


CONCHA Y TORO	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM	
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1. OBJECTIVES.

To establish the administrative procedures, requirements and obligations in Risk Prevention that Viña Concha y Toro S.A., as well as the Contractors and Subcontractors, must comply with during the development of activities and/or contracted services, for its different branches, in order to guarantee adequate hygiene and safety conditions for all workers.

Indicate the risk control requirements and internal control procedures that these companies must comply with.

Establish the responsibility of the different units involved in the management of the different plants.

To comply with the provisions of Article 66 bis of Law No. 16,744 and Supreme Decree No. 76 of 2006, of the Ministry of Labor and Social Security, regarding the obligation of Viña Concha y Toro S.A. to have a Special Regulation for Contractors and Subcontractors, as a basic tool for the implementation of the Occupational Health and Safety Management System.

2. SCOPE.


The Occupational Health and Safety Management System is applicable to all areas and activities of Viña Concha y Toro S.A., Contractors and Subcontractors.

3. RESPONSIBILITIES.

Responsibilities within the Management Plan cover the different levels of the company.

3.1. **General Management has a fundamental responsibility within this Management Plan, since:**


ELABORATED: Prevention Supervisor	REVIEWED: Head of Dept. Prevention	APPROVED: Head of Dept. Prevention	Version: 01 DATE OF CREATION: November 1, 2014
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- 3.1.1. It has decided to promote it by incorporating all the personnel, for which it will provide the necessary resources for its operation.
- 3.1.2. Will make the Occupational Health and Safety Policy known throughout the organization, exercising effective and motivating leadership.
- 3.1.3. It will support the implementation and start-up of the Occupational Health and Safety Management System, understanding the relevance of incorporating Health and Safety.

3.2. Plant managers are responsible for:


- 3.2.1. To disseminate and enforce the Company's Occupational Health and Safety Policy and to monitor the development of the Occupational Health and Safety Management Plan.
- 3.2.2. Keep a strict control of the accident rate, actively participating in the Incident Investigation process.
- 3.2.3. To develop preventive techniques, oriented to the control of risks that may cause Occupational Accidents and/or Occupational Diseases, as well as an Impact to the Work Environment.
- 3.2.4. That Contractors and Subcontractors strictly comply with the Occupational Health and Safety Management Plan.
- 3.2.5. That the Contractors and Subcontractors comply with the Special Regulations that have been designed for Occupational Health and Safety.
- 3.2.6. Plant managers must promote the development of personnel training activities and involve contractors and subcontractors, providing the resources and material basis to achieve the training objectives.
- 3.2.7. To provide adequate working conditions for workers, complying with regulations on basic environmental and sanitary conditions in the workplace.

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- 3.2.8. Maintain strict control of the work environment, taking the necessary measures to preserve the environmental heritage, biodiversity and the health of personnel.
- 3.2.9. Comply and enforce compliance with the Administrative and Operational Procedures regarding Occupational Health and Safety.
- 3.2.10. Participates in meetings of the Health and Safety Joint Committee and the Site Joint Committee, evaluating and making decisions for better Occupational Health and Safety management.

3.3. Plant managers must:

- 3.3.1. Oversee that the Operational Line carries out the specific action plans, according to the established standards.
- 3.3.2. Actively participate in motivating personnel to achieve goals; Cooperate with the Joint Health and Safety Committee or the Joint Committee of the site, encouraging them to carry out their specific work program.
- 3.3.3. Resolve the observations made by the Supervisory Bodies, the Administrative Body of the Law against Occupational Accidents and Occupational Diseases Risks, the Joint Hygiene Committee or the Joint Committee of the site and the Risk Prevention Department.
- 3.3.4. Keep a strict control of the accidents that have occurred, participating together with the Section Chiefs, in the analysis, investigation and subsequent interview of the accident victim of the company or of the Contractor and Subcontractor companies.
- 3.3.5. Communicate in a timely manner to the Risk Prevention Department, the occurrence of an Accident or Occupational Disease of the company or of Contractors or Subcontractors.

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3.3.6. It must implement hazard detection and risk control techniques, aimed at identifying possible incidents, as well as damage to the work environment.

3.3.7. Controls through monthly meetings the compliance of Occupational Health and Safety activities to be fulfilled by Contractors and subcontractors.

3.4. Risk Prevention Department must:

3.4.1. To be an advisory Department, supporting the Management, the Administrators and the Command Line in general, in all matters related to the Occupational Health and Safety Management Plan.


3.4.2. It will prepare the Occupational Health and Safety Management Plan and the Operational Risk Control Program and the Special Regulations with the Contractors and Subcontractors.

3.4.3. Carry out measurements and evaluations through operational audits to verify compliance with the different activities defined in the Operational Risk Control Program, providing guidelines and feedback, as well as all the necessary information to achieve the objectives set.

3.4.4. Participate in work meetings periodically with Management and Administrators, where the progress of the Occupational Health and Safety Management Plan must be analyzed and evaluated. Participate in work meetings with the Operational Line and different levels of the Organization, providing guidance and giving solutions to problems.


3.4.5. Advises and guides the Joint Health and Safety Committee or the Site Joint Committee, formed by Contractors and Subcontractors, participating in regular meetings and carrying out actions defined in the Joint Committee's program.

3.4.6. Develop risk control techniques to evaluate compliance with regulations and standards, as well as the

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operating procedures, by employees of the main company, as well as Contractors and Subcontractors.

- 3.4.7. Develop the Hazard Detection and Risk Assessment Procedure and determine the Operational Control actions for the main company, as well as with Contractors and Subcontractors.
- 3.4.8. To keep track of the accident rate of the main company and of the Contractors and Subcontractors, evaluating and analyzing the overall statistical results.
- 3.4.9. Coordinates actions with the Administrative Agency of the Social Security against Risks of Occupational Accidents and Occupational Diseases.
- 3.4.10. Represents the company before the Supervisory Bodies, such as the Seremi de Salud, the Dirección del Trabajo and the Superintendencia de Electricidad y Combustibles.
- 3.4.11. Develops the Company's Risk Prevention Training Program, with precise goals, analyzing it with the plant managers, according to the needs or requirements.
- 3.4.12. Carry out the Risk Prevention Induction to all new or relocated workers in their activity or job position, it will be mandatory to "Inform the Occupational Risks" inherent to the specific activity developed (Compliance with Art. 21 and sptes. of the Supreme Decree 40).
- 3.4.13. Develops an Environmental Hygiene Evaluation Plan for work stations, for those workers exposed to physical, chemical or biological agents that can generate Occupational Diseases to workers, performing continuous monitoring of exposed personnel.
- 3.4.14. Keep a record of information - documented - of all the actions established in the Operational Risk Control Program, which must be updated. Prepare Gantt Chart with actions of the Program for each level of responsibility and the Joint Committee.

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3.4.15. Keep a record of the Occupational Health and Safety information provided by Contractors and Subcontractors that comply with the administrative, preventive and legal requirements established in the Management Plan and the Special Regulations.

3.4.16. Review the actions developed by the different levels of responsibility in the Program, verifying that they are correctly executed.

3.5. Section Chiefs are responsible for:

3.5.1. Comply with the activities defined in the Risk Control Program, according to the standards.


3.5.2. Inform plant managers about existing conditions; condition of equipment, machinery and tools that may affect the operational development causing losses, material damage or injuries to people.

3.5.3. To develop permanent instruction of the Company's personnel, Contractors and Subcontractors, through Instructions, Technical Data Sheets and Operational Talks.

3.5.4. Support the management of the Health and Safety Joint Committee or the site Joint Committee, analyzing and implementing the corrective actions proposed in the Incident Investigation and in the field inspection reports.

3.5.5. Supervise that the workers of the Company, Contractors and Subcontractors, use their personal protection elements correctly.


3.5.6. To carry out and control that the operating procedures, instructions and internal rules are correctly carried out by all personnel working in Viña Concha y Toro S.A., Contractors and Subcontractors.

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- 3.5.7. Comply with the observations and recommendations made by the Seremi de Salud, Dirección del Trabajo, Organismo Administrador del Seguro Social contra Riesgos de Accidentes del Trabajo y Enfermedades Profesionales.
- 3.5.8. Comply with the observations made during technical inspections, during the detection of hazards, in accident investigations prescribed by the Risk Prevention Department, the Joint Health and Safety Committee and the Site Joint Committee.
- 3.5.9. Actively participates in the detection of hazards and control of risks that may affect workers and the work environment.
- 3.5.10. Participate in the meetings of the Joint Committee of the main company as well as the Site Joint Committee, providing solutions to the problems that arise.

3.6. The Joint Health and Safety Committees are responsible:

- 3.6.1. Comply with the actions specified in the Risk Control Program: Operational Talks, Inspections, Incident Investigation.
- 3.6.2. Maintain the safety standards in the plants, as well as the physical and operational conditions that allow controlling the risks of incidents.
- 3.6.3. Comply with internal regulations, norms and procedures and supervise that all workers comply with them without distinction, Contractors and Subcontractors.
- 3.6.4. They must carry out the investigation of incidents that cause injuries to people, determining the causes and immediate control measures, as well as adopting follow-ups to the recommendations made.
- 3.6.5. Investigate incidents involving damage to property and environmental assets, adopting immediate control measures in the event of potential hazards.

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3.6.6. Control that the personnel of Viña Concha y Toro S.A., Contractors and Subcontractors, use their personal protection elements permanently and correctly.

3.6.7. Supervise the operating conditions in the various workplaces, keeping the work areas in good order, cleanliness and cleanliness conditions.

3.7. Time and Attendance Control must:

3.7.1. The Company must require that when an injured worker returns to work, he/she must do so upon delivery of the medical discharge certificate or the paper that accredits it, delivered by the Administrative Body.

3.7.2. You must strictly comply with the Initial Procedure for a new or relocated worker joining the company.

3.7.3. Coordinates with the respective Labor Directorate, the administrative process for the election of the Joint Health and Safety Committee.

3.8. Workers in General must:


3.8.1. Assume a permanent behavior of personal self-care, helping to detect hazards and control risks in the different areas of the plant.

3.8.2. Comply with procedures, operating standards and comply with the instructions given by management.

3.8.3. Use at all times and in accordance with the specific Section, the personal protection elements assigned to him/her.

3.8.4. Maintain in good working order the personal protective equipment assigned to them.

3.8.5. Immediately report the occurrence of an Occupational Accident and/or Occupational Disease to his/her direct supervisor, another supervisor or to the Committee.



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The plant's Joint Health and Safety Committee, as established in the Internal Regulations.

- 3.8.6. They must inform their direct supervisor of the existence of hazardous conditions in the area that could cause injury to persons, loss or damage to property.
- 3.8.7. Actively participate in the Joint Health and Safety Committees or Joint Site Committee and comply with the observations and recommendations made in the field and at Committee meetings.
- 3.8.8. Participate in the training activities that are developed.
- 3.8.9. Cooperate and actively commit to risk prevention, complying with and supporting the recommendations of the Viña Concha y Toro S.A. Joint Committee, management and the Risk Prevention Department.

3.9. Contractors and Subcontractors must:

- 3.9.1. Comply with the Special Regulations prepared by Viña Concha y Toro S.A., in relation to the Occupational Health and Safety Management System: preventive, legal, administrative activities, as well as obligations and prohibitions.
- 3.9.2. Within the first 5 days of each month, the Risk Prevention Departments of the contractor companies must send to the corresponding Viña Concha y Toro S.A. facilities the monthly accident statistics.
- 3.9.3. In addition, each time an accident occurs, regardless of the magnitude, the heads of the Contractors, the Joint Committee and the Risk Prevention Department must meet to analyze what happened and apply corrective measures.
- 3.9.4. Deliver a monthly report with the Occupational Health and Safety actions carried out: records of inductions, delivery of regulations, etc.

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internal, operational talks, accident rate reports, accidents, days lost due to occupational accidents or illnesses, accident investigations, company meetings, Joint Committee meetings if applicable, etc.

3.9.5. Participate in the training activities developed by Viña Concha y Toro S.A.

4. RELATED DOCUMENTS

There are no documents related to this Occupational Health and Safety Management procedure.

5. DEFINITIONS

Risk.

Combination of the probability and consequence(s) arising from the materialization of a specified hazardous event.

Danger.

Source or potential source of harm in terms of injury or adverse health effects to people, damage to property, damage to the workplace environment, or a combination of these.

Accident rate.



Disabilities and deaths caused by occupational accidents and diseases.

6. EQUIPMENT AND TOOLS

- Word processing software.
- Standardized Corporate Drive
- Corporate Document Library (Process Management)

7. PROCEDURAL ACTIVITY

Viña Concha y Toro S.A., proposes the development of a Risk Management Model, which is oriented to the Protection of its Resources, that is to say, not only to avoid

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We are committed to the continuity of the operational process and the protection of the working environment, working efficiently and with quality in our projects.

This implies a permanent and systematic participation on the part of the Management, Administration and Supervision, but also of all the Workers that participate in our Facilities, Contractors and Subcontractors.


Workers must identify hazards, detect, recognize and control the operational risks that degrade our operations; it is necessary to be timely when acting in the face of hazards and risk control. It is essential that the worker develops attitudes of self-care in front of work permanently, their participation and commitment to the protection of their safety and health is essential.

The focus in Occupational Health and Safety of the company is oriented to the worker influencing or modifying the situation of his environment, not only that the worker is attacked by the equipment, materials and the environment where he works, but that he can act on them, protecting his health, his integrity and that of his coworkers.

The company's strategic vision of Occupational Health and Safety is that all the components of the company act as a whole or system in which any situation that affects one will affect the others, so it is necessary to be proactive, preventive and develop an integral work, planning and organizing at each stage of the project.

The Occupational Health and Safety Management System must be integrated to the operations, it must be planned together with the construction project and thus visualize the conditions of hazards, the risks associated with them and at each construction stage, adopt control and prevention measures to avoid accidents and occupational diseases of all personnel working in our facilities.

7.1. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM OF THE COMPANY VIÑA CONCHA Y TORO S.A.

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The company's Occupational Health and Safety Management System is considered to be part of the General Management System.

The Occupational Health and Safety Management System is the set of capabilities, human resources, materials and procedures, which are interrelated in a planned and organized manner, to perform certain tasks to meet the goals and objectives defined by the company's management.

The essential elements that are part of the Occupational Health and Safety Management System are:


- **Occupational Health and Safety Policy.**
- **Organization, Responsibilities.**
- **Planning.**
- **Evaluation.**
- **Pro-improvement or corrective action.**

Based on the Occupational Health and Safety Management System and the Risk Management Model, the Policy, Objectives, Challenges, Responsibilities, Management Plan, Procedures and the Operational Risk Control Program of Viña Concha y Toro S.A. has been reformulated and strengthened, which allows us to make it a program for action, qualitatively superior and means obtaining satisfactory results from the preventive point of view.

7.1.1. OCCUPATIONAL HEALTH AND SAFETY POLICY.

Viña Concha y Toro S.A. expresses its interest in the adequate protection of the company's workers and states its permanent commitment to the prevention of accidents and occupational diseases, since the performance of work in safe conditions is forthe company and its workers.

Occupational health and safety is an integral part of our operations, and we ensure that equipment, materials and tools do not present risks to the health and safety of the community.

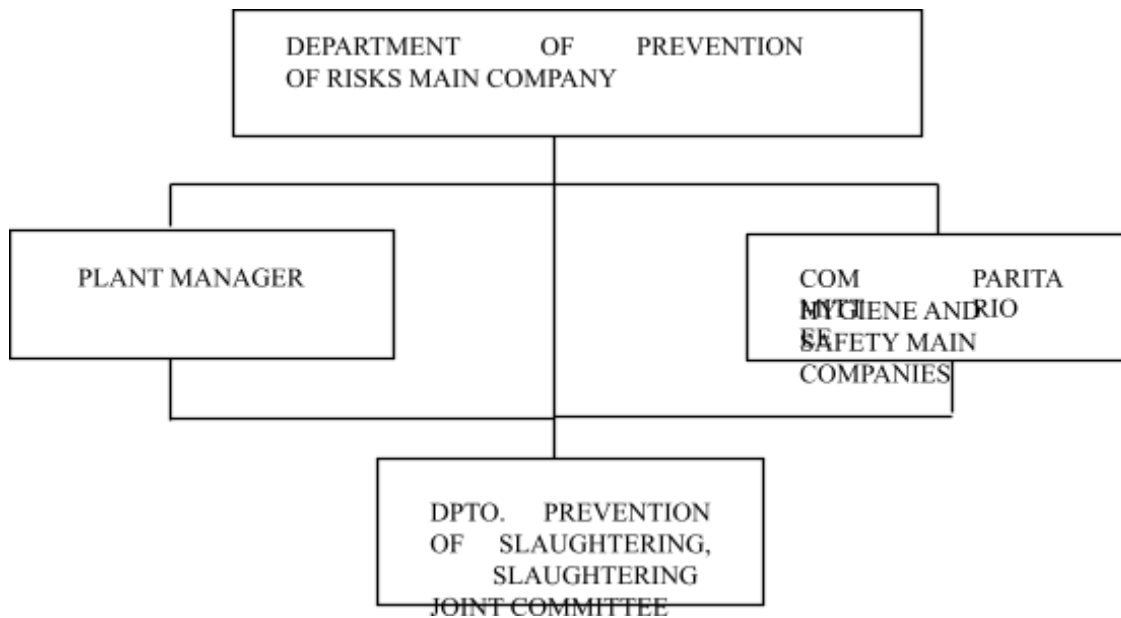
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Our Principles.



1. To comply with current national legislation and the recommendations of our clients in matters of occupational health and safety.
2. Implement and maintain safe work systems for our workers and contractors, incorporating contingency plans to eliminate and minimize the consequences of any breakdown in their facilities.
3. Management assumes responsibility for disseminating and publicizing this occupational health and safety policy to all company employees.
4. To ensure compliance with this policy, management is committed to providing the necessary resources and facilities.
5. We seek, through continuous improvement, a level of excellence that allows us to identify, evaluate, reduce and control the hazards and risks inherent to our activity.

7.1.2. ORGANIZATION OF SAFETY AND HEALTH IN THE COMPANY.

The organizational structure of Viña Concha y Toro S.A., to implement and maintain the operation of the OHS Management System will be as follows:



7.1.3. PLANNING, IMPLEMENTATION AND OPERATION.

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Viña Concha y Toro S.A. will implement a planning of activities to be carried out, which will be prepared according to an initial diagnosis of the situation and subsequent compliance control in order to identify the changes that occur in the facilities. This diagnosis is based on an audit tool generated by the Chilean Safety Association.

7.1.4. SPECIFIC RISK CONTROL PROGRAM.

In order to ensure that the requirements of the Occupational Health and Safety Management System are established, implemented and maintained in accordance with our Policy, we have developed a Specific Action Program that allows us to carry out a continuous improvement process, which will be periodically reviewed by the company's top management. This commitment to improvement must be assumed by all those who have responsibility within the Management Plan.


The modules to be implemented are the following:

- a) HAZARD IDENTIFICATION AND RISK ASSESSMENT.
- b) PERSONNEL TRAINING.
- c) OPERATIONAL RISK CONTROLS.

7.1.5. HAZARD IDENTIFICATION AND RISK ASSESSMENT.

It comprises a set of Action Plans, which are mainly oriented to detect Non-Conformities, Observations, Opportunities for Improvement.

Hazard detection is mainly oriented to control the existing operational conditions in the field, to analyze and follow up incidents that have occurred and have the potential to cause injuries to people and property.

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Verify compliance with standards, operating procedures, internal procedures and instructions and current legislation.

The specific Action Plans are:

- ✓ Inspection to Physical and Operational Performance Conditions.
- ✓ Physical Terrain Conditions.
- ✓ Accident Investigation and Analysis; personal and property damage.
- ✓ Observation of performance on Critical Tasks.
- ✓ Control of the company's accident rate.



7.1.5.1. **Physical and Operational Conditions Inspections** are oriented to detect any deviation from procedures, standards, instructions, practices, performance, which may lead directly or indirectly to an injury, illness, damage to property, workplace environment or a combination of these, is what is called a Nonconformity, which may have different degrees.

Due to a lack or failure of administrative control, the existing conditions of the equipment, materials, tools, machinery or work environment may vary and incorporate risks to the operative processes, which may degrade the efficiency of the company. In order to recognize these factors that affect operational results, we propose to carry out Planned Inspections, which will be carried out systematically and permanently, and Unplanned Inspections, which are aimed at detecting what stands out in the course of the inspection. They will be carried out according to an established standard.

Inspections should consider quality requirements, as well as recording, reporting and follow-up requirements that will be applied and scheduled.

Inspections should target existing substandard field conditions and critical items (equipment, machinery, tools, specific critical tasks).

7.1.5.2. **Physical Site Conditions** will be analyzed in the field to assess the conditions existing at the time of the audit. This includes the auditor's evaluation of the working surfaces, electrical installations, compliance

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of Supreme Decree No. 594, order, cleanliness, stockpiling and removal of materials, equipment, machinery and tools.

7.1.5.3. **Accident investigation and analysis** are carried out because there is concrete evidence of a lack or failure of risk control by management. Every time an incident occurs, it means that there is one or more problems that gave rise to the occurrence of the incident.

Accident investigation is an operational activity, which applies a methodology of collection, analysis, evaluation of information, facts, causes, consequences and solution to problems.


Accident investigation means that we must evaluate those with damage to people that cause injury or illness, as well as first aid incidents that may, in the judgment of the professional, have had greater consequences. Likewise, incidents with damage to property or the environment that may have affected a piece of equipment, machinery, tool or critical task.

Personnel must be instructed on the instructions for reporting serious and/or fatal accidents to the supervisory authority.

7.1.5.4. **Performance observation** means analyzing the tasks performed by personnel. The best way to know how people perform their work is by observing them. In Viña Concha y Toro S.A., we will focus on the observation of critical tasks and it will be done selectively and personally.

To verify if the procedures, norms and instructions are complied with as defined by the company, the technical activity of performance observation will be carried out. It will allow us to analyze and observe the performance of the personnel if they are acting correctly in order to congratulate or correct in case of failure.

Performance monitoring should be carried out systematically to further reduce occupational injuries and/or illnesses.

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The control of the accident rate will allow us to keep a rigorous control of the incidents that occur in the company, whether they are accidents and occupational diseases in general terms as a company, as well as for each work, making monthly projections and evaluations.

The Risk Prevention Department will keep a record of the accident rate, in order to have a complete knowledge of the types of accidents, the part of the body affected, the source of the injury, so as to have a record of the finished information and perform analysis of the incidents and take actions towards critical events.

A record will be kept of accidents and days lost in order to determine the accident rate, accident rate, frequency and severity projected for the period (1 year), starting on July 1 of the odd-numbered year, for 3 periods.


7.2. PERSONNEL TRAINING.

The fundamental purpose is to get the personnel to develop self-care behaviors through a series of techniques such as courses, technical talks, workshops and videos that allow the active participation of the workers.

It comprises the following Plans:

- 7.2.1. Operational Line Training.
- 7.2.2. Training of operating personnel.
- 7.2.3. Group Communications.
- 7.2.4. Incentives and general promotion of occupational safety and health.

The Training of the Operational Line will be carried out through internal TRAINING given by the Risk Prevention Department and external training through specialized organizations or institutions. The main purpose is to provide the necessary tools and knowledge that will allow us to fulfill our policy and objectives as a company.

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- ✓ **The Training of Operating Personnel** will be carried out through the Risk Prevention Department and specialized organizations, strengthening aspects such as self-care and preventive behaviors.

Communications with Groups will be carried out through the management carried out by the Direct Managers or Supervisors, where it is essential to generate a clear, transparent, persuasive and direct communication relationship, but eminently of quality. The role of self-care in this type of activities must be emphasized.

Incentives and general promotion of safety and occupational health, will be carried out in permanent and systematic dissemination activities, through wall newspapers, information boards, posters that express the concern for risk prevention. The incentive system means to motivate and recognize the behaviors of self-care and compliance with our regulations, norms and legal standards in force and will be carried out through the system defined by the Risk Prevention Department and approved by the company's Management.



Personnel training, education, instruction and training of personnel is a working tool that allows us to face hazards and risks in a better way. Hence the importance that all personnel participate and are actively involved in all actions that are carried out in an organized, participatory and positive manner.

7.3. EVALUATION.

Viña Concha y Toro S.A. will conduct annual audits of compliance with the Occupational Health and Safety Management System to contractors and subcontractors performing functions in its facilities.

The results of these audits will be sent to the legal representatives of each contractor company with the respective improvement measures according to the results.

The audit consists of a systematic and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are met.

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In general terms, we will perform quantitative and qualitative measurements according to the needs detected. Monitoring of the degree of compliance with the policy, with the objectives, with the fulfillment of the management plan, total, partial, special and detailed evaluations.

The audit is the means that will allow us to evaluate the performance of the management and the company in general, in relation to compliance with the actions assigned to them by the Operational Risk Control Program.

7.4. IMPROVEMENT OR CORRECTIVE ACTION.


The main purpose of the system is to standardize the registration documents, as well as the information mechanisms or procedures that exist in Viña Concha y Toro S.A., regarding Occupational Health and Safety. This will allow to have the backup of the actions carried out for control purposes, as well as evaluation and audit of the program. The forms and records should be the minimum, we will try to improve the existing ones and incorporate new documents for the new action plans.

The company has a document management procedure and a document control system, which allows for legal compliance.

8. REGISTRATION.

- RE-PR-01-01 Inspection Format
- RE-PR-01-02 Fire Extinguisher Inspection Format
- RE-PR-01-03 Accident Record
- RE-PR-01-04 Behavioral Observation Form
- RE-PR-01-05- Type of Accident Report
- RE-PR-01-06 Letter of Entry of Internal Regulations to the Seremi of Health
- RE-PR-01-07 Letter of Entry of Internal Regulations to the Labor Department
- RE-PR-01-08 Letter of delivery of Internal Rules and Regulations to the Workers Union
- RE-PR-01-09 Hazard Matrix
- RE-PR-01-10 Contractor Induction Format
- RE-PR-01-12 Accidentability Statistics

9. ANNEXES.

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This procedure has no associated annexes.

10. MODIFICATIONS.

VERSION 00 - Date Created: November, 2014

Dated 01-11-2014:

Created by: Cesar Mayorga, Prevention Department Head

VERSION 01 - Date of modification: April, 2021

Dated 04-13-2021:

Item 8, records, includes the current coding of the records associated with this procedure.

Modified / Revised by: Leonardo Muñoz. Administrative Paramedic

Approved by: Cesar Mayorga, Head of Prevention Department.