

## **HEALTH & SAFETY POLICY**

### **1. GENERAL**

BlueLife firmly believes in the importance of providing a healthy and safe environment for its employees, contractors and visitors.

The ultimate goal of the Safety and Health policy is to inform about and prevent the risk of injury and illness within the premises of the company. It is therefore important that safety and health requirements outlined by the Occupational Safety & Health Act 2005 and related legislations are recognized by all employees and adequate safety procedures are put in place to ensure appropriate compliance.

In particular, BlueLife's Management will:

- Provide and maintain safe and healthy working conditions taking into account local statutory requirements;
- Provide training and instruction to enable employees to perform their work safely and efficiently;
- Make available all necessary safety devices and protective equipment and to supervise their use;
- Maintain a constant and continuing interest in health and safety matters relating to hotel objectives, in particular, by ensuring employees wherever possible undertake hazard spotting as a normal part of their duties.

All STAFF have an obligation to co-operate in the implementation of this policy:

- By exercising general care of themselves and any tasks they undertake;
- By working safely and efficiently;
- By using protective equipment provided and by meeting their statutory obligations;
- By adhering to company procedures for securing a safe workplace;
- By assisting in the investigation of accidents with the aim of preventing their recurrence;
- By reporting any damaged equipment, accidents, dangerous or potential accident hazard occurrences to the supervisor or manager.

### **2. RESPONSIBILITIES**

Each company will nominate one person to be responsible for the implementation of the below procedures and to act as Health and Safety Officer. These Officers will report to the Office Manager at the BlueLife's head office.

### **3. PROCEDURES**

#### **3.1 Risk Assessment**

Each H&S Officer will carry out a yearly assessment of any risk to the safety and health to which any employee or visitor/contractor could be exposed while at work or on a company owned site. He will write a report of his findings and keep the report in a file.

#### **3.2 Protective Equipment**

Each H&S Officer will ensure that workers are provided with adequate protective equipment/clothing such as but not limited to helmets / safety shoes / gloves / goggles depending on the nature of their work. It is the responsibility of the worker to ensure that he wears those when required and in a correct manner.

#### **3.3 First Aid Kit**

Each H&S Officer will ensure that there is always a first aid kit with adequate supplies available within the premises of his company. He will check that it is adequately supplied on a monthly basis and organize for replenishment of stock as necessary. The list of items in the first aid kit can be found in Appendix I of this document

### **3.4 First Aid Training**

BlueLife will ensure that first aid training is given to all H&S Officers and other staff where it finds it appropriate.

### **3.5 Training on Site**

Each H&S Officer will ensure that workers are given instruction, training and supervision as is necessary to ensure the safety and health at work of all workers.

### **3.6 Fire Procedures**

Each H&S Officer will ensure that

- The correct number of fire extinguishers are available and serviced and that a fire certificate is available for those.
- That a sufficient number of employees are trained to operate the fire extinguishers.
- That fire exits are available and clearly marked.
- That employees are familiar with fire evacuation procedures
- That a fire drill is carried out on a yearly basis

### **3.7 Health & Welfare**

Each H&S Officer will ensure that:

- The buildings where employees work are sound in construction and kept in good state of repair
- The work place is kept clean and free from bad smells
- Areas are not overcrowded, properly ventilated and with adequate lighting
- Sanitary conveniences are made available for each sex and marked clearly
- Drinking potable water is available
- An area such as a mess with tables / chairs / lockers is available for storing of bags and taking of meals.

### **3.8 Safety**

Each H&S Officer will ensure that:

- The place of employment is safe and access to it is safe including and not limited to floorings / staircases / steps / passages / handrails / fencings.
- The storage of goods, articles and substances is done in such a manner as to ensure their stability, prevent their fall, not to block a passage way or in any position to cause any danger.
- Ladders should be of good construction, suitable strength, securely fixed, standing on firm and level ground when in use.
- Substances hazardous to health are handled correctly with adequate protective equipment.

### **3.9 Accidents & Injuries**

Each H&S Officer shall keep a log book of any injuries and accident happening in the work place stating the date, time, person(s) injured, place of accident, person reporting accident, injury. He shall also fill in an accident report form which will be filed and kept in a safe place. Template for accident report form can be found in Appendix II of this policy.

## **4. CONTRACTORS**

Contractors, sub-contractors and suppliers contracted to perform works on any of BlueLife's site are responsible for their own safety. A representative of the contractor will be requested to sign a disclaimer form before starting works on site.