

## **HEALTH SAFETY AND ENVIRONMENT POLICY MANUAL**

1. **General.** Health and Safety at work can be defined as the requirement to establish and maintain a safe and healthy working environment. The purpose is to ensure the optimum physical and mental health of employees or persons working on behalf of SMS keeping in view associated risks in operations or as per the contractual obligations and law of the land.
2. **Scope.** SMS is committed to establishing, implementing and maintaining procedures which promote a safe and healthy working environment, including reasonable precautions to protect our staff particularly those working on high risk or life threatening operations consistent with legal, regulatory and contractual obligations. The Operational Procedures thus devised cover:-
  - a. Assessing occupational Health and Safety risk to people working on its behalf.
  - b. Hostile environment training
  - c. Provision of personal protective equipment, weapons and Ammunition
  - d. Medical and psychological health awareness
  - e. Guidelines to identify work place violence, misconduct, alcohol, drugs, abuse and sexual harrassment .
3. **Principle.** Security & Management Services (Pvt) Ltd will observe following principles in all its business operations:-
  - a. Conduct business as a responsible body corporate.
  - b. Provide employees with healthy and safe work environment.
  - c. Give due regard to health, safety and environmental issues
  - d. Manage HSE as a critical business activity.
  - e. At least meet bare minimum essential health, safety and environment requirements.

### **4. Internal Stake Holders**

- a. Senior Management
- b. Middle Management

- c. Junior Management
- d. Guard Force

5. **External Stake Holders**

- a. Clients
- b. Others in Surroundings

6. **Areas of Risk**

- a. Work places
- b. Accommodation
- c. In transit or duty
- d. Accidental discharge of weapon, exposure to illness, facing pollution and bearing excessive hot weather.

7. **Responsibilities.** Regional Director, assisted by the Human Resources Manager / Director is the designated officer for reporting on health and safety matters. Following is to be ensured:-

- a. Ensure that adequate standards of health and safety are being achieved
- b. Advise and inform the company on health and safety matters on annual basis or during periods of high risks.
- c. Ensure that sufficient resources are available for health and safety in proportion to other business needs.

8. **Actions**

- a. Knowledge, skills or attitude gaps are to be met through either formal training or structured learning & development in the workplace.
- b. Training may be coordinated by the Risk Management Committee through the HR Department.
- c. All regional offices shall comply with the requirements of its Standards, Procedures and Work Instructions.
- d. Regional Head (or their delegated officer) to develop and implement operational & activity control documents (i.e. Procedures and Work Instructions) that, at a minimum, reflect the expectations & requirements of local law and client specifications. These controlling documents must always be in place for HSE-Critical Tasks.
- e. To be effective, Policies, Standards, Procedures and Work Instructions must be simple, unambiguous, understandable and relevant.

f. It is also important that Procedures and Work Instructions include measures aimed at improving HSE performance, in addition to controlling activities.

9. **Hazard Identification**. It is a basic requirement to identify hazards and adopt measures to minimize dangers. Procedures can be set for:-

- a. Land Transport (e.g. Safe Driving)
- b. Offices, Workshops and deployment areas
- c. Working in extreme temperatures
- d. Electricity and electrical equipment
- e. Use of energy, materials and resources
- f. Noise and Vibration
- g. Dust, Asbestos other respiratory hazards in the field
- h. Chemicals
- i. Mental fatigue
- j. Physical stress.

10. **Procedure**

- a. HSE Policy is incorporated in basic training of all employees
- b. 1xDedicated officer is available in all Regions
- c. A board of officer is detailed for testing the drivers capabilities and efficiency
- d. Medical officer conduct the proper medical examination including psychological tests.
- e. Offices are properly ventilated.
- f. Sewerage Systems of offices are properly working
- g. No loose wire is there.
- h. Smoking is prohibited in all offices
- i. Electrical Equipment is handled by qualified persons
- j. Security Surveys are conducted before deploying the guard force
- k. Proper SOP is formulated for lighting discipline
- l. No unattended heater is in the work places
- m. All electric boards and switches are in serviceable condition
- n. Accommodation is kept clean and sterile.
- o. Arrangements are made as per the weather requirements

- p. Fans are in working conditions
- q. Sanitation is properly done specially in living accommodation
- r. Food handlers are properly medically examined and use appropriate sanitation measures.
- s. Waste material is properly disposed off
- t. Proper uniform, personal protective gear and clothing is provided in hazardous and extreme weather conditions.
- u. Firefighting Equipment are placed in all required locations
- v. Emergency response and evacuation procedures conducted at all level
- w. Proper incidents reports are initiated and investigated for issues of concerns to all concerned
- x. Proper briefing are held in Muster parades
- y. Audit Team is carrying out the audit for implementation of HSE Policy
- z. Medical Examinations are done regularly
- aa. Clients Feed backs are receiving and analyzed for continual improvement
- bb. Assembly points and contact information are identified.

11. **Responsibility of Dedicated Officers.** This includes:

- a. Understanding the hazards of the workplace and HSE risks within their portfolio of responsibilities.
- b. Setting and following procedures and work instructions.
- c. Ensuring emergency response procedures are followed.
- d. Reporting all incidents, near misses and potential hazards.
- e. Ensuring all new employees, and employees changing jobs, are made fully aware of the hazards of their workplace, and the risk controls for which they hold responsibility.

12. **Responsibilities of Employees.** All employees will: -

- a. Take reasonable care of their own health and safety
- b. Consider the safety of other persons who may be affected by their acts
- c. Work in accordance with information and training provided;
- d. Immediately report unsafe conditions and hazardous defects in weapon and equipment, or shortcomings in existing safety arrangements to a responsible person

- e. Not undertake task for which authorization and/or training has not been given
- f. Cooperate with the Company so as to enable SMS to carry out its health and safety duties towards them.
- g. Report all workplace injuries to the OPCO, by telephone to the Control Room.
- h. Never put personnel in a situation that could cause injury to them.
- i. Inform any visitor / contractor under their control of emergency procedures and relevant hazards.
- j. Failure by any employee to comply with any aspect of the HSE Policy or procedures may result in disciplinary action. Serious breaches of the HSE Policy or procedures may be viewed as gross misconduct and may result in summary dissemination.
- k. Report health, safety and work environment concern to managers and or through the grievance and whistleblower mechanism.

