



## GOVERNANCE POLICY

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Chief Executive Officer	Board of Directors	201-POL-001	1.0	21.08.2019
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# Health, Safety, Security, Environment & Quality (HSSEQ)

### REVISION STATUS

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**1. INTRODUCTION**

**1.1 Record of Amendments**

RECORD OF AMENDMENTS			
It is certified that the amendments detailed below have been included in this copy of the document			
Amendment No.	Amended section	Paragraph No.	Brief description of amendment
001/19	All	All	New document on new template incorporating previous HSSEQ and CMAPP Policy. This document replaces PL-100-01 and PL-100-01- Appendix.

**1.2 General**

This policy sets out the fundamental principles adopted by Company for the provision and securement of Health, Safety, Security, Environment and Quality.

Company has a zero mindset philosophy in respect of matters relating to HSSEQ and shall endeavour to minimise risk and harm to personnel, assets and the environment.

This policy does not create any legal rights for any customer, supplier, competitor, shareholder or any other person or entity.

**1.3 Purpose of this document**

The policy's purpose is to communicate Company's commitment for the provision of Health, Safety, Security, Environment and Quality in relation to the conduct of Company business

**1.4 Scope**

The policy is applicable to all employees, subcontractors, vendors and other stakeholders who undertake business activities or services in conjunction with or on behalf of Prosafe AS and any of its subsidiary companies.

**1.5 Responsibilities for this document**

Position	Responsibility
<b>CEO</b>	The Owner: responsible for assuring the policy is effective and communicated accordingly
<b>Board of Directors</b>	The Approver: assuring that the policy remains fit for purpose
<b>Management</b>	Lead by example, communicate and promote the policy at all times
<b>Employee</b>	Understand and adhere to the principles set out within the policy



## 2. HEALTH, SAFETY, SECURITY, ENVIRONMENT & QUALITY (HSSEQ)

### 2.1 Zero Mindset Philosophy

Company has a zero mindset philosophy in respect of matters relating to HSSEQ and shall endeavour to minimise risk and harm to personnel, assets and the environment.

To this end, Company shall:

- Ensure compliance with applicable legislation or any higher voluntary standards\* to which Prosafe may subscribe;
- Implement a systematic approach to HSSEQ through an integrated management system that demonstrates a systematic approach to risk management in respect of all Prosafe's activities;
- Promote a culture where stakeholders can participate and demonstrate their individual commitment to safe working practices and a safe working environment;
- Set goals and objectives for continuous improvement of Company's management systems, its assets and the services it provides to its clients;
- Report and investigate all incidents and implement remedial actions;
- Measure its performance through internal monitoring and review and allow for the transfer of information across the Company Group and the sharing of best practices at all levels;
- Select contractors and suppliers that perform to Company's HSSEQ requirements;
- Implement a CMAPP in line with the statutory requirements as set out in the Safety Case Regulations as amended from time to time.

*\* ... A business decision that adds value, provides efficiencies and actively contributes to the minimisation of risk and harm to personnel, assets and the environment.*

### 2.2 Corporate Major Accident Prevention Policy

Company has safety and environmental protection as core values and top priorities and a zero mind-set philosophy in matters relating to Health, Safety, Security, Environment and Quality (HSSEQ). The nature of our business is such that our activities may give rise to major accident hazards and Company is committed to minimising risk and harm to personnel, contractors, clients, visitors and the environment. The Company Board of Directors is responsible for ensuring on a continuous basis that the Corporate Major Accident Prevention Policy is suitable, implemented and operated as intended.

We are committed to reducing major accident risks associated with our activities to As Low as Reasonably Practicable (ALARP).

For these reasons, Company shall, as reasonably as practicable:

- Ensure compliance with applicable legislation or any higher voluntary standards\* to which Prosafe may subscribe;
- Ensure that all necessary resources are provided and made available to minimise and control major accident hazards;



- Provide an effective and efficient system of identifying major hazards which may arise on board the vessels, and to evaluate their likelihood and severity;
- Identify foreseeable emergencies and put in place an emergency plan which is subject to periodic tests, drills and reviews in order to measure its adequacy and effectiveness;
- Provide a systematic and efficient way of continuously evaluating the integrity and reliability of all safety and environmental-critical systems; and maintaining their effectiveness;
- Employ formal command and control systems to maintain senior management oversight and control of operations that may impact on the management of major accident hazards;
- Clearly identify and define the roles, responsibilities, communication lines and reporting requirements of those involved in the management of major hazards, both offshore and onshore, from senior levels to junior personnel;
- Define escalation procedures to ensure any matters relating to major accident hazard management which may require the input or overview of the Board of Directors are recognised and captured during both normal operations and emergency response;
- Provide necessary training to meet the required competencies and a system of recording and appraising/ reviewing competencies;
- Apply a systematic and consistent approach to competency equally to both Company employees and key contractors who may have an impact on Company's management of major accident hazards. The Job Descriptions Manual clearly identifies roles and responsibilities within the Company Organisation. The Competence Assurance Scheme provides a system by which the competence of key personnel are assessed and recorded against industry and company set of procedures and performance standards. The Shore-based Training Matrix as well as the Vessel Training Matrices provide a definitive list of mandatory training (both in-house and industry provided) for the various roles within Company. The appraisal system provides facilities for each personnel and their direct line manager to set, review and track personal development objectives. Training requirements as well as related documents/ certificates are recorded and managed through a dedicated training portal.
- Develop, implement, monitor and review procedures and instructions for safe operation, enabling their adaption to changes in regulations, industry standards and advances in technology;
- Systematically audit the Integrated Management System with emphasis on measuring performance. The implementation and effectiveness of the CMAPP will be monitored using Company's audit programme, ensuring that audits are undertaken at regular intervals by competent personnel and actions are tracked to closure. Auditing will be undertaken periodically at different levels within the Company including onshore and offshore management and workforce. Significant actions and findings will be raised to board level, including audit closeout backlogs which may impact on Company's ability to manage major accident hazards;
- Actively utilise schemes for rewarding and recognising desired behaviours related to HSSEQ and empowering individuals to maintain safe operations, including the Safety Observation System and the Prosafe Safety Ambassador Award Scheme;
- Consult and actively co-operate with our employees, clients, vendors and regulators to achieve the common goal of preventing major accident hazards;



- Work effectively with Elected Safety Delegates to ensure compliance with the Prosafe CMAPP policy and deliver expectations;
- Ensure protection of whistleblowers in accordance with Company procedures;
- Routinely evaluate Company's capabilities and goals with regard to management of major accident hazards to ensure they remain fit for purpose. Company senior management shall be directly involved in the evaluation processes and shall approve review findings and recommendations. Evaluations and reviews are undertaken both periodically as part of the pre-defined annual CMAPP audit program and reactively as circumstances dictate;
- Implement and achieve uniform adherence to Company's HSSEQ-CMAPP throughout our business operations regardless of their global location.

### 2.3 Leadership and Safety Culture

The Board of Prosafe recognise and understand the concept of performance standards for safety and environmental protection and their important role in maintaining effective management of major accident hazards. Company will ensure that Board members remain cognisant of these concepts by providing a suitable briefing and education programme.

Company firmly believes these objectives are best attained by promoting a strong safety culture within the Company. Measures that contribute to the strong safety culture within Company include strong leadership, effective tripartite consultation with the workforce, their duly elected representatives and the competent authority, support for corporate safety initiatives and commitment to the delivery of major accident prevention measures described in Safety Cases and Combined Operations Notifications. The Board of Directors believe that Strong Leadership at a senior level supports and enhances Company's Safety Culture and the continual focus on safe operation in a major hazard environment.

In summary, this document constitutes a declaration of Prosafe's commitment to preventing Major Accidents, by working in a systematic way both with culture and procedures using an Integrated Management System.