# 

# Hawk Security Services Ltd.

# Health, Safety and Environment Policy

**Document Number: HSSL-HSE001**

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## Purpose

The purpose of this Health and Safety (HSE) Plan is to:

* + Provide a statement of the Hawk Security services Limited (HSSL) aspired level of Health and Safety performance and how this will be reached over the current year.
  + Document the Health and Safety objectives, targets, key performance indicators, improvement plans, audits and communication initiatives.

## Scope

This annual Health and Safety plan is issued as a part of the HSSL Health and Safety Management System. This plan covers all activities undertaken by HSSL.

## Responsibilities

**Owner**

The Owner of this HSE Plan is the Director, who has the collective responsibility for:

* Approving and endorsing the HSE Plan.
* Ensuring that resources are available to execute the HSE Plan
* Monitoring implementation of the HSE Plan and initiating corrective action where necessary.

**Custodian**

The Custodian of the plan is the Operations Manager who has the responsibility for:

* Developing the plan.
* Reporting status of implementation of the HSE Plan and the need for adjustments
* Ensuring that employees are competent and adequately trained to discharge their defined HSE responsibilities;
* Ensuring employees under their control discharge their defined HSE responsibilities;
* Ensuring that they, and all employees under their direction, adhere to the HSE policy and procedure

**Implementer**

The Implementers of the plan are the Supervisors who have the responsibility for:

* Carrying out pre contract site health, safety and welfare assessments;
* Ensuring risk assessments, welfare arrangements and emergency procedures are defined in assignment instructions;
* Ensuring employees are provided with information, training and supervision as necessary to work safely;
* Undertaking site inspections to ensure assignment instructions are being adhered to;
* Consulting with Security Officers on safety matters;
* Undertaking accident investigations of all incidents with the potential for serious injury;
* Ensuring that they and all employees under their direction adhere to the safety policy and procedures;
* Reporting to the Operations Manager any areas where the effectiveness of the safety policy and procedures could be improved.

**All HSSL Employees**

All Employees are responsible for;

* Co-operating in health and safety inspections, risk assessments and accident investigations as required;
* Attending training courses as and when required;
* Following the HSE procedures;
* Undertaking their work in a safe manner in accordance with instructions and training provided;
* Reporting any unsafe occurrences by notifying their Supervisor/ Operations Manager as appropriate.

## HSE Management System

HSSL HSE management system is summaries in the following diagram:

HSSL commitment to Health, safety and environmental issues comes from the top of our organization down through management leadership and commitment to best practices in all Health, Safety and environmental aspects of our operations. This commitment is translated into an embedded HSE aware organizational culture through the HSE training and development program and clear communication. The HSE training given to our staff is continuously supported through supervision and monitoring of the implementation of our policies. Feedback and reporting form an integral part of the HSE management system; they are the mechanism from which areas of improvement are highlighted and new initiatives and strategies can be put in place to ensure continuous improvement year by year.

## HSSL HSE Core Values

These statements reflect our HSE core values.

* No harm to People
* No damage to Property
* No harm to the Environment

## HSSL HSE Policy Statement

Hawk Security Services Limited recognises its obligation to take all reasonable precautions to provide and maintain, so far as practicable, an environment that is safe and without risk to health for employees, clients and those they are tasked to protect.

HSSL will undertake assessments of risks and instigate arrangements that, so far as is reasonably practicable, ensure;

* Places of work are maintained in a safe condition;
* Working environments are safe and without risk to health
* Work equipment and systems of work are safe and without risk to health
* Adequate welfare facilities are provided;
* Information, instruction, training and supervision are provided to ensure the health and safety of its employees and that of persons who may be affected by their work activities

## HSSL HSE Policy Commitments

This policy calls for continuous improvement of Health, Safety and Environmental management performance and activities and is committed to:

* The health, safety and welfare, as far as is practicable of our staff and others who work under our control.
* Complying with all applicable laws and regulations.
* The identification and minimization of risks of injury and hazards to health for all who are affected by the Organization’s activities.
* Provide and maintain plant, equipment and systems of work that are safe, without risks to health, minimize environmental impact and sustain continuity of operation.
* Taking due care to ensure that activities are safe for employees, associates and subcontractors and others who come into contact with our work and that appropriate safety training and supervision is provided to all employees so they may carry out their work safely.
* Train our staff in understanding their responsibilities in Health, Safety and Environmental matters.
* Ensuring the safe and secure handling, storage and transport of equipment, product and substances is safe and without risk.
* Ensuring safe access and egress are maintained to all sites within our responsibility and that high standards of housekeeping are maintained.
* Ensuring the workplace environment is safe and healthy with adequate welfare facilities provided for our employees.
* Preventing pollution.
* Work closely with our customers and suppliers to establish the highest Health, Safety and Environmental standards.
* Consult with staff on the company's Health and Safety and provide them with the appropriate authority and responsibility to implement the Health and Safety requirements throughout its operations.

## Accidents

**Recording Accidents**

In the event of an accident at work all HSSL employees should seek assistance from a first aider/ appointed person and record the accident in the accident book. Security Officers should comply with the client’s arrangements for accident recording and investigation and follow company procedures so that the accident can also be recorded in the HSSL Accident Book. Completed accident reports should be removed from the Accident Book and filed confidentially.

**Accident and Incident Investigation**

Accidents and incident investigation reports should then be passed on to the appropriate Supervisor, who should record details of the investigation and the action necessary to prevent a recurrence. The form should then be sent to the Operations Manager who will sign off the form, if satisfied with the investigation, or will require further action to be taken. Supervisors should ensure they have received reports for all incidents entered in the accident book on a regular basis.

**Accident Reporting**

The Operations Manager and Supervisors are responsible for reporting all notifiable incidents involving their employees to the Director. This includes reportable accidents involving HSSL Security personnel or HSSL subcontractors on clients premises. The accident investigation report and any witness statements or other documentation relating to the investigation should be sent to the Operations Manager. A record should be maintained of all reports made to the Operations Manager.

Fatal accidents and those resulting in major injuries must be reported immediately to HSSL Director.

* Fracture, other than to the fingers, thumbs or toes, (includes a break, crack or chip).
* Any amputation (traumatic or surgical).
* Dislocation of the shoulder, hip, knee or spine.
* Loss of sight (temporary or permanent).
* A chemical or hot metal burn or penetrating injury to the eye.
* Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation.
* Acute illness requiring medical treatment after uptake of any substance as a result of inhalation, ingestion, or absorption
* Any other injury leading to hypothermia, heat induced illness or to unconsciousness, requiring resuscitation, or requiring admittance to hospital for more than 24 hours
* Work related diseases, dangerous occurrences and accidents resulting in employees being unable to carry out their normal work for more than 3 days.
* Supervisors should be advised immediately of any accident or incident that is likely to require reporting to the enforcing authority.

## Consultation

Supervisors are responsible for consulting with their employees on a day to day basis. On client sites, health, safety and environment issues can be raised directly with the Client or with the Supervisor. The clients contact for health and safety should be specified in the assignment instructions.

If an employee is not satisfied with the response from their Supervisor or client representative on a health and safety matter they should raise it with the Operations Manager. Security personnel should record any safety concerns or recommendations for improvements in the Daily Log Book

## Fire

**Risk Assessment**

Supervisors are responsible for ensuring a fire risk assessment is carried out for all locations. Fire risk assessments should be undertaken to ensure the effectiveness of the fire safety arrangements. The fire risk assessment should define the arrangements and requirements for ensuring adequate provision of fire prevention and detection systems, firefighting equipment, provision of training and information and the maintenance of installations and equipment provided for the purposes of detection and firefighting. Particular consideration should also be given to issues such as hazardous or dangerous substances and young persons. The arrangements for fire safety on contract sites are reviewed by Supervisors during the site risk assessment and specified in the assignment instructions.

The significant findings of the fire risk assessment, along with any specific fire training deemed necessary, should be provided to employees and the provision of such information and training recorded. Records should be signed by the employees to confirm they have received and understood the information and training provided.

Risk assessments should be reviewed prior to any significant changes to ensure such changes will not increase the risks to an unacceptable level.

**Fire Evacuation Procedures**

Formal fire evacuation procedures should be displayed in all premises occupied by HSSL employees. The procedures should detail the means of raising the alarm; the means of escape from the building and the designated fire muster points.

On discovery of fire staff should raise the alarm and evacuate the danger area. From a position of safety the fire service should be called. Upon hearing the alarm, staff should turn off the equipment they are using and evacuate the building using the quickest available means.

During a fire evacuation no attempt should be made to use an elevator. No persons should re-enter the building until told to do so by the Client.

## Personal Protective Equipment

All personal protective equipment (PPE) shall be provided, utilized and maintained in a sanitary and reliable condition whenever deemed necessary by reason of hazards, processes or environment.

This policy applies to all employees who by nature of their job function have the potential to be exposed to chemical, physical, radiological or biological hazards which can cause illness, injury or impairment to any part of the body through absorption, inhalation, or physical contact

Immediate Supervisors are responsible for:

* Ensuring PPE is available and provided as required
* Ensuring PPE is being used by each affected employee during all job tasks which require such protection
* Conducting specific hazard assessments for personal protective equipment where necessary or upon request

Operations Coordinators are responsible for:

* Assessing the workplace to determine if hazards are present, or are likely to be present, which necessitates the use of PPE
* Communicating selection decisions to each affected employee and supervisor
* Selecting and recommending PPE that properly fits each affected employee
* Providing training in the proper use and care of PPE
* Documenting aforementioned hazard assessment components
* Documenting purchase and distribution of all PPE

Security personnel are responsible for:

* Inspecting all PPE prior to its use
* Wearing PPE upon the direction of their immediate supervisor
* Participating in mandatory training
* Notifying their supervisor when new PPE is necessary
* Contacting an Operations Coordinator when a hazard or process has changed which may render previously used PPE ineffective
* Notifying their supervisor of any changes which might impact the type of PPE they utilize

## Housekeeping

All HSSL personnel must maintain a well-kept, clean and tidy work space and environment. Housekeeping encompasses all activities related to the cleanliness of facilities, materials, and equipment, as well as the elimination of nonessential materials and hazardous conditions. All employees must work towards maintaining their respective workplace in a clean and orderly manner. Poor housekeeping is a major contributor to occupational injuries and illness.

Good housekeeping guidelines include keeping aisles and stairways free from clutter, cleaning spills, minimizing combustibles in workplace and storage areas, and keeping all exits free from obstructions.

If items are taken out and used they must be put away and secured as soon as possible thereafter. All personnel must take care not to leave items in dangerous positions that may lead to a trip, slip or fall from height hazard.

## Waste Disposal

Waste management is the collection, transport, processing, recycling or disposal of waste materials. All HSSL personnel must comply with all waste control policies at the various work locations. Security personnel must ensure that they follow the specific instructions for disposal of the various categories of waste such as recyclable waste and hazardous waste. Security personnel maybe required to monitor the disposal of waste by sub-contractors and in this endeavour specific training will be provided.

HSSL is committed to ensuring that we comply with all waste disposal regulations and best practice. HSSL strives to incur zero pollution and zero damage to environment throughout its operations.

## Monitoring

All HSSL employees are responsible for implementing the requirements of the policy and monitoring adherence to systems of work and assignment instructions, in respect of the areas and activities under their control. Supervisors should undertake internal audits of the implementation of the defined safety arrangements at all work locations, using a checklist to record the findings. The checklist is sent to and reviewed by the Operations Manager on an annual basis.

## Training

Security Officers are provided with a three-day on-site induction and training. This training covers the HSSL health and safety policy, generic risk assessments and arrangements for providing site specific health and safety information.

All officers are provided with local induction training. This training covers the HSSL HSE policy, the local emergency arrangements and risk assessments applicable to their place of work. The training also covers the main requirements of criminal and civil law for health and safety.

Supervisors are provided with general risk assessment training. This training provides Supervisors with the skills they need to identify hazards, quantify risk and introduce control measures necessary to reduce risks to an acceptable level.

Training is conducted at appropriate intervals throughout the year and always following the introduction of new working sites or installation of new equipment or significant alteration to the existing systems of work. The provision of all information and training is recorded to confirm that it has been provided and understood. In addition, all officers receive “Site Specific Training” on all matters relevant to the location to which they are assigned. Please refer to the following document for further details on the training program: HSSL-TP001- HSSL Training Plan

## Fit to Work Policy

HSSL is committed to providing and maintaining a safe and healthy working environment in which our employees are not exposed to hazards arising from fatigue, stress or use of alcohol and drugs.

Our officers may be required to undergo a medical examination by a company appointed physician and successfully pass same as a condition of confirmation of employment. When reporting for work, our personnel must be fit work, this includes being medically and mentally fit as well as properly rested, to ensure that they can perform their duties in a safe and efficient manner.

Our staff are required to disclose any known terminal illness or latent illness/injury during your medical examination as failure to divulge any such information would result in immediate termination as any future finding of same shall constitute a failure to advise HSSL.

If any employee has been on sick leave they must produce and submit to Human Resources department a ‘Fit to Work’ certificate from a Doctor stating that they are physically fit to resume working.

## Drug and Alcohol Policy

HSSL reserves the right to conduct random or routine drug testing on a regular basis. If selected, an employee will be required to go to our nearest preferred Lab and get tested on the day of selection. If they fail their drug test they will face disciplinary action including dismissal.

The drugs that may be routinely screened for include any or all the following:

* Alcohol
* Amphetamines (AMP/0
* Cocaine (COC)
* Opiates (2000)
* Phencyclidine (PCP)
* Barbiturates (BAR)
* Methadone (MTD)
* Methylenedioxymethamphetamine (ecstasy)
* Marijuana/ Cannabinoids (THC)
* Benzodiazepines (BZO)
* Methamphetamine (MAMP)

All employees agree to this random testing as part of their employment contract terms and conditions.