



Managing HSEQ at GreenTec Workforce Solutions

Introduction & Overview

GreenTec Workforce Solutions ApS specialize in recruitment services, providing contract and permanent staff to clients in the UK, Europe and Worldwide. Our areas of expertise include Onshore and Offshore Wind, Solar, Subsea & Maritime industry.

GreenTec accepts its statutory responsibilities and duty of care towards ensuring health, safety and welfare of all employees, contractors and visitors engaged by ourselves and of all others who may be affected by our business activities. We are fully committed to providing safe and healthy working conditions for the prevention of work-related injury and ill health.

Our occupational health and safety management system is designed to identify the specific nature of relevant applicable risks and opportunities and to ensure these are controlled as necessary to manage continual improvement.

The company is committed to providing and maintaining a safe and healthy working environment, in particular ensuring, so far as is reasonably practicable:

- That the system in place is appropriate to the nature and scale of the company's occupational health and safety risks.
- The prevention of injury and ill health.
- Continual improvement in occupational health and safety management and performance. Commitment shall be demonstrated by adherence to defined processes, pursuance of continual improvement via Objectives and other defined initiatives as and where appropriate.
- Compliance with applicable legal requirements, any requirements specific to clients and any other identified requirements relating to occupational health and safety hazards within the scope of our operations.
- That Objectives are defined and used alongside other business metrics to measure and report health and safety performance and to encourage continual improvement in health and safety. Objectives shall be set and achieved against the said Objectives monitored as a minimum at Management Review and Health and Safety Review Meetings.
- That a Company health and safety management system is documented, implemented and maintained, defining internal processes for health and safety Management.
- That all employees and contractors receive adequate information, training and supervision in how to carry out their work with regard for their own health and safety and that of all others, and feedback and consultation is encouraged.

- The occupational health and safety management system and Policy are regularly reviewed to ensure that it remains relevant and appropriate to the company. As a minimum this shall be during Management Review Meetings.
- That risks arising from its work activities are assessed and ensure that effective control measures are both provided and implemented and that hazards are identified, eliminated and OH&S risks are reduced.
- That this Policy is available as documented information, communicated within the company, available to interested parties (as appropriate), and is appropriate to requirements.
- That where deemed appropriate, records are obtained to confirm, as far as is reasonably practicable, that placements are medically fit to undertake the work for which they are being put forward.
- That employees are fit to undertake the role for which they are applying for within GreenTec. This will form part of the onboarding process.
- That premises, other workplaces and equipment are kept in a clean, serviced, and safe condition.

HSEQ Policy & Values

GreenTec HSEQ Policy is a document you receive together with your contract. It describes strategic intentions for the company, set by the management team. All GreenTec employees must follow the principles of our policy.

GreenTec Values are our DNA as GreenTec employees. They tell us what we have in common, how we act towards each other and what we expect from each other. They also tell us how we should interact with our customers, suppliers, society, and the environment.

GreenTec Values are **Transparency, Integrity, Agility, and Excellence**. You will learn them and what they mean during your onboarding process.

GreenTec has integrated the Health & Safety, Environment and Quality Management into one System, which is reflected in the HSE&Q Policy Statement. This policy is reviewed and revised by our top management with regular intervals and the last revision was performed by December 2023.

To ensure that our Health, Safety, Environmental & Quality Policy is followed and to ensure continuous improvement in performance all accidents, incidents, near-misses, and non-conformances are registered and used for internal evaluation and improvement. All deviations are reported to and dealt with by the HSE&Q contact within GreenTec.

The appointed HSEQ contact within GreenTec is – **Craig Charlton (Managing Director)**

Version 1 (December 2023)

Furthermore, every second year a workplace assessment is carried out. The workplace assessment is carried out as a survey where employees have the opportunity to present work-related issues that contain any possible health and safety risks. This type of assessment is an important tool for the establishment of action plans to improve the working environment and the safety around GreenTec's activities.

HSEQ Responsibility of the Management

The HSE&Q Department at the head office of GreenTec in Newcastle, ensures that the HSE&Q Management System is both maintained and implemented, which also includes following up on incidents and accidents.

GreenTec's Managing Director is appointed by the top management as responsible for the Management System and refers directly to the Chief Executive Officer of GreenTec's parent company Muehlhan Wind Service.

Once a year the Managing Director, in co-operation with the Management Team, review the status of the Health, Safety, Environmental and Quality performance. In this forum the frame for the continuous work is decided and outlined.

GreenTec undertakes the responsibility for carrying out work in a sound manner as for health, safety, environment, and quality. The work will be carried out in accordance with the relevant and specific requirements outlined within the contract.

GreenTec will prepare Project specific HSE&Q Documentation when requested.

All employees and subcontractors employed by GreenTec are required to comply with the procedures outlined.

Safe Systems of Work

GreenTec takes all reasonably practicable measures to secure the workplace, to prevent the public and others (such as fellow contractors) being at risk of any injury and to promote a positive safety culture.

Risk Assessments and Method Statements / Task Based Risk Assessments are a vital part of GreenTec's Safe System of Work. Through the risk assessment process hazards are identified for standard day to day operations. The likelihood of an accident occurring is evaluated and subsequently an action plan for implementation of additional control measures are outlined.

The risk assessments also form the basis for identification of training needs, provision of suitable personnel, protective equipment, the development of safe working procedures and Safety Method Statements.

GreenTec carries out Risk Assessments on general tasks involved in our day-to-day activities and maintains a risk database where risks encountered throughout our activities are being recorded for future reference.

HSEQ Education and training

GreenTec will ensure that our employees are adequately trained in all aspects of their work.

Furthermore, GreenTec will ensure that the training is in compliance with any site specific requirements as outlined within the contract.

Persons representing GreenTec at any client work sites must have the necessary education and training qualifying them to handle an emergency situation in a safe way.

The requirements for education and training also apply to subcontractors.

HSE&Q related education and training may include:

- GreenTec onboarding
- Work at height
- First Aid including CPR
- Fire fighting
- Site induction prior to site access
- Site emergency procedures
- Additional relevant training

All GreenTec personnel, technicians and operators are being educated and trained for the specific work they are going to perform on site.

RIGHTS

When working for GreenTec you have the *right* to

- Work in a safe and healthy environment without being injured or sick.
- Be led by supervisors and managers that care about your safety and well-being.
- Receive the training, instruction and PPE required to perform your work safely.
- Bring up safety concerns or suggestions without negative repercussions.
- Report accidents, near-misses and unsafe conditions/acts without negative repercussions.

OBLIGATIONS When Working for GreenTec you have an *obligation* to

- Perform a work activity only if it is safe and without taking shortcuts that compromise safety.
- Identify (potential) work hazards, organize for safe work and practice safe work behaviour.
- Maintain your PPE and safety equipment properly and use it as and when directed.
- Participate actively in safety training, drills and toolbox talks - and share your experiences.
- Report all incidents / near-misses - attempt to correct unsafe conditions within your control.

Emergency situations

At GreenTec we are proactively working towards minimizing work related accidents. To support these efforts we conduct a number of safety campaigns and each work location you are at will include a HSEQ on-boarding and introduction to safe behaviour and response.

We also encourage a so-called 'Speak up' culture. If you notice unsafe conditions, please report these or contact a manager or HSEQ representative.

Should you encounter unsafe acts you have a duty and right to act. This is a fellow colleague who is in the line of fire and the consequences could be catastrophic.

In GreenTec we have courage to report and investigate all incidents – This includes unsafe conditions, unsafe acts, near-misses, personal, material and environmental accidents. By doing so we support our core value of Integrity. As GreenTec employee you have an obligation to report any incidents to your line manager. Your report can protect yourself and your colleagues from getting harmed and prevent loss of materials.

Environment

Protection of the environment has become one of the most significant but also important challenges to societies and organisations. In the near future, GreenTec are aiming to become certified according to ISO 14001, which set formal requirements for how we do our business and environmentally responsible way while abiding by the local environmental rules and regulations.

Environmental Management Programs

GreenTec's environmental program includes the environmental hierarchy of controls of elimination, reduction, substituting, improving and optimizing and controlling.

Procedures are in place to identify and determine significant environmental risks, their application, significance and controls. Reasonably practicable measures will be taken to protect the environment. We do this by assessing our environmental impact and taking preventative or corrective actions to

lower impacts. Reviews are conducted annually in the management review, where the frames for the continuous work is decided and outline.

Environmental prevention is preferable to the cure. Therefore, GreenTec will work towards preventing unnecessary effect and minimizing environmental impacts of our activities and service. This could be through optimizing sources of energy, such as fuel efficiency, lowering emissions of vehicles etc

Energy recovery is an areas where GreenTec will aim to incorporate healthier and resource efficient materials into our buildings and maintenance programs in the form of e.g. ventilation provisions, electricity and water consumptions.

Environmental waste minimization is an important method of lowering waste and energy impacts, also known as environmental reduction. Methods of avoidance include reuse of second-hand products, reusable equipment and encourage the design of products that use less material to achieve the same purpose.

Recycling of waste is on the agenda a GreenTec. All task related waste is cleared up after the end of the days work and disposed of in relevant waste containers.

Waste containers are emptied by renovation companies either for processing or recycling. We are always in touch with key suppliers of waste management in order to find new environmentally friendly solutions. A major improvement in the onshore facilities has been separation of the sandblasting and metallization residue, which has allowed recycling of zinc dust. Previously the mixed residue was sent to landfill.

Housekeeping standards are regularly inspected both in the office and on the project sites. Any deterioration in standards will be identified and rectified. Proper and suitable storage facilities are made available to ensure organized and tidy surroundings, this includes items that are used frequently which should be stored for easy access and heavy items which should be stored at waist height to promote safer manual handling.

Emergency preparedness and housekeeping is an essential feature of accident prevention when it comes to trip hazards, emergency excess and egress, fire hazards etc. It is of paramount importance that the working areas are maintained clean and free from flammable and combustible material such as waste deposits, oil, timber, grease and self-igniting rags. In the event of environmental incidents, the emergency response

Summary & Signature

The company is further committed to ensuring that all staff are made aware of:

- This Policy and the Objectives.
- Their contribution to the effectiveness of the occupational health and safety management system, including the benefits of improved related performance.
- The implications and potential consequences of not conforming to the requirements of the system.
- Incidents and the outcomes of investigations that are relevant to them.
- Hazards, risks and required actions that are relevant to them.
- The ability to remove themselves from work situations that they believe present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

The company is also committed to implementing and maintaining the processes needed for the internal and external communications relevant to the occupational health and safety management system, including decision regarding; what is to be communicated, when to communicate, how to communicate and with whom to communicate.

The Company's Directors shall be accountable for delivery of this Health & Safety Policy and maintaining the Company Health & Safety Management System. The company will provide necessary support and resources to enable both employees and contractors to achieve these Policy objectives and where necessary seek external competent person advice and guidance.

The Company will carry out a regular review of this Policy and Health & Safety Management System to ensure that the highest standards of health and safety are maintained. This Policy and Health & Safety Management System will also be reviewed if there is a significant change in the business or operational processes. Changes will be made known to all employees and appropriate contractor.

Name	Craig Charlton	Date	0/12/2023
Signature		Role	Managing Director