



OCUPPACIONAL

SAFETY

LAST UPDATE:  
July 28, 2023 (Version 1)

El Puerto de Liverpool





## A. OBJECTIVE

To oversee compliance with occupational safety regulations, focused on the prevention of occupational risks through the allocation of the necessary resources to prevent incidents, work accidents and occupational illnesses, guaranteeing safe working conditions for employees and promoting the continuous improvement of working conditions and habits.



## B. SCOPE

The provisions of this policy apply to all personnel working at any of the work centers of the companies that make up the Port of Liverpool, hereinafter referred to as "The Port".



## C. RULES:

### STATEMENTS

1. It is the philosophy of El Puerto that the different companies that comprise it provide and/or maintain the work facilities in such a way that employees are safeguarded in order to prevent incidents, accidents and occupational diseases that may cause injuries to them.

# OCCUPATIONAL SAFETY

2.It is the responsibility of the Occupational Safety area, together with the Business Units and the different Work Centers, to make permanent efforts to manage occupational safety (identify, manage and prevent the risks associated with the activities in the work centers).

The implemented Work Safety standards and procedures are mandatory and must be disseminated and complied with by all personnel involved, starting with supervision and middle management.

All those involved will be suitably trained in accordance with the legal provisions in force.

1.Respond promptly, effectively and carefully to emergencies or accidents resulting from work operations.

2.In order to comply with this policy:

2.1All work centers must have a designated person in charge of preventive occupational health and safety services in accordance with the provisions of Mexican Official Norm NOM-030-STPS Preventive Occupational Health and Safety Services, numbers 4 and 5.

2.2Each work center must integrate a Safety and Hygiene Commission, in accordance with the provisions of NOM-019-STPS, which guarantees the integrity of employees, working on risk prevention in the company.

# OCCUPATIONAL SAFETY

2.3 Administrators, directors, managers, chiefs, supervisors, managers, supervisors, leaders and area supervisors are responsible for ensuring that the employees under their charge know, understand, become familiar with and comply with the policies, particularly those related to the safety standards of the workplace and of their particular area of action.

2.4 Employees must comply with the preventive and hygienic measures dictated by the competent authorities and those indicated by the employers for the safety and personal protection of the workers in the Work Centers as well as those indicated by the Safety and Hygiene Commission, and report to the person in charge of the function any failure of machinery, equipment and work area considered dangerous and risky.

2.5 All employees, regardless of their position, must read and observe each of the safety materials posted in the workplace.

2.6 Contractors shall be familiar with and firm, prior to performing any work, the Regulations for Contractor Personnel (Annex 3).

3. In the event of an accident, it is the employee's obligation to promptly notify his or her immediate supervisor, and the Human Resources area in accordance with policy *DO-POL-2021/12/7-Warning of occupational risks or illnesses*. In the case of specialized services or external personnel, the latter promptly notifies the responsible person assigned by the service provider with whom the work or contractual relationship exists, so that the appropriate measures can be taken.

4) The inspections will be carried out in accordance with the following Procedure *DO-PRO-2021/5/5-Attention to STPS inspections*.

# OCCUPATIONAL SAFETY

5) All evacuation routes and emergency exits must remain free of any obstruction. As well as any emergency response equipment.

6) All personnel in the Work Center must maintain the conditions of order and cleanliness of the same.

7) All personnel equipped with Personal Protective Equipment (PPE) is obliged to check, clean, properly safeguard and use it during their workday according to the specific tasks. When the work equipment assigned to them is not in adequate operating conditions or its useful life has concluded, it must be immediately reported to their boss to be replaced by one in good condition.

8. In the event of fatal accidents or serious injuries, due to which internal or external personnel need to be transferred and ambulance transportation is required, the Work Center Manager must immediately notify the Workplace Safety area as well as the Legal Litigation area so that the corresponding authorities can be notified and take charge of managing the event, in accordance with the provisions of policies *JUR-POL-2021/5/11*.

*Crime Prevention, and JUR-POL-2021/10/18-Harm Incident Response at Liverpool.*

9. As stated in policy *DO-POL-2021/12/7-Warning of occupational hazards or diseases*, emergency care plans must be implemented once an accident is reported, either in the execution of any work or due to carelessness of the personnel. Likewise, the Work Center assesses if the personnel requires assistance from external emergency services, and if so, the assistance is requested and channeled to receive medical attention.

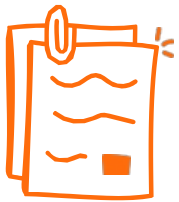
**NOTE:** The corresponding investigation is carried out, and the notice must be submitted within 72 hours after the occurrence of the accident.

# OCCUPATIONAL SAFETY

10) Failure to comply with this policy will result in the sanctions determined in *DO-POL-2018/11/29-Disciplinary Measures*, without prejudice to the legal actions that the company decides to implement.

11) Any knowledge of non-compliance with this policy should be reported through the Ethics Line through the following channels:

- Website: [www.lineaetica.org.mx](http://www.lineaetica.org.mx)
- E-mail: [contactanos@lineaetica.org.mx](mailto:contactanos@lineaetica.org.mx)
- Telephone: 800-633-8133
- WhatsApp: 55-34-88-88-95



## D. ANNEXES

Attachment number	Title	File (insert)
1	Workplace Safety Site	Workplace Safety Site
2	Glossary	Glossary
3	Safety Regulations for Contractor Personnel	Safety Regulations for Contractors
4	Occupational Health and Safety Statement	<a href="https://elpuertodeliverpool.mx/docs/sostenibilidad/politicas/Declaratoria-de-Seguridad-y-Salud-en-el-Trabajo-ING.pdf">https://elpuertodeliverpool.mx/docs/sostenibilidad/politicas/Declaratoria-de-Seguridad-y-Salud-en-el-Trabajo-ING.pdf</a>

Prepared:  
Norma Silvia Braña  
Jazmín Ontiveros Barragán

Reviewed:  
Raúl García García

Authorized:  
Walter Rubach Rodríguez

Effective from:  
24/02/2022

El Puerto de Liverpool

