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## **Myanma Awba Group**

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## **HEALTH, SAFETY & ENVIRONMENTAL MANUAL**



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## 1.0 Company Background

Myanma Awba Group Co., Ltd. established since 1995 is one of the key players in the agricultural sector of the country. The core business of the group involved importing, manufacturing and distribution of fertilizers, seeds and agrochemicals- essential inputs in agriculture. With the first ever privately owned ISO 9001:2008 certified pesticides formulation plant, Myanma Awba Group has become the market leader with innovative products and customized solutions with over 400 agrochemical. The company is assisting farmers in all over the country to enhance yield with sensible cost and maximizing income of the farmer by providing technical knowhow and modern agriculture practice. Additional product is sourced through domestic and international trading, enabling Myanma Awba to supply a comprehensive package of fertilizer and crop chemical products to its customers.

In 2005, Myanma Awba Group subsidized Myanma Awba Industries Co., Ltd (MAI) as one of the manufacturing unit. MAI has imported and distributed quality product Nitrophoska from Germany for the improvement and benefit of our farmers and founded Compound fertilizer factory in 2010. MAI started manufacturing of bulk blended fertilizers and selected compound fertilizers to fulfill local needs in 2013. MAI has 4 sets mixer blend with production capacity 100,800MT per annum and Yargus (USA) BB Machine with capacity 120,000 MT per annum. Currently, MAI is engaged in manufacturing and marketing of Comet V SUPER 15-10-20, Comet SPEED 20-10-10, Comet NPK 16-16-16, Comet G21, Comet NPK 15-15-15, Comet NPK 20-12-12, Comet NPK 15-7-7, Comet N Super, Comet Gypsum and agro-inputs.

Being a corporate citizen, Myanma Awba Group promises and endorses sensible use of agrochemicals and fertilizers to minimize the risks to the environment, users and consumers. The development and implementation of a formal Safety, Health and Environmental (SHE) Management System at Myanma Awba Head Office and Myanma Awba Manufacturing Units- Factories is an integral part of our business goals and objectives which are to achieve long term business success in a safe and environmentally responsible and economically sustainable manner.

Since its inception, all manufacturing plants under control of Myanma Awba Group has taken initiatives towards a better performance in Quality, Safety, Environment and Energy Conservation. Towards better safety, health and environmental performance, Myanma Awba Group has established the health, safety and environmental management system in accordance with the requirements of OHSAS 18001:2007 and ISO 14001:2004, as a basis for continual improvement in safety, health and environmental performance. The company has been taking adequate measure to control emission levels within the standards prescribed by Ministry of Environmental Conservation and Forestry (MOECAAF)

|                               |                                                                            |
|-------------------------------|----------------------------------------------------------------------------|
| <b>Company Name:</b>          | Myanma Awba Group Co., Ltd.                                                |
| <b>Date of Establishment:</b> | 1995                                                                       |
| <b>Product Range:</b>         | Herbicides, Insecticides, Fungicides, Fumigants, Foliar, Comet Fertilizers |



**Manufacturing:** Various Types of Fertilizers, Seeds and Agrochemicals,  
**Market Focus:** Domestic (Spreading all over country)  
**Head Office:** No.33, Shwe Padauk Yeik Mon, Bayintnaung Road, Kamaryut Township, Yangon,  
**Myanmar Telephone No:** +95-1-538231, 538097, 504 864  
**Website:** <http://www.awba-group.com>

**Plant Location Pi Ti Pyae Zone Agrochemical Manufacturing Plant**

**YIP-1:** No. 30, Shwe Myo Daw Zaydi Road Yangon Industrial Park, Mingalardon Towhship, Yangon, Myanmar.  
**YIP-2:** No. 173, Shwe Myo Daw Zaydi Road-2 Yangon Industrial Park, Mingalardon Towhship, Yangon, Myanmar.  
**YIP-3:** No. 174, Shwe Myo Daw Zaydi Road-2 Yangon Industrial Park, Mingalardon Towhship, Yangon, Myanmar.  
**Total Manpower:** About 300  
**Machinery Type:** Wolf filling and packaging – Agrochemicals  
Inline filling, capping, labeling, induction, shrinking Machine Wolf filling and packaging – Agrochemicals  
Inline filling, capping, labeling, induction, shrinking Machine Plant Size  
**YIP-1:** 119,790 Square Feet Plant Size  
**YIP-2 :** 87,300 Square Feet Plant Size  
**YIP-3 :** 87,300 Square Feet

**MAI Fertilizer Manufacturing Plant**

**MAI-Ngwe Pin Lae:** No. 53, Seikanthar Street, Ngwe Pin Lae Industry Zone, Hlaing Tharyar Township, Yangon, Myanmar  
**Plant Size:** 116,909 Square Feet MAI-  
**Shwe Lin Ban:** No. 33, Shwe Lin Ban Industry Zone, Hlaing Tharyar Township, Yangon, Myanmar Plant  
**Size:** 200,158 Square Feet  
**Total Manpower:** About 54  
**Machinery Type**  
4 sets mixed blended formulation plant



|                          |                                      |
|--------------------------|--------------------------------------|
| Capacity in Ton/day      | 360 MT                               |
| Technology Level         | Trusted, Tried proved & eco-friendly |
| Product Quality Standard | Meet all standards of FAO and others |

Yargus (USA) BB Machine mixed blended, granulated formulation plant

|                          |                                      |
|--------------------------|--------------------------------------|
| Capacity in Ton/day      | 400 MT                               |
| Technology Level         | Trusted, Tried proved & eco-friendly |
| Product Quality Standard | Meet all standards of FAO and others |

## **2.0 Organization and Management**

### **2.1 Introduction**

Myanma Awba Group (MAG) has established the Health, Safety and Environmental Management System to ensure compliance with:

- International standard
- Relevant International and Local Standards
- Customer Requirements
- Industry Guidelines and Standards
- Management Contracts
- Stakeholder's interest

This manual specifies the Health, Safety and Environmental Management System requirements to ensure a customer focused process approach is employed and continual improvement of our performance is achieved.

### **2.2 Organization's Commitment**

#### **Occupational Health and Safety**

The health, safety and welfare of all staffs, sub-contractors, customers and visitors is significantly important to us and it is our intention to strive for excellence in the effective occupational health and safety management of all our business sites under our control.

#### **Environmental Sustainability**

MAG understands that environmental sustainability is everyone's responsibility and as a prominent local manufacturing company we are prepared to lead the way in this regard. We also realize that a



commitment to the environment is not just a socially responsible, but also business practice as we seek to increase our constantly growing reputation, For this reason we ensure that our health, safety and environmental policy is implemented throughout every facet of our business.

### **2.3 Scope and Field of Application**

The constituent parts of this manual describe the Safety, Health and Environmental Management System of Myanmar Awba Group as it relates to guidelines set out in ISO 14001:2004 and OHSAS18001:2007 Standards.

The scope of the Safety, Health & Environmental Management system is limited to manufacturing and logistics of agrochemicals and various grade of comet fertilizers at all factories under control of Myanmar Awba Group. The company believes that our integrated SHE Management System incorporating OHSAS 18001:2007 and ISO 14001:2004 plays an integral part of good business practice hence our approach to Safety Health and Environmental issues is risk based.

### **2.4 Normative Reference**

The Safety, Health and Environmental Management System of Myanmar Awba Group Co., Ltd. has been developed in accordance with the ISO 14001:2004 Standards. General guidelines on principles, systems and support techniques with Environmental Management System ISO 14001:2004.

### **2.5 Terms and Definition**

For the purpose of this HSE Manual, the definition given in ISO14001:2004 and OHSAS 18001:2007 are applied.

## **3.0 Health, Safety & Environmental Policy Statement**

### HEALTH, SAFETY & ENVIRONMENTAL (H.S.E) POLICY

Being a responsible corporate citizen, we understand that dust, chemical fumes and possible industrial effluents are major hazards that have been identified from organization processes and activities that require effective management. The goal of management is to maintain high standard of end-products to ensure all our business activities fully comply with customers and regulatory requirements, including safety and environmental requirements through understanding of Corporate Social responsibility (CSR) in all of our activities

The Board of Directors of Myanmar Awba Group hereby confirms and adopts the following policy:

- Identify and manage HSE hazards and other risks associated with operations, products and services.
- Prevent Pollution through waste minimization at all the source, recovery/treatment of emission and release, conservation of energy.



- Comply with applicable legal and other requirements related to our HSE aspects.
- Corporate participation of whole staff members in sustainable development of HSE Management System.
- Incident prevention, reporting, recording and investigation.
- Provision of personal protective equipment in areas where hazards or risks cannot be totally eliminated.

The policy will be made available to displayed at all operating sites and sales centres, translated in local language and awareness sessions are conducted to train the employees. Every section and individuals in the Myanmar Awba Group has health, safety and environmental related responsibilities which shall be honestly and consistently discharged. Top Management with due regards, establish the Health, Safety and Environmental Objectives and review the pertinence of HSE Management System in Management Review every year.

#### **4.0 Safety, Health & Environmental Management System**

##### **4.1 General Requirements**

MAG has developed and implemented a documented Safety, Health and Environmental Management System (SHEMS) which meets all the requirements of ISO 14001:2004 and OHSAS 18001:2007. The system is implemented and operated throughout manufacturing plants under control of MAG and Head Office. MAG SHEMS Structure Level Issue Title of Document Application 1 MAG Group Office HSE Policy Manual Health, Safety and Environmental Manual All MAG HO & Factories 2 MAG Group Office Aspect & Impact Register Risk Assessment Register All MAG Factories 3 MAG Group Office HSE System Procedures All HO & MAG Factories 4 MAG Group Office HSE Forms/ Work Instructions All MAG Factories

##### **4.2 Safety, Health and Environmental (HSE) Policy**

The safety, health and environmental policy was developed after identification of environmental aspects and hazards and carrying out risk assessment. The policy demonstrates the company's commitment to address SHE issues associated with identified hazards. It also provides a framework on which SHE objectives and targets are set. The safety, health and environmental policy is reviewed by management in consultation with the employees each time there is a change in the risk and hazard profile of the organization. In line with our commitment to active employee participation to safety, health & environmental issues, the Group CFO shall approve the policy. The policy is disseminated to all levels of employees through awareness training. In the case of public, the policy is published on the organization websites. A copy of the current Health, Safety and Environmental Policy is shown on page (9) of this manual.





## **4.3 Planning**

### **4.3.1 Environmental Aspects**

MAG has identify the environmental aspects based on our activities product and services within the defined scope of the health, safety and environmental management system (MAG-HSE-EIA Environmental Aspect and Impacts Register)

Based on those aspects that have or can have a significant impact(s) on the environments, MAG will ensure that the significant environmental aspects are taken into account in establishing, implementing, maintaining our environmental management system.

MAG will use the significance level of Impacts in setting out its safety, health and environmental (SHE) objectives. Through this manual the organization will ensure that records of these are maintained and updated.

#### **Related Documents**

- MAG-HSE-HRA Hazard Identification and Risk Assessment Register
- MAG-HSE-EIA Aspects and Impacts Measurement Register
- MAG-HSE-SP-01 HSE Monitoring Plan

### **4.3.2 Legal and Other Documents**

MAG will identify and assess the applicable legal and other requirements to which our organization subscribes related to our environmental aspects. Information on legal and other requirements is communicated to all employees in the organization through awareness training sessions. The legal and corporate requirements are incorporated in existing work procedures.

- MAG-HSE-LEGAL Legal Document Register

### **4.3.3 Objectives, targets and programme(s)**

Safety, Health and Environmental objectives and targets enable MAG to achieve its policy and objectives. The objectives and targets enhance the implementation of the Health, Safety and Environmental management systems including management reviews and continuous improvements.

Objectives and Targets are established at relevant functions and levels within MAG and consideration was given to:

- Compliance with applicable Legal and Other Requirements
- Significant and critical Environmental aspects



- Significant and critical hazards
- Technological changes
- Need for continuous improvement
- Financial ability

HSEOBs are made measurable and reviewed at management review meeting.

#### **Related Document**

- MAG Health, safety and environmental Objectives and Targets

### **4.4 Implementation and Operation**

#### **4.4.1 Resources, roles, responsibility and authority**

Individual responsibilities and authority levels for employees at all levels are defined and communicated through organograms, job descriptions, job specific performance contracts, work procedures and improvement projects.

The safety, health and environmental management system is managed and operated through executive management, management representatives and department managers heads. These were appointed in terms of the system over and above their day-to-day responsibilities.

Some of the responsibilities are captured through the procedures and are reviewed according to management reviews and the review of system documentation.

#### **4.4.2 Competence, Training and Awareness**

MAG's policies to provide document procedures to determine competence motivate awareness and promote training which:

- Provide appropriate awareness and training for individuals to improve competence levels of employees in contributing to improved safety, health and environmental performance.
- Ensure all the employees are made familiar with MAG's environmental Policies, Procedures and with the requirements of the health, safety and environmental management system
- Recruitment or promotion to positions in which tasks can cause significant safety, health and environmental impacts/risks requires that the incumbents have an adequate level of education and experience and be inducted into their new job.

#### **Related Document**

- MAG-HSE-SP-12 Training Procedure



#### **4.4.3 Communication**

HSE Management System implementation is to obtain commitment from all employees. Effective communication processes are established as follows.

- Communicate through safety talks, health and safety awareness training, monthly/ quarterly HSE performance report, posters, course such as Health and Hygiene Awareness, notice boards, etc.
- Establish procedures for Internal and External communication, participation and consultation to help create a common understanding and focus on safety, health and environmental issues.
- Inform all departments on the movement of HSE Management System Implementation such as HSE Management Review Report in the form of hard copy or via email as appropriate. • Distribute Internal Audit Report to Auditee department.
- Cooperate with all departments regarding HSE implementation.
- Any matters that related to personnel changes or necessary information is prepared in hard copy or soft copy as appropriate ways.

#### **4.4.4 Documentation**

The HSE System manual has been developed in two (2) formats i.e. hard and soft copy formats and is maintained by Asst. QHSE Director/ MR or his/ her appointee i.e. HSE Manager of the MAG Manufacturing unit. The HSE Management System Documentation is structured as follows:

- HSE Policy Manual (HSEM)
- Aspect/ Impact Registers (EIA/HIRA)
- HSE Management Procedures (System & Operational)
- Work Instructions, Plans, Checklist, Forms
- External document
- Legal and other requirements
- Records

It should be noted that the System documentation has been developed in such a manner that there is cross-referencing between documents.

#### **4.4.5 Control of Document**

HSE documents are to be controlled as per ISO 14001:2004 and 18001:2007 requirements for easy traceability, legibility and availability of applicable version at the point of use.

Approval He/she has authority to approve relevant SOPs prepared by the initiator. Documents are review, update, approve and re-approval as necessary in case of changes are made and reapproved by-----.



| Type of Document                   | Approval Authority | Document Holder                   |
|------------------------------------|--------------------|-----------------------------------|
| HSE Manual                         | CFO                | Chairman, CFO, QHSE Committee, MR |
| SHE System Procedure & Forms       | QHSE Director      | Chairman, CFO, QHSE Committee, MR |
| Operational Procedures & Forms     | Dept. GM           | All Department Manager            |
| Departmental Staff Job Description | GM (Admin)         | Within Department                 |
| Departmental Work Instruction      | Dept. GM           | Within Department                 |

#### Distribution

A Distribution of all HSE system documents is in two formats either in hard copy or soft copy format. Applicable version of Documents is distributed to the responsible personnel as per Document Distribution List.

Identification Controlled document: Hard copies are stamped “CONTROLLED’ in red for above mentioned documents. Uncontrolled documents: No Red stamp is required. Photocopy of controlled document printed by Red ink is considered as uncontrolled. Obsolete documents: Remove from the point of use. But in case, it is maintained for reference, identify as “OBSOLETE’ stamp.

External document: Identify with unique reference number and keep registration in external document control list. SHE system documentation reviews are carried out when there are significant changes. Major changes are done once in three years.

All documents of external origin that affect the safety, health and environmental system are identified, recorded and their distribution monitored and controlled. Obsolete System

#### Related Documents

- MAG-HSE-SP-07 Control of Document
- MAG-HSE-SP-08 Control of Record
- Document Distribution List

#### 4.4.6 Operational Control

MAG has established a procedure to identify Environmental aspects that have a significant impact on Environmental performance. Related activities have also been identified and procedures and work instructions to control both normal and abnormal situations have been put in place.

In situations where high-risk hazards/ aspects cannot be eliminated or minimized, projects to manage such risks are instituted on an on-going basis. Where the hazards/ aspects cannot be completely



eliminated, operational procedures and or work instructions to monitor and control the hazard/ aspect and ensure it is kept under control are established.

#### Related Documents

- MAG-HSE-SP-06 Procedure for Safe Working Practice

### **4.4.7 Emergency Preparedness and Response**

The organization has formulated a procedure which identifies all possible/ potential emergency situations that may arise at MAG premises and off site. See [MAG-HSE-SP-02 “Emergency Preparedness & Response Procedure”](#). Employees at all levels have been made aware of these emergencies through awareness sessions and emergency and response drills. Where an accident/ incident occurs, a thorough review of the Emergency Preparedness & Response procedure is carried out as required by the system.

#### Related Documents

- MAG-HSE-SP-02 Emergency Preparedness and Response Plan Procedure

## **4.5 Implementation and Operation**

### **4.5.1 Monitoring and Measurement**

The organization has formulated a procedure to monitor the safety, health and environmental trends and manage key SHE performance indicators for those activities that have a significant impact on the environment and occupational health in order to ensure the achievement of set HSE objectives and targets. Measurement and control of these activities have been incorporated into existing system work instructions and procedures for these activities. A Safety, Health and Environmental Monitoring Plan, (HSE-SP-01 HSE Monitoring and Measurement Plan which indicates the location, process/activity, aspect, frequency of monitoring, monitoring methods, specs, corrective action and responsible personnel, has been developed to guide the of key risky hazards. Monitoring equipment have been calibrated and maintained, with records of this activity also maintained. This will also apply to equipment that may be used by contractors.

#### Related Documents

- MAG-HSE-SP-01 HSE Monitoring and Measurement Plan
- MAG-HSE-SP-04 Medical Surveillance Procedure
- MAG-HSE-SP-05 Waste Management Procedure

### **4.5.2 Evaluation of Compliance**

The monitoring of the environmental management system shall be processed as follows:

- Verify the requirements established from aspects.
- Verify legal and other requirements interaction as necessary.



#### **Related Documents**

- Internal /External Audit Report
- Periodic evaluation results

### **4.5.3 Incident Investigation, Nonconformity, Corrective Action and Preventive Action**

#### **4.5.3.1 Incident Investigation**

MAG has established a procedure to handle accidents and incidents that are raised during normal business hours as well as off the job incidents (SHE SP 15 Incident Reporting, Recording and Investigation Procedure.doc) All accidents that occur within the organization are reported and investigation and the approach is risk based. Accident and incident trends analysis are carried out on a monthly basis and appropriate preventive and corrective actions are instituted.

#### **Related Documents**

- MAG-HSE-SP-03 Incident Reporting, Recording and Investigation Procedure

#### **4.5.3.2 Non-conformity, Corrective Action and Preventive Action**

Non-conformities to the systems requirements are raised and are investigated and corrected on an ongoing basis. The management representative is informed for verification of corrective and preventive action.

#### **Related Documents**

- MAG-HSE-SP-03 Incident Reporting, Recording and Investigation Procedure
- MAG-HSE-SP-10 Handling of Process Non-conformance Procedure
- MAG-HSE-SP-11 Corrective and Preventive Action Procedure

### **4.5.4 Control of Records**

MAG has established a procedure on how to handle and control all HSE documents. The procedure details the following information:

- Easy access
- Maintenance and disposal
- Legibility
- Protection against damage/ deterioration/ loss
- Minimum retention periods
- Traceability



#### **Related Documents**

- MAG-HSE-SP-08 Control of Record

#### **4.5.5 Internal Audit**

Safety, Health and Environmental Management System audits are conducted regularly to determine compliance and effectiveness of the system. Internal audits are conducted as per HSE Audit Schedule with external surveillance audits being conducted biannually. A plan to provide guidelines on how the audit program is conducted has been formulated.

A team of internal resource persons has been trained on system development and internal auditing. Periodically the team is broken into groups and the lead auditor is appointed to lead internal audits.

Internal audits are followed up with management reviews to consider the audit findings among other issues. Non-conformities and/ or observations are raised during an audit and these are investigated in accordance with set procedures and corrective actions instituted on an ongoing basis.

#### **Related Documents**

- MAG-HSE-SP-09 Internal Audit Procedure
- MAG-HSE-SP-10 Handling of Process Non-conformance Procedure

#### **4.6 Management Review**

The organization has established a procedure which gives guidelines on how Management Reviews are conducted. The Managing Director or his appointee chairs the scheduled management review meeting with all Executive Managers and Management Representative's in attendance. Management Review shall be discussed by covering following topics.

- Result of audits (External and Internal Audit)
- Customer Feedback
- Process performance and product conformity
- Status of preventive and corrective action
- Follow up actions from previous management reviews
- Changes that could affect the HSE (if any)
- Recommendation for improvement (if any)

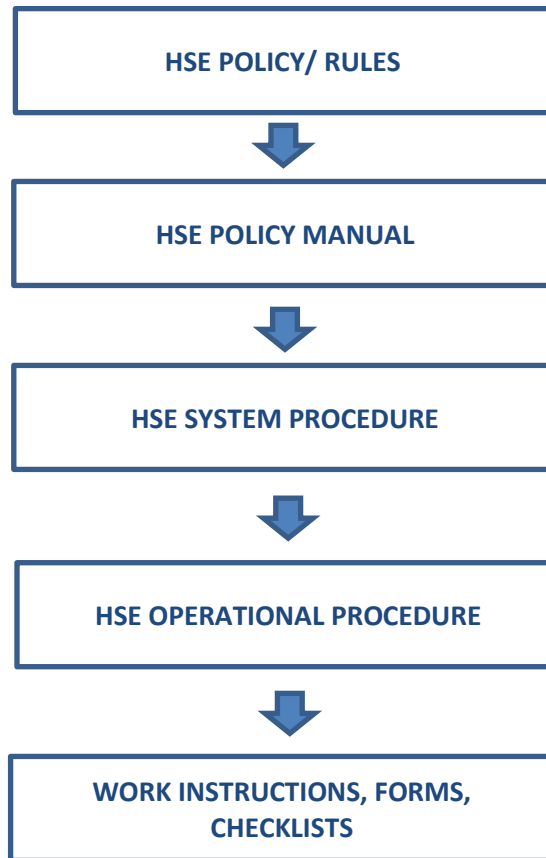
Review output shall include any decisions and actions need to:

- Improvement of the effectiveness of Health, Safety and Environmental System and its process
- Improvement of product related to customer requirement
- Resource Needs

The minute of meeting shall be kept properly in the form of hard copy or soft copy and communicated appropriately.



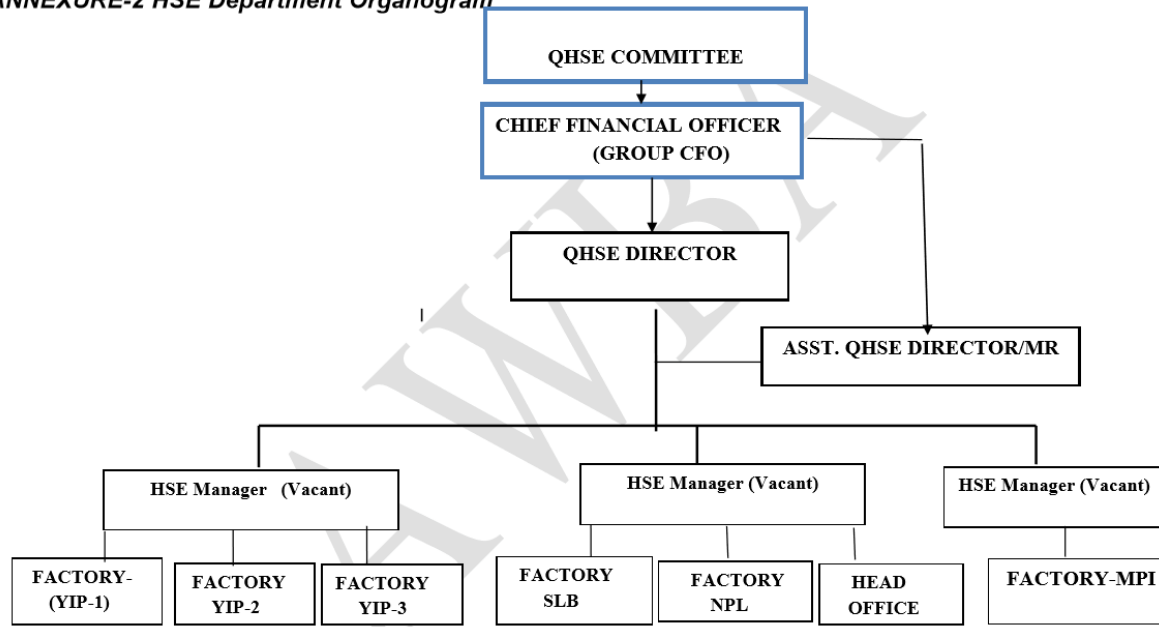
**ANNEXURE-1 HSE MANAGEMENT SYSTEM HIREACHY**







**ANNEXURE-2 HSE Department Organogram**





**FACTORY HSE TEAM**

**ORGANIZATION STRUCTURE**

