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Scope	Sites:	Manufacturing	X	Warehouses	X	Offices	X
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## Group Process Safety Policy

### 1. Policy

One of Scott Bader's core values is the safety, health and welfare of our colleagues and other persons affected by our activities. We recognise that the nature of our activities give rise to the potential for a major accident which can affect people and the environment due to a fire, explosion, or toxic release. As such we are committed to:

- meeting or exceeding legal requirements and any reasonable expectations of our stakeholders
- identifying all credible scenarios that could lead to a major accident or process safety incident
- the elimination of process safety hazards (wherever reasonably practicable)
- minimising, so far as is reasonably practicable, the risk of a major accident occurring
- putting in place measures to minimise and mitigate the consequence of any process safety incident
- achieving/maintaining 'world-class' systems and performance through the continual improvement of the SHE Management System
- consulting with our colleagues and encouraging their participation in initiatives to improve our process safety systems and performance

Our overarching objective is to achieve and sustain 'world-class' process safety systems and performance, and this journey will be supported by annual objectives and performance targets aligned to our SHE Roadmaps.

Whilst every colleague has a personal responsibility to control and minimise risks present in their own activities; we recognise that responsibility for the organisation of safety and health issues rests with our management team. The overall responsibility for the management and implementation of process safety within the Company is placed on me. Responsibility then cascades through the organisation with all managers, colleagues, contractors, and agency workers having individual responsibilities for process safety.

To generate and maintain our commitment to 'world-class' process safety, we will:

- demonstrate personal commitment and lead by example
- establish a comprehensive and robust SHE management system that includes the systematic identification process safety hazards, the minimisation of risks to as low as reasonably practicable and the mitigation of potential consequences
- allocate formal responsibilities for process safety management and hold people to account in respect of these
- provide adequate budget for process safety management
- appoint competent SHE resource across the company
- provide appropriate training; supported by appropriate supervision, guidance and information
- monitor, measure, audit and report on our SHE performance
- ensure that examples of best practice and learnings from incidents are shared
- work closely with external agencies, and within our industry, to ensure our continued adoption of best-practice solutions in process safety management

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## 2. Supporting Policy, Standard, Procedure and Guidance Documents

This Policy should be read in conjunction with the complimentary management system documents ***GP-SHE-POL-001 Group SHE Policy, GP-SHE-POL-201 Group Occupational Safety and Health Policy, GP-SHE-POL-301 Group Environmental Policy, GP-SHE-FWK-101 Group Process Safety Roadmap, GP-SHE-STD-000 Group SHE Zero Harm Rules*** and the relevant supporting standards, procedures and guidance listed in ***GP-SHE-GUI-001 Group SHE Management System Document Register***.

## 3. Subsidiary Policy, Standard, Procedure and Guidance Documents

All manufacturing sites are required to have a site-specific process safety policy that is aligned to this policy and formally endorsed by the site management lead. In addition, all such facilities are to ensure they have appropriate management systems in place that meet, or exceed, the minimum expectations set out in the Group SHE Management System documentation.

## 4. Communication

This Policy will be:

- brought to the attention of all colleagues, including posting on key notice boards at all sites,
- brought to the attention of visitors and contractors working on Scott Bader sites along with any other relevant SHE requirements, and,
- made available to any interested party through the Scott Bader internet site.

In addition, we will provide appropriate information, on the hazards associated with our operations and the actions to be taken in the event of a major accident occurring, to all relevant stakeholders.

## 5. Review of Policy

This policy will be reviewed, and when necessary revised, and formally re-issued at intervals not exceeding 24 months.

## 6. Authorising Signatory

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Kevin Matthews – CEO

26<sup>th</sup> May 2021  
Date

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## DOCUMENT CONTROL

Issue / review date	Description of change	Author	Approved
26/05/21	First issue	David Jones – Group SHE & Sustainability Manager	Kevin Matthews – CEO