



HSE 01

HEALTH, SAFETY AND ENVIRONMENTAL CHARTER



Health, Safety & Environmental Commitment

Purpose: To send everyone Safe Home Every Day

Scope: This commitment applies to all employees within the NDA Group globally.

The NDA Group is committed to providing a proactive environment for the health, safety and wellbeing of our employees, sub-contractors & visitors on all sites.

We are committed to continual improvement of our Environmental performance by ensuring the businesses actively consider environmental impacts in their day to day functions and comply with local legislation, work to identify, eliminate or reduce Environmental risks from all activities the businesses undertake and establish frameworks that support this management process and incorporates continuous improvement.

We are committed to continuous improvement of our HSE Management Systems and operational compliance. We have established robust systems and procedures that support accurate reporting & recording, identify and control hazards & risks and comply with relevant local legislation. Health & Safety leadership and responsibility is held by all Managers throughout the business with General Managers directly responsible for safety behaviours on the sites within their Business Unit.

Within each Country we operate a Safety Management System that provides a systematic approach to hazard and risk management practices, compliance with local legislation, codes of practice & NDA safe operating procedures. We are also committed to supporting on-going education & awareness and consultation & involvement of employees.

CRITICAL SUCCESS FACTORS

INNOVATION - Proactive in our H&S Management Systems, where innovative thought delivers safety solutions

ENGAGEMENT - Working Together. We value each other & understand our H&S responsibilities. Our own behaviour demonstrates our culture through actions, participation & leadership.

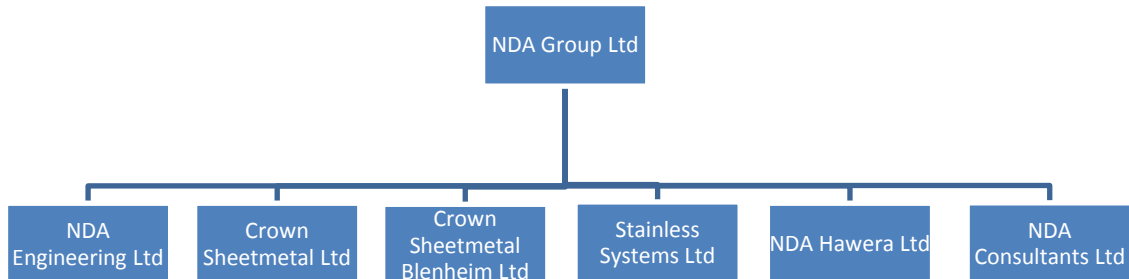
Safe Home
Every Day.

EXCELLENCE - We manage risk well. We take action when we see a safety risk. Challenging thinking & exceeding expectations measure & communicate our success

PARTNERSHIPS - Sharing Information. We establish collaborative & proactive relationships internally & externally that build knowledge & practice.



Company Structure – PCBU's



NDA Group Ltd will ensure that all core roles and responsibilities for health and safety are clearly allocated through its governance structure. Specific health and wellbeing responsibilities for workers and managers will be recorded in position descriptions and roles and responsibilities documents to ensure expectations are clear and people are accountable for these.

PCBU Obligations

Every PCBU has a responsibility to take reasonably practicable steps to ensure the H&S of workers & other persons.

This includes taking reasonably practicable steps to ensure:

- The work environment does not pose risks to health & safety;
- Safe plant, structures & systems of work are provided and maintained;
- There are adequate facilities for workers' welfare while at work;
- All people receive the appropriate information, training, instructions &/or supervision necessary to protect them from health & safety risks, &;
- The health of workers and the condition at the workplace are monitored so as to prevent workers' injury or illness.

Multiple PCBU's

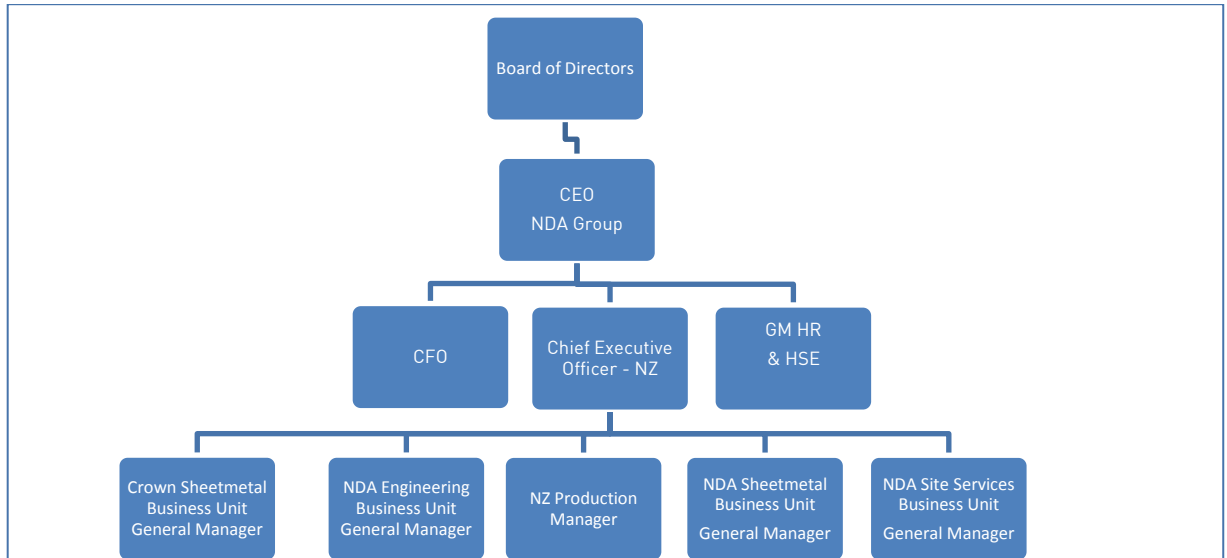
NDA Group Ltd is connected with other PCBUs and workers may, at times, work with other PCBUs who all have responsibilities and duties under the Act. These include NDA Engineering Ltd, Crown Sheetmetal Ltd, Crown Sheetmetal Blenheim Ltd, Stainless Systems Ltd, NDA Hawera Ltd, NDA Consultants Ltd.

NDA Group Ltd is committed to cooperating with other PCBUs to coordinate and collaborate regarding health and safety processes and policies, so that all workplaces it controls or influences are safe. Where NDA Group Ltd has overall control of the shared area, it will engage with the other PCBUs to assess shared risks and coordinate the necessary control measures. A competent person will be appointed to coordinate health and safety arrangements in any shared workplace.



Organisational Structure - OFFICERS

These roles have Officer Obligations under the Health and Safety at Work Act (HSAW) 2015 in our business as they exercise significant influence & responsibility over the business and/or their specific business units.



Officer obligations

These roles must exercise Due Diligence to ensure the PCBU complies with the duty to ensure the H&S of Workers and Others.

They do this by taking reasonable steps to:

- Acquire & keep up-to-date knowledge of H&S matters for the PCBU
- Understand the nature of the PCBU's operations & the associated hazards & risks;
- Ensure the PCBU has appropriate resources & processes to eliminate or minimise the risks;
- Ensure that the PCBU has appropriate processes for receiving & considering information regarding incidents, hazards & risks & for responding in a timely way to that information;
- Ensure that the PCBU has, & implements, processes for complying with any duty or obligation; &
- Verify the provision and use of the above resources & processes through reviews & audits.

Practically this will be achieved by implementing the strategies and process outlined in this Charter and NDA's policies.

The Business Unit Managers extent will span to their specific business unit.



Health and Safety Governance

NDA's Board of Directors is ultimately accountable and has overall responsibility for ensuring that the organisation complies with the Act and related regulations and codes of practice. Individual board members are officers with specific due diligence obligations under the Act, as set out above. The Board will discuss health and safety matters at each monthly board meeting and will monitor and review health and safety with a view to continuous improvement.

To ensure that the Company complies with all relevant New Zealand **Health, Safety & Environment** Legislation and the company policies, the Board will:

- Set & review the Safety Strategy & ensure that this is communicated to the Business Units;
- Establish objectives to support the delivery of the strategy and track achievement of these objectives
- Ensure that the H&S Management Systems are working effectively to ensure that staff are kept safe by:
 - o Ensuring that Management develops, implements, audits & regularly reviews & updates the current H&S Management System;
 - o Review monthly reports which will include reviews & audits of systems, corrective actions, risks register review, incidents and injury management;
 - o Periodically visiting sites.
 - o Having the GM H&S present at a Board Meeting every two months
 - o Ensuring auditing involves an external party.

Measurement, Monitoring and Improvement

NDA Group Ltd has a number of reporting requirements in place to monitor health and safety performance against the key performance indicators set out below and per our Safety Strategy.

General Manager of H&S has a key role in monitoring and reviewing incidents, health and safety reports, workers turnover, unscheduled leave, ACC claims, and survey results on a regular basis to identify recommendations around health and safety risk and compliance and report these through to the Board so that the Board has oversight of relevant health and safety matters.

Health and safety systems, plans and processes will be regularly reviewed and audited externally to AS/NZ Standards annually. Internal Audits are completed as per Internal Audit Schedule for Workshops, Site Safety Specific Audits are completed by Project. NDA Group Ltd will demonstrate commitment and leadership by tracking improvement goals which have been set by management in consultation with the Board.

Key Performance Indicators

NDA Group Ltd will demonstrate commitment and leadership by tracking improvement goals which have been set by management in consultation with the Board.

Our Safety Strategy is reviewed annually and to ensure it is delivered this is deployed to business units who in turn develop operational objectives with the local H&S Committee – actions & measurements are included in these local documents to directly contribute to achieving the NZ Safety Strategy. General Managers use dashboard information to monitor progress weekly.



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Mark Eglinton
CEO

...23/03/16.....
Date

