

# SAJA ENERGY HEALTH & SAFETY POLICY

## 1 Policy brief & purpose

Our Health and Safety Policy helps us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Saja Energy is committed to following legal standards and creating a hazard-free workplace. Saja Energy recognizes and accepts its responsibilities to:

- Provide and maintain a safe and healthy place of work
- Provide adequate information, instruction, training and supervision
- Provide and maintain plant and equipment and safe systems of work
- Ensure safe access to and from the places of work
- Work to prevent accidents and work related ill health

## 2 Scope

This Health and Safety Policy applies to all prospective and current employees of the company as well as contractors and consultants.

## 3 General Health & Safety Responsibilities

### 3.1 Management Responsibilities

It is management's responsibility to ensure that sufficient resources are made available to all staff to ensure that work can be carried out safely and that customers' needs are met without compromising safety. These duties include:

- ☞ Providing safety training to our workers and monitoring activities to ensure safe work practices are always followed.
- ☞ Providing personal protective equipment (PPE) and training in its use to all our team as required as per our [PPE Policy](#) and [Procedure](#).
- ☞ Providing sufficient resources to maintain all equipment to the required safety standards and immediately attend to repairs where safety is compromised.
- ☞ Maintaining records and systems so that safety information is available to employees.
- ☞ Providing feedback from accident and incident investigations so that learning from mistakes is available to our team as per our [Incident Investigation Procedure](#).
- ☞ Where necessary, making pre-assessment and pre-communication checks of clients and sites and feeding that information back into a risk/hazard assessment.
- ☞ Providing opportunities for workers to contribute to and effectively reinforce health, safety & environmental positive behaviour.
- ☞ Ensuring that adequate resources and equipment is made available so that our team can carry out their duties safely.
- ☞ Having active management systems in place to provide the information that our customers and government agencies require.
- ☞ Watching out for visitors and keeping them safe. They may not be aware of the hazards and risks of our sites.

### 3.2 Employee Responsibilities

Each individual member of the team plays a key role in planning and ensuring that work is carried out safely. At no time are employees to put themselves or others at risk of injury by compromising safety standards. If in doubt about any safety issue, stop and get advice.



- ☞ Always follow all Risk Assessments, Job Hazard Analysis (JHAs), written procedures and policies as per our [Hazard Identification and Assessment Procedure](#).
- ☞ Always put in place all controls identified in the [Hazard Identification Register](#).
- ☞ STOP and assess hazards when entering a new site and document these hazards. All employees are empowered to and have the responsibility to utilise Stop Work Authority whenever there is a doubt about the risk of an activity and bring that concern to his/her Supervisor's attention..
- ☞ Comply with the [Permit to Work](#) system.
- ☞ Implement your [STOP WORK authority](#).
- ☞ Never operate any equipment unless signed off as trained on that equipment.
- ☞ Always attend [toolbox talks](#) and meetings as required by the company. Don't be shy to call a meeting if you see the need or see any issues.
- ☞ Always complete checks you are assigned to complete.
- ☞ Alcohol and drugs are forbidden.
- ☞ Stay familiar with safety systems and participate in company safety programmes in alignment with our [Safety Meetings Policy](#) and [Safety Incentive Program](#).
- ☞ Wear your [PPE](#) equipment, use correctly and store appropriately.
- ☞ [Report all accidents](#), even minor ones or ones that caused no injury as per our [Incident reporting procedure](#).
- ☞ If you identify a workplace hazard, [complete a hazard report](#) for further investigation by the Safety Officer.
- ☞ Speak up if you think your concerns are not being heard.

### 3.3 Contractor Responsibilities

All contractors must follow the site safety rules and demonstrate competency prior to undertaking their scope of work. At no time are contractors to put themselves or others at risk of injury by compromising safety standards. If in doubt about any safety issue, stop and get advice.

- ☞ Comply with all safety rules, policies, procedures and legislation.
- ☞ Ensure their insurance cover is adequate for the contracted cope of work.
- ☞ Implement their STOP Work authority.
- ☞ Comply with the Permit to Work system.
- ☞ Seek approval and Provide Safety Data Sheets for any hazardous materials prior to them being brought onto site
- ☞ Liaise with the Safety Officer to ensure adequate controls are in place prior to using any approved hazardous materials.
- ☞ Conduct toolbox talks and meetings as required by the company. Don't be shy to call a meeting if you see the need or see any issues.
- ☞ Always complete checks you are assigned to complete.
- ☞ Alcohol and drugs are forbidden.
- ☞ Conduct Job Hazard assessment prior to conducting scope of work and liaise with Safety Officer to ensure adequate controls are in place and suitable PPE is used.
- ☞ Report all accidents, even minor ones or ones that caused no injury.
- ☞ Speak up if you think your concerns are not being heard.
- ☞ Assist in incident investigations where applicable.

### 3.4 Safety Officer Responsibilities

The company Safety Officer will be responsible for the day-to-day management of the safety program. The Safety Officer will assist the company in remaining in compliance with all applicable health and safety regulations.

- ☞ Identify and coordinate training sessions to ensure that all employees are equipped with the needed safety skills and knowledge.



- ☞ Conduct [safety inductions](#).
- ☞ Issue and maintain PPE and train employees on correct use of PPE.
- ☞ Maintain hazardous substances register and ensure all safety data sheets are recorded, required PPE is used and employees are trained on spills response.
- ☞ Ensure that any personnel handling chemicals are familiar with the handling requirements, use, exposure risks, preventative measures and response requirements to exposure as directed by the [safety data sheets](#).
- ☞ Conduct risk assessments and job hazard assessments and maintain the records. Ensure all employees are aware of all associated hazards and that adequate control are in place prior to conducting the work.
- ☞ Perform inspections of jobsites and facilities and take appropriate actions to correct any deviations or deficiencies relating to safety on the job.
- ☞ Investigate potential hazards or complaints.
- ☞ Report injuries, spills, unsafe acts, near misses and incidents immediately.
- ☞ Lead and conduct toolbox talks.
- ☞ Assist in incident investigations.

## 4 Preventative Action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions. Saja Energy will conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We will establish preventative measures accordingly. Potential threats and dangerous situations include but are not limited to:

- Performing tasks on heights, scaffolds, ladders and other unsteady structures
- Chemical substances (toxic, flammable etc.)
- Operating dangerous equipment
- Slippery or uneven surfaces
- Electrical infrastructure
- Noise/temperature
- Quality of air

Saja Energy will take the following preventative measures:

- We will provide personal protective equipment (PPE) such as hard hats, safety boots, gloves, safety glasses in alignment with our [PPE Policy](#).
- Inspectors and quality control employees will inspect equipment and infrastructure regularly
- We will conduct employee training sessions in health & safety standards and procedures.
- All highly dangerous job tasks require at least two employees to be present
- Exposure to chemicals will not exceed a certain time limit which will be monitored by the Safety Officer and Senior Staff member.
- Employees who do repairs or cleaning need to put up caution signs
- We will prohibit smoking indoors and as outlined within our [No Smoking Policy](#).
- We will enforce a substance abuse policy to protect employees from colleagues' misconduct.

## 5 Emergency Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion in alignment with our [Emergency Situations procedure](#). These depend on human error or natural forces. Saja Energy's emergency management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected by the Safety Officer.
- Fire extinguishers and other fire protection equipment that are easily accessible and regularly inspected by the Safety Officer.
- An [emergency response plan](#).



- Fire escapes and safety exits that are clearly indicated and safe
- Fully-stocked first-aid kits at convenient locations
- Fire drills and emergency evacuations scheduled periodically.

## 6 Additional measures

Saja Energy will also keep abreast of changes and try to promote health and safety actively. We will:

- Update our policy according to changes in occupational health and safety legislation.
- Use incentive actions for health & safety (e.g. presenting safe employee awards through our [Safety Star incentive program](#))
- Analyze past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.
- Revise work procedures to make them safer.

## 7 Disciplinary Consequences

Every team leader is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they don't. Saja Energy will take disciplinary action that may extend to termination when employees consistently disregard health and safety rules.

It is everyone's responsibility to contribute to a healthy and safe workplace.

This Policy has been approved & authorised by:

Name: Paul Day  
Position: CEO  
Date: 30<sup>th</sup> April 2025

Signature: