

- Parque Industrial de Beluluane Zona Franca Lote 24
- Tel: 84 266 8365; 82 998 3916Email: info@belutecnica.co.mz
- www.belutecnica.co.mz
- Nuit: 400444803
  - Boane, Maputo Moçambique

## HSE POLICY





BELUTÉCNICA, S.A. gives the greatest value to the prevention of all and any type of loss or damage, in particular to those concerning the environment and the health and safety of employees.

Established in November 2018, BELUTÉCNICA's Executive SHE and Integrated Management System Committee, comprises +20 members, where all are at management level. Our policy details the management involvement within SHE activities, explicitly outlines the objectives, targets and responsibilities of every one. This policy is communicated to the employees and the contractors during the meetings and is fixed in all our information boards to be readily available for any one.

This plan ensures that all employees:

- Know what to do so that their activities do not result in risks to their own and their colleague's health and safety, as well as damage to the environment. Every employee will be properly trained to participate in achieving this goal.
- Have adequate resources and equipment.
- Be able to evaluate the impact of their activities on men and on the environment.
- Be capable of taking preventive and corrective actions when deviation from the defined standards occurs.

Employees must know, promote and engage in the implementation of the policy and guide themselves by the principles on which the policy is based on. The participation of each individual and the cooperation between the BELUTÉCNICA, S.A. employees must guarantee that the ideal occupational health and safety conditions are reached and losses are minimized.







ISO 45001 & ISO 14001- Occupational health and safety, as well as the environment is the backbone of our management system. Moreover, since SHE management is embedded in our rolling strategic goals, it is also measured in our annual general strategic meetings where it is assessed against SADC Excellence Model for Business Excellence.



#### SAFETY INDUCTION



Before initiating any activity, every new employee or contractor undertakes our integrated general induction, in which SHE is one of the programmes. After theoretical SHE induction a test, which requires a pass mark, is undertaken.

# SAFETY TOOL BOX TALKS



Embedded in our culture, daily tool box talks are held with the presence of operations, weekly safety review meetings are held to discuss open safety occurrences and specific topics in line with our annual plan, where attendance is compulsory for both operational and management staff.





### RED & GREEN CARDS

Every BELUTÉCNICA employee carries a Green & Red Card, giving her/him the utmost authority, with signature of the CEO himself, to STOP any unsafe act and CONGRATULATE good safety behaviour.

PPE & PPC Compliance



We have a written PPE procedure which details how we do the PPE management for all our employees;

Daily inspections and records are done to make sure that the employees are safe.

Training programs takes are implemented for this situation.





#### WASTE MANAGEMENT

All the waste generated in the areas of work must be placed in appropriate containers. As soon as these containers are full, they must be removed to the areas from where they can be properly disposed of. It is essential that the residues are separated at the source in order to avoid contamination and to facilitate recycling. Regular inspections to the referred areas will be carried out by the supervisors. All the deviation from the procedures must be reported, investigated and documented. Everyone must know where the areas of disposal are located. In order to avoid incidents, employees must be informed of the physical and chemical properties of the substances they are handling, and must be trained in handling methods.





The emergency plan provides emergency procedures and guidelines that in the case of an emergency, personnel will be able to act swiftly and decisively, protecting the health and safety of employees and assets or the environment.

Apart from natural disasters, unavoidable incidents and deliberate attacks, all efforts are directed at the prevention of any emergency prior to it occurring. The success rate of containing any emergency will always depend on how well prepared a team is when an emergency occurs. It is thus extremely important that every emergency committee member and every single person on the Construction Site, as far as reasonably practicable, is familiar with the contents of the emergency document. Regular practice of evacuation drills are conducted to ensure that all personnel is aware of evacuation routes and assembly points and what to do in case of emergency.



INCIDENT MANAGEMENT



All incidents will be recorded and investigated to prevent possible future recurrence. Incident Notification and Investigation (RII) status will be divided into four categories.

- Open Investigation has commenced
- Complete Research has been completed and recommendations to prevent recurrence have been documented
- Approved Area Director and Superintendent have already approved the proposed corrective/preventive measures
- Closed The CEO officially closes the investigation after corrective measures have been implemented.

All BELUTECNICA, SA employees or Contractors who are involved in any potential or recent workplace incident which, in the opinion of the investigator, is the result of drug or alcohol use will be subject to disciplinary action in accordance with the law, with the procedures in place in the company.





I CARE is a selfaffirmation that you care about the work that vou are currently doing, and how it affects the safety and productivity of every colleague. As you read this, you are assuring that you will not put your colleagues in any harm, and you will stop any unsafe work immediately.

This is your 1st **BELUTÉCNICA** Safety Promise.

I PLAN MY TOOLS is a helpful reminder that before performing any task, you would have considered the selection and use of all tools and equipment, their layout/segregation, their guarding, and their maintenance status. After reading this you should not only postpone your task if you have not planned your tools properly, but should you see the need, also intervene if you suspect that a colleague has not done their thorough planning. This is your 2nd BELUTÉCNICA Safety

Promise.

#### **□ I PLAN MY TOOLS □ □ I PLAN MY WORK**

I PLAN MY WORK is an affirmation to you and those around vou, that you have thoroughly planned what you are going to do. It is an affirmation that you have analysed the facility design and the operations and maintenance plan of the workplace, and that you have considered your chosen team members' qualifications, experience, training, coaching and accountabilities, before they were assigned to do the job. This is your 3rd **BELUTÉCNICA** Safety Promise.

#### ASSESS RISKS

I ASSESS RISKS is selfaffirmation that you have exhaustively analysed all possible risks in the area where you going to operate, using all available tools at your disposal. By carrying on, it is an assurance that you have first done your Risk Management Plan according to do information in your Method Statement. followed by a Risk Assessment in the area that you are going to operate.

This is your 4th **BELUTÉCNICA** Safety Promise.