



Additional Information

Occupational Health and Safety in Workplace

Bangkok Bank Public Company Limited

Occupational Health and Safety in Workplace

Realizing that employees are the most valuable assets, as well as essential resources to drive business success in the organization, the Bank gives an importance to an effective management of occupational health, safety and environment in workplace through the compliance with occupational health and safety (OHS) laws and international standards, OHS policy establishment, OHS risk and hazard assessment, having mitigation measures and controls in place, following up OHS risk reduction performance, and awareness building and knowledge sharing among employees. These implementations help to prevent work-related accident and illness which will have impacts on the employees' wellbeing and quality of life, as well as to ensure the safety of customers, visitors and contractors on the Bank's premises. In 2022, the Bank implemented occupational health, safety and environment in workplace as follows:

- **Occupational Health and Safety Policy**

The Bank has established occupational health and safety policy which is approved by the Board of Directors as an operational framework for the Bank to set up the direction and actions in terms of health and safety. The policy covers employees, customers, visitors and contractors working on the Bank's premises, simultaneously with arranging workplace environment and layout to be safe and meet statutory requirements and standards relating to occupational health and safety.

- **Occupational Health and Safety Committee**

The Occupational Health and Safety (OHS) Committee comprises of employee representatives from different divisions in the Bank. The committee is responsible for promoting safety in the workplace to prevent accidents, injuries and work-related illness. The committee is tasked with setting goals and targets, assessing risks, implementing action plans and following up on performance that are related to occupational health and safety in workplace, in order to align with the safety goal of zero accident at work and zero work-related illness. Therefore, the main goal for reducing the employee absenteeism rate is achieved. The committee must organize a meeting at least once a month to report and monitor safety performance, with the minutes of meeting duly taken. The Bank has set up OHS committees for branches or offices that have more than 50 employees, totaling 35 committees. Each committee consists of five members, except for the Silom Head Office Building and Rama 3 Building where each committee has 11 members. Each committee member has a two-year term.

- **Risk Assessment and Management of Occupational Health, Safety and Environment in Workplace**

The Bank regularly conducts risk and hazard assessment on occupational health, safety and environment in workplace to identify risks and hazards, prioritize risks to determine proper risk management measures (control, prevent or reduce), integrate action plans with quantified targets to manage significant risks,

evaluate the progress of occupational health and safety performance to control, prevent and reduce significant risks, in order to achieve the targets.

According to the results of risk and hazard assessment for occupational health, safety and environment in workplace, the Bank has taken the following actions to ensure safety at the workplace and to improve the environment to be safe and conducive to work efficiency;

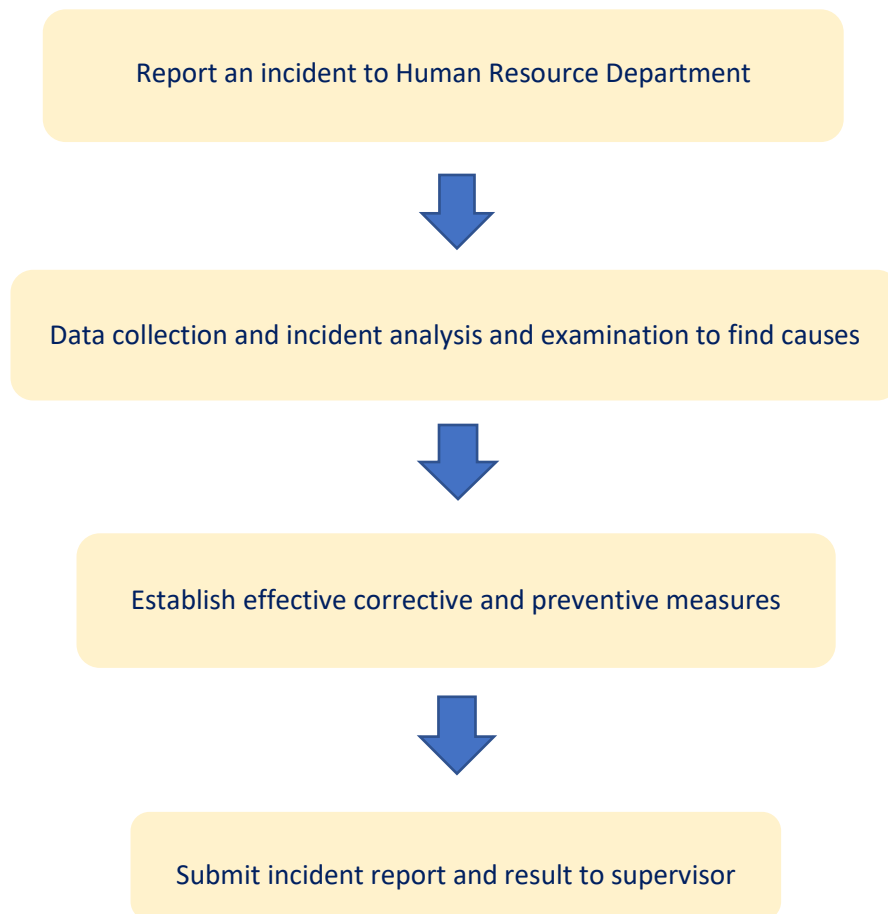
Risks and Hazards	Measures/ Actions
Exposure to airborne particles, toner dust and substances emitted from printers and photocopiers	<ul style="list-style-type: none"> ● Putting printing and photocopying machines separate from the employees' workstation areas. ● Installing air purifiers next to the large printers or photocopying machines where they are close to the workstations.
Workplace light intensity	Setting up light intensity more than 400-500 lux to be aligned with light intensity standards ¹ .
Indoor air quality	Monitoring and controlling indoor air quality ² as follows: <ul style="list-style-type: none"> ● Indoor temperature is between 24-26 Degree Celsius ● Relative Humidity (RH) is not over 70 percent ● Carbon dioxide is not over 1,000 ppm ● Carbon monoxide is not over 9 ppm ● Particulate matters 2.5 is acceptable at the limit of 35 micrograms per cubic meter ● Particulate matters 10 is acceptable at the limit of 50 micrograms per cubic meter
Noise	<ul style="list-style-type: none"> ● Controlling noise level not to be over 80 decibels (a) for time weighted average, as specified in the ministry standards.
Workplace stress	<ul style="list-style-type: none"> ● Providing channels for receiving grievance, complaints and whistleblowing when facing discrimination or harassment in any form.

¹ Ministry of Labour Regulation on Standards for Administration and Management of Occupational Safety, Health, and Environment in Relation to Heat, Light and Noise B.E. 2559, Department of Labour Protection and Welfare Notification on Standards for Light Intensity, Dated on 27 November 2560, No.4

² Based on Singapore Standard SS554:2009 Code of Practice for Indoor Air Quality for Air-Conditioned Building and Announcement of Department of Health, Ministry of Public Health for Indoor Air Quality Control B.E. 2565

	<ul style="list-style-type: none">• Providing counseling on mental health and stress management.
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When a case of work-related injury, ill health, disease and incident has occurred, the Bank collects data, analyses and examines an incident to find the root cause and explain the sequence of events step-by-step, as well as establishes corrective and preventive measures effectively. The incident and investigation result are also reported to an employee's supervisor.



In addition, the Bank regularly conducts internal inspection and employs specialized contractors and external auditors to make an assessment of the work environment on the Bank's premises. This covers inspections of building structure and safety, electrical systems, sound levels, and air quality in the workplaces, which are compliant with domestic laws and standards as well as international standards such as the Singapore Standard SS 544:2009 Code of Practice for Indoor Air Quality for Air-conditioned Buildings.

- **Preparation and Response to Emergency Situations**

To prepare for any emergency incidents, the Bank implements action and prevention plans, as well as ensures that emergency kits are always ready and on hand. Moreover, the Bank also arranges annual fire extinguisher training and fire drill for employees at the head office buildings and the branches nationwide, so that they are familiar with the evacuation procedures in case of a fire, as well as, well aware of the location of all the exits and the emergency procedures. This helps the employees to be able to deal with fire incidents consciously and help reduce damage to life and property.

- **Knowledge Sharing and Training for Occupational Health, Safety and Environment in Workplace**

The Bank provides fundamental knowledge to new employees on occupational health and safety in buildings, covering firefighting equipment and their usage, evacuation procedure, and channels for informing emergency incidents. The Bank specifically provides training courses for occupational health and safety (OHS) officers to create an understanding of duties and responsibilities of the Bank's OHS officers, as well as to raise awareness and understanding of the Bank's safety regulations.

- **Occupational Health and Safety in Procurement and Contractual Requirements**

In the screening process for the Bank's suppliers³, environmental, social and governance (ESG) criteria which also covers OHS management and OHS risk assessment of the suppliers are taken into consideration before selection and registration for the Bank's suppliers.

³ Suppliers in the Bank's supply chain are classified into three types: suppliers (suppliers of supplies and equipment used in business operations under the responsibility of the Bank's procurement section), contractors (service providers of repairs, renovations and maintenance of the Bank's equipment and office buildings), and outsourced service providers (contracted by the Bank for specific tasks)