

# MIRI AFRICA LIMITED

## HEALTH & SAFETY POLICY

### 1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1 This policy sets out how Miri Africa Limited (“Miri”) and its employees will manage its health and safety obligation and rights with the aim of ensuring a safe and productive workplace not just for itself but also for third parties in or around its facilities.
- 1.2 Miri recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises
- 1.3 Miri is committed to providing a safe and healthy workplace, safe working methods, and the provision of safe equipment. Workplace health and safety is considered by management to be an integral and vital part of the successful performance of any job.
- 1.4 We will manage health and safety by:
  - a. Controlling the health and safety risks at work.
  - b. Involving employees on health and safety issues that affect them.
  - c. Making sure that where employees work, and any equipment they use, is safe.
  - d. Making sure that dangerous substances are stored and used safely.
  - e. Ensuring that only approved and accredited employees and/or third parties are working on sensitive work sites with the appropriate work gears.
  - f. Making sure employees, especially new employees, have relevant information and training on health and safety.
  - g. Making sure employees can do their jobs and are properly trained.
  - h. Trying to stop accidents and work-related health problems.
  - i. Regularly checking that working conditions are safe and healthy.
  - j. Regularly reviewing this policy and making changes if necessary.

## 2. **RISK MANAGEMENT**

2.1 Miri uses the concept of risk assessment as a fundamental part of its approach to safety management. The organisation is committed to identifying the risks brought about by its activities followed by implementation of control measures to reduce risks to a level that is as low as reasonably practicable.

2.2 Risks connected with work activities are assessed by:

- identifying the groups of staff;
- identifying the main activities they perform;
- listing the significant hazards associated with those tasks; and
- selecting the most appropriate control measure to minimise the hazard.

2.3 Risk assessments must be carried out in conjunction with the staff performing the task and Line Managers where appropriate. Control measures must be implemented and these may include, in a limited number of cases, formal safe systems of work.

## 3. **REPORTING, INVESTIGATION AND RESPONSIBILITIES**

3.1 Miri's policy is to use preventative measures to stop accidents occurring. On the occasion of accidents, incidents, near misses (a "near miss" is an event which under slightly different circumstances could have resulted in an accident) and occupational ill-health, the circumstances are to be reported and investigated promptly. When the underlying causes have been identified action is to be taken to prevent recurrence.

3.2 Miri is committed to:

- a. Integrating workplace health and safety into all aspects of its operations;
- b. Identifying hazards, assessing risk and implementing control strategies to minimise risk of injury to people and property;
- c. Ensuring that relevant health and safety laws that apply to working conditions and the work environment are observed and enforced;
- d. Developing and implementing safe systems of work;
- e. Providing adequate safety information, training and supervision;
- f. Designing, purchasing, installing and maintaining a safe site and machinery;

- g. Ensuring that the workplace under their control is safe and without undue risks to health;
- h. Ensuring that the behaviour of all persons in the workplace is safe and without undue risks to health;
- i. Attempting to remedy all problems relating to workplace health and safety;
- j. Consulting with workers and other parties to address safety issues and improve decision making on workplace health and safety matters; and
- k. Supporting and assisting workers in effective injury management and rehabilitation.

3.3 All employees and contractors have the responsibility to:

- a. Adhere to safe work practices, instructions and rules;
- b. Immediately report any unsafe work condition or equipment to the Company;
- c. Not misuse, damage, refuse to use, or interfere with anything provided in the interest of workplace health and safety;
- d. Perform all work duties in a manner which ensures individual health and safety and that of all other people in the workplace;
- e. Encourage fellow employees to create and maintain a safe and healthy work environment; and
- f. Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved.
- g. Co-operate with authorised personnel who are responsible for health and safety.
- h. Use safety equipment when it is necessary.
- i. Take care of their own health and safety.
- j. Report health and safety concerns to the authorised personnel as stated in this policy.

3.4 The overall responsibility for health and safety belongs to the Managing Director.

3.5 The daily responsibility for managing this policy is given to an employee designated as the Health and Safety officer for Miri.

#### **4. CONTROLLING THE HEALTH AND SAFETY RISKS AT WORK**

- 4.1 The Health and Safety Officer responsible for implementing this Policy has the responsibility to do regular health and safety risk assessments.
- 4.2 The results of the risk assessment will be given to Managing Director and/or Head of Operations and will be included with this policy.
- 4.3 The Managing Director and the Head of Operations should agree any action needed to manage the risks that have been found.
- 4.4 The Health and Safety Officer will carry out the agreed action points.
- 4.5 The Managing Director and the Head of Operations will check that the actions taken have reduced the risks.
- 4.6 Risk Assessments shall be carried out every 6 (six) months, or when there is a change to the way Miri works.

#### **5. COMMUNICATION AND CONSULTATION**

- 5.1 Miri recognises that employee consultation and participation in our safety system is vital and improves decision– making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.
- 5.2 Employees shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management. Meetings to consult and inform employees on safety issues shall be conducted through staff meetings, as regularly as is necessary.
- 5.3 Employees shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed.
- 5.4 We expect our employees to be committed to working with management in order to effectively manage health and safety on the job. Employees are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and staff meetings.

5.5 The management shall work in conjunction with employees to review and update this, and other policies and procedures.

6. **WORKPLACE INJURIES—REHABILITATION AND RETURN TO WORK**

6.1 Miri is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

6.2 We are committed to:

- a. Prompt injury notification;
- b. Communication and consultation with all parties to develop an appropriate return to work program;
- c. Accountability and responsibility for injury management being clearly understood;
- d. Provision of suitable meaningful activities during the return-to-work process; and Dispute resolution as required.

6.3 Miri will ensure the following positive approach in meeting these objectives, including:

- a. Early reporting of injuries;
- b. Appropriate and timely medical intervention and return to work planning;
- c. Provision of suitable resources and productive duties for the injured worker;
- d. Positive support and encouragement during the rehabilitation process; and
- e. Review of incidents and accidents to seek preventive measures and continuous improvement.

6.4 Miri shall work in conjunction with employees to review and update this policy and other policies and procedures relating to work health and safety as regularly as is necessary.

## 7. **CHECKING WORK CONDITIONS ARE SAFE AND HEALTHY**

- 7.1 To ensure the safety of employees at the workplace and that this health and safety policy is being followed Miri will regularly carry out inspections, investigate accidents and near misses, collect reports, meet with representatives.
- 7.2 The designated Health and Safety officer is responsible for investigating accidents at work.
- 7.3 The Health and Safety officer is responsible for investigating work-related causes of absence.
- 7.4 The Health and Safety officer is responsible for acting on the results of the investigation to stop the same problem happening again.

## 8. **FIRE AND EVACUATION**

- 8.1 The Health and Safety officer is responsible for making sure that the fire risk assessment is done, and any action points are carried out.
- 8.2 Escape routes, Alarms, Fire extinguishers are checked and maintained by the Health and Safety officer every 3 (three) months.
- 8.3 Emergency evacuation will be tested every 6 months.
- 8.4 The evacuation procedure is:

If the alarm sounds

- a. Evacuate the building immediately by the nearest exit;
- b. Ensure any visitors leave the building;
- c. Do not put yourself at risk;
- d. Assemble in front of the building; and
- e. Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If you discover a fire

- a. Raise an alarm.
- b. Evacuate the building immediately as above.

**9. THIRD PARTY CONTRACTORS**

- 9.1 Where appropriate, third-party contractors will be required to submit a copy of their safety documentation i.e. Health & Safety Policy, liability insurance and risk assessments/method statements prior to commencing work so that Miri can ensure appropriate consideration has been given to safety;
- 9.2 Third party contractors will be supplied with a copy of Miri’s Health and Safety Policy and will be expected to abide by the policy unless a variation has been explicitly agreed; and
- 9.3 All contractors undertaking work within Miri’s offices will be provided with information on local Health and Safety arrangements where appropriate and will only commence work with the approval of the Office/Facilities Manager.

**10. PREMISES SECURITY**

- 10.1 Appropriate security measures will be in place at Miri and these will be actively reviewed to ensure the safety of workers, visitors and equipment. All visitors will be signed in at Reception;
- 10.2 Arrangements will be made for the provision of sufficient key holders and suitable training and information will be provided.

We hereby request that every staff, volunteers, member and visitors respect this Policy, a copy of which will be available on demand.

Approved by the Managing Director,

Signed \_\_\_\_\_

Date \_\_\_\_\_