

# **Occupational Safety and Health Policy**



*Scope and Application:  
Karl Schmidt Spedition GmbH & Co  
KG with subsidiaries and re-lated  
affiliates*

## Preamble

*The occupational health and safety policy is a supplement to the overarching corporate policy statement. It deals separately with topics relating to occupational safety and the promotion of employee health. This includes aspects of workplace safety, hazard prevention, health promotion and ensuring a safe working environment. It is therefore an essential guideline for the protection of SCHMIDT employees. Safety and health maintenance relates to both physical health maintenance and mental health maintenance.*

This occupational health and safety policy is made transparently available by the SCHMIDT Group to all interested parties

## Objective

*The aim of this policy statement is to promote occupational health and safety and health promotion in day-to-day business.*

## Scope and Application

*This guideline applies to all employees of the SCHMIDT Group in Germany and abroad with all associated companies over which SCHMIDT has decision-making authority. This standard applies even if it goes beyond local legislation. All other companies and business contacts are invited to take these or similar standards into account in their business activities and in turn to pass them on to their own business partners. A translation of the guidelines into the relevant SCHMIDT languages is available.*

## Review and Update

*The guideline is reviewed annually to ensure that it is up to date and accurate and is adapted and revised as necessary.*

Heilbronn, the 13.07.2023

sgd.

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## Management

*(The document is also valid without the management's signature.)*



# Content

## The occupational safety and health policy..... 4

Content and core idea of the policy..... 4

Organisation and structure of occupational safety and health policy..... 4

## Occupational safety at SCHMIDT..... 4

Fundamentals of occupational safety..... 4

Objectives of occupational safety..... 5

## Structure of the internal occupational safety system..... 5

Risk analysis and evaluation..... 5

Prevention and precaution..... 5

Training and awareness..... 6

Emergency planning..... 6

Monitoring and evaluation..... 6

Reporting..... 7

## Other aspects of occupational safety and health... 7

Hazardous goods and substances..... 7

Hygienics..... 7

Occupational safety and health in the procurement process..... 7

## Focus on the employee..... 8

Exchange of information and participation..... 8

Responsibility for employees..... 8

Contact..... 8

\*To improve readability and to simplify language, the specific use of masculine and feminine language forms is avoided. All gender identities are explicitly included where the statements require this.

## The occupational safety and health policy

### Content and core idea of the policy

Both occupational health and safety and health promotion are an integral part of every company, and not just from a legal perspective.

The aim of occupational safety is to prevent work-related accidents and risks. The basic principle is the conviction that every accident is avoidable. In addition to prevention and accident avoidance, the aim is also to minimise negative effects and damage as far as possible. This is achieved, for example, through specific instructions for emergencies or trained personnel directly on site.

Health promotion, on the other hand, is the active and targeted support of employee health through measures such as health education and health analyses.

Occupational health and safety is based on the sense of responsibility and co-operation of each individual.

It should be noted that the provisions of this policy also apply to employees of external companies, external third parties or employees of subcontractors and must be taken into account by them if they carry out their activities within the sphere of influence or on behalf of SCHMIDT. This applies, for example, to work carried out on SCHMIDT premises or with SCHMIDT work equipment.

### Organisation and structure of the occupational safety and health policy

In order to ensure the sustainable integration of occupational health and safety into the company structures, the occupational health and safety organisation is already integrated into the management and reports directly to the management.

Responsibility for occupational health and safety falls to the relevant specialist departments. At least one specially trained and authorised person is responsible for ensuring occupational health and safety in each branch. These are either internal

safety officers or external specialists. However, most of the responsible persons are employed internally, as SCHMIDT emphasises the importance of building up in-house expertise.

The responsible persons at the individual locations in turn report to the central "Occupational Safety" department at the main location. This occupational health and safety policy represents an overarching guiding principle. It is implemented by each branch and/or company or by the business units directly on site, insofar as corresponding regulations are applicable.

The authorised specialists, managers and branch managers are responsible for compliance with the principles defined in this document and act as role models.

SCHMIDT also employs an occupational health and safety committee. This is an organisational unit that holds a meeting at least once a quarter and discusses matters relating to occupational health and safety and accident prevention.

Compliance with local laws, ordinances and DGUV regulations is the top priority. The hazards in the workplace are assessed on this basis and decisions are made on the necessary protective measures.

In addition to the legislation, however, there are also fundamental principles of the SCHMIDT Group that are of overriding importance and are presented below.

## Occupational safety at SCHMIDT

### Fundamentals of occupational safety

The basis for a safe and functioning employment system is the creation and maintenance of safe and humane working conditions. Occupational health and safety comprises measures, means and methods for protecting employees from work-related health and safety hazards and serves to minimise occupational accidents and incapacity to work.

Efficient occupational health and safety and effective accident prevention are particularly important, especially in view of the challenges of an increasingly fast-paced and demanding working world due to digital and technical change. Safety regulations and procedural instructions must therefore be strictly adhered to at all times.

### Objectives of occupational safety

The aim of occupational safety is to create the organisational, material and technical conditions for safe and healthy working.

The objective is to effectively protect employees, external workers and visitors from hazards and damage to health. The prevention of accidents and hazards therefore plays a decisive role at SCHMIDT.

Key safety figures are collected and analysed throughout the Group in order to review the preventive and corrective measures. The aim is to continuously improve the quantitative key figures, reduce the frequency of accidents and minimise the severity of accidents. Regular progress reviews ensure that occupational safety is constantly being developed further.

In line with these objectives, no less favourable working conditions will be accepted.

SCHMIDT provides the necessary financial and material resources to achieve these goals.

It is one of SCHMIDT's main endeavours to play a pioneering role in occupational safety within its industry and in comparable fields of activity.

## Structure of the internal occupational safety system

### Risk analysis and evaluation

The central pillar of occupational health and safety is the implementation of risk assessments. This includes workplace-related, event-related, work equipment-related and activity-related risks. Hazard refers to the possibility of damage or health

impairment without specific requirements regarding its extent or probability of occurrence.

A thorough assessment of potential hazards in the workplace is crucial in order to identify suitable protective measures. It involves the systematic identification and evaluation of the hazards associated with the employees' work. This can include the identification of physical hazards, hazardous substances/materials and psychosocial hazards. The technical safety of equipment, products and systems is also assessed and tested as part of the evaluation.

Before new processes and procedures are introduced, they must be checked for risks and hazards on an ad hoc basis. If risks are identified, measures and preparations must be introduced to counter these risks with appropriate care. This can also lead to the non-introduction of a process if the risk cannot be countered to an appropriate extent.

The resulting measures include, for example, the design of safe workplaces and workstation layouts, the provision of safe work equipment, active noise protection, the implementation of occupational health precautions, e.g. for load handling, or the definition of special regulations for handling hazardous or biological substances. The results of the assessment must be documented.

### Prevention and precaution

Prevention is an extremely important part of occupational safety, as it prevents the development of negative effects. To this end, regular inspections and walk-throughs must be carried out by specialists. This enables the early detection and elimination of defects and potential hazards. Other aspects include the organisation of training courses and the provision of appropriate protective equipment as well as the regular inspection and testing of all equipment components.

A lot can also be done technologically in the area of prevention. For example, all SCHMIDT lorries must

have support systems that meet the latest safety standards. These must be configured accordingly when ordering. In addition to anti-collision systems, this also includes speed limiters. This limitation is also based on the potential hazards identified depending on the situation. For example, gas-powered vehicles as ADR vehicles must be limited to a lower speed in order to fulfil the increased safety requirements.

### Training and awareness

Employees are made aware of the potential dangers in the workplace and sensitised to occupational health and safety. This also includes preparation for dangerous work areas and the correct handling of hazardous situations that may arise.

Employees receive regular and ad-hoc training. The training courses cover general topics such as safety and health in the workplace, but also more specialised content on specific work-related hazards, dangerous activities or hazardous situations that are only relevant to a certain group of employees, for example.

SCHMIDT is committed to carefully identifying relevant groups of people and providing appropriate training content.

Examples of such an activity-related selection of training courses include instructing drivers on safety-related topics such as alcohol, drugs and medication at the workplace or training on handling hazardous goods for employees who handle or could potentially come into contact with hazardous substances.

Depending on the content objectives, the training courses are carried out practically in the form of workshops or training sessions or theoretically through learning documents, information material or the digital training tool Charamel. The Charamel training tool automatically monitors correct training attendance.

The assigned training courses, workshops and training sessions must be completed regularly in order to raise awareness of occupational safety and increase the ability to assess potential risks.

Particular attention must also be paid to the training of safety officers and specialised departments. They regularly undergo further training and monitor new industry standards and possible changes to the applicable legislation.

### Emergency Planning

Occupational health and safety also includes emergency plans to ensure that employees receive appropriate care in the event of an accident or injury.

First aid kits must be made available at every SCHMIDT location for first aid supplies and regularly checked for completeness and functionality.

First aiders are also trained and the establishment of emergency contact procedures ensures fast and effective emergency communication.

SCHMIDT also has employer-financed group accident insurance that pays out to the affected employee or their dependants in the event of an accident.

### Monitoring and evaluation

Regular checks are carried out to ensure that the protective measures are effective and meet changing needs and regulations. This is done through regular inspections, meetings of the health and safety committee, audits and employee feedback.

Special features and focal points of the industry should also be taken into account when identifying relevant topics.

SCHMIDT maintains a legal register to monitor and control compliance with health and safety laws and regulations. This includes, among other things, the establishment of controls and monitoring, compliance with reporting obligations and the reporting of violations of laws and regulations.



Accidents and incidents must be analysed in detail in order to learn from their occurrence and derive preventive and mitigation measures. This also includes recording and analysing so-called near misses. They are very valuable because, even if no accident has arisen from the situation, they reveal potential risks and thus create scope for improvement measures. Employees are therefore urged to report even near misses in as much detail as possible using the reporting forms provided.

### Reporting

In addition to the transparent publication of selected key figures in the sustainability report and the continuous monitoring of the development of relevant key figures, occupational safety also reports internally. As a staff unit, it reports directly to the Management Board and must regularly report to it on its activities and developments.

## Other aspects of occupational safety and health

### Hazardous goods and substances

Hazardous substances are substances or mixtures that can have dangerous and harmful effects on health.

Appropriate and responsible handling of them is crucial for occupational safety.

The "STOP principle" is a key principle of occupational safety and is applied across the board at SCHMIDT. This principle is also applied when handling hazardous substances and will be presented here using this example. "STOP" means:

#### Substitution:

In terms of substitution, it is checked whether hazardous substances can be replaced by less risky alternatives.

#### Technical protection measures:

This involves setting up measures that minimise the risk posed by hazardous goods by means of

extraction, ventilation, spatial separation or similar functions.

#### Organisational measures:

The aim is to mitigate risks through organisational measures such as instructions, operating procedures and procedural instructions.

#### Personal measures:

The provision of suitable protective clothing and protective equipment are active measures for personal protection.

Hazardous substances must also be labelled and documented in accordance with country-specific regulations.

### Hygienics

We protect our employees from infections and other hygiene risks. This includes compliance with hygiene standards, the prevention of contamination and the installation of hygiene and sanitary facilities.

Employees are requested to comply with the applicable hygiene regulations and to use the sanitary facilities available.

### Occupational safety and health in the procurement process

Occupational health and safety criteria must be applied when selecting suppliers.

This includes, above all, the provision of services in accordance with applicable regulations and taking into account an appropriate level of safety. When providing services on SCHMIDT premises, the applicable internal safety regulations must also be complied with.

When selecting material goods, such as technical equipment, care must be taken to ensure that they fulfil all safety requirements and comply with the applicable norms and standards.

## Focus on the employee

### Exchange of information and participation

Occupational health and safety depends on the active participation of each individual.

Various digital platforms (e.g. SharePoint) are available to employees for information and data provision on the subject of occupational health and safety in order to create the basic conditions for participation.

This platform is also used to distribute newsletters containing valuable information and to receive reports of accidents or near misses. This ensures a two-way exchange of information.

Employees are encouraged to take advantage of this offer and, above all, to submit near-miss reports. The importance of these reports is often underestimated, but they make an important contribution to the identification of preventive measures.

The aim is to provide SCHMIDT employees with the best possible training in hazard prevention, damage minimisation and the recognition of potential hazards, as well as to provide them with a series of rules of conduct and instructions that enable them to carry out their work responsibly at all times. Conversely, occupational safety benefits from active dialogue with employees and an unrestricted flow of information.

### Responsibility for employees

Employee responsibility is also closely linked to participation.

Employees must comply with the principles and procedural instructions and take responsibility for themselves and their colleagues.

Employees may and should interrupt their work if they come to the conclusion that adequate safety cannot be guaranteed, that the work poses a risk to third parties or if other safety concerns lead to this decision.

## Contact

If you have any questions or suggestions regarding this policy and the internal processes, please do not hesitate to contact us:

Department *Occupational safety*

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