

Organisation

INDUSTRIALTECHNICS S.R.L.

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Issued by HSE	Date	24/04/18	Signature	Gianluca Cherubino
Approved by R-SGSL	Date	24/04/18	Signature	Gianluca Cherubino
Approved by MANAGEMENT	Date	24/04/18	Signature	Marzio Beggiato

Revision

Version	Date	Description	Author
00	24/04/2018	First issue	GIANLUCA CHERUBINO

Controlled distribution - Signatures

Revision	Date	Department and names				
		R-SGSL	RSPP	MC	RAQ	RLS
00	24/04/2018					

1 - Scope and field of application

The SSL policy is a fundamental and essential reference for all participants in corporate life and for all those outside the company who have relations with it.

It must help to understand, also in terms of strategic objectives, the principles that inspire every company action, from the point of view of the health and safety and well-being of all participants in company life and which everyone must abide by in relation to their role and their responsibilities in the company.

The policy document essentially indicates the "mission" the company has undertaken in terms of SSL, expressing the reasons behind it, the firm intention of the company's top management to pursue the set objectives, the awareness of the desired results to be achieved and the responsibilities to be assumed.

The policy is the company's basic SSL "card".

2 - Company policy on health and safety at work

The company management is committed, by providing human, instrumental, and economic resources, to pursuing the objectives of continuous improvement of the safety and health of workers, as an integral part of its business and as a strategic commitment to the more general goals of the company.

It makes this document known and distributes it to all subjects of the company, (by posting on all workplaces and through the Intranet site) and undertakes to ensure that:

- All workers are trained, informed and made aware of the need to carry out their duties in safety and to take on their responsibilities with regard to safety and health at work
- The predisposition and desire for continuous improvement and prevention are constant
- It provides the necessary human and instrumental resources
- The entire company structure participates, in accordance with its powers and responsibilities, in the achievement of the safety objectives assigned so that:
 - The workplaces, operating procedures and organisational aspects have been executed in such a manner that they protect the safety of the workers, the company's assets, third parties, and the local community
 - Information on company risks is communicated to all employees, who must be trained and updated with specific reference to the task performed
 - Requirements that emerge during working activities are addressed quickly, efficiently and diligently
 - Cooperation between the various company resources and the involvement and consultation of workers, including through their safety representatives, are promoted
 - All applicable laws and regulations are complied with, procedures are formulated and identified company standards are followed
 - Company activities are also managed with the objective of preventing accidents, injuries and occupational diseases
- The policy is reviewed regularly and the management system is implemented
- SSL objectives and their implementation programmes are defined and propagated within the company.

The General Management of the company is convinced that the application of these principles is the basis for guaranteeing high growth rates and ensuring real competitiveness on the market. To this end, therefore, the company intends to:

- Constantly monitor working methods and operating procedures to prevent accidents and non-conformities
- Identify and pursue objectives for innovation and continuous improvement of SSL performance
- Implement and maintain a reliable and complete system for the collection of data necessary for running the management system, and on this basis implement a comprehensive and reliable monitoring program
- Promote the identification of the company's collaborators with the safety policy and the sharing of the company's objectives, encouraging training, awareness of the role of each person within the company and individual responsibility
- Increase staff training and awareness so that they can perform their tasks safely and take on their SSL responsibilities
- Ensure and develop effective, two-way communication with all staff and with workers' representatives
- Pursue the achievement of quality objectives in conditions of economic efficiency
- Draw up and develop safety plans containing measures and procedures to prevent accidental or emergency situations and to contain their effects
- Maintain an open dialogue with suppliers, pledging them to conduct themselves in a manner consistent with this policy
- Carry out checks, inspections and audits to identify and prevent any situations of non-compliance with the requirements of the management systems
- Develop and maintain open and collaborative relationships with local authorities and all parties concerned.

The management is committed to monitoring constantly the management of health and safety, through internal audits on aspects relating to the safety and health of workers, in accordance with applicable legislation and the BS OHSAS 18001:2007 standard, so that it is always relevant and appropriate to the work activities carried out by the company.

The SSL manual represents the formalisation of this corporate intention and the guide for the application of the management system.

Each year, during the Management Review, this policy and the entire system will be reviewed to verify its effectiveness and the need for any updates, and the objectives and plans for the following year will be defined and communicated to company personnel.

This policy and the company's health and safety objectives will be distributed to all staff, outside the organisation, and to all those who request it.

Date

MANAGEMENT Signature

24/04/2018

Marzio Beggiato

3. - Description and organisation of the site

Industrialtechnics S.r.l. operates in the field of machining of industrial components and is specialised in precision mechanics. It supplies important domestic and foreign companies.

The factory and headquarters are located in Villa Bartolomea (VR), Via Dell' Industria 12/6. The factory occupies an area of about 20,000 square meters of which about 7,000 are under cover.

The production cycle includes turning, milling and boring operations and is carried out by numerical control machines and traditional type machines.

The company uses external suppliers for heat treatments and for the possible production of equipment. The company started its activity in 1978 and has on average about 80 competent and qualified employees.

3.1- Company data

Company name: *Industrialtechnics S.r.l*

Reg. head office address: Via Dell'Industria 12/6 Town: Villa Bartolomea

Province: Verona Postcode: 37049

Tax code: 02986000236 VAT No: 02986000236

Company Register Number: 02986000236 Share capital: € 90.000 i.v.

Telephone: 0442 78679 Fax: 0442 78682

E-Mail: info@industrialtechnics.it Sito Web: www.industrialtechnics.it

Type of company: Mechanical engineering Specific sector: ATECO 25.62

Number of employees: 80 Certification Body: //

3.2 - Definition of the organisation to be covered by the MOG

The company's activities are divided into two levels

- Strategic level
- Operative level

Strategic level: Composition and functions

The management of the activities is carried out by the Company Management, which is composed of the General Manager and the Administrative Manager.

The Management is vested with all the powers of corporate management and legal representation of the company itself.

He ensures the smooth functioning of the company, responding to the shareholders of his mandate within the framework of the planning and guidelines expressed by the corporate reference bodies.

The Administrative Manager is responsible for supervising the legitimacy of the company's administrative acts and for preparing the acts falling within the exclusive competence of the Management.

The HSE manager, delegated and commissioned by the organisation, assumes a role of reference for coordination, advice and management support for the implementation of processes related to Health, Safety and Environment in order to ensure the overall efficiency of these processes.

Management	Marzio Beggiato	HSE	Gianluca Cherubino
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Operative level: composition and functions

The operative level is carried out by the various department functions

Sales Manager

Marzio Beggiato

The Sales Manager is a professional figure within the company, with the task of implementing the corporate market through the development of marketing strategies. He deals with the search for partnerships and the development of professional resources related to sales

Purchasing Manager

Oriella Antole

She has the task of organising the supply of all raw materials, semi-finished products and packaging materials according to the company's production plan, at the right time, according to predetermined standards and at the lowest possible cost.

Technical Manager

Marzio Beggiato

He has the role of contributing to the management of the Company, collaborating in its technological development. Assisting the General Management in defining and directing the system of government, providing support for the formulation and application of policies and for strategic planning. To guarantee the correctness, completeness and transparency of the processes of formation of the documents representing the technical and technological dynamics of the Company.

RSPP

Gianluca Cherubino

In the company, the RSPP is one of the main players in the prevention and protection service composed of special figures designated for the protection of the safety of workers and the assessment of risks in the company.

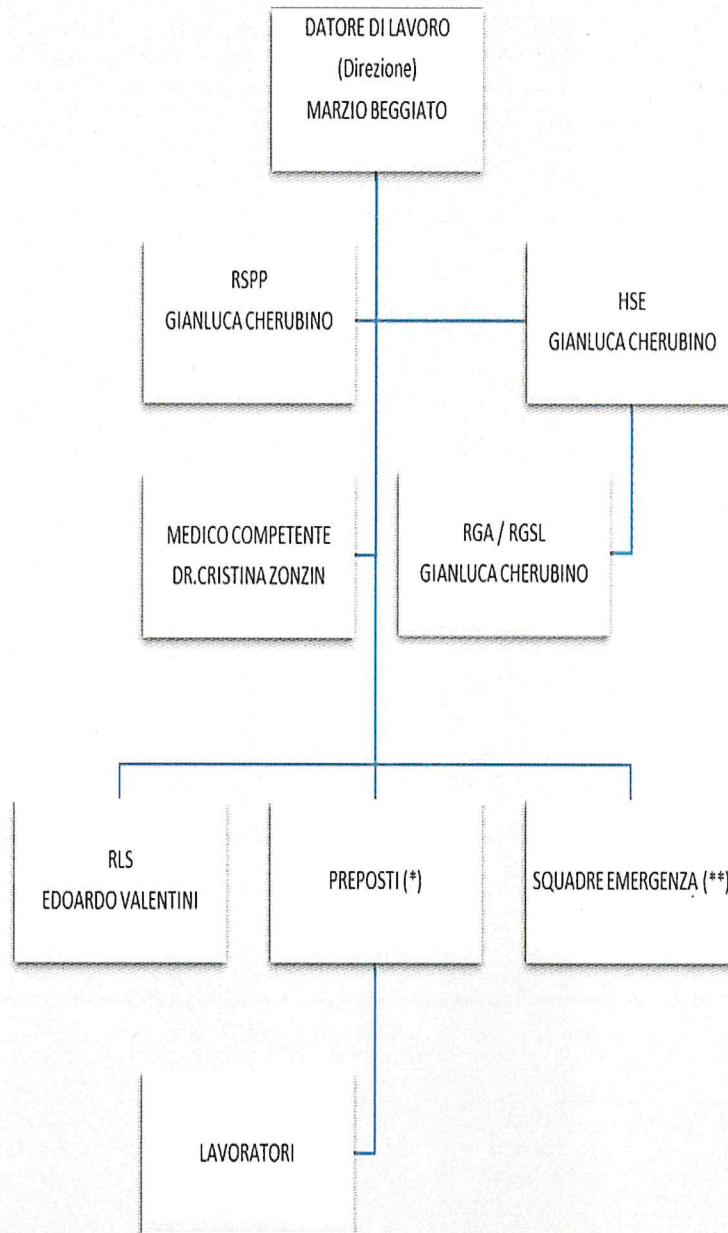
The tasks and role of the RSPP are mainly related to the operations of guaranteeing the creation and maintenance of a healthy workplace, using the tools of supervision, professional protection and the implementation of information programmes.

R-SGSL

Gianluca Cherubino

Person appointed by the Employer, with adequate capacity and authority within the company to whom the task is entrusted in whole or in part, independently of further corporate responsibilities, to coordinate and verify that the SGSL is implemented and maintained effective in accordance with the BS OHSAS 18001:2007 standard and the UNI INAIL Guidelines.

3.3 - Company safety organisation chart



Explanation of abbreviations:

- HSE Health, Safety and Environment
- R-SGSL Head of Occupational Safety Management System
- RSPP Head of Prevention and Protection Service
- MC Medical Officer
- RAQ Corporate Quality Manager
- RLS Workers' Safety Representative
- SSL Occupational Safety and Health
- MOG Organisation, Management and Control Model
- INAIL National Institute for Occupational Accident Insurance
- RGA Head of Environmental Management
- RGSL Head of Occupational Safety Management