

2017

OCCUPATIONAL SAFETY AND HEALTH POLICY

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Table of Contents

HEALTH & SAFETY POLICY STATEMENT AND CHARTER	3
1 THE IMPLEMENTATION OF POLICY.....	4
1.1 Control	4
1.2 Communication, participation & consultation	4
1.3 Training.....	4
1.4 Resources	4
1.5 Continual Improvement.....	4
2 RESPONSIBILITIES.....	5
2.1 The Managing Director	5
2.2 Safety Coordinator	5
2.3 Employees	6
2.4 Administration.....	6
3. ARRANGEMENTS.....	7
3.1 Communication, participation and consultation with employees	7
3.2 Safety Policy Review and Objectives	7
3.3 Compliance Management	7
3.4 Training and Information	7
3.5 Accident / Near Miss Reporting	8
3.6 First-Aid	8
3.7 Provision and use of Work Equipment.....	8
3.8 Lifting Operations and Lifting Equipment	9
3.9 Hazard Identification and Risk Management	9
3.10 Control of Hazardous and Dangerous Substances	10
3.11 Fire Management.....	10
3.12 Lone Workers	11
3.13 Display Screen Equipment (DSE)	11
3.14 Occupational Road Risk	11
3.15 Stress	11
3.16 Drugs and Alcohol.....	12
3.17 Contractual Duties and Contractors	12



3.18	Electrical Safety	12
3.20	Working at Heights	12
3.21	Asbestos	13
3.22	Smoking	13
3.23	Manual Handling	13
3.24	Confined Spaces.....	13
3.25	Visitors.....	14
3.26	Personal Protective Equipment.....	14
3.27	Occupational Health	14
3.28	Emergency Preparedness, Planning and Reporting.....	14
3.29	Workplace environment	15
3.30	Vibration.....	15
3.31	Noise.....	15
3.32	Cell Phone use while driving.....	16
4	Health and Safety Policy	17
ANNEX – I	I

HEALTH & SAFETY POLICY STATEMENT AND CHARTER

In order to achieve our stated Vision, Mission, Values and Objectives, we believe that it is paramount for us to conduct our business in a safe and incident free manner. In this regard we are guided by the principles of our OHS Policy.

Policy

It is the policy of Professional Engineering Consultants Ltd (PEC) to conduct its business in a manner that protects its employees from injuries and illnesses and preserves and sustains the environment.

Our Commitment

PEC believes that all accidents are preventable. We will ensure that a safe effective working environment is provided for staff, visitors and other stake holders. Our efforts in the areas of OHS will be directed by the following principles:

- ❖ We will comply with the local laws and regulations such as the Occupational, Safety and Health Act 2006 of Uganda.
- ❖ We will Ensure that a safe and secure working environment is provided for employees, other stakeholders and where there is an interface, the general public
- ❖ We will conduct business according to recognized standards, including those related to occupational health, environment, safety and fire protection.
- ❖ We will train and educate our employees and customers about our OHS standards and practices, and to foster their commitment in improving their OHS performance.
- ❖ We will hold each employee responsible and accountable for his/her OHS related performance, as well as for that of personnel under his/her supervision
- ❖ We will review this policy annually and continually improving the health and safety management systems and procedures to prevent the likelihood of accidents, incidents and occupational ill health.

This confirms our commitment to safeguard our employees' health and safety consistent with our commitment to our customers, shareholders and the law.



Bonnie Nsambu
Managing Director



1 THE IMPLEMENTATION OF POLICY

PEC is committed to implementing this policy throughout its operations in accordance with approved procedures, processes, and guidelines.

1.1 Control

- ❖ Provide adequate control of the health and safety risks arising from its work activities
- ❖ Prevent accidents, injuries and cases of occupational ill-health
- ❖ Investigate accidents, near misses and unsafe acts or conditions to ensure corrective, preventative actions and opportunities for improvement are identified.
- ❖ Maintain safe and healthy working conditions
- ❖ Identify all risks and hazards created as a result of its work activities
- ❖ Provide and maintain safe plant, equipment and other facilities required by employees, and others working under its control, to undertake their duties
- ❖ Ensure the safe handling and use of substances in the workplace
- ❖ Ensure the competency of all those under its control to undertake their duties
- ❖ Ensure that legal and other occupational health and safety requirements applicable to our organization are identified and recorded

1.2 Communication, participation & consultation

- ❖ Consult with employees, and others affected by our activities, on matters affecting their health and safety and gain the full commitment of its stakeholders with regards to matters of health and safety
- ❖ Communicate this policy and arrangements to all employees, and others working under its control and/or affected by its activities.
- ❖ Ensure that legal and other occupational health and safety requirements applicable to the organization are communicated to all employees, and others working with or under its control.
- ❖ Promote health and safety awareness at all levels and create a positive health and safety culture throughout the company
- ❖ Promote good health and provide health counseling and education relating to the prevention of occupational and non-occupational disorders and diseases

1.3 Training

- ❖ Provide suitable and sufficient training to ensure the competence of employees, and others working under its control in health and safety matters.

1.4 Resources

- ❖ Ensure that adequate resources for health and safety are provided.

1.5 Continual Improvement

- ❖ Ensure we continually improve the health and safety performance and systems that manage health and safety.
- ❖ Monitor and review the Company's position on health and safety and revise this policy at regular intervals as appropriate to reflect current legislation and best practice
- ❖ Establish and maintain measurable occupational, health and safety objectives for each level and function of the business.

2 RESPONSIBILITIES

2.1 The Managing Director

The overall and final responsibility for health and safety rests with the Managing Director and or his appointed representative.

The Managing Director shall have overall responsibility for the health and safety aspects of all activities in the office.

He will:

- ❖ Ensure the effective management of health and safety risks within his area of control; in particular, for the health and safety of employees and Contractors with a direct reporting line;
- ❖ co-operate in the setting up and maintenance of the health and safety communication chain, and be able to report on health and safety performance of their areas of responsibility as required;
- ❖ Ensure the appointment of a Safety Co-coordinator for the office/site
- ❖ Ensure that the Safety Co-coordinator has sufficient training, support and resources to adequately discharge their role;
- ❖ Ensure adequate funding for health and safety;
- ❖ Ensure all employees within his responsibility are competent to carry out their role in a safe manner and without risk to health. He will carry out a training needs assessment and form training plans. Evidence of training and competence of individuals is maintained at business stream level.

2.2 Safety Coordinator

The Safety Coordinator (SC) aids the Managing Director in discharging his health and safety duties. He will:

- ❖ Act as a focal point for Health and Safety issues and prepare the monthly office/site safety report on behalf of the Managing Director, where requested.
- ❖ Ensure good housekeeping is standard practice in the work area and help maintain safe access and egress to the work area;
- ❖ Liaise with the relevant authorities whenever in doubt about fact, procedure or compliance;
- ❖ Assist, where requested, the Managing Director in ensuring that office and or site risk assessments (including those for display screen equipment - DSE's - and substances hazardous to health) are carried out by competent persons;
- ❖ Assist and or, where competent, carry out health and safety inductions, where requested by The Managing Director, with reference to the office and or site procedures;
- ❖ To ensure that all staff and visitors are made aware of any local hazards which may pose a significant risk
- ❖ Take responsibility for office accident reporting and ensure, where practicable, all accidents relating to employees or others who are based at or attached to the office and or site are reported in accordance with PEC procedures;
- ❖ Assist the Managing Director in ensuring that Office/Site Fire Procedures are in place and are updated as necessary;
- ❖ Assist the Managing Director in ensuring that appropriate fire-fighting appliances and equipment are maintained as necessary;
- ❖ Assist the Managing Director in ensuring that adequate first-aid provisions are made for the office; and any other areas under their control.
- ❖ Assist the Managing Director in ensuring that all office work equipment (including plant such as lifts) is properly maintained and that appropriate records are kept;
- ❖ Assist the Managing Director in ensuring, where it is PEC's responsibility, that any contractors engaged to carry out maintenance work relating to the office are assessed for their competence, and;
- ❖ Assist the Managing Director in ensuring that up to date information is provided on the office health and safety notice board.



2.3 Employees

Employees are required, as far as is reasonably practicable, to safeguard their own health and safety and ensure that their acts or omissions do not affect the health and safety of others.

They are required to follow instructions from their superiors within PEC with respect to any matter of health and safety.

Employees will:

- ❖ promote health, safety and welfare at all times when at work
- ❖ ensure health, safety and welfare at all times in the areas for which they have responsibility
- ❖ comply with PEC's systems and procedures and support the functioning of this Policy at all times
- ❖ refer to and follow all applicable risk assessments and ensure that they are applicable for works within their control
- ❖ seek guidance from the Managing Director, Immediate Supervisor and/or the Safety Coordinator where there is any doubt about the safe working procedures to be adopted
- ❖ ensure that their working methods do not require them to take unnecessary risks
- ❖ ensure that they are competent to carry out their work and provide supervision and support where required
- ❖ report all defects and unsafe conditions.
- ❖ report incidents which have led or may lead to injury.

2.4 Administration

The Administration Department headed by the Manager Finance and Administration will ensure that training records and health assessment records are stored safely.

Human Resource manager will:

- assess and react accordingly to the information provided on the health assessment records.
- make available the training records to the relevant concerned party.
- participate in the active management and recognition of stress at work, and
- assist with the management of disciplinary action where necessary for breaches of health and safety rules or failure to comply with this Health and Safety Policy



3. ARRANGEMENTS

3.1 Communication, participation and consultation with employees

These health and safety arrangements will apply to all employees and others working under PEC's control and or affected by its activities.

In order to comply with the relevant legislation and encourage participation, shared knowledge and best practices, PEC will consult and communicate with employees and others working under its control and or affected by its activities on matters affecting their health and safety. This shall be achieved through employee, Contractor and or visit or induction, and e-mail.

In order to provide a forum for participation and the transmission and communication of health and safety information, health and safety is included and recorded as a standard agenda item during meetings.

The Managing Director and Manager Finance and Administration shall ensure that procedures are in place for receiving, documenting, controlling and responding to relevant communications from interested external parties.

Employees are encouraged to make suggestions that may improve health and safety within the Company. These may be made to The Managing Director, Manager Finance and Administration and Safety Coordinator.

3.2 Safety Policy Review and Objectives

PEC will monitor the effectiveness of this Policy. Review of the safety performance of PEC and the functioning of the Policy is the responsibility of the Health and Safety Coordinator.

The Managing Director will review the contents of the policy document annually, or where changes in legislation or company guidance requires changes to be made, and identify ways in which company safety performance can be improved.

The Managing Director shall establish corporate occupational health and safety objectives, as a result of the review, for relevant functions and levels within PEC.

The Office Health and Safety Coordinator shall monitor the suitability, effectiveness, implementation and achievement of these objectives.

3.3 Compliance Management

In order to maintain a healthy and safe working environment, competent persons will carry out any necessary health and safety compliance audits in order to give advice on the requirements of the relevant statutory provisions, compliance with this policy and health and safety matters generally.

PEC will carry out additional formal monitoring by means of inspections at intervals appropriate to the work and risk. The frequency of formal monitoring will depend on the type of work and the foreseen hazards. Where a need is identified, specific health monitoring will be carried out.

3.4 Training and Information

The Managing Director or his representative is to ensure that any specific training needs are identified and appropriate training arranged where applicable, so as to ensure competency of employees and persons working under his control.



The Office Health and Safety Coordinator is to ensure that training undertaken is evaluated for effectiveness and to ensure competence is defined and achieved.

The Managing Director or responsible official will ensure that, where appropriate, arrangements for training reflect 'language skills', responsibilities, abilities and literacy levels.

Training records shall be established, collated and maintained by the Administration Department. Training will also be provided if new working methods are introduced.

Where specific training is required to comply with legislation or office guidance / best practice or because of the level of risk involved with the work suitably accredited training will be provided.

All new employees will be given an initial health and safety induction within one week of the commencement of employment and will be advised of emergency procedures on their first day.

The Managing Director or Office Health and Safety Coordinator will ensure that project and site risks, together with any appropriate preventative and precautionary measures, are brought to the new starter's attention before starting work.

In addition to the office health and safety and project inductions, a more detailed health and safety induction will be provided for all new employees within the first three months of their employment.

3.5 Accident / Near Miss Reporting

All employees will report accidents, near misses and unsafe conditions that occur in connection with PEC work activities, or for which PEC could be held responsible and will be reported however trivial the injury or near miss may appear.

All employees will report accidents, near misses and unsafe conditions to the relevant supervisors.

Only trained and competent persons will carry out investigations of accidents, near misses and unsafe conditions.

For accidents, near misses and or unsafe conditions only trained and competent person(s) shall carry out investigations and the investigation team will include the Health and Safety Coordinator and at least one member of the Support Health and Safety Team.

3.6 First-Aid

PEC will adopt, as a minimum, the levels of first-aid provision and additional provisions will be made where further need is identified.

The Managing Director will ensure that funds are made available to provide and maintain adequate first-aid equipment and suitably trained personnel.

3.7 Provision and use of Work Equipment

PEC will ensure that all equipment provided, for use at work, will comply with the requirements of legislation.

The responsible Manager/ Purchaser is to ensure that all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used. They shall also ensure that, where necessary, procedures are established and maintained, related to any occupational, health and safety risks to the goods, equipment and services purchased and or used and that such procedures are communicated to suppliers and or contractors.



Where tools or equipment are issued to employees and/or persons working under their control, for their use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported.

The responsible Manager is to ensure that all work equipment is properly maintained, as a minimum, in accordance with manufacturer's recommendations and legislative requirements, and that maintenance and inspection procedures are established and documented where necessary.

Records of servicing, inspection, calibration and statutory tests/examinations are to be maintained for inspection at the relevant location.

The responsible Manager shall also ensure that work areas and the provision of work equipment are planned, that procedures are established and communicated that take into account organizational factors, operating procedures, process and human capabilities to reduce risk. Where changes to such arrangements and procedures are required, then the responsible Manager shall ensure such changes are managed, that any changes are communicated to employees and or persons working under their control and relevant documentation reviewed.

3.8 Lifting Operations and Lifting Equipment

PEC understands the dangers that lifting operations and working with lifting equipment can pose to human life. They accept the duties and responsibilities passed on to it by legislation in managing and protecting its workforce and others who may be affected by lifting operations and lifting equipment.

It is our policy that no untrained or unauthorized persons are to carry out lifting operations or work with any form of lifting equipment where there is a significant or high risk of injury or damage as a result.

Managing the maintenance, servicing and use of lifting equipment within the workplace and ensuring lifting equipment is being managed within buildings that either PEC leases for day to day business activities is the responsibility of the Managing Director. On sites, this responsibility is passed onto Team / Project Managers.

Any relevant lifting equipment, inspection and testing must be carried out by a qualified competent person.

3.9 Hazard Identification and Risk Management

PEC places a high value on maintaining a healthy and safe working environment for all its employees. We are committed to providing a safe working environment that maintains and promotes the health and wellbeing of all its employees.

By implementing a hazard identification and risk assessment policy that fulfils all relevant legal duties and requirements as well as national legislation, we aim to control or eliminate significant hazards that may arise as a result of activities both inside and outside of the workplace.

The regulations require the employer to carry out risk assessments and that the significant findings from the assessments are brought to the attention of those at risk.

PEC management shall ensure that ongoing hazard identification and the assessments of the risks associated with all work activities are undertaken, as required by the Regulations.

Responsible managers have a duty to focus on real risks and to protect both people and the company by eliminating those risks.

Where we identify that risks remain and these activities cannot be avoided, we will assess the potential for work related ill health and or risk of injury, damage or loss from both internal and external activities. We will also assess the potential impact from human capabilities and other human factors and then reduce the likelihood of those risks occurring and the severity



of the outcome to its lowest possible level, so far as is reasonably practicable, by the implementation of suitable and sufficient control measures.

There are a number of special operations that have specific hazards and potentially serious consequences. These operations have been addressed as part of the corporate level risk assessment process.

Office, site and project risk assessments form the basis of a safe system of work. In more complex or high-risk situations, it will be necessary to produce a method statement to address the precise controls or methods of work.

When assessing the risks on a local basis, consideration is to be given to those which pose a special or significant risk (disabled, young persons under 18, pregnant women, etc.).

The Health and Safety Coordinator will review corporate risk assessments and codes of practice at annual intervals or whenever it is suspected that they may no longer be valid.

3.10 Control of Hazardous and Dangerous Substances

PEC understands and accepts its duty and responsibility to ensure that any purchase, use, storage, handling and transportation at work of hazardous and/or dangerous substances are planned and are controlled by means of an assessment process. That suitable information is provided on the risks from hazardous and dangerous substances and the correct action to be taken when using them.

It is the duty of the responsible Manager to ensure that all substances that pose danger to human life or the environment are assessed prior to use and that all those who may be affected are provided with adequate information and control measures to prevent that harm.

3.11 Fire Management

PEC aims to provide a healthy and safe working environment by implementing a fire management policy for all its employees and premises throughout the organization.

By implementing a fire management and fire risk assessment policy that fulfils all relevant legal duties and requirements we aim to eliminate hazards and risks associated with fire.

We accept that not only do we have a legal responsibility to manage risk, but also a moral one, as such, we shall ensure the landlord carries out risk assessments for the buildings being rented as office premises.

PEC in partnership with the property managers will arrange for trained and competent persons to carry out fire risk assessments on its behalf.

The Managing Director, Health and Safety coordinator and Manager Administration and Finance are responsible for implementing and maintaining the fire control and preventative measures identified in the assessment, and to ensure that:

- ❖ an emergency evacuation procedure is available and is practiced at least once a year
- ❖ there is an adequate means of escape in the event of a fire
- ❖ escape routes are kept clear
- ❖ Sufficient firefighting appliances are available and properly maintained.
- ❖ Adequate means of warning and detection in the case of a fire is available and, as such, is subject to a documented regime of testing and maintenance.
- ❖ Consultation and liaison with relevant building stakeholders i.e. Landlord, Facilities Managers, and Buyers/Purchasers e.t.c with regards to fire arrangements is undertaken.
- ❖ The needs of staff and visitors with special requirements are taken into account.

3.12 Lone Workers

PEC, wherever practicable, aims to prevent accidents, occurrence of injuries, ill health, and near misses relating to lone working and associated activities, however where these do arise, we aim to not only fulfill our legal responsibilities, but also to ensure that a process of learning has taken place and measures put in place to prevent a reoccurrence.

Where the conditions of service delivery or its associated tasks require staff to work alone, individual staff members and The Managing Director have a duty to assess and, where practicable, prohibit lone working and or reduce the risks which lone working presents.

3.13 Display Screen Equipment (DSE)

PEC understands that the use of Display Screen Equipment (DSE) has the potential to cause harm to the user if not controlled and managed.

PEC aims to control this issue by ensuring the completion of a user assessment carried out at the workstation. All DSE users will carry out a specific DSE assessment relevant to the equipment being used.

Once completed, a trained and competent assessor will identify any issues which have the potential to cause harm and address them by reporting them to the Managing Director immediately with suggested remedies or referring them to the Health and Safety Coordinator for further assistance.

To aid in compliance and prevention of ill-health, all DSE users are encouraged to undertake eye examinations and, where identified for the specific use on DSE, get respective eye wear.

It is the employee's responsibility to ensure any issues regarding their DSE use are relayed to their supervisors.

3.14 Occupational Road Risk

PEC, wherever practicable, aims to prevent accidents, occurrence of injuries, ill health, and near misses relating to occupational vehicular use and or travel, however where these do arise, we aim to not only fulfill our legal responsibilities of reporting, but also to ensure that a process of learning has taken place and measures put in place to prevent a reoccurrence.

PEC vehicles will be maintained at the manufacturer's recommended service intervals. Drivers are responsible for carrying out routine checks as specified in the vehicle's documentation and for reporting any defects that are hazardous or could prevent the vehicle from being roadworthy.

Drivers are expected and informed to drive in a safe, non-aggressive and considerate manner in compliance with local road traffic legislation.

Particular care is to be exercised when carrying passengers on official business. PEC management shall ensure that company vehicles and their drivers conform to the legislated 'Smoke free Workplace' policy and the Smoke free Laws.

No person driving on official business will be expected to travel an excessive distance or to travel for an excessive time. Where necessary, support will always be given to sensible journey planning.

3.15 Stress

PEC places a high value on maintaining a healthy and safe working environment for all its employees and it recognizes its duty of care extends to mental health as well as physical health at work.



We are committed to providing a supportive working environment that maintains and promotes the health and wellbeing of all its employees.

3.16 Drugs and Alcohol

Alcohol and drug misuse detrimentally affects the abilities of the individual to carry out their duties in a safe and competent manner, thus increasing the risks to themselves and others. It is the intention of PEC that any instance of a worker found to be under the influence of alcohol or drugs will be deemed as gross misconduct and subject to strict disciplinary action.

However, PEC accepts an individual's dependence on alcohol or drugs is an illness and the same provisions and treatments will be given in these cases as to any other illness

3.17 Contractual Duties and Contractors

PEC will be required, at times, to employ contractors in the course of its operations. When required we will ensure that they are competent to carry out such tasks in a safe and effective manner.

We understand that it is the responsibility and duty of PEC to control and monitor the work activities of the contractors and communicate and inform them on matters of health and safety.

The Managing Director and Health and safety Coordinator are to ensure that any company employees managing or supervising works are fully aware of the terms of the contract and the responsibilities held by PEC, and that they have sufficient competence and confidence to identify the correct course of action.

If at any time there is any doubt about the correct action required, advice is to be taken from Managing Director and/or the Health and safety Coordinator.

Subcontractors/sub-consultants who are to be directly engaged by PEC shall be vetted to assess their health and safety management systems, competence and resources before their engagement.

3.18 Electrical Safety

PEC understands the dangers that electricity and working with electricity can pose to human life. We accept the duties and responsibilities passed on to us by legislation in managing and protecting our workforce and others who may be affected by electricity.

It is our policy that no untrained or unauthorized persons are to work on any form of live electrical equipment where there is a significant or high risk of electrocution or injury as a result.

Managing the purchase, inspection, maintenance, servicing and use of electrical items within the workplace and ensuring electrical wiring systems / supply is being managed within buildings that either PEC owns, leases or otherwise occupies for day to day business activities is the responsibility of the Health and Safety Coordinator. On sites, this responsibility is passed onto Project Managers.

3.20 Working at Heights

PEC understands the dangers that working at height can pose to human life.

We accept the duties and responsibilities passed on to it by legislation in managing and protecting its workforce and others who may be affected by working at height activities.

It is our policy that no untrained or unauthorized persons are to carry out working at height activities or work with any form of access equipment and or working platform where there is a significant or high risk of injury or damage as a result.



The Managing Director, and Health and safety Coordinator shall manage the purchase, inspection, maintenance, servicing and use of access equipment and or working platform within the workplace.

Any access equipment and or working platform, inspection and testing must be carried out by a qualified competent person.

All working at height activities, where a fall as a result could lead to personal injury, must be accompanied by a risk assessment. The Managing Director, the relevant Team Leader and Office and Safety Coordinator are responsible for ensuring risk assessments are in place and may require the input from among others the employee carrying out the task.

3.21 Asbestos

PEC understands the dangers that asbestos fibers pose to human life. They accept the duties and responsibilities passed on to it by legislation in managing and protecting its workforce and others who may be affected by asbestos.

It is our policy that no persons working for PEC carry out any works on or in areas where asbestos fibers may be airborne in dangerous quantities.

Managing or ensuring asbestos is being managed within buildings that either PEC leases or otherwise occupies for day to day business activities is the responsibility of the Managing Director; on sites, this responsibility is passed onto responsible Managers.

We presume the presence of asbestos within premises/sites until otherwise confirmed by a competent person.

3.22 Smoking

It is the policy of PEC that smoking is prohibited in all offices, enclosed workplaces and in company vehicles.

Responsibility for enforcement of smoking controls lies with the appropriate Health and Safety Coordinator and the Managing Director.

3.23 Manual Handling

PEC understands the risk of injury presented by manual handling operations. Where possible PEC will eliminate the need for manual handling operations, where this is not possible these operations will be assessed and significant findings recorded.

Only trained manual handlers within the office, will be allowed to undertake manual handling activities.

3.24 Confined Spaces

PEC acknowledges the dangers to life when carrying out its activities in confined spaces.

PEC will ensure before any activities are carried out within confined spaces that a suitable and sufficient risk assessment for the specific activity has been carried out.

Where a significant risk has been identified through the risk assessment, and any mitigating actions require the provision of specialist equipment we shall endeavor to provide it.



3.25 Visitors

We endeavor to ensure that all those who visit our offices or site locations enjoy their visit and their health or safety is not compromised at any time.

All visitors to PEC will be escorted at all times by a competent employee of PEC until they get acclimated with the geography of the office premises, and be made known of any foreseeable significant risks before they undergo their visit.

For the case of disabled visitors, their access will be restricted to the 1st floor until such a time when we have arranged for special evacuation plans.

3.26 Personal Protective Equipment

Situations will exist where, despite implementing reasonably practicable precautions to eliminate or minimize hazards to employees, Personal Protective Equipment (PPE) will be necessary to safeguard the Health, Safety and Welfare of employees.

PEC, through their responsible managers, will provide suitable and sufficient PPE where an assessment has identified it as a 'last resort' to protect against risks to health and safety.

Safe systems of work to remove the risk will always be considered first.

3.27 Occupational Health

PEC places a high value on maintaining a healthy and safe working environment for all its employees and/or others. We are committed to ensuring that the potential for ill health arising from activities or premises controlled by PEC, or exposed to as a result of activities carried out by PEC, are minimized at source to the lowest level that is reasonably practicable.

PEC will always aim to attain and maintain the highest possible standard of occupational health and wellbeing for all employees and others who may be affected by its activities.

PEC recognizes the importance of integrating the continuous improvement of health and wellbeing into the organizational activities and will aim to ensure early identification and management of occupational ill health ranking it equal with other operational considerations.

PEC will provide internally or obtain externally competent specialist occupational health advice, assistance and services to all its employees. Such support is extended to all others in situations where they are carrying out activities that could pose a risk to their health as part of their activities being undertaken under the control of PEC.

Occupational health issues will be controlled by the Administration Department.

3.28 Emergency Preparedness, Planning and Reporting

The Managing Director and the Health and Safety Coordinator shall ensure through communication, participation and consultation employees shall understand what to do in case an emergency situation arises in the premises or site in which they work.

Each person shall determine, before any emergency occurs, the location of the telephones, the fire alarms, the emergency fire exits and the firefighting equipment, and the location of first aid materials, in the area of the building where they normally work. If appropriate, the whereabouts of other emergency equipment, such as breathing apparatus and emergency control valves and switches, etc., should also be known.



Serious incidents involving the company, its people, its clients, and others affected by its actions are classed as Significant Incidents (SI's).

Significant Incident occurrences will be made available to all staff through the PEC communication channels such email messages, meetings and intranet, the Rough Guide to PEC, on office and site notice boards and on credit-card sized information cards that will be issued to staff where appropriate.

All employees shall ensure they understand the procedures for reporting a Group Significant Incident (SI's). For none SI's, The Managing Director and Supervisors shall ensure that procedures are in place to manage and report emergencies to all those who may be affected.

All emergency preparedness, plans and systems shall be reviewed by relevant management for effectiveness and implementation in accordance with the risk profile of the relevant business stream or units.

3.29 Workplace environment

The Managing Director and the Manager Administration and Finance in control of workplaces shall ensure that at all times the environment that they and others in their control work, is a safe and healthy environment.

Employees shall ensure that they protect the health, safety and welfare of both themselves and others by reporting unsafe acts and conditions and maintaining good housekeeping standards at all times.

Hazards shall be identified, reported and immediately controlled through regular inspections and audits and diligence by all working within the workplace. These inspections and audits will focus on both safety factors and welfare issues.

3.30 Vibration.

The Managing Director, The Manager Administration and Finance in conjunction with Project Teams shall identify any work activities and or work equipment, that may expose employees and or those under their control to hazards and risks related to hand-arm vibration and or whole body vibration.

Where these risks and hazards are identified and recorded, they shall ensure, where reasonably practicable, these activities are prohibited. Where this is not, reasonably they shall ensure that procedures and control measures are implemented, enforced and monitored to control this risk to levels determined by legislation and office best practice.

3.31 Noise.

The Managing Director and or The Manager Administration and Finance in conjunction with Project Teams shall identify any work activities and or work equipment that may expose employees, external parties and or those under their control to hazards and risks related to noise

Where these risks and hazards are identified and recorded, The Managing Director or his representative shall ensure, where reasonably practicable, these activities are prohibited. Where this is not reasonably practicable, he shall ensure that procedures and control measures are implemented, enforced and monitored to control this risk to levels determined by legislation and industry best practice.



3.32 Cell Phone use while driving.

PEC acknowledges the inherent dangers to life when using a cell phone while driving.

Dialing numbers, receiving calls and holding conversations on cell phones while driving eats away at the concentration required of motorists. Beyond the tragic human toll of fatalities caused by drivers distracted by cell phones, scientific studies have established correlations between cell phone usage and accidents.

The laws of Uganda prohibit the use of a cell phone while driving. It is the intention of PEC that any instance of a staff found to be using a cell phone while driving will be deemed as gross misconduct and subject to strict disciplinary action.



4 Health and Safety Policy

- 4.1 All procedures and policies within must be strictly observed at all times. Willful disregard of any safety rules, procedure or policies may be considered as gross misconduct and result in immediate dismissal.
- 4.2 All employees are instructed that they have a legal duty to comply with and report failings in health and safety arrangements put into place by PEC.
- 4.3 The use of Personal Protective Equipment (PPE) must always be identified as a last resort in controlling risk.

Where PPE is identified as being required to be worn or when the law or site rules require its use – it must be suitable and sufficient, stored correctly and damage, loss or theft of PPE must be reported immediately to line management.
- 4.4 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- 4.5 All work equipment is to be kept in good repair and is to be used in accordance with manufacturers' instructions and any training received. Any defects are to be reported promptly and the equipment is to be taken out of service. Work equipment is only to be used by authorized persons.
- 4.6 All injuries, near misses or unsafe acts or conditions, no matter how slight, must be reported to the Managing Director or The Manager Administration and Finance immediately.
- 4.7 Untidy areas and careless methods of working create unacceptable risks and must be avoided at all times. It is the intention of PEC that any instance of a worker found to be under the influence of alcohol or drugs will be deemed as gross misconduct and subject to strict disciplinary action.
- 4.8 PEC will comply with the requirements of the Working Time Regulations. No one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.
- 4.9 Horseplay and other acts, which may endanger the safety or wellbeing of employees or other persons, are prohibited.



ANNEX – I

This Safety Policy outlines the safety rules that must be observed by all employees working in PEC offices.

These have been derived from our risk assessments.

- ❖ Furniture and equipment must be arranged and planned so as to avoid injury.
- ❖ Filing cabinets must not be overloaded.
- ❖ Wall storage and racking system must be securely anchored to prevent their movement or tipping, and must not be overloaded.
- ❖ Where access to high upper storage shelves is necessary, steps or other safe access equipment must be provided and used.
- ❖ Cables and leads are to be safely routed and secured.
- ❖ Floor coverings must be securely fastened and free from excessive wear.
- ❖ At the end of each working day, non-essential electrical appliances are to be switched off and where feasible, appliances should be unplugged.
- ❖ Any equipment defects must be reported to the line management.
- ❖ Shredders and guillotines must be adequately guarded at all times.
- ❖ Only suitably trained personnel are permitted to operate specialized equipment e.g. shredders
- ❖ Floors and working areas are to be kept tidy. Passageways are to be kept clear.
- ❖ Fire exits must be kept clear at all times.
- ❖ All employees must be made aware of fire procedures, arrangements and provisions local to the office they are currently working in as soon as is practicable.
- ❖ Fire doors must be kept shut and are not to be wedged open. Where there is a requirement to have a fire door open, a suitable and sufficient propping device must be fitted.
- ❖ Anybody intending to stay in office beyond normal working hours or weekends shall notify the Health and Safety Coordinator or Manager Administration and Finance in advance.