



## HSE Committees, Meetings, Inspections and Audits

**Issued**

October 1999

**Reviewed**

October 2015



<b>Number:</b> PC.ST.00.001.03	<b>References:</b> OHSAS 18001, ISO 9001, Ordinance 3124/78, and Ordinance 33/83.
	<b>Purpose:</b> Analyze, evaluate, approve, inspect, audit and propose improvements in the Safety, Health and Environment Management System implemented to ensure the dissemination of the HSE Policy and other procedures.

**Scope:**

<b>Related Corporate Procedure:</b>	Human Resources	Supply Chain	Information Technology	Finances	Audit	HSE X	Legal	Quality	Others (Specify)
<b>Internal Site Procedure:</b>	Sandals	Sport articles	Retail	Factory 17	Factory 22	Factory 26	Others (Specify)	Others (Specify)	Others (Specify)
<b>Sector Work Instruction:</b>									

**Scope/ Coverage:**

All Alpargatas S/A Industrial Units in Brazil.  
The next Alpargatas Units and Operations will be included in the next review.

**Amendments:**

What has changed:	Date:
The procedures HSE 002 Code PC.ST.05.002-01; HSE 005 Code PC.ST.08.003-01 and HSE Code PC.ST.08.004-00 have been replaced by this Procedure.	October 2015

**Approved by:**

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**Owners / Recipients:**

Headquarters and Industrial Units in Brazil.  
The Industrial Units in Argentina and Sales Units (Meggashop, Havaianas and Osklen Stores) are now available for information.

**Generated Records:**

Form: HSE.FP003 - Audit Report - RA.

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## 1. INTRODUCTION

This procedure is replacing SSMAC 002 Code PC.ST.05.002-01 - Executive Committee for Work Safety, Occupational Health and Environment; SSMAC 005 Code PC.ST.08.0003- 01 - Inspection of Work Safety, Occupational Health and Environment; SSMAC 006 Code PC.ST.08.004-00 - Workplace Safety, Occupational Health and Environment Meetings.

In accordance with the HSE Policy, this procedure has guidelines for HSE committees, HSE meetings and HSE inspections and audits, aiming at the recognition, assessments and control of risks, for the prevention of incidents/accidents, evaluating the locations and/or work processes, compliance with established rules, with the purpose of eliminating or controlling the identified risks, preventing injuries and/or professional illnesses to employees or damage to the company's facilities, equipment, materials or the environment.

## 2. DEFINITIONS AND CONCEPTS

**CIPA** - Internal Accident Prevention Commission;

**MTE** - Ministry of Labor and Employment;

**PASMA** - Alpargatas HSE Audit Program;

**RA** - Audit Report;

**IR** - Incident Registration;

**SIPAT** - Internal Occupational Accident Prevention Week;

**HSE** - Occupational Safety, Occupational Health and Environment.

## 3. HSE COMMITTEES

### 3.1 Structure of the Committees

**3.1.1 HSE Steering Committee at Headquarters:** Chief Executive Officer (coordinator), other HSE Directors and Corporate Manager.

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**3.1.2 HSE Steering Committee for Factories in Brazil:** Industrial Director (coordinator), Plant Managers and Corporate Managers.

**3.1.3 HSE Executive Committee:** Unit Manager (coordinator), Sector Managers and Coordinators, Occupational Safety Engineer (if any) (secretary), Occupational Physician (if any) and Occupational Safety Technician (optional).

**3.1.4 HSE Implementation Committee:** Sector Managers or Coordinators (coordinators), Supervisors, Analysts, Leading Operators (in the factories) and other leadership positions and Occupational Safety Technicians.

**3.1.5 HSE Technical Committee:** HSE Corporate Manager (coordinator), HSE Managers and Coordinators, Occupational Safety Engineers and Occupational Safety Technicians (optional).

**3.1.6 Ergonomics Committee:** Unit Manager (coordinator) and Managers of Industrial Engineering, Maintenance, Production, HR, in addition to the HSE Manager, Occupational Safety Engineers, Occupational Physicians and Ergonomists, where applicable. Depending on the case, other professionals may also be part of this committee. Its operation should only be in the Industrial Units.

### 3.2 Main Duties

#### 3.2.1 Steering Committee

- Analyze the results of performance evaluation/reactive and preventive corporate and unit indicators;
- Support in the negotiation of the Units' action plans, through the report of the HSE audits;

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- Reinforce the implementation of the Workplace Safety, Occupational Health and Environment Policy and disseminate safety as a value in the Units;
- Approve new and revised HSE procedures/indicators;
- Conduct audits in the Units, according to the schedule;
- Approve investment funds and improvements to HSE projects, as justified;
- Validate the new/revised procedures/indicators, issued by the Technical Committee or on its own initiative, as requested by its coordinator.

### 3.2.2 Executive Committee

- Support and guarantee the implementation of the HSE Policy and Procedures, following the actions of the Implementation Committee;
- Disseminate safety as a value to employees;
- Analyze the results of performance evaluation/internal reactive and preventive indicators;
- Prepare and monitor the Action Plans of your Unit after the audits;
- Monitor the actions generated in accidents, incidents, safety reviews on projects, Top 5, CIPA, among others, especially those critical actions;
- Analyze HSE indicators;
- Propose and analyze improvements proposed by employees and third parties, aiming to reduce accidents, improve workers' health and minimize environmental impacts;
- Analyze and suggest changes in corporate procedures;
- Participate in meetings called by the coordinator.

### 3.2.3 Implementation Committee

- Implement and ensure compliance with the HSE Policy and HSE Procedures;
- Ensure records of all incidents and accidents that have occurred;
- Participate in meetings called by the coordinator.

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### 3.2.4 The Technical Committee

- Develop and review HSE procedures;
- Propose and review new HSE indicators;
- Analyze, during meetings, accidents with leave, without leave, incidents with a high potential for seriousness, HSE best practices implemented in factories, HSE strategies for audits, technical training, among other matters;
- Analyze the results of the Units' HSE indicators, discuss actions that improve the results and standardize the improvement actions in the Units;
- Analyze critical items and propose solutions;
- Participate in meetings called by the coordinator.

### Ergonomics Committee

- Seek solutions to existing ergonomic problems in a systematic way, avoiding isolated efforts;
- Analyze activities, study their solutions in depth and develop an Action Plan;
- Analyze, propose and develop the adaptations of the working conditions presented in the AET - Ergonomic Analysis of Work carried out;
- Meet the ergonomic principles of adapting work to men;
- Comply with current legislation, especially NR-17, of Ordinance 3214/78.

## 4. HSE MEETINGS

### 4.1 On a daily basis

- Top 5 meetings: although it is not HSE specific, it should also address routine issues related to HSE.

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### 4.2 On a weekly basis

- DDS Training Meetings - Direct Safety Dialogues: the approach on any topic related to HSE is mandatory.

### 4.3 On a monthly basis

- HSE Results: Presentation at the Board Meeting, in the month that is not possible, an Executive Summary should be sent by e-mail to all directors;
- HSE Results - Technical Committee: Meeting with only one representative of the HSE Technical team from each Plant in Brazil;
- Factory Results with the Industrial Directorate: Meetings that address the general results of each factory, which include some HSE indicators;
- Factory Results: Internal meetings at the Factories, where EHS indicators are included and are coordinated by the Factory Manager;
- Executive Committee: Specific meetings at the Unit to address HSE indicators. They may occur together with the internal results meeting of the Factories, as defined by its coordinator;
- CIPA - Internal Accident Prevention Commission.

### 4.4 Periodic

Meetings without defined deadlines, which occur as convened by its coordinator.

- Results of HSE - Factory Steering Committee;
- Ergonomics Committee (minimum every three months).

### 4.5 On an annual basis

- Steering Committee: It has a mandatory minimum annual cycle, but it can occur in a shorter period depending on the need for analysis and validation of any procedure and as convened by its coordinator;

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- Critical Analysis of HSE Management;
- SIPAT - Internal Week for the Prevention of Accidents at Work.

### 4.6 Meeting Records

The meetings must be recorded in a specific minute. Registration and evidence are also accepted by email or in a report on the issues and issues discussed at the meeting.

## 5. EHS INSPECTIONS AND AUDITS

### 5.1 Routine Inspections

- Daily inspections must be carried out by every employee with a leadership level at Alpargatas, in addition to the HSE technical team;
- People who are going to work on machinery and equipment must, before starting work, make the inspection check list;
- Accident Prevention Agents must also perform routine inspections, according to the schedule or request and direction of the CIPA president;
- Irregularities, when found, must be recorded in the relevant document (Inspection Form, Check list, Audit Report - RA, Incident Record - IR or any other means that the Unit makes available, including e-mail);
- Any irregularity identifies that it causes a serious and imminent risk, immediate action must be taken, if necessary to stop the activity and immediately call the person responsible for the sector.

### 5.2 Committee audits

- Each HSE Committee must carry out periodic audits, as provided for in its specific procedure, or at the discretion of its coordinator;
- Audits must be monitored by the person in charge of the audited unit, who must issue a report with the action plan within 15 days after the audit, if applicable.

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### 5.3 Self Audit - Executive Committee

- Each unit must carry out an internal audit at least once a year, which must be conducted by the Executive Committee coordinator, with technical support from HSE and Maintenance.

### 5.4 Cross-Audits

#### 5.4.1 Internal

- A manager doing in the sector of another, within the same unit;
- Each unit must make a specific annual schedule, separating its unit into sectors (being able to group them) and defining its periodicity;
- The schedule must be defined by the Executive Committee Coordinator in agreement with the unit's HSE Manager.

#### 5.4.2 External

- A Unit Manager doing the Unit on the other;
- The schedule must be defined by the Steering Committee Coordinator in agreement with the Corporate HSE Manager.

### 5.5 Steering Committee audits

- It must be carried out at the Factories once a year, being optional to do it at the Satellite Factories, according to the Coordinator's criteria.

### 5.6 PASMA – Alpargatas Audit Program

- It must occur once a year;
- Conducted by the Corporate HSE Manager, according to specific procedure.

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### 5.7 Specific Technical Inspections

- Each Unit must establish a schedule of technical inspections on its machines and equipment, periodically, as required by law. For example: pressure boilers and vessels, compressors, tanks, hoisting equipment, forklifts, etc.

### 5.8 Official Inspections

- The official bodies (MTE - Ministry of Labor and Employment, Fire Department, Environmental Bodies, ...) can carry out unscheduled inspections and these must be part of a specific action plan, as they normally have a deadline defined by them and may have fines for non-compliance with these deadlines.

### 5.9 Records

- Employees in general must also register these occurrences in the means available or inform their leader/manager of any irregularities observed;
- The unit must place all pending HSE issues in a single report, which can be separated by sector or by manager, to monitor these pending issues until their resolution;
- Recommended that the Unit use the HSE form. FP 003 - Audit Report - RA.