

## **Occupational Safety and Health Guidelines (Extract)**

### **1. Scope of Application**

The Occupational Safety and Health Guidelines ("The Guidelines") applies to the Hong Kong office of the Bank. All affiliated companies, Southeast Asian entities, etc. should formulate their respective occupational and safety measures in accordance to the Guidelines, the requirements of the local laws and regulations, and their actual situation.

### **2. Occupational Safety and Health Management System**

#### **2.1 Development of Regulations and Guidelines**

- Relevant Safety & Security Management Regulations and "Occupational Safety and Health Guideline" are developed to enable effective planning, promotion, implementation, supervision, re-examining all safety arrangement.
- Safety & Security Management regulations specify the principles of safety management, the implementation of various safety measures, supervision of outsourced security service providers and arrangement in safety education and training.
- The "Occupational Safety and Health Guidelines" provides guidelines on workplace management, fire prevention at workplaces, management of first aid facilities, manual handling operations, use of computer, use of electricity, use of ladders, handling of staff who feel sick, acute illness, or get accidental casualties at work, etc.

#### **2.2 Management structure**

- The "Business Continuity Management Committee of BOCHK" is responsible for the development and implementation of the Group's safety management work.
- The "Business Continuity Management Committee of BOCHK" has a "Safety & Security Office" which is the functional management unit of the Group, responsible for coordinating, directing, supervising and inspecting the safety management works of the Group.

- All units have "Safety & Security Work Leading Group" to lead the OSH work of the unit.

### **2.3 Arrangement of Training**

- Regularly arrange training courses for staff to enhance their occupational safety and health knowledge, which include fire safety courses, first aid certificate courses, occupational safety and health related seminars, online safety seminars, emergency response and evacuation drills, etc.
- Circulate the "BOCHK Safety & Security Monthly Bulletin" to all staff to enhance their awareness to prevent untoward incidents.
- Regularly arrange safety drills for all staff, which cover security risk awareness and response measures, fire extinguisher locations and operation procedures, handling 'Burns and Scalds', robbery and evacuation, etc.
- Perform fire evacuation drills at least once a year.

### **2.4 Maintain close supervision**

- Irregularly conduct Group-wide investigation to eliminate all foreseeable safety hazards.
- Conduct sudden site inspection at workplace during public holiday to ensure effective implementation of safety measures. Report and follow up all violations.

### **2.5 Crisis analysis and control measures**

- Pay close attention to social safety messages, timely assess all safety risk factors, issue early warning and recommendations to potentially affected units.
- In case of important days or severe weather conditions, issue early warning to recommend appropriate emergency action.

## **3. OSH Considerations in Branch and Office**

### **3.1 Interior design**

- Adequate fire-fighting equipment and fire escape routes are provided to safety location(s).
- Lighting and ventilation systems meet the requirement of the E&M Department.
- The office table is ergonomic designed to reduce work pressure and fatigue.

### **3.2 Selection of Equipment**

- Most advanced technology defense systems and qualified guards are deployed to prevent intruders.
- Only equipment in line with legislation and safety standards is used to ensure safety in operation.
- Provision of appropriate tools and protective equipment for transportation of a large quantity of documents or coins to reduce the chance of injury.

## **4. Readiness of Prevention Measures**

### **4.1 Workplace Management**

The person in charge of workplace is responsible for risk assessments at the workplace. The specific responsibilities are as follows:

- Ensure that the device at the workplace does not endanger the safety and health of those who use or may use the device.
- Ensure that dangerous part of device is effectively guarded.
- Ensure all means of escape in a safe condition and free from obstruction.
- Provide and keep sufficient first aid facilities with the level specified in the Regulations on the workplace, and the words "FIRST AID" must be clearly marked on.
- All the security assessment documents are properly filed, pending for inspection.

### **4.2 Emergency Preparedness**

- Different security contingency plans are in place.
- Appropriate drills, as situation requires, are arranged to ensure the effective implementation of contingency plans.

## **5. Review and Amendments**

This Guidelines are formulated, maintained and interpreted by the Occupational Safety and Health Division. The Guidelines are subject to review and amendment on an annual basis and as required to ensure its relevance and effectiveness.