Health, Safety, Security, and Environment (HSSE) Awareness

ASR Training Material
Safety Series- HSE 001- DOR 20130927

Over 30 years of extraordinary support to a wide variety of industries.
ASR Health, Safety, Environment (HSE) Policy

ASR carries out its worldwide technical support activities with a sound Occupational Health and Safety Management System with emphasis on safety, training, continual improvement, corrective actions, risk identification and mitigation. ASR’s HSE (Health, Safety and Environment) policy reflects our commitment to perform all technical support activities in a safe and environmentally friendly manner.

ASR HSE Policy

ASR is committed to operating in a manner that is focused on preventing injuries and ill health in our employees and visitors to ASR facilities and operating those facilities in a way that considers/reduces our impact on the environment.

We strive to continually improve the health, safety and environmental friendliness of our process, procedures and practices, to the extent possible, through risk assessment and corrective and preventive actions and comply with the applicable regulatory and legal requirements.
Work and environmental safety depend not only on technically sound equipment, plant and robust processes but more importantly on competent team members well versed in safety and security culture. No work activity is so important that it cannot be done in a safe manner. ASR has developed the following guidelines for workplace safety:

- All ASR Team members are required to obey safety rules and exercise caution in all work activities, at all times,
- Team members working at the work site must follow all the applicable safety, security, health and environmental rules, procedures and guidelines,
- As an ASR Team member, it is important that you are an advocate for safety / security. Your ability to impress other ASR Team members and colleagues with the importance of working safely will help us to keep the workplace accident-free,
- Every ASR Team member is encouraged to identify and minimize HSSE (Health, Safety, Security and Environment) risks and unsafe conditions and initiate steps to eliminate them to the extent practicable,
- Team members are expected to fully comply with all the applicable federal, national, state / provincial, local statutes, regulations and guidelines and take all precautions to prevent harm to personnel or damage to the environment, property, ASR or customer’s reputation,
Workplace Safety – Cont’d

- Only undertake those assignments for which you are trained, qualified, certified / licensed (if applicable), medically fit, sufficiently rested / alert to carry out the assignment in a safe manner,

- ASR expects every team member to demonstrate good HSSE (Health, Safety, Security and Environment) behavior,

- Every ASR Team member is expected to be familiar with and follow the applicable emergency response plan at the work site,

- While on assignment at a work site, ASR prohibits its team members from the following:
  - Sale, purchase, transfer, manufacture, or possession of controlled substances,
  - Possession of drug paraphernalia and similar items used for substance abuse,
  - Arrival at work or working under the influence of drugs or alcohol. "Under the influence" means the presence of an illegal drug or controlled substance in the body fluids at levels of detection commensurate with the lowest cutoff levels established by the applicable federal and state regulations / laws / guidelines,
  - Consumption of alcohol / alcoholic beverages,
  - Possession of a weapon,
Workplace Safety – Cont’d

- Assignments must be carried out in a safe manner,
- Do not operate any equipment for which you are not authorized / qualified / certified,
- Maintain and keep current, the certifications, licenses, permissions, vision / medical exam, and other records as required for the assignment,
- Follow all the applicable operating safety procedures and guidelines at the work site,
- Ensure that your work station is set up properly,
- Follow the applicable procedures for entering and exiting from your work area,
- Be aware of the emergency exits in your work area and use them only during emergencies or when instructed to do so by an authorized person,
- Recognize hazards that may be around you, and take precautions to assure safety and security of yourself and others,
- Report any unsafe conditions to your supervisor / point of contact / ASR immediately,
- Obey all applicable safety rules and regulations at all times,
- Be an active participant in Safety / Evacuation drills / Emergency Mock Drills and exercises at the work site, as practical,
- Maintain a neat and orderly workplace. Keep your work area free of loose / damaged / frayed electrical cords. Be aware of your surroundings while at work,
Workplace Safety – Cont’d

- The seat and back of your chair should support a comfortable posture. When your hands are resting on the keyboard, your upper arm and the forearm should form a right angle and your hands should be in a reasonable straight line with the forearm. The chair height should be such that the sole of your shoes rests on the floor and the back of your knees are slightly higher than the seat of your chair. The top of the display screen should not be higher than your eye level,
- Exercise extreme caution when you encounter hazardous conditions,
- Do not use audio headphones or other similar devices in the work area. With headphones on, you may be not be aware of emergency situations such as fire alarms, or evacuation alarms that may be sounded,
- When working at the work site, use safety shoes, work gloves, protective glasses, safety equipment, fall protection equipment, ear plugs, welding protection, harness, personal protective equipment, etc. as required by the site safety regulations,
- All work related injuries must be reported to ASR in a timely manner,
- While working ensure that your hair doesn’t interfere with the visibility or use of any safety equipment. Ensure that your dress, jewelry, clothes do not have hooks, straps etc. which could become entangled in the equipment or machinery at the work site,
- When lifting objects, bend your knees,
Workplace Safety – Cont’d

- Some work sites have barricades to identify areas of hazard and warn everyone of the hazard. All ASR employees must respect barricades and not cross the barricade line and enter the hazard area unless they are specifically escorted or directed by an authorized person into the area,
- Comply with all the applicable federal, state safety rules and regulations and the customer safety procedures,
- Always report any unsafe acts, incidents, or careless behavior that may result in workplace accidents to your supervisor / ASR immediately,
- Team members should use common sense when performing their assignments and must keep their work environment safe and hazard free,
- Exercise care when using shredders,
- Each ASR Team member is responsible for his / her own safety and the safety of those around them,
- Do not undertake any assignment if your performance is impaired because of drugs (prescription or illegal), alcohol or for any other reason,
- ASR’s objective is zero work related Safety, Security and Environment related incidents.
Take Home Points – Workplace Safety

◆ Always follow the applicable safety procedures,
◆ **Follow lockout / tagout procedures.** They are designed to disable or de-energize equipment while maintenance or service activities are carried out. Compliance with these procedures is important to prevent workplace incidents / safety violations,
◆ Maintain good housekeeping practices.
◆ **Use personal protection equipment as required and applicable** – safety shoes, safety glasses, safety gloves, hard hats, fall protection equipment, etc.,
◆ Be proactive towards safety measure rather than being reactive,
◆ **Remember ultimately you are responsible for your own safety** and avoid that momentary lapse in attention / caution which results in most accidents / injuries,
◆ Ensure that you medically fit and rested for the assignment,
◆ Never work on an assignment if you are under the influence of drugs or alcohol which impairs your performance or could lead to safety violations,
◆ Exercise extreme caution and care when you encounter hazardous conditions while driving, walking or working,
◆ Use proper techniques when lifting, pulling or pushing heavy objects.
Security Awareness

The human factor is typically the most critical variable in information and data security systems / procedures. Security policies, systems and technologies can be rendered completely ineffective if the users do not actively take steps to safeguard the information and data.

- Do you know that the on-going security threats make it imperative for all ASR Team members to take active steps to safeguard work-related data and information?
- Do you realize that you could be targeted for security breaches?
- Are you aware of the information collection techniques that rogue elements use to gather information / data in an unauthorized manner?
- Do you know what to do if you suspect that you are being targeted?
- Do you take adequate precautions to prevent work related data / information falling into the hands of unauthorized users?
- While on travel, do you take precautions to prevent work-related information being inadvertently passed on to unauthorized users?
- Do you know what is a Trade Secret or Proprietary Information? Do you take steps to safeguard the ASR / customer information including work instructions, specifications, check-lists, procedures, supplier information, inspection stamp, customer procedures etc.?
Cybersecurity

Our daily life, economic vitality, and national security depend on a stable, safe, and resilient cyberspace. We rely on this vast array of networks to communicate and travel, power our homes, run our economy, and provide government services.

Cyber intrusions and attacks have increased dramatically over the last decade, exposing sensitive personal and business information, disrupting critical operations. Cyber criminals do not discriminate; they target vulnerable computer systems regardless of whether they are part of a government agency, Fortune 500 company, small business, or belong to a home user. You can unknowingly pose cybersecurity security risks in several ways:

♦ Carelessness with password or use of weak passwords,
♦ Opening email attachments from dubious or suspicious sources,
♦ Not logging off from the network or the internet connection after use,
♦ Using wireless connections in an unsecure manner,
♦ Reduced emphasis on physical security resulting in loss or theft of your laptop, portable devices, mobile devices, storage devices, smart phone etc. containing valuable data and information,
Cybersecurity – Cont’d

Cyber security concerns can be divided into three broad areas:

♦ **External / outside threats:** These involve computer system attacks using viruses, malware, botnets, phishing scams and worms, etc. initiated by hackers. These are designed to steal data / information, or take over a computer system to make it inoperative. Sometimes fraudulent sites are created to capture valuable customer information such as bank account numbers and credit card numbers, personal identity information, etc.

♦ **System Failures:** These are the result of the vulnerabilities embedded in the software. The identification, management and control of such system weaknesses through intensive testing, and implementation of patches, is an important step in ensuring the security of the cyber infrastructure,

♦ **Internal risks:** These are due to the human factors which can undo and make ineffective the most sophisticated security safeguards, firewalls and systems. The insider threat / risks may originate because of malicious intents of the perpetrator/s but in most cases it is because the users lack an understanding of the basic cyber security principles and the methods used by hackers to compromise information / data,

A trained, and aware user is the best cybersecurity defense!
Cybersecurity – Good Practices

Our activities involve extensive use of email systems and computers. We need to protect our systems, ASR / customer data / information, and employee data against cyber attacks and email misuse. Cyber security is everybody’s responsibility. Some tips:

♦ Don’t open emails from unknown people, entities, email address. Delete such emails,
♦ Do not open attachments or links from unknown or unverified sources. These attachments may have viruses, malicious codes, trojan horses hidden in them. Delete the email promptly,
♦ Check if the anti-virus software (SW) on your PC is active and current. If you see any suspicious messages, suspicious activity on your work computer, inform ASR / customer immediately,
♦ Do not attach unauthorized external devices (USB, disk drive) to the ASR / customer / supplier computer unless you are sure of their authenticity / source and you are authorized / permitted to do so,
♦ Use strong passwords and protect your password. If you think that your password has been compromised, inform the ASR team promptly and take corrective actions,
♦ Do not install any software (SW) / application on the ASR / customer / supplier PC unless it has been approved and authorized by ASR / customer / supplier IT team,
Take Home Points - Security Awareness

♦ Recognize that there is a real cybersecurity threat,
♦ Access only those folders / systems / computers for which you are authorized,
♦ Identify and protect trade secrets, proprietary, confidential information,
♦ Protect all technical, customer, supplier / information / data,
♦ Use strong passwords. Safeguard your computer / password;
♦ Exercise Need-to-Know for everything not just classified / confidential information, watch requests beyond “the normal scope”,
♦ Use caution regarding blogs, social network sites, email traffic and internet use,
♦ Disconnect your computer from the Internet when you are not using it,
♦ Don’t talk shop in social settings, know your audience at all times,
♦ Beware of suspicious email, unsolicited contacts, telephone calls. Be careful of suspicious internet web sites,
♦ Avoid downloading of files from unknown web sites / email senders. Use the ASR / customer network to store all work related data and information so that it is not lost because of power outage or surges,
♦ Since new viruses pop up every day, scan for new viruses frequently if you are a heavy Internet user or receive large volumes of unsolicited e-mail.
Driving Safety

Traffic / vehicle accidents result in loss of lives and injuries and represent serious economic burden in direct and indirect costs. The following are some guidelines for driving safety:

❖ The vehicle should be fit for the purpose, be in working order, with seatbelts installed and functional,
❖ The number of passengers in the vehicle / load should not exceed the manufacturer's specification for the vehicle,
❖ Check the tire pressure regularly and make sure that they have adequate traction,
❖ The loads carried by the vehicle should be safely secured and within legal limits,
❖ The vehicle driver should be licensed, trained, appropriately rested / alert and medically fit to operate the vehicle,
❖ Seatbelts should be worn by all occupants at all times whenever the vehicle is in motion,
❖ The vehicle driver should not be under the influence of alcohol, drugs, or any other substance / medication that could impair his / her ability to drive,
❖ Safety helmets should be worn by rider and passengers of motorcycles, all terrain vehicles (ATV), snowmobiles etc.
Driving Safety - Texting

The ASR HSE (Health, Safety and Environment) Team wants you to recognize the risks associated with texting while driving.

Talking on the phone and / or texting behind the wheel both lead to driver distraction, and driver inattention is the leading cause of vehicle accidents.

It is the policy of ASR to enhance personal safety by prohibiting text messaging on electronic devices by ASR Team Members while driving a motor vehicle.

Remember “Stop Texts – Eliminate Wrecks”.
ASR Management and Technical Services
ASR International Corporation

An ISO 9001:2015 Certified Company
Assessed at SEI CMMI Level 3

For further information, please contact:
Rao S. Anumolu
President and C.E.O.

ASR International Corporation
580 Old Willets Path, Hauppauge, NY 11788
Phone: +1 631 231 1086 Fax: +1 631 231 1087
Email: asr@asrintl.com Website: www.asrintl.com