



# HEALTH & SAFETY POLICY AND STANDARDS

## FELIX UNITE TENTED CAMPS CC

herein referred to as The Company

The Company is committed to a clean, safe and healthy environment for its employees, contractors, customers and surrounding communities.

Each operation and project is to develop a site-specific approved OH&S Policy to meet the needs of the specific project and work.

### OUTLINING ACCOUNTABILITY:

#### **MANAGEMENT AND HEADS OF DEPARTMENTS**

It is the intention of the Company to ensure that any risks arising from work activities are eliminated or reduced to a minimum, however it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, Managers and Heads of Projects should satisfy themselves that emergency plans and procedures exist to ensure injury and damage limitation in the event of such an incident.

- Management and Head of Departments will be held accountable for the implementation of the safety, health and environmental policy;
- Identify and assign where possible health and safety officers to specific areas.
- to manage safety, health and environmental risks in a manner that meets the legal requirements of the countries in which it operates
- to ensure that employees and contractors are trained effectively;
- to maintain a record of safety, health and environmental information and to meet statutory record-keeping requirements.
- Identify the significant risks arising out of work, including ergonomic factors; resulting in a written document encompassing action to be followed in each scenario identified.
- Enable the heads of Departments and Units to identify and priorities the measures to be taken in order to control risk and comply with the relevant statutory provisions;
- Ensure that there is adequate security to prevent the risk of arson.
- Regularly inspect, test and maintain all electrical installations and electrical appliances.
- Ensure effective and safe systems of control for maintenance and building work, including the control of contractors.
- Ensure that no employee or student has access to a restricted area unless that employee has been appropriately trained.

#### **EMPLOYEES AND OTHER INDIVIDUALS:**

- It is the employee and individuals responsibility to familiarize themselves with the Company's health and safety policy, the current statement of which is available from the Company.
- Use good judgment and comply with all health and safety rules, policies and procedures for the area in which they are workings well as the appropriate legal requirements, with the aim of maintaining a healthy and safe work environment.
- Take care of their own Health & Safety and that of any other person who may be affected by their acts or omissions.
- Health and Safety matters should always be recorded and reported to line management.
- Use personal protective clothing, equipment, etc. provided by the employer.
- Inform the department/unit safety officer or Head of Department/Unit of any situation which may be considered a serious threat to health and safety, or where there is a serious shortcoming in health and safety arrangements.
- Employees and students must not undertake any task for which appropriate authorization and/or training has not been received.

- All individuals must refrain from damaging, misusing or interfering with anything that has been provided for health and safety reasons or is a threat to health and safety, for example electrical equipment

### **Contractors**

- The Company will plan, coordinate, control and monitor the activities of contract companies to minimize effectively the risk presented to other persons on site and the public.
- Prior to awarding the contract, the Company will satisfy itself that the contractor has met health and safety requirements and these requirements will form part of the contract specification. The contractor will in turn be expected to take reasonable care to ensure that all persons are safe.

### **Visitors**

- Visitors must be given appropriate information and instruction regarding relevant risks to their health and safety. This may be communicated via signage, verbal or other forms of written communication.
- This should include information about emergency procedures on the premises.
- Adequate supervision of visitors whilst on the premises is necessary to ensure that they do not endanger themselves or other personnel.

## **PRIORITY FOCUS TO OBSERVE**

### **FIRST AID, EMERGENCY EQUIPMENT AND PROCEDURES**

- In line with the requirements of the Occupational Health and Safety Act, all departments and units must ensure that persons at work receive prompt first aid treatment in case of injury and emergency.
- Each department must have a notice box displayed in a conspicuous place indicating where the first aid box is kept and at least one person readily available during normal working hours who is in possession of a valid certificate of competency in first aid.

**PERSONAL PROTECTIVE EQUIPMENT** must be provided, taking into account the nature of the hazard to be encountered whenever the risk presented by a work activity cannot be adequately controlled by other means.

### **FIRE PREVENTION**

- The Company will take all steps, as far as is reasonable to prevent or minimize the probability of all causes of fire. Despite these measures, it cannot be assumed that fire will never break out.
- All departments must put systems in place to deal with this eventuality and these must be tested regularly to ensure their adequacy. These systems are fire evacuation drills, inspections of means of escape and maintenance of fire warning systems and fire fighting equipment.
- Restrict smoking to designated and suitable areas.
- Adequate security to prevent the risk of arson.

### **EMERGENCY EVACUATION AND DISASTER PLAN**

- Establish procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
- It is the duty of each Head of Department to develop a disaster protocol.
- Nominate competent persons to implement the above as regards evacuation of premises.