

# Group Safety and Health Policy

## *(including the Major Accident Prevention Policy)*

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### Policy statement


SSE's policy is that if it's not safe, we don't do it.

### Policy purpose

The purpose of this policy is to prevent injury and ill health associated with SSE's activities. This policy applies to all our communities (SSE employees, contingent workers and contract partners) and supports them to be healthy and happy at work and ensures that we all get home safe. We are committed to a positive and open approach that supports our belief that all accidents are preventable, where we do everything safely and responsibly.

This Safety and Health Policy is an integral part of SSE's SHE Management System and shapes our approach with our Contract Partners. Our Policy is available to all interested parties and SSE will comply with relevant Safety and Health legislation and other requirements as a minimum and will support our Contract Partners to do the same.

This policy is owned by the Director of Human Resources and is one of a suite of group-level policies that promote a healthy business culture, guide decisions and actions as expected by the company's stakeholders and make SSE a responsible company that people want to invest in, buy from, work for and partner with.



**John Stewart**

Director of Human Resources



**Alistair Phillips-Davies**

Chief Executive Officer



## POLICY PRINCIPLES

The following principles highlight how we expect the policy statement to be achieved, and should be used to guide behaviours, decision making and action:

<p>People</p>	<ul style="list-style-type: none"> <li>• Our workforce is supported to ensure:           <ul style="list-style-type: none"> <li>○ Direction, training, and supervision is provided to employees and contractors to enable them to discharge their duty to work safely and responsibly, prevent work-related injury and ill-health, and get home safe.</li> <li>○ Contract Partners are competent and have systems in place to comply with safety legislation, standards, and procedures.</li> <li>○ Workplace controls are put in place to ensure safe and healthy working conditions for operations, maintenance, and construction. Roles and responsibilities are in place to manage major accident hazards.</li> <li>○ Human factors are considered in the management of our operations and organisational changes are only made after risks to safety and health have been assessed and mitigated.</li> <li>○ Promotion of effective communications, joint consultation and co-operation on safety and health matters to allow employees, their representatives, and contractors the opportunity to positively influence the way we work.</li> <li>○ All employees and contract partners understand their responsibilities in delivering safe and healthy outcomes for our people, customers, and visitors.</li> </ul> </li> </ul>
<p>Plant and Equipment</p>	<ul style="list-style-type: none"> <li>• Maintain the integrity of our facilities and assets, so that:           <ul style="list-style-type: none"> <li>○ Risks are assessed and effectively controlled when plant, process or equipment is designed and when changes are made.</li> <li>○ Workplace controls are put in place to ensure safe and healthy working conditions for operations, maintenance, and construction.</li> <li>○ Integrity risks are assessed and mitigated throughout the complete lifecycle of the asset.</li> <li>○ Accurate plant and process information is maintained.</li> </ul> </li> </ul>

Performance	<ul style="list-style-type: none"> <li>• Continual improvement of the Safety and Health Management system is ensured by:           <ul style="list-style-type: none"> <li>○ Providing a framework for setting Safety and Health objectives, targets and to monitor performance indicators and high-potential incidents.</li> <li>○ Investigation of incidents, communication of findings and promote lessons learnt.</li> <li>○ Regular audits to highlight good practice and concerns.</li> <li>○ Local reviews of business-specific management system and performance.</li> <li>○ Identification of opportunities for improvement.</li> <li>○ Reporting on our safety and health performance annually.</li> </ul> </li> </ul>
Processes	<ul style="list-style-type: none"> <li>• Risks are managed by:           <ul style="list-style-type: none"> <li>○ Systematic identification and assessment of safety and health hazards under normal, abnormal, and emergency conditions so that risk is eliminated or adequately controlled.</li> <li>○ Controls for the safe operation of processes are applied and safe systems of work are followed.</li> <li>○ Giving all employees personal responsibility for being fit for work– appropriate health surveillance will be provided for employees exposed to occupational health risks.</li> <li>○ Developing, exercising, and maintaining emergency plans.</li> </ul> </li> </ul>



## ROLES AND RESPONSIBILITIES

This policy applies to all SSE employees, contingent workers and contract partners. The Policy applies to Joint Venture partnerships where SSE manage and provide operational resources.

Where we operate internationally, we will utilise our Group Policies as a default, subject to legal or regulatory requirements of the relevant international domain, and relevant local policies and supporting procedures.

Everyone's responsibilities under Health and Safety legislation are detailed in the SSE SHE Employee Guide (MA-SHE-001-006), which is available on-line and used as part of company inductions.

## Managing Directors/Directors

Directors are responsible for implementing and operating SSE's SHE Management System to ensure compliance with applicable SHE legislation, the prevention of work-related injury and ill-health. They will develop, lead, and promote a positive SHE-culture through visible, proactive, consistent, and influential leadership to achieve continual improvement in SHE performance and ensure that effective channels of communication and consultation with employees are in place. They will ensure that each business area has a SHE plan in place for the financial year, setting out their improvements to SHE performance.

## Managers

Managers are responsible for making sure that their teams and colleagues understand and comply with the policy and supporting procedures as well as complete any relevant training.

Managers should appoint competent persons to implement specific requirements of the Risk Standards (or legislation), and to have a system in place for the assessment of competence. Under Health and Safety law there are also requirements for specific 'duty holders' to be clearly identified and their accountability determined.

A summary of the responsibilities for managing directors and managers is included in Appendix B of MS-SHE-001 (Safety, Health and Environmental Organisation Standard).

## Employees

All employees are expected to comply with the policy and supporting procedures, complete all relevant training and report safety hazards or unsafe work practices.

They have the responsibility and authority to stop work if there is any question related to safety or operational risk under the SSE safety licence of "if it's not safe, we don't do it".

## Key People

The **SHE Director** is responsible for providing SHE management expertise, guidance and assurance to the SSE Board and sub- Committees, Managing Directors, and their Business Units to ensure that this policy is appropriately implemented and complies with applicable safety and health legislation and other requirements.

Each Business Unit has a **Head of SHE, Head of SHW, or SHE Manager(s)** and **SHE Adviser(s)** to support the Business Unit requirements.

The **Group SHE Standards Manager** and team are responsible for the Group SHE Management System and performance reporting. The **Group Head of Occupational Health and Wellbeing** is responsible for the delivery of an Occupational Health Surveillance service and the promotion of wellbeing services.

Members of Group SHE Programmes team are Subject Matter Experts in their field e.g., crisis management and business continuity, management of road risk, safe systems of work etc.



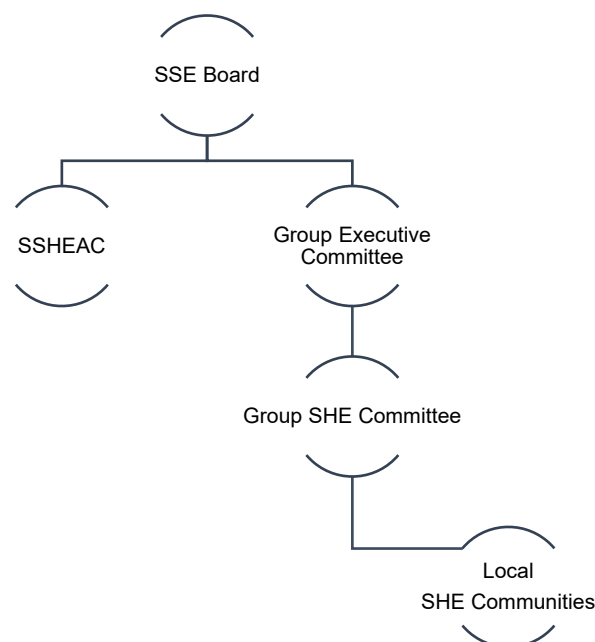
## GOVERNANCE

The **SSE plc Board** and **Group Executive Committee** are responsible for the oversight for this Policy including the approval of any changes to the Policy. This Policy is reviewed annually as part of an evaluation process.

The **Group Safety, Health and Environment Committee (SHEC)** supports the **Policy Owner** and makes sure that the policy is adhered to through awareness, training and monitoring of policy implementation. Incidents and breaches are reviewed and where appropriate opportunities for improvement are actioned.

Governance for the implementation of the Safety and Health Policy and for the continual improvement in SHE performance is provided by the Group SHE Committee at Group-level, the, **Safety, Sustainability, Health and Environment Advisory Committee (SSHEAC)** at Board level, and at local level by **Local SHE Communities (LSC)**.

A further consultation forum exists at Group Level; the **Health, Safety and Environment Committee (HeSEC)** provides a forum for senior SSE managers to meet with Trade Union/Employee representatives.



## CULTURE

SSE takes pride in its reputation as a responsible company with a strong commitment to always do the right thing. Of SSE's core values – Safety, Service, Efficiency, Sustainability, Excellence and Teamwork – safety is foremost. Everybody working with SSE is empowered to use the licence of “if it's not safe, we don't do it”.

The Company's Safety Family behavioural programme is built on four well-communicated statements:

- We take care of ourselves, each other, and our environment
- We take pride in our work and our environment
- We plan, scan, and adapt
- We see it, sort it, report it



## TRAINING

Safety, Health and Environment training is provided to ensure that SSE's workforce know how to work safely and without risk to health. Training is provided in the following areas:

- **All employees** are required to complete mandatory **General SHE Induction** training, including arrangements for fire, first aid and evacuation.
- **Visitor safety instruction** (including induction training when appropriate) is provided at all SSE sites.
- **Managers** are required to provide **role-specific** induction and **supervision for young persons**.
- **Business Units** are required to establish a structured and risk-based process for **personnel training and competence assessment** for employees who perform tasks that can impact on SHE performance, to ensure that employees follow and maintain a safe system of work.



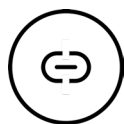
## SPEAKING UP

There is an expectation that employees will speak up when they have observed actions that have (or could) lead to the endangerment of customers, colleagues, contractors, or the public.

Employees can discuss anything that falls short of our expected high standards of ethical conduct and compliance, with their line or any other manager within the business. Alternatively, any concerns can be raised internally at [Speakup@sse.com](mailto:Speakup@sse.com) or externally through SafeCall using:

- Phone:
  - UK - 0800 915 1571
  - Ireland - 1800 812 740
  - All other countries +44 800 915 1571 (an independent telephone interpreter is available)
- Email: [sse@safecall.co.uk](mailto:sse@safecall.co.uk)
- [www.safecall.co.uk/report](http://www.safecall.co.uk/report)

*Any wrongdoing brought to light through the Whistleblowing Policy will result in internal disciplinary procedures, possible dismissal and criminal prosecution of individuals involved.*



## SUPPORTING DOCUMENTS

Additional documents available to provide further guidance and support include:

- The SSE [SHE Management System](#) comprises this Safety and Health Policy, 15 Management Standards and 42 Risk Standards. These key framework documents are supported by about 250 other documents, for example reference or guidance documents, forms, training briefs, employee risk cards etc. These documents are available to all SSE employees via the [Document Library](#); the Management and Risk Standards are also available on [SafetyNet](#).
- SSE SHE Management Standard MS-SHE-001 [Safety, Health and Environmental Organisation](#).
- RF-SHE-418 [Accountabilities and Responsibilities Matrix](#) for SSE SHE Management System.
- RF-SHE-406 [SHE Team Purpose and Organisation](#), sets out the Group SHE and Business Unit SHE team organisation.
- MA-SHE-001-006 [SSE SHE Employee Guide](#).
- PO-SHE-001 [Summary version of the Group Safety and Health Policy](#)