	Safety, Health & Environment Manual Policies & Guidelines		Document Number: QM-SHE-17.01
	Department: Safety, Health & Environment	Effective Date: January 23, 2020	Revision No 0



Safety, Health and Environment Manual


F2 Logistics Philippines, Inc. &

F2 Global Logistics, Inc.

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1.0 Safety, Health & Environment Policy Statement

F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. are committed to provide a safe working environment, ensure healthy workplace for its employees and uphold environmental sustainability

To accomplish this policy, the company is committed to:

- eliminate or minimize costly accidents, occupational injuries and illness, and property and environmental damage
- Conform with all significant safety, health and environment legislations
- Continually improves its Safety, Health and Environment (SHE) Management system through an effective SHE planning integrated with the Company's business processes.

2.0 Company Commitment to Comply with OSH Policy

F2 Logistics Philippines Inc. & F2 Global Logistics Inc. do hereby commit to comply with the requirements of RA 11058 and DOLE Department Order 198-18 (its Implementing Rules and Regulations) and the applicable provisions of the Occupational Safety and Health Standards (OSHS).


We acknowledge the company's obligation and responsibilities to provide appropriate funds for implementing this OSH program including orientation and training of its employees on OSH, provision and dissemination of IEC materials on safety and health, provision of Personal Protective Equipment (PPE) when necessary and other OSH related requirements and activities, to ensure the protection for our workers and employees against injuries, illnesses and death through safe and healthy working conditions and environment.

We commit to conduct risk assessment as required to prevent workplace accidents as well as comply with other provisions of this OSH program. That we are also fully aware

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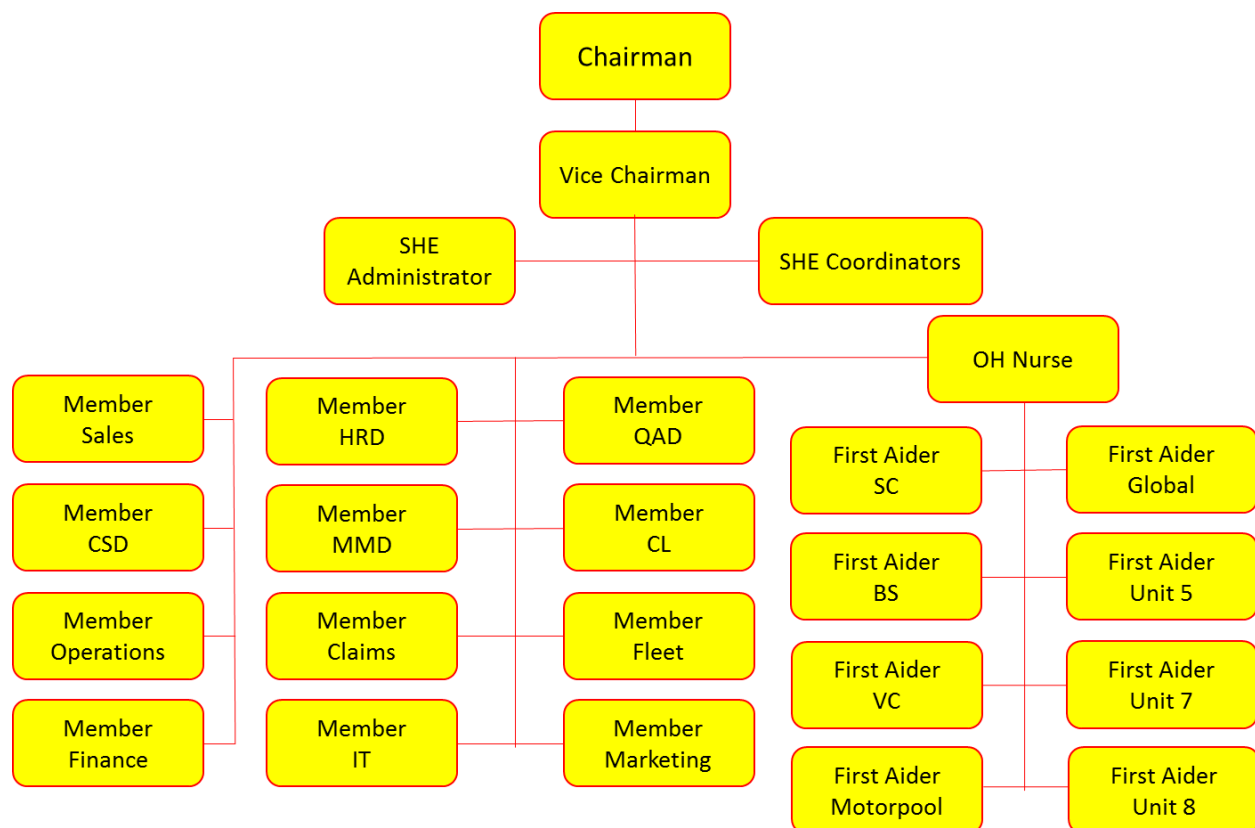
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of the penalties and sanctions for OSH violations as provided for in RA 11058 and its Implementing Rules and Regulations.

3.0 Safety, Health and Environment Committee


The SHE Committee of the company is responsible to plan, develop and implement OSH policies and programs, monitor and evaluate OSH programs and investigate all aspect of the work pertaining to the safety and health of all the workers. SHC shall be composed of the following in compliance with the law:



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SHE Committee shall effectively plan, develop, oversee and monitor the implementation of the SHE Program

Management

- Overall responsibility for establishing and maintaining environmental health and safety programs for the company.
- Provide the leadership, procedures to ensure a safe and healthful environment for the company.


SHE Administrator* / Coordinators

- *Serves as Secretary to the Health and Safety Committee. As such, he shall:
 - a. prepare minutes of meetings;
 - b. report status of recommendations made;
 - c. notify members of the meetings; and
 - d. submit to the employer a report of the activities of the committee, including recommendations made.
- *Oversee the overall management of the OSH program in coordination with the OSH Committee;
- Frequently monitor and inspect any health or safety aspect of the operation being undertaken with the participation of supervisors and workers;
- Assist government inspectors in the conduct of safety and health inspection at any time whenever work is being performed or during the conduct of an accident investigation by providing necessary information and OSH reports as required by the OSH standard; and
- Issue Work Stoppage Order (WSO) when necessary based on the requirements and procedures provided by the OSH standards.
- Acts in an advisory capacity on all matters pertaining to health and safety for the guidance of the employer and the workers.
- Conducts investigation of accidents as member of the Health and Safety Committee and submits his separate report and analysis of accidents to the employer.
- Coordinates all health and safety training programs for the employees and employer.

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- Conducts health and safety inspection as member of the committee.
- Maintains or helps in the maintenance of an efficient accident record system and coordinates actions taken by supervisors to eliminate accident causes.
- Provides assistance to government agencies in the conduct of safety and health inspection, accident investigation or any other related programs.
- For purposes of effectiveness in a workplace where full-time safety man is required, he shall report directly to the employer.

Employees:

- Participate in capacity building activities on safety and health and other OSH related topics and programs;
- Proper use of all safeguards and safety devices furnished for workers' protection and that of others;
- Comply with instructions to prevent accidents or imminent danger situations in the workplace;
- Observe prescribed steps to be taken in cases of emergency including participation in the conduct of national or local disaster drills; and
- Report to their immediate supervisor or any other responsible safety and health personnel any work hazard that may be discovered in the workplace.


Subcontractor / Service Provider

Liabilities will be based on the contract or service agreement reviewed and issued by the concerned department. Therefore, SHE compliances of requirements shall always be included.

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4.0 Safety, Health & Environment Risk Assessment and Control

The SHE Committee shall establish and maintain a system to identify and evaluate the SHE aspects to assess its applicability, significance and address risks.

4.1 HIRAC Procedures

1. Identify the hazard and enter in the hazard register or list
2. Assess the related risk due to the hazard
3. Control the risks or implement risk reduction plans
4. Recover or mitigate the effects
5. Identify gaps in controls and recovery measures and develop remedial action plan

4.2 Identified hazards, risks and control are classified to 4 categories

- A. Office Operations
- B. Warehouse Operations
- C. Trucking Operations
- D. Motor pool Operations

4.3 Identified hazards, risks and control are reviewed annually


4.4 Hazard and Risk Evaluation

Severity of Consequences Matrix						
Level	People	Environment	Assets	Legal and Other Requirements	Operations	Reputation
1 - Very Low	Slight	Slight	Slight	Internal	Slight	Internal / Local Community
2 - Low	Minor	Minor	Minor	Corporate / Industry	Minor	Municipal
3 - Medium	Serious	Serious	Local	Legal - Condition	Local	Regional
4 - Moderate	Major	Major	Major	Legal Limit	Major	National
5 - High	Catastrophic	Catastrophic / Massive	Massive	Legal Permit	Massive	International

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Likelihood of Occurrence Matrix				
Level	Past Accidents	Frequency of Activity	Degree of Exposure	Frequency of Occurrence
1 - Very Low	Happened every two years or more	Once per year	Less than one(1) hour	Unlikely to occur, very low probability
2 - Low	Happened every one year	Once per quarter	One(1) to less than two(2) hours	Unlikely to occur, but conceivable
3 - Medium	Happened every six (6) months	Once per month	Two(2) to less than eight(8) hours	Might occur but unexpected
4 - Moderate	Happened every quarter	Once per week	Eight(8) hours to less than twelve(12) hours	Occurs occasionally and expectedly
5 - High	Happened every month	Once per day	Twelve(12) hours or more	Occurs daily


RISK ASSESSMENT RATING MATRIX						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

Tolerable Risk ($R < 5$)	Risk is negligible/acceptable. No additional controls or actions are required. No documentary records need to be kept. However, promotional campaign for good initiatives are highly encouraged, ie. Further resource conservation
Low Risk ($5 \leq R < 10$)	Risk is low, relatively acceptable. Ensure appropriation of documented ESH operating criteria and training for relevant personnel on the said operating criteria. Monitoring and measurements of SHE parameters with internal and/or legal limits. Use of appropriate personal protective equipment (PPE), where applicable
Medium Risk ($10 \leq R < 20$)	Risk is moderately intolerable. Efforts should be made to reduce the risk - documented procedures with defined operating criteria, including training of relevant personnel where applicable, monitor and measure SHE parameters with internal and legal limits.
High Risk ($R \geq 20$)	Risk is extremely intolerable. Efforts shall be made to reduce the risk - documented procedures with defined operating criteria, monitor and measure SHE parameters with internal and/or legal limits. Prepare Hazard Analysis Worksheet (HAW) and use the results as basis in evaluating effectiveness/adequacy, and where necessary determining threat controls and recovery control measures, including identification of training needs. To be considered in setting up objectives, targets and programs. Proposed additional measures and actions shall form part of organization's SHE programs

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5.0 Health Programs for the promotion, prevention and control

5.1 Medical Surveillance

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. require all employees to undergo a pre-employment medical exam for new hires and annual physical exam for regular employees, conducted every 2nd quarter of the year, the examination will include but not limited to the following:

- CBC
- X-Ray
- Urinalysis
- Fecalalysis
- Blood Chemistry
- ECG
- Drug Test

All required medical examinations and procedures will be performed by or under the supervision of a licensed physician and will be provided without cost to the employee.

5.2 First Aid


To ensure that all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. who are in need of first aid treatment will receive such treatment promptly and efficiently from a certified and qualified person.

Refer to First Aid Policy 2P-SHE-17.03

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5.3 Health Policies

This refers to : Drug-free Workplace in compliance to RA 9165, Human Immunodeficiency Syndrome (HIV/AIDS) in compliance to (RA 8504) RA 11166, Tuberculosis in compliance to EO 187-03, Hepatitis B in compliance to DOLE Advisory No. 05 Series of 2010, Mental Health in compliance to RA 11036.

Please refer to policies:

- Drug-free Workplace Policy and Program 2P-SS-05.20
- Mental Health in the Workplace Policy and Program 2P-SHE-17.05
- Health and Well Being Policy and Program 2P-SHE-17.04
- HIV/AIDS Workplace Policy and Program 2P-SS-05.21
- Workplace Policy and Program on Tuberculosis Prevention and Control 2P-SS-05.05
- Workplace Policy and Program on Hepatitis B 2P-SS-05.09

6.0 Personal Protection Equipment

In compliance with the provisions of the R.A. 11058 Section 8, the company will furnish at no cost to the employee, certain personal protective equipment (PPE) required by the job. PPE for eyes, face, head and extremities shall be provided whenever it is necessary due to the hazards presented by the job. Such hazards include chemical, biological, and physical hazards encountered in a manner capable of causing injury.


PPE is designed to prevent entry into the body through absorption, inhalation or physical contact and includes protective clothing, respiratory devices, and protective shields and barriers.

Please refer to PPE Policy 2P-SHE-17.06

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7.0 SHE Communication and Training

The SHE Committee shall pursue a constant effort to instill SHE awareness and compliance. They will ensure that employees have been oriented to or attended the programs structured by the committee. It shall likewise promote management and employee involvement to SHE initiatives and programs.

Safety and compliance required training shall be communicated in a manner readily understandable to employees, in accordance with the communication policy outlined below.

A. Systems of Communication

Managers and supervisors, both faculty and staff, shall establish, implement and maintain a system for communicating with employees and students about health and safety matters. Information should be presented in a manner readily understood by the affected employees. Due attention must be paid to levels of literacy and language barriers. Verbal communications should be supplemented with written materials or postings if appropriate. Whenever appropriate, statutes and policies affecting employees shall be available in the workplaces.

B. Communication About Hazards

Employees who may come in contact with hazardous practices either in the workplace shall be provided information concerning the particular hazards which may be posed, and the methods by which they may deal with such hazards in a safe and healthful manner.


C. Training

SHE Core Team, shall be experienced, trained or knowledgeable in the safety, health and environment hazards to which employees under their immediate direction and control may be exposed, and shall be knowledgeable of current practices and safety requirements in their field.

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Employees shall have or be provided the knowledge to protect themselves from hazards in their working and learning environment. SHE Committee, Managers and Supervisors shall ensure that employees have received appropriate training and information regarding:

- General health and safety practices of the workplace, including emergency procedures;
- Job-specific health and safety practices and hazards;
- Recognition and assessment of health and safety risks; and,
- How to minimize risks through sound safety practices and use of protective equipment; and,
- Awareness of appropriate practices to protect the environment.

Training shall occur when:

- An employee is hired is new to the company;
- An employee is given a new assignment for which training has not previously been received; and
- New hazards are introduced by new, processes or equipment.

Employees should, periodically, be retrained or demonstrate an understanding of current standard safety practices and requirements for their areas.

8.0 Accident/Incident/Injury investigation recording and reporting


Any dangerous occurrence, major accident resulting to death or permanent total disability, shall be reported by the company to the DOLE Regional Office within twenty four (24) hours from occurrence using the prescribed form (Work Accident / Incident Notification).

After the conduct of investigation, the company shall prepare and submit work accident report using the prescribed form (WAIR). Moreover, other work accidents resulting to disabling injuries such as Permanent Partial Disability and Temporary Total Disability shall be reported to the DOLE Regional Office within 30 days after the date of occurrence of accident using the DOLE prescribed form (WAIR).

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All near misses shall be recorded and reported. A system for notification and reporting of work accidents including near misses within the company shall be developed and reviewed by the OSH Committee as necessary.

9.0 Emergency and Disaster Preparedness:

To outline the responsibilities and expectations for all personnel that may be involved in an emergency situation.

Please refer to Business Continuity Plan QM-11.09

10.0 Environment Management System

10.1 Solid Waste Management System

To comply with regulatory requirement on proper storage, handling and disposal of waste

Please refer to Solid Waste Management Program 2P-SHE-17.09

11.0 Prohibited Acts and Penalties/sanctions for violations on SHE Policies

Safety and health policies and procedures are established and enforced to protect employees from injury and illness as well as to provide for a safe and healthful place of employment.


Adherence to health and safety policies and procedures is enforced in a consistent manner according to the personnel policies in effect for the particular employee. Disciplinary policies for employees are found in the Human Resources Code of Conduct.

Please refer to Code of Conduct under IX. Safety and Health 2P-SS-05.38

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12.0 SHE Management System Review

SHE Management System shall be reviewed at least annually to ensure its continuing suitability, adequacy and effectiveness. SHE Committee, Managers, Supervisors shall determine the information necessary to allow management to evaluate and amend the SHE Manual. The review shall address the possible need for changes to the organization's policy, goals and other programs.

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