

HEALTH AND SAFETY POLICY

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1. POLICY STATEMENT

The Company is committed to ensuring the health, safety, and welfare of all employees, contractors, visitors, and members of the public who may be affected by our activities in full compliance with Nigerian law. We will comply with all applicable health and safety legislation and strive for continuous improvement.

2. PURPOSE

This policy aims to: - Provide a safe and healthy working environment per Nigerian law - Prevent workplace injuries and illnesses - Ensure legal compliance with Nigerian safety regulations - Establish clear responsibilities for health and safety - Promote a positive safety culture - Ensure proper compensation for workplace injuries

3. SCOPE

This policy applies to: - All company premises and work locations in Nigeria - All employees, contractors, and visitors - All work activities including remote work - Company vehicles and transportation

4. LEGAL FRAMEWORK

This policy is established in accordance with: - **Factories Act (Cap F1 LFN 2004)** - Primary workplace safety legislation - Part III: Health provisions (cleanliness, ventilation, lighting) - Part IV: Safety provisions (fencing, machinery safety) - Part V: Welfare provisions (first aid, drinking water, facilities) - **Employees' Compensation Act 2010** - Injury compensation scheme - **Nigerian Labour Act (Cap L1 LFN 2004)** - Working conditions - **National Environmental Standards and Regulations Enforcement Agency (NESREA) Act 2007** - National Building Code 2006 - Structural safety requirements - **Fire Prevention (Miscellaneous Provisions) Act** - Fire safety

4.1 Key Factories Act Requirements

Provision	Requirement
Section 7	Cleanliness of work premises
Section 8	Overcrowding prevention (400 cubic feet per person)
Section 9	Adequate ventilation
Section 10	Suitable lighting
Section 11	Sanitary facilities
Section 13	Safe fencing of machinery
Section 47	First aid equipment mandatory

4.2 Nigeria Social Insurance Trust Fund (NSITF)

All employers must register with NSITF and contribute 1% of monthly payroll for employee compensation insurance under the Employees' Compensation Act 2010.

5. RESPONSIBILITIES

5.1 Management Responsibilities

- Provide safe work environment and equipment
- Conduct risk assessments
- Provide adequate training
- Maintain safety equipment
- Investigate incidents
- Allocate resources for safety

5.2 Employee Responsibilities

- Follow safety procedures
- Use provided safety equipment
- Report hazards and incidents
- Attend safety training
- Not endanger self or others
- Cooperate with safety initiatives

5.3 Safety Committee

- Comprises management and staff representatives
- Meets monthly to review safety matters
- Conducts workplace inspections
- Reviews incident reports
- Recommends improvements

6. RISK ASSESSMENT

6.1 Process

1. Identify hazards in the workplace
2. Determine who might be harmed
3. Evaluate risks and precautions
4. Record findings and implement measures
5. Review and update regularly

6.2 Review Triggers

- New equipment or processes
- After any incident or near-miss
- Changes in legislation
- Staff feedback
- Annual review

7. WORKPLACE SAFETY

7.1 Office Safety

- Keep walkways clear
- Report spills immediately
- Use handrails on stairs
- Don't overload electrical sockets
- Maintain proper lighting
- Ensure emergency exits are clear

7.2 Ergonomics

- Adjust chair and desk height properly
- Position monitor at eye level
- Take regular breaks from screens
- Use ergonomic equipment as provided
- Report discomfort early

7.3 Manual Handling

Before lifting: - Assess the load weight - Check for sharp edges - Plan the route - Get help if needed

Lifting technique: - Bend knees, not back - Hold load close to body - Avoid twisting movements - Set down carefully

8. FIRE SAFETY

8.1 Prevention

- No smoking inside buildings
- Keep flammable materials stored safely
- Don't overload electrical circuits
- Report faulty equipment
- Keep fire doors closed

8.2 Emergency Equipment

- Fire extinguishers checked monthly
- Smoke detectors tested weekly
- Emergency lighting inspected quarterly
- Fire alarms tested monthly

8.3 Evacuation Procedures

1. On hearing alarm, stop work immediately
2. Leave by nearest safe exit
3. Do not use elevators
4. Proceed to designated assembly point
5. Report to floor warden
6. Remain until all-clear given

8.4 Fire Drills

- Conducted quarterly
- All staff must participate
- Evacuation times recorded
- Improvements implemented

8.5 Assembly Points

- Main car park (Front building entrance)
- Secondary: Rear garden area
- Know your designated point

9. FIRST AID

9.1 First Aid Kits

- Located on each floor
- Inspected monthly
- Contents replenished promptly
- Locations clearly marked

9.2 First Aiders

- Minimum 1 per 50 employees
- Training renewed every 3 years
- Names displayed on notice boards
- Available during working hours

9.3 Medical Emergencies

1. Call for help (shout/phone)
2. Do not move injured person unless danger
3. Apply first aid if trained
4. Call emergency services: 112 or 767
5. Notify Security/Reception
6. Stay with injured person

10. INCIDENT REPORTING

10.1 What to Report

- All injuries (however minor)
- Near-miss incidents
- Property damage
- Fire incidents
- Security breaches
- Environmental incidents

10.2 Reporting Process

1. Ensure immediate safety
2. Obtain first aid if needed
3. Report to supervisor immediately
4. Complete incident report form
5. Preserve evidence if possible
6. Cooperate with investigation

10.3 NSITF Reporting Requirements

Under the Employees' Compensation Act 2010:

- Report workplace accidents to NSITF within 7 days
- Fatal accidents must be reported within 24 hours
- Maintain accident register for inspection
- File annual returns to NSITF

10.4 Investigation

All incidents investigated to:

- Determine root cause
- Prevent recurrence
- Identify training needs
- Update risk assessments
- Meet legal requirements
- Support NSITF claims where applicable

11. PERSONAL PROTECTIVE EQUIPMENT (PPE)

11.1 Provision

- Company provides required PPE free of charge
- PPE assessed for suitability
- Training provided on proper use
- Replacements available when needed

11.2 Employee Duties

- Use PPE as instructed
- Store properly when not in use
- Report damage or defects
- Do not modify equipment
- Request replacements when needed

11.3 PPE Types Available

- Safety glasses
- Hearing protection
- Gloves
- Safety footwear
- High-visibility vests
- Hard hats (site visits)

12. HEALTH AND WELLBEING

12.1 Health Surveillance

- Pre-employment health assessment

- Annual health checks for at-risk roles
- Eye tests for VDU users
- Hearing tests where applicable

12.2 Mental Health

- Employee Assistance Programme (EAP)
- Mental health first aiders available
- Stress risk assessments conducted
- Confidential counselling available
- Mental health awareness training

12.3 Workplace Wellness

- Ergonomic assessments available
- Standing desk options
- Break room facilities
- Healthy food options
- Physical activity encouraged

13. CONTRACTORS AND VISITORS

13.1 Contractor Requirements

- Provide method statements
- Submit risk assessments
- Carry valid insurance
- Sign in/out at reception
- Wear identification at all times
- Comply with site rules

13.2 Visitor Requirements

- Sign in at reception
- Wear visitor badge
- Be escorted at all times
- Follow safety instructions
- Sign out on departure

14. TRAINING

14.1 Mandatory Training

Training	Frequency	Duration
Induction Safety	On joining	2 hours
Fire Safety	Annual	1 hour
First Aid (selected staff)	3 years	3 days
Manual Handling	On joining	1 hour
DSE/Ergonomics	On joining	1 hour

14.2 Records

- Training records maintained
- Refresher training scheduled
- Competency verified
- Certificates issued

15. MONITORING AND REVIEW

15.1 Safety Inspections

- Daily informal checks
- Monthly formal inspections
- Quarterly safety audits
- Annual external audit

15.2 Performance Indicators

- Number of incidents
- Lost time injuries
- Near-miss reports
- Training completion
- Inspection findings

15.3 Policy Review

This policy reviewed: - Annually - After significant incidents - Following legislative changes - When operations change

16. EMPLOYEE COMPENSATION BENEFITS

Under the Employees' Compensation Act 2010, injured employees are entitled to:

Type	Benefit
Temporary disability	90% of earnings for up to 12 months
Permanent partial disability	Lump sum per schedule
Permanent total disability	90% of earnings annually (life)
Death	90% of earnings to dependents (life)
Medical treatment	Full cost covered
Funeral expenses	Reimbursed up to specified limit

Claims are processed through NSITF.

17. REGULATORY CONTACTS

- **NSITF (Employee Compensation):** www.nsitf.gov.ng
- **Federal Ministry of Labour and Employment:** www.labour.gov.ng
- **Nigerian Fire Service:** 112

- **NESREA:** www.nesrea.gov.ng
 - **Factories Inspectorate Division:** Federal Ministry of Labour
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Health & Safety Officer: [Name] **Approved by:** Managing Director **Date:** December 15, 2024

Emergency Numbers: - Fire/Ambulance: 112 - Police: 199 - NSITF Helpline: 080NSITF000 - Company Security: +234 XXX XXX XXXX