



***MinimumAgent.com***

# **Health, Safety, Quality and Environment (HSQE) Management Plan**

***27.05.2022 Minimum Oü (reg. 12647936 Estonia)***

## **PURPOSE OF THIS DOCUMENT**

The purpose of this document is to provide guidance and supporting information to enable Suppliers to meet Minimum Oü's requirements for HSQE qualification, as well as for clients and all stakeholder's information.

This plan outlines the company's commitment to the health, safety, quality, and environment of all those who may be directly or indirectly impacted by its activities. Health, Safety, Quality and Environment (HSQE) is managed as a fundamental part of our business and reflects our care and concern for people and the environment.

Minimum Oü sets specific HSQE objectives and strive for a leadership culture that prioritizes the health, safety, and security of our employees, contractors, suppliers, clients, visitors, and all those engaged or impacted by our activities.

Minimum Oü is dedicated to protecting the environment and reducing our carbon footprint through sustainable solutions. We safeguard our people, assets, technology, sensitive information, and reputation by meeting, and often also exceeding the legal compliance and other obligations in line with our values.

Minimum Oü is committed to continuous improvement of our HSQE management system to enhance health, safety, quality, and environmental performance.

The compliance with this policy is the responsibility of all our employees and contracted personnel, and it is enabled by the visible commitment of management.

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# 1 Leadership and Planning

## 1.1 Company Organisational Structure

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Minimum Oü is a reputable international equipment supplier in demolition, recycling and material handling industry. We are dedicated to providing quality, on-time, incident-free services to our customers and conduction operations in a manner that ensures environmental protection and the health and safety of our personnel and stakeholders. On the international stage we identify and maintain the highest HSQE required for the tasks to be performed, to our own standards and to the relevant country specific laws. We demand and follow up on our subcontractors' supply chain to comply with our, international and country specific HSQE standards.

**Roles:**

Minimum Oü activities are mainly conducted by its CEO, who is in charge of all the decision making, facilitating suppliers' products and services to its clients. As the facilitator, as CEO **Kalle Tuominiemi** ensures providers are committed to the below guidelines, before contracting and follows up by auditing during the delivery process.

- The CEO reports to the board of Minimum Oü

## WORKS SUPERVISOR

Minimum Oü 's CEO **Kalle Tuominiemi** as well as suppliers work supervisors are responsible for HSQE at the workplace. Duties include:

- implementing the HSQE Management Plan
- observing all HSQE rules and regulations
- making sure that work activities are carried out in a safe and environmentally sound manner
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on HSQE matters to personnel
- being part of the planning and design stages of trade activities
- deciding when training on HSQE is required
- actioning HSQE reports and carrying out workplace inspections
- setting up HSQE meetings and programs
- helping to prepare Job Safety Environmental Analysis / Step Back Forms for the organisation's work activities
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken
- carrying out project inductions, Toolbox Talks and team meetings
- being a part of incident investigations
- leading by example and promoting sound HSQE practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that HSQE control measures are implemented and effective; and
- other HSQE duties as directed by the Works Manager.

## EMPLOYEES of MINIMUM OÜ and SUPPLIERS

Are responsible for the following:

- working in a safe manner without risk to themselves, others or the environment
- complying with the HSQE Management Plan including all Job Safety Environmental Analysis / Step Back Forms
- reporting all incidents to the Works Supervisor
- reporting all injuries and illnesses to the designated First Aid Officer
- reporting any HSQE hazards to the Works Supervisor
- providing suggestion, through agreed consultation methods, on how to improve HSQE issues
- seeking assistance if unsure of HSQE rules
- reporting any faulty tools or plant to the Works Supervisor
- complying with site rules
- correctly using all personal protective equipment; and
- complying with emergency and evacuation procedures.

The responsibility for HSQE lies with the line management and top executives of the supplier organization. The supplier must demonstrate a strong commitment to HSQE by embedding it into the corporate culture and ensuring that it is a focus in all operations. A senior management representative must be identified as responsible for ensuring compliance with the HSQE policy and overall responsibility for HSQE matters must be defined within the organization.

## 1.2 Management HSQE Commitment and Expectations

**Vision:** For the future we see a healthy planet, including happy people and a functioning bio-diversity.

**Mission:** We are going to contribute to a healthy planet by facilitating eco-friendly products and services, while supporting human rights and sustainability.

### Our company values are:

**Integrity:** We are obligated to stay true to our mission, ethics and commitments.

**Simplicity:** Our solutions are straight forward, easy to apply and without any waste of energy and resources

**Efficiency:** Technical, mechanical and electrical skills, the design point of view to be able to specify reliable and effective solutions for the “real world”

### HSQE Policy:

Minimum Oü is committed to conducting its business in accordance with the highest standards of HSQE. The following principles guide the company's approach to HSQE management:

- **Systematic Approach:** Minimum Oü has a systematic approach to HSQE management, embodied by its HSQE Management System, designed to ensure compliance with applicable laws and meet industry best practices.
- **Safety and Health:** The safety, security, and occupational health of employees and stakeholders is a top priority for Minimum Oü. The company takes all necessary steps to protect its employees and stakeholders from harm.
- **Environmental Protection:** Minimum Oü is committed to minimizing its operational footprint and protecting the environment. The company strives to work in projects with an ecological impact on the environment, especially in the material handling and recycling industries, with a goal of minimizing any negative impact.
- **Prioritizing HSQE:** Minimum Oü will not subordinate HSQE issues to economic pressures or profit. The company places a high priority on HSQE and is dedicated to improving its performance in this area.
- **Continuous Improvement:** Minimum Oü is committed to analyzing and improving its HSQE performance on a continual basis. The company establishes safeguards against all identified risks and sets targets for improvement, monitoring, and reporting on its performance.

- **Personnel Training:** Minimum Oü aims to constantly improve the skills of all personnel, including preparing for identified emergencies. The company believes that ongoing training is essential to maintaining high standards of HSQE.
- **Compliance with HSQE Management System:** All employees and subcontractors are required to operate in accordance with Minimum Oü's HSQE Management System.
- **Prevention Over Cure:** Minimum Oü believes that prevention is to be preferred in every case over cure. The company takes a proactive approach to HSQE, working to minimize potential risks before they become actual problems.

By following these principles, Minimum Oü is committed to conducting its business in a responsible and safe manner, while protecting the health and safety of its employees and stakeholders and minimizing its impact on the environment.

### **HSQE Commitment:**

The top management of Minimum Oü is fully dedicated to the implementation and continual improvement of its HSQE Management System and makes the following commitments to its employees and stakeholders:

#### **Health**

- Conduct activities in a manner so that occupational health is ensured.
- Identify, implement, and improve measures to maintain health.

#### **Safety**

- Endow every employee with the authority to stop the job and re-evaluate safety.
- Never allow convenience or haste to sacrifice safety and make the evaluation of risk an integral component of job performance.

#### **Quality**

- Set quality objectives that meet requirements of service and enhance customer satisfaction.
- Provide consistent services on sustainable basis, managed in an efficient and responsible manner.
- Ensure the quality control systems monitored by the subcontractors and direct the subcontractors to operate at the required level.

#### **Environment**

- Minimize waste by inventory control, monitoring product use, and reduction in consumption.
- Use products with the least environmental impact when practicable.
- Ensure the product manufacturing process and strive to favor environmentally friendly manufacturing methods.



All HSQE compliance activities are to be monitored monthly by Minimum Oü 's partners and suppliers and will be audited by Minimum Oü 's CEO prior to contracting and during the delivery process. This includes Workplace Inspections, Safe Work Method Statement (SWMS) / Job Safety and Environmental Analysis (JSEA) reviews, Daily prestart, HSQE meetings and training.

Minimum Oü is to seek ISO certificates and ensures that suppliers who manufacturer the equipment as subcontractors carry the ISO certificate. Suppliers who manufacturer equipment as subcontractor, we ask to commit to ISO 9001, ISO 14001 and ISO 45001.

All personnel engaged in related processes are to be made aware of their HSQE responsibilities through verbal and written information as well as through training, both when joining the company and in annual updates.

### 1.3 HSQE Responsibilities and Accountabilities

1. AS Minimum Oü 's CEO, Mr. Kalle Tuominiemi is responsible and accountable to the board of the company to ensure HSQE compliance both within the company as with its suppliers.
2. AS Minimum Oü 's CEO, Mr. Kalle Tuominiemi communicates all expectations to reinforce HSQE responsibilities and accountabilities, both verbally as in writing and also through arranging the relevant trainings.
3. AS Minimum Oü 's CEO, Mr. Kalle Tuominiemi is to ensure processes to assign and monitor adequate Supervision in the field, as well as auditing tools are in place and when necessary, updated.
4. **The supplier's** management must be actively involved in HSQE activities, setting HSQE objectives, and following up on HSQE progress. The supplier must have the necessary resources, including personnel and documentation, to support HSQE efforts.

## 2 Compliance

### 2.1 HSQE Legal Compliance

The company Minimum Oü is registered in Estonia and must comply with **the Estonian Commercial Code and other local legal obligations**. Also since the company is in the European Union (EU), the legal obligations for Health and Safety at Work (HSQE) standards are set out in a number of directives and regulations. These legal instruments set out the minimum standards that Minimum Oü complies with in order to ensure the health and safety of their employees. Some of the most important legal obligations for HSQE standards in the EU include:

1. **The Framework Directive (89/391/EEC)** - This directive sets out the general principles of HSQE and requires employers to take appropriate measures to protect the health and safety of their employees.
2. **The Personal Protective Equipment Directive (89/656/EEC)** - This directive requires employers to provide their employees with appropriate personal protective equipment (PPE) in situations where there is a risk to their health or safety.
3. **The Chemical Agents Directive (98/24/EC)** - This directive sets out the requirements for the protection of workers from the risks arising from exposure to chemical agents.
4. **The Machinery Directive (2006/42/EC)** - This directive sets out the safety requirements for the design, manufacture, and placement on the market of machinery.
5. **The Workplace Directive (89/654/EEC)** - This directive sets out the minimum requirements for the protection of workers' health and safety in relation to the work environment.
6. **The Waste Framework Directive (2008/98/EC)** - This directive sets out the general framework for waste management in the EU, including the principles of waste prevention, reduction, reuse, recycling and recovery.
7. **The Landfill Directive (1999/31/EC)** - This directive sets out the environmental standards for the disposal of waste in landfill sites, including criteria for the design and operation of landfill sites.
8. **The Resource Efficiency Roadmap (2011/308/EU)** - This roadmap sets out the EU's strategy for a resource-efficient Europe, including the promotion of a circular economy.
9. **The EU Action Plan for the Circular Economy (2015-2030)** - This action plan sets out the EU's strategy for transitioning to a circular economy, including the promotion of resource efficiency, the development of new business models and the creation of a supportive regulatory framework.
10. **Equality legislation** - The EU has a number of directives aimed at promoting equality and combating discrimination on the grounds of gender, race, age, religion or belief, and disability. These include **the Equal Treatment Directive (2000/78/EC), the Race Equality Directive (2000/43/EC), and the Employment Equality Directive (2002/73/EC)**. Companies are required to comply with these directives,

which set out obligations for equal treatment in areas such as employment, social security, and access to goods and services.

11. **Sustainability legislation** - The EU has a number of directives aimed at promoting sustainability and reducing the environmental impact of business operations. These include **the Environmental Liability Directive (2004/35/EC), the Waste Framework Directive (2008/98/EC), and the Renewable Energy Directive (2009/28/EC)**. Companies are required to comply with these directives, which set out obligations for reducing their environmental impact, promoting the use of renewable energy sources, and ensuring that their waste management practices are sustainable.
12. **Corporate social responsibility** - The EU has encouraged companies to adopt a responsible approach to their business activities, including through the promotion of corporate social responsibility (CSR). The EU's CSR Action Plan (2011/612/EU) sets out the EU's strategy for promoting responsible business practices, including through the development of voluntary CSR initiatives and the integration of sustainability and social considerations into business operations. Equality legislation - The EU has a number of directives aimed at promoting equality and combating discrimination on the grounds of gender, race, age, religion or belief, and disability. These **include the Equal Treatment Directive (2000/78/EC), the Race Equality Directive (2000/43/EC), and the Employment Equality Directive (2002/73/EC)**. Companies are required to comply with these directives, which set out obligations for equal treatment in areas such as employment, social security, and access to goods and services.

These legal instruments are enforced by national authorities and the EU has established a number of monitoring and enforcement mechanisms to ensure that the provisions of these directives and regulations are implemented effectively.

Minimum Oü also complies with the international legal obligations as well as with **the United Nations Sustainable Development Goals, Agenda 2030** and is committed to making the planet a more environmentally sustainable.

## 2.2 Document and Records Management

All HSQE and other documents and records, including audio and video are filed and kept for the legally required periods and managed via a numbered system.

Documents must carry:

- a creation date
- the next review date

and carry the signature of approval by the authorized person(s).

**The supplier** must have a documented corporate HSQE policy and a plan that includes the elements of the HSQE management system and the principles of

risk assessment. This plan must be submitted for review to the company unless waived by the company in writing.

**Supplier** must provide a Monthly HSQE Report, unless waived by the company in writing. The report should include the status of monthly HSQE activities and statistics as specified below. The format should be agreed upon between the supplier and the company. **The supplier** should also provide a standardized safety report on a monthly basis. Additional requirements may be implemented through special conditions in the contract or communicated in the PO.

The company should be informed of the **supplier's** definition of a lost time injury or work-related illness and its definition and practice concerning the use of alternative or restricted work. The total number of hours worked on the PO agreement during the period and the total number of hours worked by the **supplier** in total should be specified. In case of any recordable incidents related to the work, a report should be provided.

In case legal requirements changes the local employers union keep updated on any changes in laws and governmental requirements.

**Reactive indicators include:**

1. Number of worker hours and number of total recordable cases or incidents
2. Number of fatalities
3. Number of lost time injuries for the number of days lost
4. Number of restricted work cases
5. Number of medical treatment cases
6. Number of first aid treatment
7. Number of near misses
8. Number of falling objects
9. Number of environmental incidents

**Proactive indicators include:**

10. Number of safety or hazard observations
11. Number of site inspections
12. Number of SGA or risk assessments

## 3 HSQE Risk Management

### 3.1 HSQE Risk Management Tools

Minimum Oü does not conduct the risk operations themselves directly but coordinates subcontractors and thus agrees and checks upon their HSQE performance.

Prior to commencement of works, Minimum Oü will:

- Conduct a start-up meeting with all subcontractors involved in the works
- Check that the subcontractors have appointed a responsible person for the works and application of the Risk Tool
- Check that the subcontractor has broken down specific work activities into job steps to identify all potential hazards associated with the works.
- Makes sure that the subcontractor records hazards identified in the applicable Risk Tool (JSEA, Step Back etc.)
- Makes sure that the subcontractor ensures all persons on site understand the requirements and application of the Risk Tool
- Checks that the subcontractor applies appropriate controls as identified on the Risk Tool.

During the works, Minimum Oü will make sure that **the subcontractor** reviews the Risk Tool:

- At the commencement of each shift
- New personnel are introduced to the worksite
- Where on site conditions have changed (weather etc.)
- Where there is a change in methodology or scope of works (change in machinery required, change in location of works, additional activities required etc.)

For all high-risk works identified on the Risk Register, Minimum Oü will:

- Conduct works in accordance with the applicable Work Method Statement

Minimum OÜ uses the following Risk Tools to identify and record hazards associated with specific activities.

Tool	Description
Work Method Statement	Formally documented process that details the high-risk construction work activities and the agreed methodology to be carried out for a specific job. It clearly outlines the hazards that may arise and the controls that must be put in place to mitigate and manage the identified risks.
Job Safety Environment Analysis (JSEA)	A documented risk assessment which breaks down the job into work steps with the identified hazards and required control measures formally recorded for each step.
Step Back / Take 5	A simple form for work team members to use for hazard identification and control assessment by stopping, looking

	and discussing the situation with colleagues before proceeding with any work. Primarily used for Low – Medium risk activities, which do not require a JSEA.
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### 3.2 HSQE Risk Register

The HSQE Risk Register is to identify:

- Key risks for the category of work to be provided
- Risks prioritisation (sorted high, medium, low).
- Control methods to reduce risk to as low as reasonably practicable (ALARP).
- All High Risk Work (As per the European Commission ´s Strategic Framework on Health and Safety at Work 2021-2027, EU-OSHA).
- Identifies all Environment, Health and Hygiene risks (e.g. wastewater, dust, noise, heat exposure, etc.).

#### Incident Notification and Reporting:

**Suppliers** must comply with all official and company requirements for reporting accidents, incidents, and near misses related to safety, occupational health, and the environment. Procedures for ensuring compliance must be documented.

In the event of a serious accident or incident, **the supplier** must report it to the company without delay and provide an investigation report including the direct or underlying causes. The company will assess whether to take part in the investigation.

### 3.3 Safe Work Method Statements (SWMS)

Safe Work Method Statements (SWMS) are an integral part of Minimum Oü's commitment to health, safety, quality, and environmental (HSQE) management. The company has a systematic approach to HSQE management embodied by its HSQE Management System, which is designed to ensure compliance with applicable laws and to meet industry best practices.

Minimum Oü:

- Ranks foremost the safety, security, and occupational health of employees and stakeholders
- Does not subordinate HSQE issues to economic pressures or profit
- Strives to work in projects with an ecological impact on the environment (Especially material handling and recycling industry)
- Requires all employees and sub-contractors to operate in accordance with the Company ´s HSQE Management System.
- Endows every employee with the authority to stop the job and re-evaluate safety.

- Never allows convenience or haste to sacrifice safety and make the evaluation of risk an integral component of job performance.

In addition, employers are also required to carry out regular risk assessments in order to identify any potential hazards in the workplace and to take appropriate measures to mitigate these risks.

### 3.4 Stop Work

Health, Safety, Quality and Environment (HSQE) is a shared responsibility that requires the active participation of every person within the organization. Every individual has the right and the responsibility to halt work if they perceive any safety risks to themselves or others, or if the environment is at risk of harm.

This principle applies to all stakeholders, including employees and contractors, who have a duty to stop work to prevent any harm to personal safety or the environment. This should be communicated quickly and effectively to all levels of the workforce through the most efficient channels available.

It is important to note that individuals who exercise their right to stop work to protect their safety or the environment will not face disciplinary action or repercussions. This right is fundamental to ensuring a safe and healthy work environment.

The evaluation of risks should be an integral part of every job, and it should never be compromised for the sake of convenience or speed. The safety of personnel and the protection of the environment must always take precedence, and all individuals must strive to maintain a culture of safety within the organization.

### 3.5 Job Safety and Environmental Analysis (JSEA)

#### **Personal Protective Equipment (PPE) Requirements:**

Suppliers must demonstrate that the PPE used during the scope of work (SOW) provides adequate protection in relevant work environments.

#### **Environmental Management:**

**Suppliers** must have a system in place to evaluate and document the environmental impact of the SOW, including the identification of environmental aspects, implementation of operational controls, and selection of environmentally friendly solutions.

**The supplier** must regularly monitor chemical usage to minimize discharges and ensure environmentally optimal operations. A register of chemicals used in

the SOW must be maintained and made available for review by the company and client.

**The supplier and subcontractors** must handle all waste in compliance with the law and this agreement, with procedures in place to minimize waste generation and prioritize the use of less toxic alternatives. All non-hazardous waste generated from the supplier's operations must be accumulated on-site and the work area must be left in a satisfactory condition.

The following requirements are minimum expectations:

- All JSEA's MUST be developed prior to the task commencing.
- All JSEA's MUST be reviewed at the commencement of each shift.
- All JSEA's MUST remain at the work front.
- Copies of JSEA's MUST be retained and made available to Company upon request.

### 3.6 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is a critical aspect of health and safety in the workplace. In order to ensure that all personnel are properly equipped, Minimum Oü, as well as suppliers and subcontractors, must appoint and train a Protective Equipment and Safety Manager. This manager will report directly to the CEO and be responsible for identifying and maintaining the appropriate PPE required for each task, ensuring compliance with both Oü standards and relevant country-specific laws.

It is important to ensure that all personnel receive proper training and equipment to ensure their safety on the job. The Protective Equipment and Safety Manager plays a crucial role in maintaining this standard and ensuring that all PPE is up-to-date and effective.

The following list serves as an example of the types of PPE that may be required, depending on the task at hand:

- Work at height equipment
- Breathing apparatus
- High-visibility clothing
- Steel-capped boots
- Safety glasses
- Earplugs/muffs
- Hard hat
- Safety gloves
- Hat brim
- Sunburn cream, etc.



### 3.7 Management of Change (MOC)

In a case of changes to plant, equipment, process or procedure **the supplier** is liable to communicate this with the company and all other necessary parties:

- Need for changes are possible to be identified and recognised by any stakeholder and reported to the CEO
- The CEO will reflected on changes in relevant documentation (e.g. Risk Register, SWMS, etc.). Where necessary experts will be engaged.
- Changes are discussed and agreed with the board.
- Changes are communicated to personnel, including Sub-Contractors.

## 4 Systems of Work

### 4.1 Environmental Management

For the assessment and management of environmental impacts we:

- Reduce, Reuse and recycle waste materials where possible.
- Manage and dispose of construction wastes in an acceptable approved manner.
- All spills and releases must be reported immediately through to the Corporation representative.
- Spill prevention and response measures are to be applied.
- Follow all environmental laws.

**Suppliers** must have a system in place to evaluate and document the environmental impact of the SOW, including the identification of environmental aspects, implementation of operational controls, and selection of environmentally friendly solutions.

**The supplier and subcontractors** must handle all waste in compliance with the law and this agreement, with procedures in place to minimize waste generation and prioritize the use of less toxic alternatives. All non-hazardous waste generated from the supplier's operations must be accumulated on-site and the work area must be left in a satisfactory condition.

### 4.2 Chemical Management

Minimum Oü CEO and suppliers are to provide a Listing/ Register of all chemicals used by the Company and the PPE required to be worn during use.

- The register must be readily available to workers.
- Workers must have access to hardcopy Safety Data Sheets (SDS).
- All containers must be labelled with name, risk and safety precautions.

**The supplier** must regularly monitor chemical usage to minimize discharges and ensure environmentally optimal operations. A register of chemicals used in the SOW must be maintained and made available for review by the company and client.

**The supplier and subcontractors** must handle all waste in compliance with the law and this agreement, with procedures in place to minimize waste generation and prioritize the use of less toxic alternatives. All non-hazardous waste generated from the supplier's operations must be accumulated on-site and the work area must be left in a satisfactory condition.

## 5 Stakeholders, Consultants & Communications

### 5.1 HSQE Communications and Consultation

1. HSQE matters are communicated and consulted with employees and Sub-Contractors prior to their engagement as part of the work contract criteria and audited, evaluated, and updated in quarter annual meetings. The documentation of HSQE matters is available to all parties through the company.
2. All personnel are to be informed of hazards (including learnings from incidents), required safe work practices and regulations associated with their work prior to their engagement as part of the work contract criteria and audited, evaluated, and updated in quarter annual meetings. The information is documented and kept available to all parties through the company.
3. **The supplier** must have a system in place for informing personnel about the HSQE policy and any changes to it. Methods for communicating the policy must be defined and documented.
4. **The supplier** must facilitate effective HSQE management, with a focus on communication that integrates HSQE into the planning and implementation of operations. Arrangements should be in place to ensure that meetings prioritize HSQE discussions.

All Toolbox Talks undertaken on behalf of Minimum OÜ are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the HSQE manager/CEO to ensure that all corrective actions are completed and reviewed for effectiveness.

Toolbox Talks			
Workplace:			
Subject of Talk:			
Presented by:			
Duration:		Date:	

Persons Present			
Print Name:	Signature:	Print Name:	Signature:

Points Raised / Comments			
Corrective Action	Action by	Action Complete	
		Sign off	Date

## 6. Contractors and Suppliers

### 6.1 Contractors and Suppliers Selection process

The selection of a contractor is a critical process for Minimum OÜ since this is the main business for the company to provide subcontractors and suppliers products and services to clients. This requires careful consideration of various factors, and the company uses the following criteria in the selection process. Reports will be recorded of suppliers.

1. **Experience:** The contractor should have a proven track record of successfully implementing HSQE programs in similar projects or industries.
2. **Qualifications:** The contractor should have the necessary certifications, licenses, and qualifications in order e.g. ISO 9001 certificate.
3. **Technical Expertise:** The contractor should have the technical expertise and resources necessary to provide services.
4. **Environmental Awareness:** The contractor should demonstrate a commitment to environmental protection and sustainable practices in their operations. This can be verified by their environmental management systems, such as ISO 14001 certification.
5. **Sustainability Performance:** The contractor's approach to sustainability and their performance in reducing their carbon footprint and waste generation should be evaluated. This includes their efforts in reducing the environmental impact of their operations and their use of environmentally-friendly technologies and materials.
6. **Compliance with Regulations:** The contractor should be knowledgeable and up-to-date with relevant HSQE regulations and standards, and industry best practices.
7. **Safety Record:** Minimum OÜ evaluates the contractor's safety record and their approach to managing safety on job sites.
8. **Reputation:** The contractor's reputation within the industry is a good indicator of their reliability and expertise. Minimum OÜ does research the contractor's previous clients and their feedback on the contractor's performance.
9. **Ethical Conduct:** The contractor should have a strong ethical code of conduct, including anti-corruption policies, fair labor practices, and respect for human rights. They should also be in compliance with relevant ethical standards and regulations.
10. **Quality:** The contractor should have proven track record in supplying quality products and services.

## 6.2 Sub-Contractor Safety Management

Regarding safety Sub-Contractors are engaged and managed through:

- HSQE Contractor selection process.
- Induction, training and competency requirements according to this document.
- Monitoring of the implementation of Sub-Contractors HSQE Management System Plan and systems of work.
- Performance monitoring of Sub-Contractors.
- Inclusion of Sub-Contractors in HSQE Meetings.

## 7 People

### 7.1 Alcohol and Other Drugs

- All personnel must be advised to report to work in a condition capable of safely carrying out the required tasks.
- Any person considered being under the influence of alcohol or other drugs must be prevented from commencing or continuing work.
- It is agreed to participate in Client random drug and alcohol testing if completing duties at a Client workplace.

### 7.2 Fatigue Management

The process for managing fatigue includes working hours, shift duration and hours between shifts to conform with union recommendations.

### 7.3 Pre-Employment Medicals

The Company makes sure to know about fitness for work through legally possible medical checks and discusses possibly restrictions of certain work activities with the medical experts and the individual personnel.

### 7.4 Injury Management

We are committed to creating a safe and secure work environment by recognizing that all injuries are preventable.

Workplace injuries and illness are being prevented and managed according to defined processes including:

- Emergency procedures and easy access to first aid kits and trained first aid personnel.
- Medical attention and follow-up.
- Workers Compensation process.
- Return to Work process in coordination with medical experts advice.

### 7.5 Training and Competency Management

Having regard to the hazards and risks associated with the scope of work performed by the contractor, Minimum OÜ assures that all personnel are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

A register is to detail the skills and competencies of the organisation's personnel.

1. The register/Listing captures:

- Name and description of the work activities to be undertaken.
- The equipment to be used during each work activity.
- Skills required.
- Specific required work activity training and licenses (e.g. WA Driver Licence, High Risk Licence and National Tickets).

2. The training Register/Listing shows the following details:

- Employee name.
- Position held (e.g. fitter, excavator operator).
- Skills / Competencies / Experience (e.g. tickets / qualifications).
- Training provider.
- Certificate/Licence number.
- Certificate/Licence expiry date.

3. The onboarding/induction process of new personal to Minimum Oü and/or it's suppliers is to include:

- Introduction and committing to the HSQE system as described in this document
- Evaluation of possibly necessary additional training
- Signing up to possibly necessary additional training

## 8 Incident Management, Reporting and Investigation

**The suppliers** are expected to comply with the Minimum OÜ HSQE plan and requirements. Minimum OÜ may conduct monitoring and verification activities, including leadership visits, management walkthroughs, safety verifications, and HOA audit, to ensure that the supplier and their workers meet the requirements of the HSQE management system.

### 8.1 Emergency Response and Management

1. All personnel are trained for task relevant management of possible emergencies and communication tools for emergency calls are accessible on the physical workplace, the relevant contacts are prominently displayed.
2. Emergency equipment, such as first aid equipment and fire extinguishers are easily accessible and according to the legal requirements.

### 8.2 Hazard/ Incident Reporting

**The supplier** must employ suitable and widely recognized methods for identifying, assessing, checking, and managing hazards and their consequences. These methods should be documented.

Verbal advice to the company is required immediately following an incident (as a minimum within two (2) hours) and a formal written incident report is required to be provided to the company within five (5) working days of the incident.

A written report, including the time and date of the event, involved personnel, description of what happened, extent of injury, immediate actions taken, and authorities notified, must be submitted within 24 hours. Any other undesirable events should be reported in the monthly report.

**The supplier** shall have a system in place for registering and following up on incidents and non-conformances. It should be noted that special conditions may apply to the reporting lines, types of incidents, and time frames for reporting, as specified by the company and the client.

In the event of a prohibition notice or demand for improvement imposed by government authorities on the supplier while performing the SOW, this must also be reported to the company without undue delay. If a complaint is filed under HSQE legislation against the supplier while performing the SOW, this must also be reported to the company without undue delay.



### 8.3 Hazard/ Incident Investigation

During the process of Hazard, Near Miss and Incident Investigation, the following steps must be taken:

- Investigating incidents, near misses and hazards based on the initial verbal reports and the following written report.
- Tracking and closing out actions.
- Analysing hazard and incident trends by benchmarking and cross referencing previous records..
- Notification to Worksafe of injuries/incidents reportable under HSQE Regulations.

**The supplier** shall conduct investigations into all accidents or incidents that occur during the performance of the SOW. Regardless of the outcome of these investigations, the supplier shall provide the company with access to the investigation report and all supporting materials. Any actual or potential accidents or incidents, including but not limited to injuries, illnesses, environmental damage, and falling object incidents, that occur at the supplier's premises or elsewhere should be reported to the company as soon as possible within working hours.

## **9 Assets, Plant and Equipment**

### **9.1 Vehicle, Plant and Equipment**

All vehicles, plant and equipment must be ensured for safe usage.

Specifically through:

- licensing through authorities
- inspection of equipment internal and through authorities
- maintenance/servicing of equipment
- pre-start checks

## 10 Performance monitoring, Audit & Improvement

### 10.1 Review and Evaluation

Minimum OÜ conducts periodic review and evaluation of Company's and suppliers compliance to this HSQE Management System Plan, including:

- Audit and inspections at the launch of each project and engagement and thereafter twice annually
- Key document reviews (e.g. Procedures, Risk Register, etc.).
- Leadership Key Performance Indicators.
- Managers and suppliers are to report on all HSQE matters and participate in trainings and audit evaluation

**Leadership Key Performance Indicators (KPIs)** in the Health, Safety, Environment, and Quality (HSQEQ) matters are metrics that measure the effectiveness of a company's leadership in promoting and maintaining safe and healthy working conditions, environmental sustainability, and quality in the workplace. The following are some of the best KPIs in HSQEQ matters:

- **Safety Performance:** This can be measured by metrics such as the number of incidents, near misses, and accidents, as well as the company's injury rate and lost-time injury rate.
- **Environmental Performance:** Metrics such as greenhouse gas emissions, waste generation, energy consumption, and water usage can be used to measure a company's environmental performance.
- **Quality Performance:** Quality performance can be measured by metrics such as customer satisfaction, defect rate, and on-time delivery.
- **Employee Engagement:** Measuring employee engagement can provide insight into the level of commitment and satisfaction among employees, which can impact overall HSQEQ performance.
- **Compliance:** A company's compliance with relevant regulations and standards, such as OSHA regulations, environmental laws, and industry best practices, can be measured to assess the effectiveness of the HSQEQ program.
- **Incident Investigation:** The number and effectiveness of incident investigations can be used to measure the company's commitment to continuous improvement in HSQEQ matters.
- **HSQEQ Training:** The number of employees who have received HSQEQ training, as well as the quality of that training, can be used to measure the effectiveness of the HSQEQ program.
- **Audits and Inspections:** The frequency and outcome of internal and external HSQEQ audits and inspections can be used to measure the effectiveness of the HSQEQ program.

**The supplier** is responsible for supervising and monitoring its own HSQE performance, promptly sharing results with management and personnel. Regular management inspections should be conducted to verify compliance with relevant standards.

**The supplier** should operate a documented HSQE auditing program, with a documented process and procedure. HSQE reviews should be carried out by members of the supplier's senior management or by personnel appointed by senior management.

## 10.2 Workplace Inspections

The annual inspection schedule covers the following:

- All the work categories listed on the Risk Register (e.g. chemical storage, general area housekeeping)
- All key equipment used for your work (e.g. vehicle, lawn mower, etc.)
- All personnel and management performance in the conduct of HSQE compliance and inspections

### Workplace Checklist:

1. **Surface Treatment Capabilities:** What type of painting can be performed in-house, or are sub-contractors utilized? Does the facility have sandblasting lines or is this method utilized regularly?
2. **Welding Certifications:** Does the supplier have welding certificates for special steel components, or do they only follow standard practices?
3. **Welding Inspection Standards:** What is the normal welding inspection standard used and is it possible to request special inspections?
4. **ISO 9001 Certification:** Does the supplier have an ISO 9001 certificate?
5. **CE Certificates:** Does the supplier have a program in place to provide CE certificates fully or partially?
6. **Safety Record:** What is the history of accidents in the workplace?
7. **Waste Management:** How is waste recycled in the factory?
8. **Raw Material and Component Storage:** What is the quality of storage for raw materials and any buffer stock, as well as for after-sales parts?
9. **Source of Raw Materials and Components:** Where do the raw materials and components used for manufacturing originate from?
10. **Factory Testing Capabilities:** What type of factory testing is available for equipment manufactured on-site?
11. **Workshop Condition:** An overall check of the workshop to assess its condition.

## 11 Reference Documents

### Appendix: supplier & workshop checklist

#### FACULTY / OTHER AREA (FOA) INFORMATION

Date:

<b>Building:</b>	<b>FOA:</b>	<b>Location:</b>
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## INSPECTED BY:

<b>Supervisor: (name and signature)</b>	<b>OHS Management Rep: (name and signature)</b>	<b>Employee HSR: (name and signature)</b>
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ELEMENT	Y/N/NA	COMMENTS / HAZARDS
Y = Up to standard (adequate), N = Below standard (action required), NA = Not Applicable		
<b>1 LAYOUT</b>		
1.1 Area is tidy and well kept	x	
1.2 Adequate storage area provided	x	
1.3 Floor is free of obstructions and not-slippery	x	
1.4 Floor coverings in good condition	x	
1.5 Any opening in the floor are guarded or covered	x	
1.6 Aisles are sufficiently wide for traffic	x	
1.7 Walkways clearly marked and guarded if necessary	x	

Actions: (include person responsible and target completion date)		
<b>2 ENVIRONMENT</b>		
2.1 Temperature is comfortable	x	
2.2 Lighting is adequate	x	
2.3 Lighting covers and fittings are secure	x	
2.4 Area is free from odours	x	
2.5 Noise level is acceptable/adequately controlled	x	
2.6 Ventilation is adequate	x	
Actions: (include person responsible and target completion date)		
<b>3 EMERGENCY PROCEDURES</b>		
3.1 Written procedures posted	x	
3.2 Extinguisher of appropriate type easily accessible	x	
3.3 Tag on extinguisher has been checked in the last 6 months	x	
3.4 Visitor Emergency Guides are available (where required)	x	
3.5 Alarm can be heard in the area (if applicable)	x	
3.6 Escape routes are clear	x	
3.7 Emergency and hazard signage is clearly visible	x	

3.8	Evacuation drills carried out	x	
Actions: (include person responsible and target completion date)			
<b>4</b>	<b>FIRST AID FACILITIES</b>		
4.1	Kits accessible within 5 minutes	x	
4.2	Kits are stocked and contents are in-date	x	
4.3	Names and contacts of first aiders displayed	x	
Actions: (include person responsible and target completion date)			
<b>5</b>	<b>GENERAL FACILITIES</b>		
5.1	Washing facilities are clean and functional	x	
5.2	Lockers or equivalent available for staff	x	
5.3	Eating areas clean, hygienic and adequately serviced	x	
5.4	EHS posters and information is displayed	x	
Actions: (include person responsible and target completion date)			
<b>6</b>	<b>MANUAL HANDLING</b>		
6.1	Frequently used items are within easy access between knee and shoulder	x	
6.2	Heavy items stored at waist height	x	

6.3 Stepladders or safe steps are available to access items stored on high shelves	x	
6.4 Trolleys are available for heavy items and loads	x	
6.5 Stored items adequately secured and stable	x	
Actions: (include person responsible and target completion date)		
<b>7 ENVIRONMENTAL ISSUES</b>		
7.1 Recycling posters and information displayed	x	
7.2 Paper, Toner and Commingle recycling bins are provided	x	
7.3 Notice to encourage double sided photocopying and printing is displayed	x	
Actions: (include person responsible and target completion date)		
<b>8 ELECTRICAL SAFETY</b>		
8.1 Portable equipment has current test tags	x	
8.2 Power leads in good condition	x	
8.3 Power leads are off the floor or placed away from walkways	x	
8.4 Power boards used (not double adaptors)	x	
8.5 Faulty equipment is tagged out	x	



Actions: (include person responsible and target completion date)		
<b>9 GENERAL WORKSHOP</b>		
9.1 Warning and safety signage in good condition	x	
9.2 Procedure, plant and equipment manuals are current and available	x	
9.3 Workshop free of food and drink	x	
Actions: (include person responsible and target completion date)		
<b>10 CHEMICAL ASPECTS</b>		
10.1 Chemical Inventory and MSDS available	x	
10.2 Spill kits are available and maintained	x	
10.3 Containers are labelled with chemical name and Class diamonds	x	
10.4 Chemicals are stored correctly, banded and segregated from all drains	x	
10.5 Gas cylinders stored securely	x	
10.6 Chemicals labelled	x	
10.7 HAZChem and other signs adequate	x	
10.8 Ready access to eyewashes and emergency showers	x	

Actions: (include person responsible and target completion date)		
<b>11 PLANT AND EQUIPMENT</b>		
11.1 Area around plant clean	x	
11.2 Access to plant is clear	x	
11.3 Safe working instructions displayed close to plant	x	
11.4 Plant locked or cannot be accessed when left unattended	x	
11.5 Plant and equipment maintained and in good condition	x	
11.6 Emergency stops are working	x	
11.7 Plant guarding in place	x	
11.8 No sharp edges protruding into aisles or walkways	x	
11.9 Seating appropriate and in good condition	x	
11.10 Ladders in good condition and properly stored	x	
Actions: (include person responsible and target completion date)		
<b>12 WASTE DISPOSAL</b>		
12.1 Waste containers are provided and labelled with Class Diamonds	x	

12.2 Waste is segregated and stored appropriately away from drains	x	
12.3 Spill kits are available	x	
Actions: (include person responsible and target completion date)		
<b>13 PPE</b>		
13.1 Correctly stored	x	
13.2 Well maintained and in good condition	x	
13.3 Signage of PPE requirements displayed	x	
13.4 Required PPE available	x	
Actions: (include person responsible and target completion date)		
<b>14 PAINTING</b>		
14.1 Ventilation is adequate for spray painting operations	x	
14.2 Respiratory equipment is maintained	x	
14.3 Paint and thinners labelled	x	
14.4 Paint and thinners stored correctly, banded and segregated from drains	x	

Actions: (include person responsible and target completion date)

Other Comments:

General Recommendations: