

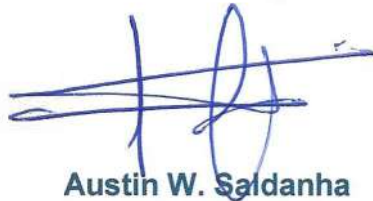
## HEALTH, SAFETY & ENVIRONMENT POLICY

### HSE Coordinators

NAME	LOCATION
Mr. Byju Devassy	Corporate Office
Mr. Andreas Krenz	Showrooms & Service Centers
Mr. Varughese V.	Mussafah Workshop
Mr. Rinju Verghese	Warehouses

This is to advise the recipient of this document that Bin Moosa & Daly Limited LLC has approved this document for implementation.

Reviewed by:



Austin W. Saldanha  
Finance & Admin Director

Approved by:



Michael P. Daly  
Managing Director

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## **Environment, Health and Safety at Work**

### **General**

We have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all our employees and others who may be affected by our actions. Most accidents can be avoided using a little common sense. Any accident which causes injury results in unnecessary suffering for the victim and inconvenience for their fellow workers. All accidents should be recorded in the Accident Book – ask your manager for its location. All matters affecting health, safety and welfare are kept under constant review. Our policy will be reviewed when necessary in the light of experience, changes in legislation and as the business grows or changes.

### **Company Duties:**

- The provision and maintenance of plant and systems of work that are safe and without risks to health.
- Arrangements for ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of our employees.
- To provide and maintain safe means of access and departure from the workplace.
- To provide and maintain an adequate working environment.
- To provide instruction in and use of protective equipment.

### **Employee Duties:**

- To take reasonable care of your own health and safety and of others who may be affected by your actions.
- To co-operate with any duty or requirement imposed on Bin Moosa & Daly by statute, directive or code of practice.
- To inform their manager or the Health and Safety Coordinator of any serious or imminent danger and report any shortcomings that you see in the safety arrangements.
- To follow Bin Moosa & Daly's procedures in particular those involving the reporting of incidents which have or may have led to injury or damage.
- To ensure you are fully trained in the use of all equipment that is relevant to your job.
- To report any damaged or defective equipment to the Health and Safety Coordinator immediately.
- To report all injuries and seek first aid treatment where appropriate.
- To follow safe working practices and not remove or alter any safety devices and equipment.
- To seek guidance from the Health and Safety coordinator if you are in any doubt concerning any Health and Safety issue.

Everyone has a responsibility for Health and Safety but some people have specific responsibilities.

### Coordinators are responsible for:

- The maintenance of safety records, investigation of accidents, providing accident statistics and keeping a watching brief in changing safety legislation. Full investigation of accidents will be carried out by the Health and Safety Coordinator under the direction of the appropriate manager with a view to the prevention of future occurrences.

- Ensuring Bin Moosa & Daly's obligations are met in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operation, personal protective equipment and display screen equipment.
- Ensuring the appropriate number of First Aid personnel and Fire wardens are "in post" and fully trained.

The Operations Manager is responsible for:

- The overall accident prevention and safety training programme.
- Ensuring that the proper operating practices and procedures to prevent injury are adhered to and encouraged.
- Ensuring that all the management teams are aware of their roles and responsibilities in all safety matters.

Each manager will:

- Ensure that each new employee is given induction training which includes the precautions and procedures appropriate to his/her specific jobs and ensure that all new employees are shown the location of first aid boxes, fire exits and fire fighting equipment and are introduced to the Health and Safety Coordinator, first aid personnel and fire wardens.
- Keep up to date with Health and Safety matters applicable to our operation.
- Review the Health and Safety policy periodically and ensure that safety checks have been carried out. Ensure that all members of their team are aware of their roles and responsibilities in all matters of safety, welfare and fire evacuation procedures.

## **Environment, Health and Safety - Practice and Procedures**

### **Fire Evacuation Procedure**

You are required to read and understand Bin Moosa & Daly's evacuation procedure. This will be presented to you during your initial induction. It is your responsibility to ensure you know what to do in the event of a fire. Fire exits must be kept clear and fire extinguishers must be easily accessible.

Always observe the no smoking policy.

The basic rules on hearing the fire alarm are:

- Leave the building immediately.
- DO NOT collect personal belongings.
- DO NOT use lifts.
- Leave the building by the nearest fire exit.
- Assemble with the rest of the staff in front of the building. Do not leave the area until a roll call has been completed and you are told to do so.

The most senior Manager present will take the roll call for all staff.

### **First Aid Facilities**

There are First Aid kits held at each branch, store office and workshop.

Details of First Aiders' names and contact details are on the Health and Safety notice board.

## **Accident Reporting**

An Accident Report book is kept each branch, store office and workshop. You are responsible for completing this when any accident occurs at work.

## **Working with VDU's**

Many of you will spend a fair amount of your day working on your computer and it is important that you do this comfortably and safely.

However, things can get moved around. We would encourage you to be aware of your posture and desk layout, and to conduct further assessments if you feel any level of discomfort – wrists, neck, shoulder and back can be affected by poor work station set up.

Please report any symptoms that you have, no matter how trivial, to your line manager and we can then work together to eliminate any problems.

## **New Hire Safety Induction Training**

If you are a new recruit who requires job specific health and safety training, you will be given this by your manager before any work is allowed to begin.

## **Housekeeping**

Good housekeeping helps to minimise safety risks. The correct storage of boxes, disposal of rubbish, and tidy offices are all good examples of this. Particular care should be taken to ensure that computer cables are covered and well protected.

## **Misuse of alcohol**

We expect you to take a reasonable approach to drinking alcohol. You must take care that alcohol consumption does not interfere with your duties at work. The standards required include the following:

- Not consuming alcohol whilst on the premises.
- Not reporting for work under the influence of alcohol and not consuming alcohol if on call.

The majority of you will have no difficulty in adhering to these standards but if you fail to do so you risk charges of misconduct which will result in disciplinary action. In all cases we reserve the right to send home staff who are under the influence of alcohol - loss of pay or immediate dismissal may result in these circumstances.

## **Misuse of drugs**

We aim to provide a safe and healthy working environment for all our employees and both work performance and safety can be impaired by the misuse of drugs, including those medically prescribed or available without prescription.

To use, possess, consume, store or sell illicit drugs on Company premises or to report for work having taken such drugs will result in disciplinary action which may result in summary dismissal.

## **Smoking**

We operate a no smoking policy throughout our premises and property. If you do choose to smoke outside the premises please dispose of cigarette ends properly