



## **HANG SENG BANK LIMITED AND SUBSIDIARIES**

### **OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT**

Hang Seng Bank and its subsidiaries in Hong Kong (The Bank) are committed to adopting and upholding world-class standards. The Bank believes that occupational health and safety (OH&S) is a matter of paramount importance. The Bank recognizes and accepts its responsibility for ensuring the health, safety and welfare of all its employees and other workers, as well as visitors and members of the public, at premises over which it has control.

The Bank's senior management has established, documented and implemented an OH&S Management System (System), and is fully committed to developing, certifying and continually improving this System to ensure it meets the various applicable requirements of the ISO 45001:2018 standard, as well as legal and other relevant requirements, for its various activities, processes and services in Hong Kong.

All Bank employees and workers should be personally committed to upholding and, where possible, improving OH&S standards as part of their job responsibilities.

The Bank will, as far as it is reasonably practicable, provide and maintain safe and healthy working conditions for the prevention of work-related injury and ill health by eliminating hazards and reducing OH&S risks at work by ensuring:

- Premises and equipment are kept in a clean and safe condition.
- Working practices are safe.
- All employees and workers receive information and training on how to carry out their work safely.
- Contractors and visitors are made aware of the Bank's OH&S Policy.



恒生銀行  
HANG SENG BANK

A positive attitude towards health and safety benefits our business by improving the well-being and efficiency of all employees and workers. Employees and workers have a duty to:

- Follow Bank procedures so that everyone can enjoy a safe workplace.
- Work safely.
- Report incidents that have, or could have, led to injury or the creation of dangerous conditions.
- Assist in the prevention and investigation of accidents.
- Use personal protective equipment when provided.

The Bank's senior management encourages all employees and workers to be actively involved in maintaining a safe and healthy working environment, including by participating in consultations and discussions of occupational health and safety issues. The Bank will carry out a regular review of this policy to help ensure that appropriate standards of OH&S are maintained.

This Policy Statement sets out the Bank's firm commitment to providing a healthy and safe working environment. The Responsibilities and Managers' Instructions attached to this statement lay out the relevant processes, rules and procedures that will enable us to succeed in this regard. Your strong support is vital to ensuring we meet our objectives in this important area.

A handwritten signature in black ink, appearing to read 'Louisa Cheang'.

Louisa CHEANG  
Vice-Chairman and Chief Executive  
September 2019



## 恒生銀行 職業健康與安全政策聲明

恒生銀行及其在香港的子公司（本行）致力遵守及維持國際級銀行標準，並重視職業健康與安全。本行承認並承擔對所有員工、工人、以及在本行控制範圍內工作的承包商和公眾訪客的安全、健康及福利的責任。

本行最高管理層已建立、記錄、實施職業健康與安全管理體系（OHSMS），並承諾開發、認證、維護和持續改進其體系以確保達至ISO 45001：2018標準的各種適用規定，法律及其他要求，其規範適用於本行在香港的各種活動、流程和服務。

本行所有員工和工人應有自身責任，盡可能在各自的工作崗位上維持及推動職業健康與安全標準。

本行將在合理可行的範圍內，提供並維持一個安全健康的工作環境，透過落實執行以下措施，以消除危害並降低工作中的職業健康與安全風險，達至預防與工作有關的傷害和不良健康因素：

- 屋宇和設備要保持清潔安全。
- 工作程序須安全可行。
- 所有員工和工人將獲得有關如何安全進行工作的信息和培訓。
- 使承包商和訪客了解本行的《職業健康與安全政策》。





對健康和安全的積極態度將有助提升所有員工和工人的福利和效率，亦為業務帶來裨益。員工和工人有責任：

- 遵循銀行程序，以便我們所有人能享有安全的工作場所。
- 安全地工作。
- 報告導致或可能導致傷害或危險的事件及環境。
- 協助預防和調查事故。
- 使用個人防護設備（如有提供）。

本行最高管理層鼓勵所有員工和工人積極參與維護安全健康的工作環境，包括透過參與諮詢和商討職業健康與安全事宜。本行將對本政策進行定期審查，以確保維持適當的職業健康和安全的標準。

本政策聲明訂明本行承諾致力於提供健康及安全的工作環境。隨附的《責任與經理說明》載列相關的過程、規定及程序將能取得成功。為確保本行能有效實現所定立目標，你的支持是非常重要的。

鄭慧敏  
副董事長兼行政總裁  
二零一九年九月