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	<b>Health, Environment, Safety &amp; Social Responsibilities Management System</b>	

## SMART GROUP OF COMPANIES


# HEALTH, ENVIRONMENT, SAFETY & SOCIAL RESPONSIBILITIES Management System

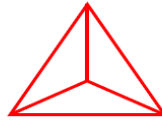
	Prepared By	Reviewed By	Approved By
Signature			
Name	Myat Thu Tun	Yadana Su Hlaing	K.K Hlaing
Position	HESS Manager	Managing Director	Chairman
Date	6 <sup>th</sup> June 2018	12 <sup>th</sup> June 2018	15 <sup>th</sup> June 2018

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## SMART GROUP OF COMPANIES

### VISION & MISSIONS

## HEALTH, ENVIRONMENT, SAFETY & SOCIAL RESPONSIBILITIES

#### Our Believes

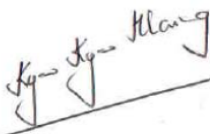
- All accidents can be prevented
- All occupational illness can be prevented
- Preventing accidents and protecting environment makes successful business
- Healthy employee is a condition of employment
- Safety and protection of environment is the line management responsibility
- Line Management has a responsibility to train all employees for safety
- Helping the community we live and taking social responsibilities will boost the moral of the employees
- No economic policy shall over rule the health and safety at work

#### We strive for

- ZERO accidents
- ZERO health related incidents
- ZERO incidents that hazardous to environment
- ZERO complaint from our clients

This ZERO defect shall be attained through:

- Commitment, leadership and involvement of line management
- Standards of mandatory HESS training for all employees
- HESS training provided through experts
- HESS integration in all services
- To understand and follow our clients' HSE Policies
- To ensure that our sub-contractors HSE standards meet our standard




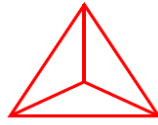
.....  
 Kyaw Kyaw Hlaing  
 Chairman



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## SMART GROUP OF COMPANIES

### POLICY STATEMENT

#### HEALTH, ENVIRONMENT, SAFETY & SOCIAL RESPONSIBILITIES

- 1) Our Policy Statement relates to Health, Environment, Safety and Social Responsibility matters and are based upon the requirement set by authorities, quality requirements set by our clients/customers and we will strive constantly to improve our own principles and objectives, in so doing ensure quality in all our disciplines. We accept the aims and provisions of the Health, Environment & Safety at Work Act and all regulations made.
- 2) Our aim is to gain external independent recognition of quality by achieving certification and thereafter will actively apply the Standard by continuously seeking to improve the service offered to our clients/customers.
- 3) We are committed therefore to:
  - Developing a positive Health, Environment, Safety & Social Responsibilities culture throughout the organization.
  - Constantly seeking the requirements of social responsibilities and fulfilling in accordance with the company goals.
  - Developing organizational structures appropriate to meeting those objectives in each section of our business.
  - The systematic identification and control of risks to Health, Environment & Safety.
  - Providing the information, instruction, supervision and consultation with staffs and clients as necessary to implement and maintain high standards of Health, Environment & Safety.
- 4) We continually work in partnership with our clients to provide and maintain safe and safety working practices. We also work to promote positive policies regarding Health & Environment concerns at work. Each employee is responsible for ensuring strict adherence to the company's policies.
- 5) Employee must not take any action that endangers them or any other employee, clients or other persons having access to the area we manage and occupy.
- 6) The whole policy will be kept under constant review and amended whenever necessary.
- 7) For all reference to Chairman in this and other procedures, reference should in the absence of the Chairman be to the Company Representative.

*Kyaw Kyaw Hlaing*


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Kyaw Kyaw Hlaing  
Chairman



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### 3. Objectives

- 1) This HESS Management System is a management tool applicable to all parts of the company. The effectiveness of the system shall be monitored through regular audits to facilitate the selection of improvement techniques.
- 2) Our HESS Management System identifies an attitude that must be shared by all SMART Group of Companies personnel, requiring each person to consistently contribute to create a Healthy & Safe workplace.
- 3) The HESS Management System primarily contains statements of the company's policies and intentions.
- 4) This HESS Management System also explains the rules and organization setup by SMART Group of Companies to monitor and improve the company performance regarding Health, Safety, Environmental protection and Social Responsibilities of the employees.
- 5) HESS Management System explains the Safety Organization setup to apply and monitor Health, Safety, Environment & Social Responsibility issues for the company.



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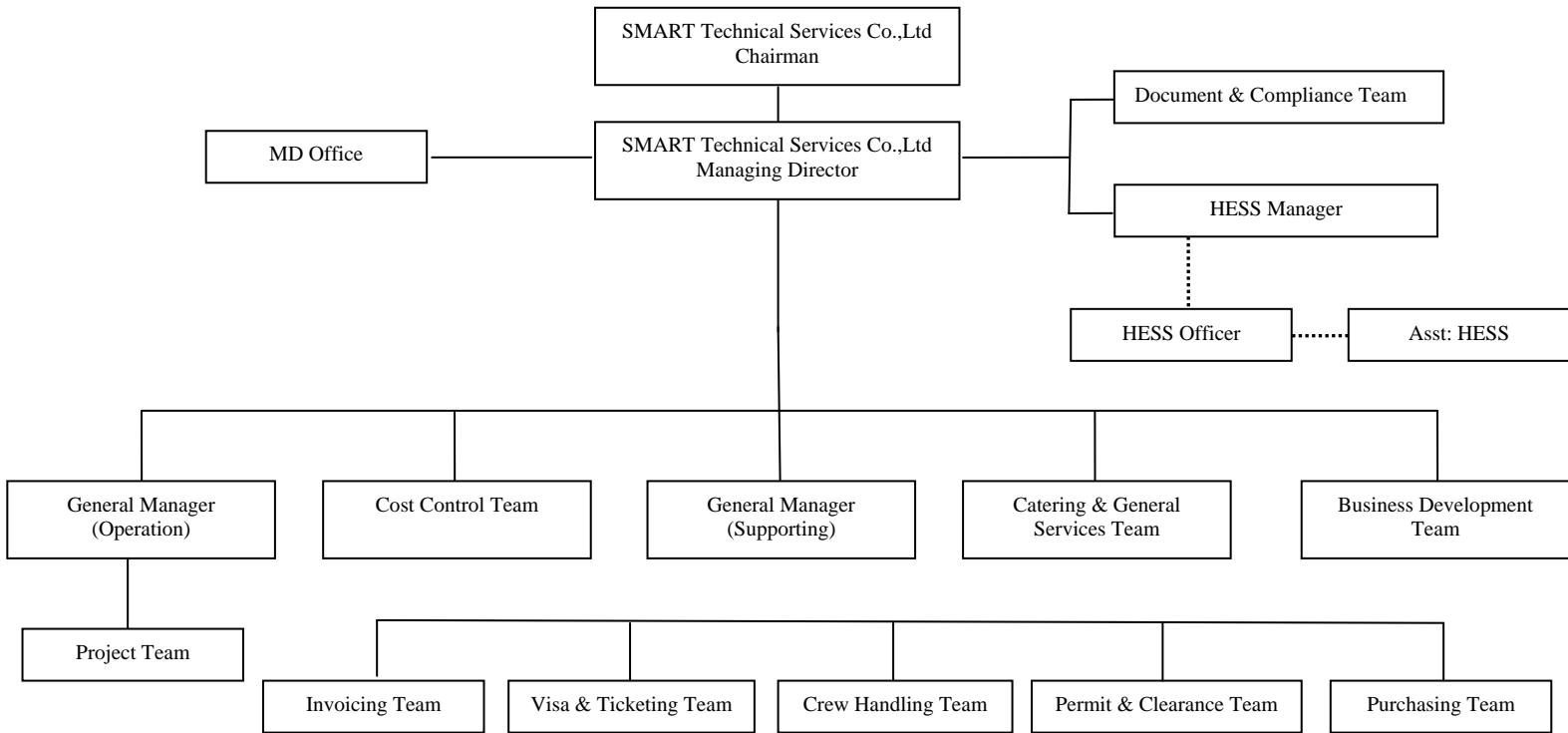
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#### 4. Leadership & Commitment


- 1) Managers shall provide strong, visible leadership and commitment and ensure that this commitment is translated into the necessary resources to develop, operate and maintain the HESS Management System and to attain policy and strategic objectives.
- 2) HESS Management System and the supporting procedures are applicable to all SMART Group of Companies employees, contractors and sub-contractors and any other personnel working on visiting SMART Group of Companies assets.
- 3) Chairman must promote the active involvement of employees and contractors in improving HESS performance by encouraging a culture of belief, motivation, individual responsibility, participation and commitment.
- 4) Demonstrations of leadership and commitment to the HESS Management System at different management levels include,
  - Development of an open and honest organization
  - Being visible as HESS Leadership, showing all personnel that HESS is the most essential elements of SMART Group of Companies.
  - Allocation of the necessary resources to HESS continuous improvement
  - Holding all employees accountable for HESS Management System implementation by setting each individual leading Key Performance Indicators (KPIs) to be aligned with HESS objectives.
  - Full support and encouragement of HESS representatives and committees.
  - Being personally involved in the improvement efforts arising from HESS audit / inspection and review findings.

## 5. Health, Environment, Safety & Social Responsibility Organization and Responsibilities

### 5.1 Organization



**NOTE: Dotted lines represent linkages between HESS committee members.**

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## 5.2 Responsibilities

SMART Group of Companies fully accepts its responsibilities relating to the Health, Safety and welfare of all employees. Further, we accept the need to provide the appropriate resources to satisfy the company policy and to comply with all statutory requirements.

### Chairman

- The Chairman defines SMART Group of Companies' HESS Policy, Vision & Missions.
- The Chairman is responsible and ultimately accountable for the Safety and Health of all the employees or anyone affected by work carried out in pursuance of the company's operations.
- The Chairman is responsible for any impact on the environment damage related to any of the company's operations.
- Day to day application of the Safety, Health, Environment and Social Responsibility Policies and Responsibilities are delegated to the Managing Director.


### Managing Director

- Authorizing the company Health, Safety, Environment and Social Responsibility Policies and delegation the Responsibilities to the General Managers.
- Applied the Health, Safety, Environment and Social Responsibility policies throughout the management structure.
- Providing training to all the employees on Health, Safety, and protection of the Environment and taking Social Responsibilities.
- Providing necessary human resources, equipment and financial to improve the Health, Safety, Environmental and Social performances of the SMART Group of Companies.

### All Levels of the Line Management

- Visibly demonstrate management leadership and commitment to ensure compliance with HESS Management System.
- Keeping updated copies of HESS policy in hand at all times and make sure that the information is available for all the employees working for him.
- Implementing HESS policy by enforcing his employees to understand and apply company procedures for safe working practices.
- Building, automobiles, machines and any place or equipment under his control are maintained in safe and good working order.
- Provide necessary training to employees to ensure that they are competent to carry out their tasks.
- Make sure that all the incidents, hazards and unsafe acts are reported immediately according to the procedures.



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- Make sure that all the employees follow the waste management procedures.
- Make sure that all the employees must go necessary medical checks before appointment.
- Ensure that every employee is aware and practice “Live Green”.
- Managing social activities in an efficient and effective manner.

#### All employees

- Strictly follow the company's Safety, Health and Environment procedures.
- Use only tools and equipment which are appropriate for the job.
- Report near miss, hazards, unsafe acts and conditions, incidents, defective tools or equipment.
- Attend all safety training, health training, environment awareness training and workshops without failed.
- Understand fully and practice “Live Green”.
- Participate in social activities.


#### HESS Manager

- To report directly to the Managing Director.
- To guide and advice on Safety, Health and Environmental matters.
- To monitor the company's performances with regards to Safety, Health, Environment and Social Responsibilities.
- To get a combine movement of Safety, Health and Environment activities at all levels throughout the company.
- Coordinating with HESS Officer (Safety Officer) and Assistant HESS (Assistant Safety) for Safety, Health, Environment and Social Responsibility issues.
- Proposing and implementing the necessary Safety, Health, Environment awareness training for employees.
- Coordinating with client/customer Safety Organizations to improve and maintain the Safety standards to be on par with client/customer.
- Maintaining an efficient and effective emergency response and evacuation plan for Yangon Head Office.
- Perform regular audits of field operations and site offices with regards to Health, Safety and Environment.
- Investigations of unsafe acts & conditions, near misses, occupational illnesses and major accidents.



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#### HESS Officer

- To report to HESS Manager.
- To implement and monitor the Safety, Health and Environment matters on company level.
- To assist HESS Manager.


#### Assistant HESS

- To report to HESS Officer.
- To implement and monitor the Safety, Health and Environment matters on company level.
- To assist HESS Officer.




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## 6. Rules for Health, Environment, Safety and Social Responsibility

- 1) To provide adequate office, equipment and vehicles.
- 2) To maintain office, equipment and vehicles in safe working condition.
- 3) To comply with all applicable statutory obligations concerning Health, Safety and Environment protection.
- 4) To raise and develop Health, Safety and Environment protection awareness to all the company employees to the highest degree.
- 5) To develop the social responsibilities attitude of all the company employees.
- 6) To provide proper accommodation, safe drinking water, adequate lighting and clean sanitary for employees working at company's sites.
- 7) To setup and maintain safe system of work suitable to protect environment and local requirements.
- 8) To provide information and training to ensure the safety, protection and reduction of risk to Health of company employees.
- 9) To setup Health, Safety, Environment and Social Responsibility committees at every company sites to promote Health, Safety and Environmental protection and to take Social Responsibilities.
- 10) To monitor unsafe acts & conditions, near misses, accidents at all time.
- 11) To analyze all the accidents and to implement necessary procedures immediately to prevent reoccurrences.
- 12) To carry out regular auditing of company activities that they are following the rules and to take immediate action if any non-compliance's are discovered.
- 13) To provide information and training on "Live Green".
- 14) To raise and develop the awareness regarding "Global Warming" and to encourage employees to practice "Live Green".
- 15) To meet high ethical standards in working practices.
- 16) To observe the rules and regulations governing intellectual property.

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## 7. Health, Environment, Safety and Social Responsibilities Communication System

### 7.1 Structure of Health, Environment, Safety and Social Responsibilities (HESS) Main Committee

- Chairman of the SMART Group of Companies is the Chairman for the HESS Main Committee.
- HESS Manager is the Secretary of the Committee.
- Managing Directors and General Managers are members.
- HESS Officers are members.

### 7.2 HESS Main Committee responsibilities


- To draw Health, Environment, Safety and Social Responsibilities Policy.
- Reviews the company's Health, Environment, Safety and Social Responsibilities performance.
- Set HESS plan for every calendar year.
- Elected HESS Officers and HESS Coordinators every calendar year.
- Arrange and monitor HESS inspections, audits and implement necessary improvements.

### 7.3 Structure of HESS Work Site Committees

- Project Manager or Site Manager or Camp Boss or Captain is the Chairman of HESS Work Site Committee.
- HESS Officer is the secretary of the Committee.
- All the Managers, Engineer-in-charge, Supervisors are the Committee members.

### 7.4 HESS Worksite Committee Responsibilities

- HESS Work Site Committee has to cooperate with Client Safety Representatives to implement and follow the Client Health, Safety and Environment protection requirements.
- HESS Work Site Committee has to identify, improve and carry out measures to create safe and healthy working environment, to protect environment and to perform the social responsibilities.
- Record and report unsafe acts & conditions, near misses and accidents.
- Analyze accident trends, statistics and report unsafe, unhealthy working conditions or procedures together with corrective actions.
- Perform and monitor HESS inspections and audits.

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### 7.5 HESS Meetings

- HESS Committee on every month.
- Near Miss meeting on every Friday of the week.
- Alert Safety Meeting to conduct within 24 hours if any accident occurs.
- Regular and frequent HESS Meetings at work site are encouraged.
- Spot HESS Safety Meeting should call if the work is perform together with sub-contractors or third party.
- Joint HESS Meetings with clients are encouraged.
- Prior to performing any high risk tasks, short informal meetings, toolbox talks & safety briefing shall be conducted where supervisors explain to workers the safety aspects of a specific task.

### 7.6 HESS Documentation


This HESS Management System is supported by the following documents.

- HESS Manual  
Rules and procedures applied in company activities
- Office Emergency Evacuation Procedure  
Procedure when an emergency occurs
- Work Permit Procedure  
Permit to work procedure for all high risk non-routine tasks and operation
- STOP WORK Procedure  
Procedure for all personnel in the SMART Group of Companies that they are given the responsibility and authority to stop work when they believe that a situation exists at risk or in danger
- Personal Protective Equipment Procedure  
Requirement procedure in Personal Protective Equipment for all personnel worked with SMART Group of Companies
- Risk Management Procedure  
Procedures to control & eliminate risks in any operations under SMART Group of Companies
- Incident Reporting Procedure  
Procedure to ensure all incidents/accidents and unsafe act/unsafe conditions must be reported in




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timely manner and to know how to fill the report form.

- **Waste Management Procedure**  
Procedures to handle different kind of waste to protect environment
  
- **Live Green Procedure**  
Procedure to live in harmony with nature to reduce carbon emission and to reduce greenhouse effect
  
- **HESS Training Requirements**  
To define HESS training requirements to ensure that all personnel under SMART Group of Companies have and maintain HESS awareness
  
- **Safe Handling, Lifting and Moving Procedure**  
Procedures to know, how to handle, lift and move the loads in correct and safe positions.

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## 8. Revision History

Rev No.	Description	Date	Approved
1.0	Updated on HESS Organization	1 <sup>st</sup> Feb 2010	Chairman
2.0	Changed on HESS Policy Statement	30 <sup>th</sup> Sept 2010	Chairman
3.0	Procedure Format changed according to ISO Standard Format. Added the "Leadership & Commitment" article. Changed on HESS Organization Chart	4 <sup>th</sup> May 2012	Chairman
3.0.1	ISO and HACCP Logo changed to Standard Format Added Safe Handling, Lifting and Moving Procedure	6 <sup>th</sup> Feb 2013	Chairman
4.0	Changed on HESS Organization Chart and Responsibility	15 <sup>th</sup> Jun 2018	Chairman