



Document Title:

Health, Safety, Security and Environment Policy (HSSE)

Revision Number

2

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Revision Number	Date (dd/mm/yyyy)	Reason for issue	Prepared by	Checked by	Approved by
1	17/10/2016	Document creation	AGA	CSA	HDE
2	31/10/2016	Distribution and publication	AGA	CSA	HDE



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SUMMARY OF CHANGES	
CHANGES LOG:	

REFERENCE DOCUMENTS	
<u>DOCUMENT REVISION NUMBER</u>	<u>DOCUMENT TITLE</u>
-	OHSAS 18001:2007 CERTIFICATE

1. Introduction

a. Health, Safety, Security and Environment Policy (HSSE)

Delta Maritime limited is a Greek leading independent company in the Freight Forwarding & Logistics industry fully committed to meeting health, safety, security and environment (HSSE) goals for all of the services it provides to its clients.

Delta Maritime is committed to maintain a safe and healthful workplace for all of its employees and to minimize any potential risk that may put in danger invaluable assets and its own human resources.

Delta Maritime's full and part-time employees are its most valuable assets.

Delta Maritime is committed to be fully compliant with all international HSSE standards and the use of best practice.

Delta Maritime commits to act in an ethical and socially responsible manner.

Our ambition is to avoid negative impacts, enhance positive effects and contribute to sustainable development. This policy applies to all our activities from design to operations and its principles apply to all personnel working for Delta Maritime, whether as employees, Subcontractors or suppliers.

Delta Maritime's philosophy of a safe working environment is part of its quality management system that is currently implemented (ISO 9001, ISO 14001, OHSAS 18001 & AEO) and is always trying to constantly improve its processes and the corresponding health, safety, security and environment policies.

Delta maritime commits to:

- Integrate HSSE in how we do business and demonstrate the HSSE importance through hands-on leadership and behavior.
- Have an ongoing focus on improving HSSE performance through a process of setting and reviewing objectives and targets
- Perform a formally documented induction session at the time of employment of new employees and once at the end of the year for the entire staff, in order to get familiarized with our HSSE policies.
- Our Compliance team will certify annually that all employees have acted in accordance with our HSSE policies.
- Ensure safe operations that protect people, the environment, communities and assets.

Core principles for all works and activities:

- All personnel acting on behalf of Delta Maritime are responsible for ensuring that the HSSE policy and principles are understood and implemented at all

levels of the organization. Managers will be held accountable for HSSE performance.

- We comply with national laws and regulations and we also respect relevant international laws, regulations and conventions.
- We work systematically to understand and manage risk and undertake improvement processes based on surveys and risk assessments. HSSE hazards and impacts will be identified and related risks will be reduced to As Low As Reasonably Practicable (the ALARP principle).
- Safety comes first. Facilities and operations will be developed, planned and maintained such that robust barriers are in place to prevent accidents. All employees have the duty to stop any works if adequate systems to control risks are not in place.
- Facilities will be designed, constructed and operated to minimize energy consumption, emissions to air, discharges of liquid effluents and waste generation. The principle of Best Available Techniques (BAT) shall apply.
- We work systematically to reduce the physical footprint of our works. Facilities shall be located and operated to minimize physical and ecological impacts.
- The health and well being of personnel is important for Delta Maritime Limited. We monitor occupational risks of personnel and take appropriate actions. We aim for a safe and attractive working environment characterized by respect, trust and cooperation.
- All personnel will have necessary qualifications and training for their tasks. Training needs will be evaluated regularly and relevant training programs established.
- HSSE management of Subcontractors and suppliers shall act in line with this policy. In addition, we expect our Subcontractors and suppliers to fully comply with this HSSE policy.
- Our HSSE policy will be reviewed in a yearly basis and when undertaking a new Project in order to meet and exceed at all times the HSSE requirements of our principal contractors
- We want to learn from mistakes and make sure they do not happen again. All individuals, whether Subcontractor or staff, shall therefore report all incidents and near misses. Incident will be investigated to identify actions to be taken to prevent their recurrence. Regular audits will be conducted to verify implementation of the HSSE policy.

- We have systems and trained personnel for emergency response in place for our activities. Should an accident occur, our emergency preparedness routines and resources will be available to limit the consequences and restore safe operations.

b. Location of records and plans relevant to HSSE

Copies of this Plan will be available at all times at all Delta Maritime Limited offices and at the hands of the HSSE trained and certified Delta Maritime personnel or subcontractors Supervisor working on sites and locations under third party responsibility.




2. Health & Safety Management

a. Work Instructions







All works shall be executed basis the General Work Instructions (Annex A), Job Safety Analysis (Annex C), Standard Operating Procedures issued for each individual activity and in line with any third party specific instructions.

b. Emergency Planning

In case of emergency please contact the appropriate tel. number from the below table or the one provided by the third party responsible for Health and Safety. When working on sites and locations under third party responsibility or outside Greece Delta Maritime’s personnel or subcontractors shall not proceed with works if appropriate Emergency plan is not provided by the third party responsible for Health and Safety.

A/A	TEL.	AGENCY / CONTACT PERSON	
1.	112	European Emergency Number	
2.	199	Fire department	
3.	166	Emergency Ambulance Services	

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4.	14944	On duty Hospitals, pharmacies, doctors	
5.	210 7793777	Poison Information Center	
6.	100	Police	
7.	170	Anti Terrorist Unit	
8.	2310 566 638 697 587 3660	Samaras Chris General Manager	
9.	697 587 3657	Demertzidis Haris Managing Director	

c. Incident Reports

In case of an incident/accident, the Incident/accident Report is to be filled by the HSE qualified DELTA employee and signed by the General Manager or responsible Project Manager (ANNEX B).

d. Training

Delta Maritime’s Limited Training program is formally documented and it consists of the below, but not limited to, sessions:

- HSE training to all newly hired employees
- Yearly HSE training to all employees
- Ad hoc training for the HSE requirements of each Project undertaken

- Ad hoc training after any major change of HSSE requirements for all existing Projects
- All personnel will participate in all required HSSE induction sessions performed by any specific project principal contractor
- Daily discussions during Toolbox meetings for HSSE topics relevant to the specific work to be executed.

All training session will be formally documented and an historical record of attendance will be kept and will be available to all employees, Management and Principal Contractors.

Delta Maritime Compliance Team will be responsible to monitor and audit the training schedule on a yearly basis and at any time deemed necessary.

e. Control and Monitoring

Compliance to our HSSE policy of all personnel is mandatory.

All personnel receives a copy of the HSSE policy and signs for the receipt.

Responsible for monitoring the compliance from all personnel is the Delta Maritime Compliance Team which is formed each year by three members of the company's management.

1. Managing Director: Demertzidis Haris
2. General Manager: Samaras Chris
3. One person from the Management Team (Yearly rotation between the Managers)

ANNEX A

GENERAL WORK INSTRUCTIONS

1. SAFE WORK CLOTHING

Proper fit is important, since loose-fitting clothing may get caught in machine parts or on protruding objects. Shirts that are long-sleeved shall be worn whenever possible. Fabrics such as cotton or wool should be selected. Synthetics shall be avoided entirely since they may melt or burn rapidly if exposed to high heat. Clothing which is saturated by oil, fuel, or a flammable solvent can easily ignite and should not be worn. Jewellery should not be worn on site. Rings, bracelets, wristwatches, and neck chains are dangerous near electrical equipment, machinery, jagged edges, and protruding objects.

2. HEAD PROTECTION

- All workers shall wear, at all times on the job, approved safety hardhat.
- Never paint your hardhat and never wear a painted hardhat. The shell and suspension of hardhats must be inspected regularly for cracks, deep scratches or other defects.
- Replace a defective hardhat immediately.
- The replacement of headgear every 5 years and headgear suspension every year is highly recommended.

3. FOOT PROTECTION

- The workers must wear special footwear approved for heavy work.
- Safety footwear should always be worn with the laces tied up at the top of the footwear.
- Do not wear safety footwear that is cracked or has cuts through the leather. Always make sure the footwear has good slip resistant sole material that is not excessively worn.

4. HAND PROTECTION

In most cases, general duty gloves made from leather, cotton, and/or fabrics provide adequate protection against hand injuries. They allow considerable dexterity while shielding the hands from minor cuts, splinters, abrasions, and dirt. Some gloves provide a snug closure around the wrist, while other gloves extend protection to the forearm.

For work in wet areas, rubber or vinyl gloves are recommended.

In addition to gloves, many types of "sleeves" are available to protect the workers arms from cuts, scrapes, and burns as well.

5. SKIN PROTECTION

Workers are encouraged to always dress suitable for work. Items such as denim coveralls and cotton shirts provide protection against minor scrapes and bruises as well as harmful ultraviolet radiation. The following is the minimum recommended requirements for personal protection:

- Do not wear loose clothing or cuffs, greasy or oily clothing, gloves or boots – torn or ragged clothing – finger rings.
- Neck chains are hazardous and must be worn under clothing so that they don't hang out. Long hair must be tied back or otherwise confined.
- Clothing made of synthetic fibers can be readily ignited and melted by electric flash. Cotton or wool fabrics are more flame retardant and are therefore recommended.
- Workers must at all times wear a shirt with a four inch sleeve in order to protect themselves from sunburn and abrasion.
- Long pants and long sleeved shirts are recommended for use to reduce minor cuts, scrapes and abrasions and should be worn when working with sharp or abrasive materials.

6. FULL BODY SAFETY HARNESES

Workers working at height that exceeds 2 meters or are working close to a falling edge (closer than 2 meters) must always use a full body safety harness.

7. PROPER LIFTING TECHNIQUES

Proper lifting takes the hazard out of moving heavy objects. Whenever you lift something:

- Make sure you can lift the load safely, otherwise get help.
- Use a mechanical lifting device, if available.
- Inspect route to be traveled, making sure of sufficient clearance.
- Look for any obstruction or spills.
- Inspect the object to decide how it should be grasped.
- Look for sharp edges, slivers, or other things that might cause injury.
- Keep feet parted - one alongside and one behind object for better balance,
- Keep back straight, vertical, with spine, back muscles, and body in correct alignment,
- Tuck chin into chest,
- Bend knees and assume squatting position,
- Tuck elbows and arms close to body,
- Keep body weight directly over feet,
- Start lift with thrust of rear foot,
- Move slowly and carefully, avoid twisting the body.

8. ALCOHOL AND DRUGS

The bringing of, or the consumption of alcohol or other non-prescription drugs on the job site or working offices while under the influence will not be permitted. Workers will be removed from the site and banned on all Delta Maritime Limited projects. Any worker taking prescribed medications must report this to the project manager and the managing director.

9. CODE OF CONDUCT

Engaging in fighting, practical joking, unnecessary running or jumping and other similar conduct is forbidden and may result in disciplinary action. All personnel is expected to act and work professionally at all times and show courteous behavior to all workers and the general public. Knowing or intentionally engaging in hazardous behavior is forbidden and may result in disciplinary action.

10. SMOKING

It is the policy of Delta Maritime Limited to prevent illness or other hazards from smoking in the workplace.

Delta Maritime Limited will endeavor to prevent exposure to workers from second hand smoke.

Smoking is not permitted in the project sites

- During refueling or around fuel storage areas
- Storage Areas
- Company offices

ANNEX C

SAMPLE JSA

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Revision Number	Date (dd/mm/yyyy)	Reason for issue	Prepared by	Checked by	Approved by	SUMMARY OF CHANGES	
						CHANGES LOG:	

A/A	Description	Hazards / Risks	Controls
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓
		x	✓

+	Trucking Manager:		Signature:		Date:	
	Trucking Team Supervisor:		Signature:		Date:	

BUREAU VERITAS
Certification



DELTA MARITIME LIMITED

4, Doxis Str., 54625 Thessaloniki
GREECE

Bureau Veritas Hellas A.E. certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards detailed below

OHSAS 18001:2007

Scope of certification

LOGISTICS SERVICES.

Original cycle start date:	07 January 2013
Expiry date of previous cycle:	06 December 2016
Recertification Audit date:	14 December 2016
Recertification cycle start date:	06 December 2016

Subject to the continued satisfactory operation of the organization's Management System, this certificate expires on: **06 January 2019**

Certificate No. GR16.2245S Version : **No.2** Revision date: **01 February 2017**

N. TRILIZAS



Επιστολή ΣΔ
Αρ. Πρωτ. 204-4

Certification body address:
Bureau Veritas Hellas A.E., 23 Etolikon str., 18545 Piraeus, Greece

Further indications regarding the scope of this certificate and the applicability of the management system requirements may be obtained by consulting the organisation.
To check this certificate validity please call: +30 210 4063000

