**OBJECTIVE**

Promote and maintain the highest degree of physical, mental, and social well-being of workers in all activities; avoid the deterioration of health caused by working conditions; protect them in their occupations from the risks resulting from harmful agents; place and maintain workers appropriately to their physiological and psychological skills.

**INTRODUCTION**

Its origin is in the different elements of the workplace environment. Heat, cold, noise, lighting, etc., can cause damage to workers. Working conditions play a key role in the performance of the worker's activities, as the conditions have both psychological and physical affects, jeopardizing their integrity.

**RESPONSIBILITY**

* The Social Responsibility Officer shall review this document and provide feedback, if any changes are made. In addition to being responsible for overseeing that all staff comply with the regulations and policies of hygiene and safety of workers.
* The General Manager shall be responsible for the annual approval and verification.
* The assigned and duly trained personnel shall follow up on compliance with the requirements detailed in the process, and all staff shall be responsible for the implementation of this SOO.

**PROCEDURE**

Every day workers carry out their activities in the workplace, so they are exposed to one or more factors capable of modifying the conditions of the environment, and that by their properties, concentration, level and time of exposure or action can alter their health. The following procedure is therefore established:

1. **Tour and recognition:** An initial tour of all areas of the work center where workers perform their tasks should be carried out, and, where appropriate, consideration of the reports and comments of the workers, to identify those areas to be monitored with respect to noise, temperature, and lighting conditions. The purpose of recognition is to identify those areas of the workplace and the visual tasks associated with the jobs, as well as identify those points where it is necessary to evaluate. It is important that this tour and recognition take place during the first season continuously to identify measurement points according to changes in lighting and weather during the working season.
2. **Registration:** In order to determine the visual areas and tasks of the jobs, information on the recognition of the conditions of the work areas, as well as the areas where a deficiency may exist and, subsequently, as the characteristics of the work environment or the conditions of the work area are changed.
3. **Monitoring:** The conditions of the work area should be monitored with specific equipment and compared with the tables for temperature, noise, and lighting to which the staff are exposed.
4. **Quota:** Adjustments necessary for compliance with applicable regulations will be made.

**TEMPERATURE**

High thermal conditions. The Table sets the maximum allowable exposure times (maet) and minimum recovery time for eight-hour working days.

|  |  |  |  |
| --- | --- | --- | --- |
| Maximum temperature in ºC maet | | | Percentage of exposure and non-exposure time |
| Work regime | | |
| Light | Moderate | Heavy |
| 30.0 | 26.7 | 25.0 | 100% exposure |
| 30.6 | 27.8 | 25.9 | 75% exposure 25% recovery every hour |
| 31.7 | 29.4 | 27.8 | 50% exposure 50% recovery in every hour |
| 32.2 | 31.1 | 30.0 | 25% exposure 75% recovery every hour |

Thermal conditions lowered. The Table relates cold wind index temperatures, maximum daily exposure time, and non-exposure time.

|  |  |
| --- | --- |
| **Temperature in ºC** | **Maximum daily exposure** |
| 0 to -18 | 8 hours. |
| Less than -18 to -34 | 4 hours; subject to maximum continuous exposure periods of one hour; after each exposure, you should have a non-exposure time at least equal to the exposure time. |
| Less than -34 to -57 | 1 hour; subject to continuous maximum periods of 30 minutes; after each exposure, you should have a non-exposure time at least 8 times longer than the exposure time. |
| Under -57 | 5 minutes. |

**Noise**

The permissible maximum limits for the exposure of workers to stable, unstable or impulsive noise during the performance of their duties are set on an 8-hour working day, as set out in the Table.

|  |  |
| --- | --- |
| NER | TMPE |
| 90 dB(A) | 8 HOURS |
| 93 dB(A) | 4 HOURS |
| 96 dB(A) | 2 HOURS |
| 99 dB(A) | 1 HOUR |
| 102 dB(A) | 30 MINUTES |
| 105 dB(A) | 15 MINUTES |

**Lighting**

The minimum levels of lighting that must affect the work plane, for each type of visual task or workspace, are those set in the Table.

|  |  |  |
| --- | --- | --- |
| **Visual Job Task** | **Work Area** | **Niveles Mínimos de Iluminación (luxes)** |
| Outdoors: distinguish the transit area, move walking, surveillance, vehicle movement. | General exteriors: patios and parking lots. | 20 |
| Indoors: distinguish the transit area, move walking, surveillance, vehicle movement. | General interiors: low-moving warehouses, corridors, stairs, covered parking lots, underground mine work, emergency lighting. | 50 |
| Indoors. | Circulation areas and corridors; waiting rooms; rest rooms; storage rooms; platforms; boiler rooms. | 100 |
| Simple visual requirement: visual inspection, part count, bench and machine work. | Staff services: rough storage, reception and office, surveillance booths, compressor rooms and pailería. | 200 |
| Moderate distinction of details: simple assembly, medium work in bench and machine, simple inspection, packaging and office work. | Workshops: packing and assembly areas, classrooms and offices. | 300 |
| Clear distinction of details: machining and delicate finishes, moderately difficult inspection assembly, capture and processing of information, handling of instruments and laboratory equipment. | Precision workshops: computer rooms, drawing areas, laboratories. | 500 |
| Fine distinction of details: precision machining, assembly and inspection of delicate work, handling of instruments and precision equipment, handling of small parts. | High precision workshops: paint and finish surfaces and quality control laboratories. | 750 |
| High accuracy in the distinction of details: assembly, process and inspection of small and complex parts, finished with fine polishes. | Process: assembly and inspection of complex parts and finishes with fine polishes. | 1,000 |
| High degree of specialization in the distinction of details. | Process of high accuracy.  Execution of visual tasks:   * low contrast and very small size for extended periods; * accurate and very long, and * very special of extremely low contrast and small size. | 2,000 |

**Frequency**

**For reconnaissance.** Recognition must be performed initially.

**Monitoring.** Monthly to ensure that what is required is met

**RELATED DOCUMENTS**

* Facility inspection log
* Official Mexican Standards (INSERT YOUR LOCAL OR FEDERAL STANDARDS)
  + NOM-011-STPS-2001, Safety and hygiene conditions in work centers where noise is generated.
  + NOM-015-STPS-2001, High or downed thermal conditions-Safety and hygiene conditions.
  + NOM-025-STPS-2008, Lighting Conditions in Workplaces
  + Official Mexican Standard Information Guide NOM-025-STPS-2008, Lighting Conditions in Workplaces
* Risk Assessment

**CORRECTIVE ACTIONS**

In case of non-compliance with any of the parameters, the adjustment must be made according to the requirements.

If this procedure is not carried out in the correct manner, the staff responsible for their assessments should be trained to strengthen knowledge.

**Verification**

* All procedures, documents and policies will be reviewed before each season or annually.
* This document should be reviewed at the beginning of each season, at least annually, or when any changes are necessary.
* The General Manager, in conjunction with the staff involved, will have to review annually the effectiveness and applicability of this document.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­**

**Social Responsibility Manager General Manager**