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Health, Safety and Environment Foundation Standard

Our Management
System Framework



HSE-GL-GRP-POL-003
Version 11
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Health, Safety and Environment Foundation Standard

ALS Limited believes that meeting its health, safety and environment (HSE) obligations is essential to its long-term success. Safety is of the utmost importance to both ALS and to me, and it is our responsibility, as employees of ALS, to ensure that our colleagues and clients are working in a safe environment.

ALS has operations in many countries and is supported by a diverse workforce in culturally varied locations across the world. Whilst each state/country where we operate may have specific legislative requirements in relation to HSE, ALS requires each site to meet these foundation standards as a minimum.

Compliance to all 17 goals set out in this standard is mandatory. If you need assistance in interpreting or meeting these requirements please contact your HSE Lead Manager or the Chief Sustainability Officer, Michael.Burcham@alsglobal.com.

Authorised by:

Malcolm Deane
CEO & Managing Director



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Introduction

ALS is committed to implementing world class systems and practices throughout its businesses for the activities it can control or have some influence over.

The HSE Foundation Standard sets the platform for continual improvement through the application of 17 consistent goals, focussing on:

- Health - promoting and improving the physical and psychosocial health of ALS's workforce.
- Safety - ensuring our core value, "We are Safe", is not compromised.
- Environment - promoting the efficient use of resources, reducing wastage, preventing pollution, reducing our greenhouse gas

emissions, and minimising our impact on the environment.

- Asset Protection - protection of physical assets at our site locations through fire and emergency loss controls.

This document defines the elements of the ALS HSE management system which is certified to ISO 45001 Occupational Health and Safety Management Systems and ISO14001 Environmental Management Systems. It also provides direction to related HSE documentation and associated performance requirements. The Compliance Portal should be used to access the most recent version of any referenced documentation.



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Goal 1 – Leadership Responsibility and Commitment



Objectives

To ensure ALS managers, employees and contractors are aware of their responsibilities and demonstrate leadership and commitment in health, safety and environment (HSE) through effective management.

Requirements

ALS management and leaders shall demonstrate visible and proactive leadership and commitment to HSE through:

- Promotion of HSE initiatives through workforce engagement;
- Development, implementation and monitoring of HSE plans, objectives and targets for their business division;
- Integration of the Corporate HSE management system and requirements into their business processes;
- Allocating resources for effective development, implementation and continual improvement of HSE management;
- Encouraging the active participation of workers at all levels of the organisation in the improvement of HSE performance;
- Developing, leading and promoting a positive HSE culture.
- Leading incident investigations for serious incidents, identification of root cause, and following up to review corrective actions.
- Participating in the review of risk assessments.
- Reviewing compliance with these foundation standards.
- Aligning reward and recognition processes to reinforce expected behaviours.








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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Businesses must clearly display and communicate the company Health and Safety Policy and Environmental Policy and adhere to its requirements.
- Managers must complete their monthly compliance exception report to log their HSE leadership metrics by the required date.
- Managers and Leaders must be aware of their current HSE performance including areas for improvement against any set targets.
- Managers must ensure that all employees and contractors shall have the following arrangements clearly defined, documented and communicated:
 - Roles, responsibilities and accountabilities for HSE.
 - Authority to act and to stop work if it is known or suspected to be unsafe.
 - Specific and measurable HSE performance indicators.
- All employees must complete the Code of Conduct and Global HSE Induction in ALStar as part of their training when commencing employment with ALS.
- Managers must ensure that employees have the necessary skills, tools and personal protective equipment to safely undertake their roles.

ALS Corporate Documents

-  HSE-GL-GRP-POL-005 ALS Limited Environmental Policy
-  HR-GL-GRP-POL-001 ALS Limited Code of Conduct
-  HSE-GL-GRP-POL-001 ALS Limited Health and Safety Policy
-  HSE-GL-GRP-POL-003 Health, Safety and Environment Foundation Standard
-  HSE-GL-GRP-GUI-001 Compliance and Risk Charter

Additional References



Training resources

ALStar ID:0005826 - iLead - Safety Leadership
ALStar ID:0006587 - Global HSE Induction
ALStar ID:00006607 - Code of Conduct
ALStar ID:00001747 - HSE for Managers



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

Position Descriptions
ALS Core Values



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Goal 2 – Objectives and Targets



Objectives

To ensure that HSE Strategic Plans set out measurable objectives and targets, as an integral part of the business planning process, leading to continuous improvement in overall HSE performance of the business.

Requirements

The ALS Corporate Office in conjunction with each of the HSE Lead managers will develop a long-term Sustainability Strategic Plan and Balanced Scorecard that is monitored, reviewed and updated annually.

Each ALS business stream is to develop an annual plan to align with the Strategic Plan that:

- Addresses key identified significant HSE risks and opportunities at the business and operation level.
- Identifies strategic projects within business streams that support ALS' Climate Change Strategic Plan (Roadmap to Net Zero).
- Ensures the allocation of human and financial resources to achieve planned objectives and to meet the targets set out in the ALS PPI Scorecard.

- Clearly defines responsibilities for any specific projects.
- Has measurable performance indicators for each relevant function and level within the business.

The annual plans shall be reviewed at least quarterly to ensure:

- Updates are done when a change to business circumstance occurs.
- Remedial actions are taken when deviation to the plan occurs.

The Sustainability Strategic Plan and Balanced Scorecard shall be communicated to all employees in the businesses.



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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- HSE Lead Managers and employee representatives must be involved in the development of the Corporate Strategic Plan to ensure its suitability and adequacy for their business.
- Businesses must follow the Sustainability Strategic Plan and implement the required Balanced Scorecard components by

developing their own annual plan that includes both corporate and business stream specific targets.

Objectives and targets from the Strategic Plan must be:

- Reported to the ALS Sustainability Committee at least on an annual basis.
- Consistent with the Health and Safety, and Environmental Policies.
- Communicated to all employees.

ALS Corporate Documents

 Sustainability Strategic Plan

 Balanced Scorecard

 PPI Scorecard

Additional References



Training resources Not applicable



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources FY2027 Sustainability Strategic Plan and Balanced Scorecard



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Goal 3 – Legal Compliance



Objectives

To ensure all relevant HSE laws, regulations, standards and codes, are proactively identified, monitored and complied with.

Requirements

Systems and procedures will be implemented to ensure legal compliance by:

- Proactive identification of all local health, safety and environmental laws and licence requirements relevant to the business.
- Creation of an up to date register of the identified documents.
- Identification of new/changes to local health, safety and environmental laws relevant to the business.
- Monitoring, investigation, reporting, and rectification of non-compliances.
- Communication to all employees of new/amended local health, safety and environmental laws or site licence requirements.




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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- An up to date register containing a list of all HSE legislation and other legal requirements relevant to the business.
- Documented procedure to keep register up to date with changes in legal requirements that will affect the business.
- Processes and systems to ensure compliance with all legal and ALS corporate requirements, to whichever level is strictest, including documented evidence of such compliance.
- Document control process aligned with HSE-GL-GRP-PRO-03-01 to ensure relevant and current documents are clearly identified.
- All prosecutions, PINs, fines and improvement notices issued by a government authority must be logged in the appropriate register on the Compliance Portal. Where reference is given to aligning systems and processes with ISO standards, the business should aim to do so, but is not expected to seek accreditation against those standards unless there exists a compliance obligation to do so.

ALS Corporate Documents

 CAR-GL-GRP-POL-002 Compliance Policy

 HSE-GL-GRP-PRO-03-01 Document and Record Control

Additional References



Training resources

ALStar ID:0001646 – Global Health, Safety and Environment Induction



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

Licences and certificates
Legislation Registers
ISO 19600:2015 Compliance Management Systems



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Goal 4 – Risk Management



Objectives

To ensure health, safety and environmental hazards and aspects associated with ALS operations, including planned and unplanned events are identified, investigated, risk assessed, controlled and monitored.

Requirements

An HSE risk management process shall be established to drive continual improvement in HSE performance through:

- Systematic identification of HSE hazards, opportunities and aspects by competent persons.
- Assessment of risks using ALS risk management framework.
- Prioritisation of the risks and opportunities, including their subsequent recording in a risk register, reviewed at least annually.
- Implementation of controls in accordance with the hierarchy of controls.
- Review the effectiveness of implemented controls.
- Updating of all relevant documentation reflecting any changes i.e. procedures.
- Monitoring and review of the residual risk.

- Communicating to relevant parties any information on identified hazards, opportunities and controls.

The HSE risk management processes shall apply as a minimum to:

- site operations,
- plant and equipment,
- hazardous substances,
- planned and unplanned changes.

Documented procedures for HSE risk management shall be developed, implemented, maintained and continually improved through periodic reviews.

All businesses shall upload hazard reports, risk assessments, near misses and Job Safety Environmental Analysis forms (JSEAs) into the compliance portal.



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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- A risk register containing business risks including rating, action plan and responsibilities.
- Risk assessments for all new, high risk or infrequent tasks and standard operating procedures for routine tasks.
- Risk assessments must be loaded onto the portal in the appropriate library.
- Documented process for the identification of opportunities to enhance the business HSE performance.
- Training of all staff, especially those who work in the field or on client premises, to identify and manage risk for themselves (using business stream tools such as Take 5, JSEA's etc).
- Key operational HSE risks to be included in business stream or local inductions.
- Documented process to ensure identified controls for key HSE risks are routinely monitored to ensure they are implemented and effective.

ALS Corporate Documents

 CAR-GL-GRP-POL-007 Risk Management Policy Statement

 CAR-GL-GRP-POL-011 Risk Appetite and Tolerance Policy

Additional References



Training resources

ALStar ID: 0004659 - GHS Requirements / Hazardous Chemicals
ALStar ID:TBD - Hot Work
ALStar ID:TBD - Risk Management Policy and Framework
ALStar ID: 00002896 - Take 5 and JSEA Training



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

Risk Assessments
Risk Registers
Take 5s
JSEAs



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Goal 5 – Incident Management



Objectives

To establish a system of notification, investigation, response, and assigning appropriate corrective and preventative actions following an HSE incident.

Requirements

Systems shall be developed and implemented to manage HSE incidents. Systems shall include:

- Immediate response to incidents.
- Recording, classifying and reporting of incidents.
- Statutory notification as per relevant legislation.
- Incident investigation conducted to a level proportionate with actual and/or potential consequences of the incident.
- Establishing the root cause and contributing factors.
- Developing, implementing and monitoring the effectiveness of corrective and preventative actions.
- Lessons learnt from investigation outcomes are disseminated throughout relevant areas of the business.
- Collation and analysis of incident and investigation data to identify trends for improvement.

Establish a system to ensure the ALS Board is informed of all critical and high potential health and safety incidents including:

- Notification of the incident
- Outcomes of the investigation
- Completion of corrective actions

All incidents must be reported through and recorded on the compliance portal.








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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Documented process to record and manage incidents and non-conformances.
- Recording of all incidents and their details in the Compliance Portal.
- A documented investigation of all incidents and non-conformances relevant to their classification.
- Businesses to implement a process to review incident trends and implement improvement programs when performance is below target.

ALS Corporate Documents

-  HSE-GL-GRP-PRO-05-01 Incident Investigation and Reporting
-  HSE-GL-GRP-PRO-05-02 Serious Incident Response
-  HSE-GL-GRP-GUI-05-01 Incident Classification and Statistical Guide
-  HSE-GL-GRP-FRM-05-01.1 Incident Report Form
-  HSE-GL-GRP-FRM-05-01.4 Incident Investigation Report Template

Additional References



Training resources

ALStar ID: 00001750 - Incident & Near Miss Reporting



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

Incident report database
Compliance charts
Incident reports



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Goal 6 – Injury Management



Objectives

To provide effective illness and injury management programs to injured employees.

Requirements

An effective illness and injury management system shall be implemented that:

- Considers the physiological, psychological and sociological elements of injury and illness (including mental health).
- Ensures rehabilitation systems and procedures promote early intervention to assist rapid recovery from work related injury or illness and early return to work.
- Takes all reasonably practicable steps to provide rehabilitation and suitable duties to

employees who are injured at work and, where practicable, non-work related injuries or conditions.

Businesses shall provide employees access to first aid including:

- Suitably qualified first aiders to cover all shifts on site.
- Appropriate first aid facilities for the hazards and risks present on each site.




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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Trained first aiders for each site, taking into consideration:
 - Employee numbers
 - Site hazard and risk profile
 - Shift work
 - Distance to medical facilities and emergency services response times.
 - Local legal requirements
 - (All first aiders must be registered on the Compliance Portal in the First Aid Register and have completed training in ALStar on the provision of first aid).
- Implementation of site-specific injury management procedures or guidelines, taking into account local legislative/regulatory requirements.
- Provision of adequate resources to support injury management procedures i.e. Equipment, consumables, and trained site management or HSE resource.
- Communication of relevant information regarding the injury management process to all employees including their rights and obligations.
- Implementation of an early intervention program, including the early identification and notification of injury.
- Provision of a system for confidentially maintaining documentation and records associated with each injury/illness.

ALS Corporate Documents

 HSE-GL-GRP-POL-002 Injury Management

Additional References



Training resources

ALStar ID:00001661- Provision of First Aid
ALStar ID:00001751 - Lost Time Injury Management



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

Not applicable

Goal 7 – Life Saving Rules



Objectives

To ensure each business stream has identified and implemented controls to manage potential life-threatening risks in their business.

Requirements

All operations shall develop and maintain a register of life-threatening risks. These hazards will be identified and assessed using systematic and rigorous processes that examine the following:

- ALS Corporate life saving rules
- Work area hazard registers
- Industry practice and experience
- Specialist and expert judgements.

All businesses shall produce and document appropriate safety rules for the business specific life-threatening risks. Implementation of these safety rules shall include:

- Education and training of employees
- Development of educational materials and posters
- Monitoring and review of safety rules.

A system shall be established to ensure the status of life-threatening risks, nominated control measures, and other factors impacting on controls are monitored and include:

- Physical testing of the employed controls
- Reviewing internal and external incidents and technical information
- Observations and inspections.



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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- A review of the list of ALS Corporate life saving rules and identification of those which apply to the business.
- Posters, display stickers, and other promotional material to inform workers of relevant life saving rules.

- Training for each life saving rule that is competency based and documented.

Where the Business HSE Risk Register identifies a life-threatening hazard, the relevant Life Saving rule is to be specified in the risk register and included in the listed controls.

1		STOP - UNSAFE WORK	Stop and always intervene to correct an unsafe act or condition.
2		FITNESS FOR WORK	Always attend work fit and free from the effects of fatigue, drugs and alcohol.
3		SAFE DRIVING	Drive safe roadworthy vehicles according to the conditions, ensure no distractions such as using a mobile phone or texting while driving, and always observe the speed limit and wear seat belts.
4		LETHAL CHEMICALS / SUBSTANCES	All staff to be aware of chemicals/substances that can kill (including Category 3 Biological Agents) and strictly adhere to all applicable control measures, including safe handling, storage and wearing appropriate PPE.
5		CONFINED SPACE ENTRY	Always obtain authorisation prior to entering a confined space.
6		TRAFFIC & PEDESTRIAN MANAGEMENT	Staff and drivers must be aware of the need for the segregation of pedestrians from vehicle movement.
7		WORKING NEAR WATER	When sampling or working near or on water, wear a flotation device where there is a danger of falling or entering the water.
8		WORKING AT HEIGHTS	Protect yourself against a fall greater than 1.2 metres.



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9		ENERGY ISOLATION (LOCK OUT TAG OUT)	Always isolate or lock out energised equipment before commencing work on it.
10		MACHINERY SAFETY/ CRITICAL MAINTENANCE	Always ensure that safety protection devices provided with plant/ equipment (safety valves, guards, interlocks or barricades) are operational prior to commencing, and routine scheduled maintenance is completed on high-risk plant by a licensed inspector as required by local regulation, or at least every 2 years (e.g. pressure vessels and autoclaves).
11		OVERHEAD LIFTING OPERATIONS	Plan all lifts (e.g. cranes, hoists, etc.) before commencing and do not work under suspended loads.
12		TRAVEL TO HIGH RISK COUNTRIES	Ensure a travel risk assessment has been completed before travelling to high risk regions.
13		SAFE WORK PERMITS & SITE RULES	Always obey site rules and work with a valid work permit where required.
14		REMOTE WORK	Always notify someone of remote trips & plan, use GPS locators, first aid training complete, follow call in processes, be aware of local wildlife & weather conditions, be aware of emergency services response times.



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ALS Corporate Documents

-  HSE-GL-GRP-POL-004 Drug and Alcohol Policy
-  HSE-GL-GRP-PRO-07-01 Stack Emissions Testing
-  HSE-GL-GRP-GUI-07-01 Working at Heights Manual
-  HSE-GL-GRP-FRM-07-01.1 Working at Heights Contract Assessment
-  HSE-GL-GRP-FRM-07-01.2 Stack Emissions Sampling Generic Risk Assessment
-  HSE-GL-GRP-FRM-07-01.3 Permit to Work - Heights
-  HSE-GL-GRP-FRM-07-01.4 Fall Controls Declaration

Additional References



Training resources

- ALStar ID:00001622 - Control of Lead in Fire Assay
- ALStar ID:00001662 - ALS Safe Driving Guide
- ALStar ID:00003906 - Stack Emissions Sampling Risk Assessment
- ALStar ID:TBD - Confined Space
- ALStar ID:TBD - Cyanide
- ALStar ID:TBD - Hydrofluoric Acid
- ALStar ID: 00004862 - Life Saving Rules
- ALStar ID:TBD - LOTO (Lock Out Tag Out)
- ALStar ID:TBD - Offsite Sampling
- ALStar ID:TBD - Work at Heights



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

Promotional material
Posters



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Goal 8 – Health, Hygiene and Wellbeing



Objectives

To identify, assess and control occupational health and wellbeing hazards to, where practicable, eliminate illness and injury, both physical and psychological.

Requirements

Occupational health assessment and surveillance shall include:

- Assessment for fitness for work, for high risk work, during pre-employment selection.
- Regular health surveillance appropriate to the risk of exposure.
- Communication of the results of health assessments and surveillance with due regard for confidentiality.

The occupational health, hygiene and wellbeing program will include:

- Identification of occupational physical and psychological health hazards including those associated with living in other countries and work-related travel.
- Identification of internal and external issues that can impact psychosocial risk.
- Implementation of controls to eliminate or minimise exposure to the hazards.
- Targets set to drive improvements in occupational hygiene, health and wellbeing.



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The health and wellbeing of the workforce shall be promoted through access to health information programs.

Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Documented health surveillance program where required due to health risk.
- Occupational monitoring program where required due to health risk.
- Documented wellbeing program.
- Pre-employment health assessments for high risk work and where required by law or the client.
- Industrial hygiene risk assessment for tasks where risk of exposure to health hazards is high, is unknown, or is requested by the employee.
- Controls relevant to risk, task frequency, and cost (using the hierarchy of controls).
- Where the occupational health risk cannot be eliminated or suitably controlled by other means, provide employees with suitable personal protective equipment including fit testing and training on its correct use, maintenance and storage.
- Documentation of surveillance and monitoring results including communication of results to those employees who have been tested.
- Process for supporting mental health wellbeing including a nominated officer and access to the employee assistance program.

ALS Corporate Documents

 HSE-GL-GRP-GUI-08-01 Industrial Hygiene Criteria

Additional References



Training resources

ALStar ID:00001622 Control of Lead in Fire Assay
ALStar ID:00003106 The Basics of Manual Handling at ALS



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

Employee Assistance Program
Industrial hygiene reports
Industrial hygiene risk assessments
Medical Surveillance programs
Personal and area monitoring programs



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Goal 9 – Communication and Consultation



Objectives

To ensure effective communication and consultation with employees and stakeholders to engage them in HSE matters through equitable and culturally appropriate means.

Requirements

Employees shall be consulted and encouraged to participate in the development, implementation and review of HSE requirements where appropriate.

Effective channels of communication shall exist to communicate the following to all employees:

- HSE requirements and responsibilities
- Changes to HSE requirements
- Information on HSE performance.

Demonstration of these channels of communication may include:

- Monthly team meetings
- Noticeboards
- Posters
- Memos

- Toolbox talks

A complaint management and conflict resolution process shall be implemented that includes:

- Acknowledgement of the complaint.
- A register of complaints.
- Investigation of the complaint, if appropriate.
- Implementation of corrective actions.
- Reporting to relevant employees on the outcomes of investigations and subsequent corrective actions.
- Participative and consultative mechanisms.

Relevant health and safety experience and knowledge shall be shared across ALS sites and employees.




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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Mechanism for employee participation and consultation, including both managerial and non-managerial employees, in elements of HSE including:
 - Hazard identification and risk assessments.
 - Actions to control hazards and risks.
 - Investigations of incidents and non-conformances.
- Development of the HSE strategy and objectives.
- Various effective channels of communication for the relay of HSE information; such as safety alerts, investigation outcomes, HSE plan and policies, relevant hazards and risks, etc.
- Documented conflict resolution process in relation to HSE concerns.
- ALS HSE noticeboard to be in place (for large operational sites).

ALS Corporate Documents

 CAR-GL-GRP-POL-005 Whistle-blower Policy

 HSE-GL-GRP-PRO-09-02 HSE Alerts and Notifications

Additional References



Training resources Not applicable



Compliance Portal

<https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources

HSE alerts and notifications
Monthly HSE reports
Meeting records
Toolbox talks
SEARCH posters
Noticeboard template
ALS Integrity Hotline



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Goal 10 – Emergency Preparedness



Objectives

To ensure appropriate resources and effective emergency response, disaster recovery, and business continuity plans are in place to manage operational emergencies and business crises.

Requirements

All foreseeable site emergencies shall be systematically identified and the HSE impacts assessed including those associated with activities adjacent to sites.

A site emergency response plan shall be developed to mitigate the assessed HSE impacts.

All employees shall be trained in the emergency response plan to understand:

- Their roles and responsibilities
- The use of emergency response resources.

A disaster management plan must be developed in line with the template provided on the portal.

Resources required for the management of emergencies shall be allocated and their adequacy reviewed on a regular basis.

Emergency response drills/practice exercises shall be conducted:

- At least annually
- With involvement from external emergency agencies (for large site locations).

A Business Continuity Plan shall be developed for those sites that are unique or have limited redundancies in place.

Lessons learnt from actual emergencies and emergency exercises shall be:

- Properly documented
- Used to review and amend existing plans and resources as required.
- Shared amongst other ALS operations as appropriate.







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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Documented Emergency Response Plan.
- Documented Disaster Management Plan.
- Documented Business Continuity Plan (where determined as required by the business).
- Documented periodic testing of emergency equipment as determined by local regulations.
- Emergency exercise conducted (at least annually) with documented evaluation of the exercise, and revision of plans as required.
- Documented emergency training.

ALS Corporate Documents

-  HSE-GL-GRP-PRO-10-1 Emergency Management
-  HSE-GL-GRP-FRM-10-1.1 Emergency Response Booklet Template
-  HSE-GL-GRP-FRM-10-1.2 Disaster Management Plan Template
-  HSE-GL-GRP-FRM-10-1.3 Business Continuity Plan Template

Additional References



Training resources ALStar ID:00001661 Provision of First Aid



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources
First aid register
Kidnap and extortion emergency response example
Conflict and war emergency response example
Emergency drill reports



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Goal 11 – Environmental Stewardship



Objectives

To ensure businesses audit and report on their environmental aspects and implement measures to minimise the impact of our operations on people and the environment, continuously improve our environmental performance, and contribute to protecting our climate by reducing our greenhouse gas emissions.

Requirements

Each business must determine and monitor their environmental impact in terms of waste generation and scope 1, 2 and 3 greenhouse gas emissions. These include electricity usage, gas usage in furnaces and building heating, and emissions from vehicles and travel.

Each business stream is to set and achieve annual emission reduction targets that meet the ALS Group Climate Change Strategic Plan (Roadmap to Net Zero).

Each site must ensure their environmental aspects and impacts are monitored and controlled including:

- Review of current practices and promotion of initiatives to reduce energy and waste generation where possible.
- Recording of site location in the sustainability risk register on the compliance portal to assess the need for ongoing monitoring.
- Where site emissions can move offsite and impact surrounding areas, sites must monitor emissions and implement programs for reduction (in line with local legislative requirements).






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Guidance




To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Report against the corporate Sustainability metrics on an annual basis.
- Site profiles must be added to the Sustainability Risk Register as per the Sustainability Risk Guide.
- Monitoring of energy and waste data by uploading invoices for each onto the Compliance Portal.
- Implementation of ALS Ltd Facilities Fit Out and Refurbishment Minimum Standards when building/refitting facilities.
- Consideration of energy efficiency when purchasing new vehicles or laboratory plant and equipment.
- Sites to demonstrate initiatives to reduce their environmental impact by uploading projects and “success stories” onto the Sustainability section of the Compliance Portal.
- Sites that are determined to have a significant environmental impact are required to conduct audits on energy usage, water usage and waste generation.
- Sites must ensure that all hazard control equipment including fume cupboards, dust extraction systems, waste water systems are maintained and operating to specification to ensure all emissions are within licence and regulatory requirements.

ALS Corporate Documents

-  HSE-GL-GRP-PRO-12-01 Gravimetric Dust Monitoring
-  HSE-GL-GRP-GUI-12-01 Sustainability Risk Register Guide
-  ALS Group Climate Change Strategic Plan (Roadmap to Net Zero)

Additional References

-  Training resources ALStar ID:TBD Environmental Sustainability (as part of the Global Induction)
-  Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>
-  Additional resources
Environmental dashboard
Annual Sustainability Report
Waste registers
Sustainability risk register
Greenhouse gas calculators

Goal 12 - Contractor and Supplier Management



Objectives

To establish a process that ensures the systematic selection, engagement and management of contractors, suppliers and partners who provide ALS with products and/or services.

Requirements

Establish a process that ensures contractors, suppliers and partners are selected based on defined criteria which include:

- A risk based HSE evaluation of their products and/or services.
- An evaluation of past health and safety performance.

Establish a system that ensure contractors, suppliers and partners are engaged through a formal contract or process that includes requirements for:

- Meeting or exceeding ALS's health and safety standards when performing activities or supplying goods/services.
- Providing competent employees who are fit for work.
- Adequate insurance.

- Participating in onsite inductions.

Ensure a process is established to monitor contractors', suppliers' and partners' compliance with the relevant health and safety management system, legislation, standards and codes requirements.

Systems shall be established to ensure contractors, suppliers and partners are managed including:

- Documentation of responsibilities and lines of communications.
- Setting, monitoring and reporting health and safety performance targets.
- Feedback on their health and safety performance throughout the duration of the contract.
- Consequences for non-compliance.



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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Establish process for contractor selection based on set criteria including the risk posed by the work, HSE performance, experience and competency.
- Record of all contractors documented in the portal (including insurances).
- Management of contractors including site inductions, work authorisation/permits, control and record of site access, onsite management and supervision, periodic review of relevant documentation such as qualifications and insurances, and documented periodic review of HSE performance.
- Process to communicate the presence of contractors working on site to employees including type of work, risks and hazards and any business interruptions.

ALS Corporate Documents

Not applicable

Additional References



Training resources ALStar ID:00002206 ALS Contract Review Policy



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources Contractor register



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Goal 13 – Training and Awareness



Objectives

To ensure employees and contractors have the appropriate levels of health, safety and environment competence to perform their work activities, in accordance with ALS's HSE policies, standards, and procedures.

Requirements

Health and safety competency shall be measured through the following requirements:

- An induction or orientation process that addresses ALS's HSE requirements.
- Identification of appropriate HSE training for all employees according to the risks and regulatory requirements of their position.
- Training in the HSE management system.
- Ongoing assessment of health and safety competence and delivery of refresher training as required.

The application of these requirements shall be appropriate to the health and safety obligations,

hazards and risks associated with the work activities.

Employees and contractors shall be made aware of their obligations to:

- Comply with defined health and safety policies and procedures.
- Advise management of any changes to the work environment that may have an effect on their health and safety.

A system for electronically recording training data shall be established, supported and maintained in ALStar. Records will include what training was provided, when it was provided, names of participants, and name of the provider.



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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- All employees must be educated in or made aware of all mandatory training courses listed in ALStar. These include:
 - Global ALS induction
 - Global ALS HSE Induction
 - Code of Conduct
 - Cyber security
 - Site/business induction including site rules, risks and hazards
 - Emergency procedures including first aiders and wardens, evacuation routes and assembly points.
- All contractors and other relevant stakeholders must be educated in or made aware of the following areas:
 - Site/business induction including site rules, risks and hazards
 - Emergency procedures including first aiders and wardens, evacuation routes and assembly points.
 - Other required HSE training as relevant to their role.
- Other required HSE training as relevant to their role.

ALS Corporate Documents

Not applicable

Additional References



Training resources Not applicable



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources
ALStar
Training presentations
Training attendance sheets



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Goal 14 - Change Management



Objectives

Planned and unplanned material changes, are to be identified, assessed, controlled and monitored.

Requirements

A Management of Change Process has been developed on the Compliance Portal to track significant changes that have the potential to impact the health and safety of workers or the environment, including:

- Products
- Processes
- Services
- Organisational structure
- Procedures
- Legal requirements
- Knowledge and information
- Technology
- Specifications
- Practices
- Facilities
- Equipment

The change management process will apply to both permanent and temporary changes.




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Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Events involving potentially hazardous or significant changes to be logged on the Compliance Portal.
- The record should include details of the risk assessment undertaken, and actions implemented to control or mitigate risks identified.
- Monthly operations meeting should include a line item to review any changes implemented or planned during the month that are:
 - Capital expenditure on plant or equipment with material HSE risk
 - Organisational changes
 - >20% month on month workflow or staffing changes
 - Facility layout.
- Training for employees involved in change and the management of change process.

ALS Corporate Documents

 HSE-GL-GRP-PRO-14-01 Change Management

Additional References



Training resources Not applicable



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources MOC process



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Goal 15 - Loss Control



Objectives

Management of risks from fire, security and natural perils to physical property and site assets (as agreed with ALS Group Property Insurance Underwriters).

Requirements

To meet the requirements of this HSE Foundation Standard the following must be implemented.

Loss control requirements are based on the asset values declared for each ALS site location. Sites are assigned a loss control level (based on asset value in AUD).

These levels are:

- Level 1 - \$0 to \$500 000
- Level 2 - asset value >\$500 000
- Level 3 - asset value >\$2 000 000
- Level 4 - asset value >\$5 000 000

Guidance

The obligations for each level of loss control are as follow:

Loss Control Level 1

- Non-smoking policy or restricts smoking to dedicated areas.
- Flammable liquids are stored according to local regulations and volumes held kept to a

minimum. Flammables must be kept away from ignition sources.

- A written and readily available emergency procedure and disaster recovery plan must be in place and known by staff.
- The site must be able to be secured to prevent unauthorised access.

For Level 2



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- A "Hot work permit" system is to be in place to manage welding and grinding activities.
- Smoke and/or heat detectors must be installed with an audible alarm.
- Fire extinguishers or fire hoses appropriate for the site and type of fire must be installed.
- Firefighting equipment (e.g. extinguishers) and installations must be checked and serviced on a regular basis by an appropriate qualified person.
- Staff must be instructed/trained in the use of firefighting equipment.
- A controlled key system for issuing and monitoring keys to the site should be in place.

For Level 3

- Monthly site inspections conducted to ensure flammables and combustibles are stored appropriately and firefighting equipment is accessible.
- Annual checks shall be conducted on fire services including firefighting equipment, fire detectors, fire doors, emergency lighting (the scope of the audits/checks will be based on the fire equipment needed for the building).
- Hard-wired fire detection system connected to base station or fire panel.

- Where the site does not operate 24/7 or have a permanent guard on site, it must either have a security alarm in place or security patrols conducted after hours.

For Level 4

- External fire authorities/contractors to visit the site to review fire controls in place every 2 years unless prescribed by the local authority as different.
- Thermal scanning must be performed on switch or electrical circuit boards annually.
- Monitored fire alarm system to alert nominated managers or external monitoring company when it is triggered.
- Documented areas of high risk or concentration of assets to have appropriate controls such as sprinklers or suppression systems, segregation or compartmentalisation.
- Where the site does not operate 24/7 or have a security guard it has a monitored security alarm to alert nominated managers or external monitoring company.

N.B. In addition to the controls required for the specific level a site falls under, it must also comply with the obligations of the lower levels e.g. A level 3 site is required to meet the obligations of level 3 plus levels 1 and 2.

ALS Corporate Documents

Not applicable

Additional References



Training resources Not applicable



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources Not applicable



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Goal 16 - Outsourcing and Procurement



Objectives

To ensure that all items procured that have the potential to cause harm (e.g. chemicals, large plant and equipment) and work that is outsourced, are reviewed by the relevant HSE team member to evaluate HSE risks.

Requirements

Any purchase or outsourcing where there is a potential for new hazards to be introduced to the workplace must be risk assessed. This includes purchase, hire or lease of new equipment, materials, substances or services such as:

- Hazardous chemicals
- Poisons
- Radiation sources
- Plant and equipment
- Electrical equipment
- Noise generating equipment
- Personal protective equipment and clothing.

The procurement of new items must be reviewed in terms of potential health and safety impacts on employees, other workers and the immediate community and potential environmental impacts. The review shall include aspects of:

- Delivery/Receipt
- Storage
- Use
- Disposal
- Training

Where work is outsourced, the hired persons or company must be reviewed against and adhere to the ALS HSE and Human Rights Policies.



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Guidance


To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Process to control aspects of any outsourcing activity that may affect the HSE of the business.
- Pre-qualification process for relevant suppliers and outsourcing activities.
- Process to control the procurement of goods and services to ensure they conform with the

business HSE management system and human rights policy.

- For larger purchases, the CEP risk assessment process must be used.
- For the procurement of new hazardous substances, laboratory managers must ensure that all such purchases are communicated to the relevant HSE team member for review.

ALS Corporate Documents

 HSE-GL-GRP-PRO-16-01 HSE in Procurement

Additional References



Training resources Not applicable



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources CEP risk assessment process



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Goal 17 – Monitoring and Evaluation



Objectives

To ensure that all businesses have an established system for monitoring, validating and improving health, safety and environment (HSE) performance.

Requirements

Assurance of performance against ALS's HSE Foundation Standard shall be provided through annual environmental, health and safety audits.

The following shall be monitored, reviewed, assessed and updated:

- Health, safety and environment strategy.
- Health, safety and environment plans.
- Health, safety and environment objectives and targets.
- Incident and injury trends.

HSE performance shall be appropriately reported up the organisation chain to the ALS Board through a consistent, documented reporting process which includes:

- Health, safety and environment objectives and targets.
- Incident and injury statistics and reports.
- Serious incident investigations (Tier One).
- Trend and root cause analysis of systemic or recurring issues.

Individual sites shall conduct their own health, safety and environment inspections and audits at frequencies appropriate to their level of health and safety risks (quarterly inspections as a minimum) and upload them onto the compliance portal.



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Sites will also be audited against this Foundation Standard using the Global Audit Tool with results posted on the Compliance Portal Audit Benchmarking Page (schedule to be agreed by ALS Corporate office).

Sites may conduct internal and external audits to comply with international management system standards such as ISO45001, ISO14001, and ISO9001 and based on their business needs.

Guidance

To meet the requirements of this HSE Foundation Standard the following must be implemented:

- Quarterly site inspections to be conducted and uploaded to the compliance portal.
- As per the ALS Audit Program, at least one site location per business stream to be audited using the Global Audit Tool each year. These audits to be completed by an independent HSE team member.
- Sites to review their HSE performance and HSE Management System annually to determine its effectiveness.
- Results of the review to be communicated to employees and stakeholders as appropriate.

ALS Corporate Documents

Not applicable

Additional References



Training resources Not applicable



Compliance Portal <https://portalapps.alsglobal.com/Compliance/Pages/HSE-Foundation-Standard.aspx>



Additional resources
Global Audit Tool
HSE dashboard
PPI Scorecard
Audit reports
Inspection reports