

<b>POLICY NAME</b>	SAFETY & HEALTH
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<b>HOUSED</b>	Sharepoint>HR>Current Policy Manual
<b>SECTION</b>	07 WORK CONDITIONS
<b>ISSUE DATE</b>	<b>OCTOBER 2004</b>
<b>REVISION DATE</b>	May 2025
<b>DISTRIBUTION</b>	ALL MANAGERS AND ALL EMPLOYEES

**Purpose:** This policy outlines Superior Graphite's commitment to maintaining a safe and healthy work environment for all employees, contractors, and visitors, in compliance with applicable standards and relevant US regulations.

**Scope:** This policy applies to all employees, contractors, and visitors at all Superior Graphite US locations.

### **Policy Statement**

Superior Graphite is committed to:

- Providing a safe and healthy workplace to prevent work-related injury or illness.
- Complying with all applicable legal requirements and other requirements to which the organization subscribes related to occupational Safety & Health (S&H).
- Continually improving the S&H management system to enhance S&H performance.
- [Is committed to the encouragement of employee participation and consultation in the safety management system.](#)

#### **1. Objectives and Targets**

- Identify and assess S&H risks and opportunities.
- Set measurable S&H objectives and targets to reduce risks and improve safety performance.
- Monitor and review S&H objectives and targets regularly.

#### **2. Roles and Responsibilities**

- Top Management: Demonstrate leadership and commitment to the S&H management system, allocate resources, and ensure compliance with this policy.
- Managers and Supervisors: Implement S&H procedures, conduct risk assessments, and ensure employees are trained and aware of S&H practices.
- Employees: Follow S&H procedures, report hazards, and participate in S&H training and initiatives.

#### **3. Risk Management**

- Conduct regular risk assessments to identify potential hazards.
- Implement control measures to mitigate identified risks.
- Review and update risk assessments periodically and after any significant changes.

#### **4. Training and Awareness**

- Provide S&H training to all employees, including new hires and contractors.
- Conduct regular refresher training and awareness programs.
- Ensure employees are aware of their roles and responsibilities in maintaining a safe workplace.

#### **5. Communication**

- Communicate S&H information effectively within the organization.
- Encourage open communication and feedback on S&H matters.
- Report S&H performance and incidents to relevant stakeholders.

#### **6. Continuous Improvement**

- Monitor and measure S&H performance regularly.
- Conduct internal audits and management reviews to identify areas for improvement.

- Implement corrective and preventive actions to address non-conformities and enhance the S&H management system.

7. Review and Revision

- This policy will be reviewed periodically and revised as necessary to ensure it remains relevant and effective.