

# OCCUPATIONAL HEALTH & SAFETY Global Policy



EMPLOYMENT

## Each of us should behave in a manner that promotes a positive safety culture

### Our commitment

Diageo is firmly committed to ensuring the occupational health, safety and well being of its employees, contractors and visitors. Our goal is for all aspects of Diageo's businesses to be conducted in compliance with applicable health and safety laws and regulations, company policies, standards and best practices pertaining to work place health and safety. All Diageo businesses and employees are expected to adopt a proactive, co-operative attitude towards health and safety.



Gareth Williams,  
Group Human Resources Director

### Scope of this policy

The Diageo Occupational Health and Safety Policy applies to all Diageo locations including production facilities, offices, warehouses, visitors' centres and hotels. Diageo is committed to protecting so far as is reasonably practical, employees and others such as contractors, visitors and neighbours from health and safety risks associated with our activities.

### Context

Our commitment to occupational health and safety is underpinned by our core values 'Value each other', 'Proud of what we do' and 'Be the best.'

Diageo is committed to creating a zero harm safety culture in all of its global operations. Our aim is to create a proactive safety culture in which all Diageo employees believe that all injuries and illness are foreseeable and preventable. We expect everyone to act in a manner that demonstrates their personal commitment to this aim.

### Core principles

We will train and motivate our employees to conduct activities in a safe, healthy and responsible manner.

We are committed to making continual improvement in our Occupational Health and Safety Policy management and performance. We will monitor our progress against best practice to ensure this.

**Q** Why should we report accidents that haven't even happened? I don't understand the point of a near miss report. Nothing's gone wrong.

**A** The point of the near miss report is that something *has* gone wrong – but this time, you might have been lucky. Maybe you didn't fall over. Maybe you caught the box that fell off the top of the cabinet. Maybe the machinery stopped in time. What if it happens again and someone isn't as lucky, or as quick to react, as you?

What if this is the fifth time this has nearly happened? Could you take that risk or that responsibility? That's why we need to know.

We believe that accidents are preventable and foreseeable - but a large part of that is because we know when things have nearly gone wrong.

We will provide a framework for measuring performance and ensuring continuous improvement by setting, auditing and reviewing occupational health and safety objectives and targets.

We will continue to be committed to complying with relevant legislation relating to occupational health and safety, codes of practice and Diageo's Global Risk Management Standards and our Severe and Fatal Incident Prevention programme as a minimum.

Occupational health and safety information will be included in our annual Corporate Citizenship Report.

## How does this policy apply to me?

- We should be aware of the laws and regulations and follow the Diageo Occupational Health & Safety Policy as applied to our location and type of work, whether we are on a Diageo location or off-site.
- We should seek guidance before engaging in conduct that we think may violate any law, regulation or code of practice, and encourage others to seek guidance in the same way.
- Diageo has developed a set of Zero harm 'Golden Rules' define life saving rules that we must all apply in our day to day work to ensure everyone goes home safe every day, everywhere
- We should challenge unsafe behaviours of others, whether actual or potential, and accept challenge from others in a positive way.
- We must report accidents, incidents, near misses, non-compliance with regulations or anything else posing a risk to health, safety and security.
- We should ensure that any suppliers, business partners or visitors are aware that they must comply with the law, regulations and Diageo's own OH&S standards when on a Diageo site or acting on behalf of Diageo.
- We should understand the hazards associated with our own jobs and those associated with our colleagues' jobs.
- We should manage risk responsibly and ensure any required health and safety training has been completed.
- We must make sure we know what to do if an emergency occurs at our place of work.

## Management & accountability

The Group Human Resources Director is the member of the Executive Committee nominated as the Diageo Occupational Health and Safety champion. Members of the Diageo Executive Committee will be responsible for implementing this Policy within their respective organisations. They are accountable for its outcome and will specify those responsible for implementing the Policy at all levels, including senior managers and front-line managers.

The Diageo Executive Committee will ensure policies are documented, communicated, implemented and maintained, at all levels of the organisation, that clearly place occupational health and safety as a responsibility of all levels of management from the most senior executive to front line supervision.

**Q** We've got a very good health and safety record at our site and even won an award for it. Last week, though, someone got hurt – though not badly. I know that she didn't report it because she didn't want to damage our record. What should I do?

Safety is more important than any award or any record. The point of working towards a "zero harm" culture is that we value our employees. We intend everyone to go home safe every day, everywhere and on the rare occasions someone is hurt, we need to know why and how so that we can learn from it and try to prevent it from ever happening again. If you believe that the correct report has not been made, you should try to encourage your colleague to make a report. Perhaps she simply needs to be reassured that it is the right thing to do. If that doesn't work or you believe she is under some sort of pressure, you should talk to your line manager or, if you prefer to talk in confidence, you can contact SpeakUp.

**A**



In 2007, Diageo launched a Zero Harm programme with the ambition that 'everyone goes home safe, every day'.

The most senior person on site is ultimately accountable for the health and safety of Diageo employees, contractors and visitors at that location, regardless of function or reporting line. All levels of line management are responsible for making sure that resources are available to implement the occupational health and safety risk management standards and ensure that we are all able to conform with them.

## Monitoring

All locations shall have an Occupational Health and Safety Policy, and documented Safety Management systems that are appropriate to the hazards and risks associated with their business activity. Performance will be monitored against the Severe & Fatal Incident Prevention protocols and our Occupational Health and Safety Global Risk Management Standards (GRMS), which will be reviewed on a regular basis. These define the minimum requirements that Diageo businesses are expected to meet while still ensuring compliance to local legislation

All employees, contractors and visitors are encouraged to challenge risk-taking behaviour and report breaches in safety guidelines. Breaches of the Policy will be dealt with in accordance with local disciplinary policies as permitted by law.

If you think something is wrong and you would prefer not to speak to a line manager, you can call the SpeakUp helpline in confidence.

## Contacts and further information

For further information, please contact your local Occupational Health & Safety representative or go to our policies intranet page

[https://www.diageointranet.com/cbc/kc\\_health\\_safety\\_policy.aspx](https://www.diageointranet.com/cbc/kc_health_safety_policy.aspx)

Diageo firmly believes in continuous improvement. Please help us to do better by sending your feedback to: [good.citizen@diageo.com](mailto:good.citizen@diageo.com)

**This Policy was last reviewed and updated in July 2012.**

## Risk assessments

Business locations will conduct hazard/safety risk assessments to understand the degree of risk associated with an activity and develop action plans to address the risks identified.

## Occupational health

Business locations will ensure that risks to employees' health will be eliminated or minimised and employees' health status will be considered before allocation of tasks and following any significant change in health status. Each location will have access to a qualified medical professional.

## Hazardous substances

The use of hazardous substances will be managed to ensure that exposure to hazardous substances is minimised. Hazardous substances, including waste, will be handled and disposed of in accordance with best practice in the prevailing industry.

## First aid

Locations will make provision for an appropriate level of first aid skills and first aid supplies.

## Noise

Locations will ensure that programmes are in place to minimise the impact of noise on our employees and neighbours.

## Work environment & ergonomics

Locations will ensure that the working environment and work equipment where reasonably practicable is designed to promote safety and healthy working practices and prevent and control injuries arising from repetitive movements or constrained posture.

## Display screen equipment

Office workspaces shall be designed to minimize the risks associated with Display Screen Equipment (DSE) use. An appropriate risk assessment shall be completed for each DSE user and all required equipment shall be provided.

## Personal protective equipment (PPE)

Suitable PPE will be provided where appropriate to protect employees from reasonably foreseeable health and safety risks.

## Emergency evacuation

Locations will ensure employees are trained in safe evacuation and that this is practiced as determined by the local crisis plan and visitors are aware of emergency procedures.

## Severe & Fatal Incident Prevention

Our objective is to eliminate severe and fatal incidents from our business. The SFIP programme was developed to globally mandate proven elimination and best practice approaches to prevent severe and fatal incidents. All locations are required to assure compliance to the SFIP protocols.

- Driving on public roads
- Falling from Height
- On site Traffic
- Confined space entry
- Exposure to Hazardous Energies
- Electrical systems
- Explosive Atmospheres
- Asphyxiating & Toxic gases
- Lifting operations & collapsing loads
- Management of contractors

## Fire

Each location shall be designed and maintained to minimize the risk of fire. Smoking is prohibited outside designated smoking areas and the accumulation of combustible materials shall be controlled through an appropriate housekeeping programme.

## Hazardous tasks

Hazardous tasks shall be controlled as per the Diageo Global Risk Management Standards. Locations will ensure a permit to work is issued, by an authorised and competent person, for hazardous work where the hazard cannot be adequately controlled by other means.

## Contractors

Locations will ensure only competent contractors are engaged to complete work on Diageo's behalf. Contractors' safety shall be ensured by the use of an appropriate safe system of work. They will be informed of the company's health and safety procedures and any hazards in the areas that they visit or work.

## Visitors

Locations will ensure the health and safety of visitors, members of the public and contractors. They will be informed of the company's health and safety procedures and any hazards in the areas that they visit.

## Investigating & reporting accidents

Locations will investigate accidents and will take appropriate and timely actions to prevent reoccurrences. Accident statistics will form part of business performance reviews and will be used to help develop location OHS improvement plans.

## Driving

Locations will ensure that the safety risks associated with business driving and on site traffic management are understood and appropriately controlled.