

# GUIDE

## MAYKOR Management System for Health, Industrial Safety and Environmental Protection

MAYKOR





Approved and put into effect

Order from 22 September 2014 № 018-OT-14

## **Guide.**

# **MAYKOR Management System for Health, Industrial Safety and Environmental Protection**

<b>Revision of the document:</b>	<b>1</b>	<b>Number in the Register:</b>	P 1-002-2014
<b>Unit responsible for control of execution:</b>	Department of Health and Safety		
<b>Developer / Division of:</b>	Specialist Health and Safety Smolyaninova SA / Department of Health and Safety		

## DOCUMENT FORM

Ed.	Description of Major Changes	Developer	Commissioned
1	First Edition	Specialist Health and Safety Smolyaninova SA	Order from 22 September 2014 № 018-OT-14

### Notes for Users

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# 1 INTRODUCTION

## 1.1 Purpose of the document

The requirements of these Guidelines apply to the organization and management of occupational safety, industrial safety and environmental protection (Health, Safety and Environment) in MAYKOR.

Purpose of this Guide:

- Eliminate or minimize the risks to health and life, which can be subjected to workers and other stakeholders during activities undertaken at MAYKOR;
- Implement, maintain and continually improve the HSE Management System;
- Ensure appropriate HSE policies and procedures are applied.

This Guide was developed in accordance with the applicable legislation of the Russian Federation, as well as the requirements of international standards (OHSAS 18001: 2007 and ISO 14001: 2004).

Guidelines apply:

- For general guidance in the HSE field of in order to achieve its goals and objectives;
- For presentation to stakeholders (supervisors and control personnel; customer service staff; suppliers of materials, equipment, personal protective equipment, etc .; and contractors);
- To verify the effectiveness of the internal HSE Management System.

## 1.2 Related units

The requirements of these Guidelines apply to all MAYKOR units and all the activities of MAYKOR branches , which directly or indirectly affect or may affect the health and safety of workers and the environment.

## 1.3 Terms and abbreviations

This document uses the following terms and abbreviations:

**Table 1.**

No	Term	Definition
1	<b>Accident</b>	Dangerous anthropogenic event that creates objects in defined territory or waters as a threat to life and health of people and leading to the destruction of or damage to buildings, equipment and vehicles, disruption of production or transport process, environmental damage
2	<b>Security</b>	Absence of unacceptable risk associated with the possibility of harm and (or) damage
3	<b>Safe working conditions</b>	Working conditions under which the impact to harmful and (or) hazardous working environments on the working are at harmless levels or their impact do not exceed the established limits
4	<b>Internal audit</b>	Systematic, independent and documented process for obtaining audit evidence and its objective evaluation to determine the extent to which audit criteria are fulfilled, established by the company
5	<b>Company</b>	MAYKOR
6	<b>Competence</b>	Demonstrated ability to apply knowledge and skills

7	<b>Macro-region</b>	Organizational structure for effective management of aggregate branches combined on an administrative-territorial basis
8	<b>Discrepancy</b>	Any deviation from the standards, technical regulations and accepted practices and procedures of work et al., which can lead directly or indirectly to an accident, property damage, poor workplace conditions or various combinations of these factors
9	<b>Safety hazards</b>	Production factor, whose impact on the work under certain conditions lead to injury, acute poisoning or other sudden sharp deterioration of health or death
10	<b>Health, Safety and Environment</b>	Labor protection, industrial safety and environmental protection
11	<b>Labor protection</b>	Systematic preservation of life and health of employees in the workplace, including the legal, socio-economic, organizational, technical, sanitary, medical and preventive treatment, rehabilitation and other measures
12	<b>Assessment of health status</b>	Procedures for assessing the health of workers through medical examinations
13	<b>Production activity</b>	Set of actions by people using the tools required for the conversion of resources into finished products, which include the production and processing of various types of raw materials, construction, various types of services
14	<b>Accident</b>	Any unplanned event that occurred as a result of or during the production of the company, which has led or could lead to industrial accidents, fires, explosions, accidents, road traffic accidents, environmental impact, or any other event having an impact on the business and reputation company
15	<b>Procedure</b>	Specified way to perform an activity or process and can be documented or undocumented
16	<b>Employee</b>	A natural person who has entered into an employment relationship with the employer (MAYKOR)
17	<b>Employer</b>	Legal entity (MAYKAOR) that has entered into an employment relationship with the employee
18	<b>Effectiveness</b>	Measurable results from HSE Management System relating to the control and management of health and safety risks
19	<b>Risk</b>	The combination of the probability of occurrence of an event that could cause harm
20	<b>System</b>	Set of elements related and interacting with each other, forming the inherent integrity of the system (unity) to achieve a certain goal; element of the system is a part of it and is independent in relation to the system
21	<b>HSE Management System</b>	Part of the overall management system a company uses, providing risk management for health, safety and environment-related activities
22	<b>Special assessment of working conditions</b>	Single set of coherent measures for the identification of harmful and (or) the hazards in the work environment and work process and the evaluation of their level of exposure in workers, taking into account the deviation of the actual values of the establishment and application of individual and collective protection of workers
23	<b>Means of individual and collective protection of workers</b>	The technical means used to prevent or minimize worker exposure to hazardous and (or) harmful factors, as well as to protect against contamination
24	<b>Working conditions</b>	Combination of factors of production environment and labor process affecting performance and health of workers
25	<b>Branch</b>	Separate division of MAYKOR, located outside its location and performing all its functions, or part thereof
26	<b>Environmental aspect</b>	Member of the company, its products or services that can interact with the environment

## 1.4 References to regulatory documents

The list of regulations are given in the table below:

**Table 1.**

№	Regulatory documents
<b>External</b>	
1	GOST R 54934-2012 (OHSAS 18001) National Standard of the Russian Federation. Management systems in the field of occupational safety and prevention of occupational diseases.
2	GOST R ISO 14004: 2007 (ISO 14001) National Standard of the Russian Federation. Environmental Management System. General guidelines on principles, systems and methods to ensure the functioning of
<b>Internal</b>	
1	1-001-2014. Policy on Health, Safety and Environment
2	P 1-003-2014 Regulation. Roles and responsibility for the implementation and operation of the HSE control system
3	Standard CT 1-004-2014. Planning activities
4	Standard CT 1-005-2014. Management of risks
5	Standard CT 1-006-2014. Education and competency
6	P 1-007-2014 Regulation. Information interaction
7	Standard CT 1-008-2014. Document management
8	P 1-010-2014 Regulation. Periodic reporting on Health, Safety and Environment
9	P 1-011-2014 Regulation. Transfer of operational information about the incident
10	P 1-012-2014 Regulation. Internal investigation of accidents
11	P 1-014-2015 Regulation. Internal audit
12	P 1-015-2015 Regulation. Management review
13	Standard CT 1-016-2014. Emergency readiness
14	Standard CT 1-017-2014. Change management
15	Standard CT 1-018-2015. Transportation safety
16	Standard CT 1-019-2015. Health protection
17	P 2-001-2014 Regulation. Investigation of work accidents
18	Standard CT 2-006-2014. Ensuring security in the performance of high hazard
19	Standard CT 2-007-2014. General requirements for safe operations
20	P 2-015-2014 Regulation for environmental control

## 2 HSE Control System

Requirements of this manual and other document in the HSE Management System are aimed at ensuring MAYKOR's compliance, the adoption of policies, goals and objectives in the area of health, safety and environmental protection, as well as to prevent any inconsistency in legal and regulatory HSE requirements, or in the elements and procedures of the HSE control system.

Control system used by MAYKOR is based on the methodology "Plan - Implement - Control - Improve", where:

- Plan: defining objectives and processes necessary to achieve planned HSE results,
- Implement: Execution of processes,

- Control: tracking and monitoring processes at the relevant policies in the region based on HSE, objectives, legal and other applicable requirements,
- Improve: Development and implementation of measures for continuous improvement of results related to HSE.

## 2.1 Policy on Health, Safety and Environment

Policy on Health, Safety and Environment (hereinafter - Policy) is developed, formalized in a separate document and signed by the Director General / Managing Director of MAYKOR.

The policy states that the priority is to ensure safe working conditions, protection of life and health, as well as the preservation of the natural environment. The policy is consistent with the strategic direction of the Company:

- Respond to changing legal requirements and requirements of customers / contractors in the field of Health, Safety and Environment;
- Continuous improvement and strengthening of MAYKOR's image in the domestic market;
- Recognition that the creation of a healthy and safe working conditions and respect for the environment creates a competitive advantage in the market.

This Policy is public.

To ensure the Policy is shared to every employee, it will be communicated:

- During hiring,
- In operational meetings,
- As part of HSE training,
- Through information placement on the internal corporate portal and on information stands in subdivisions.

Communications to external stakeholders about the policy is implemented:

- At conferences and exhibitions which MAYKOR participates in;
- Through the media;
- When participating in tenders and contract closings with customers, suppliers of materials and equipment, contractors and other stakeholders.

The policy is constantly analyzed for suitability and compliance with the goals and objectives of the Health, Safety and Environment mandate. Periodically, policy analysis are undertaken by MAYKOR's senior management in accordance with P 1-015-2015.

Employees' understanding of MAYKOR's policy is checked as part of the internal audit in accordance with P 1-014-2015.

## 2.2 Planning of works in the HSE area

Planning is important to policy implementation, and to the creation, implementation and improvement of the HSE Management System, and consists of identifying priorities, deadlines, milestones, and ways to ensure compliance with legal and other requirements related to Health, Safety and Environment.

The basic elements of planning are:

- Identification of hazards and environmental aspects and determining the most important amongst them,

- Identification of legal and other requirements to which MAYKOR undertakes to perform,
- Setting goals and objectives and developing programs to achieve these goals and objectives
- Planning activities in the regions MAYKOR operates in are regulated in PT 1-004-2014.

### 2.2.1 Risk Assessment

In managing questions from HSE risk assessment and environmental aspects of key importance and sequentially through the identification, assessment and control.

Identification is carried out to identify and clearly describe all sources of hazards and environmental aspects, and determine their significance: which ones are the least significant from the point of view of security and which require further analysis.

Identification is carried out for all activities MAYKOR engages in on the basis of:

- Qualitative and quantitative performance indicators (flows of materials and energy, the processes and technologies, equipment and facilities),
- Special assessment of working conditions,
- Analysis of occupational accidents and occupational diseases,
- The results of the internal audit and regulations of supervising and controlling public bodies.

Risk assessment and environmental inspection are performed by a group of employees that are trained and have sufficient engineering expertise. Units and officials engaged in the planning, provision, implementation and monitoring of production processes play a leading role in the risk assessment.

All the risks associated with each of the identified hazards are assessed and are ordered by priority on the basis of estimated levels of risk. Identified environmental aspects also are ranked on the basis of accepted criteria of significance, highlighting the significant environmental aspects. Evaluation is carried out under normal operating conditions and in cases where there are deviations in the work-related accidents or where potential accidents may occur.

The results of the risk assessment and identification of significant environmental aspects, including measures to reduce them, are conveyed to the persons subjected to these risks.

The process of hazard identification, risk assessment and control is described in ST 1-005-2014.

### 2.2.2 Legal requirements in the HSE area

Formation of goals and objectives in the field of Health, Safety and Environment precedes analysis of the changes in the intervening period and are compared with the initial state.

Conformity Assessment by the Health, Safety and Environment Department performs health and safety assessment based on the generalized results of an evaluation that is conducted at the macro-region / branch level. Conformity assessment is combined with a procedure for statistics collection and periodic reporting in the region in which the HSE is carried out in accordance with P 1-010-2014.

### 2.2.3 Changes to the requirements in the HSE area

Timely identification of changes in laws and other mandatory requirements in the area of HSE and corrective actions support the governance of HSE at the level of compliance with these requirements.

The list of legal requirements and regulations is reflected in the register of regulatory documents on health, safety and environmental protection, which is maintained in electronic form, are periodically reviewed and updated by health and safety experts from MAYKOR.

MAYKOR to compile and update the regulations in the area of HSE, the following sources of information are utilized:

- Computer-based Consultant Plus legal system,
- Legal periodicals normative published by federal executive bodies,
- Internet and materials from local and international seminars and conferences,
- Reports from retraining courses.

The procedure for identifying changes in HSE requirements is described in the ST 1-017-2014.

### 2.2.4 Goals and Objectives

Setting goals is an integral part of planning. MAYKOR sets goals to fulfill the obligations specified in the policy, including the commitments to prevent injuries, ill health, and damage to the environment.

To set HSE objectives the following are taken into account:

- MAYKOR's policy on Health, Safety and Environment,
- Laws, regulations, legal and technical instruments, international standards, internal documents, the requirements of customers / contractors and other interested parties as applicable to MAYKOR's business activities,
- The results of risk assessment and identification of environmental aspects,
- Results of internal and external audits evaluating the effectiveness of the control system against the HSE standards,
- Production control in subdivisions,
- The need for resources and their availability for the heads of departments,
- The views of employees and other stakeholders.

Typical objectives used in planning in the HSE area include:

- Increase or reduce any of the parameters listed in digital form,
- Maintain controls or eliminate hazards,
- Implementation of less hazardous materials or working methods,
- Reduce exposure to hazardous substances, equipment or processes,
- Raise awareness and competency of work safety level.

In accordance with the objectives of management responsibilities are defined in the range of HSE and each division shall be made in the Regulation on the department, division, service, etc.

## 2.2.5 Program

HSE programs are documented intentions (prospective measures) to achieve the goals set. Programs are executed based on the costs of:

- Implementing measures to reduce the level of risk and environmental threats;
- Mandatory training on occupational safety, industrial, fire and environmental safety and electrical safety;
- Supplying workers overalls, footwear and other personal protective equipment;
- Implementing measures to eliminate the inconsistencies identified in regulations of public oversight bodies, the results of internal and external audits, production control and accident investigations.

The program is implemented by incorporating the identified activities into relevant plans, as approved by MAYKOR and solidified at the macro-regions / branches and divisions level. The plans indicate ownership and time-bound implementation of planned activities.

The procedure is given in the planning document CT 1-004-2014.

## 2.3 Provision of resources

### 2.3.1 Financing

Plans to implement measures that improve the environment and safety, industrial safety and environmental protection are taken into account in future and current investment spending plans.

Formation of financial and material resources necessary for budgeting include the following areas:

- Provisioning of financial resources based on insurance coverage levels to compensate for damage from accidents, including coverage for accident victims,
- Preparation, training and certification of managers, professionals and workers on health, safety and environmental protection,
- Medical examinations and accident insurance,
- Purchase of medicine for first aid kits,
- Acquisition, testing, and provision of special clothing, footwear and personal protection for employees,
- Maintaining the necessary level of social and health standards,
- Maintaining countervailing measures,
- Maintaining infrastructure including communications, roads, communications and energy,
- Purchase of materials,
- External program (certification) and internal audit management system for HSE,
- Special program to evaluate working conditions,
- System of tangible and intangible incentives for employees for HSE compliance.

### 2.3.2 Human resources

HSE control system is based on:

- Effective planning,

- Execution, analysis and improvement activities in the region attributed to the HSE system based on hazard analysis, risk assessment and identification of environmental aspects,
- The distribution of responsibility and authority,
- Reasonable use of resources,
- Awareness of employees' personal and collective responsibility with respect to the fulfillment of HSE rights.

HSE responsibilities in the prescribed manner shall be entered in the job description of the employee. Failure to fulfill their HSE duties means managers, specialists and workers will be held responsible in accordance with applicable law.

The organizational structure, the distribution of roles, responsibilities and powers of officers in all aspects of management within the HSE control system are presented in P 1-003-2014.

### **2.3.3 Education, qualification and competency of employees**

Program performance is directly related to the HSE training and competency of employees in the region. HSE education and measures to improve the competence of employees are aimed at:

- Ensuring the ability to properly and safely operate at all operations,
- Promoting active participation of every employee in the implementation of the Policy,
- Obtaining sufficient competency to achieve the HSE goals and objectives for the region.

Training and education of employees of various levels is carried out:

- During hiring,
- During formation of teams for newly launched projects,
- Through targeted training programs for employees of structural subdivisions of questions from HSE to their specific duties,
- During training for workers and specialists who have specific responsibilities in the area of health, safety and environmental protection, to work on the objects subordinate bodies of supervision and control,
- Training programs for managers and specialists,
- Thematic courses and seminars,
- During internships,
- Through corporate training on Health, Safety and Environment.

Heads of departments are responsible for the timeliness and quality of HSE and professional training that their employees get in accordance with applicable regulations and requirements of ST 1-006-2014.

### **2.3.4 Interaction and information**

In order to maintain a well-functioning HSE governance system, effective channels of internal and external interactions were developed and implemented. Exchange of information on Health, Safety and Environment is in accordance with P 1-007-2014.

Interactions procedure include:

- Obtaining and documenting the necessary information and requests,
- Delivery of information to all stakeholders,
- Appropriate action and feedback.

Procedures for communication and exchange of information provides an opportunity for each worker to receive timely transition or transfer of all necessary HSE information.

External communication with stakeholders is carried out in order to comply with the principles of openness and availability of indicators in the HSE area as declared in the policy.

Informing contracting organizations on corporate HSE requirements, carried out at the contracting stage, as well as the issuance of permits (work permit, tolerance certificate) for the production of papers and briefings on Health, Safety and Environment.

Interaction with public authorities in accordance with the procedure established in the legislative and regulatory documents of the Russian Federation. Liaison with external parties on HSE matters is the responsibility of MAYKOR's Director General and, at the macro-region / branch level, the director of the macro-region / branch.

HSE and Corporate Management System Standards rests with the Department of Health and Safety and specialists in health and safety or the persons to whom these duties are assigned by the authority in the macro-region / branch..

Heads of departments are responsible for making available to workers (per their activities and functions) information about the aims and objectives in the area of health, safety and environmental protection, changes in regulations or procedures, and other pertinent information relating to HSE.

### **2.3.5 HSE Documentation**

The main purpose of the HSE documents –is to provide an appropriate description of the main elements of the HSE Management System, as well as to become a permanent reference guide, which contains any information on implementation, the functions and maintenance of said system.

The HSE documentation includes:

- Policies,
- Documents describing the Safety and Environment control system and its individual elements,
- Normative and methodological documents relating to the management of Health, Safety and Environment (standards, regulations, instructions, procedures, regulations, etc.),
- Organizational and administrative documents (orders, instructions, protocols, etc.),
- Plans, programs, lists, etc,
- records maintained during the management of operations and maintenance of the control system to ensure its working condition.

Documents can be on:

- Paper,
- Electronic media.

### **2.3.6 Document control**

Document management process is defined in CT 1-008-2014 and includes:

- Development planning documents,
- The development and execution of documents,
- Negotiation, approval and implementation of the documents,
- Publishing, recording and distribution of documents,
- Introduction to the user guide,
- Placement papers,
- Analysis of documents,
- Development and amendment of documents,
- Storage and proper identification of archival documents,
- The seizure and destruction of documents.

Responsibility for managing HSE regulations documentation, coordination and organization of the interaction between the structural units of document management, storage documentation organization including reports on internal audit, and the requirements of public oversight and control rests with the Department of Health and Safety.

Responsibility for the management of primary instructions and documentation units rests with the heads of departments.

### **2.3.7 Operational control**

MAYKOR identifies operations associated with the identified risks and the environmental aspects and activities where necessary to apply control measures::

- Works of increased danger,
- Hazardous production facilities of customers.

Safety requirements contained in the safe work procedures and instructions for the professions and activity types.

MAYKOR provides the arrangement and implementation of industrial inspection for industrial safety compliance with at customer sites serviced.

The main objectives of production control are::

- Ensuring compliance with Health, Safety and Environment at all sites where the MAYKOR is working,
- Analysis of the Health, Safety and Environment,
- Development of measures aimed at improving the Health, Safety and Environmental protection,
- Employee training and certification in the field of Health, Safety and Environment,
- Coordination of activities aimed at the prevention of accidents at hazardous production facilities of customers in the conduct of work on them.

Hazardous work implements in accordance with ST 2-007-2014.

Principles of management of hazardous types of work are regulated by PT 2-006-2014.

Safety of employees during the work provides by:

- Developing and bringing to workers manufacturing instructions and other normative documents regulating the requirements for maintenance of technological processes, including the maintenance and repair of equipment,

- System of permanent training and instruction of employees,
- Compliance in service requirements set out in the regulations and instructions of the manufacturer, including maintenance and repair,
- Ensuring full completeness of installed equipment and devices of collective protection, safety footwear, protective clothing and other personal protective equipment,
- Compliance technology and other production instructions, including instructions on occupational safety for the respective professions and types of work;
- Security requirements for maintenance and repair of equipment.

#### **2.3.7.1 Driving of vehicles**

All divisions, using vehicles to its production activities act in accordance with ST 1-018-2015 in order to prevent traffic accidents:

- In each branch responsible for the safe operation of vehicles, observance of technological discipline are appointed,
- Develop procedures and plans to ensure safety in the operation of motor vehicles,
- Prescribe the procedure of drivers pre-trip medical examination,
- Driver's seat, as well as space for passengers, are fitted with seat belts,
- Schedules take into account the mode of work and rest.

#### **2.3.7.2 Health assessment**

In order to obtain reliable information about the health of workers, to take into account the impact of harmful and hazardous factors in their workplaces in the course of business health assessment are conducted.

Assessment of the health of workers is carried out in specialized medical institutions and centers of occupational diseases in accordance with ST 1-019-2015.

#### **2.3.8 Emergency Preparedness**

In carrying out the work at customer sites emergency can be::

- Accident, occupational disease,
- Traffic accident,
- Fire, explosion,
- Leakage of gas, oil and oil products,
- Abandonment of structures and equipment,
- Extreme weather conditions,
- Missing person
- Or any combination of these situations.

Procedure to prevent emergencies, their elimination and reduction of the severity of consequences include:

- Identification of potential accidents at hazardous production facilities of the customer sites;

- Measures aimed at preventing the occurrence of the emergency actions on their localization and elimination;
- Prevention and mitigation of environmental impacts that may be associated with these situations;
- Employee training actions under emergency conditions, its localization and recovery;
- Training conducting, evaluation of their results.

Measures aimed at preventing the occurrence and action in emergency situations set forth in PT 1-016-2014.

## **2.4 Checking and corrective action**

### **2.4.1 Measuring and monitoring**

Monitoring is carried out to evaluate the efficiency of the control system of Health, Safe and Environment Health, Safe and Environment monitoring includes:

1. The warning monitoring:
  - Evaluation of legal and regulatory requirements compliance,
  - Risk assessment (ST 1-005-2014)
  - Special assessment on working conditions (PT 2-009-2014,
  - Implementation of environmental controls (P 2-015-2014)
  - Systematic checks on Health, Safety and Environment (P 1-014-2015) conducting
  - Periodic medical examinations (CT 1-019-2015)
  - Monitoring of the implementation of the goals, objectives and programs of the Health, Safe and Environment control system.
2. Reactive monitoring:
  - Reporting incidents (P 1-012-2014) monitoring
  - State statistical reporting monitoring
  - Monitoring of reports on environmental activities
  - Complaints (appeals) external parties (P 1-007-2014) monitoring
  - Other types of reports provided by the legislation of the Russian Federation.

### **2.4.2 Accidents, inconsistencies, corrective and preventive actions**

#### **2.4.2.1 Accident Investigation**

All incidents involving threats to the health, safety, the environment, including near accident, are subject to announcement, investigation, analysis and documentation according to P 1-012-2014.

The procedure of information on incidents set forth in P 1-011-2014.

Information gathered during the investigation of accidents should be analyzed in order to identify and track trends and develop prevention programs.

Lessons learned from the accident investigation, be distributed by the branches of MAYKOR, to take measures to prevent similar incidents.

### **2.4.2.2 Reporting data and records**

Gathering of the Health, Safe and Environment data carried out with the aim of::

- Confirm the continuing operation of the control system, Safety and Environment,
- Risk analysis and control, and environmental aspects,
- Identification and tracking of key indicators needed to achieve the goals and objectives in the field of Health, Safe and Environment and the implementation of the approved programs.

Recorded the following main types of data:

- Monitoring results,
- The results of internal and external audits,
- List of laws and regulations in the field of Health, Safety and Environment,
- Information about customers, suppliers and contractors,
- Training records on health, safety and environmental protection,
- The results of the management review,
- Statistical reporting in accordance with the P 1-010-2014.

### **2.4.3 Audit Management System, Safety and Environment**

Internal audits are conducted to:

- Determine whether the Health, Safe and Environment control system coincide planned goals and objectives
- Determine whether the Health, Safe and Environment control system effective in terms of policy implementation, objectives and tasks of MAYKOR
- Provide information to senior management on the audit results, to analyze and improve the management system, Safety and Environment
- Determine compliance with laws and regulations in the field of Health, Safety and Environment.
- Detailed description of the organization and conduct of internal audits set forth in P 1-014-2015.

### **2.4.4 Analysis of the functioning of the Health, Safe and Environment control system**

Health and safety specialists operated in macroregions before January 20 each year provide to the Department of health and safety analysis of the OT, the HSE in the units. Based on these data, the monthly statistical reports and audit reports a report on the state from the HSE by MAYKOR in general should be prepared.

Analysis of the functioning of the Health, Safe and Environment control system in accordance with P 1-015-2015.

The result of the analysis are:

- Documented reports on the functioning of the control system, Safety and Environment,
- Order of Director General and action plans to improve the management of Health, Safety and Environment.

#### **2.4.4.1 Continuous Improvement**

The procedure of continuous improvement of the Health, Safe and Environment Management System considers:

- Goals and objectives in the area of health, safety and environmental protection,
- The results of risk assessment and environmental aspects,
- The results of monitoring and measurement
- Research related to the results of the investigation of accidents, incidents, occupational diseases,
- Conclusions from the analysis of the functioning of the control system, Safety and Environment,
- Recommendations and suggestions for improvement received from employees of MAYKOR
- Change regulations
- Indicators on health, safety and environmental protection, achieved by companies that perform similar types of service work.

To improve the performance of health, safety and environmental protection, all the macro-regions / branches must perform an analysis of functioning of the Health, Safe and Environment control system and determine the annual plan, based on an analysis of indicators and the principal components of the Health, Safe and Environment control system.