

SECTORAL CODE OF CONDUCT

**'one goal:
zero accidents'**

Cooperating on safety programs is a common priority which is broadly accepted in our industry. We are proud of the results achieved, but we also stress the importance of continuous improvement. After all each accident is one too many.

Henk Lingbeek, Verbond Papier & Karton

VERBOND PK
Make it safe!

KICKOFF

The code of conduct 'one goal: zero accidents' of the Paper & Cardboard Safety Alliance provides inspiration for a clear safety vision. Our objective is to initiate a discussion that will lead to better utilization of safety knowledge and expertise. This code enables our industry to reach an even higher safety level, by integrating our systems and by supporting each other internally and externally where we can.



This code of conduct reflects the essence of operational safety: it describes which procedures and practices contribute to a safer workplace. We describe how safety awareness fits in a culture which includes a bias for continuous improvement and adherence to rules. This code is meant to give an extra boost to safety in companies with a good track record, while it can work as a magnet for those who feel the need to catch up. This code stimulates self-reflection. That fits in a time frame in which our sector is shifting from the idea of 'safety because the rules say so' towards 'safety based on a passion for safety'. The code of conduct is a stimulus for taking safe behavior - among managers and employees - to the next level.

This code facilitates a vision on safety with specific guiding principles. Participation means that there is a need for further professionalization in the field of health and safety. With this sector-wide code of conduct we intend to support participating companies while working towards the ultimate goal: zero accidents.

Participants in this sectoral code of conduct recognize the principles mentioned in this document. The diagram which illustrates the steps towards a safe workplace as well as the describing text provide some more details.

→ Some elements are vital for a safe workplace:

- ✓ An up-to-date risk assessment with action plan
- ✓ Safe machines
- ✓ Periodic safety meetings
- ✓ Safety expertise available
- ✓ Clearly defined safety rules that are accepted and followed
- ✓ Dialogue with stakeholders, such as works council and company doctor
- ✓ Participation in sectoral initiatives such as safety checks

GUIDING PRINCIPLES

Parties involved in the code of conduct have one goal: achieving zero accidents.

- **Focus on people and processes**

Safety is a critical element of the daily operations. Supervisors and managers have a positive attitude to safety, which contributes to the prevention of accidents and break-downs. A passion for safety leads to attention for people and stimulates individual involvement.

Everyone recognizes the importance of clearly defined rules and is actively involved in realizing safe working conditions. Accidents are reported and everyone's contribution to solutions is appreciated.

- **Risk assessment, analysis and reduction**

Working safely includes managing risks. The risk assessment is our basis: a legally required assessment that every company performs periodically, which leads to an action plan that registers how issues are to be resolved. A company uses its risk assessment and action plan to structurally reduce or even eliminate risks.

- **Cooperation**

Each company has a Safety Committee in place, which coordinates and reviews safety initiatives. One or more safety leads have been appointed to provide support in day-to-day operations and pay attention to safety on an ongoing basis.

At industry level, representatives of employers and unions cooperate on safety programs via the Paper & Cardboard Safety Alliance. In this board the Labor Inspection is also involved. Branch associations involved also take initiatives, such as safety committees and project groups.

A unique form of cooperation is the exchange of knowledge via safety checks: safety experts visit each other's companies and advice on safety issues. This program is being strengthened by including additional topics and by stimulating participation.

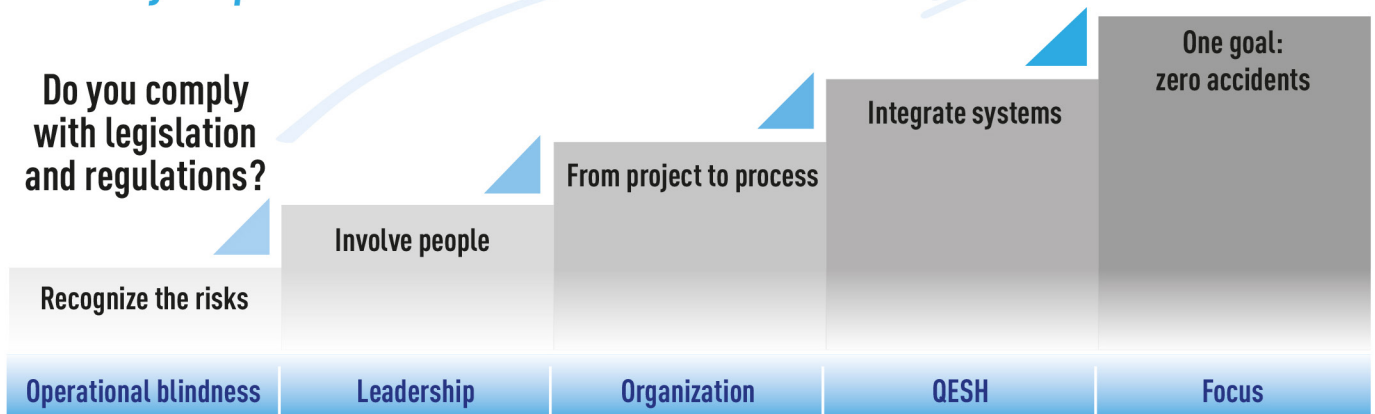
- **Safety knowledge**

A company's risk profile, based on operating processes, determines the level of knowledge of the safety expert. The safety expert helps the organization to incorporate safety, starting with design, as an ongoing source for efficiency improvements. If necessary, specialist knowledge is hired.

STEPS IN THE GROWTH PROCESS

What is your position?

How can you improve your processes?



SAFE OPERATIONS

We have an ambitious objective: zero accidents. An accident is an unexpected and tragic event, with negative effects for both the victim and the company. Accidents may lead to injury and absenteeism, but they can also damage product, machinery and image. A safe company is a company that controls risks and processes, which leads to a situation in which everyone works in a well-considered safe way, even in unexpected situations. Risk awareness involves focusing on people, equipment and methods.



People

Safe behavior is strongly related to risk awareness. To a large extent, this implies individual responsibility: being alert, cooperative and adhering to rules. The willingness to speak up if anyone sees a colleague stepping into a dangerous situation can help preventing people from making a mistake or an error. Besides that, instructions and supervision by people responsible is also needed to avoid incidents.

Safety expertise drives risk recognition in an organisation. The level of safety expertise needed, should be established and staffed based on the company's processes and size.

Equipment

Our industry works with heavy equipment, so machine guarding is a top priority. New machines are equipped with a higher level of safety means than older ones. That is why an ongoing effort is being made in upgrading existing machinery towards the highest achievable safety level, based on best available technology.

Methods

Safe methods relate to people's habits in working safely. Someone can put himself and his colleagues in a dangerous situation by underestimating a risk. It is vital that rules are clear and being followed by everyone. Manuals and procedures provide useful support, but the key issue is how people utilize safety regulations. 'Rules are tools': safety rules must add value and must be followed in the workplace.

Aiming for zero accidents results in a vision which concentrates on the maximum utilization of resources in a safe and efficient manner. Safe equipment, involved people and an ongoing focus on continuous improvement contribute to a proactive health and safety policy in which people learn from errors and contribute to an accident-free workplace.

SECTORAL CODE OF CONDUCT



VERBOND PK
Make it safe!



VERBOND PK

Make it safe!

Verbond Papier & Karton (Paper & Cardboard Safety Alliance) facilitates and supports cooperation between branch associations (VNP, CBA and Kartoflex) and trade unions (FNV Procesindustrie, FNV Media & Cultuur, CNV and De Unie) in order to contribute to a safe and healthy industry.

Verbond Papier & Karton

Kruisweg 761 | 2132 NE Hoofddorp | The Netherlands

Telephone: +31 20 659 01 50

Email: info@verbondpk.nl

www.verbondpk.nl

