

**Procedure for the  
Health and Safety protection  
in the workplace**

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## References

- [1] *Legislative Decree 9/04/2008 n. 81 – Execution of article 1, law 3/8/2007, n. 123, concerning measures about health and safety in the workplaces – hereinafter referred as TUS;*
- [2] *ISO 45001:2018 Standard, substituting OHSAS 18001:2007.*
- [3] *Emergency and evacuation plan – Tasks for the emergency and evacuation plan*

## 1. Introduction

### 1.1 Scope of the procedure

This document governs the organizational model of Anima Holding S.p.A. (hereinafter the "Company") regarding the protection of the health and safety of employees in the workplace, developed on the basis of the integrated environmental and safety management systems implemented in compliance with the international standards ISO 14001: 2015 and ISO 45001: 2018.

### 1.2 Objective of the process

The process aims to ensure the protection of the health and safety of workers, identifying:

- the risks associated with situations of crime, manslaughter and serious or very serious negligent injury, committed with the violation of accident prevention regulations;
- the roles, responsibilities, tasks and relationships between the personnel who manage, control and carry out the activities that could constitute a risk to the health and safety of workers in the workplace;
- the mechanisms for mitigating the risks associated with situations of crime, manslaughter and serious or very serious negligent injury, committed with the violation of accident prevention regulations;
- the mechanisms for safeguarding the protection of hygiene and health in the workplace, identified within the Organization, Management and Control Model pursuant to Legislative Decree 231/2001 (pursuant to Article 25 *septies*) and which could be configured in scope of this process.

The process was developed on the basis of the legislation on the protection of health and safety in the workplace (TUS) and the guidelines of the international standard ISO 45001: 2018.

### 1.3 Subjects and roles

The processes for protecting health and safety in the workplace are guaranteed within the Finance and Administration Division and by the HR Service, as specified in the table below. The coordination and supervision of the processes is entrusted to the "process owner".

TUTELA DELLA SALUTE E DELLA SICUREZZA NEI LUOGHI DI LAVORO		
PROCESS	PROCESS OWNER	OTHER SUBJECTS
ROLES AND RESPONSIBILITIES	HR Service	Employer Workers' safety representative
RISK ASSESSMENT	Employer (see below)	Safety Manager Head of the risk prevention and protection service
EMERGENCY PLAN	Safety Manager (see below)	Head of the risk prevention and protection service Facility Management First aid workers Fire prevention workers
TRAINING	HR Service	Employer Safety Manager Head of the risk prevention and protection service
PERIODIC CHECKS	Facility Management	Safety Manager Head of the risk prevention and protection service First aid workers Fire prevention workers

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<b>PERIODIC MEETING ON SAFETY</b>	Safety Manager (see below)	HR Service Head of the risk prevention and protection service Appointed doctor Workers' safety representative
<b>COMMUNICATION TO AUTHORITIES</b>	Safety Manager (see below)	Head of the risk prevention and protection service

## 2. Appointments, roles and responsibilities

### 2.1 Employer

The Employer is represented by the CEO of the Company, who is responsible for the adoption of the general protection measures provided for by art. 15 and following of the TUS.

Part of the activities envisaged by the role are delegated to the Security Manager, in accordance with art. 16 of the TUS, although the same article states that "*the delegation of functions does not exclude the employer's obligation to supervise the correct performance by the delegate of the transferred functions*".

As required by art. 17 of the TUS, the following activities are excluded from the delegation, as they are the exclusive responsibility of the Employer:

- a) assessment of all risks with the consequent processing of the document required by art. 28 of the TUS (Risk assessment document - DVR);
- b) designation of the head of the risk prevention and protection service (RSPP).

### 2.2 Safety Manager

The Employer has appointed a Safety Manager who, pursuant to art. 16 of the TUS, carries out the activities provided for by art. 18 of the TUS. The administrative management of the appointment process of the Safety Manager is the responsibility of the Employer through the Personnel Administration Service which deals with the presentation of the letter of appointment to the designated subject, the filing of the signed letter and the planning of the appropriate training (see paragraph 4).

The appointment is given adequate and timely publicity through the safety organization chart posted on the bulletin boards in the Company.

The Safety Manager, by reason of the professional skills and powers attributed, implements the directives of the Employer by organizing the work and supervising it.

The obligations of the Safety Manager are indicated in art. 18 of the TUS.

### 2.3 Head of the risk prevention and protection service

The activities of prevention and protection of risks for workers are governed by art. 31 and following of the TUS and, since they are of fundamental importance for the maintenance of the system, their management requires adequate professionalism.

The Company has entrusted the responsibility for these activities to an external professional with whom it has entered into a specific agreement, as permitted by law. However, the Employer is not exonerated from his responsibility in this matter.

The Head of the professional risk prevention and protection service is appointed by the Employer by letter delivered through the Personnel Administration Service, which appropriately archives the signed document.

The Head of the Risk Prevention and Protection Service shall:

- a) identify risk factors and safety measures in the workplace;
- b) develop, as far as it is concerned, preventive measures and control systems;
- c) develop the safety procedures for the various company activities;
- d) propose employee information and training programs;
- e) participate in consultations on health and safety at work, as well as in the periodic meeting referred to in art. 35 of the TUS;
- f) provide workers with the information referred to in art. 36 of the TUS.

## 2.4 Responsible for the emergency and evacuation plan

The Employer designates all the subjects dedicated to the coordination and execution of the emergency plan, who act within the limits of the training received and their abilities, as detailed in the Mansion of the managers of the emergency and evacuation plan, attached to the Emergency and Evacuation Plan maintained by the Head of the risk prevention and protection service and published on the company intranet by the Personnel Administration Service.

The subjects are formally appointed through a letter of appointment prepared by the Personnel Administration Service and signed by the Employer or his delegate (Safety Manager) and by the Workers' Safety Representative after consultation. The signed letter is duly filed by the Personnel Administration Service.

The appointment is given adequate and timely publicity through the emergency management organization chart posted on the notice board in the Company.

The appointment is followed by appropriate mandatory training (see paragraph 4).

## 2.5 First aid workers

First aid workers are specially trained to communicate with the bodies in charge of emergency management (for example, 112). These subjects must be able to:

- recognize a health emergency;
- collect information on accidents;
- recognize and prevent obvious and probable post-trauma dangers;
- know how to ascertain the psycho-physical conditions of the worker who has suffered an accident;
- implement first aid interventions;
- know the specific risks of the work performed;
- know the pathologies related to the workplace;
- know how the rescue system alerts you.

The subjects are formally appointed through a letter of appointment prepared by the Personnel Administration Service and signed by the Employer or his delegate (Safety Manager) and by the Workers' Safety Manager after consultation.

The appointment is given adequate and timely publicity through the emergency management organization chart posted on the notice board at the Company's offices.

The appointment is followed by appropriate mandatory training (see paragraph 4).

## 2.6 Fire prevention workers

Firefighters are persons in charge of:

a. During normal activities:

- carry out fire prevention activities by analyzing the phases of the work process most at risk;
- verify and intervene, if necessary, on the behavior of colleagues that may cause a fire or hinder escape routes;
- verify and check the integrity and regularity of the fire-fighting equipment;
- check that the fire-fighting signs are clearly and visibly displayed.

b. In emergency situations:

- notify the emergency in progress and go to the site to assess its extent;
- intervene using fire extinguishers if the emergency is of a low entity;
- initiate and coordinate the evacuation procedure in the event that the fire cannot be put out;
- notify the floor manager as per the practice in the Emergency and Evacuation Plan;
- disable any gas valves or electrical switches at risk;
- isolate the area to limit the emergency;
- check that all staff have arrived at the meeting point;
- support external aid by providing all information;
- report the end of the emergency when the danger disappears;
- ensure the safety of the facilities and premises and request the resumption of activity.

The subjects are formally appointed by means of a letter of appointment submitted by the Personnel Administration Service and signed by the Employer or by his delegate (Safety Manager) and by the Workers' Safety Manager after consultation.

The appointment is given adequate and timely publicity through the emergency management organization chart posted on the notice board at the Company's offices.

The appointment is followed by appropriate mandatory training (see paragraph 4).

## 2.7 Workers

Pursuant to art. 20 of the TUS, each worker must take care of his own health and safety and that of the other people present in the workplace who are affected by the effects of his actions or omissions, in accordance with his training, instructions and means provided by the Employer..

## 2.8 Workers' Safety Representative

The Workers' Safety Representative, prescribed in art. 50 of the TUS, is the person elected to represent workers with regard to aspects of health and safety at work. He is appointed on the basis of the procedures provided for by art. 47 of the TUS. More than one Workers' Safety Representative may be appointed based on the number of Company employees.

In the event of a new name, the Personnel Administration Service forwards a communication to INAIL via an electronic channel.

The duties of the Workers' Safety Representative are indicated in art. 50 of the TUS.

## 2.9 Supervisors

The Supervisors are personnel coordination figures each operating in their own area of competence. They report hierarchically to their company managers and have the task of supervising the work activities of the colleagues they coordinate in relation to aspects relating to safety in the workplace as established by art. 19 of the TUS. With regard to the aforementioned activities, the Supervisors may relate to the various prevention figures, the Head of the risk prevention and protection service, the Workers' Safety Representative and the Safety Manager in relation to impediments or other aspects that could compromise the achievement of the established health and safety objectives.

The Supervisors are appointed by the Safety Manager through the Personnel Administration Service who provides for the presentation of the letter of appointment - also signed by the Workers' Safety Representative - and the appropriate filing of the signed document.

The appointment is given adequate and timely publicity through the safety organization chart posted on the bulletin board in the Company.

The obligations of the Manager are indicated in art. 19 of the TUS.

## 2.10 Health Surveillance Manager

The Health Surveillance Manager is a competent doctor, with the necessary qualifications and specializations to cover the role of Health Surveillance Manager of the organization.

The Health Surveillance Manager manages health surveillance through acts aimed at protecting the state of health and safety of workers, in relation to the working environment, professional risk factors and the methods of carrying out the work activity (detailed in the art. 39 of the TUS).

The competent doctor, on the basis of the results of the medical examinations, expresses one of the following judgments relating to the specific task:

- a) suitability;
- b) partial, temporary or permanent suitability, with prescriptions or limitations;
- c) temporary unfitness;
- d) permanent unfitness.

The activities were entrusted to a specialized doctor on the basis of a special agreement stipulated between the parties.

## 3. Risk assessment

The Employer, with the help of the Safety Manager and the Head of the Risk Protection and Prevention Service, assesses the risks for the safety and health of workers in accordance with the provisions of art. 29 of the TUS. At the end of the assessment, the Employer draws up the Risk Assessment Document (DVR). The DVR is published in the section of the company intranet dedicated to worker safety.

In order to provide detailed information on the specific risks existing therein to third-party companies or self-employed workers who work in the Company's environments, the Employer also prepares the Single Document for the assessment of interference risks (DUVRI) in compliance with art. 26 of the TUS.

## 4. Emergency and Evacuation Plan

For the purposes of the obligations referred to in art. 18 paragraph 1 letter t) of the TUS, the Safety Manager, in collaboration with the Head of the risk prevention and protection service, draws up the emergency and evacuation plan.

This plan reports:

- the operations to be carried out in the various cases of emergency and provides clear instructions on the duties of the personnel assigned to carry out specific tasks or who are entrusted with particular responsibilities in such cases;
- the actions specifically designed to allow an orderly and safe evacuation of the occupants of the operational headquarters building in the event of a fire and the procedures to be followed for calling for help.

The emergency and evacuation plan is published in the section of the company intranet dedicated to worker safety.

Inside the company premises are available:

- boxes containing material that can be used for first aid interventions;
- fire-fighting devices.

The use of part of the contents of these boxes must be promptly reported to a first aid worker who, after verification, will involve the Facility Management Service for the purpose of reintegration.

The integrity of the fire protection devices and the accessibility of the escape routes within the company premises must be monitored by the firefighters who report any anomalies to the Facility Management Service.

The emergency and evacuation plan is simulated at least once a year.

## 5. Training

The Employer, with the support of the Safety Manager, the Head of the Risk Prevention and Protection Service and the Personnel Administration Service - each for the respective areas of competence - ensures that each worker receives sufficient information, training and adequate in terms of health and safety as required by art. 36 and 37 of the TUS.

In particular, the Personnel Administration Service implements the training plan, defined in agreement with the Head of the risk prevention and protection service, identifying the recipients of the same and the contents to be provided both on the occasion of new entries into the Company and in the case of regulatory and / or periodic updates.

Specific training is reserved for the subjects indicated in paragraph 2 of this document.

At the end of the training, the Personnel Administration Service collects and archives the documents certifying participation in the courses (training register and skills assessment tests) and the training certificates issued by the course provider.

## 6. Periodic safety checks

It is the duty of each employee to report any situations of significant danger during normal working activities to the Supervisors or directly to the Safety Manager or Workers' Representative for safety.



The Facility Management Service, in close collaboration with the Head of the Risk Prevention and Protection Service, carries out a series of appropriately planned periodic checks and inspections in order to keep the safety measures in the workplace efficient. In particular, the controls put in place concern the infrastructures and equipment used by the Company and are completed in compliance with the regulatory and legislative deadlines in force from time to time. The results of the checks are filed by the Facility Management Service.

In particular, the Facility Management Service:

- on a monthly basis, checks the fire-fighting and first aid equipment with the help of the fire and first aid officers;
- on an annual basis, coordinates with the Head of the prevention and protection service to simulate the emergency and evacuation plan and check the validity of the fire prevention certificate issued by the fire brigade.

Furthermore, on a six-monthly basis, the Facility Management verifies that the maintenance companies specifically appointed have checked the state and functionality of the electrical cabin, the fire-fighting system, the fire extinguishers and other devices installed in the company, issuing the maintenance reports that are stored and archived by the Facility Management Service.

## 7. Periodic Safety Meeting

On the basis of art. 35 of Legislative Decree 81/08, the Safety Manager, through the support of the Personnel Administration Service, at least once a year, convenes a meeting to discuss the problems relating to company safety following which the appropriate verbal.

The meeting is attended by the head of the risk prevention and protection service, the competent doctor and the workers' safety representative.

During the meeting, the Security Manager subjects the participants to the examination:

- the risk assessment document,
- the trend of accidents and occupational diseases and health surveillance,
- the selection criteria, the technical characteristics and the effectiveness of the personal protective equipment,
- information and training programs for the purposes of workers' health and safety.

During the meeting can be identified:

- codes of conduct and good practices to prevent the risk of accidents and occupational diseases;
- the objectives for improving overall health on the basis of the guidelines for an occupational health and safety management system.

The meeting may also take place on the occasion of significant changes in the conditions of exposure to risk, including planning and the introduction of new technologies that affect the safety and health of workers.

## 8. Communication to Supervising Authorities

The Safety Manager and the Head of the prevention and protection service respond - upon specific request - to the Authorities about the activities carried out in relation to issues relating to safety in the workplace.

In addition, on an annual basis, the Head of the risk prevention and protection service prepares an inclusive report of the activities carried out in the financial year to be transmitted to the Supervising Authorities by the Safety Manager.