



# Integrated Management System

## Module FP10 --- Integrated Occupational Health & Safety, Environmental and Quality Policy



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<b>Process creator/Date:</b>	First issue prepared by Quellmelz 2000, Arnold/Westermayr 2007 Latest revision Thaler 02/2016
<b>Process person responsible:</b>	Management and Management Representative HSEQ

### Aims:

- Meet or exceed responsibilities stipulated by law, decisions of regulatory bodies, standards, client specifications and IMS specifications with regard to occupational health & safety, environmental protection and quality.
- Convey the importance of this aim to staff.
- For other aims, see Process description.

### Process description:

#### Policy Statement on Integrated Occupational Health & Safety, Environmental and Quality Policy (pursuant to OHSAS 18001, SCC\*\*, ISO 14001 and ISO 9001)

BeMo Tunnelling GmbH renders engineering services for underground structures, whether construction, refurbishment, reinstatement or reconstruction. The company's core competences also include refurbishment, reinstatement or reconstruction of concrete structures, foundation engineering, **constructional and industrial** engineering, mining services, structural design, planning and surveying for underground structures, as well as know-how transfer services.

Occupational health & safety, environmental management, quality, client satisfaction and a commitment to social responsibility are fundamental aspects of our corporate values.

Protecting the well-being, health & safety of our employees is a top priority. We therefore work hand in hand with accident insurance carriers and occupational health & safety organizations to continuously improve our structures, systems and efforts.

Environmental impacts, such as noise, dust and the consumption of resources, are unavoidable in the execution of our projects. BeMo Tunnelling GmbH is fully aware of its considerable responsibility to protect the environment while avoiding damage to property and conscientiously using resources. We endeavor to act in an environmentally accountable manner on every project.

Client satisfaction and thus a competitive edge can only be achieved long-term by implementing a rigorous quality policy. In this connection we view quality as the completion of the individual works necessary for the complete structure including the services provided or monitored by us, all of which are performed on time and in conformity with quality specifications.

In order to meet these aims and in our commitment to ongoing improvement we have introduced and established an Integrated Management System (IMS) for quality, occupational health & safety



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and environment. We are committed to applying this IMS consistently, monitoring it for compliance and to continuously improving and developing it further.

Responsibility for preparing and reviewing this Policy Statement lies with the management of BeMo Tunnelling GmbH. This document is signed in their names by the Management Representative HSEQ.

The responsibility for the execution and implementation of this policy lies with the Head of Division and the IMS Directors in the various departments. Nevertheless, each and every employee of BeMo Tunnelling importantly shares in this responsibility.

All BeMo Tunnelling GmbH employees must meet the following responsibilities:

- adhere to the specifications of the Policy Statement,
- understand and comply with the laws, regulations, guidelines, standards and other specifications pertaining to their activities,
- when in doubt, request advice and assistance from their superiors,
- attend the company's training sessions,
- inform the company of any noncompliance with or infringement of the guidelines for conduct given in this Policy Statement,
- participate actively and constructively in the internal audits so as to identify and eliminate the company's deficits and weak points.

Additional responsibilities of persons in leadership positions:

- Lead by setting a good example. Their conduct must set an example.
- Ensure that their subordinate employees understand what the Policy Statement requires of them, have the means to meet these requirements and do meet these requirements.
- Support employees who turn to them with questions and concerns.

**Aims of the Occupational Health & Safety Policy:**

- to prevent by all available means accidents that are deadly or serious and result in permanent disability,
- in all our projects to identify and minimize the risk of acts that are dangerous or that endanger the health and/or safety of all employees as well as third parties,
- to continuously reduce the rate of accidents to below the industry average.

**Aims of Environmental Policy:**

- to minimize environmental damage and risks,
- to minimize environmental impact,
- to use resources sparingly, responsibly and sustainably,
- to determine and manage all relevant environmental aspects on a project-specific basis.

**Aims of Quality Policy:**

- to ensure and further develop client satisfaction,



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- to ensure that services are rendered in accordance with client requests, the latest state of the art, legal regulations and company requirements.

### **Implementation of the Occupational Health & Safety, Environmental and Quality Policy:**

#### BeMo Tunnelling GmbH will:

- ensure that its management and all executive personnel give priority to occupational health & safety, environmental protection and quality,
- instruct that all works in all divisions, places and on all projects be conducted in full agreement with the pertinent applicable legal regulations (laws, decisions of regulatory bodies, standards, guidelines), in their strictest interpretation, as well as with client specifications and company requirements,
- ensure that all employees are informed about this Policy Statement and their responsibilities and that all employees perform their work responsibly and in compliance with the health & safety, environmental protection and quality regulations,
- in training sessions impart to all employees an awareness, the knowledge and the competence to be able to reliably execute their work/duties,
- use technologies, processes, equipment and materials that are based on the latest health & safety, environmental and quality standards,
- make available appropriate means and resources to ensure that all established health & safety, environmental and quality measures can be implemented and ensure that such means are appropriately used and maintained,
- make available appropriate protective devices, protective clothing and all other means that may be needed to give our employees a healthy and safe working environment,
- make occupational medicine available to all employees,
- continuously determine and interpret the accident rate (according to SCC specifications) and compare it with the standards customary in a comparable setting,
- go about its activities while ensuring the utmost protection of the environment and minimize any negative impacts that may be caused,
- contribute to maintaining natural resources and all areas of unspoiled nature that are of ecological, scientific or cultural interest,
- in accompaniment to all project stages, set realistic and monitorable aims and apply risk management so as to prevent errors and/or take advantage of opportunities,
- act with the aim of offering the highest level of quality and endeavor to achieve excellence in rendering services,
- make special efforts to meet client specifications better, quicker and/or more economically with innovative solutions,
- make available satisfactory resources for monitoring and auditing the systems, processes and requirements and introduce improvements, when needed,
- determine and implement annual focal topics for health & safety, environment and quality,
- ensure that work at the construction sites and on projects is assisted by appropriate IMS organization (Head of Quality, Head of Environment, Health & Safety Officer/Advisor, Health & Safety Coordinator, specialist in occupational medicine, etc.),



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- review on a regular basis the content of this Policy Statement and, when necessary, update it,
- continuously further develop and improve the IMS in compliance with OHSAS 18001 and SCC\*\*, ISO14001 and ISO9001,
- convey this Policy Statement to our business partners (subcontractors, suppliers) and instruct that the applicable health & safety, environmental and quality processes and measures be implemented. Furthermore, it shall promote and reward cooperation with companies that demonstrate forward-looking social and ethical standards as well as special health & safety, environmental and quality standards.

Approved by Managing Director Dipl.-Ing. Friedrich Neureiter (IMS Management Representative QHSE). Innsbruck, February 2016

#### Process monitoring/Monitoring characteristics:

Occupational Health & Safety and Environment: See accompanying Process BP5  
Quality: See Realization Processes LP1 to LP5

#### Accompanying processes:

Process	Short description
<a href="#">FP0</a>	Process Model Graphical Scheme
<a href="#">FP1</a>	Mission Statement and Aims
<a href="#">BP5</a>	Occupational Health & Safety and Environmental Protection

#### Accompanying documents:

Document	Short description
<a href="#">FP10</a> (german)	Integrated Health & Safety, Environment and Quality Policy

Changes in latest revision are marked **GREY**