



ORGANISATIONAL, MANAGEMENT AND CONTROL MODEL

SPECIAL PART

article 25-septies of Leg. Decree no. 231/01

Suitable to prevent crimes of manslaughter and grievous or very grievous bodily harm with violation of the occupational accident-prevention and health and safety laws (article 30 of Leg. Decree no. 81/2008 as amended)

In accordance with the indications of the Italian Ministry of Labour and Social Policies, as per the document of the Permanent Advisory Commission for Occupational Safety and Health pursuant to article 6 of Leg. Decree no. 81/2008. Document of 20 April 2011 and the Ministerial Decree of 13 February 2014 relating to the simplified procedures for the adoption of organisational and management models in small and medium sized enterprises.

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1. INTRODUCTION

Law no. 123 of August 2007, with the amendments indicated in article 300 of Leg. Decree no. 81/2008 introduced, among the crimes included in article 25-septies of Leg. Decree no. 231/2001, manslaughter or grievous or very grievous bodily harm with violation of the regulations on the protection of safety and health in the workplace resulting also from the failure to provide OSH protections.

Article 300 of Leg. Decree no. 81/2008 amended the sanctions, differentiating them according to the severity of the damage and the missing or incomplete risk assessment in organisations with very significant specific risks (article 55, paragraph 2, letters a, b and c) and has defined (article 30) the minimum requirements of the Organisational and Management Model provided for by Leg. Decree no. 231/ 2001.

The law aims to define the important role of the organisation for the application of prevention and protection standards in the field of Occupational Safety and Health.

It should be remembered that manslaughter is defined in article 589 of the Italian Criminal Code and that grievous and very grievous bodily harm are defined in articles 583 and 590 of said Code.

The crime is negligent (article 43 of the Criminal Code) or contrary to intention, when the event, even though foreseen, is not desired by the actor and occurs because of carelessness, imprudence or lack of skill, or the failure to observe laws, regulations, orders or instructions.

Art. 589 Manslaughter.

Whoever negligently causes the death of a person shall be punished with imprisonment for a term of six months to five years.

If the fact is committed in violation of traffic regulations or rules on the protection of occupational safety and health, the penalty shall be imprisonment for a term of two to seven years.

The penalty of imprisonment for a term of three to ten years is applied if the offence was committed in violation of the traffic regulations by:

- 1) individuals driving under the influence of alcohol pursuant to article 186, paragraph 2, letter c), of legislative decree no. 285 of 30 April, as amended;*
- 2) individuals driving under the influence of narcotics or psychotropic substances.*

In the case of death of more than one person, or death of one or more persons and harm to one or more persons, the applicable penalty shall be the one applied to the most serious offence committed increased by up to three times. However, the penalty shall not exceed fifteen years

Art. 590 Culpable bodily harm

Whoever culpably causes personal injuries to other people shall be punished with a prison term of up to three months or a fine of € 309.

If the injury is serious, the penalty shall be imprisonment for a term of one to six months or a fine of € 123 to €619, if the injury is very serious, the penalty shall be imprisonment for a term of three months to two years or a fine of € 309 to € 1,239.

If the offences referred to in the second paragraph are committed in violation of traffic regulations or the rules of accident prevention in the workplace, the penalty for grievous bodily harm shall be imprisonment for a term of three months to one year or a fine of € 500 to € 2,000 and the penalty for very grievous bodily harm shall be imprisonment for a term of one to three years. In case of violation of traffic regulations, if the

offence is committed by an individual driving under the influence of alcohol pursuant to article 186, paragraph 2, letter c), of Legislative Decree no. 285 of 30 April 1992, as amended, or by an individual driving under the influence of narcotic drugs or psychotropic substances, the penalty for grievous bodily harm shall be imprisonment for a term of six months to two years, while the penalty for very grievous bodily harm shall be imprisonment for a term of one year and six months to four years. (1) (2)

In case of injury or harm to more than one person, the applicable penalty shall be the one applied to the most serious offence committed increased by up to three times; however, the penalty of imprisonment shall not exceed five years.

The crime is punishable upon complaint by the injured party, except for the cases set forth in paragraphs one and two, only in relation to the offences committed in violation of the regulations of accident prevention or health and safety in the workplace work or which caused an occupational disease.

Grievous or very grievous bodily harm (art. 583 of the Italian Criminal Code)

Bodily harm is grievous if the offence results in a disease that jeopardises the life of the injured person, or a disease or incapacity to perform usual jobs for more than forty days or if the offence causes permanent weakening of a sense or an organ. Bodily harm is very grievous if the offence results in a definitely or probably incurable illness, the loss of a sense, the loss of a limb, or mutilation that renders the limb useless, or the loss of the use of an organ or the ability to procreate, or a permanent and serious loss of the power of speech, the deformity, or permanent disfigurement of the face.

Also as a result of interpretations of case law, the aforesaid crimes are considered to have been committed for the benefit of the entity when it can be established that the crime occurred because of cost savings adopted by the organisation.

The decisions of Brianza Plastica S.p.A regarding the occupational safety and health of workers, starting from the moment of the planning/conception, from the moment of the technical choices, up to the phase of their implementation and execution, are adopted in compliance with the principles and general measures of protection provided by the laws in force and in particular by Leg. Decree no. 81/2008, having as its primary objective the protection of the physical and mental integrity of workers.

With regard to Safety and Health, article 30 of Leg. Decree no. 81/2008 sets out that the Model is suitable *if it ensures an effective business system for the fulfilment of all the legal obligations and recording of the consequent activities, relating to:*

- a) compliance with the technical and structural laws relating to equipment, facilities, workplaces, chemical, physical and biological agents;*
- b) activities of risk assessment and preparation of consequent prevention and protection measures;*
- c) organisational activities such as emergencies, first aid, management of tenders, periodic safety meetings, consultation with workers' safety representatives;*
- d) health surveillance activities;*
- e) information and training activities for workers;*
- f) supervision activities with reference to compliance with the procedures and instructions on occupational safety and health;*
- g) the acquisition of documentation and certification required by law;*

h) periodic checks on the application and effectiveness of the procedures adopted.

For the corresponding parts, the systems that refer to the UNI INAIL 2001 guidelines and BS OHSAS 18001 Standard fulfil the obligations reported.

All activities related to the Safety and Health management system are duly recorded.

The definition of the disciplinary system suitable to sanction the failure to take the measures indicated in the model, as specified in the section of the general part, is fundamental.

As better specified in the general part, the Model is systematically checked by a Supervisory Body in order to assess the need for its updating, particularly in the face of legislative changes, when significant violations of the rules on accident-prevention and health and safety at work are discovered, or when changes occur in the organisation and business involving scientific and technological advancements.

With regard to the activities related to the corporate purpose carried out in the workplace and/or in an external environment by employees, each phase of the work is analysed with specific reference to each task in the risk assessment document prepared in compliance with article 28 of Leg. Decree no. 81/2008, **which is understood to be fully referred to herein.**

In accordance with the legal provisions and the operating practices already in force at Brianza Plastica S.p.A., compliance with the requirements contained in the risk assessment document is a duty for everyone, and a change in the operating procedures, production techniques and/or any other detail connected to the process must be preceded by a review of the risk assessment document and, if necessary, by its revision.

2. SENSITIVE PROCESSES

Company processes including:

- identification of Hazards and Risk Assessment and preparation of the Risk Assessment Document
- definition of roles and responsibilities (Identification of the Employer)
- management and planning of training and education
- communication and involvement
- procedures and practices adopted under normal, extraordinary and emergency conditions and management of documents and records
- surveillance methods
- management of accidents and injuries
- audits and their planning
- plans of action and improvement

In particular, for the Carate Brianza Site, the following departments (locations) and processes identified within the Risk Assessment can be distinguished:

ELYCOP department:

- LIQUID M.P. DEPOSIT AREAS
- SOLID M.P. DEPOSIT AREAS

- SHEET METAL PREPARATION/MACHINING AREAS
- FOAMING LINES (1, 2, 3)
- SPECIAL SHEETS AND SAMPLE CUTTING AREA
- PACKAGING AREA AND OUTDOOR YARD
- ELYCOP AUXILIARY SERVICES AREAS

ELYPLAST department:

- LIQUID M.P. DEPOSIT AND MIXING AREAS
- SOLID M.P. DEPOSIT/PREPARATION AREA
- ELYPLAST/ELYPLAN PRODUCTION LINES AREA
- CENTRAL WAREHOUSE (finished products)
- ELYPLAST AUXILIARY SERVICES AREAS

ISOTEC department:

- LIQUID M.P. DEPOSIT AREAS
- SOLID M.P. DEPOSIT AREA
- PANEL FOAMING LINES
- PANEL LONGITUDINAL CUTTING AREA
- BATTEN PREPARATION AREA
- BATTEN INSERTION AREA
- PACKING AREA
- EXTERNAL DEPOSIT YARD FOR PACKAGES
- ISOTEC AUXILIARY SERVICES AREA

WORKSHOP department:

- WORKSHOP
- SPARE PARTS WAREHOUSE

RECEPTION AND OFFICE BUILDING:

- GENERAL ACTIVITIES
- OFFICES
- R&D LABORATORY

EXTERNAL AREAS:

- EXTERNAL VISITS

TECHNOLOGICAL SYSTEMS:

- MAINTENANCE ACTIVITIES

The activities carried out in the interest of BRIANZA PLASTICA S.p.A. by contractors or self-employed professionals mainly concern:

- Maintenance management

- Management of external companies and contracts

In addition, the Operating Units of San Martino di Venezze (RO) and San Giovanni di Ostellato (FE), contain the following departments (places) and processes identified within the Risk Assessment:

BUILDING:

- OFFICES
- LABORATORY

PRODUCTION:

- GENERAL ACTIVITIES
- LIQUID/SOLID MP DEPOSIT
- COLD-ROLLED FORMATION AREA
- WAREHOUSE AREA – FINISHES
- WAREHOUSE AREA – PACKAGING/SHIPPING
- WAREHOUSE AREA – BATTERY RECHARGING AREA
- EQUIPMENT WASHING ROOM
- DISTILLATION AREA

TECHNOLOGICAL SYSTEMS AREA (external):

- MANAGEMENT ACTIVITIES FOR TECHNOLOGICAL SYSTEMS

EXTERNAL WAREHOUSE

- GENERAL ACTIVITIES
- MANAGEMENT OF EXTERNAL WAREHOUSE

Whereas, for the warehouse of Saviano (NA):

OFFICES department:

- OFFICE ACTIVITIES

WAREHOUSE department:

- MANAGEMENT OF STOCK AND SHIPMENTS

Finally, for the operating unit in Ferrandina (MT):

OFFICES department:

- GENERAL ACTIVITIES
- OFFICES

ELYFOAM/XROOF PRODUCTION department:

- AREA FOR THE PREPARATION AND LOADING OF COMPONENTS ON LINES
- EXTRUSION/CALIBRATION AND TOWING AREA
- END-OF-LINE AREA
- PANEL GRINDING AND PULVERISATION AREA

- DUST REDENSIFIER AREA

ISOTEC/XROOF PRODUCTION department:

- LIQUID M.P. DEPOSIT
- SOLID M.P. DEPOSIT
- PANEL FOAMING LINE
- PANEL LONGITUDINAL CUTTING AREA
- BATTEN PREPARATION AREA
- BATTEN INSERTION AREA
- PACKING AREA
- PACKAGE DEPOSIT YARD

FINISHED PRODUCT WAREHOUSE department

WORKSHOP department

LABORATORY department

The following have been analysed as processes “at risk” for safety in the workplace set forth in article 30 of leg. decree no. 81/2008, listed in relation to the degree of abstract risk of committing health and safety offences:

SENSITIVE PROCESSES REFERRED TO IN ART. 30	RISK 231
a) Compliance with the technical and structural laws relating to equipment, facilities, workplaces, chemical, physical and biological agents	High
b) Activities of risk assessment and preparation of consequent prevention and protection measures	High
c) Organisational activities:	
Management of emergencies and first aid	High
Management of contracts	High
Periodic meetings on safety, consultation of workers’ safety representatives	Medium
d) Health surveillance activities	Medium
e) Workers’ training and education activities	High
f) Supervision activities with reference to compliance with the procedures and instructions on safe work by the workers	High
g) Acquisition of documentation and certifications required by law	High
h) Periodic checks on the application and effectiveness of the procedures adopted	High
Systems for recording the activities	High
Organisation of Functions	Low
Disciplinary system	Medium

SENSITIVE PROCESSES REFERRED TO IN ART. 30	RISK 231
Control of the implementation of the model and its suitability	High

3. MANAGEMENT SYSTEM

For the corresponding parts, the Safety and Health Management System in compliance with the requirements of the BS OHSAS 18001:2007 standard is the organisational model that Brianza Plastica S.p.A. has adopted to prevent crimes of manslaughter and grievous or very grievous bodily harm and fully meets the requirements of art. 30 of Leg. Decree no. 81/2008 and Leg. Decree no. 231/2001 as a whole.

This document refers to a table of correspondence (Safety and Health) that accurately defines the relationship between the legal requirements and those provided for by the standards and therefore allows checking all the specific operational documentation.

The “**Information Flows to the Supervisory Body**” section indicates the information that must be systematically provided to the Supervisory Body at a frequency specified by it.

Reference document/Procedures/Guidelines and operating practices:

- Safety and Health training plan;
- involvement of personnel in the management of safety and health issues;
- periodic meetings of the Prevention and Protection Service in order to solve Safety and Health problems;
- health surveillance carried out by the Company Doctor through protocols defined according to the specific risks and taking into account the most advanced scientific guidelines;
- identification of the hazards and risk assessment and systematic re-assessment of the risk and preparation of the prevention and protection measures in the event of changes to systems, equipment, raw materials, execution processes and regulations;
- recording and systematic analysis of all nonconformities and undesirable situations, actual or potential, which may create or cause safety and health risks or unforeseen environmental impacts;
- supervision by managers/persons in charge of the workers' compliance with the procedures and instructions on safety in the workplace;
- internal audits as a company management tool to evaluate the application of the procedures and the degree of efficiency of the Systems and their integration;
- control of the applicable legal requirements, especially regarding the safety of machinery and equipment;
- periodic meetings with the Supervisory Body.

In addition, there is a list of all the procedures, forms and operating instructions adopted by Brianza Plastica, which allows verifying that they are up to date and in compliance with the legal requirements.

4. COMPANY SAFETY AND HEALTH POLICY, OBJECTIVES AND IMPROVEMENT PLAN

Top management/Board of Directors has defined its company policy, indicating the vision, essential values and convictions of the company in terms of occupational safety and health.

The policy was prepared based on careful assessments of the company structure, considering and analysing:

- the characteristics of the company, its organisation as well as geographical and socio-economic context;
- data from previous negative events (accidents, injuries, occupational diseases, emergencies, etc.);
- knowledge and information on work activities and identification and description of company processes;
- assessment of the company's risks;
- authorisations, documents, company certifications and applicable legislation.

The company policy adopted defines the principles and documents the company's commitment to improving occupational safety and health, indicating the lines of development to achieve it.

The company policy is set out in a document signed by top management and has been circulated to personnel and any interested third parties.

In summary, the contents of the company's safety and health policy include top management's commitment:

- to fully comply with and apply the OSH laws;
- to prevent occupational accidents and diseases and to improve OSH conditions over time by identifying areas for improvement;
- to periodically check and update the Policy itself.

As further proof of the importance of this theme, the Code of Ethics adopted by the company includes a special section dedicated to occupational safety and health.

Reference document/Procedures/Guidelines and operating practices:

- Code of Ethics

Contact persons and those responsible for the sensitive process:

- *Contact person of the sensitive process:* Management and Board of Directors
- *Persons responsible for the sensitive process steps:* Safety, Environment and Quality Manager, Supervisory Body

- **Information flows to the Supervisory Body:**
- Revised Code of Ethics

5. IMPROVEMENT PLAN

The company is constantly engaged in defining objectives and in planning activities to improve the system taking into account, for example, the evolution of legislation, safety and health risks, the OSH Policy and the results achieved, the consultation and involvement of workers, also through Workers' Safety Representatives/Safety Representatives at the Territorial Level, analysis carried out during the management review.

The Improvement Plan identifies the responsibilities, deadlines, priorities of the actions to be carried out and the human, instrumental and financial resources necessary for their implementation.

The Employer defines the methods for controlling the functionality, effectiveness and accuracy of the implementation of the improvement plan, also through the use of appropriate system indicators. For example, some indicators that can be used are:

- Statistics on learning assessments and on the evaluations of training/education/instructional activities;
- Number of accidents and occupational diseases;
- Number of negative events due to risks not adequately evaluated in the Risk Assessment;
- Time for adapting the Risk Assessment to the expected (structural, organisational, procedural, legislative, etc.) and unforeseen (accidents, injuries, etc.) changes;
- Number of near-misses found or malfunctions that could have a direct impact on the health and safety of people;
- Number of declarations by the Company Doctor/GP of unfitness to perform the specific task (permanent, temporary, with limitations),
- Number of investigations carried out by the company to identify the causes or accidents occurring out of the total.

The overall verification of the implementation status of the defined objectives, as well as the identification of new objectives, is however carried out during the Review and through meetings with the various functions.

Reference document/Procedures/Guidelines and operating practices:

- Improvement plan and related planning module
- Audit procedure
- Identification procedure and Assessment of safety risks
- Training Management Procedure
- Periodic meetings

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Managers, People in Charge, Head of the Prevention and Protection Service, Safety, Quality and Environment Manager, Workers' Safety Representative.

- **Information flows to the Supervisory Body:**
- *Managed by the Process Coordinator:*

- Accidents, and total duration of each single event that caused an absence from work, of the last period since the last communication (upon occurrence of the event);
- Accidents / Significant events that can potentially cause serious injuries (last period).
- Reports of Occupational Diseases, and their type, known by the Company (last period).
- Internal sanctions on health, safety and the environment (during the last period) and analysis of their causes.
- Inspections by supervisory/control bodies

6. COMPLIANCE WITH THE TECHNICAL AND STRUCTURAL LAWS RELATING TO EQUIPMENT, FACILITIES, WORKPLACES, CHEMICAL, PHYSICAL AND BIOLOGICAL AGENTS (ART. 30, PARAGRAPH 1, LETTERA A) OF LEG. DECREE NO. 81/2008

The Organisational, Management and Control Model adopted ensures a company system that complies with the technical and structural standards established by law:

- in the implementation phase of the Organisational, Management and Control Model;
- on the occasion of purchases (such as machines, systems, PPE, raw materials, etc.);
- in the phase of maintaining the conformity of machinery/equipment/systems/workplaces.

The company has set up an organisational tool to guarantee the updating of the legislative requirements applicable to the business activities.

The company has provided for the use of internal or external resources/instruments to consult the sources of updates and to identify the applicable legislation.

The company has identified the competent company functions who, in the phase of new purchases or new installations, must purchase equipment/machines and hazardous substances and preparations in compliance with the current regulations.

The company has also identified the technical and structural legal standards – applicable to the company – concerning equipment, systems, workplaces, chemical, physical and biological agents:

The Employer or his representative plans the actions necessary to verify compliance with this requirement, under article 30, paragraph 1, letter a) and identifies the competent company functions who must, for example;

- carry out the periodic checks in the cases provided for by law through public or private bodies authorised to do so;
- regularly monitor the maintenance of the safety devices and the good condition of the equipment, machines and systems and report any nonconformities found;
- promptly perform any maintenance activities following reports of nonconformities or failures.

Reference document/Procedures/Guidelines and operating practices:

- Audit procedure
- Procedure for Legal Requirements and list of applicable legislation
- Procedure for Supplier Evaluation and procurement
- Management of equipment and system maintenance
- Monitoring plan
- Nonconformity management procedure

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: People in Charge, Head of the Prevention and Protection Service, Technical Manager, Workers' Safety Representative

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Presentation, on a sample basis, of documents relating to purchases, supplier qualifications, documentation relating to what has been introduced (booklets, instructions for use and commencement permits and authorisations, where applicable)
- Records of maintenance and checking of structures, environments, machines and systems, on a sample basis according to what is requested. Planning, contracts relating to the maintenance of systems and infrastructures
- Technical data sheets for Personal Protective Equipment, registers of the equipment issued
- Documentation relating to substances in use and to management criteria
- Tools and registers in use for updating and checking regulatory and authorisation requirements

7. RISK ASSESSMENT AND PREPARATION OF THE CONSEQUENT PREVENTION AND PROTECTION MEASURES (ART. 30, PARAGRAPH 1, LETTER B) OF LEG. DECREE NO. 81/2008)

The Risk Assessment (pursuant to article 28 of legislative decree no. 81/2008 as amended) is a documented process for assessing all the OSH risks for workers in the company and people who access the company's workplaces; the purpose of the Risk Assessment is also to identify appropriate prevention and protection measures and to develop a programme of measures suitable to guarantee the improvement over time of health and safety levels.

This process was carried out under the responsibility – non-delegable – of the Employer, who carried out the assessment and prepared the document in collaboration with the Prevention and Protection Service and the Company Doctor, after consultation with the Workers' Safety Representative.

The assessment carried out by Employer consisted of the following main phases:

1. identification of hazards;

2. assessment of all the risks connected with the identified health and safety aspects according to the processes and tasks;
3. identification of suitable measures to prevent, where possible, eliminate or in any case minimise the risks assessed;
4. definition of the priorities and planning of actions;
5. evaluation and monitoring of the application of the measures adopted and evaluation of their effectiveness.

The risk assessment is updated, also using information obtained from monitoring activities and, in any case, whenever significant changes occur to the production process or work organisation, legislative changes or following events such as emergencies, accidents, injuries, incidents (in application of the legislation).

The assessment indicates the prevention and protection measures implemented and includes a programme of the measures deemed appropriate to ensure the improvement of the safety levels over time. Improvement actions are programmed based on their priority and therefore taking into account the relevance of the risk as emerged from the assessment process.

Measures under this programme must also be included in the company's improvement plan.

Reference document/Procedures/Guidelines and operating practices:

- Identification procedure and Assessment of safety risks
- Improvement plan and related planning module

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Managers, Head of the Prevention and Protection Service, Safety, Quality and Environment Manager, Workers' Safety Representative, Company Doctor

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Risk Assessment document, updates and revisions, signed and shared in the organisation by the departments involved;
- Planning and execution of safety inspections of equipment and systems in general and specific investigations;
- Examples of the revision following accidents or changes in the organisation;
- Plan of action and improvement, definition of activities, deadlines;
- Presentation, on a sample basis, of the activities developed.

8. ORGANISATIONAL ACTIVITIES: MANAGEMENT OF EMERGENCIES AND FIRST AID (art. 30, paragraph 1, letter c of Leg. Decree no. 81/2008)

Emergency management is characterised as a set of extraordinary measures to be implemented in the event of serious or imminent danger.

A necessary prerequisite is therefore the identification of possible emergency situations that can cause harm to people and property and to define the actions to be taken in order to deal with each situation.

The Employer has identified the possible emergencies and relative management methods, also taking into account the following aspects:

- the risk assessment connected with the activities and production processes;
- the location of the activities and the characteristics of the workplaces;
- the analysis of possible emergency situations;
- the maximum number of people (internal and external) who may be present in the workplace.

The emergency management is planned according to the following general steps:

1. designation of workers, after consultation with the Workers' Safety Representative and Company Doctor, responsible for implementing the fire prevention and control measures and the measures for evacuating the workplaces in the event of serious and imminent danger, as well as rescue, first aid and emergency management measures. The officers, before being assigned to these tasks, were trained and instructed as required by law. The emergency and first aid officers are available when needed (prompt availability is understood as physical presence, always assured, within the working environments).

For their identification, the employer took into account: the location of workers in more than one company location, the shifts and the presence of disabled people.

The list of fire prevention/first aid officers is made known to all workers and is communicated to them, for example, by means of a special list posted on the company's notice board.

2. definition of the necessary organisational and management measures to be implemented in the event of an emergency so that all personnel not involved in the management of the emergency can get to safety via the escape routes, assembly points, recommendations regarding the attitudes to be maintained during the evacuation.
3. organisation and communication methods with public services responsible for first aid, rescue, fire prevention and emergency management;
4. definition of the methods for signalling the alarm (e.g. sound, voice, light, etc.);
5. communication of the measures taken and the behaviour to be adopted;
6. guarantee of the presence of clear plans, with indication of the escape routes and fire prevention aids;
7. organisation of periodic drills, simulating possible emergencies, identified and reported, where present, in the emergency plan. Drills make it possible to verify the awareness of workers and emergency workers regarding: escape routes; fire-resistant doors (where present), location of alarms and extinguishing equipment; location of first aid kit, location of assembly points, etc.

The outcome of the emergency drills is always subject to careful assessment of the adequacy of the planned emergency management measures and may lead to their improvement.

Following the occurrence of a real emergency situation, the Employer must assess the causes, identify and implement the technical solutions and methods suitable for preventing the repetition of such events.

Workers must follow the recommendations and instructions given by the Employer and set out in the emergency plan, for the purposes of individual and collective protection, taking care of their own safety, their own health and that of other people present in the workplace.

The Company Doctor collaborates with the Employer or the first aid officers.

Reference document/Procedures/Guidelines and operating practices:

- Emergency Management procedure/emergency plan
- First aid operating instructions
- Reporting form
- Summary sheet on fire prevention, emergency, and first aid appointments

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Persons in charge, persons responsible for the management of emergencies; officers assigned to the management of emergencies; company doctor, Prevention and Protection Service.

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

1. Revisions of the Emergency Plan
2. Minutes shared between the functions concerned
3. Report of the simulations carried out and the periodic simulation plan
4. Letters of appointment for members of the emergency management team
5. Event records

9. ORGANISATIONAL ACTIVITIES: MANAGEMENT OF CONTRACTS (article 30, paragraph 1, letter c, of Leg. Decree no. 81/2008)

In the selection of the contractors and management of the contracts, the Employer ensures that the principles for safeguarding the safety and health of workers are applied.

For the selection of the contractors, the Employer will:

1. select the contractors, both self-employed workers and companies, after verifying their technical and professional suitability;
2. if the work falls under art. 26 of Legislative Decree no. 81/2008 as amended, draw up the Interference Risk Assessment Document (D.U.V.R.I), or in the cases provided for by said article, make use of the possibility to identify a person in charge of cooperation and coordination,

3. activate the procedures set forth in Title IV of Leg. Decree no. 81/2008 in the case of temporary and mobile construction sites;
4. inform the contractor or contractors of its policy and, if necessary, the contact person for the contracted activities.

For the purposes of effectively implementing the Organisational Model adopted, it should also be noted that:

- compliance with the requirements and the operating rules concerning occupational safety and health and any disciplinary sanctions are an integral part of the contractual agreements between the parties;
- the control of the compliance is assigned to an identified person;
- non-compliances are associated with reaction and sanction mechanisms (economic, contractual);
- the application of sanctions is ensured.

During the execution of the works, the Employer directly or through the designated controller, must check that the contractors operate and act in a manner compatible and consistent with the OSH provisions stipulated in the contract, with the company policy and with the D.U.V.R.I. (if present).

Without prejudice to the above, if there are further specific obligations (e.g. regarding confined environments, company qualification, training, education, work procedures, etc.), the company integrates its rules for governing its activities through specific procedures in compliance with the law.

Reference document/Procedures/Guidelines and operating practices:

- Procedure for Supplier Evaluation and procurement
- Form for drafting the DUVRI / information on contractor risks
- Audit procedure

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: People in Charge, Head of the Prevention and Protection Service, Technical Manager, Workers' Safety Representative.

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- List of companies with active contracts in the company
- Presentation, on a sample basis, of a contract with relative documentation of contractor qualification
- DUVRI and required documentation, list of personnel in charge and any certificates (eligibility, health surveillance, training), letters of gratuitous loan of equipment.

10. ORGANISATIONAL ACTIVITIES: PERIODIC SAFETY MEETINGS AND CONSULTATION OF WORKERS' SAFETY REPRESENTATIVES (art. 30, paragraph 1, letter c, Leg. Decree no. 81/2008)

External communication and relations

The Employer manages internal and external communications relating to Health and Safety, involving, when appropriate, the company's workers, also through their Workers' Safety Representative/Territorial Workers' Safety Representative, in accordance with current legislation and collective labour agreements, collecting feedback, comments and proposals from workers and other stakeholders (local authorities, citizens, direct and indirect employees, customers and suppliers, etc.).

Internal communications are disseminated, for example, via noticeboards, internal mail, email, or specific meetings, brochures, etc.

Consultation and participation

With a view to making the implementation of the model more and more operational, the company therefore encourage all workers to follow the Organisational and Management Model, and to promote cooperation on health and safety in the workplace.

The Workers' Safety Representative is guaranteed the time necessary to carry out his or her duties (collective labour agreements) and maximum collaboration.

In accordance with the provisions of current legislation, workers must be consulted also through the Workers' Safety Representative.

A specific moment of consultation is the meeting held pursuant to article 35 of Legislative Decree no. 81/2008 et seq, which is held at least once a year in accordance with article 35 of Leg. Decree no. 81/2008 and with the participation of the functions therein provided.

Reference document/Procedures/Guidelines and operating practices:

- Communication-consultation procedure
- Nonconformity management procedure
- Periodic meetings

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Managers, Head of the Prevention and Protection Service, Workers' Safety Representative.

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Minutes of the periodic meeting according to article 35
- Presentation, on a sample basis, of intra-company reports and communications (by Workers' Safety Representative or workers)
- External communications/control bodies, if present

11. HEALTH SURVEILLANCE ACTIVITIES (art. 30, paragraph 1, letter d), Leg. Decree no. 81/2008)

The Employer assigns the Company Doctor to carry out health surveillance in the cases provided for by legislative decree no. 81/2008 et seq., verifying the possession of the qualifications and professional titles required by law (articles 38 and 39 of legislative decree no. 81/2008 et seq.) and provides the Company Doctor with all the information required.

In addition to collaborating with the Employer and the Head of the Prevention and Protection Service in the risk assessment, the Company Doctor plans and carries out the health surveillance activity by following the health protocols defined based on specific risks; the frequency of the controls takes into account the applicable regulations as well as the levels of risk.

The Company Doctor visits the company's work areas at least once a year (or at a different frequency, defined during the risk assessment); the inspection includes the preparation of a special report.

The Company Doctor takes part in the periodic meetings, when required (article 35 of Law Decree no. 81/2007 et seq.).

The medical and risk file, established and updated, for each worker subjected to a health surveillance, is kept by the Company Doctor, protected by professional secrecy and privacy, at the place agreed with the Employer or his delegate.

The Employer or one of his delegates supervises the correct performance of the Company Doctor's tasks and identifies and sends the workers to the medical examination within the deadlines set by the health surveillance and risk protocol. Before assigning the worker to the designated task, the Employer verifies the judgement of the fitness to perform the task itself both in case of first assignment and following a change of task.

Reference document/Procedures/Guidelines and operating practices:

- Health surveillance management procedure
- Health plan

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Managers, Company Doctor

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- submission of appointments and duties of the Company Doctor,

- submission, on a sample basis, of health reports, health plans and judgements of fitness to work
- communications in the event of occupational diseases.

12. TRAINING AND EDUCATION OF WORKERS (art. 30, paragraph 1, letter e), of Leg. Decree no. 81/2008

The Employer defines the procedures for the effective and correct management of the training and education activities for workers.

On the basis of the results of the risk assessment and in compliance with the current legislation and the applicable collective labour agreements, taking into account the abilities and conditions of the workers, the Employer plans, prepares and implements the “Annual Training, Education and Development Programme” for all company figures and updates it during the review of the risk assessment, in the event of legislative changes, new recruitments, changes in tasks, changes in activities or processes (new machinery, equipment, systems, new operating methods etc.).

At the end of the training, the level of learning is checked both for the courses organised by the Employer and for those provided to external bodies, and attendance of the participants is recorded.

It is also necessary to train and educate workers on the main aspects of the Organisational and Management Model, and on the roles, tasks and responsibilities of each person involved in it.

Training and education data are collected by means of a special tool in order to highlight the professional skills of workers.

Reference document/Procedures/Guidelines and operating practices:

- Training and Development Procedure
- Training plan

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Managers, Head of the Prevention and Protection Service;

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Training plans
- Skills matrix
- On a sample basis: records, certificates, verification of the effectiveness
- Certificates of qualification and fitness to work
- Personnel files

13. SUPERVISION ACTIVITIES WITH REFERENCE TO COMPLIANCE WITH THE PROCEDURES AND INSTRUCTIONS ON SAFE WORK BY WORKERS (art. 30, paragraph 1, letter f) of Leg. Decree no. 81/2008)

The Employer defines the directives for the implementation of a control system in accordance with the procedures and work instructions that have an impact on health and safety, by workers and, with the methods provided by the monitoring procedure, supervises the proper implementation of these directives. Directors implement the employer's directives by organising the work activities and supervising compliance by the personnel under their charge.

Managers supervise the work activities and guarantee the implementation of the directives received, making sure that they are carried out correctly by workers and exercising a functional power of initiative.

Supervision of compliance with the company regulations is distributed, according to each person's competence, among the Employer, Directors (if present) and managers.

The Employer identifies the safety officers required by law, assigning them the relative duties and responsibilities and communicates these names to the workers and people involved.

Violations found by the supervision activity will be sanctioned according to the disciplinary system of the Organisational and Management Model.

Reference document/Procedures/Guidelines and operating practices:

- Annual audit programme;
- Any disciplinary measures;
- Management of Internal Audits and Inspections.

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Managers, Head of the Prevention and Protection Service

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Completed checklist and inspection reports
- Audit Reports
- Inspections, Administrative Procedures and Sanctions relating to Health and Safety by the control bodies

14. ACQUISITION OF DOCUMENTATION AND CERTIFICATIONS REQUIRED BY LAW (art. 30, paragraph 1, letter g) of Leg. Decree no. 81/2008)

The Employer manages and keeps the documents and certificates required by law.

The methods for managing these documents are defined according to the following general aspects:

- communication methods of the documentation;
- storage and control system;
- methods for revision, which are required especially in the event of changes to the organisation, techniques, structure, processes, etc.;
- the company personnel responsible for this management.

Reference document/Procedures/Guidelines and operating practices:

- Lists of standards and laws
- Periodic consultation of databases / newsletters

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Head of the Prevention and Protection Service, Safety, Quality and Environment Manager

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Record of prescriptions
- Legal compliance audit
- Plans of action

15. PERIODIC CHECKS ON THE APPLICATION AND EFFECTIVENESS OF THE PROCEDURES ADOPTED (art. 30, paragraph 1, letter h) of Leg. Decree no. 81/2008)

The periodic checks on the application and effectiveness of the procedures or models adopted are an important and determining requirement of the Organisational and Management Model.

The process for checking the application of the procedures/models is carried out in several stages, which can be essentially traced back to the concepts of surveillance, measurement or monitoring.

The process of checking the effectiveness of the procedures/models takes into account the following elements:

- Injuries
- Accidents, dangerous situations
- Nonconformities, corrective actions and preventive actions.

Surveillance/monitoring or measurement of the adoption of procedures/models

According to predefined methods and frequencies, the company activates a surveillance/monitoring and measurement process on the implementation of the provisions in the adopted procedures/models. The activities of this process are recorded and the results are compared with the preset objectives, so as to

verify that what has been implemented is consistent with what was planned and produces the desired results.

The surveillance/monitoring and measurement requirements are also identified following the Risk Assessment.

These activities are carried out, according to the monitoring plan, by the people indicated within it (designated operator, manager, etc.) and by the Employer.

For specialistic aspects, the company relies on external resources.

The surveillance/monitoring and measurement activities include:

- the planning, with definition of the times, of the tasks and responsibilities;
- the identification of the personnel in charge and, if necessary, the training and development required to carry out these activities;
- the methods for managing any measuring instruments used;
- verification of the professional and technical characteristics with which the activities themselves must be carried out, in the event that these activities are entrusted to third parties;
- performance indicators that allow continuous improvement to be monitored over time.

If nonconformities are found during the surveillance/monitoring and measurement activities, the nonconformity management process is activated, and the corrective actions are planned and implemented.

The results of the monitoring are discussed in the Review

Investigation of accidents, incidents and dangerous situations

The Employer establishes, implements and maintains operating methods that allow recording, investigating and analysing accidents, incidents and dangerous situations.

For this purpose, the Employer:

1. promptly records the events defined above;
2. determines the factors that may have caused or contributed to their occurrence;
3. identifies the corrective actions aimed at eliminating, where possible, the causes that led to the event;
4. implements the corrective actions identified and verifies their effectiveness;
5. implements preventive actions, where possible.

Nonconformities, corrective actions and preventive actions

The company has developed and maintains operating methods for recording and analysing nonconformities (NC), with the aim of identifying and implementing the necessary corrective or preventive actions and subsequently verifying their effectiveness.

Nonconformity means any deviation from the requirements set forth in this Organisational and Management Model.

Corrective action means an action taken to eliminate the causes of a nonconformity.

Reference document/Procedures/Guidelines and operating practices:

- Audit procedure

- Audit plan
- Audit programme
- Nonconformity management procedure
- Management Procedure for Dangerous Events

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Managers, Head of the Prevention and Protection Service, Safety, Quality and Environment Manager, Workers' Safety Representative.

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Audit Reports;
- Inspection reports;
- Inspections, Administrative Procedures and Sanctions relating to Health and Safety by the control bodies;
- Copy of the accident report / annual accident statistics, and total duration of each single event that caused an absence from work, of the last period since the last communication
- Accidents / Significant events that can potentially cause serious injuries (last period);
- Reports of Occupational Diseases, and their type, known by the Company (last period).

16. SYSTEMS FOR RECORDING THE EVENT BY CARRYING OUT THE ACTIVITIES REFERRED TO IN PARAGRAPH 1 (art. 30, paragraph 2, Leg. Decree no. 81/2008)

The Employer has defined the methods for managing and storing the documentation, for providing evidence on the functioning of the Organisational and Management Model in order to have documents that are understandable, correct and up to date.

The methods for managing this documentation are defined by establishing the following general criteria:

- the procedures for the preparation and approval of the documentation;
- the procedures for sending the documentation to the interested functions;
- the storage and control system;
- the methods for revision, which are required especially in the event of changes to the organisation, techniques, structure, processes, etc.;
- those who are responsible for its management;
- the date of issue and updating.

The Organisational and Management Model is completed by the documentation (to which reference is made and which is an integral part of this Model) necessary for its management, which verifies the work carried out and the risks involved, for example:

- Forms/Records

- Operating Instructions
- Procedures

Reference document/Procedures/Guidelines and operating practices:

- Document management Procedure

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Head of the Prevention and Protection Service, Safety, Quality and Environment Manager

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Correlation table, status of updated documentation (annually)

17. STRUCTURE OF THE FUNCTIONS THAT WILL ENSURE THE TECHNICAL SKILLS AND POWERS REQUIRED FOR THE VERIFICATION, ASSESSMENT, MANAGEMENT AND CONTROL OF RISKS (art. 30, paragraph 3, Leg. Decree no. 81/2008)

For all company processes and activities, the organisation ensures a clear allocation of tasks and functions within its organisational model, taking into account the legal provisions.

These allocations are shared within the organisation.

The health and safety roles and responsibilities of the following people are identified in accordance with the provisions of the legislation:

- Employer;
- Directors;
- Managers;
- Workers;
- Head of the Prevention and Protection Service;
- Prevention and Protection Service Officers;
- Emergency and First Aid Officers;
- Company doctor;
- Workers' Safety Representative.

The roles and responsibilities regarding health and safety of additional persons are defined, if necessary, according to the type of activity carried out (e.g. activities under Title IV of Leg. Decree no. 81/2008 as amended or falling within the scope of application of Ministerial Decree no. 177/2011).

HEALTH AND SAFETY ORGANISATION, DELEGATION SYSTEM

Pursuant to Leg. Decree no. 81/08, the organisation has identified Giuseppe Crippa as the **Employer**, with powers of ordinary and extraordinary administration.

As mentioned above, in order to allow a precise management of the process with specific reference to the protection of the physical and mental integrity of workers, and in accordance with article 30, paragraph 3, a structure of functions with health and safety responsibilities was implemented within the Organisation, as per the safety organisational chart managed in a controlled form.

This structure corresponds to the need to involve the exercise of powers for controlling the activity in a participatory function.

The Employer is responsible for organising the company so that everyone, within the scope of their powers and responsibilities, can implement the provisions aimed at ensuring safe work provided by law and/or imposed by the best techniques, for ensuring that each operator receives adequate training and information to be updated constantly, for supervising and ensuring that everyone complies with the legal provisions and the instructions given in order to protect their health and physical-mental integrity, the internal and external environment, sanctioning any deviation from these instructions and provisions.

To this end, the Employer assigns internal tasks and duties to the Managers identified based on the assigned responsibilities. This task then becomes a formalised explanation of the position actually held by the Manager within the Organisation.

➤ **Employer (Giuseppe Crippa)**

The Employer of the Company assumes all the obligations and duties provided for by current legislation and, in particular, by Leg. Decree no. 81/2008, both in terms of Occupational Safety and Health and in terms of responsibility to the company:

- Defines the company's Health and Safety Policy and implements it using the most suitable tools for the sector;
- Prepares the Risk Assessment document in collaboration with the company managers, and verifies that it is updated constantly with reference to all the risks present in the company;
- Defines the risk control method;
- Periodically reviews the activities carried out and verifies the achievement of the objectives set;
- Appoints the Head of the Prevention and Protection Service;
- Appoints the Company Doctor;
- With the support of the Prevention and Protection Service, defines the Workers' Health and Safety improvement plans, providing the necessary resources and checking its effectiveness;
- If necessary, delegates the functions taking into account the professional characteristics and experience required by the specific nature of the delegated functions;
- Designates the workers in charge of implementing the measures of fire prevention and evacuation of workplaces, first aid and emergency management and environmental management
- Provides workers with the necessary and appropriate personal protective equipment;

- Requests each worker to comply with the current legislation;
- Implements all the education and training activities provided for by the current health and safety laws, periodically, and in relation to the specific risks present in the company.

In addition, with the support of the hierarchical functions of the Prevention and Protection Service, the Employer:

- Establishes and verifies the requirements that must be met for the purchase, sale, and loan of machinery;
- Establishes, controls and approves the requirements for the purchase of products, the acquisition of external services, the awarding of construction or maintenance contracts;
- Approves the ordinary and extraordinary maintenance plan for plants and machinery, verifies that they are inspected on a regular basis, defining the responsibilities and competences of the designated personnel;
- Evaluates the Health and Safety Risks for workers, in collaboration with the Head of the Prevention and Protection Service, and with the assistance of the Workers' Safety Representative;
- Organises the Team of Fire Prevention, Emergency and First Aid Officers and approves the emergency management plans;
- When assigning the tasks to workers, takes into account their abilities and conditions in relation to their Health and Safety;
- Calls the Annual Meetings of the Prevention and Protection Service;
- Controls and approves the health and safety procedures and operating instructions.

➤ **Directors (see company organisational chart)**

Pursuant to and for the purposes of Legislative Decree no. 81 of 9 April 2008 a "Director" is (article 2, paragraph 1, letter d):

"a person who, by virtue of professional competence and hierarchical and functional powers appropriate to the nature of the task assigned to him, implements the employer's directives by organising and supervising the work."

For these functions, refer to the responsibilities listed above for the Employer, which however are valid within the limits of the powers and competences conferred upon them (art. 18, paragraph 1 of Leg. Decree no. 81/2008).

➤ **Managers (see company organisational chart)**

Pursuant to and for the purposes of Legislative Decree no. 81 of 9 April 2008 a "manager" is (article 2, paragraph 1, letter e):

"a person who, by virtue of professional competence and within the limits of hierarchical and functional powers appropriate to the nature of the task assigned to him, oversees the work and ensures the implementation of the directives received, checking that they are followed correctly by workers and exercising a functional power of initiative."

They are responsible for:

- Detecting, even in collaboration with the Employer and Directors, any anomalies that may lead to accidents and injuries by reporting them to the Prevention and Protection Service, and preparing a plan of action;
- Implementing the improvement plan defined with regards to the safety conditions of machines, plants and workplaces within the times set by the company and in accordance with the current regulations;
- Informing workers about the specific risks to which they are exposed, provide training for newly hired employees through the support of experienced personnel;
- Arranging and ordering that individual workers follow the safety regulations, the signs present, and procedures present in the operating area;
- Supervising the use of personal protective equipment in the department, reporting any non-compliances to the Employer;
- Notifying the Employer of any deficiencies and/or malfunctions relating to the safety devices present on the machines;
- Reporting to the Employer any situation that involved a risk for operators, or accidents that have occurred, even without consequences for people;
- Supervising the interventions of external companies with the department activities, reporting any shortcomings to the Employer and Managers;
- Making sure that individual workers comply with the safety regulations, the signs present, and the procedures present in the operating area, as well as the environmental regulations;

➤ **Workers**

As required by current legislation, each worker must:

- Take care of their health and the health of other people present in the workplace;
- Follow the company instructions on compliance with environmental regulations;
- Follow the safety instructions and guidelines issued by the Employer for the purposes of collective and personal protection;
- Correctly use the machines, plants, substances and preparations, transport vehicles, as well as the safety devices and other department equipment according to the instructions received;
- Use personal protective equipment in an appropriate manner;
- Immediately notify the Employer of any deficiencies in the safety equipment and devices on the machines and systems;
- Not remove or alter the safety devices or control signals;
- Not carry out operations or manoeuvres that do not fall within their competence on their own initiative;
- Participate in training programmes organised by the Employer;
- Undergo periodic health checks according to the health plan provided by the Company Doctor.

➤ **Head of the Prevention and Protection Service (see organisational charts)**

Pursuant to article 33 of Leg. Decree no. 81/2008, the Head of the Prevention and Protection Service, in collaboration with the resources present within the Prevention and Protection Service, is responsible for:

- Identifying the risk factors, assessing the risks and identifying the measures for occupational safety and health based on specific knowledge of the company organisation;
- Preparing, insofar as it concerns them, the preventive and protective measures and the control systems of these measures;
- Preparing the operating procedures with the sectors concerned;
- Checking the implementation of the safety procedures for machines and systems, also through audits;
- Proposing the personnel education/training programmes and providing information to workers;
- Participating in consultations on occupational safety and health, as well as periodic meetings.

➤ **Prevention and Protection Service officers (see organisational charts)**

Refer to the above responsibilities for the Head of the Prevention and Protection Service set forth in article 33 of Leg. Decree no. 81/2008.

➤ **Officers of the Fire Prevention, Emergency and First Aid Management Teams (see organisational chart)**

Pursuant to the provisions of the current legislation and rules of good practice they are responsible for:

- Checking the fire prevention equipment present in the departments, with periodic inspections by external bodies;
- Informing the Employer of any modifications or deficiencies found;
- Checking the correct compliance of the fire prevention regulations by the workers and the behaviour of the workers;
- Taking action in the event of emergencies according to the training received, giving the utmost cooperation to the responsible authorities in case of their involvement;
- Checking the contents of the First Aid Kit and notifying the owner of any missing materials.

➤ **Workers' Safety Representative (see organisational charts)**

The Workers' Safety Representative, established at a territorial, departmental, company and production site level, fulfils the duties set out in article 50 of Leg Decree no. 81/2008, in particular he:

- Accesses the workplaces where the work is carried out;
- is consulted beforehand and in a timely manner regarding the risk assessment, the identification, planning, implementation and verification of prevention in the company or production unit;
- is consulted on the appointment of the head of the prevention service and other people assigned to the prevention service, the activities of fire prevention, first aid, evacuation of workplaces and company doctor;
- is consulted on the organisation of the training referred to in article 37;

- receives the company information and documentation concerning the risk assessment and relative prevention measures, as well as those concerning dangerous substances and preparations, machines, plants, organisation and workplaces, accidents and occupational diseases;
- receives information from the surveillance services;
- receives adequate training and however not less than that provided for in article 37;
- promotes the development, identification and implementation of prevention measures suitable to protect the health and physical integrity of workers;
- formulates observations during visits and inspections carried out by the competent authorities, who as a rule consult with him;
- participates in the periodic meetings referred to in article 35;
- proposes prevention actions and activities;
- warns the company manager of the risks identified during the activity;
- makes use of the competent authorities if he considers that the risk prevention and protection measures adopted by the Employer or by managers and the means used to implement them are not sufficient to guarantee occupational safety and health;
- receives a copy of the Risk Assessment Document, at his request, in order to carry out his function;
- receives a copy of the Unified Document on the Assessment of Risks generated by interferences at his request, in order to carry out his function;
- is bound by industrial secret and by the provisions of Leg. Decree no. 196/2003 relating to information contained in the risk assessment documents and work processes of which he becomes aware while carrying out his work duties.

The Workers' Safety Representative must also have the time necessary to carry out the assignment without loss of pay, and the equipment and space necessary to perform the assigned functions and powers, also by accessing data, as per article 18, paragraph 1, letter r), contained in computer applications. He cannot be prejudiced in any way by the performance of his activities and the same protections as those provided by law for trade union representatives shall apply to his activity.

The functions of the Workers' Safety Representative are not compatible with the appointment of a Manager or Officer of the Prevention and Protection Service.

➤ **Company Doctor (see organisational charts)**

As required by the current legislation, the Company Doctor is responsible for:

- carrying out the health surveillance in the cases provided for and if the employee so requests;
- carrying out the preventive medical examinations in order to evaluate the fitness to perform the specific task;
- carrying out periodical medical examinations to assess and monitor the health of workers and to express a judgement of their fitness to perform the specific task;
- carrying out the medical examinations upon a change of job and termination of the employment relationship (in the cases provided for by law);
- expressing his judgement of fitness or unfitness to perform the specific task;

- participating in the consultation and risk assessment activities carried out by the Prevention and Protection Service and required by current legislation, in collaboration with the Employer.

Reference document/Procedures/Guidelines and operating practices:

- Skills matrix
- Organisational charts
- Job descriptions
- Designations/appointments

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Personnel office, Safety, Quality and Environment Manager

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Updated organisational chart

18. A DISCIPLINARY SYSTEM: CAPABLE OF PENALISING THE FAILURE TO COMPLY WITH THE MEASURES SET OUT IN THE MODEL (art. 30, paragraph 3, Leg. Decree no. 81/2008)

As already provided for in the general part of the Organisational and Management Model, the company has defined the methods for identifying and sanctioning conduct that constitutes or that may favour:

- violation/avoidance of the control system
- failure to comply with the procedures and requirements laid down by the Organisational and Management Model
- failure to comply with the requirements of the health and safety legislation
- commission of crimes of manslaughter and grievous or very grievous bodily harm, committed with violation of the occupational accident-prevention and health and safety laws

This system has been defined and formalised by the Board of Directors and distributed to all interested parties, such as for example:

- Employer
- Directors
- Managers
- Workers
- Auditor/Audit Group
- Supervisory Body
- Head of the Prevention and Protection Service

In addition, specific contractual clauses (with reference to the requirements and conduct required and the penalties for failure to comply with them, up to the termination of the contract itself) are used to sanction external collaborators, contractors, suppliers and other entities having a contractual relationship with the company (in cases where it affects the company's Occupational Safety and Health).

The type and extent of the penalties shall be determined for example, in relation to:

- the intentionality of the behaviour
- the significance of the violation of regulations or provisions
- the degree of negligence, recklessness or inexperience
- the level of responsibilities related to the tasks assigned
- the type of consequences (for example: economic damage and/or damage to the company's image, physical damage and damage to people's health, etc).

The type and extent of the penalties take into account the provisions of the collective labour agreement applied and of the Workers' Statute pursuant to Law no. 300/1970.

Reference document/Procedures/Guidelines and operating practices:

- Code of Ethics
- Disciplinary code
- Disciplinary complaint procedure

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Personnel office

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Possible communication of sanctions pursuant to the Organisational and Management Model

19. CONTROL SYSTEM ON THE IMPLEMENTATION OF THE MODEL AND ON ITS MAINTENANCE OVER TIME (art. 30, paragraph 4, Leg. Decree no. 81/2008)

The implementation of the model is controlled through the combination of internal safety audits and reviews.

In accordance with Circular of the Ministry of Labour, Prot. 15/VI/0015816/MA001.A001 of 11/07/2011, "*It should be noted that such processes represent a suitable control system for the purposes of paragraph 4, article 30 of Leg. Decree no. 81/2008 only if they provide for an active and documented role, not only of all persons within the company's organisational structure responsible for safety, but also of Top Management (understood as an organisational position possibly above the employer) in assessing the objectives and results achieved, as well as any possible critical areas in terms of health and safety at work.*"

The activity of the Supervisory Body is different, but nevertheless is aimed at verifying the suitability of the Organisational Model.

On a regular basis or whenever there is a change, Top Management or the Board of Directors provides the Supervisory Body with all the company documentation relating to the Organisational and Management Model (e.g. risk assessments, emergency plans, health surveillance documents, technical documents on equipment, documents relating to the development, planning and results of internal audits, etc.)

The Supervisory Board may also request the documentation it deems necessary or appropriate in order to carry out its supervisory role with continuity of action. The audit documents are in any case sent to the Supervisory Body.

Internal security audit

The purpose of the audit is to carry out a systematic, documented and independent examination to determine whether what is planned and prepared by the Organisational and Management Model is effectively implemented, suitable for achieving the objectives and consistent with the health and safety policy.

The Employer:

- plans the audits
- identifies the internal auditors for carrying out the audits
- verifies compliance of the audit plan
- verifies the findings of the audit during the review

The internal audit must verify, among other things, the effective application of the disciplinary system.

Audit planning

The audit plan is prepared, if necessary, according to the areas/processes with the most critical health and safety issues.

The audit concerns the areas of the Organisational and Management Model and the results are evaluated during the review.

When planning the audits, the following aspects are considered:

- significant changes to the production structure or company policies
- results of previous audits
- reports from interested parties, in particular the Workers' Safety Representative and workers
- nonconformity reports
- accidents and injuries (especially serious ones)
- presence of particularly complex and/or risky work processes
- production facilities located across the territory

The planning is managed at the discretion of the employer.

In addition to planned audits, extraordinary audits can also be carried out.

An Audit Manager is designated for each audit, who collaborates with the Employer to plan and identify the audit date(s), and prepare the audit plan.

The audit plan must contain at least the following contents:

- Objectives;
- Extension;
- Persons involved;
- Reference documents.

The company functions and workers operating in the departments and areas to be audited, must be informed in advance of the audit, for example, through the delivery of a copy of the audit plan, and must be available and present during the audit.

Identification of internal auditors

The Employer, for his own production unit, or in general Top Management, identifies the internal auditors who must be independent of the activities to be audited.

In addition to being informed about the company's Organisational and Management Model (article 30), Auditors must have training in the field of:

- organisation and management models for occupational safety and health;
- methods for carrying out the internal audit of an Organisational and Management Model (e.g. with reference to ISO 19011);
- health and safety laws applicable to the company;

Auditors must have:

- the ability to prepare written reports, checklists, and to interview personnel;
- OSH knowledge or sufficient training to know the applicable legislation, characteristics and specific nature of the production sector of the audited organisation, the risks involved, the prevention techniques that can be used to deal with them.

The company may, at its discretion, decide to use external auditors; they must meet the above requirements, not be in conflict of interest (e.g. the consultant who, in the last two years prior to the date of the audit, directly collaborated in the design or management of the Organisational Model) and must ensure the confidentiality of the information and data collected during the audit.

Conducting the audit

When conducting the audit according to the audit plan, the Audit Manager/Auditor reveals, through objective evidence, the conformity or nonconformity of the audited activities with the set requirements, documenting the findings.

At the end of the audit, the Audit Manager/Auditor prepares an audit report to document the findings. This report must contain:

- summary judgement with observations and positive and negative findings;

- indication of the nonconformities/observations found with reference to the relative reports which must be attached to the audit report itself.

The results of the audit must be submitted (e.g. during the closing meeting) to the Employer and other interested persons.

The company will take the appropriate corrective action for each nonconformity found.

The documentation produced is archived.

The Audit results will be reviewed in order to improve the system.

Review

Top Management and/or the Employer, if they are not the same, will periodically review the Organisational Model, in order to verify that:

- it is implemented effectively
- it is suitable for maintaining and improving the measures adopted over time
- it guarantees that the OSH targets are reached
- it allows an assessment to be made of the overall performance
- it allows planning the activities for continuous improvement.

The results of this process, in relation to the period under examination, can lead to changes in the Organisational and Management Model, the structure of its functions and its objectives.

This process should be implemented at least once a year.

Below is an example of the aspects to be addressed in the review:

- the results of the internal monitoring with reference to the degree of achievement of the objectives
- the results of the actions taken in the previous review and their effectiveness
- the data on occupational accidents and diseases
- analysis of the causes of possible accidents, incidents and emergency situations
- reports of the Company Doctor, if appointed
- internal and external changes that are significant for the company (new processes, personnel, contracts, new laws, scientific and technological advancements, etc.) and the emergence of any new risks
- reports on emergency tests
- results of corrective and preventive actions taken on the model
- results of consultation and involvement
- data on training and education carried out
- results of internal or external audits (second or third part)
- reports or notifications from the Supervisory Body
- any sanctions applied

The results of the review must be recorded by noting down the elements covered and the actions that have been decided to implement and/or the solutions and any problems found.

If the Employer deems it appropriate, the Review may coincide with the periodic meeting, if called, pursuant to article 35 of Leg. Decree no. 81/2008 as amended.

In this case the company personnel and the issues addressed must also comply with the provisions of this legislation.

Reference document/Procedures/Guidelines and operating practices:

- Audit procedure
- Review procedure

Contact persons and those responsible for the sensitive process:

Contact person of the sensitive process: Employer

Persons responsible for the sensitive process steps: Head of the Prevention and Protection Service, Safety, Quality and Environment Manager

Information flows to the Supervisory Body:

Managed by the Process Coordinator:

- Reports by Control Bodies
- Internal Audit Reports
- Complete, updated and current Company certificate issued by the Chamber of Commerce, including administrative and control bodies, proxies, local units (every six months and in the event of changes to the company).
- Updating of the relevant hierarchical and functional figures (organisational chart) also to report that nothing has changed.
- Minutes (last year) with annexes, pursuant to article 35 of Leg. Decree no. 81/2008.

20. CORRELATION TABLE 231 SPECIAL PART HEALTH AND SAFETY OFFENCES

An integral part of this Special Part of the Model is the Correspondence Table ART. 30 with Health and Safety Management System according to BS 18001:2007 and UNI INAIL 2001 Guidelines and Decree of the Ministry of Labour of 13/02/2014

This table will be shared with the Supervisory Body at each update and sent to the Board of Directors at least annually.

21. HISTORY OF REVISIONS

Rev. 2 of 15/12/2016

Rev. 1 of 18/06/2012

Rev. 0 of 18/05/2009 First issue and adoption of the Model