



# Work environment policy

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### Supporting documents

- Appendix 1: Guidance and template for risk assessment
- Appendix 2: Inspection checklist
- Appendix 3: Incident reporting template
- Appendix 4: Action plan for workplace improvements
- Appendix 5: Training log
- Appendix 6: Health and well-being guidance and template
- Appendix 7: Onboarding checklist for new employees
- Appendix 8: Guidance for developing emergency plans
- Appendix 9 Monitoring and follow-up

**Version:** 1.1

**Latest revision date:** -

**Responsibility:** CEO

**Approved by:** Board of directors, Storskogen Group AB, 6<sup>th</sup> of November 2024



## 1. Introduction

At Storskogen, we are committed to creating a **safe and healthy workplace** for all employees. By implementing **occupational health and safety management systems** (aligned with international standards such as ISO 45001) and pursuing a **Vision zero** for workplace accidents and illnesses, we aim to strengthen both employee well-being and business performance.

## 2. Purpose

This policy outlines Storskogen Group's commitment to maintaining a **safe and healthy work environment**. It supports all operations in implementing **occupational health and safety management systems** to prevent workplace-related illnesses and accidents while promoting overall health and well-being.

## 3. Scope

This policy applies to all employees, consultants, and subcontractors working within Storskogen and its subsidiaries, irrespective of location.

### 3.1. Adaptation for subsidiaries

Subsidiaries are encouraged to scale and adapt this policy to their size, operational risks, and local legal requirements, ensuring alignment with Storskogen's overarching health and safety objectives.

#### Minimum Standards:

To ensure compliance with legal requirements and Storskogen's standard to maintain a safe workplace, all subsidiaries must:

- **Conduct regular risk assessments:** Identify workplace hazards and take actions to mitigate risks, ensuring all potential dangers are addressed.
- **Document, investigate, and follow up on incidents:** Include all workplace incidents, such as near misses, to identify root causes, implement preventive measures, and maintain compliance with health and safety laws.
- **Provide tailored training:** Ensure employees receive training specific to their roles and the risks associated with their tasks. This training should cover workplace hazards, safety procedures, and how to report incidents effectively.
- **Assign responsibility for health and safety:** Designate a responsible person or team to oversee health and safety efforts, ensuring continuous monitoring, compliance with legal obligations, and alignment with Storskogen's objectives.

## 4. Definitions

- **Workers:** All employees, part-time staff, consultants, temporary workers, and others in the value chain.
- **Subcontractor:** External parties providing services, including those in construction or other contract-based work.

- **Vision zero:** A long-term goal to eliminate all workplace accidents and work-related illnesses.
- **Occupational health and safety management:** A structured process to identify, assess, and mitigate risks in the work environment (aligned with ISO 45001 standards).
- **Safety representative:** An employee tasked with representing worker interests in health and safety matters, monitoring risks, and suggesting improvements.
- **Supervisor:** Supervisors are responsible for implementing health and safety measures within their teams or operational areas. This includes conducting risk assessments, investigating incidents, addressing identified risks, and reporting outcomes to the Subsidiary CEO.

## 5. Governance and responsibility

Health and safety management in Storskogen is guided by the following principles:

- **Monitoring and reporting:** The **Board of directors** ensures compliance with the policy and oversees incident management.
- **Risk management:** Regular **risk assessments** are conducted to identify and mitigate risks.
- **Training:** Employees in **high-risk roles** undergo regular health and safety training.
- **Internal control:** Subsidiary management is responsible for processes ensuring compliance and addressing deficiencies.

The roles for implementation and monitoring of the policy are divided as follows:

Role/title	Responsibility
Group Board of directors	Ultimate responsibility for overseeing compliance and approving the policy.
CEO	Ensures implementation and allocation of health and safety tasks at all levels.
Subsidiary Board	Ensures compliance within the subsidiary and allocates adequate resources.
Subsidiary CEO	Oversees policy implementation and ensures necessary measures and training are provided.
Supervisor	Implements health and safety measures, conducts risk assessments, investigates incidents, and reports risks.
Employees	Follow health and safety guidelines and report any risks or incidents.
Sub-contractor	Comply with Storskogen's health and safety rules and report risks to supervisors.

## 6. Our commitment

Storskogen is committed to complying with all relevant **occupational health and safety laws** and to continuously improving the work environment through **risk assessments, training** and **follow-up**. We have a **zero vision** for workplace accidents and aim to eliminate all work-related incidents.

## 7. Work environment in practice

Storskogen takes a systematic and practical approach to occupational health and safety through the following key areas:

### 1. Risk assessment

- Conduct regular assessments to identify and address physical, psychosocial, and organizational risks.
- Reassess risks after incidents, organizational changes, or new processes.
- Appendix 1: **Guidance and template for risk assessment** is available to support scoring, prioritizing, and mitigating risks.

### 2. Workplace inspections

- Perform routine inspections to ensure safety controls are effective and identify emerging hazards.
- Appendix 2: **Inspection checklist** can be used as a tool for structuring inspections and assigning follow-ups, where applicable.

### 3. Incident reporting and investigation

- Report all incidents, including near misses, immediately to supervisors.
- Report serious accidents or fatalities to authorities as required by local laws (e.g., Arbetsmiljöverket, OSHA).
- Appendix 3: **Incident reporting template** can be utilized to document incidents systematically and enable thorough root cause analysis and follow-ups.

### 4. Action planning

- Develop actionable steps from assessments and investigations, assigning responsibilities and deadlines.
- Appendix 4: **Action plan template** is available to assist in structuring and monitoring corrective measures.

### 5. Training and competence

- Provide training tailored to roles and risks (e.g., machinery safety, ergonomic practices).
- Appendix 5: **Training log** can be used to track training activities, ensuring compliance and up-to-date certifications.
- Conduct refresher courses annually or as required by legal or operational changes.

### 6. Health and well-being

- Promote physical and mental health through ergonomic measures and work-life balance initiatives.



- Appendix 6: **Health and well-being guidance and template** supports implementing and tracking well-being initiatives.
- Regularly assess employee satisfaction and well-being through surveys or feedback sessions.

### 7. Emergency preparedness

- Develop and communicate emergency plans for fire evacuation, first aid, and hazardous material responses.
- Introduce emergency procedures to new employees during onboarding, with Appendix 7: **Onboarding checklist** available to support this process.
- Appendix 8: **Guidance for developing emergency plans** can be used for creating comprehensive and effective emergency procedures.

### 8. Monitoring and audits

- Conduct internal or external audits every 1–3 years, based on operational complexity.
- Appendix 9: **Monitoring and follow-up template** is available to document findings and track progress on corrective actions.
- Regularly review audit results in safety meetings to refine processes and improve health and safety measures.

## 8. Targets, monitoring and reporting

Storskogen sets **health and safety targets**, which are monitored, analyzed, and reported in the **annual report**.

## 9. Compliance

Non-compliance with this policy should be reported to an immediate manager or HR. Anonymous reporting is available via the Storskogen whistleblowing function: <https://report.whistleb.com/storskogen>.

## 10. Version history

This policy is reviewed annually and updated to reflect changes in work environment practices or regulations.

Version	Revision date	Description of changes	Author	Approved by	Date of approval
1.1			Amelie Nordin	Storskogen Board of directors	2024-11-06