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Logistics Division

Environment, Protection and Security Unit (DMPS)

No. DMPS 602/04.01.2023

APPROVED

DIRECTOR GENERAL

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OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT PROGRAM FOR THE PERIOD 2023-2024

No.	Specific objective set at DMPS level	Operational Objective	Performance indicators of the operational objective	Activities to meet the operational objective (according to Internal regulation of operation)	Person responsible for carrying out the action	Resources	Terms	Results evaluation	How to integrate into MS-OHS processes
0									
1.	01. Improving the Performance of the Occupational Health and Safety Management System.	01.1 Regular training of workers for the effective performance of duties representative of occupational health and safety.	Percentage of checked records out of total records planned for checking IP 1.1-1 = number of records checked/ number of	-developing the subject matter and determining the frequency of training/testing for each workplace in their instructions, ensuring that workers are informed and trained, checking that workers have understood and	Head of Occupational Safety and Health Department; Health and Safety Inspector of the Regional Operating Centre/Medias Branch.	- material resources: workspace, equipment and supplies; - human resources: information resources: Occupational Safety and Health Training	Prior to employment; When working conditions change; At the time set out in the event research report.	Approved training topic and programme; Updated PPP approved;	Checking that the training has been carried out and that the material presented has been recorded according to the training topic and the result of the test, in the Individual Occupational Safety and Health Training Sheet during

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0	1	2	3 records planned to be checked x 100 (%)	4 applied the information received; - verifies that all workers have understood and applied the measures laid down in the prevention and protection plan, their own instructions and the duties and responsibilities for occupational safety and health laid down in their job description.	5	6 Procedure.	7 Before entering the company.	8 Approved training topic and programme;	9 unannounced inspections. Checking knowledge of occupational safety and health.
2.		O1.2 Training visitors and employees on the risks to which they are exposed	Percentage of trained visitors out of total visitors reported for training IP 1.2.-1= Number of visitors trained on OHS/ no. of	- develops the Training Programme for company-wide testing; -develop topics for all training phases.	Head of Occupational Safety and Health Department; Health and Safety Inspector; Job manager.	- material resources: workspace, equipment and supplies; - human resources; - information resources; Occupational	Before entering the company.	Approved training topic and programme;	Checking knowledge of occupational safety and health.

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		O1.3 Obtaining feedback from workers and workers' representatives on the Occupational Health and Safety Management System.	visitors communicated x 100 (%). Percentage of meetings held out of planned meetings IP 1.3-1 = Number of meetings held/ number of meetings planned x100 (%)	-ensures the organisation and functioning of the Occupational Safety and Health Committee; -coordinates and monitors the organisation of prevention and protection activities at the company/regional operating centres/Medias branch level.	Head of Occupational Safety and Health Department; Health and Safety Inspector; Job manager.	- material resources: workspace, equipment and supplies; - human resources; - information resources; Occupational Safety and Health Training Procedure.	Quarterly or whenever necessary	Minutes of the CSSM meeting; Centralisation of questionnaires.	b) The implementation of the measures agreed at these meetings is reviewed annually as part of the management review. c) The measures proposed in the Reports on direct consultation of workers are analysed annually.
3.			Percentage of completed questionnaires out of total questionnaires disseminated IP 1.3-2 = Number of questionnaires						

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			completed by workers/ Number of questionnaires disseminated x 100(%)						
4.		O1.4 Analysing the feedback obtained and integrating it into MS OHS decisions.	Share of implemented measures of proposed measures IP 1.4-1 = No. of measures implemented in CSSM/No. of measures proposed in CSSM x 100 (%)	-organises and operates the Occupational Safety and Health Committee; -reviews the measures from the previous meeting and how they are implemented.	CSSM President; Director of Logistics Division; Director DMPs; Head of OHS Department	- material resources: workspace, equipment and supplies. - human resources; - information resources: procedure for worker consultation and participation.	Quarterly or whenever necessary.	Minutes of the CSSM meeting; At the management review.	The implementation of the measures agreed at these meetings is reviewed annually as part of the management review.
5.		O1.5 Identifying and communicating the causes of the	Percentage of reports submitted on time of research reports drawn	-participates in the investigation of events in accordance with the powers laid down by law; -prepares reports on	Members of the event research committee	- material resources: workspace, equipment and supplies. - human	10 working days after the incident/event.	Incident/event investigation report.	Forwarding the research report for processing with all workers.

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		incident/event.	up IP1.5-1 = No. of investigation reports submitted on time/No. of investigation reports drawn up x 100(%)	accidents at work experienced by company employees in accordance with legislative provisions.		resources; - Information resources: Incident Investigation Procedure/ work events.			
		O1.6 Implementation of effective corrective actions to prevent similar incidents/events.	Percentage of reports submitted on time of research reports drawn up	- coordinates and monitors the organisation of prevention and protection activities at company level; -monitors the implementation of the measures ordered by the labour inspectors, during visits and investigation of events and reports to the ITM on the implementation.	Head of Occupational Safety and Health Department; Health and Safety Inspector; Job manager.	material resources: workspace, equipment and supplies. - human resources; - information resources.	At the deadline set in the report.	Incident/event investigation report; Control report.	Verification of the processing of the research report in the framework of inspection and internal audit; Verification of the implementation of the measures ordered.
6.			IP 1.6-1 = No. of measures implemented/ No. of measures proposed in the research report x 100(%)						
7.		O1.7 Ensure hazard	Percentage of jobs evaluated	- identify hazards and assess risks for each	Risk Assessment	- material resources:	When a job/	Risk assessment	Monitoring the actions set out in the

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		identification and risk assessment for all workplaces.	out of the total number of jobs IP 1.7-1 = No. of jobs evaluated/total no. of jobs x 100(%)	component of the work system.	Commission.	workspace, equipment and supplies; - human resources; - information resources.	new job occurs; The occurrence of new technologies; When incidents/events occur.	for all jobs/workplaces	Prevention and Protection Plan; Annual risk treatment and assessment report as input to the management review.
8.		O1.8 Ensuring the timely transmission of information through effective communication.	Percentage of the number of reports produced out of the number of reports planned IP 1.8-1 = No. of reports produced / No. of reports requested X100(%)	- propose duties and responsibilities in the field of occupational safety and health for workers, corresponding to the duties exercised, which shall be recorded in the job description approved by the employer.	Head of Occupational Safety and Health Department; Health and Safety Inspector; Job manager; Workers.	- material resources: workspace, equipment and supplies; - human resources; - information resources.	Within the time limits laid down, in compliance with the legal deadlines.	Procedures, work instructions, own OHS instructions; Topics and annual training programme; Inspection reports; Annual evaluation of employees on the performance	Internal communication of information relevant to the MS OHS ensures that information is collected, updated and disseminated. External communication for MS OHS ensures the dissemination of information required by legal and other requirements.

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9.		<p>O1.9 Monitoring the health status of workers.</p>	<p>Percentage of employees screened out of total number of employees IP 1.9-1 = Number of employees examined / Total number of employees X100(%)</p> <p>Percentage of occupational diseases investigated and reported out of the number of</p>	<p>coordinates activities for organising and carrying out health surveillance of workers and training and first aid activities in the workplace.</p>	<p>Head of Occupational Safety and Health Department; Health and Safety Inspector; Job manager.</p>	<p>- material resources: workspace, equipment and supplies. - human resources; - information resources.</p>	<p>When due, observing the period per staff category.</p>	<p>Aptitude sheets; Annual report on the health status of workers.</p>	<p>Planning and coordinating occupational health checks; Constant analysis of data on the health status of workers and monitoring compliance with the recommendations of the occupational physician in the competence records.</p>

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		<p>operational diseases reported</p> <p>IP 1.9-2 = Number of occupational diseases investigated and reported / Number of occupational diseases reported</p>	<p>Share of communicated requirements in the number of identified new requirements</p> <p>IP1.10-1 = No. of new OHS requirements communicated to</p>	<p>- participates in the implementation of occupational health and safety management systems; - determining legal and other requirements (requirement 6.1.3 SR ISO 45001: 2018).</p>	Head of OHS department; OHS Inspector.	<p>- material resources: workspace, equipment and supplies. - human resources; - information resources.</p>	With the appearance of new regulations on occupational health and safety.	Centraliser of legal regulations and other occupational safety and health requirements	Compliance assessment is carried out during planned inspections on the basis of questionnaires containing legal and other applicable occupational safety and health requirements.
10.		<p>O1.10</p> <p>Identification and continuous monitoring of applicable legal and regulatory requirements.</p>							

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11.		O1.11 Eliminating hazards and reducing risks of OHS.	Percentage of measures implemented in the Prevention and Protection Plan IP 1.11-1 = No. measures implemented from PPP/ no. measures planned in PPP x 100(%)	- identify the personal protective equipment required for the company's workstations and draw up the requirements for equipping workers with PPE, in accordance with the legal provisions in force.	Head of Occupational Safety and Health Department; Health and Safety Inspector; Job manager; Workers.	- material resources: workspace, equipment and supplies. - human resources; - information resources.	Permanent	Prevention and Protection Plan approved; Transgaz's internal list for equipping workers with EIP.	Monitoring the implementation of the Prevention and Protection Plan.
12.		O1.12 Annual assessment of compliance with legal and regulatory requirements on OHS.	Percentage of inspections carried out out of planned inspections IP 1.12-1 = No. inspections carried out/no. inspections	carrying out internal checks at workplaces, informing the employer in writing of the shortcomings and the measures proposed to remedy them.	Head of Occupational Safety and Health Department; Health and Safety Inspector; Job manager.	- material resources: workspace, equipment and supplies. - human resources; - information resources.	Annually	Report of planned internal inspections; Internal audit report.	Checking the implementation of inspection/audit measures/recommendations.

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0	1	2	3	4	5	6	7	8	9
			<p>planned annually x100(%)</p> <p>Percentage of non-conformities remedied out of the number of non-conformities identified following internal inspections</p> <p>IP 1.12-2 = No. of non-conformities remedied / No. of non-conformities identified following internal inspections x100(%)</p>						

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			<p>Share of implemented non-conformities in the number of non-conformities identified by external inspections</p> <p>IP 1.12.-3 = No. of non-conformities implemented / No. of non-conformities identified from external inspections</p> <p>x100(%)</p>						
13.		<p>O 1. 13</p> <p>Increasing competence, response capacity and</p>	<p>Percentage of exercises performed out of planned exercises</p>	<p>- ensures the preparation of the action plan in the event of serious and imminent danger, in</p>	<p>Head of OHS department, Environment, Firefighting prevention</p>	<p>- material resources: workspace, equipment and supplies.</p>	<p>Within planned deadlines</p>	<p>Report of the exercise carried out.</p>	<p>Checks the emergency and first aid training topics. Revises the training topic as necessary.</p>

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		identification of emergency situations.	IP 1.13-1 = no. of exercises carried out / no. of exercises planned x 100(%)	accordance with the legal provisions and ensures the training of workers for its application.		- human resources; - information resources.			

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