



DOCUMENT TITLE: SF QMS OHSAS Policy

DOCUMENT REFERENCE: SF/QMS/DEP/HSSE/POL

ISSUE NUMBER: 05

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CONFIDENTIAL



DOCUMENT TITLE: OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

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2. OCCUPATIONAL HEALTH & SAFETY POLICY

2.1. Introduction

In accordance with the requirements of the Occupational Safety and Health Act 2007 (Kenya), The Health & Safety at Work Act 1974 (UK) and Salama Fikira's objectives and vision for ensuring Occupational Health & Safety (OH&S), it is my duty as the Chief Executive Officer and Chair of the OH&S Board to ensure the aforementioned laws and visions are complied with by all Salama Fikira employees, contractors and interested parties. My arrangements to discharge this duty are detailed in this statement, signed and up to date copies of which are held by my nominated person.

2.2. Statement of Intent

I attach the highest importance to the Health, Safety and Welfare of all members of Salama Fikira including employees, contractors and interested parties who may be affected by our activities. I will ensure that we continually strive to achieve Salama Fikira's OH&S objectives, while complying with all relevant legislation's.

OH&S is an integral part of our business and accordingly require that it be fully embedded in all management systems and processes. Salama Fikira's occupational health and safety objectives are continual in identification and risk mitigation to an acceptable level. This is in order to maintain a safe and healthy working environment for all members of Salama Fikira, be they employees, contractors or interested parties.

I will ensure continual improvement in line with the organizations OH&S objectives. Health & Safety will be discussed at quarterly HSSE Committee meetings, annual refresher training, HSSE Newsletters, inductions and access to staff intranet.

This will be achieved by the formal implementation of Salama Fikira's OH&S Management Systems, which will be made available to all employees, contractors and interested parties and improved through the continual undertaking of risk assessments ensuring early identification of associated risks and the enforcement of adequate control measures to ensure an acceptably safe and healthy working environment, while all tasks will be monitored and reviewed in accordance with the OH&S Management System.

2.3. Commitment

At Salama Fikira, occupational health and safety of employees, contractors and any interested parties is our prime concern and most valuable objective. We are conscious of our responsibility for creating; maintaining and ensuring safe work practices and reducing the risks associated with health and safety hazards through application of technology, processes and safe work practices for sustainable development. We are committed to:

- Taking a proactive approach by identifying and reducing or eliminating risks and preventing ill health and injury rather than reacting to incidents and accidents.



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- Following safe works practices and continually improving the effectiveness of our OSM System and best practices.
- Creating a safe and healthy work environment through company initiatives including seamless communication and teamwork, thereby increasing OH&S awareness throughout the organisation.
- Complying with all applicable legal and OH&S requirements as well as taking any additional measures considered necessary to improve Salama Fikira's overall OH&S standards.
- Preserving the Health & Safety of the wider environment and workplaces utilised by Salama Fikira employees, contractors and interested parties, on land or at sea.
- Ensure that all Salama Fikira operations, be it at sea, on land or in the air is executed to an acceptable level of risk, thereby ensuring the health and safety of all affected personnel.
- Implementing training standards and regimes to raise the overall awareness within the organisation and of all interested parties.

2.4. Management

I have appointed a company Health and Safety representative employed by me, to act, as the competent person regarding all OH&S matters. In turn, the Salama Fikira Senior Leadership Team has appointed and nominated an HSSE Committee. Meetings are to be held on a quarterly basis and as and when required. The Heads of each department have been charged with the health and safety of their department and are over seen by the health and safety representative. The health and safety representative and any employee, contractor or interested party is encouraged to liaise directly with their head of department, the health and safety representative or directly with senior management concerning any matters relating to health and safety in the workplace.

Health and Safety performance will be captured on a monthly basis and audited internally within the organisation by the health and safety representative and department heads on a quarterly basis and, externally, annually or at their discretion. Measurable targets will be set and incorporated into the action plan and reviewed at each health and safety committee meeting in order to ensure development.

Annually, the health and safety committee will collate and review health and safety information on a year by year basis and then subsequently set objectives for the following year in order to continually make improvements and implement new standards where necessary.

2.5. Employees, Contractors & Interested Parties

Every employee, contractor and interested party has a duty to read and understand all company OH&S policies and to ensure they carry out their actions in a safe and healthy manner and do not endanger themselves or others by their acts or omissions and to protect both the immediate and wider environment from any adverse effect resulting from



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their actions. They also have a duty to comply with any arrangements put in place by the organisation to ensure their safety. This responsibility will be included in any pre-task paperwork and made readily available to all employees.

Employees, contractors and interested parties are encouraged, and authorised to stop work any time they see any potential risks and are to liaise directly with their head of department, the health and safety representative or directly with senior management with any matters relating to health and safety in the workplace.

2.6. Policy Implementation

All Salama Fikira employees, contractors and interested parties are required to undergo an OH&S Policy briefing on joining, visiting or otherwise dealing with the organisation on or within the companies scope of work environments. Implementation of the OH&S Management System and the OH&S Policy on a day-to-day basis is the responsibility of the Salama Fikira management at all levels and achieved through ensuring that respective personnel understand and comply with the OH&S Policy and comply with company OHSAS documents. Health and safety, ultimately is the responsibility of every individual and achieved through mutual assistance, communication and teamwork.

The OH&S Policy will be displayed in prime locations, conveyed to all Salama Fikira personnel and uploaded to the company website for public viewing. The policy will be reviewed and amended as necessary by the health and safety committee, ensuring operational suitability on an annual basis, or any other necessary occasion, whichever comes first.

Signed:

Date: 3rd November 2017

**Conrad Thorpe OBE
CEO Salama Fikira**