



EXECUTIVE DIRECTOR

Decision of the Executive Director

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| EFSA – European Food Safety Authority | Decision of the Executive Director of the European Food Safety Authority concerning on the Health, Safety, Environment and Security Policy, Roles and Responsibilities | Decision No.: ref. EFSA/CORSER/DEC/DEC/21705565/2019 |
| | Effective Date: see ED signature on routing slip | Repeals (see decision history): - EFSA/CORSER/DEC/18103190/2017 - EFSA/CORSER/DEC/15863784/2016 - EFSA/CORSER/DEC/17710670/2017 |

| Approvals | Signature | Name |
|--------------------|--------------|--|
| Originator | | Fabio Mulazzani Ernesto Guisado Maurizio Musso |
| Visa | | Giovanni Fuga |
| Visa | | Selomey Yamadjako |
| Executive Director | See Decision | Bernhard Url |

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| Introduction | <p>Ensuring a healthy and safe work environment and promoting the sustainability of its business are strategic goals for the European Food Safety Authority (EFSA).</p> <p>The complex legal framework within which EFSA operates, requires a deep analysis of the related issues. Establishing, implementing and maintaining a Management System, including those aspects, is therefore the most appropriate approach to ensure the occupational health and safety, and the eco-engagement and security (including physical security, information security and business continuity) of the organisation.</p> |
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| Description | <p>This decision, approving the document titled “Health, Safety, Environment and Security Policy, Roles and Responsibilities”, aims at formalizing EFSA approach to Health, Safety, Environment and Security.</p> <p>This document defines the framework for setting Health, Safety, Environmental and Security objectives and stresses on the commitment of top management to support and pursue these objectives. Furthermore, it identifies roles and responsibilities in the area of Health, Safety, Environment and Security.</p> |
| References | N.a. |
| Abbreviations and definitions | |
| Occupational Health and Safety | Regulations and procedures intended to prevent accident or injury in workplaces. |
| Eco-Management | Any of various strategies to minimize or eliminate the adverse effects of human activities on the environment. |
| Security | Security is the holistic approach that takes into consideration under a common collector both physical, information security and business continuity. |
| Physical Security | Physical Security is the ensemble of all those measures including devices, systems, or practices of a tangible nature designed to protect people and prevent damage to, loss of, or unauthorized access to assets. – Source: ASIS GDL FPSM 2009 |
| Information Security | Information Security is the part of the function concerned with the protection and preservation of confidentiality, integrity, availability, authenticity, accountability, non-repudiation and reliability of information. – Source: ISO 27000:2016 |
| Business Continuity | Business Continuity is the capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident. - Source: ISO 22300:2012 |



Decision History

| Date | Revision No. | Description of Change |
|------------|--------------|---|
| 14.01.2020 | | Decision of the Executive Director of the European Food Safety Authority concerning the Health, Safety, Environment and Security Policy, Roles and Responsibilities – EFSA/CORSER/DEC/DEC/21705565/2019 Updates: <ul style="list-style-type: none"> - Annex 1 - Aligned policy with the ISO45001 standard on Organizational Health and Safety. - Annex 2 – Ensured continuity of senior managerial functions via a two level back-up system. |
| 30.01.2018 | | Decision of the Executive Director of the European Food Safety Authority concerning the Converged Security and Business Continuity Service EFSA/CORSER/DEC/17710670/2017 – Repealed |
| 30.01.2018 | | Decision of the Executive Director of the European Food Safety Authority concerning the Assurance on Converged Security and Business Continuity – EFSA/CORSER/DEC/18103190/2017 – Repealed |
| 08.08.2017 | | Health, Safety and Environmental Management System Handbook, Ann_01 – Occupational Health and Safety and Environmental Assurance – Repealed |
| 12.07.2016 | | Decision of the Executive Director of the European Food Safety Authority concerning Health and Safety and Environmental Service EFSA/CORSER/DEC/15863784/2016 – Repealed |



EXECUTIVE DIRECTOR

EFSA/CORSER/DEC/21705565/2019

**DECISION OF THE EXECUTIVE DIRECTOR
OF THE EUROPEAN FOOD SAFETY AUTHORITY
CONCERNING THE HEALTH, SAFETY, ENVIRONMENT AND SECURITY POLICY**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY AUTHORITY,

HAVING REGARD to the Treaty on the Functioning of the European Union,

HAVING REGARD to Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedure in matter of food safety, and in particular to Article 26(2)(g) thereof, regarding the role of the Executive Director of the European Food Safety Authority,

HAS DECIDED AS FOLLOWS:

Article 1
Policy Adoption

The document attached and entitled "EFSA Health, Safety, Environment and Security Policy" is hereby adopted.

Article 2
Roles and Responsibilities Adoption

The document attached and entitled "EFSA Health, Safety, Environment and Security Roles and Responsibilities" is hereby adopted.

Article 3
Entry into Force

The present Decision enters into force and takes effect on the day following the date of its signature.

Done in Parma,

Bernhard Url
Executive Director

Health, Safety, Environmental and Security Policy

The Charter of Fundamental Rights of the European Union establishes that security in all its aspects is a right for everyone.

Health, Safety, Environmental and Security are part of the Assurance Governance in EFSA.

The European Food Safety Authority intends to:

- Carry out continuous improvement of Occupational Health, Safety, Environmental and Security (HSES) protection using a constantly developing Management System;
- Demonstrate the Authority's commitment to promotion and circulation of HSES culture by maintaining an effective and efficient Management System;
- Disclose to the public and to all stakeholders the environmental performance;
- Commitment to minimise Occupational Health and Safety (OHS) hazards and risks and to ensure the highest standards of working conditions and health behaviours, decreasing mental and physical stress as well;
- Use an opportunity-based approach in order to preventively identify and assess both safety and security risks and the environmental impact regarding at work activities; the ultimate goal is to control every possible consequences, such as workplace injuries, work-related illnesses, and potential harms to environment;
- Apply, whenever possible and on a voluntary basis, the Italian legislation related to Health, Safety, Environment, and adopt international standards¹ or guidelines² for Security that are aligned with the approach of EU bodies and institutions;
- Provide an organisational structure and resources to correctly fulfil elements of the Policy, by regularly monitoring achievement goals and implementing appropriate corrective actions;
- Continuously monitor energy and resource consumption in order to reduce, whenever possible, environmental impacts;
- Increase the purchase of goods and services that respect the environment, involving suppliers in environmental protection;
- Plan emergency responses assuring suitable human and material resources in order to mitigate possible consequences for people, assets, and the environment;
- Promote staff responsibility towards the environment by increasing awareness of the environmental impacts connected to their working activities;
- Promote communication and collaboration with all Authorities and Stakeholders considering their expectations as part of EFSA expectations, providing appropriate information in order to assure their cooperation;
- Commitment to consultation and participation of employees and their representatives;
- Introduce and implement audit and monitoring procedures in order to evaluate the reaching of objectives and to control Management System compliance with Policy aims;
- Ensures resilience by protecting critical assets;
- Comply with requirements of confidentiality, integrity and availability as required by the need of EFSA management, staff and relevant third parties.

¹ ISO 22300 Series on Societal Security; ISO/IEC 27000 Series on Information Security Management Systems; ISO 3100 on Risk Management

² BS 16000:2015 on Security Management – Strategic and operational guidelines

Health, Safety, Environment and Security Roles and Responsibilities

Roles and Responsibilities

Executive Director (ED):

- Approves and promotes the Health, Safety, Environment and Security Policy and Roles and Responsibilities;
- Overall accountable for Health, Safety, Environmental and Security (HSES) aspects;
- Has a duty to ensure the security, safety and health of workers in every aspect related to the work;
- Takes the measures necessary for the Health, Safety and Security protection of workers, including prevention of occupational risks and provision of information and training, as well as provision of the necessary organization and means;
- Cooperates in implementing the security, safety, health and occupational hygiene provisions and, taking into account the nature of the activities, coordinates their actions in matters of the protection and prevention of occupational and security risks, and informs their respective workers and/or workers' representatives of these risks;
- Ensures the availability of resources to establish, implement, maintain and improve the HSES Management System (resources include human resources and specialized skills, organizational infrastructure, technology and financial resources);
- Nominates the:
 - Business Continuity Officer;
 - Health, Safety and Environment Responsible;
 - Information Security Officer;
 - Management Representative;
 - Security Officer.
- Ensures the continuity of “senior managerial” functions by establishing a two level back-up system as described in the following table.

| <u>Role</u> | <u>1st Back-up</u> | <u>2nd Back-up</u> |
|--------------------|-------------------------------|-------------------------------|
| Executive Director | Head of BuS | Head of RASA |
| Head of BuS | Head of LA Unit | Head of GPS Unit |
| Head of RASA | Head of ALPHA Unit | Head of SCER Unit |
| Head of REPRO | Head of FIP Unit | Head of NUTRI Unit |
| Head of COMCO | Head of COMM Unit | Head of ENCO Unit |



Head of Corporate Services Unit (CORSER HoU):

- Accountable for Health, Safety, Environmental and Security aspects;
- Identifies and requires to the top management the necessary resources to establish, implement, maintain and improve the HSES Management System (resource include human resources and specialized skills, organizational infrastructure, technology and financial resources);
- Approves all HSES Standard Operating Procedure (or equivalent level documents);
- Identifies any temporary limitation in using a service (e.g. temporary denial of car parking) for personnel who demonstrated a disregard in respecting Management System provisions;
- Chair of the Health, Safety and Environmental Committee;
- Chair of the Agency Security Committee.

Security and Business Continuity Officer (SO):

- Responsible for Physical Security and Business Continuity aspects as already stated in EFSA/HUCAP/2017/16732084 – Decision of the Executive Director concerning standby duty and on-call duty at EFSA;
- Ensures that Physical Security and Business Continuity aspects are established, implemented and maintained in accordance with the requirements of the International Standards inside the SBCM;
- Works in close collaboration with Information Security Officer (ISO) in order to ensure that, specific policies, procedures or other management systems documents are in line with Information Security requirements;
- Responsible to conduct security investigations into security events, which may result in identification of individual unlawful or inappropriate security behaviour and may collect the elements and information to form the basis for initiating a disciplinary procedure or administrative inquiry in accordance with the EU Staff Regulations.

Information Security Officer (ISO):

- Responsible for Information Security aspects, including those of Business Continuity, as already stated in the EFSA/POL/100 – EFSA Information Security Policy;
- Ensures that Information Security aspects are established, implemented and maintained in accordance with the requirements of the International Standards;
- Works in close collaboration with SO in order to ensure that, specific policies, procedures or other management systems documents are in line with Physical Security and Business Continuity requirements;
- Responsible to conduct information security investigations into information security events, which may result in identification of individual unlawful or inappropriate security behaviour and may collect the elements and information to form the basis for initiating a disciplinary procedure or administrative inquiry in accordance with the EU Staff Regulations.



Health, Safety and Environmental Responsible (HSER)

- Ensures that the Health, Safety and Environmental (HSE) Management System is established, implemented and maintained in accordance with the requirements of the International Standards;
- Reports to the Management Representative (*Head of Corporate Services Unit*) on the performance of the Health, Safety and Environmental Management System for review, including recommendations for improvement;
- Nominates the Health and Safety Adviser;
- Nominates the Environmental Adviser;
- Assigns specific functions and duties to the Site Management Partners to put in place the procedures regarding HSE aspects.
- Responsible to conduct HSE investigations into events, which may result in identification of individual unlawful or inappropriate behaviour and may collect the elements and information to form the basis for initiating a disciplinary procedure or administrative inquiry in accordance with the EU Staff Regulations.

Site Management Partners

- Establish, implement and maintain documented procedures to control situations where their absence could lead to deviation from the HSE Policy, objectives and targets;
- Stipulate the operating criteria in the procedure(s);
- Establish, implement and maintain procedures to the identified significant HSE aspects of goods and services used by the organisation and communicating applicable procedures and requirements to suppliers, including contractors.

Health and Safety Adviser (HSA)

- Carries out activities of prevention and protection from occupational risks, for both EFSA staff and externals (consultants, contractors, experts, trainees, visitors);
- Assesses the occupational risks and provides prevention and protection measures for EFSA staff and externals;
- Carries out all the necessary or useful activities in order to manage the HSE risks, including the management of changes;
- Identifies any relevant legal requirement, guidelines, technical standards, cases or experience in order to implement and up-to-date the HSE Management System;
- Carries out the internal audits of the HSE Management System;
- Identifies documented HSE objectives and monitors the ongoing action plan to achieve them;
- Supports the HSE Responsible to deal with actual and potential non-conformities and carries out corrective action and preventive action.
- Collaborates on the organization of emergency drills at EFSA's premises.



Environmental Adviser (EA)

- Identifies environmental aspects and related environmental impacts;
- Identifies current laws on environment and evaluates compliance obligations;
- Determines risks and opportunities that needs to be addressed to ensure the environmental management system can achieve its intended outcomes;
- Collaborates to identify environmental objectives and monitors the ongoing action plan to achieve them;
- Monitors and keeps updated the environmental management system;
- Analyses the information coming from monitoring and measurements in order to evaluate the environmental performance;
- Writes up and yearly updates the environmental statement;
- Establishes the internal audit programme;
- Performs audits on suppliers in order to verify the respect of green criteria included in their contracts;
- Supports the HSE Responsible to deal with nonconformities and carries out corrective actions.

Human Capital Unit (HUCAP Unit)

- Nominates the Medical Adviser and supervises and coordinates his activities.

Medical Adviser

- Supervises at the procedure of the pre-employment medical visits, including the carrying out of the medical check-up, the recording of the medical history, the analysis of the results of medical exams, and the certification of suitability for employment;
- Organises the annual medical visit including the carrying out of the medical check-up, and the confirmation that the annual medical visit took place.
- Related to the occupational health:
 - Provides medical advice on requests related to, but not limited to, special leave or part-time on medical grounds as a result of sickness or accident, medical appointments away from the place of employment, breastfeeding, double dependent child allowances etc;
 - Consults with staff members on matters related to occupational health or professional risk, including related medical examinations, as required and occupational counselling, such as supporting and advising staff particularly when circumstances (business or personal) are not ideal and turn out to affect health;
 - Liaises with HUCAP members for the verification of certified sick leave;
 - Organises information sessions and campaigns for EFSA staff related to occupational health issues;
 - Assesses and advise on set-up of workstations and requests for ergonomic equipment;



- Collaborates with the EFSA Health, Safety and Environmental Advisor to verify conformity of the working environment with respect to health and safety through periodic controls of the EFSA premises in accordance with the Staff Regulations of Officials and the Conditions of Employment of other Servants of the European Communities and in addition, where applicable, Italian national law applicable at EFSA's premises.

EFSA Heads of Department (HoD) and Heads of Units (HoU):

- Commit themselves to occupational health, safety and environment protection Security as a core value of the organization;
- Support and endorse Security implementing procedures;
- Promote communication to increase organizational resilience, raise awareness, and ensure integrity of EFSA staff.
- Have an accurate picture of the risk profile of the organisation;
- Lead by example and demonstrate leadership integrity, for example by following occupational safety and health rules at all times, implementing actions for the energy saving, etc.;
- Define, plan and monitor proactively the roles and responsibilities of different actors in preventing and managing health and safety risks at the workplace.

End-users:

- Take care as far as possible of his own Health and Safety and that of other persons affected by his acts;
- Actively follow EFSA Health, Safety, Environmental protection, Security rules, procedures, and instructions.

Agency Security Committee (ASC):

- Advises the ED on decisions to be taken in the context of security measures having impact on EFSA staff or stakeholders;
- Advises the ED on complex security issues, including those requiring mediation between Departments;
- Meets regularly. The Committee is chaired by the CORSER HoU;
- ASC is validly convened when at least the majority of the members are present. A member or the Chair may be replaced by an alternate, and opinions may be validly endorsed by ASC with a simple majority;
- Members:
 - Security and Business Continuity Officer;
 - Information Security Officer;
 - Digital Workplace Team Leader;
 - Site Management Team Leader.



- According to the items in Agenda, the ad hoc participation of additional representatives shall be required by the chair of the Committee (e.g. EFSA Department representative indicated by HoD, any other staff member deemed necessary).

Health & Safety and Environmental Committee

- Chair: Head of CORSER Unit
- Members: Executive Director (or his/her deputy), HSE Responsible, Site Manager and Outsourced Services Team Leader, Head of HUCAP Unit (or his/her deputy), Staff Committee Member (as staff representatives), Security Officer, Medical Adviser, Health and Safety Adviser, Environmental Adviser;
- Committee meetings serve as the occasion when members of the staff committee (as staff representatives):
 - Take part in discussions on all questions relating to safety and health at work;
 - Are consulted in advance and in good time by the employer (or his/her deputy in terms of Health, Safety and Environmental Protection) and all the actors involved, with regard to all the aspect in the field of Health, Safety and Environmental protection.

Personal Data Processing

- The HSE Responsible, SO and ISO will not pro-actively collect personal data. Personal data that might be accessed by them will be those technical data normally handled during incident investigation and response.

Assurance Council

- Performs the overall EFSA Management Review by monitoring the outcome of the HSE Committee and the Agency Security Committee.