

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

At Minor, we are committed to creating a safe and healthy working environment for our employees and contractors. We actively promote continuous improvement in Occupational Health and Safety (OHS) management system in order to prevent, minimize and control workplace hazards.

Our Commitments

1. Fully comply with applicable local OHS laws and regulations.
2. Drive continuous improvement of OHS process and performance by establishing objectives, strategies, indicators, and quantitative targets.
3. Manage OHS risks by putting in place measures to prevent, minimize and control those risks.
4. Enhance OHS awareness among employees and contractors through training, communication, and engagement, and by practicing good safety behavior and embedding safety into work culture.
5. Promote good health and well-being of employees by initiating programs concerning body and mind, family and community, and finance as well as providing relevant resources as appropriate.
6. Transparently disclose OHS information to employees, contractors and other stakeholders alongside allowing them to provide feedback and expectations for further continual improvement.

Occupational Health & Safety (OHS) and Well-being Framework

As Minor commits to being a responsible employer. We continue to promote employees' and contractors' health, safety, and well-being, mentally, physically, and financially.

Improving our employees' and contractors' health, safety, and well-being results in higher productivity and morale, being the Great Place to Work®, and attracting future workforce. Minor's Occupational Health & Safety (OHS) and Well-being framework, established in 2018, consists of four dimensions including workplace, body and mind, family and society, and finance. In

alignment with the Deming Cycle of plan, do, check and act, the framework adopts “4R approach” to ensure continual improvement of our employees’ and contractors’ occupational health and safety, and well-being starting from Risk identification, Response to those risks, Review of our risk management performance, and continual Refinement of our procedures.

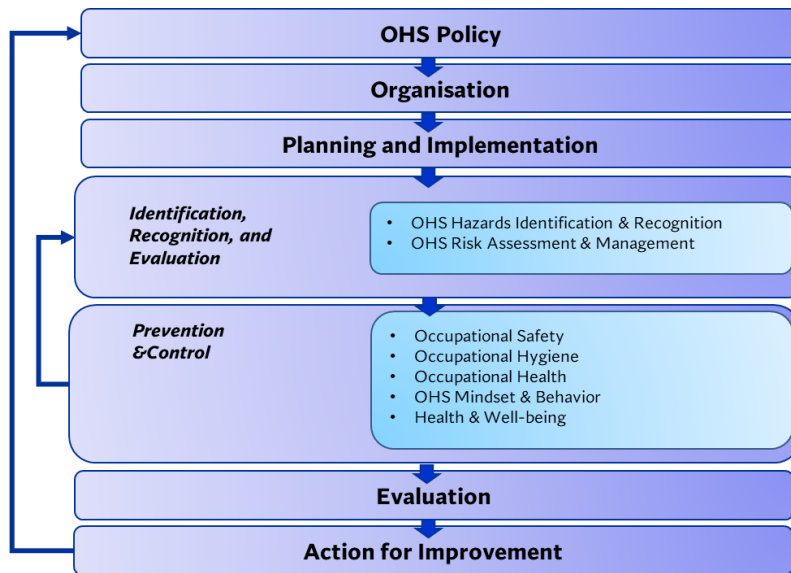


Minor’s OHS & Well-being Framework

Workplace

Occupational Health and Safety Management System (OHSMS)

Minor’s Occupational Health and Safety Management System (OHSMS) has been established based on the 2001 guidelines on occupational safety and health management systems of International Labor Organization (ILO-OSH 2001) which consists of five key elements: OHS policy, Organization, Planning and Implementation, Evaluation, and Action for Improvement. The OHSMS is established to ensure that everyone who performs tasks for the company without harm, returns home safely every day as well as avoiding negative impacts to other stakeholders and the environment where we operate.



Minor's OHSMS

Occupational Health and Safety (OHS) Programs

(1) OHS Hazards Identification & Recognition

The first step of OHS incidents prevention is to identify potential workplace hazards arisen from routine and non-routine work activities covering all aspects that include physical, chemical, biological and psychosociological hazards.

(2) OHS Risk Assessment & Risk Management

The identified workplace hazards are assessed accordingly for further prioritizing and setting mitigations or countermeasures according to hierarchy of control in order of elimination, substitution, engineering control, administrative control and using of personal protective equipment (PPE).

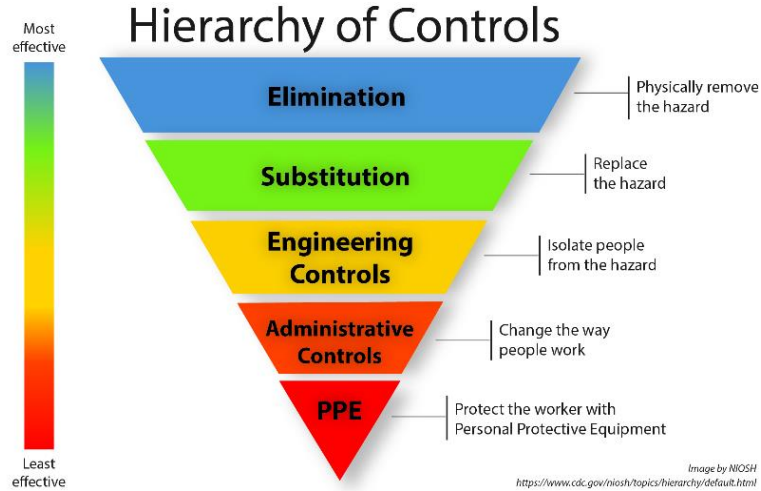


Image from [The U.S. National Institute of Occupational Safety and Health \(NIOSH\)](https://www.cdc.gov/niosh/topics/hierarchy/default.html)

(3) Occupational Safety

Workplace safety hazards especially the ones that frequently caused accidents and personal injuries such as fires and explosions, slips and trips, and sharp materials are managed to prevent, minimize, and control potential risks of accidents resulting in personal injuries and property damages.

(4) Occupational Hygiene

Workplace health hazards involving chemical and biological hazards such as hazardous chemicals used in our operations are managed, measured, and monitored to ensure that our employees and contractors' exposures do not exceed the local occupational exposure limits (OELs) or applicable local laws to prevent the development of occupational diseases and/or work-related illnesses.

(5) Occupational Health

Occupational health services, for examples, the provision of influenza vaccine, COVID-19 vaccine, annual health checkup, risk-based medical examination, and first aid kits and facilities are provided and made available to employees and contractors where applicable.

(6) OHS Mindsets & Behaviors

Mindsets & behaviors of employees and contractors are one of key success factor to drive OHS in the organization. Programs are in place to build awareness of OHS including OHS trainings, OHS campaigns and activities as well as allowing employees to participate in formal joint management-worker health and safety committees to enhance engagement and share feedbacks and expectations for further continual improvement.

Health and Well-being: Body & Mind, Family & Community, and Finance

Minor recognizes that employees' families and the communities surrounded are crucial to employees' health and well-being. Minor created program called "More You" to proactively offer a variety of activities to boost employees' wellness and provide recreation, as well as nurturing their sense of social responsibility. Minor believes these efforts can protect employees from occupational risks, increase their motivations and performances, and retain them as valuable assets of the company. Minor continuously provided educational scholarships to employees' children, onsite lactation room equipped with necessary resources for nursing mothers. Moreover, there are several financial-related platforms and initiatives supporting to enhance employees' financial security.



More You Program

Related Documents

[MINT Occupational Health and Safety Policy](#)

[MINT OHS Incidents Investigation Standard Operating Procedure](#)