

# Annual Self-Evaluation Form

## Code of Practice

# EMPLOYEE HEALTH AND SAFETY



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## **Guidelines for the Implementation of the Management Practices**

### **1. INTRODUCTION**

#### **Definition**

This Code governs member company action regarding health and safety of people involved in operational activities, particularly in order to fulfill the Guiding Principle of Responsible Care which states “:

“In consultation with our stakeholders we will manage all our activities to ensure the preservation of the environment, protection of the health and safety of employees and the community and a standard of performance the public has a right to expect”.

Education / training of employees and prevention of incidents is fundamental to the achievement of the purpose of this code. Prevention only occurs when there is a conscious systematic effort to make it happen.

It should be noted that many companies have tailored quality, environment and safety systems such as ISO 9001 and ISO 14001. Implementing equivalent elements from those systems would meet the requirements of this Code of Practice. Where a company does not have a recognised management system, this Code of Practice provides guidance for sound Responsible Care practices. Implementation of management practice equivalent to the examples given with appropriate evidence of actions to achieve compliance with the Policy intent is acceptable.

The Code covers all activities carried out by employees of member companies and contractors and especially those involved in manufacturing, in recognition of the generally more hazardous nature of these areas of operation.

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Responsible Care and this Code in particular begin with the premise that all unplanned incidents and occupational illnesses and injuries are preventable.

Each member company will establish and implement appropriately documented processes covering policies, standards and procedures which govern the health and the safety of the people directly involved in their operations, particularly during the manufacture of chemicals and chemical products. These policies, standards and procedures will meet or exceed all applicable laws and regulations in letter and in spirit.

Each member company will also act to ensure that contractors and outside processors meet the purpose of this Code in contracted operations performed for member companies. Those concerned will be provided with information and support for the management of hazards and risks associated with contracted operations.

### **Explanatory Note (how to use the Part 2 and filling blanks in the last 2 columns of the Table):**

This Annual Self-Evaluation Form consists of the followings:

- Part 1 of "INTRODUCTION", and
- Part 2 of "SELF-EVALUATION FORM" that consists 16 management practices for the Employee Health and Safety Code.

In part 2, the description of each management practice is in the first column of the Table "MANAGEMENT PRACTICE" and its sub-clauses are in the second column "GUIDELINES FOR IMPLEMENTATION". The Employee Health and Safety Code is applicability to all categories, i.e. Manufacturer (M), Logistics & Service Providers (LSP) and Trader (T).

The column "Status" is the result of the evaluation. Company needs to put a tick in the boxes under the "Status" column to indicate if they have met the requirement of the guidelines of implementation, i.e. Yes, No, NA.

The following example illustrates evaluation and filling the result of evaluation:

*After evaluating a management practice (or its sub-clause), the Company concluded it met all the necessary requirements described in the "Guidelines for Implementation", the Company should put a tick in the box under the 'Yes' column and indicate clearly the index where evidence can be found. On the contrary, if the Company concluded it did not meet the requirements described in the "Guidelines for Implementation", the Company should put a tick in the box under the 'No' column. In the event that the Company does not fall into the category that are applicable for the management practice, the Company should put a tick in the box under the 'NA' column.*

Companies shall evaluate in a objective manner to what extent their current practices meet the intent of the clause; in a manner appropriate to the size, complexity and risk of the business.

The annual self-evaluation submission is used by the Country Association (SCIC) to assess progress of Responsible Care implementation and awarding the SCIC Responsible Care Awards. Company is required to attach documents to substantiate and

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justify their results of evaluation. In view of the large volume of documents likely to be attached with this Annual Self-Evaluation Form, documents should be neatly filed with clear document indexes in one of more hard-paper files for easy referencing. Document indexes pointing evidences should be written in the blanks of the “Document Index” column of the Table to complete the submission. The completed Annual Self-Evaluation Form with all attached documents should be sent to SCIC as a complete set of the annual submission.

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## 2. SELF-EVALUATION FORM

Management Practice	Guidelines for Implementation	Status			Evidence/Remarks
		YES	NO	NA	
<b>1. Management Commitment</b>  <u>Commitment</u> by all levels of management to <u>protecting and promoting</u> the health and safety of people working at or visiting company work sites.	1.1 Is there policy(s) authorised by top management on <u>promoting</u> health and safety of people at workplace?				
	1.2 Has the health and safety policy(s) been <u>communicated</u> and <u>made available</u> to all employees?				
	1.3 Is the company's senior management <u>involved</u> and has <u>participated</u> in the company's safety management programmes?				
<b>2. Health &amp; Safety Programmes</b>  Written, up-to-date health and safety programs and procedures appropriate to the facility.	2.1 Is there H & S Programs / Plans in place, with yearly objectives and targets?				
	2.2 Is there implementation and monitoring of safety programmes at work?				
<b>3. Employees' involvement</b>  <u>Involvement</u> in <u>developing</u> , <u>implementing</u> , and <u>reviewing</u> health and safety programs.	3.1 Is there <u>active participation</u> by all employees in company's health & safety programmes?				
	3.2 Is health & safety <u>an agenda item</u> included in <u>regular team meeting</u> for discussion?				

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<b>4. Programmes Verification</b>  <u>Means to verify that health and safety programs and procedures are effective and that actual practices are consistent.</u>	4.1 Is there <u>annual review</u> of the health & safety programme by the company's <u>senior management</u> ?				
	4.2 Have the health & safety programmes and procedures been <u>audited</u> ?				
	4.3 Are the audit findings been <u>tracked and implemented</u> ?				
<b>5. Performance Evaluation</b>  <u>Systems for maintaining records and analysing data to evaluate health and safety performance, determine trends, and identify areas for improvement.</u>	5.1 Have the <u>targets</u> and <u>KPIs</u> of health and safety performance been <u>set</u> ?				
	5.2 Is there is a <u>periodic analysis</u> of the health and safety <u>performance</u> been carried out?				
	5.3 Have the <u>areas for improvement</u> on the health and safety performance been <u>identified</u> ?				

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<b>6. Training Programmes</b>  Health and safety <u>training programmes</u> and <u>methods</u> to <u>evaluate the effectiveness</u> of both training and communications activities.	6.1 Are there health & safety <u>training programmes</u> for employees in place?				
	6.2 Is there job specific health & safety <u>training plan or matrix</u> for employees?				
	6.3 Is there <u>training on chemical and process hazards</u> conducted and documented?				
	6.4 Is there a plan to execute continual and induction health & safety <u>training</u> for <u>new</u> employees?				
	6.5 Is there health & safety <u>refresher</u> training plan?				
	6.6 Is there health & safety training on <u>requirements for new/modified equipment</u> ?				
	6.7 Is there an <u>assessment</u> to <u>evaluate the competency</u> of the employees on the health & safety training?				
	6.8 Is there periodic reviews to <u>evaluate</u> the health & safety training's <u>effectiveness</u> and been <u>updated</u> ?				
<b>7. Contractors Management</b>  Provisions, including <u>selection</u> and <u>evaluation</u> criteria, to confirm that on-site contractors' programmes are <u>consistent</u> with applicable Management Practices of this Code, including contractor's OSH performance.	7.1 Is there <u>safety management programme</u> put in place for <u>contractors</u> ?				
	7.2 Has the safety management programme been <u>communicated</u> to all contractors onsite?				
	7.3 Has the contractor's <u>OSH performance</u> met the Company's safety standards and requirements?				

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<b>8. Risk Assessments</b>  <u>Methods to identify and evaluate</u> potential health and safety hazards in <u>planning</u> or <u>existing work activities/facilities</u> , including <u>new</u> or <u>modified</u> facilities.  <u>Analysis to evaluate</u> health and safety hazards to employees and contractors from processes and equipment; potentially <u>hazardous chemical, physical, or biological agents</u> ; or other work site conditions.	8.1 Is there a <u>risk management system</u> in place and been reviewed periodically				
	8.2 Has the changes to risk assessment been documented and communicated?				
	8.3 Has the <u>occupational health hazards</u> been <u>considered</u> in the risk assessment conducted or conducted separately?				
	8.4 Has the health exposure assessment to potential hazards been <u>identified</u> and health programmes developed (noise monitoring, exposure monitoring etc)?				
<b>9. Employee Health Assessments</b>  Health assessments to <u>determine employees' medical fitness</u> for <u>specific job tasks</u> .	9.1 Is there <u>medical checks/ examination</u> done for employees? (Pre-employment medical checks according to the role of individual)				
	9.2 Is there a system to <u>assess</u> fitness of employees to <u>carry out</u> job task?				
	9.3 Is there a system to <u>evaluate</u> employee's fitness <u>returning from an injury</u> and <u>identify other safe duties</u> for him/her.				
	9.4 Pertaining to 9.3, is the system been <u>reviewed</u> and <u>validated</u> by medical professional?				

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<b>10. Occupational Health Surveillance</b>  Employee occupational medical surveillance programs <u>tailored</u> to work site hazards	10.1 Is there medical <u>surveillance programme put in place</u> and been <u>reviewed periodically</u> ?				
	10.2 Has the following <u>periodic surveillance</u> for workers been <u>conducted</u> :				
	10.2.1 Hearing				
	10.2.2 Chemical exposure				
	10.2.3 Radiation				
	10.2.4 Physical				
	10.2.5 Others				
	10.3 Has the results been <u>communicated</u> to employees and contractors?				
<b>11. Control Measures</b>  Mechanisms for <u>reviewing</u> the design and modification of <u>facilities</u> and <u>job tasks</u> , following the <u>hierarchy of controls</u> ; inherent safe design, material substitution, engineering controls, administrative controls, and personal protective equipment.	11.1 Are hazards/risk control procedures taken into account of hierarchy controls?				
	11.2 Is hierarchy of control principles <u>practised</u> in <u>hazard control</u> or <u>risk reduction</u> evaluated?				



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<b>12. Health, Safety &amp; Emergency Equipment</b>  Systems to <u>verify</u> that health and safety equipment is properly <u>selected, maintained and used</u> . Preventive maintenance <u>programmes</u> to maintain the safe use of facilities, tools, and equipment.	12.1 Is there a <u>list</u> on the health, safety and emergency equipment provided as well as their <u>Inspection and maintenance programmes</u> been conducted?				
	12.2 Is there <u>training</u> provided for employees on the <u>use</u> of PPE/ protective equipment?				
<b>13. Housekeeping</b>  <u>On-going</u> program of <u>good</u> housekeeping appropriate to the nature of the operation and the potential risks by all.	13.1 Is there a housekeeping programme available?				
	13.2 Is there a safety walkthrough <u>inspection</u> for workplace (operations area and office) conducted?				
<b>14. Incident Investigation</b>  <u>Timely</u> investigation of worksite illnesses (Occupational Diseases), injuries and incidents.	14.1 Is there a procedure <u>in-place</u> for incident/ accident investigation and reporting?				
	14.2 Are the fundamental causal factors been <u>identified documented</u> ?				
	14.3 Is there <u>tracking</u> for corrective and preventive actions till completion?				

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<b>15. Medical Assistance</b>  Provisions for emergency medical assistance for people at work sites.	16.1 Is there first aid facilities available?				
	16.2 Has the facilities met or exceeded the requirements?				
	16.3 Has the injury management plan been established and updated?				
	16.4 Is there trained first aiders/ERT personnel available?				
<b>16. Communication of health and safety information</b>  Communicating health and safety information relevant to specific job tasks and the work site.	17.1 Is there a compilation of up-to-date inventory list of chemicals used at workplace?				
	17.2 Is the updated safety data sheets (SDS) and instructions of these chemicals available?				
	17.3 Has the chemical handling procedures and instructions been implemented?				
	17.4 Is the training records of personnel handling the chemicals documented?				