

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

Manual

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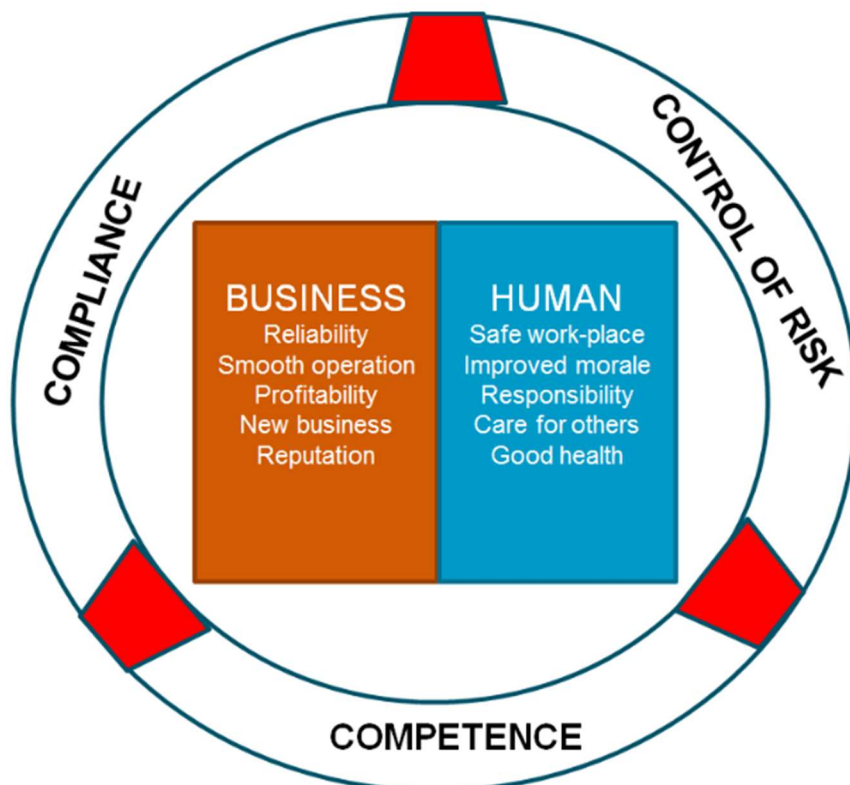


Table of Contents

1 OHS Management system scope.....	2
2 Management commitment.....	2
2.1 Vaisala Health and Safety Policy	2
2.2 OHS Objectives	3
3 Resources, roles, organization and accountability.....	3
3.1 Responsibilities	4
3.2 Competence and training.....	4
4 Communication, participation and consultation	5
5 Compliance obligations	5
6 Hazard identification and risk assessment	6
7 Monitoring and measuring.....	6
7.1 Key Performance Indicators	6
7.1.1 Lagging indicators.....	6
7.1.2 Leading indicators.....	6
7.2 Management review	6
7.3 Auditing	7
8 Accident / Incident reporting and investigation	7
9 Emergency preparedness	8
10 Operational control.....	8
10.1 Facilities and equipment.....	8
10.2 Performance of hazardous tasks	8
10.3 Procurement.....	8
10.4 Contractors and service partners.....	9
11 Control of documents and records	9

Occupational Health and Safety Management System

Purpose of this manual is to describe the principles how OH&S is managed in the company. This document is an amendment to Vaisala Quality manual M210593EN-F.

1 OHS Management system scope

Vaisala Oyj has established a global Occupational Health & Safety management system, following the requirements of ISO 45001:2018. OHS Management system is integrated with the ISO 9001 / 14001 certified Quality and Environmental management systems and it applies to all Vaisala locations and operations.

2 Management commitment

The members of Vaisala Management Group and Leadership Team form the top management of the company. Management Representative in Top Management is Chief Quality Officer. Vaisala Management Group defines occupational health and safety policy, set targets and metrics for H&S, select managers and define their responsibilities and ensure sufficient resources for H&S.

Vaisala annual strategy and business planning process is the main activity to keep us aligned with the changing customer needs and other key drivers in our business environment. With the strategy process we also follow the changing legislation and standards, as well as the technology push.

Performance assessments (self-assessment, staff survey, customer satisfaction survey) are regularly conducted for searching key areas for improvements. Internal audits are conducted to ensure that Vaisala's H&S management system complies with the requirements of the applicable standard.

2.1 Vaisala Health and Safety Policy

Vaisala Health and Safety Policy

Our goal is zero injuries and occupational diseases.

We are committed to continual improvement and conducting our business complying with the applicable legislation and other Occupational Health and Safety requirements we subscribe to.

Kjell Forsén CEO

April 20, 2015

2.2 OHS Objectives

Our main objective is a good, functional and safe workplace. To achieve this, we ensure

1. Compliance - Statutory and other H&S obligations are fulfilled
2. Control of Risks - Occupational health and safety hazards and risks are assessed and mitigated
3. Competence - Employees receive proper H&S training both in connection of orientation and in job training, as well as specific H&S training for critical jobs
4. Collaboration – Consultation, participation of workers and other stakeholders

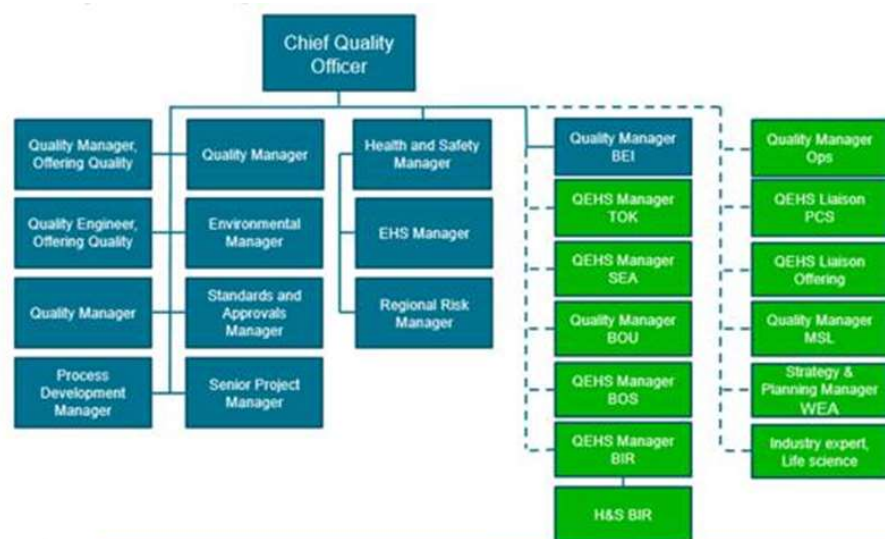
Actions for each objective are set in annual Execution planning. Vaisala health and safety team is responsible for the action plan execution and follow-up

3 Resources, roles, organization and accountability

Vaisala’s organizational chart defines managerial nominations of Vaisala in relation to the main structure of the organization. Organization chart is documented in our internal Vintra system.

Health and Safety Team is part of the Global QEHS support function. Team responsibilities are:

1. Development of OH&S Management system
2. Integration of OHSMS with QMS and EMS
3. Provision of professional OHS expertise to Vaisala



3.1 Responsibilities

Global Health and Safety manager is responsible for the development and deployment of Vaisala's ISO 45001 based H&S management system. She reports to Vaisala Chief Quality Officer.

Local Health and Safety Managers, QEHS Managers or equivalent are responsible for ensuring effective implementation of the H&S management system and reporting in matters of H&S to the Global H&S Manager.

The safety responsibility in business processes and projects is integrated in the management role at all managerial levels in the Business Areas, the Market Segments, and the Functions.

Managers on all levels systematically and continuously measure, review, and take action to improve our H&S performance. Every Vaisala manager is responsible for the H&S performance in the segment, function, project and business process of his or her own.

Every employee is responsible for following the safety instructions and procedures and for reporting any safety non-conformity they encounter in their work.

3.2 Competence and training

Vaisala employees on all levels receive appropriate training and necessary refresher training for the H&S issues, related to one's work. Specific training is given to people in H&S critical jobs such as working at height, hot work, high and low voltage electrical installation etc.

During induction period, training is given to the common H&S and emergency procedures as well as job specific safety aspects in job orientation. Supervisors identify the competencies needed by their subordinates to succeed in their work, and ensure that their subordinates receive appropriate training where necessary.

Professional development reviews are conducted once per year. Short-term and long-term professional development goals are defined in these reviews. They are also the forum for evaluating individual training needs, planning training programs and evaluating the efficiency of training programs the employee has already participated in. The production teams maintain a list of specific skills that team members must have, and the skills of individual team members are regularly checked against the list.

Supervisors ensure that their subordinates understand the relevance and importance of their work and how they contribute to reaching the company's H&S objectives.

Supervisors also make sure that any work requiring special qualifications is in fact done by employees who have those qualifications.

4 Communication, participation and consultation

Management system requirements are communicated to employees e.g. through

1. Intranet and group e-mails
2. Orientation and induction training
3. Other training and info sessions, toolbox talks
4. Supervisors in the team meetings

On all Vaisala sites of more than 20 employees, an OHS committee has been established to ensure collaboration in matters of health and safety. Committees meet at least quarterly.

Workers at all levels participate in the risk assessment of their work and/or working environment as well as incident investigations. Findings of both risk assessment and incident investigation, are communicated to all workers it may concern, including third party contractors, hired labor and part time employees

Employees at all levels are encouraged to pro-active reporting and suggest H&S improvements through EHS issue and PDCA processes.

Employees have the right to refuse from work that can harm their own or other person health.

Externally, the ways to share information of Vaisala safety management system is depending on the stakeholder:

1. Annual report and Vaisala web site provide information for public.
2. Supplier requirements are available in Vaisala web site
3. Replies to supplier questionnaires and customer audits provide information to our customers
4. Long term contractors and service providers on-site receive safety induction training
5. Contractors receive information and training of safety procedures relevant to the scope of work

5 Compliance obligations

Assessment of regulatory requirements and evaluation of compliance is done according a global procedure DOC237170, along with assessment of environmental compliance obligations.

3rd party service provider is used to assist in identification of applicable regulatory requirements and changes in regulations. Compliance assessment results and legal register is hosted at the same service providers' server.

6 Hazard identification and risk assessment

Identification of hazards, assessment of hazard associated risks and evaluation of needed controls, effective to prevent injuries and ill health, are essential for development of a safer and healthier workplace.

In Vaisala it is a requirement that each process and/or function has:

- Identified and documented OHS hazards and related risks
- Eliminated identified hazards or set controls to mitigate the risks to an acceptable level using the hierarchy of controls
- Communicated to relevant employees and stakeholders the identified hazards and risks before and after mitigation
- Reviewed the assessments regularly and when planning and implementing changes
- Updated the assessment after reviews as needed and communicated eventual changes to the employees and stakeholders

Procedure DOC232165 describes Vaisala hazard identification, risk assessment and mitigation process, related requirements and responsibilities.

7 Monitoring and measuring

7.1 Key Performance Indicators

Vaisala measures its H&S performance through lagging and leading indicators. Performance reports are prepared on monthly basis and communicated to the top management as well as all employees through company intranet.

7.1.1 Lagging indicators

1. Total Recordable Injury Rate
 - Injuries beyond First Aid at work,
 - Normalized to a rate Number of injuries / 1 million hours worked, 12 month rolling average

7.1.2 Leading indicators

1. Corrective action completion rate (%)
2. Proactive reporting frequency, number of reports / number of employees
 - In rate are included the reported near miss, hazardous condition and hazardous activity cases and EHS improvement proposals

7.2 Management review

Vaisala Management Group reviews the QEHS management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

Management review practice is described in DOC225691

7.3 Auditing

Management system implementation and fulfilment of the requirements, is monitored through scheduled internal auditing. Internal audit guidelines are described in PI215528.

In addition are conducted H&S specific audits and inspections both at Vaisala office and manufacturing locations as well as at off-site locations (Field Service)

8 Accident / Incident reporting and investigation

Vaisala has implemented a process for reporting, investigation and communication of environmental or health and safety related cases. The process and related procedure applies to all Vaisala employees at all locations worldwide.

Cases included in the scope of the process are

- Personal Injuries
 - Lost Time Injury (LTI)
 - Restricted Work Case (RWC)
 - Medical Treatment Case (MTC)
 - First Aid case (FAC)
- Incidents not causing injury
 - Spill or leak / Environmental incident
 - Property damage
 - Fire/ explosion
 - Traffic accident / collision
- Occupational Illnesses
- Near miss cases
- Unsafe conditions
- Unsafe acts
- Environment, Health and Safety Improvement proposals

Employee involved in or that witnesses an incident, near miss or unsafe condition immediately need to notify their supervisor (if working offsite, client supervisor notification may also be required). If physically able, they initiate the documentation of the incident in the database and participate in the investigation and root cause determination.

Supervisors and managers are responsible for the overall incident and incident reporting process in their area of authority, including notifications according to federal, national, provincial, state, and local requirements. They ensure that the incident receives a detailed and timely investigation, lead the initial investigation of incidents that involve people, property, or equipment for which they are responsible and participate in the root cause determination. Supervisors and managers also monitor the progress of the corrective action(s) status and ensure the completion of open action items.

Accident, incident reporting, investigation and communication requirements and procedure are described in detail in DOC231186

9 Emergency preparedness

Each Vaisala location has a site specific emergency plan describing the procedures and responsibilities in case of e.g. injury, fire, chemical spill, power outage etc. Emergency plans are regularly tested and updated when changes.

10 Operational control

10.1 Facilities and equipment

Workspaces are clean, well-organized and air conditioned at comfort temperatures throughout the year.

Process equipment and supporting technical services all work to assure that safety requirements are met. Facilities, machinery and equipment are regularly maintained and serviced to prevent unsafe conditions from developing.

OH&S equipment such as fall arrest systems, exposure monitoring devices, fire detection and suppression systems etc. as well as vehicles, fork lifts, cranes and other lifting and material handling machines are inspected and tested regularly.

10.2 Performance of hazardous tasks

Job Hazard Analysis is conducted to any potentially hazardous tasks in prior of execution.

Target of the JHA is to find necessary control methods, such as Safe Work Procedures, appropriate equipment and PPE, work permit etc. to perform the task safely.

For high risk tasks such as working at heights, separate procedures describing the required equipment and work methods, are implemented.

At Vaisala premises, Hot work such as welding is allowed at the permanent, dedicated hot work area with proper mechanics to prevent eventual start of fire from spreading. When welding or other hot work is needed to be executed outside the hot work area, hot work permit is required.

10.3 Procurement

When planning a purchase of material and/or equipment, OH&S requirements for the purchase are established in the extent necessary to define they are adequate and fit to the purpose of use.

In addition to Vaisala requirements, purchased equipment, machines, tools and personal and other protective equipment, need to fulfill the applicable national / international safety standards and regulations.

Only pre-approved suppliers are used. Sourcing is responsible of the supplier qualification, approval and management.

Upon receiving, purchased goods are inspected to match the requirements and when necessary, training is provided to the employees in prior to use.

10.4 Contractors and service partners

Vaisala hires contractors and service partners for long and short-term assignments.

Long term assignments include such as janitorial services, facility maintenance and off-site services. Long term contractor employees receive information of the hazards and risks related to their work in Vaisala and are trained to the Vaisala emergency and safety procedures, such as electrical safety.

Short-term, upon request assignments are mostly related to construction work in an installation project or another task where specialized expertise is required. Short term contractors are informed of hazards and risks, safety procedures etc. related to the assignment. Training is provided as deemed necessary.

All contractors are required to follow Vaisala instructions and safety procedures provided, and report eventual incidents to their contact person in Vaisala.

11 Control of documents and records

On the Vaisala Business System there is a specific documented procedure for the Control of Documents - DOC217753.

Health and safety records shall be retained by indicated responsible managers (business managers, functional managers, project managers, supervisors) and process owners as defined on the Business System in a documented procedure for the Control of Records - DOC217754