

# **HEALTH, SAFETY, AND SOCIAL SECURITY POLICY**

**DOC NO: POL-H3SEQ-001-V2**

## Contents

1. Introduction and purpose .....	3
2. Application.....	3
3. Applicable Law .....	3
4. Health and Safety Responsibilities .....	3
4.1 Management Commitment.....	3
4.2 Employee Participation: .....	3
4.3 Training and Education: .....	3
4.4 Hazard Identification and Risk Assessment: .....	3
5. Workplace Safety Measures .....	4
5.1 Personal Protective Equipment (PPE):.....	4
5.2 Equipment Maintenance .....	4
5.3 Emergency Preparedness: .....	4
6. Social Security and Well-being: .....	4
6.1 Work-Life Balance: .....	4
6.2 Occupational Health Services: .....	5
6.3 Social Security Benefits: .....	5
7. Compliance and Continuous Improvement:.....	5
7.1 Legal Compliance: .....	5
7.2 Continuous Improvement:.....	5
8. Mitigation.....	5
9. Appendices.....	6
Appendix A: Checklist of HSE risks to be evaluated .....	6
Appendix B : Hazard Identification and risk assessment Form.....	7
Form B. 1 : Health and Safety Risk Assessment Form .....	7
FORM B. 2 : FIRE RISK ASSESSMENT FORM .....	8

## 1. Introduction and purpose

At Gold Circle Investments Ltd, we are committed to prioritizing the health, safety, and social security of our employees, suppliers, customers, and stakeholders. As a provider of electric industrial vehicles to oil and gas companies, we recognize the importance of maintaining rigorous standards to ensure the well-being of all individuals involved in our operations. This policy outlines our commitment to fostering a culture of safety, minimizing risks, and promoting social security within our organization.

At Gold Circle, we believe that a strong commitment to health, safety, and social security is essential for the success and sustainability of our business. By adhering to this policy, we aim to create a safe, healthy, and supportive work environment for all individuals associated with our company. We encourage every employee to embrace their responsibility for health, safety, and social security and actively contribute to our collective goal of achieving zero harm.

## 2. Application

This policy shall apply to all Directors, employees, suppliers and to visitor at Gold Circle Investments Ltd premises.

## 3. Applicable Law

The law applicable is the law of the Republic of Uganda including;

- The Employment Act
- The Workman Compensation Act
- The Occupational Health and Safety Act
- The National Environment Act

This is not an exhaustive list and Gold Circle Investments is committed to compliance in its operations with all national laws and best industry practices, especially regarding Health, Safety, social, and the Environment.

## 4. Health and Safety Responsibilities

Health, Safety, and Security and environmental responsibilities at Gold Circle Investments Ltd are shared by everyone. It is a global commitment to making the Workplace a safe environment to further productivity and growth.

### 4.1 Management Commitment

The management of Gold Circle Investments Ltd is dedicated to providing a safe and healthy working environment for all employees and together with the Board of Directors allocates the necessary resources and support to implement and maintain effective health, safety, and security measures.

### 4.2 Employee Participation:

Employee participation in health and safety initiatives is mandatory and each employee must adhere to established protocols, report hazards or incidents promptly, and contribute ideas for improvement.

### 4.3 Training and Education:

Gold Circle Investments Limited provides comprehensive training programs to ensure employees are equipped with the knowledge and skills necessary to perform their tasks safely. Training covers topics such as equipment operation, hazard identification, emergency procedures, and the proper use of personal protective equipment (PPE).

### 4.4 Hazard Identification and Risk Assessment:

Regular inspections and risk assessments are conducted to identify potential hazards in the workplace. Control measures will be implemented to minimize risks and prevent accidents or injuries.

Risk assessment is built into the system and is the responsibility of every employee to

- Identify hazards.
- Assess the risks.
- Control the risks.
- Record and report their findings.
- Review the controls.

A hazard is defined as a source of danger in the workplace. With the potential to cause harm. Anything with the potential to cause injury or ill health

Hazards can result from poor quality work materials, equipment, and work methods and typically fall under the following categories:

Physical Hazards such as manual handling, slips, trips, fire, driving for work, work at height, using poorly maintained equipment

Occupational Health Hazards such as, noise, vibration, dusts, stress.

Chemical Hazards such as cleaning agents, industrial solvents, pesticides.

Biological Hazards such as viruses, bacteria, allergens.

Human Factor/Psychosocial such as violence, bullying, harassment.

Risk is the chance that someone will be harmed by the hazard. It also evaluates how severe the harm or ill health could be and how many people could be affected.

Hazard identification and risk assessment at Gold Circle shall be carried out using Appendix B in the appendices to this Policy

## 5. Workplace Safety Measures

### 5.1 Personal Protective Equipment (PPE):

Appropriate PPE is provided to employees based on the nature of their work and identified hazards. Employees must wear and maintain PPE as required.

### 5.2 Equipment Maintenance

All electric industrial vehicles supplied by Gold Circle will undergo regular maintenance and inspections to ensure they are in optimal working condition. Customers will be required to report any defects or malfunctions promptly for timely repairs.

### 5.3 Emergency Preparedness:

Emergency response procedures are established, and employees are continuously trained on evacuation protocols, first aid techniques, and the use of firefighting equipment. Emergency contact information and evacuation routes are at all times displayed throughout the workplace.

## 6. Social Security and Well-being:

### 6.1 Work-Life Balance:

Gold Circle recognizes the importance of maintaining a healthy work-life balance and strives to provide flexible work arrangements and support programs to promote employee well-being and reduce stress.

## 6.2 Occupational Health Services:

Access to occupational health services, including medical examinations, counselling, and wellness programs, is provided to employees to support their physical and mental health.

## 6.3 Social Security Benefits:

Gold Circle is committed to providing comprehensive social security benefits to employees, including health insurance, disability coverage, retirement plans, and other relevant benefits as per applicable laws and regulations.

## 7. Compliance and Continuous Improvement:

### 7.1 Legal Compliance:

Gold Circle is committed to compliance with all relevant health, safety, and social security regulations, standards, and guidelines applicable to our operations.

### 7.2 Continuous Improvement:

Gold Circle regularly reviews and evaluates our health, safety, and social security policies and procedures to identify areas for improvement. Feedback from employees, audits, and incident investigations is used to implement corrective actions and prevent recurrence.

## 8. Mitigation

Gold Circle has in place various risk mitigation measures following assessment including transfer of risk through insurance, sharing of risk through partnerships and Joint Ventures with Suppliers to ensure the risk along the supply chain is handled sufficiently, mitigations including due diligence checks, training etc The list is not exhaustive and is continuously re-evaluated and updated.

## 9. Appendices

### Appendix A: Checklist of HSE risks to be evaluated

Environmental risk	Obligations relating to management of work places and possible contamination of soil, water or air	
Health risk	Risks to employee, visitors or community health arising out of occupational exposure to operations	
Safety risks	Risks inherent to operational safety including accidents	
Legal risks	Risks relating to compliance with the law and Gold Circle's obligations thereunder, enforcement of standards enforced by customers	
Human Rights and security	Risks related to human rights and security in areas of operation and along Gold Circle's supply chain	

## Appendix B : Hazard Identification and risk assessment Form

### Form B. 1 : Health and Safety Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM																	
ACTIVITY ASSESSED					PURPOSE OF ACTIVITY					DATE ASSESSED							
CATEGORY / RISK	ASSOCIATED HAZARD	IMPACT LEVEL	PROBABILITY LEVEL	RISK RATING	CONTROL MEASURES	ACTIONS NEEDED	OWNER	DUE DATE	STATUS		IMPACT LEVEL	PROBABILITY LEVEL					
BIOLOGICAL RISKS		Little to	Very Unlikely	Low							Little to No Injuries	Very Unlikely					
		Minor Inj	Unlikely	Medium							Minor Injuries	Unlikely					
		Major Inj	Likely	High							Major Injuries	Likely					
		Fatality	Very Likely	High							Fatality	Very Likely					
CHEMICAL RISKS																	
CRITICAL INCIDENTS																	
ENVIRONMENTAL RISKS																	
FACILITIES RISKS																	
MACHINERY AND																	
OTHER RISKS																	
ASSESSMENT CO SIGNATURE			DATE														
ASSESSMENT API SIGNATURE			DATE														

FORM B. 2 : FIRE RISK ASSESSMENT FORM

FIRE RISK ASSESSMENT FORM

ASSESSMENT CONDUCTED BY	ASSESSMENT DATE	NEXT ASSESSMENT DUE

LOCATION INFORMATION

NAME	
ADDRESS	
PURPOSE	
OWNER NAME	
OWNER CONTACT INFORMATION	
MAXIMUM OCCUPANCY	
BUSINESS HOURS <i>if applicable</i>	



RESPONSIBLE PARTY NAME AND POSITION	
RESPONSIBLE PARTY CONTACT INFORMATION	



## HAZARD ASSESSMENT CHECKLIST

Yes	No	N/A	HAZARD ASSESSMENT ITEM	NOTES
			Are heating sources (fixed or portal) kept clear of combustible materials?	
			Are multipoint adaptors and electrical extension leads kept to a minimum?	
			Is electrical equipment regularly inspected for faulty or damaged wire?	
			Is smoking permitted on the premises?	
			Are combustible materials safely stored away from sources of ignition?	
			Are flammable liquids safely stored away from sources of ignition?	
			Are procedures in place to minimize the risk of and protect from arson?	
			Other	

			Other	
			Other	



## HAZARD ASSESSMENT ACTION PLAN

HAZARD	LOCATION	PARTIES AT RISK	RISK PROBABILITY H, M, L	CONTROL MEASURES	OWNER

ADDITIONAL INFORMATION REGARDING **HAZARD ASSESSMENT**

DOC NO: POL-H3SEQ-001-V2

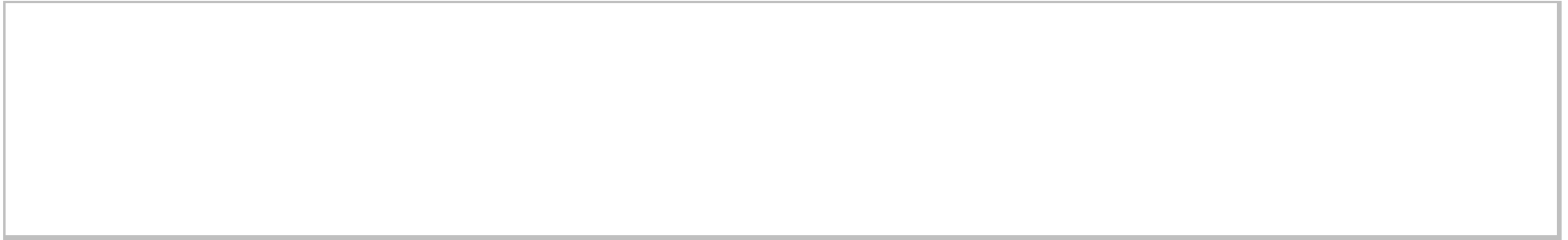
# **FIRE ALARM AND DETECTION CHECKLIST**

Yes	No	N/A	FIRE ALARM AND DETECTION ITEM	NOTES
			Are smoke detectors tested monthly?	
			Are smoke detector batteries replaced at least once or twice a year?	
			Is the fire alarm audible from all spaces in the building?	
			Are the number and locations of fire call points throughout the building satisfactory?	
			Are any fire alarms or call points obstructed from view or access?	
			Are all personnel in the building aware of how to raise an alarm?	
			Are fire alarms tested and serviced in accordance with BS 5839 standards?	

			Does the alarm system have a backup battery in place?	
			Other	
			Other	

[illegible]

DOC NO: POL-H3SEQ-001-V2







## SAFE ESCAPE FROM FIRE HAZARDS CHECKLIST

Yes	No	N/A	SAFE ESCAPE FROM FIRE HAZARDS ITEM	NOTES
			Are there at least two escape routes located in each space?	
			Are all escape routes unobstructed and easily accessible?	
			Can all escape points be exited quickly without the use of a key?	
			Is there sufficient exit signage located in each space, and does it comply with BS 5499?	
			Are illuminated exit signs required?	
			Is emergency lighting in place and properly functioning?	
			Are all exit routes sufficiently illuminated?	
			Is emergency lighting tested and maintained according to BS 5266?	

			Other	
			Other	



## SAFE ESCAPE FROM FIRE HAZARDS ACTION PLAN

HAZARD	LOCATION	PARTIES AT RISK	RISK PROBABILITY H, M, L	CONTROL MEASURES	OWNER

ADDITIONAL INFORMATION REGARDING **SAFE ESCAPE FROM FIRE HAZARDS**

--



## FIRE FIGHTING EQUIPMENT CHECKLIST

Yes	No	N/A	FIRE FIGHTING EQUIPMENT ITEM	NOTES
			Is there an adequate number of fire extinguishers available?	
			Are fire extinguishers located in higher fire hazard areas?	
			Have fire extinguishers been properly serviced and tested?	
			Are fire blankets available?	
			Is a working sprinkler system installed in the building?	
			Is there a working gas flooding system in the building?	
			Are fixed installations tested according to BS standards?	
			Do all protection systems include working alarms?	

			Other	
			Other	

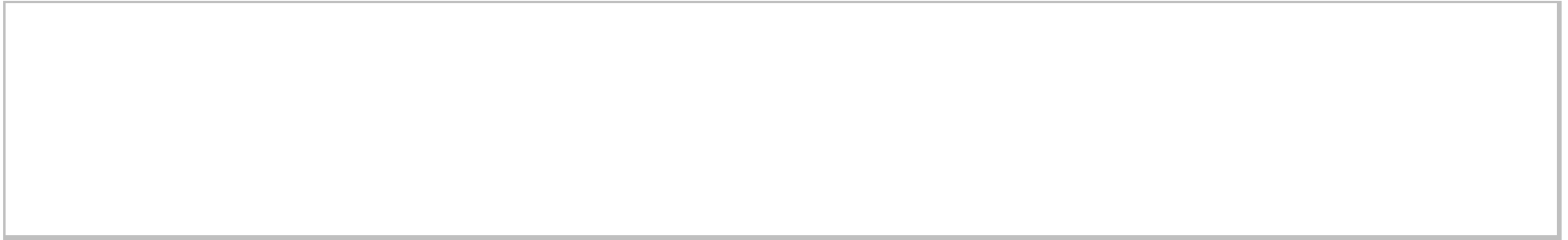


## FIRE FIGHTING EQUIPMENT ACTION PLAN

HAZARD	LOCATION	PARTIES AT RISK	RISK PROBABILITY H, M, L	CONTROL MEASURES	OWNER

ADDITIONAL INFORMATION REGARDING FIRE FIGHTING EQUIPMENT

DOC NO: POL-H3SEQ-001-V2







## STAFF TRAINING CHECKLIST

Yes	No	N/A	STAFF TRAINING ITEM	NOTES
			Are staff members trained on how to report a discovered fire?	
			Are staff members trained on how to raise the fire alarm?	
			Are staff members trained on how to use a fire extinguisher?	
			Are staff members trained on evacuation procedures?	
			Are staff members trained on alerting other staff and personnel about a fire?	
			Are team leaders or roles assigned to help facilitate safe escape?	
			Are staff members trained on where to go for a safe assembly point?	
			Are staff members trained regarding specific hazards on the premises?	

			Other	
			Other	



## STAFF TRAINING ACTION PLAN

HAZARD	TRAINING	POINT OF CONTACT	DATE OF LAST TRAINING	DATE OF NEXT TRAINING	LOCATION OF DOCUMENTS

ADDITIONAL INFORMATION REGARDING **STAFF TRAINING**



**Jackson M. Katsigazi**  
**Chief Executive Officer**



