

Overview

This policy sets out Freudenberg Filtration Technologies (Aust) Pty Ltd's commitment to:

- the implementation of the Freudenberg Group's Guiding Principles and their guidelines for the **H**ealth, **S**afety and **E**nvironment protection (HSE).
- in compliance with national, state and local legal requirements and regulations.
- implementation of the approved HSE management system to meet the requirements of international standards: ISO 45001 and ISO 14001.
- providing the continuous improvement of safe, healthy working environment with professional trainings to its employees, contractors and visitors in its workplaces for
 - Prevention of accidents
 - Prevention of work-related health hazards
 - Prevention of pollution to environment protection.

It sets out the guidelines and procedures to be followed to ensure compliance with Freudenberg Group's HSE standards and requirements.

Scope

This policy applies to all FFT (Aust)'s employees, contractors and visitors.

General

FFT (Aust) values occupational HSE. In order to create a healthy, safe and protected environment workplace to all employees, contractors and visitors, it is our obligation to

- offer safe and health working conditions
- eliminate/minimize OH&S risks according to the hierarchy of measures
- monitor the effectiveness of safety measures with the input of the workers, especially through discussions with the Health and Safety Representatives (HSRs).
- include workers in to decision making regarding HSE matters. To this effect, FFT (Aust) will engage with and promote the participation of the HSRs.
- involve with HSRs for investigation of incident and accident occurred at workplaces.
- provide appropriate guidance and training in identification, assessment and control of hazards at workplaces to achieve the best practice in safety performance.

Resources in line with the importance attached to occupational health, safety and environmental protection will be made available to comply with Freudenberg HSE standards, standards ISO 45001 & ISO 14001, relevant Act. and regulations, and to ensure that the workplaces are safe with minimized risks to health, safety and environment.

FFT (Aust) expects all employees to cooperate with established HSE protocols, take responsibility for their own actions, do not put themselves or others or environment at risk, take seriously to the identified HSE issues and implemented safety measures preventing the risk of injury at workplaces.

Management Responsibility

The promotion and maintenance of occupational health, safety and environment protection is primarily the responsibility of management. Management, at all levels, is required to contribute to the health and safety of all persons and prevention of pollution in the workplace. To this end, it is the responsibility of management to develop, implement and keep under review, the organisation's HSE Programs in consultation with related employees.

Management team supports our core principles by providing financial and human resources and by providing leadership for all of our employees and contractors. They consider the HSE in all aspects of activities, products and services.

Management supports and encourages the active participation of HSRs and their involvement in all safety aspects. To this effect, FFTAU management will actively consult with HSRs on topics related to occupational health and safety at the workplace.

Specific Responsibilities

a) Senior management

All managers are required to ensure that this policy and HSE Programs developed are effectively implemented in their areas of control, and to support head supervisors and hold them accountable for their specific responsibilities.

b) Management & supervisors

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measures to ensure that:

- HSE Program compliance in the areas are in their control, employees are supervised and trained to meet the requirement under the program;
- Employees are consulted in issues which affect their health, safety and environment protection concern and any concerns they may have are referred to management.

c) Health & Safety Representatives (*refer to HSR Policy*)

Health and Safety Representatives play a key role in the consultation process outlined in the Occupational Health and Safety (OH&S) Act 2004. FFTAU acknowledges the importance and value of HSRs and is committed to working alongside them towards ensuring a healthy workplace.

d) Employees

All employees are required to co-operate with the HSE Policy and HSE Programs to ensure themselves and other's health and safety, to contribute to prevention of accidents, work-related health hazards and pollution to the environment protection at the workplaces.

d) Contractors, Suppliers and Visitors



All contractors, suppliers and visitors are engaged to perform work on site or locations are required, as part of their agreement, to comply with this policy and the procedures of HSE management at all time, and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

HSE Program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of occupational health and safety including:

- emergency procedures and drills;
- risk assessment and precautions;
- risk control and prevention trainings;
- job safety & environment analysis and hazard reporting;
- strengthening of HSE leadership skills at all management levels;
- “We all help” and Open Eyes initiative;
- safe work or operate instructions and procedures;
- personal safety protections;
- Lock out and Tag out procedures;
- provision of HSE equipment, services and facilities;
- regular workplace inspections and evaluations;
- implementation of work-related incident, accident, injuries and illnesses reporting;
- improvement of risk awareness and safety culture;
- encouragement of participation through consultation and integrating HSE responsibilities into the day-to-day activities of all employees, as well as the contractors whom we can control;
- avoidance and reduction of using environmentally harmful materials through reviews and substitution;
- reduction of environmental footprint by reducing our consumption of raw materials, energy, water and other goods;
- reduction of the wastes from production and administration activities;
- implementation of 5S program at workplace;
- HSE internal auditing and external audits.

It is a requirement that all employees, contractors, suppliers, service providers and visitors comply to these policies and procedures at all times.

Document Contents	Generated by: HSE Officer	Date	Approved by: SEO	Date
		10/01/2023		10/01/23