



## Health & Safety Policy

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P 1 | 3

# Health & Safety Policy

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Hilti Group ("Hilti") is committed to create a harm-free workplace and working environment and promotes safe behavior as part of our caring culture. This policy details the Hilti Code of Conduct section regarding Health and Safety and reflects on Occupational Health and Safety Management Systems (OHSMS). For this purpose, the policy outlines the basic rules and standards, which have been adopted to protect any employee, visitor, or contractor from experiencing an accident, near miss, dangerous occurrence, work-related illness, or first aid case on the organization's premises and/or during their engagement with Hilti. This also applies to members of the public visiting Hilti locations in a non-work capacity.

This policy applies to (i) Hilti Corporation, (ii) each of the subsidiaries in which Hilti Corporation legally owns, directly or indirectly, more than half the issued (share) capital or which is otherwise controlled by Hilti Corporation (through the ability to direct its affairs and/or to control the composition of its board of directors or equivalent body) and (iii) all employees of the aforementioned, including directors, officers and managers, interns and temporary workers. Every facility shall delegate the tasks to a qualified colleague to support the implementation of this policy.



### **Basic Rules**

- We take care of our personal safety and that of others in our work environment by mitigating our risk exposure to a level as low as reasonably practicable (ALARP).
- We stop any activity when in doubt that it can be continued safely.
- We always wear the required personal protective equipment and use the work support aids provided.
- We consider fatigue and stress as serious safety factors.
- We continuously improve our health and safety performance as a team and adhere to the highest safe operating standards.
- We **report** all safety incidents including near misses and learn from them.

We want to be industry-leading in employee safety. Our safety approach fosters our caring culture and is driven by felt leadership and operational discipline to create a harm-free work environment. Our approach to implement the basic rules consists of the following aspects:

### **Leadership & Management commitment with the responsibility for:**

- a) Acting as role models for health and safety attitudes and behavior.
- b) Using a "safety first" approach even in case of conflict with other topics.
- c) Providing visible top management involvement (i.e., felt leadership) in safety systems, processes, and programs and integrating all colleagues in the health and safety related topics.
- d) Establishing and communicating clear expectations for safety performance of all individuals working at or visiting the facility.
- e) Providing adequate authority, resources, and support for safety personnel.
- f) Educating, training, and requiring employees to comply with this policy and the Code of Conduct.
- g) Holding supervisors and employees accountable for meeting their responsibilities as required by law and this policy, local standards, and procedures.

Each business area (BA) shall establish and utilize a central safety committee structure a similar structure is established in each market region for the sales organizations.

### **Goals, objectives, and plans**

The BA shall establish safety goals and objectives and develop plans to reduce risks to ALARP and sustain and improve safety performance aligned with the corporate objectives.

### **Procedures and performance standards**

Each BA implements safety programs and procedures, as required by this policy and/or local regulations aligned with the GPM Health & Safety (GPM). Each facility periodically reviews and updates programs, procedures, and associated documents and establish a set of fundamental safety rules.

### **Training and development**

The BA together with the GPM determine the appropriate education, training, and experience necessary for employees to work in a safe manner. Employees shall only be assigned to a task or work environment if they have the appropriate education, training, and experience for it. New colleagues shall receive a safety orientation for the locations of work.

### **Effective communication**

Each facility communicates appropriate safety information to employees, customers, contractors, visitors if on site as well as with stakeholders in the communities we operate in. Team leads provide a supportive environment for safety issue reporting. Recognition of excellent safety performance is recommended.

### **Safety meetings and learning from incidents**

Facilities must hold safety meetings at least once per quarter. Safety incidents must be evaluated and in cases of injury include a root cause analysis. High potential near miss must follow the same logic. In the months without safety meeting, some form of relevant safety communication shall occur.

### **Audits and observations**

Each facility's management conducts periodic first-party audits of the facility and its safety management system.

### **Corrective and preventive actions**

Each facility assigns the responsibility and tracks recommendations for corrective and preventive actions. This process is owned by the highest-ranking colleague on site or delegated in writing.

### **Off-site job safety**

BA's implement a program to educate employees and encourage safe behaviour to return home safely every day, regardless of where the work is conducted. Sales organizations mandate a last-minute risk assessment before entering any jobsite and safe driving lessons.

### **Suppliers and third parties**

We **expect suppliers** to take responsibility for health and safety in accordance with the applicable statutory and international standards to provide safe working conditions. We verify this for **our suppliers** in areas identified as risky, by performing (external) on-site audits regularly or on an ad hoc basis if necessary.



## Glossary/ Definitions

### **ALARP**

Is short for "as low as reasonably practicable". Reasonably practicable involves weighing a risk against the trouble, time and money needed to control it. Thus, ALARP describes the level to which we expect to see workplace risks controlled.

### **BA**

Business Area as defined within the organizational charter (e.g.; F&P, ET&A).

### **Facility**

The definition of a facility is an operational site, building or room which was created to serve a specific purpose or is the ease of doing something, for this policy it refers to a Hilti location e.g., repair center, warehouse, plant, store, or office location.

### **Fatigue and Stress**

Stress is the nonspecific reaction of the mind and/or body to any demand. Fatigue is an extreme form of tiredness, often described as exhaustion.

### **Fundamental Safety Rules**

Basic easy to understand and apply principles or regulations, governing actions, procedures, or devices intended to lower the occurrence or risk of injury, loss and danger to persons, property or the environment.

### **GPM**

Global Process Manager, here reporting to the global Head of HSE.

### **Health & Safety**

Health and Safety is a term that generally is defined as regulations and procedures intended to prevent accident or injury in workplaces. The term Health and Safety is generally used to describe Occupational Health and Safety and relates to the prevention of accidents and ill health to employees and those who may be affected by their work.

### **High potential near miss**

Is a situation which could have resulted in significant injury, environment, or property damage, investigated similarly to an actual accident.

### **Leadership & Management**

Leadership & Management members in the context of this policy are an individual or a group of individuals to influence and guide followers or other members of an organization. This means

any colleague with a reporting line of at least one direct report in Hilti.

### **Occupational Health and Safety Management Systems (OHSMS)**

An OHSMS is a coordinated and systematic approach to managing health and safety risks. OHSMSs help organisations to continually improve their safety performance and compliance to health and safety legislation and standards.

### **Personal Safety**

Is the general recognition and avoidance of possible harmful situations. Personal safety is taking preventive action to reduce hazards that can result e.g., in slips, trips falls and manual handling injuries.

### **Safety committee(s)**

Consist of delegates from the leadership team, the work force and safety professionals, who work together to identify and recommend solutions to health and safety problems in the workplace.

### **Safety First**

means considering a condition of being protected from anything or situation which could likely cause danger, risk, or injury to precede all other things in time, order, and importance.

