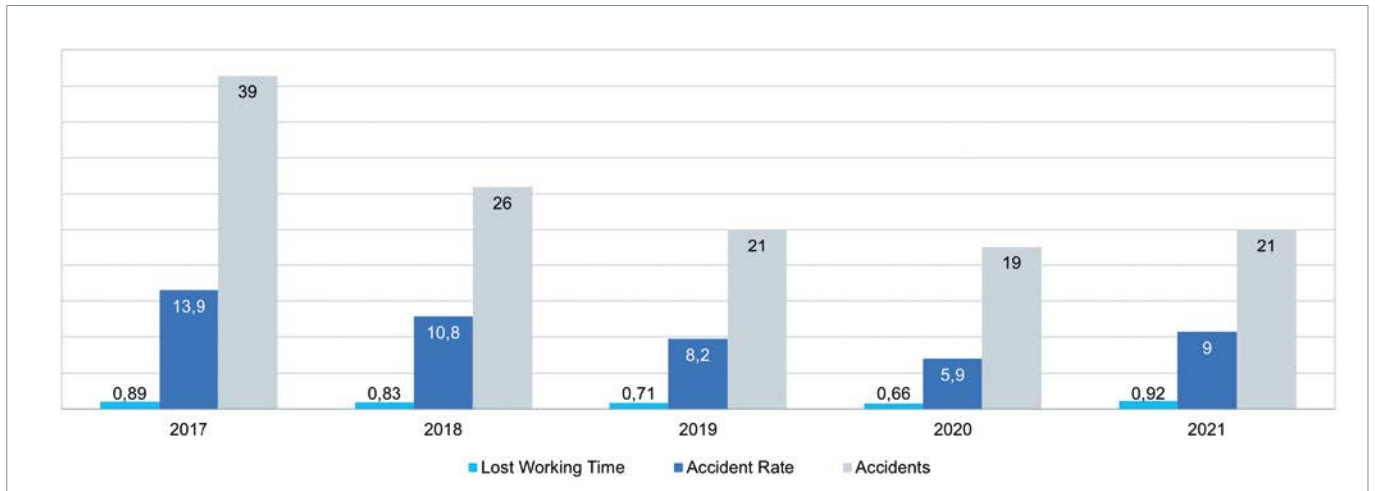


**We reflect on processes, structures and results. And thus continuously improve our occupational health and safety.**

- Legal changes are reviewed every six months and implemented where relevant *(GRI 403-1 Occupational health and safety management system)*
- Our occupational safety and health is documented in the annual report and fields of action are defined for the coming year *(GRI 403-4 Employee participation, consultation and communication on occupational safety and health)*
- Incidents are statistically recorded, documented and circulated through various communication channels (notices, newsletters, intranet). The standardised indicators (lost working time, accident rate) enable a comparison of the Heimbach sites *(GRI 403-9 Work-related injuries)*

We aim for an Accident Rate <10.

## Heimbach: Lost Working Time (LWT)/Accident Rate (AT)/Accidents



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"Only those who think safety-consciously will act safety-consciously!"

Herbert Faßbender, Occupational Safety Specialist

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