

POLITIKA VARNOSTI IN ZDRAVJA PRI DELU

Varno delovno okolje brez tveganja za varnost in zdravje je osnovna pravica vsakega udeleženca v poslovnem procesu skupine Kolektor.

Vodstvo vsake družbe v *skupini Kolektor* se zaveda, da nevarnosti na delovnem mestu obstajajo in izvaja vse možne ukrepe za zagotavljanje varnega ter zdravega delovnega okolja. Zato vodstvo družbe *zagotavlja*:

- delovne pogoje, ki zmanjšujejo možnost poškodb pri delu in okvar zdravja
- *infrastrukturo, delovne stroje, naprave in opremo, ki izpolnjuje vse varnostne zahteve ter predstavlja minimalno tveganje za poškodbe zaposlenih*
- *ustrezno osebno varovalno opremo ter ergonomsko urejena delovna mesta*
- *redna usposabljanja in vaje za ustrezno ravnanje v primeru izrednih razmer*
- *učinkovite postopke ravnanja v primeru dogodkov in nesreč*
- *usposabljanja, navodila in postopke ter vso potrebno zaščito za varno delo s kemikalijami*
- *zaščito pred požarom ter postopke in usposabljanja za ravnanje v takem primeru*
- *delovne pogoje, ki izpolnjujejo zakonodajne zahteve glede temperaturnih, svetlobnih in drugih zahtev za delovna mesta*
- izpolnjevanje zakonodaje in drugih zahtev s področja varnosti in zdravja pri delu, ki se nanašajo na prepoznana tveganja
- izvaja projekte promocije zdravja kot orodja za preventivo in ozaveščanje
- sodeluje in se posvetuje z zaposlenimi s ciljem nenehnega izboljševanja delovnih pogojev in s tem preprečevanja nezgod in poslabšanja zdravja na delovnem mestu
- seznanja zainteresirane strani v poslovnem procesu s politiko varnosti in zdravja pri delu
- skrbi za nenehno izboljševanje delovnega okolja.

Pri izvajanju poslovnih procesov sledimo sledečim smernicam:

- zagotoviti varno delovno okolje, brez prevelikih tveganj za varnost in zdravje vseh udeleženih v poslovnem procesu ob upoštevanju trajnih in začasnih zdravstvenih omejitev zaposlenih
- zagotoviti ergonomsko ustrezna delovna sredstva in opremo ter skrbeti za pravilno uporabo
- izvajati predpisane periodične preglede delovnih sredstev in opreme
- zagotoviti ustrezna navodila za delo in nadzirati njihovo pravilno izvajanje
- zagotoviti ustrezno kompetentnost, obveščenost in zavedanje vseh udeleženih v poslovnem procesu
- zagotoviti ustrezno zaščito vsem zainteresiranim stranem v poslovnem procesu.

Da bi zavarovali sebe, sodelavce in ostale udeležence v poslovnem procesu, je izvajanje nalog in aktivnosti v skladu s predpisanimi postopki in navodili ter obveščanje o vseh spremembah v delovnem okolju, ki bi lahko ogrozile varnost in zdravje udeležencev stalna naloga nas vseh.

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OCCUPATIONAL SAFETY AND HEALTH POLICY

Safe working environment without risk to safety and health is the basic right of each person involved in the business process of Kolektor.

The management of *each Kolektor* company is aware of the possibility of hazards at the workplace, therefore it takes every possible actions to ensure safe and healthy working environment. The company management thus *ensures*:

- working conditions reducing the possibility of occupational injuries and damages to health
- *infrastructure, work machines, devices and equipment that meet all safety requirements and pose a minimal risk of injury to employees*
- *appropriate personal protective equipment and workplace ergonomics*
- *regular training and drilling for appropriate handling to achieve emergency preparedness*
- *effective incident and accident management procedures*
- *training, instructions and procedures as well as all necessary protection for safe handling of chemicals*
- *fire protection, procedures and training for dealing with such a case*
- *working conditions that meet legislative requirements regarding temperature, lighting and other requirements for workplaces*
- compliance with legislation and other requirements in the field of occupational safety and health related to identified risks
- carry out the projects of health promotion as a tool for prevention and awareness raising
- collaboration and consultation with the employees aiming at continuous improvement of the working conditions and prevention of accidents and health deterioration at the workplace
- informing regularly interested parties in the business process about the policy of occupational safety and health
- continuous improvement of the work environment.

At the implementation of business processes, we are focused on the following:

- to ensure safe working environment without too much risk to safety and health of the persons involved in the business process under consideration of permanent and temporary health restrictions of the employees
- to ensure ergonomic working facilities and equipment and to make sure they are used properly
- to carry out the regulated periodic inspections of working facilities and equipment
- to ensure appropriate work instructions and to check if they are followed correctly
- to ensure appropriate level of competence, information and awareness of all persons involved in the business process
- to ensure appropriate protection to all interested parties in the business process

In order to protect ourselves, employees and other participants in the business process, the implementation of tasks and activities in accordance with defined procedures and instructions as well as informing about any changes in the work environment that could endanger the safety and health of participants is a permanent task for all of us.



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