

Group Safety and Health Policy

(including the Major Accident Prevention Policy)

Policy statement

SSE's policy is that if it's not safe, we don't do it.

Policy purpose

The purpose of this policy is to prevent injury and ill health associated with SSE's activities. We passionately believe that all accidents are preventable, so we do everything safely and responsibly, or not at all. Our Policy is available to all interested parties and SSE will comply with applicable UK and Irish legislation and other requirements as a minimum.

This policy is owned by the Director of Human Resources and is one of a suite of group-level policies that promote a healthy business culture, guide decisions and actions as expected by the company's stakeholders and make SSE a responsible company that people want to invest in, buy from, work for and partner with.



John Stewart
Director of Human Resources



Alistair Phillips-Davies
Chief Executive Officer



POLICY PRINCIPLES

The following principles highlight how we expect the policy statement to be achieved, and should be used to guide behaviours, decision making and action:

People	<ul style="list-style-type: none"> • SSE's workforce is supported to ensure: <ul style="list-style-type: none"> ○ Direction, training and supervision is provided to employees and contractors to enable them to discharge their duty to work safely and responsibly, prevent work-related injury and ill-health, and get home safe. ○ Contractors are competent and have systems in place to comply with safety legislation, standards and procedures. ○ Occupational Health, Hygiene and Wellbeing measures are in place and actively promoted, with a focus on both physical and mental health. ○ Roles and responsibilities are in place to manage major accident hazards. ○ Human factors are considered in the management of our operations and organisational changes are only made after risks to safety and health have been assessed and mitigated. ○ Promotion of effective communications, joint consultation and co-operation on safety and health matters to allow employees, their representatives and contractors the opportunity to positively influence the way we work. ○ All employees and contractors understand their responsibilities in delivering safe and healthy outcomes for our people, customers and visitors.
Plant and equipment	<ul style="list-style-type: none"> • We maintain the integrity of our facilities and assets, ensuring that: <ul style="list-style-type: none"> ○ Risks are assessed and effectively controlled before new, or changes to existing plant, process or equipment are made. ○ Workplace controls are put in place to ensure safe and healthy working conditions for operations, maintenance and construction.

	<ul style="list-style-type: none"> ○ Integrity risks are assessed and mitigated throughout the complete lifecycle of the asset. ○ Accurate plant and process information is maintained.
Performance	<ul style="list-style-type: none"> ● Continual improvement of the Safety and Health Management system is ensured by: <ul style="list-style-type: none"> ○ Providing a framework for setting Safety and Health objectives, targets and to monitor performance indicators and high-potential incidents. ○ Investigation of incidents and communication of findings. ○ Regular audits to highlight good practice and concerns. ○ Local reviews of business-specific management system and performance. ○ Identification of opportunities for improvement. ○ Reporting on our safety and health performance annually.
Processes	<ul style="list-style-type: none"> ● Risks are managed by: <ul style="list-style-type: none"> ○ Systematic identification and assessment of safety and health hazards under normal, abnormal and emergency conditions so that risk is eliminated or adequately controlled. ○ Controls for the safe operation of processes are applied and safe systems of work are followed. ○ Giving all employees personal responsibility for being fit for work– appropriate health surveillance will be provided for employees exposed to occupational health risks. ○ Developing, exercising and maintaining emergency plans.



ROLES AND RESPONSIBILITIES

This policy applies to all SSE employees, contingent workers and people contracted to provide services to the Company through third parties.

Everyone's responsibilities under Health and Safety legislation is detailed in the SSE SHE Employee handbook ([MA-SHE-001-006](#)), which is available on-line and used as part of company inductions.

Directors

Directors are responsible for implementing and operating SSE's SHE Management System to ensure compliance with applicable SHE legislation, the prevention of work-related injury and ill-health. They will develop, lead and promote a positive SHE-culture through visible, proactive, consistent and influential leadership to achieve continual improvement in SHE performance and ensure that effective channels of communication and consultation with employees are in place.

Managers

Managers are responsible for making sure that their teams and colleagues understand and comply with the policy and supporting procedures as well as complete any relevant training. They will ensure that each business area has a SHE [plan](#) in place for the financial year, setting out their improvements to SHE performance.

Managers should appoint competent persons to implement specific requirements of the Risk Standards (or legislation), and to have a system in place for the assessment of competence. Under Health and Safety law there are also requirements for specific 'duty holders' to be clearly identified and their accountability determined.

A summary of the responsibilities for managing directors and managers is included in Appendix B of MS-SHE-001 [SHE Organisation](#).

Employees

All employees are expected to comply with the policy and supporting procedures, complete all relevant training and report safety hazards or unsafe work practices.

They have the responsibility and authority to stop work if there is any question related to safety or operational risk under the SSE safety licence of "if it's not safe, we don't do it".

Key People

The **SHE Director** is responsible for providing SHE management expertise, guidance and assurance to the SSE Board and sub- Committees, Managing Directors and their Business Units to ensure that this policy is appropriately implemented and complies with applicable UK and Irish legislation and other requirements.

Each Business Unit has a **Head of SHE**, or **SHE Manager(s)** and **SHE Adviser(s)** to support the Business Unit requirements.

The **Group SHE Standards Manager** and team are responsible for the Group SHE Management System, Reporting, and delivery of the Occupational Health Surveillance service.

Members of Group SHE Programmes team are Subject Matter Experts in their field e.g. crisis management and business continuity, management of road risk, safe systems of work etc.



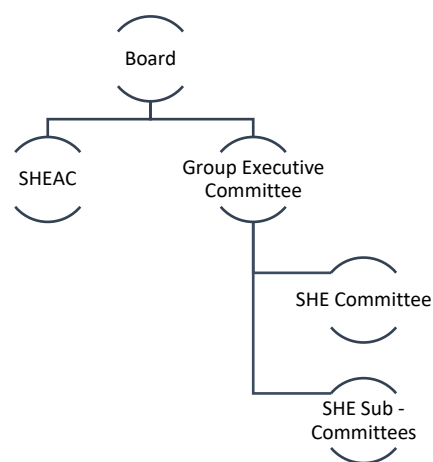
GOVERNANCE

The **SSE plc Board** and **Group Executive Committee** are responsible for the oversight for this Policy including the approval of any changes to the Policy. This Policy is reviewed annually as part of an evaluation process.

The **Safety, Health and Environment Committee (SHEC)** supports the **Policy Owner** and makes sure that the policy is adhered to through awareness, training and monitoring of policy implementation. Incidents and breaches are reviewed and where appropriate opportunities for improvement are actioned.

Governance for the implementation of the Safety and Health Policy and for the continual improvement in SHE performance is provided by the SHE Committee at Group-level, the **Safety, Health and Environment Advisory Committee (SHEAC)** at Board level, and at local level by **Local SHE Communities (LSC)**.

A further consultation forum exists at Group Level; the **Health, Safety and Environment Committee (HeSEC)** provides a forum for senior SSE managers to meet with Trade Union/Employee representatives.



CULTURE

SSE takes pride in its reputation as a responsible company with a strong commitment to always do the right thing. Of SSE's core values – Safety, Service, Efficiency, Sustainability, Excellence and Teamwork – safety is foremost. Everybody working for or on behalf of SSE is empowered to use the licence of “if it's not safe, we don't do it”.

The Company's Safety Family behavioural programme is built on four well-communicated statements:

- We take care of ourselves and each other;
- We take pride in our workplace;
- We plan, scan and adapt;
- We see it, sort it, report it.



TRAINING

Safety, Health and Environment training is provided to ensure that SSE's workforce know how to work safely and without risk to health. Training is provided in the following areas:

- **All employees** are required to complete mandatory **General SHE Induction** training, including arrangements for fire, first-aid and evacuation.
- **Visitor safety instruction** (including induction training when appropriate) is provided at all SSE sites.
- **Managers** are required to provide **role-specific** induction and **supervision for young persons**.
- **Business Units** are required to establish a structured and risk-based process for **personnel training and competence assessment** for employees who perform tasks that can impact on SHE performance, to ensure that employees follow and maintain a safe system of work.

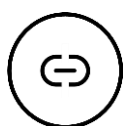


SPEAKING UP

There is an expectation that employees will speak up when they have observed actions that have (or could) lead to the endangerment of customers, colleagues, contractors or the general public.

If you see or hear something that falls short of our expected high standards of ethical conduct and compliance you should be able to discuss it with your manager or a Speak Up Ambassador, but when that is not possible you are encouraged to raise issues with SafeCall through the following channels:

- Phone: 0800 915 1571 (UK) 1800 812 740 (Ireland)
- Email: sse@safecall.co.uk
- www.safecall.co.uk/report



SUPPORTING DOCUMENTS

Additional documents available to provide further guidance and support include:

- The SSE [SHE Management System](#) comprises this Safety and Health Policy, 15 Management Standards and 44 Risk Standards. These key framework documents are supported by about 250 other documents, for example reference or guidance documents, forms, training briefs, employee risk cards etc. These documents are available to all SSE employees via the [Document Library](#); the Management and Risk Standards are also available on [SafetyNet](#).
- SSE SHE Management Standard MS-SHE-001 [Safety, Health and Environmental Organisation](#).

- RF-SHE-418 [Accountabilities and Responsibilities Matrix](#) for SSE SHE Management System.
- RF-SHE-406 [SHE Team Purpose and Organisation](#), sets out the Group SHE and Business Unit SHE team organisation.
- MA-SHE-001-006 SSE [SHE Employee handbook](#).

Please see [PO-SHE-001](#) for the summary version of the Group Safety and Health Policy.

Comments and feedback on this policy and its application are welcome.

Please contact mark.patterson@sse.com