

		Reference No.: SP02
<b>HSE Policy</b>	Effective Date: 02/02/2007	
<b>Safety and Health</b>		Revision No. 00

## 1.0 PURPOSE

The purpose of this Policy is to establish Hi-Cad's commitment to protecting human health and the environment while working in facilities neither owned nor operated by Hi-Cad.

## 2.0 SCOPE

This Policy applies to all Hi-Cad operations worldwide. However, due to differences in government regulations, customs, and tax implications, some Business Practices may vary by country. For specific information, refer to applicable regional, country, or local Health, Safety and Environmental (HSE) Business Practices.

Facility owners in which Hi-Cad employees perform work may at their discretion issue Business Unit Policies which impose greater control than required by this Policy, but not less.

## 3.0 POLICY

Hi-Cad's commitment to HSE is the responsibility of all members of management; however, these persons cannot provide this environment without help. Cultivating and maintaining an environment of health and safety is the responsibility of each and every employee. Everyone must make a personal commitment to institute, maintain and improve our HSE processes. The Hi-Cad HSE program demands and requires that its employees and management take ownership of safety and health. The requirements of OSHA and Hi-Cad are well documented and established. It is the responsibility of management to understand these requirements and then ensure that these requirements and procedures are understood and implemented by personnel under their direction. The Hi-Cad HSE philosophy is that:

- Safety and Health is the most important responsibility that Hi-Cad management has to its employees, and that all employees have to management.
- Planning, training, and supervision are essential for safe work performance.
- No job is so important nor task so urgent that justifies performing it in an unsafe manner.
- Compliance with safety and health requirements is an expectation for continued employment.
- All employees are responsible for their safety and the safety of their fellow workers. All Hi-Cad employees will actively participate in the safety program through training, inspections, participation in safety meetings and the identification of hazards.

These statements are accomplished through a variety of means, including the adoption of the following six tenets:

1. All mishaps can be prevented.
2. You must remove or control hazards at work.

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3. Management will help you maintain a safe workplace.
4. Training employees to work safely is essential.
5. Your continued employment depends on working safely and watching out for others.
6. Working safely will result in the best possible performance.