

## **HSE POLICY**

### **1 Policy Statement**

The policy statement by the General Manager, We Network LLC enclosed here has been set with the following objectives

- Encourage, support and promote a high standard of safety by way of preventive and curative programmes.
- Ensure safety targets, implementation method aimed to reduce the lost time injuries (LTI) and establishment of safe working culture for all company activities.
- Encourage, support and implement methods aimed at continual improvement of safety at work where contracts are very large to maintain a safety department to assure an advisory, monitoring, training and auditing role in all aspects of safety - giving emphasis to train in safe driving techniques and safe working practices.
- Ensure that work facilities are operated and maintained to a high standard, such that they remain safe and reliable with a practical minimum risk of injury to personnel.
- All employees to realize the importance of safe working, good health keeping the environment clean. To create an awareness and enforcement Training, Competitions, Incentives, Posters etc. will be used.

## **2 Distribution and Availability**

The HSE policy is displayed in all the strategic locations of the We Network LLC as a general reference for all the Staff. The sub-contractors are also advised to follow the policy to maintain highest safety standards.

## **3 Discussion and Feedback**

It is the responsibility of the Project Manager of the respective divisions to discuss the safety policy with all the Project Engineers on a periodical basis. The Project Manager discusses the importance of HSE precautions in depth with each Project Engineers and in turn the Project Engineer discusses the same with the complete project team and sub-contractor for feed back and continuous improvement.

Any improvements suggested from any quarter of the team including the sub-contractors will be discussed in detail and the collective thoughts will be implemented in the company's HSE policy.

## **4 HSE Overview**

### **4.1 Health**

#### *1. General*

In addition to the normal health care provided by the company for it's employees, is decided to have occupational health protection and promotion policy. The aim is to protect the employees from the health hazards that may be associated with the work and related to the working environment.

#### *2. Health Advisor*

Our Company Medical Officer shall have responsibilities for identification and inventorisation of the potential, physical, chemical, biological, ergonomic and psychological health hazards associated with working environment. Based on data received from the medical officer is need to evaluate the risks to health



associated with exposures to health hazards and decide action needed to remove or reduce the risks.

3. *Health Service & Training*

Where risk to health is regularly exposed such as radiological work, work in noisy areas, glass and asbestos wool work, etc. Is necessary to be monitored regularly and records on same maintained.

Based on severity of health hazard, the health training is needed to establish such as in the case of unconscious, resuscitation, control of bleeding, associated with working environment.

4. *Sickness and Health Promotion*

Sickness absenteeism shall be monitored as an essential part of the health program. The identified, work-related sickness will be monitored and recorded for promotional preventing activities.

On health promotional activities the risks associated with the living environment and life style, such as infections, diseases, inadequate nutrition, use of tobacco shall be monitored and preventive messages shall be communicated through posters, bulletin/circulars, video etc. A mini audit on occupational health/industrial hygiene shall be developed with the advise of Medical Officer and necessary steps shall be organized to promote and prevent the risks associated with operations.

4.2 *Safety*

In order to have enhanced safety management some of primarily principles are planned as follows :

1 *Management Commitment*

Management commitment on safety shall be visibly committed by the way of holding high level meetings in quarterly with the custodian. All accidents/incidents with a potential severity rating, LTIs, shall be reviewed with the General Manager of the division.



2. *Sound Safety Policy Announcement*

Safety Policy and objective shall be endorsed by the General Manager and issued to all staff of the Company. In addition to this the safety policy may be displayed in framed form at key locations.

3. *Highlighting the line responsibility in safety promotion*

Monthly, HSE meetings may be organised within line management staff and regularly monitored by maintaining the attendance record. The main aim to generate the safety responsibility through line management is to reach an individual level to achieve the assigned targets.

In safety meetings necessary requirements regarding HSE protection, identified hazards which may arise in the course of operation shall be discussed and arrived a conclusion to implement the recommendations.

In order to guarding against unsafe acts and conditions, Personal Safety Awareness Program (PSAP) shall be undertaken and its progress measured.

4. *Highlighting safety standards for well understanding*

Safety standards shall be highlighted in an understanding manner such as standards in design, equipment specifications, safe operating procedures, safety rules and the safety manual. All safety documents may be periodically reviewed

for their completeness, continued validity and up-dation with respect to technology changes.

5. *Implementing Safety Targets and Objectives*

In order to avoid all accidents and near miss incidents, to achieve target zero in a major jobs all possible ways shall be implemented to promote safety standard.



Company may set specific targets for the achievement on every jobs :

- No fatality
- No permanent or partial disability
- No lost time injury

6. *Organizing audits of HSE standards and practices*

An audit plan and follow up procedures may be prepared by the safety department for all type of jobs and monitor the same. The line management staff may carry out the HSE audits with the assistance of Safety Officer/ Advisor.

Regarding road safety, vehicle check list shall be prepared and its periodic checks shall be monitored, to improve on road transport operations.

7. *Developing effective Safety Training*

- Safety training shall be organized for supervisory staff and all crafts to have both adequate job and safety skills.
- Responsible supervisory staff shall be trained adequately in safety prior to involve him on the jobs.
- On critical areas specialized training shall be organized for supervisors, crafts who is involving the same operation.
- During operation further needed safety training plan shall be developed as relevant to the operations.

8. *Thorough Investigation and Follow-up of accidents and incidents*

The main purpose of any investigation is to prevent recurrence and the follow-up procedure is to ensure the action taken on recommendations.

Since the investigation and follow-up on, accidents and incidents is a line responsibility, a guide shall be provided by safety department, in the form of accident report form.

Similarly road traffic accident report form shall be developed and introduce to the line supervisors to use the same.

To obtain maximum learning value on all accidents/incidents will be thoroughly investigated and notified to all level to prevent recurrence.

#### *9. Developing effective motivation and communication program*

For successful drive towards improved safety performance can only be possible through the efforts of supervisory staff . Therefore safety message shall be communicated to supervisory levels in different ways as follows :

- Regular HSE meeting with line management staff.
- Tool Box safety meeting for all levels.
- Displaying Safety posters in prominent locations.
- Safety bulletin/Safety circulars.
- Notification of learning points from accident investigation.
- Display of safety statistics and target achieved.
- Personal Safety Awareness Program (PSAP)

#### **4.3 Environment**

It is the policy of the company to manage its waste in such a manner as to prevent danger to the health and safety of its employees, sub-contractors, employees, others and to minimize the impact of the environment. For these reasons, the company has committed themselves to control and monitor the safe disposal of the various types of waste usually accumulated at project locations.

### *1. Waste and Rubbish Disposal*

Specific disposal requirement will be identified/provided to assist site management, sub-contractors and others to clearly understand the goals we set to assist Customer in maintaining the interior .

The waste management plan will observe three categories of waste:

- Domestic and office waste - generally non-hazardous and can be disposed off in a simple disposal facility within interior or through the customer designated dump sites.
- Industrial - (non hazardous) waste can also be disposed in a simple disposal facility.

Hazardous (special or chemical) waste requires specific treatment and disposal to prevent a hazard to human health or to the environment.

## **5 Procedures / Description of Occupational Health Hazards**

Occupational Health Hazards is developed chronic from the day to day operations such as handling chemicals, work in noise areas, ergonomic reasons etc.

For effective management of the occupational health risk at work, it is essential to identify and inventorisation of the potential physical, chemical, biological, ergonomic and psychological health hazards associated with long term work and working environment.

Essential data is needed to collect and evaluate the risks associated with occupational health and there after decide on the action needed to prevent the risks.

## **6 Corrective Action/Follow-up**

It is the responsibility of safety department to notify this to all level crafts and management.

Necessary personnel protective equipment to be provided to the supervisors, crafts who in associating with occupation health risk operations.

The usage of personal protective equipment shall be monitored as a mandatory to minimize the risk.

Periodic medical check-up shall be organized for the crafts who associated with occupational health risk job and maintain the record of exposures reading to prevent the personnel from maximum exposing.



**An ISO Certified company**

ISO - 9001:2008; ISO - 14001:2004; OHSAS - 18001:2007





## 7 EMPLOYEE SAFETY INFORMATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice :

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Causes or Other Contributing Factors

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Employee's suggestion for Improving Safety

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Has this matter been reported to the Project In-charge ? Yes \_\_\_\_ No \_\_\_\_

Employee Name ( Optional ) \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

Employees are advised that use of this form or other reports of unsafe working conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The Project Manager will investigate any report or question as required by this Injury and Illness Prevention Program Standard and advise the employee who provided the information or the workers in the area of the Project Manager's response.

## **8 Health, Safety and Environment Compliance Process**

Disciplinary measures are progressive and involve four steps :

1. Should Health, Safety and Environment violation be noted ; the supervisor is to informally discuss the behavior with the employee, stating the potential dangerous result and the corrective procedure.
2. A second Violation shall generate a formal written warning.
3. The third infraction results in suspension for three working days.
4. A fourth violation shall lead to termination.

