

	HR POLICY MANUAL		
	Health & Safety Policy	DOCUMENT No: HR 16	REF No: HR/2024/16 REVISION DATE: 01/Feb/24

1. Policy Statement

Uga Escapes (Private) Limited is committed to ensuring the health, safety and welfare of all employees, community members, contractors, visitors, and other stakeholders involved in our business operations.

While the Management of Uga will endeavour to take every reasonable step to ensure the health and safety of its employees, it also recognises that every employee / third party contractor has to take good care of themselves, fellow employees and our valued guests.

2. Core Principles

- A.** To ensure thorough risk assessments on all activities and locations are reviewed and hazards either removed or controlled to enable safe working conditions.
- B.** To ensure that all equipment & machinery provided is safe, fit for purpose and suitably maintained.
- C.** To ensure staff are trained to carry out their day to day operations with the appropriate information and supervision that allows them to function in their tasks in a safe manner.
- D.** To ensure regular health and safety meetings are held to achieve an adequate level of compliance.
- E.** To investigate all accidents and develop action plans to prevent recurrences.

3. Safety & Personal Protective Equipment

All employees must use Safety & Personal Protective Equipment provided by the company at all required times.

This would include and is not limited to;

- Steel-toed boots
- Safety Gloves
- Hard Hats
- Personal fall protection systems
- Food safety gloves
- Nonslip shoes
- Workboots

All those provided with Safety equipment should inspect them for wear damage and deterioration before each use and inform their head of the Department of any equipment that requires replacement. Defective components should be removed from the service.

4. Fall Protection Plan

The following fall protection systems should be used where there is a risk of falling from 1.8 meters / 6 feet or more. In addition, it is recommended to wear safety helmets and steel-toed boots even in places less than 1.8 meters where there is a fall hazard.

- Personal fall arrest systems, including anchorage connectors body belts/harnesses, should be rigged so that an employee can neither free fall more than 1.8 meters nor contact any lower level. In addition, all fall arrest systems should be inspected before each use for wear damage and deterioration. Defective components should be removed from service.
- When no other fall protection has been implemented, a competent person should be appointed to monitor the safety of workers. The person should be competent in recognising fall hazards, capable of warning workers, and detecting unsafe work practices.
- Only proper ladders in good condition should be used. The correct surface grade and load rating should be checked. In addition to this, the ladder should be inspected before every use. Defective ladders should be repaired or removed from service.

5. Hazardous Materials Management

The following guidelines are to be followed when managing hazardous materials;

5.1 Procurement

- Only authorised employees are permitted to order hazardous materials.
- Purchase orders for hazardous materials should not be raised through unofficial communication. (telephone call/message/word of mouth) If the material ordering system is offline or inaccessible due to technical failures or other technical reasons, the order may be placed via an email or an official document with the relevant authorisation.

5.2 Storage

- All the hazardous material will be stored in appropriate “flammable material” storage cabinets until they are used and returned for safekeeping after use.
- If the material is not used immediately, it shall be stored by following the manufacturer's safety data sheet or label warnings.

5.3 Usage

- Training in Hazardous waste is required for all individuals involved with hazardous waste in their work, and it is the responsibility of the Head of Department to ensure such training is provided to the respective staff members.
- Any individual who is required to handle or use hazardous materials and has not received the required training shall notify the department head before using any hazardous material.
- The relevant head of the Department should manage all the training records on the handling of hazardous material. The information in the document will include the course, date attended, and subsequent training date (if applicable).
- Before using any hazardous material, the user must read and understand the hazardous material Safety Data Sheet (SDS) associated with that particular material.
- Any person handling or using the hazardous material shall use the personal protective equipment noted in the SDS or the hazardous emergency instructions report.

5.4 Disposal Of Empty Hazardous Material Containers

- All contents of hazardous material containers should be fully utilized before disposal.
- The container will be considered empty only if the standard procedure for the removal of hazardous material contents by pouring / scooping it out has been carried out.
- Empty containers should be discarded as per the instructions on the SDS. All the details of these disposals will be updated in the hazardous waste record report and the disposal requirement report.
- Any hazardous material deemed unacceptable for future use or is identified as excess material without a future need will be declared hazardous waste by an attachment of the appropriate hazardous waste label and managed according to the resort Hazardous Waste Management procedure.

6. Food Handler's Certification

- All staff handling food will be required to have a valid food handlers' certificate, which has been obtained within a year to date at the point of recruitment.
- After recruitment, all food handling staff will be required to obtain a food handler's certificate on an annual basis as scheduled by the company.
- Ensuring compliance will fall under the purview of the Head of Department.
- Copies of food handling certificates should be included in the personal file for all food handling staff.

7. Health & Safety

7.1 Types of Health & Safety Violations

All work, public and guest areas should be inspected for any occupational health & safety risks & violations to ensure a safe environment. Violations can include and are not limited to;

- Improperly maintained machinery
- Improper usage of hazardous material
- Damaged & Deteriorated safety and personal protective gear
- Unsafe work practices / improper form and usage of utensils/equipment
- Unattended spills & leaks
- Wet & slippery floors and surfaces
- Exposed cords & wires
- Unstable work surfaces
- Uneven floors
- Loose rugs
- Cluttered areas and unsafe storage of items
- Exposed sharp objects
- Improper lighting

Such violations can be categorised into the following key violation areas;

- A. Accident – An undesired event that results in harm to people
- B. Incident – An unsafe act, unsafe condition, near miss or an accident that results in harm to the environment or damage to property
- C. Dangerous Act – Behaviour that is inconsistent with accepted standards of safety
- D. Unsafe Condition – A condition that is inconsistent with official standards of safety
- E. Near Miss – An undesired event which under slightly different circumstances could have resulted in harm to people, the environment or damage to property

7.2 Areas of Responsibility

The areas of responsibility will be as follows;

Area	Responsible Department
Kitchen & Kitchen utensils	Kitchen Department
F & B work area & utensils	Food & Beverage Team
Lobby Area	Front Office
Guest Rooms & Guest Areas	Housekeeping
Gardens and property areas	Engineering & Gardening
Engineering work areas	Engineering
Machinery	Engineering
Staff Accommodation	Engineering & Human Resources

Table 1: Health & Safety Purview

- All work areas should be duly inspected before the workday by all rostered staff and the responsible HOD.
- All machinery should be checked, and the Head of Department should complete all preventive maintenance.
- Bi-weekly Health & Safety audits should take place in all work areas. The Health & Safety audit team should include the Executive Grade Employees in the following departments; Human Resources, Engineering and the respective Head of Department / Assistant Head of Department responsible for the respective area.
- All violations should be duly corrected within the time recommended by the Health & Safety audit team. Any repetition within three months will result in disciplinary action under the Uga disciplinary policy.

7.3 Reporting Health & Safety Violations

All employees must help nurture a safe environment. Therefore, all health & safety violations should duly be reported to the respective duty manager and the Human Resources representative, who will be responsible for initiating the investigation process.

7.4 Investigation

- All incidents/accidents should be immediately brought to the attention of the property's General Manager, who in turn will engage the Health & Safety audit team to conduct an inquiry. Failure to notify the management/attempt to suppress any incident or accident will result in strict disciplinary action.
- All incidents, including those which do not result in any injury/damage to property, should be investigated by the Health & Safety audit team immediately after the occurrence.
- All incidents should be informed to the General Manager immediately.
- The Head of Department will complete the investigation, and the findings should be presented to the General Manager in a report form, and a copy of it should be filed with the HR Department.
- All incidents are to be discussed at the morning briefing.

- The investigation report should include the following;

Accident Investigation Report	Incident Investigation Report
<ul style="list-style-type: none"> • Gravity of Accident • Person Injured • Time & Place of Accident • Task Engaged at time of the accident • Description of accident • Nature of injury • Part of body injured • Treatment given • Impact on the employee • Impact on the company • Hazard Analysis • Preventive Action • The potential consequence of inaction 	<ul style="list-style-type: none"> • Time & place of incident • Type of Incident • Affected people • Description of incident • Hazard Analysis • Preventive Action • The likely result of inaction

Table 2 : Contents of Investigation Report

7.5 Safety Cross

- A safety cross is to be maintained by the Engineering Department of the Hotel.
- The following colour coding is to be used when maintaining the safety cross.

	Safe Day
	Near Miss
	Recordable Accident (Less than 24 hours)
	Lost workday accident (1- 2 Days)
	Lost workday accident (2+ Days)

Table 3 : Safety Cross Colour Code Legend

8. Training

It is the duty of all Heads of Department that all respective employees should be duly instructed on the Health & Safety procedures within the Department at all hotels and premises that fall under the Management of Uga Escapes (Private) Limited. Such instructions should also include the proper use of machinery, protective equipment, hazardous materials, health & safety standards and adequate incident reporting guidelines. Furthermore, if the employee requires a refresher course / additional training, the respective Head of Department should immediately be informed who will activate the same as soon as possible.

9. Violations & Disciplinary Action

All repeated violations/breaches will be subject to investigation and action at the discretion of the Management in line with the **Disciplinary Procedure**, which is included in the **Uga Escapes (Private) Limited HR Policy Manual**.