

# HEALTH SAFETY ENVIRONMENT MANAGEMENT MANUAL

Distribution

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☐ General Manager

☐ HSE Manager

☐ Lloyd's Register Quality Assurance

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This manual is conform to applicable laws concerning health, safety and environment and is due to widespread the knowledge of the HSE system to employers. All the staff is invited to refere to this document and to suggest improvements to the HSE Manager.

FULGOSI GIOVANNI S.N.C. (timbro)	Controlled copy n° ____ of 3
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### 1 Changes brought about compared to the previous issue

Added "suppliers management" and "records management" procedures to chapter 10.

### 2 Company profile

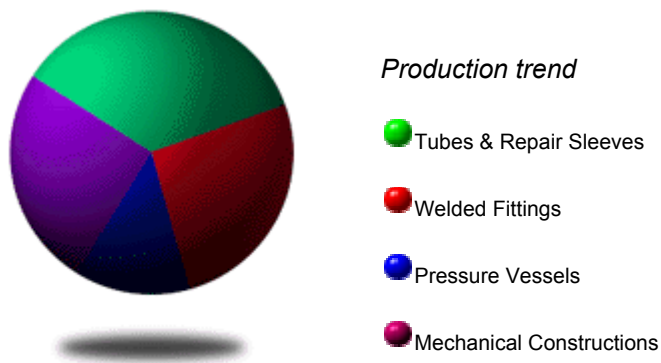
Fulgosi Giovanni S.n.c. was founded in 1974 by Mr Giovanni Fulgosi in San Nicolò, Rottofreno, Piacenza where presently still operates. Mr Fulgosi, back from Belgium where he worked as a miner, decided to invest the money he earned from the coal extraction into an activity of mechanical constructions in a small building of 500 sqm and 3 employers. The company gradually developed to become a large firm specialized in the prefabrication of pipes and fittings for petrochemical Industry with 15 employers.

The company operates on the international market since the beginning. The average age in the company is below 40 that is expression of promptness and dynamism. In the last few years the company policy has been changed from "marketing oriented" to "quality assured" to achieve total quality performance in meeting the requirements of external and internal customers.

Quality performance means to understand who the customer is, what the requirements are, and meeting those requirements without mistakes, on time, every time.

Fulgosi's production capability counts on a **30.000 sqm.** area, **6.000** of which are served with **8** "bridge-cranes" in **10** and **5** Tons./each., while the "stock-area" is served by **5** "fork-lifts" in **7** and **4** Tons. Last year the company manufactured **3.544 Tons of Steel**. The following diagram show an idea of the present "production's trend" based on the type of products manufactured.

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Nowadays it's hard to understand the market in order to predict the field we'll improve more our know-how but, anyway the company will improve and innovate every time, everyday, always.

### 3 HSE Policy

The Fulgosi Giovanni S.n.c. has already involved itself to deserve the trust of all their customers since over 30 years, believing in quality as a not formal element and in customer's satisfaction as a need, just before to be a duty. Business manager basically retains:

🚦 **Ensure to customers** the complete satisfaction of all the expectations and needs identified, regarding:

- **Conformity:** Products must be always exempt from defects and satisfactory to the contractual requirements at the first delivery. Same is valid for services that should always be satisfactory to the first distribution.
- **Assistance:** Customer have right to obtain assistance and information in a very quick time and in a very efficient way.
- **Punctuality:** The guarantee to count on absolutely reliable and predictable time of consignment is one of the main expectations of our customers. Involving, to the aim of that everything predicted in the pre-contractual stage will reflect in the real distribution of service or product's delivery, is a binding aim of Fulgosi S.n.c.
- **Respect of the environment:** even the most demanding customer in environmental theme, find in Fulgosi Giovanni S.n.c. a trustful partner, because of the constantly respect for environment which is the premise of all the business activities and an object of continuous checks.
- **Safety:** the products have as first characteristic safety. On all the finished products, Fulgosi Giovanni S.n.c. carries out hardest test, always complying with the most strict normative requirements.

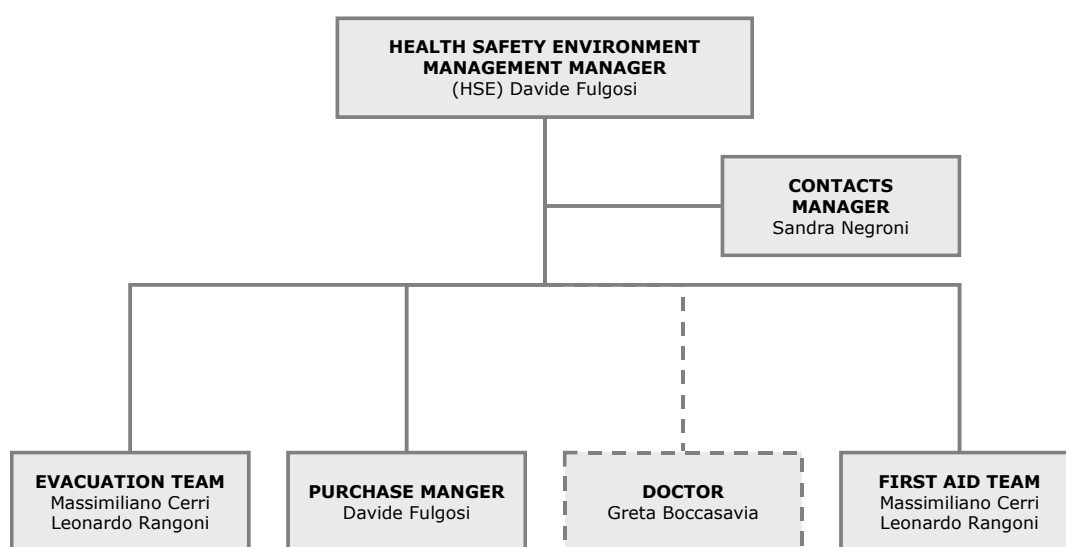
🚦 **Ensure to staff**, intended as main value resource, a safety, healthy and stimulating working habitat which takes into consideration the respect of the safety normative and the continuous improvement of the working conditions. This allows also the involving, the contribution and the total increase of each one's potential.

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- Ensure to the suppliers** a common route of improvement of the products, quality of services, environmental performance, safety and comprehension of the expectations of the customers. Guarantee the length of the relation with the partnership so as to realize by/through common strategies and targets of medium period the performance continuous improvement.
- Ensure to the property** the wide spreading towards new markets characterized by more and more gain, through gradual but determined efforts, the business income through the improvement of the productivity, the growth of the business in terms of practice and competence.
- Ensure to the community** the most focused environmental policy in connection with the full compliance with the safety rules and laws as a minimum.

## 4 Environment & Safety organization

The authorities and relevant responsibilities are clearly stated in the document named HSE Organization Chart (see diagram below) and communicated to the personnel. This document have been comprehensively discussed within the company by formative meetings. Dashed duties are relevant to external resources.



## 5 Acronyms

**HSE manager:** Health Safety Environment Manager

**HSE system:** Health Safety Environment Management System

**RSPP:** Prevention and Protection manager

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## 6 Applicable Laws

Applicable Laws which affects FULGOSI GIOVANNI S.N.C. ACTIVITIES are listed and updated as shown in document [PR13 Documents and data management](#). Main applicable laws on environment, safety and health are listed below:

### 6.1 Environment

- D. Lgs. 25/08/00 (Annex 1 – User Manual 467, 543)
- DPR 203/88
- D. Lgs “Ronchi” 22/99
- DPR 152/99

### 6.2 Safety and Health

- D.P.R. 27/4/55 n.547: Accident prevention.
- D.P.R. 19/3/56 n.303: General Hygienic Rules on Work
- D.P.R. 7/1/56 n.164: General Accident Prevention in Construction Companies.
- D.P.R. 8/6/82 n.524 e D.Lgs. 493/96: Safety Signals.
- D.Lgs. 4/12/92 n.475 (89/686/CEE) General rules for Individual prevention devices and CE mark.
- D.Lgs. 19/9/94 n.626 (89/391/CEE, 89/654/CEE, 89/655/CEE, 89/656/CEE, 90/269/CEE, 90/270/CEE, 90/394/CEE e 90/679/CEE): Health and safety improvement.
- CEI norms on electric plants.
- EN or UNI norms on machines.
- D.Lgs. n.494/96: Accident prevention in Construction Companies.
- L. 5/3/90 n.46: Safety of plants.
- D.Lgs. 15/08/91 n.277 (80/1107/CEE, n.86/188/CEE, n.88/CEE): Protection against hazard from chemical, physical and biological agents.
- D.Lgs. 24/07/96 n.459 (89/392/CEE, n.91/368/CEE, n.93/44/CEE e 93/68/CEE): machines.

### 6.3 Placement and dimensions of settlement

FULGOSI GIOVANNI S.N.C., is settled in an industrial area. The building is isolated form other buildings and consist of 4000sqm indoor and 10000sqm outdoor.

Landscape defacement is not a relevant impact.

### 6.4 Productive processes description

Production process is described in [PR03 – planning and production](#) procedure. Phases composing the process are:

- Start of production
- Raw materials receiving
- Raw materials identification
- Metal plate cut
- Metal plate rolling

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- Chamfer and tack welding
- Welding
- Assembly
- Final test
- Product release
- Documentation archiving
- Certificates emission

Following documents are prepared to assure correct planning and executions of production operations:

- Cutting sheet
- Work sheet

Additional information such as specifics, drawings, etc, will be attached to the above mentioned documents.

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- Cutting sheet
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Working equipment used in the workshop are:

- Oxycutting
- Rolling machine
- Submerged arc welders (S.A.W.)
- Gas metal arc welders (G.M.A.W. – F.C.A.W.)
- Gas Tungsten arc welders (G.T.A.W.)
- Manual welders (S.M.A.W.)

Quality Control Manager is responsible for equipment maintenance who records on the proper documents, when done.

#### 6.4.1 Resources consumption

FULGOSI GIOVANNI S.N.C. needs these raw materials for its products:

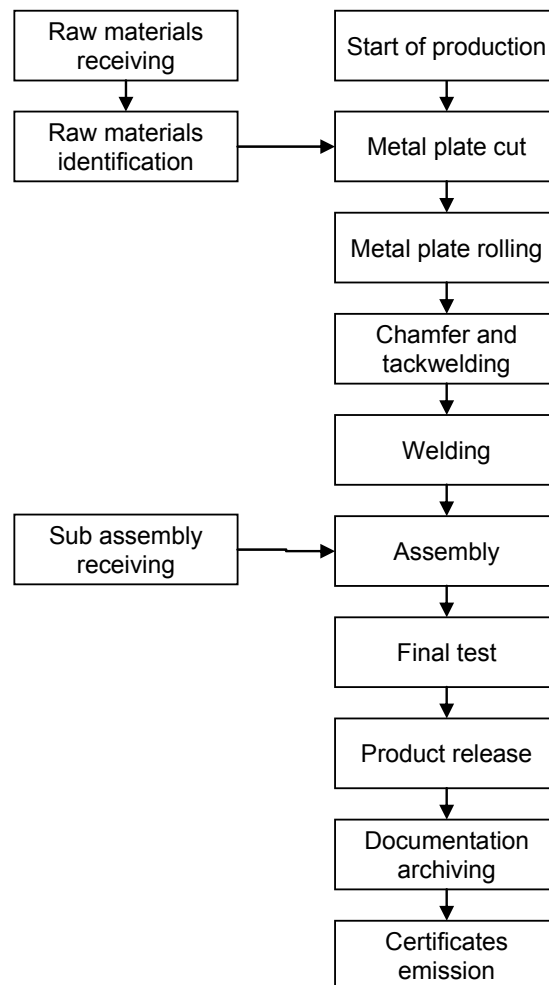
**Steel**, and its alloys, for product construction and welding; discard materials are treated like wreck and, since recyclable, are sold monthly to a specialized firm.

**Electricity**, machinery like welding machines, cranes, rolling machines;

**Water**, For Hydraulic testing;

**Gas**, for oxycutting, welding and offices / workshop heating ;

**Fuel**, for vehicles and forklift.



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The only significative resources consumption is water used for Hydraulic testing machine. To keep under control the usage of water is set a procedure, described in chapter 7.

Raw materials like Gas, wood, paper, oil, coal, solvent, plastic, rubber, other chemical products aren't part of productive process.

#### 6.4.2 Emissions and exhausts

Emissions and exhausts from FULGOSI GIOVANNI S.N.C. productive processes are:

**Solid waste**, from grinding and welding discharge.

**Noise**, from grinding, like highlighted in document "Environment analysis on acoustic pollution"

**Liquid emissions** (in water), are represented from water used in Hydrotest machine.

**Gas emissions** (in air), welding smoke, released in atmosphere, like described on "comunicazione dell'Amministrazione Provinciale di Piacenza, dipartimento Politiche di Gestione del Territorio e Tutela dell'Ambiente".

Significative emissions are **special waste** from grinding and welding discharge. To keep under control those emissions is set a procedure, described in chapter 7.

## 7 Relevant Environment Aspects

### 7.1 Special waste management

Secondary products of grinding and welding are considered **Special Waste**, especially:

- Grinding residual with iron filing
- Submerged Arc Welding cinder

In order to segregate special waste proper areas are set, with signs at the ground and vertical signals. HSE manager assures that Grinding residual and Welding cinder are collected weekly and moved in the proper area. Periodically special waste are picked up from a specialized company. Details of such activities are described in document PR08 – Special Wastes management.

### 7.2 Water management

Water used in Hydrotest machine is recycled several times before discharging it, in order to reduce water consumption.

At the end of foreseen storing period, water is discharged by a specialized company. Details of such activities are described in document PR09 – Reuse of Water for Hydrotest.

## 8 Environmental Requirements of Suppliers

FULGOSI GIOVANNI S.N.C. suppliers for Relevant Environment Aspects management are qualified on the base of proper requirements.

Special Waste Management Companies have to be signed in “National List of companies who Manage Waste”.

Other suppliers who manage relevant environment aspects have to be qualified in order to provide to FULGOSI GIOVANNI S.N.C full assurance of resources consumption and waste/discharge/emissions control, as required in document PR16 – Suppliers Qualifications.

## 9 Training

Fulgosi Giovanni S.n.c. evaluates adequateness of personnel training and constantly keep all workers informed about the need of prevention against work accidents or environmental damages.

Meetings with specialized professionals are planned annually to speak about health, safety and environment related arguments:

- Health and safety hazards, fire prevention
- Protection and prevention organization and procedures

Training activities are planned on Annual training plan and authorized by General Manager. Training records are kept on Personal file; Effectiveness evaluation methods are established in base of the kind of training chosen.

## 10 Documentation management

HSE management system documentation has a pyramidal structure: this manual is at the upper position and recalls procedures which recall other specific documents.

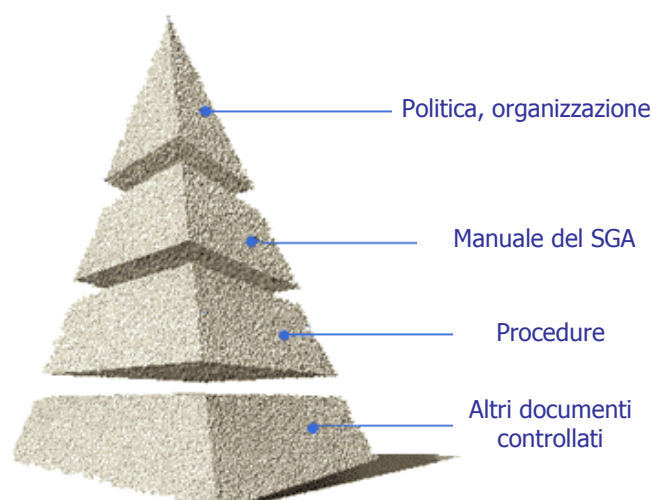
Numerations of the manual pages is unique for the whole document. Responsibilities for manual and procedures issuing given to HSE manager and approving to General Management.

Modification to this manual and procedures are documented on the proper charter and reviewed versions can be diffused only after approval.

Manual and procedures are distributed to internal personnel and shown on the distribution list on DC22 – Document Listing and Distribution.

One copy of old manual and procedures are kept in the documentation file.

HSE documents are listed in DC22 – Document Listing and Distribution, along with documents of Quality System Management. Here the HSE documents only:



Title	Code
Special Waste Procedure	PR08
Hydro test water management Procedure	PR09



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Title	Code
External personnel safety management Procedure	PR10
Equipments control Procedure	PR05
Non conformity and claims control Procedure	PR11
Internal audits Procedure	PR06
Improvement actions Procedure	PR12
Documents and data management Procedure	PR13
Records management Procedure	PR14
Training and organization Procedure	PR15
Suppliers qualification Procedure	PR16
Work Hazard evaluation	–
Emergency and Evacuation Plan	–
Acoustic Pollution Evaluation	–

## 11 Internal audits

HSE Manager plans and keep internal audits planned, along with Quality System Audits. During the audit these aspect are taken under consideration:

- relevant environmental aspects
- safety garments availableness and state of efficiency
- Work Hazard and Acoustic Pollution up to date ness
- Emergency and Evacuation Plan
- HSE procedures

To assure effectiveness, audits are done by independent personnel, HSE manager lead the audits with an external consultant.

HSE manager records critical points, non conformities, and suggested improvements. General Manager approves the report which is widespread to all involved people. Internal audit procedure is documented on PR06 – Internal audits.

## 12 Monitoring and measuring HSE performances

HSE Manager monitors HSE performances through “accident register” and “relevant environmental aspects register”. Those data are annually reviewed and taken actions, if necessary.

## 13 Improvement actions

*Fulgosi Giovanni S.n.c.* continuously improves HSE management system effectiveness using corrective and preventing actions.

### 13.1 Corrective actions

In order to determinate the causes of nonconformities and customer complaints it is evaluated the need for action to ensure that nonconformities do not recur.

Corrective actions taken are recorded and reported to the management review.

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## 13.2 Preventive actions

In order to determinate potential nonconformities and to eliminate their causes, it is evaluated the need for action to prevent occurrence of same nonconformities as shown in PR12 – Improvement Actions.

Corrective actions taken are recorded and reported to the management review.

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