KNIGHTS ENERGY

*for professional Solar Solutions*

# SAFETY **MANUAL**

2023 EDITION

www.knightsenergy.co.ke

# YOUR PASSPORT TO SAFETY

Assisting in providing a safe environment is an important part of your responsibility as a Knights employee

- Always be aware of your surroundings
- Understand your overall work responsibilities
- Understand the limits of your duties
- Do not perform work you are not authorized or trained to do
- Report any unsafe acts/unsafe conditions and all accidents to your Supervisor immediately
- Understand and follow site- specific safety requirements and emergency procedures
- Understand site-specific hazards
- Use and maintain your personal protective equipment
- Use low risk body positions
- Wear proper PPE
- Do not engage in rough or rowdy play or distract others from their duty. Violent behaviour shall be grounds for dismissal
- The use of alcohol, drugs or other intoxicants while on Knights Energy property or performing activities for Knights Energy client is grounds for dismissal

## Where we work

At Knights Energy, we provide solar solutions for industrial, commercial, and residential applications, that enable individuals and organizations to be part of a sustainable green energy powered world. We work to provide options that meet the specific customer needs and are consistent with ensuring Environmental Sustainability.

**Our Vision:**
A Beacon in Provision of Quality and Sustainable Energy Services in Africa.
**Our Mission:**
Guided by Innovation, we Provide Quality, Reliable Clean Energy Solutions towards a Carbon Neutral Environment.
**Our Core Values:**
**Integrity:** Guided by strong moral principles.
**Team Work:** Working together to achieve clients' satisfaction.
**Innovation:** Researching and implementing creative products and services.
**Quality:** Excellence in the provision of distinct products and Services.
**Safety:** Adherence to all safety standards in our daily activities
**Passion:** Self-driven, committed, disciplined, highly energized team

## Working safely

We take this mater very seriously as we realize that "risk management" is a key component of our role as it relates to our clients. Assisting in providing a safe environment is an important part of your responsibility as Knights. Working safely is a critical responsibility as a professional. Therefore, we hope you will use this guide to carry out your daily activities safely

## Reference resource

Due to the wide range of business disciplines represented by our clients, it is not possible to create a handbook or manual that will apply in 100% of all of the circumstances and assignments you may face over your career at Knights. However, please use this as a reference resource for general topics that should be applicable across many different client assignments.

## Consult your Supervisor

Of course, should you ever require more specific directions on a safety-related matter, do not hesitate to consult your Supervisor or any HSE personnel immediately.

## Please always remember

Routine day-to-day activities can lead to an accident or injury. Slips and falls on stairs, slippery surfaces, and poorly lit areas are not uncommon. Strains and sprains from moving materials do occur. Remember to perform these and all daily tasks safely.

## Your Passport to Safety

Share your ideas and suggestions or improved safety with your Supervisor and HSE team. Make safety a part of your conversation and talk about it often. Keeping safety as a topic in normal conversation places this important subject foremost on everyone's mind.

## Understand the limits of your duties

While we are engaged in assisting our clients, it is important to remember our purpose and role. On those occasions when we exceed our purpose and role, we enter into areas that we are not prepared to handle which result in avoidable injuries.

**Report any unsafe acts or unsafe conditions to your Supervisor immediately.** During the execution of our service, you have a duty to be watchful of areas where a threat to health and safety may exist as well as to be observant of all areas for potential accidents.

**Unsafe Examples**

- Poor lighting
- Snowy, icy or otherwise slippery areas
- Cluttered areas which make passage difficult
- Unsafe loading or placing of equipment
- Poor ventilation
- Rough, uneven or other floor or walkway defects
- Stairways without handrails
- Stairs without non-slip treads

## Report all accidents immediately to your Supervisor.

Accidents having a possibility or probability of recurrence, and potential or more serious injury or costly property damage, should always be investigated further.

See examples below:
Accident/Incident examples include but are not limited to:

- All occupational injuries and illnesses
- All visitor injuries. Property damage

# ACCIDENT & INJURY REPORTING

> All accidents should be reported to your Supervisor immediately.

Accidents occur when hazards escape detection during preventive measures, such as a job or process safety analysis, when hazards are not obvious, or as the result of combinations of circumstances that were difficult to foresee. You should never discuss any accident, claim or law-suit with any outside party without first discussing the matter with your Supervisor and receiving appropriate Knight's legal council.

- All accidents and near misses should be reported to your Supervisor immediately.
- You are the most important link in preventing an accident from recurring.
- Make timely, immediate reporting of claims to the proper source.
- Proper claim reporting is especially crucial as an employee could be denied access to all the benefits due him/her without proper and timely reporting of the claim. Immediately notify a
- Supervisor of an injury.

All accidents should be reported to your Supervisor immediately. While the most important reason to report an accident is to minimize further harm (or damage) to the injured person(s) (or damaged object), an accident investigation is also used to determine the root cause of the incident. This determination can then point to a proper course of corrective action to prevent recurrence. You are the most important link in preventing an accident from recurring.

Accidents/Incidents include but are not limited to:

- All occupational injuries and illnesses.
- All visitor injuries.
- Fires and/or explosions.
- Property damage.
- Chemical spills, and all vehicle accidents.

### Reporting an Incident / Accident

Timely, immediate reporting of an accident or injury is critical. All Incidents/accidentsmust be notified to the Health & Safety Manager or Team Manager within 24 hours of occurrence. When reporting an incident/accident, always make sure to provide enough information to allow colleagues to understand fully the nature and seriousness of your accident. Always provide the following information as a minimum:

- Country, Location,
- Project Site
- Date and Time
- Brief Incident Description (What happened, who was involved, what were the consequences)
- Immediate actions taken
- Incident Classification (Ask your HSE Dept. for incident categories)
- Severity (Low, Medium, High or Extreme)

**Investigating an Incident or an Accident**

Should you or one of your co- workers suffer an injury that could be work-related, immediately notify your Supervisor. A member of management or the HSE team will then assist with the completion of relevant documentation and incident report form.

All incidents/accidents must be investigated in full and investigation reports completed and sent to the Health & Safety Manager within 72 hours of occurrence unless when specified otherwise.

A successful accident investigation determines not only what happened, but also finds how and why the accident occurred.

Investigations are crucial as an effort to prevent a similar or perhaps more disastrous sequence of events. Also, failure to comply with these procedures could lead to negative consequences for the company, which may include fines and/or penalties. You are therefore required to corporate fully with incident invesigators and provide accurate information to the best of your knowledge.

**Return-to-Work/ Transitional Duty Program**

In our ongoing effort to assist our valued employees in returning back to their pre-injury work as soon as possible, Knights has developed a Return-to-Work Program to benefit workers who have been injured on the job and who are able to perform limited tasks.

We will make every effort to place the employee in an exising or transitional position that accommodates the restrictions. You should never discuss any accident, claim or lawsuit with any outside party without first discussing the matter with your Supervisor and receiving appropriate Knights legal counsel.

# FATIGUE MANAGEMENT

Fatigue is the increasing difficulty to perform physical and mental activities. It's a loss of alertness, being sleepy and having decreased concentration. This leads to poor judgment and slow reaction times which in turn could lead to accidents in the workplace.

Stress is a negative feeling, associated with physical symptoms including increased heartbeat, swiftness of breath, dry mouth, and sweaty palms and over the longer term, digestive upset and cramp. People under stress behave differently. They may be angrier, more confrontational, show less time for others and impose urgency on situations which is unrealistic.

It is Knights policy to ensure that all employees who report for work are fit and are able to perform their duties safely during their shift period. Mental well-being is crucial to achieving this!!. All members of staff should know that it is not acceptable to come to work in a condition that would pose a risk to the health and safety of themselves or their work colleagues. As such, signs and symptoms of fatigue should be identified and be reported to supervisors.

Symptoms of Stress

- Heightened emotional states
- Lack of impulse control and feelings of being overpowered
- General fearfulness
- Fatigue
- Proneness to upset
- Withdrawal and self-neglect
- Depression

## Workplace Safeguards for Stress (Knight's Role)

Knights strives to provide the following safeguards for all employees to counter stress:

- Provide employees with adequate and achievable demands in relation to hours of work.
- Match employee skills and abilities to the job.
- Address employees' concerns about their work environment.
- Where possible, give employees some control over their work. Encourage employees to use their skills and initiative to do their work
- Give employees some input into when breaks can be taken, where possible
- Consult employees over their work patterns/rosters/shifts
- Ensure adequate employee consultation on changes and provides opportunities for employees to influence proposals

## Workplace Safeguards for Stress (Employee's Role)

Employees are advised to use the following safeguards to help control stress in the work environment:

- Tell your manager if you can't complete your tasks
- Ensure that you have some control over how you work
- Make sure that you have adequate support
- Treat people with respect and see that people treat you with respect
- Know what you're supposed to achieve
- Ensure people consult you about changes before they happen
- Look after yourself, mind and body, outside work

**Causes of Fatigue**

- Lack of restorative sleep i.e. long periods being awake, insufficient amount or quality of sleep for a long period of time.
- Inadequate rest breaks
- Environmental stressors such as heat, noise and vibration
- Health and emotional issues

**Signs of Fatigue**

- Not feeling refreshed after sleep
- Tendency to want to sleep at work
- Making lots of mistakes
- Not being alert and reduced performance
- Loss of concentration at work
- Blurred vision
- Difficult keeping eyes open
- Head nodding
- Drowsy relaxed feeling

**Minimizing Fatigue**

- Avoid alcohol and coffee before bed
- Sleep at least 6 hours before reporting for work
- Minimize sleep loss before duty
- Avoid heavy meals before going to bed
- Develop good sleep habits e.g. keep sleeping room dark and quiet
- Use naps before reporting for work e.g. before starting night shift or before driving a vehicle
- Seek medical attention for sleep disorders
- Report to supervisor if you require recovery break
- Letting family know about fatigue and how best they can help
- Recognizing the above signs and symptoms and report such to supervisor
- Where an employee did not sleep the minimum required hours of sleep which is 6 hours, employee may discuss with supervisor and management the reasons why they did not sleep. Depending on the reasons, employee must be given time to rest and recover before starting work.

*Follow all work place rules and instructions including OHS guidelines and other legislations*

# DRIVING SAFETY

Road Safety ands or Motor Vehicle Incidents (MVIs) are one of Knights Group's highest risks. It is therefore of the utmost importance that all employees respect these regulations to avoid accidents/incidents.

The following regulations are followed at Knights with no exceptions

- There shall be no night driving (between dusk and dawn) unless authorized by both HSE and Management
- Knights personnels are prohibited from using two-wheelers or three-wheelers (motor cycles bicycles tuk-tuk etc.) for any company activities or business.
- Pre-start checks, and monthly inspection MUST be carried out on all vehicles. It will be the duty of the head of department to ensure that vehicles in his area of responsibility are inspected.
- No un-authorised passengers are permitted to travel in ANY KNIGHTS vehicles.
- Respect the Knights Driving Safety Cardinal Rules at all times.
- All vehicles must be equipped with the following: Seatbelts, Fire Extinguisher, First Aid kit, 2 breakdown triangles, Double wheel chocks and flashing light
- Private use of company vehicles is not permitted unless expressly authorised by the Managing Director.
- All vehicles hired by the company are to be treated as company vehicles and all applicable Knights rulings and regulations apply.
- It is the duty of all contractors to ensure that their vehicles are at all times in a road worthy condition and that they are fitted with the safety equipment as per the Knights Regulations. Contractors must abide by the Knights driving regulations.
- All drivers involved in a driving related incident must be breathalysed and the accident scene left as is until the incident has been investigated and the site cleared by the investigating officer.

Due to the limited protection afforded to drivers or riders by transportation such as motorcycles, bicycles or tuk tuks, Knights does not permit the use of two-wheeled or three-wheeled vehicles while conducting Knights or client business.

## Driver Requirements

- All drivers must be licensed and authorised to drive Knights vehicles both onsite and offsite. All employees of Knights
- required to drive as part of their daily routine should conduct this activity in a safe and responsible manner without
- endangering their lives or the lives of other road users.
- No driver is required to operate a vehicle that he/she believes to be in an unsafe/not roadworthy state until that
- vehicle has been checked by maintenance personnel and certified roadworthy.
- Drivers shall not operate vehicles while under the influence of alcohol or any substance that impairs
- their mental, physical, or emotional ability to drive.
- Failure to report a license suspension or revocation may result in termination.
- Always observe the Speed Limit
- Always drive defensively
- It is the responsibility of the driver to ensure that a vehicle is not overloaded and that the number of passengers does not exceed the design specification for that vehicle.

Only personnel with valid site driving licenses, national or international driving licenses are allowed to drive ATS vehicles

- No seat, no ride shall be practiced
- Seat belts to be worn by all personnel wherever fitted
- Driving under the influence of alcohol is prohibited
- People and unsecured material are not to be transported in the same compartment
- The use of a handheld cell phone is prohibited whilst driving
- Vehicle shall be locked, and keys removed in unattended vehicles
- Drive to the road conditions and follow road signs
- All vehicles must be inspected and maintained in a safe working order
- Expatriate staff are not to drive themselves out of camps project areas

## Knights Driving Safety Cardinal Rules

Due to the seriousness of MVIs and the ever-exising possibility of death in most vehicular incidents, the following CARDINAL RULES shall be followed:

- Be Sober: No Drugs or Alcohol- ZERO intoxication when driving
- Do Vehicle Pre-start Check: Conduct Pre-Start Checks Before Staring Vehicle- Every driver entering the vehicle for the first time in a shift MUST conduct a pre-start check and this must be documented
- No Seatbelt, No Seat, No Ride: Wear Seatbelts at ALL TIMES- Driver not to engage without confirming all passengers in seatbelts
- No Reversing Without a Spotter: Spotters MUST be used when reversing all vehicles without a clear site of your surroundings- e.g. all heavy vehicles or any vehicle with an obstructed back screen Park, Handbrake On & Double Chock: No Parking Without Rollaway Prevention - Park, Handbrake On, SwitchOff & Apply Double Chocks
- Due to the seriousness of possible impacts, there shall be ZERO TOLERANCE approach on CARDINAL RULES and Disciplinary Action on the breaking of any CARDINAL RULES shall always aim to push for a Dismissal

# DRUGS & ALCOHOL

All personnel shall be required to comply with the Knights Alcohol and Other Drugs (AOD) policy and Procedures whilst on-site.

Included in this requirement, personnel shall agree to undergo random AOD testing as equired from time by the project. Knights Group or its clients may conduct random AOD tests throughout the Project duration.

Persons appearing to be affected by Alcohol and Other Drugs shall not be allowed access to site and are to be encouraged to self-test to ensure a 0.00 alcohol limit prior to entering the work site. The decision not to allow entry shall be made in consultation with the project Manager, the HSE team and the Employees Health and Safety Representative (as applicable).

Persons appearing to be affected by Alcohol and Other Drugs or following any Incident on-site, all personnel directly involved with the incident shall be tested in accordance with the Project AOD procedure, and removed from site if a positive reading is recorded. Refusal to comply shall be regarded as sufficient reason for summary dismissal.

An employee who possesses or uses alcoholic beverages, controlled substances or unauthorized prescription medications on the job will be subject to dismissal. This applies to an employee on company premises, reporting o work, working, or in a company vehicle.

The use, manufacture, distribution, dispensing , sale or possession of illegal drugs or other controlled substances on or off company premises by an employee is prohibited and will subject the employee to disciplinary action.

Actions taken for non-compliance with the Project AOD Policy and procedures shall be dealt with in accordance with the Company disciplinary Policy and Procedures. Random testing may be conducted at anytime at the discretion of the Company.

Off-the-job use of alcohol which adversely affects an employee's job performance or which jeopardizes the safety of other employees, the public or Company equipment is proper cause for administrative or disciplinary action up to and including termination of employment. .

Illegal use, sale or possession of narcotics, drugs, or controlled substances, at anytime, shall be poper cause for severe disciplinary action up to and including termination of employment.

Employees undergoing prescribed medical treatment with a controlled substance should immediately report this treatment to their Supervisor. Although not grounds for disciplinary action, the use of controlled substances as part of a prescribed medical treatment program requires a medical certificate from the prescribing physician stating that job performance will not be impaired by the treatment. If job performance could be impaired, a medical leave of absence will be required.

An employee may voluntarily seek assistance for chemical dependency or use prior to a substaniated or confirmed positive test result and will not be discriminated against by the company for enrolling in a rehabilitation pogram.

This is limited to one (1) occurrence during the employee's tenure with the company and the employee may be required to sign a last chance agreement. The employee's right to privacy will be respected

Knights & Apps Ltd is committed to a drug and alcohol free working environment. Knight & Apps Ltd has developed this in order to prevent abusive behavior related to their consumption, and the preservation of a good working environment by:

- Maintaining awareness throughout the workforce on the dangers of alcohol and drugsat the workplace.
- Educating the employees on their responsibility to report any use of prescribed medication that may affect their ability to work safely.
- Testing employees before employment, on a random basis to enforce the Knight & Apps Ltd Drug & Alcohol free workplace policy.
- Testing all personnel involved in any accident/Incident as a part of the investigative process.
- Barring anyone suspected or reported to be under the influence of drugs and/or alcohol from gaining access to our sites or operations
- Performing tests in case of suspected drug or alcohol influence, before allowing the concerned personnel to resume work. Positive results will lead to disciplinary action against him/her. In cases a personnel is dismissed from site due to drug and alcohol abuse, he/she will not be eligible to go to other Knight & Apps Ltd sites.
- Ensuring the secured storage and use of acceptable substances such as industrial spirits or medication drugs.

All the above as per our company manual shall apply to Knight & Apps Ltd permanent, temporary or contracted employees. It shall also apply to staff on assignment outside of Knights & Apps Ltd premises.

**25th January 2023**

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# EMERGENCY PREPAREDNESS & RESPONSE PLANNING

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigaion may not be possible, and agencies may only be able to offer palliative care for the aftermath. An emergency can happen at any time and at any place. You should always be clear about your specific orders as well as the client's Emergency Response procedures to determine your duties, responsibilities and actions.

Ensure that you know all the applicable site emergency contacts, and that your Supervisor is aware of your emergency contact information. Verify that your emergency contact information is up to date. Know all of the exits and emergency routes of the facility where you're working. The following are some of the major emergency situations to be expected while working for Knights:

- Food poisoning or food borne infections
- Fire
- Disease Outbreaks or epidemics (e.g. Cholera, Ebola, Bird Flu, Rift Valley Fever)
- Armed Robbery, Evacuation and Armed Attack
- Civil disobedience
- Severe weather
- Medical Evacuation
- Emergencies while travelling on Knights business

Responsibilities have been allocated for emergency situations as they arise in the areas that Knights operates. The overall responsibilities are assigned to the Knights Project Manager or their assistant.

## Emergency Procedures

### Employee Responsibilities

- Review and adhere to the emergency procedures for your specific office location.
- Know the location of fire alarm pulls, fire extinguishers, and exits.
- Know the location of first aid kits.
- Participate in scheduled and/or unscheduled fire drills or any type of evacuation drills.
- Know the designated meeting (or assembly) place once you have evacuated from the building.
- Self-idenify to your Manager or HR of your disability, visible or non-visible, so a personal emergency (evacuation) plan can be designed.
- Report to your supervisor if hallways, stairways or exits are not clear from obstruction.
- Employees need to follow the direction of the emergency marshals and management.

### Management Responsibilities

- Discuss the emergency procedures of the site location with his/her employee.
- Ensure that his/her employees are aware of emergency fire exits, location of fire extinguishers, designated meeting area during an evacuation, and emergency contact phone numbers.
- Ensure that visitors adhere to our emergency evacuation procedures. If applicable, develop or amend the emergency evacuation procedures along with other managers so it is conducive to the office location.
- Ensure hallways, stairways or exits are clear from obstruction. If applicable, develop a specific evacuation plan for employees with disability, visible or non-visible.
- Contact the Knight Emergency help desk by phone or email and inform them of any service disruption.
- Management should obtain information from authorities via radio, cell phone or other communication methods.

### FireWarden/Searcher Responsibilities

- Fire warden is a generic term to describe those building occupants who volunteer or are assigned to perform certain functions during an emergency.
- Be familiar with the floor area including exits and route to the designated assembly location.
- Be familiar with the sound and sequence of the building's fire alarm in your area of responsibility. If applicable, attend training sessions provided for Fire Wardens and promote active participation of other Fire Wardens in training.
- Participate in fire drills.
- Assist in fire prevention by noting and reporting to your supervisor or to building staff where fire hazards or unsafe conditions exist.
- Take note of employees unable to evacuate the building including location and report it to the Fire department personnel at the time of the emergency evacuation.

# FIRE PROTECTION

Fire is defined as "the rapid combustion in air with heat and flame while combustion is defined as a chemical reaction involving the union of oxygen with another element. When it occurs at such a rate as to produce appreciable
heat it becomes a fire hazard.

Knights is committed to minimizing the threat of fire to employees, visitors, client and its property. Knights shall comply with all applicable laws, regulations, codes, client requirements and good practices pertaining to fire prevention. It is
the duty of every Knights employee to help reduce the risk of fires at Knights locations/units by following site Fire Prevention Plan.

Fire under control supplies heat, power, and energy to manufacture the necessities of life but out of control fires can cause extensive damage and result in severe injury and / or loss of life. Fire is common.

Carelessness is the cause of great loss of life and enormous property damage from fire. The carelessly thrown cigarette or burning match, the paper littered area, the poorly lubricated machine or improperly disposed of flammable material in the factory are careless causes of fire which may start as a flickering flame and quickly spreads into an uncontrollable inferno.

It is extremely important that you know exactly what to do in the event of a fire occurring. Properly placed and maintained equipment and frequent inspections, knowledge of fire protection equipment, its operation and application, if needed, are musts for good fire security.

### Fire prevention -

Consists of minimizing every cause of fire. It embraces the prevention of careless, ignorant or malicious acts by employees or others that may cause a fire or create a fire hazard.

### Safeguarding employees -

Consists of evacuating and excluding all unnecessary persons from areas which may become dangerous and giving first aid to any injured.

### Fire extinguishing -

Can be done quickly and with a minimum loss only through a thorough knowledge of the fire equipment at hand and its operation. Only competent and trained people are allowed to fight fires. The rest of the employees should evacuate immediately in the case of a fire.

> ”
>
> FUEL + OXYGEN + HEAT = FIRE
> (Remove any one to prevent fire)

## Fire Protection & Prevention

### Effective Fire Control

The time to stop a fire is before it starts. Good housekeeping is an important factor in the prevention of fires. Examples of good housekeeping:

- See that rags soaked with flammable liquids or greases are disposed of in approved containers.
- Make sure no smoking rules are enforced where they are in effect.
- See that flammable liquids are always in closed, approved containers.

### Fire Extinguishing

FUEL + OXYGEN + HEAT = FIRE (Remove any one to prevent fire)
Fires can be extinguished by the following methods:
Cooling- Using water or water solution to lower the temperature of substances below burning point.
Smothering or Blanketing- Oxygen content of air is reduced below 15% (from normal 21%) in volume by using
chemicals, water, fog, sand, blankets, etc.
Starving- Supply of fuel is cut off, as in a gas jet.

### Use of Extinguishing Agents

Fire extinguishers and classes of fires:

The following are the various kinds of fires and types of extinguishers to be used.

**Class A -** Extinguishers suitable for "Class A" fires should be identified by a triangle containing the letter A. The triangle
may be colored green.

**Class B -** Extinguishers suitable for "Class B" fires should be identified by a square containing the letter B. The square may be colored red.

**Class C -** Extinguishers suitable for "Class C" fires should be identified by a circle containing the letter C. The circle may be colored blue.

**Class D -** Extinguishers suitable for "Class D" fires should be identified by a star containing the letter D. The star may be colored yellow.

Extinguishers suitable for more than one class of fire should be identified by multiple symbols placed in a horizontal sequence.

# FIRST AID PROCEDURES

First Aid is the initial treatment for the purpose of preserving life and minimizing the consequences of injury and illness until a person can get help from a medical practitioner or nurse. It is also the treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

First aid is typically administered immediately after an injury or illness occurs. It usually consists of one-ime, short-term treatment, such as cleaning minor cuts, treating minor burns, applying bandages, and using non-prescription medicine. The overall goals of first aid are:

- Keep the victim alive.
- Prevent the victims condition from worsening.
- Give first aid until help arrives.
- Ensure that the victim receives needed medical care.

First-aid supplies are available at several sites within the Unit and offices and their location is indicated for easy access. First aid treatment is available from First Aid Officers on site. For prompt attention, speak to the First Aid Officer, your supervisor, or your manager:

- All injuries for treatment should be reported. Self-treatment of injuries is not permitted.
- First aid kits will be located at each work site. If a kit is unavailable, contact your Supervisor.
- Selected employees will be trained in first aid by a professional organization, including instruction in the treatment of shock, bleeding, poisoning, burns, minor musculoskeletal injuries, bites, sings and medical emergencies.
- Emergency telephone numbers (ambulance, fire, physician or clinic, utility companies, key management members) should be posted.

# CONTROL OF WORK/ PERMIT TO WORK SYSTEMS

Control of Works Permit to Work is the key system for controlling hazardous work to ensure that it is conducted safely. Any failure in the system can create major risks. People can be killed or seriously injured, and plant and equipment can be destroyed due to:

- Inadequate control of individual scopes of work;
- Unintended interaction between individual scopes of work on a site;
- A major accident hazard being released by inadequate work control;
- Insufficient/unsuitable equipment employed to carry out the work

Knights employees should always ensure that every high-risk physical activity is carried out after the Risk Assessment and Method Statement have been approved for the proposed scope of work and the mitigation measures have been arranged for. Specific scopes of work that shall normally be managed through the PTW system include but are not limited to:

- Naked flame hot work;
- Spark potential hot work;
- Breaking of plant containment on pressurized or hazardous systems;
- Entry into confined spaces, including trenches;
- Work on electrical systems;
- Work on safety equipment or systems (e.g. fixed firefighting systems, fire & gas detection, etc.);
- Work involving hazardous substances;
- Work at height;
- Pressure testing;
- Diving;
- The use of man baskets;
- Works involving hoisting/lifting;
- Purging or other operations involving asphyxiate gasses;
- Ant Non Destructive Testing (NDT) utilizing a source of ionizing radiation.

The system shall address the control of individual scopes of work, and of the overall activity set on a site by considering the potential interaction of the individual scopes. The system shall identify the different types of work to be covered by the system, and define a set of suitable documents- Permits and Certificates to be used. These hard copy or electronic
documents shall be used to record and communicate the process and essential information to control sequential activities and to ensure appropriate authorization is given at each stage. The actions to be covered and documented by an individual Permit are:

- Define the individual work scope;
- Define the specific work location;
- Identify the hazards and assess the associated risks;
- Specify the PPE required for the job;
- Establish suitable control measures;
- Link to associated work Permit(s)s Certificate(s) or simultaneous activities;
- Authorize the work;
- Acceptance of work by Performing Party;
- Communicate this information to all relevant parties;
- Control the return to normal operations;
- Formal culmination of the work.

A PTW system shall normally be used for all work within hazardous areas, operational plant or facilities boundaries
that are potentially hazardous to people, environment or equipment- unless specifically controlled by suitably authorised Asset procedures, e.g. normal operational activities covered by process operator guides or instructions. Types of activity for which a PTW shall normally be required are:

- Non-producion work- typically maintenance, inspection, construction, cleaning, etc.;
- Non-rouine work;
- Work where two or more individuals or groups need to co-ordinate activities;
- Work where there is a transfer of responsibilities between groups

# RISK ASSESSMENT

In line with the Knights Hazard Identification and Risk Assessment Guidelines, a Risk Assessment shall be carried out for the proposed high-risk activities.

A Risk Assessment is the process of identifying hazards and characterizing them, analyzing the risks, reducing their impact as far as possible and establishing a means of controlling risks that remain. It should identify any hazard, existing control measures and additional controls required to reduce the likelihood of the risk occurring to a level that is reasonably practicable.

The Risk Assessment shall clearly identify hazards and their controls in place. This should include:

- Hazardous substances
- Noise exposure
- Electrical hazards
- Work at height
- Confined space hazards
- Interaction with building owner's facilities
- Emergency plans
- First aid provision

# METHOD STATEMENT

A Method Statement is a formal written safe system of work produced where work with foreseeable high-risk content is to be carried out. It should specify the operations to be undertaken on a stage by stage basis.

The Method Statement should contain sufficient detail to enable everyone involved in an operation to be clear about what has to be done, where and with what. Also hazards arising from the work and the precautions that have to be taken and by whom. For this reason, the method statement is sometimes called a 'safe system of work'.

A comprehensive Method Statement will attempt to address the majority if not all of the following:

- Define the individual work scope
- Define the specific work location
- List all equipment that would be used for the job
- List all personnel who would be involved in the job

The Method Statement should contain sufficient detail to enable everyone involved in an operation to be clear about what has to be done, where and with what. Also hazards arising from the work and the precautions that have to be taken and by whom. For this reason, the method statement is sometimes called a 'safe system of work'. A comprehensive Method Statement will attempt to address the majority if not all of the following:

- Identification of the supervisor and his or her responsibilities including contact details
- Specify the PPE required for the job
- Establish the risk control measures identified in the Risk Assessment
- Document interface with the building owner's scope
- Communicate this information to all relevant parties
- Control the return to normal operations

Once the Risk Assessment and Method Statement are signed off by all the stakeholders a Permit to Work will be issued to the performing team. The performing team shall carry out the work in compliance with the Risk Assessment and Method Statement.

They shall have the responsibility of returning the location to normalcy after completing the work. All arising hazardous conditions, near misses, injuries or incidents incurred during the execution of the work must be immediately reported to the HSE Team.

**Tool Box Talk (TBT)**

A TBT is a short meeting at the work site (approximately 15 mins) before the work starts. All people who are involved with the work should attend the TBT. Performing authority delivers the TBT using a toolbox talk form. Workers attending the TBT, sign an attendance sheet to say they understand the work, the hazards and controls.

**Supervision**

The performing team shall appoint a competent supervisor to monitor the work and ensure that it is carried out in compliance with the Risk Assessment and Method Statement requirements. In case of any change in the scope of work or working environment, work must be stopped, and all stakeholders informed. The permits will be suspended or become void if the emergency alarm sounds (other than for testing) or an incident or near miss occurs. Work shall not be restarted until authorised by the Issuing Authority.

**Close Out**

The issuer of the Work Permit shall visit the site and close out the Risk Assessment and Method Statement at the end of the working day. They shall ensure that the works have been completed and work site is rendered safe

# MANUAL HANDLING

In executing your duties as an employee of Knights, there will be times when you are required to lift and move objects, whether it is boxes, equipment or packages etc. It is indeed a safety hazard if not performed in an ergonomically-sound way, i.e. as our bodies intend for us to perform this strenuous activity. This requirement is specifically important for employees working in the stores, housekeeping, laundry, kitchen, maintenance and gardening sections.

## Procedure for Manual Handling

Although manual handling procedure does not specify what weight a person can lift, it is recognized that one person cannot lift any load exceeding 20kg. Always check first if it is necessary to move or lift a load and consider using mechanical means first before opting for manual handling.

Remember to always plan your lift. Before attempting to lift or move something heavy, it is important to step back and analyze what needs to be accomplished. Think about:

- How heavy is the object?
- How far does it need to be moved?
- Where it is going to be moved?
- What is the shape of the object?
- Is it cumbersome, will it be easily manipulated?
- Is it a two-person job?
- Is there anything in the way that needs to be moved prior to lifting?

Take care of yourself by following the guidance below:

- All mechanical equipment must be handled by authorized and trained staff
- Right protective equipment (PPE) must be worn at all times- notably heavy-duty gloves.
- Be physically able to handle the task
- Know the correct way of lifting the load before attempting to lift
- Ask for help when lifting heavy loads
- Check that the weight of the load is known before lifting
- Stand close to the load, be sure footing is firm and feet are about 300mm apart
- Squat down by bending the knees, keeping the back as straight as you can
- Place hands where they will not slip and grip firmly
- Breathe in before lifting, inflating the lungs to support the spine
- Straighten up with the legs, keeping the back as straight as you can
- Hold the load firmly and close to the body
- Ensure your view is not obstructed by the load whilst working or lifting it
- Lift slowly and smoothly, avoid jerking motions
- When two or more persons lift a load one of the team member must be able to instruct the other persons
- so that equal weight must be shared amongst the team Work processes involving manual tasks
- are designed to be safe and without risk to health and safety.

## Manual Handling Lifting Techniques

Assess the load.

- What is the best method to move the load?
- Do you need someone to assist?
- Can it be divided into smaller loads?
- Make sure the pathway is clear.

## How to Lift

- Keep spine in a neutral position
- Avoid twisting. (I. e. S-shaped curve). X Never bend, lift, and twist at the same time X Keep a wide base of support.
- Ensure you are balanced.
- Bend at your knees and hips.
- Brace your abdominal muscles.
- Keep the object close to you.
- Push up with your legs.

## Correct Positioning

Get help if needed. If the load is too heavy, DO NOT TRY TO LIFT IT ALONE. Find someone who can help carry it, or if possible, divide the load into two smaller, more manageable loads. Bend the knees and tighten the stomach muscles. Using both hands, grasp the object firmly and pull it as close as possible to your body.

## Lift with the Legs - NOT THE BACK

Since leg muscles are stronger than back muscles, lift with the legs, until they are straightened. Avoid jerky movements. Keep the natural curve in the spine; don't bend at the waist. To turn, move the feet around by pivoting on the toes, not by twisting at the stomach.

When it is time to set the load down, it is very important that it is done correctly. Reverse the procedures for lifting to minimize the strain on the back. If the load is going to be set on the floor, bend the knees and position the load in front of you. If the load is to go at table height, set it down and keep in contact with the load until it is secure on the table.

Remember, in lifting, YOU are the major cause of your injuries; therefore, YOU have the major responsibility for preventing them.

# LIFTING OPERATION & LIFTING EQUIPMENT

A lifting operation is an operation concerned with the lifting and lowering of a load. A load is the item or items being lifted which could include a person or people. A lifting operation may be performed manually or using lifting equipment. Manual lifting, holding, pulling down, carrying or moving is often referred to as 'manual handling of loads'.

Lifting equipment includes any equipment or machinery used at work for lifting or lowering loads or people, including accessories and attachments used for anchoring, fixing or supporting the equipment. Lifting equipment includes LiftingChains, Ropes and Slings; Pull Lifts; Tirfors; Chain Blocks, Eyebolts and D-links; Cranes; Vehicle Inspection Hoists; Lorry Mounted Loader Cranes; Mobile Elevating Work Platforms (Cherry Pickers); Passenger Material Lifts.

While Knights rarely operates such equipment, it is possible for us to work around these equipment's and operations at client sites. As such it is important for knights employees to be equipped with the basic safety knowledge associated with these activities. The following safety measures should be observed when working with or around lifting equipment:

Do not operate any lifting equipment unless:

- You have been trained, certified and authorized to do so
- It has been approved for use
- The lift has been assessed by a competent person
- The load has been slung by a competent person
- The load is within the capacity of the equipment
- All safety devices are working

Do not:

- Move a load above people
- Position yourself below a suspended load

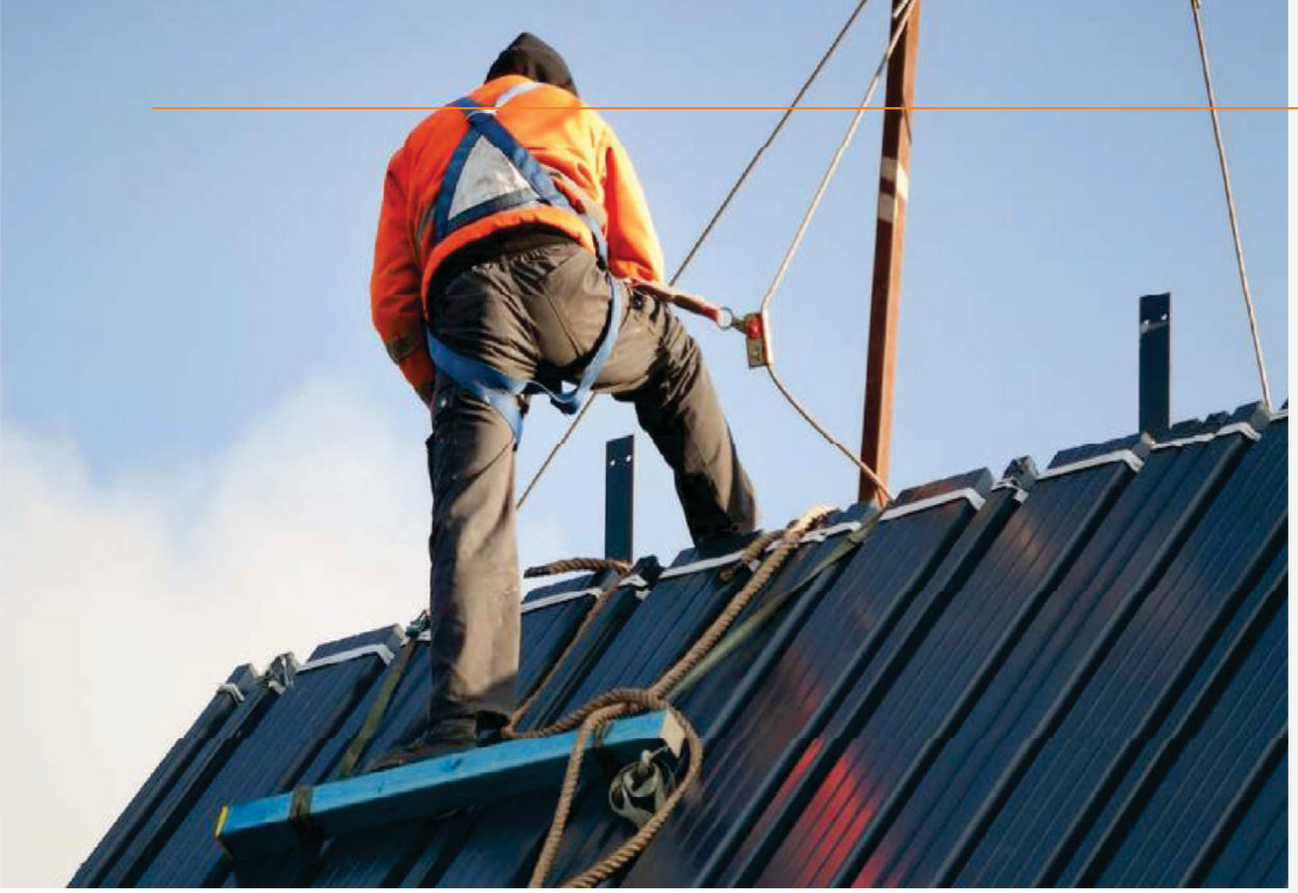
For each lifting operation

- Plan the lift and conduct a thorough risk assessment
- A trained person must assess the lift before it starts, and the trained person should be authorised by the Manager.
- Where powered lifting equipment is used (such as an electric winch, a fork lift truck, or a telehandler, for example), the operator must be trained and deemed competent to use that machine for lifting and be authorised by the site HSE Team.
- The load must only be attached to the lifting equipment by chains, a sling or other means by a person trained to rig the load that has been authorised by the site HSE Team.
- All items of the lifting equipment to be used have been certified as safe to use- this would include the chain blocks, chains or slings and any attachments for example.
- The load must be within the capability of the lifting equipment- you will need to calculate the safe working load for the lifting equipment and know how to determine the weight of the load.
- Overload indicators and any other warning devices that form part of the lifting equipment are working correctly and have been tested.
- Tools and other equipment, including PPE (personal protective equipment) are available and being used (such as gloves for handling equipment for example).

## Inspection of Lifting Equipment

Failure of lifting equipment can result in serious or fatal injury. All lifting equipment must be regularly inspected by a competent authority and records maintained. Lifting equipment not used for lifting persons must be tested annually and those used for lifting persons must be tested every 6 months. Always look out for "Safe for Use" tags on lifting equipment and avoid making use of equipment's that is not certified for use. The following things must be
checked when inspecting lifting equipment :

- Elongation or stretch of chains (you can determine this by choking the chain back on itself so that the midpoint hangs down. Line up the links at the top on both sides: the links should match throughout the length. If they don't, the chain has been stretched. You will need to determine the maximum permissible stretch for the chain).
- Wear on the links the strength of the chain can be severely compromised by significant wear. If wear is noted the chain should not be used and should be quarantined for further inspection by a competent person.
- Chain hooks must be free from distortion, stretch or twist.
- For multileg chains the ring should be free from distortion. If this is apparent then the chain should not be
- Webbing slings can suffer abrassion, cuts and tears and chemical degradation. Regular close inspection is essential to avoid using damaged or defective slings. Damaged slings must be discarded as they cannot be repaired.
- Pull lifts and chain blocks are free from damage- chains are sound and hooks are straight and free from distortion.
- Additionally, to prevent the risk of injury, lifting equipment that you use must be suitable for the purpose and attached to a suitable lifting point.



# WORK AT HEIGHT

Legislation and client specifications may differ on the minimum height that is considered as work at height, but Knights defines it as any work that includes access or egress to/from, ascending, descending or working in any position where a person can or has the potential to fall from one level to another and injure themselves.

Where applicable and/or required by the client, a Work at Height Permit shall be obtained before any work at height commences. The relevant departmental Supervisors will obtain and control the permit. Any risk assessment and controls that are applicable to the permit must be appropriate to the activities, place and conditions of the working area. Work at Height requires specific training, therefore only competent personnel and personnel certified medically fit to work at height will be permitted to perform the work.

## General

The following general rules shall be applied when working at height:

- Always protect yourself when working at height. Failure to i.e. off when working at height is grounds for dismissal
- Adequate signage shall be provided to warn personnel of the hazard of falling, as well as where the potential for falling objects exist.
- All working at height equipment's must have safe working load (SWL) identified and be certified safe by a recognized authority
- All registered height safety equipment's will be inspected on a monthly basis and by the user of the equipment before every use and records kept. Supervisors shall also carry out random checks and record their findings
- The fall distance must be calculated to allow the appropriate equipment to be selected. In general lanyards should always be attached to an anchor point above the worker
- Each user department shall maintain a register of all working at height equipment's
- Fall protection equipment should be kept clean to ensure proper operation and effectiveness
- All working at height equipment's must be correctly stored
- No working at height equipment may be modified

## Working from Ladders

Ladders are not to be considered work platforms and should only be used for "light work" with 3 points of contact maintained at all times.

- Ladders shall not be used as work platforms unless there is no practical alternative.
- Where ladders are used for light work, they shall be secured at the top. Ladders shall be inclined to the work such that a ratio of 4:1 (Height to Base) is maintained.
- Metal ladders will not be used in the vicinity of overhead power lines
- Only authorized personnel should have access to fixed ladders
- All ladders will be secured at the top to prevent slipping. Where this cannot be done a person should support the base of the ladder
- Ladders will be positioned so that the base is a quarter of the length of the ladder from the object it is resting on, and should extend 1 meter past the top of the structure
- Ladders should be on a firm base
- Ladders must be inspected on a monthly basis and records kept. Only ladders that are in good condition should be used.
- All work from a step ladder should be performed while facing the ladder.
- All persons working on ladder should work in a budding system (i.e. have someone present to secure the ladder).

## Elevated work platforms

Elevated work platforms may be used on site at the discretion of the Project Manager under the following conditions and this may be used to gain safe access to work areas. Operators of these platforms shall be assessed by an accredited assessor as competent and verified by the Site Safety Team.

- A Risk Assessment must be completed before any Elevated Work Platform work commences to take into account hazards or conditions not mentioned on the JHA or Safe Work Instruction.
- Elevated Work Platforms are not used for the purposes of transporting items.
- A person must be designated to control the work platform, scissor lift or man-lift ('the basket'), who is trained and assessed by an accredited assessor as competent to do so and verified by safety officer.
- Every person in the basket (except scissor lifts) must be secured at all times with proper Fall Protection equipment.
- Daily Pre-start- check sheets are to be completed for Elevated Work Platform to ensure it is in operational condition.
- A person who is not the primary operator of the basket must be competent to operate the basket in an emergency and to lower the basket to the ground or engage the emergency stop when required.
- A banks man is to be used where a risk assessment determines it as a suitable control to prevent contact with staff, infrastructure, power lines or other machinery.

## Scaffolding

Where Scaffolds are required only a competent person (a person who has completed a course of training and assessed by an accredited assessor as competent and verified by the Safety Team) shall install, modify or dismantle the scaffold.

Scaffold shall be tagged in accordance with the scaffolding and scaffold tagging standard

## Dropped Objects

A dropped object is any object that falls from its previous static position under its own weight or an object that falls from a height due to contact with an energy source. In either case, the result can be injury to people, property or the environment.

Objects to consider with potential to cause accidents are hand tools, tools or equipment left behind after a task, or equipment mounted in an elevated location that has the potential to fall due to movement or environmental conditions. Dropped Objects are among the Top 10 causes of Fatality and Serious Injury.

Eliminating the potential for dropped object accidents is an important part of the Knights safety program. While every job site is different, with its own particular hazards, the following can be done to manage the risk of dropped objects:

- Remove objects and tools from higher levels, scaffolding, or aerial lifts that do not need to be there.
- Removing objects that can pose a hazard to people working below is the best option to prevent a dropped object incident
- Tying off or securing all tools, loads and equipment when working at height. If an employee is required to lift a load to a higher level, they need to make sure the load is properly secure;
- Making use of work platforms with toe-boards and barricades to prevent objects from being accidentally kicked over the edge;
- Making use of safety nets to prevent dropped objects from reaching the ground;

- Provide fair warning with signs or barricades when working at heights. All employees should look out for these signs and avoid breaching barricades where work at height is underway. Ensure good housekeeping as tools and debris are one of the main causes of falling objects. When work is completed everything needs to be returned to the proper storage area and all debris or waste cleaned up immediately;

- Ensure that you wear the correct PPE such as hard hats when working in an area with the potential for dropped objects. Always remember that PPE is a last resort

- Look at all work areas where a dropped object incident can happen. Situations such as using aerial lifts and working on scaffolds pose obvious hazards but try to identify less obvious hazards. Paying attention to the smaller hazards translates to larger changes in the safety of your work site.

# ANCHORAGE PROCEDURES AND FALL PROTECTION

The purpose of procedure is to provide guideline and instructions for a safe working environment when working at height. This procedure applies to all work sites where there is a risk of falling from a height of 1.5m or more. It is applicable to Knights and Apps LTD workers and, all its subcontractors and casuals who perform work at height.

**HSEQ Manager Responsibilities**

Over and above her/his normal duties, the following additional responsibilities have to be handled:

- Must provide the necessary fall protection equipment
- All work at height is properly planned and organized
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected daily basis
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

**Workers Responsibilities**

All workers have a duty to:

- Must follow all safety regulations and use appropriate personal protective equipment on the work site.
- Report any safety hazard to their Supervisor
- Use any equipment supplied (including safety devices) properly
- Follow Safety training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing

**Anchorage Procedures**

1. Lifeline System

Lifelines used for the attachment of Double hook full body Safety harnesses must be:

i. Horizontal lifelines must be made of steel rope 12 mm diameter (min)
ii. Tensioned by use of a turnbuckle or similar
iii. Designed to support the maximum number of workers
iv. Securely anchored at both ends with triplicate wire ropes

All lanyards must be made of flame resistant materials.
Safe access and egress must be provided to all places of work including access to lifelines

**Minimum free fall distances**

The distance available below the user's feet, in the event of a fall, determines the type of protection required through personal protective equipment as well as the parameters of the lifeline system, either through the length of the system, distance between anchor points or up to the number of users allowed simultaneously.

The distance / height of the fall should be less than the distance / height available so that the person falling does not hit an obstacle during the fall.

**Preliminary check**

Before using the Lifeline Systems, check the following:

1. The user of the lifeline must be in good physical condition, and not prone vertigo or giddiness.
2. The user must have received appropriate training to:
   a) Use the fall protection equipment;
   b) Working with the Lifeline Systems;
   c) Use of the rescue equipment in the event of fall.

A minimum of two people is required to work together on the lifeline, so that each can assist the other in the event of an incident.

A rescue plan must be in place to evacuate the person who fell within 15 minutes. The rescue material must be easily accessible and be located in the vicinity from the lifeline.

Lifeline Systems was certified for 4 peoples in use simultaneously, not allowing more than 4 people on the cable at the same time.

**General anchorage procedure for roof safety**

1. Identify the fall hazards on the roof such as skylight, roof edges
2. Choose the appropriate anchor section designed for the roof type e.g. temporary or permanent
3. Ensure that the anchor section is properly installed and can support the weight capacity
4. Connect lanyard or lifeline to the anchor section and attach the to a full body harness to prevent falls
5. Make sure the lanyard or lifelines are not twisted or tangled and that they are long enough to allow workers to move around the roof freely
6. Train workers on proper anchorage procedures
7. Conduct regular inspection of the anchor sections, equipment and personal protective gear.

**Usage of appropriate personal fall protection equipment**

Usage of the approved (type and rating) fall protection equipment is mandatory.
a) Fall Protection Equipment must be inspected by the user & trained person daily.
b) Double hook full body Safety harnesses that have been used in a fall arrest situation must be withdrawn from service and not reused/issued until after a full examination.
c) Records of the results of thorough examinations must be kept on site. Each user must be equipped with:

a) A suitable harness
b) A lanyard with energy absorber in conformity with EN 354, EN355 standard.

**Usage of Access Ladders and Scaffolds**

Usage of the approved (type and rating) fall protection equipment is mandatory. Access ladders and scaffolds can be used as anchor platforms.

All material must be examined upon arrival at site or during unloading; any defective items must be removed from the site or untagged as unsafe for use.

No one must be allowed to work on wet or work in exposed positions in the rain, scorching heat or strong winds.

**Fall protection Plan**

A set of procedure and policies put in place to prevent falls or minimize the risk of injury. The goal is to identify potential all hazards, assess the risk, and implement the necessary mitigation measures.

**Fall protection Measures**

The following fall protection measures should be implemented and adhered to:

1. Plan work tasks to avoid or minimize the risk of falls
2. When a worker is working at or above 1.5m, they must use fall protection devices such as safety harness, guardrails
3. Employees must be trained on how to use the fall protection devices and PPEs effectively to reduce the risk of injury
4. In areas where it is not feasible to install a guardrail, and work must be carried out at height, additional measures such as anchor points should be used.
5. When workers need to work on ladders, the ladder must be extended above the workplace to ensure safety measures.
6. Employees must undertake frequent inspection of all fall protection equipment to identify any defects.
7. Workers must not use fall protection equipment that is damaged or has any signs of wear and tear.



# ELECTRICAL SAFETY

Electrical hazards include:

- Electrical shock
- Burns sustained at the point of contact, or due to arcing
- Fires
- Injuries due to muscle spasm causing for example a fall from a ladder
- Due to the high risk involved with electrical work, electrical diagnostic work on electrical equipment shall only be performed by personnel that are qualified to perform this task. If you are not trained or authorised to conduct electrical work, do not be involved in carrying out electrical work in any way.

## Safeguards against Electrical Hazards

- Do not carry out any electrical work unless you are qualified and have sufficient practical experience in the work
- Ensure electrical equipment is properly installed and kept in good condition
- Plug and cable connections should be checked and maintained in good repair
- Ensure equipment is tested as needed by a competent person and any necessary work safely completed by a competent person
- Prevent unauthorized access to switchboards and distribution boards. Keep them secure
- Ensure fuses miniature circuit breakers are properly identified and clearly labeled
- Provide adequate sockets to prevent overloading and the need to use adaptors
- Ensure electrical equipment and electrical installations are protected from ingress of moisture or particles and foreseeable impacts
- Ensure electrical equipment is protected from danger from exposure to hazardous environments, including wet, dirty, dusty or corrosive conditions
- Do not site electrical controls, outlets where they may become wet, e.g. potential splash zones near sinks
- Train staff to carry out visual inspections and report faults, e.g. worn cable, scorching, loose connections into plugs, etc.
- Ensure faulty equipment is taken out of use until repaired (label as faulty or remove the plug to prevent use)
- Ensure external cables are protected against damage and the environment.
- Never touch electrical equipment with wet hands unless the equipment is designed for such contact

### High Voltage

Where work is to be carried out in proximity to exposed and unearthed high voltage conductors the minimum
limits of approach to the conductors will be:

| Voltage | Minimum Limit of Approach |
|---|---|
| 11kV 22kV | 500mm 600mm |

These distances are to be taken as the minimum allowable between the exposed and unearthed high voltage conductors and the closest point of a person's body or any object (other than an operating sick) being held or carried by a person.

No person shall encroach upon the limits of approach unless the equipment has been isolated and earthed appropriately before work is carried out. However, applicable client requirements shall be considered.

### Power Corridors

Personnel performing any work under or near to overhead or underground power lines shall be appropriately authorised competent and endorsed by the HSE or Project Manager. It is particularly relevant where equipment such as brush cutters or TLBs are operated or moved under or in the vicinity of power lines.

Work within the vicinity of the power corridor must be assessed and authorised to prevent facilities and s or equipment coming into contact with power lines. Any tasks involving work that may for any period of time may enter within the 10-meter exclusion zone will be controlled as per client requirements.

Always remember to treat any power or electrical line as energized and keep the required distance away from it.
Do not take any chances with an energy source.

# ENERGY ISOLATION

Maintenance of Isolation and Tagging procedures is critical to protect individuals or groups of personnel from physical injury through contact with or exposure to the following types of energies:

- Electricity
- Chemical (corrosives, gases, toxic material)
- Radiation (induction sources, lasers)
- Mechanical (e.g.: kinetic)
- Pressures Pneumatic
- Gravitational
- Thermal
- Hydraulic

Many serious accidents have happened when someone thought a machine or the power to it was safely turned off. The locking and tagging standard shall apply to work on or near energy sources which could lead to injury if the system were stated, energized, or pressurized. Locking devices and tags are provided by the company for individual and group application.

Standard operating Procedures (SOPs) s Standard Task Procedures (STPs) for individual and group lockout and tagging practices are available and include the following lockout and tagging information:

- Who is required to follow lockout and tagging procedures?
- When lockout and tagging is required
- What information is to be included on locks and tags
- Where locks and tags are to be placed
- Test start requirements
- Verification of procedural compliance prior to commencement of work
- When locks and tags can be removed
- Who shall be notified when locks and tags are placed and removed?
- Protocol for re-energizing equipment after locks and tags have been removed

Isolation of all energy sources shall take place on isolators only. Emergency stop buttons are not an isolation point. A key requirement in preventing accidental energy release is to ensure that all isolation points are positively isolated. This will be achieved by ensuring that:

- Electrical equipment is proved to be de-energized and the isolation points locked.
- Mechanical Isolations are proved to be de-energized, systems have been bled, pressure released and locked in the case of valves and restraining devices and an air gap provided or the use of spading in the case of pipelines.

The Lock-OutsTag-Out standard requires that hazardous energy sources be "isolated and rendered inoperative" before maintenance or servicing work can begin. These energy sources include electrical (either active current or stored as in a capacitor), pneumatic, hydraulic, mechanical, thermal, chemical, and the force of gravity.

It is important to remember all of the energy sources must be "isolated and rendered inoperative." Overlooking an energy source can prove to be fatal.

## Types Of Energies

- Electricity
- Chemical (corrosives, gases, toxic material)
- Radiation (induction sources, lasers)
- Mechanical (e.g.: kinetic)
- Pressures Pneumatic
- Gravitational
- Thermal
- Hydraulic


# SIGNAGE & BARRICADING

Signs are an inscribed board, plaque or other delineated space on which a combination of legend or symbolic shape is used to convey a message. Barricades are a physical barrier, usually temporary, erected or placed to restrict the entry of persons to an area and/or prevent personnel being exposed to a hazard. Barricades can be classed as either a soft barricade or a hard (solid) barricade. Soft barricades are those that use an approved tape to prevent or restrict access to an area.

They are suitable in situations where physical protection by use of a safety barrier system is not warranted. A hard barricade is a self-supporting fence, or a self-supporting series of continuous plastic, concrete or other solid barriers, erected or placed to restrict the entry of persons to an area. Examples include scaffold tubes, and water filled plastic or concrete modular devices.

Signs and barricades are used at work as part of the safe system of work to protect or warn persons from hazards such as being struck by falling objects or moving plants, falling from height or dropped objects and exposure to hazardous materials unauthorized entry.
Signs are also used to inform about site rules, prevailing work conditions, escape routes and the location of certain equipment required during emergencies.

You will come across a lot of signs and barricades during your employment with Knights and it is important to understand what these means, so you can follow the instructions given as required. Obeying a sign or barricade can be the difference between completing your work safely and the occurrence of a serious accident or property damage.

# SIGNS


**Prohibition Sign**

Indicates that an action or activity is not permitted through. It is shown by a red circle with a diagonal line


**Mandatory Sign**

Indicates that an instruction must be carried out. It is shown by a sign located in a blue circle


**Limitation Sign**

Defines a limit on an activity. These signs usually contain a graphic of the limitation e.g. a number, contained within a red circle


**Information Sign**

Provides safety information or directions. Safety instruction signs are usually white with green upper panel with white letters to convey the principal message.


**Warning/Caution Sign**

Indicates potential risk of injury due to a particular hazard or hazardous situation. Caution signs usually have yellow as the predominating color; black upper panel and borders: yellow lettering of "Caution" on the black panel; and the lower yellow panel for additional sign wording.


**Danger Sign**

Indicates imminent risk of injury from a particular hazard or hazardous situation that is likely to life threatening if ignored. Danger signs have red as the predominating color for the upper panel; black out line on the borders; and a white lower panel for additional sign wording

**Fire Fighting Equipment Sign**

These usually have an indication of particular fire fighting equipment contained in a red square.

# ACCESS CONDITONS AND APPLICATON


**Caution**

Access permitted, caution required. The caution tape is to be used to highlight hazards to other personnel that may need to access thearea. Any person may access into a caution barricaded area, as long as they have familiarised themselves with the hazards detailed on the barricade signage and implemented any controls indicated on the signage. This tape is not appropriate formedium, high or extreme risk hazards e.g. unprotected edges, falling objects, electrical hazards. Caution tape is yellow in colour.


**Restricted Access/Danger**

Used to barricade off and restrict access to electrical hazards. This tape is commonly used for switchboard maintenance. Only the work party and personnel authorised by the Safe Work Coordinator in charge of the barricaded area (as indicated on the signage) are permitted to access through the barricade. Danger tape with appropriate signage can also be utilized. Danger barricades are red and white in colour.

**Radiation**

Access permitted under instruction and authority given from Radiation Safety Officer/assistant delegate. Radiation tape restricts access to the barricaded work area. Only personnel authorised by the Safe Work Coordinator/ Radiation Safety Officer are permitted to enter. Radiation signs are blue and white in colour

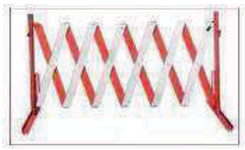
**Barrier Mesh and Bunting Flags**

Barrier mesh and burning flags are high visibility soft barricading options where a solid Barricade is not required. May be used in conjunction with appropriate barricading tape and signage to delineate work areas that require authorised access, or used to highlight the boundary of a work area.

Hard barrier control opitons include but are not limited to:

**Jersey type barriers**

A modular device used to segregate areas where plant and equipment is being operated and as a traffic safety control. The barrier is established to maintain a safe distance that segregates pedestrians and workers from plant and equipment. Where a risk assessment determines that the barrier deflect an out-of-control vehicle.



**Expandable/concertina barriers**

Are a free standing, portable hard barrier option.

**Scaffolding equipment**

Where the barrier is required to perform the same function as a permanent handrails guardrail

# PERSONAL PROTECTIVE EQUIPEMENT

It is Knights policy to ensure that where risks and hazards in the work place cannot be eliminated, correct personal protective clothing and equipment is supplied to employees to reduce their exposure to the risk or hazard.

There will be situations during your employment where the use of additional Personal Protective Equipment (commonly referred to as PPE) will be recommended and perhaps required. Personal protective equipment for the eyes, face, head, and extremities (e.g., protective clothing, respiratory protection devices, and protective shields and barriers) shall be provided, used, and maintained in a sanitary and reliable condition. PPE should meet international safety standards.

Employees shall not provide their own protective equipment (with the possible exception of footwear). All personal protective equipment will be approved by Knights.

**Principles**
Knights will comply with all legal requirements relating to the protection of employees, clients and visitors.

Where legislation requires a specific risks or hazards to be eliminated, and this cannot be achieved, Knights provides personal protective clothing and equipment free of charge to employees who are exposed to the risk or hazard.

The issue of personal protective clothing & equipment to an employee within a particular job category must be justified, satisfy the criteria and be agreed to by Management. It is a condition of employment at ATS that items of personal protective clothing and equipment issued in terms of this policy must be worn by employees engaged in work where risks and hazards cannot be eliminated.

When applicable, employees will be trained in the use of personal protective equipment and will sign an Acknowledgement of Training. The issue of personal protective equipment will be recorded on the PPE Issue Register Employees are obliged to take good care of the personal protective clothing and equipment issued to them and Knights reserves the right to take disciplinary action against any employee where clothing or equipment has been damaged, stolen or lost through negligence or deliberate act

## Personal Protective Equipment

Always inquire with your Supervisor or HSE team member about the particular PPE requirements for your work area. Failure or refusal to make use PPE is grounds for disciplinary action and possible dismissal.

### 1 Head Protection

Head protection (hard hats) must be worn in areas where there is a possible danger of head injury from impact, Falling/flying objects, electrical shock and/or burns. Hard hats will be worn in all posted head protection areas and in all construction areas on the site. All head protection should meet international safety standards.

### 2 Protective Clothing

Protective clothing may be required for protection against direct contact with hazardous substances or for protection in work areas with extreme temperature conditions. Protection can also be required against weather conditions such as working continuously in direct sunlight or in the rain.

### 3 Eye and Face Protection

Safety glasses with side shields or protective eye wear having adequate angular protection (e.g. spectacles with nonremovable lens, goggles) shall be worn in all posted work- places where eye protection is required except when the areas are shut down or closed during off- shift hours.

### 4 Safety Glasses Policy

All employees who work in posted eye protection areas (or who perform tasks requiring the use of eye protection) shall wear safety glasses. Management must approve the purchase of transitioning lenses and sunglasses.

### 5 Foot Protection

Employees who are required as a part of their job performance to handle heavy materials and/or operate equipment/perform tasks for which foot protection is required shall wear occupational foot protection that meets international safety standards.

### 6 Hearing Protection

Protection against the effects of noise exposure shall be worn in all posted hearing protection areas. Hearing protection devices are available from management.

### 7 Gloves

Gloves shall be made available to prevent hand injuries and chemical exposures. Gloves are to be worn while conducing such duties as firearms cleaning, opening or closing gates, rolling-up doors, handling barricade signs, target frames, or conducting any other assignments where gloves could prevent injury. Protective gloves listed on the Material Safety Data Sheet (MSDS) for the chemical being used shall be worn.

### 8 Additional Safety Requirements

The procedure requirements stated above should satisfactorily address the majority of all safety concerns related to personal protective equipment worn routinely by employees. However, if a work assignment requires employees to operate beyond the scope of this procedure for any reason, contact your Supervisor or management for assistance.



**Emergency Procedures**
In case of an emergency or a fall incident, the following emergency procedures must be followed:

1. An emergency response team must be established and trained to coordinate rescue
2. Workers trained in basic first aid techniques
3. Communication must be established between emergency response team and workers to ensure prompt and effective rescue operations
4. All workers must be aware of the emergency procedures and must be able to identify the location of emergency equipment

**Actions Prior to Starting Work at Height**
If at all work at height cannot be eliminated or minimized, the following actions must be undertaken prior to starting the work.

Prior to any person working at height a risk assessment must be carried out to identify the risks and the safety measures necessary to eliminate or reduce the risk.

Collective protection measures must always be considered in preference to individual protection measures.

Where it is not reasonably practicable to provide a safe working platform and a person has to rely on the use of a double hook full body safety harness and a life line, a suitable rescue plan must be considered along with the safety measures.

A competent Person must verify that the contents of this procedure have been implemented before the commencement of any work at height. Work may only commence with the written approval of the competent Person.

**Verification of Procedure Implementation**
Prior to initiating work, the equipment and location must be verified for safety and appropriateness using the following steps

1. A systematic verification of the satisfactory implementation of this procedure must carried out by Competent Person, at a frequency appropriate the duration and risk of the task.
2. On completion of the work it must be formally verified by a Competent Person, that the work place has been left in a satisfactory condition and that all persons have safely returned from the workplace.

**Documentation to be maintained for work at height**
The following documentation must be maintained for work at height: Work permit, Competent persons list, Training records, PPE inspection records.

In conclusion, it is the responsibility of every worker to practice the guidelines mentioned in this document so that work at height can be carried out effectively without harm.

# HOUSEKEEPING POLICY

Knights and Apps Ltd is committed to creating and maintaining an orderly, clean, tidy and safe working environment. This is because effective housekeeping can eliminate many workplace hazards and help get work done safely and properly.

The purpose of this policy is to ensure that the workplace and storage areas are maintained in a clean and tidy manner, and are assessed for good operating conditions regularly.

The following procedures apply to this policy:

- Integrate housekeeping responsibilities into jobs by having staff clean up as they go during shifts by removing waste and unused materials and inspecting their work area to ensure clean-up was properly completed.
- Maintain corridors and floors free of slip and trip hazards, and removing of waste materials and other fire hazards from work areas.
- Keep work areas neat and orderly by keeping all items in their specific locations, or storage areas.
- Damaged electrical fittings should be reported, and work orders issued to fix them.
- Keep all furniture, electronics, floors, and shelves clear of dust.
- Maintain clean light fixtures to improve lighting efficiency.
- Regularly inspect, clean and repair all tools and personal Protective Equipment. Do not use damaged tools.
- Design and store tools and material in storage rooms in such a way as to ease accessibility and avoid over reaching, falling objects. Label all dangerous substances.
- Collect and place all waste materials in their respective waste collection bins. Check and empty them regularly to avoid overflowing waste bins.
- Train all staff and induct all new employees on good housekeeping procedures.
- Periodically conduct an inspection of the work area, monitor and review to ensure the standard is in compliance.

All the above as per our company manual shall apply to Knight & Apps Ltd permanent, temporary or contracted employees. It shall also apply to staff on assignment outside of Knight & Apps Ltd premises.

**June M Nyandwaki**

**HSEQ Manager**

**4th January 2023**

KNIGHTS AND APPS LTD.
Tel: 0722-953 976
0202671514
P.O. Box 1535-00502, NAIROBI

# ENVIRONMENTAL MANAGEMENT

Knights and the clients we are contracted to take their responsibility towards the environment very highly. The company has developed and outlined measures that to be implemented in order to minimize adverse environmental degradation associated with all operational activities. Every employee should know their role in environmental management and

## Waste Management

Waste management is the process in which the different kinds of wastes are being collected, processed and recycled in order to convert them into useful materials or to dispose them in an environmentally friendly way. The different types ofwastes include the solid waste (plastic, glass, paper, aluminium, food, garden etc.), liquid waste, gaseous waste and the electronic wastes etc.

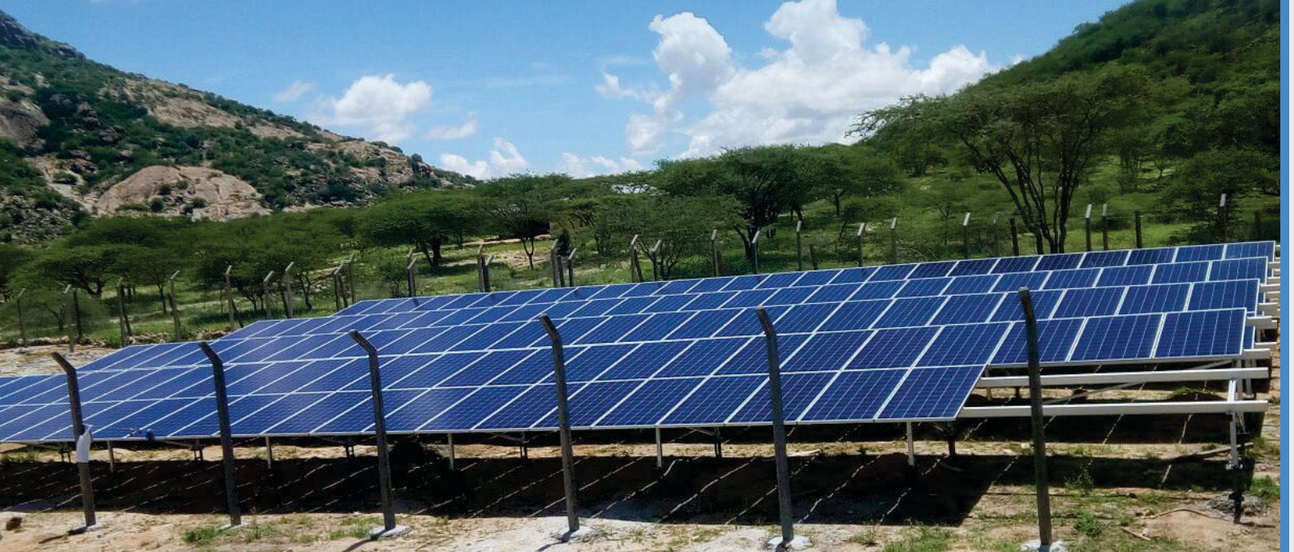
All Knights sites must practice waste separation. Throughout the operations you will see different colors on waste containers with different labels indicating the type of waste to be placed in them. Always place waste in the designated waste container or bin.

- The waste management hierarchy is used at Knights to generate the maximum amount of beneficial products from the available wastes.
- Prevention: Using less material in design and manufacture. Keeping products for longer. Using less hazardous material.
- Reduction of Wastes: Involves reducing the amount of waste produced. An example of waste reduction is to
- use china and silverware instead of disposable paper plates and plastic flatware.
- Reuse: Wastes are collected in the middle of the production phase and are again fed along with the source to aid in the production process. This process helps in minimizing the amount of wastes produced as end product, saves the natural resources and reduces the costs associated with the production and manufacturing
- Recycle: Turning waste into a new substance or product. Includes composing if it meets quality protocols
- Energy Recovery: Includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste; some backfilling
- Treatment and Disposal: Landfill and incineration without energy recovery.

## Management of Spillages

**Control**

- Immediately notify supervisors and the Health and Safety department in cases of fuel or chemical or sewage spill.
- Do not attend to spills when you are not trained to do so. Contamination with fuel or chemical could easily lead to serious burns and hazards.
- Remove sources of fuel causing spillage with the correct safety procedures.
- Electric power to pumps and machines involved in spillage should be disconnected to reduce spillage.
- If possible use water tight containers to receive leakages and isolate machines and equipments causing spills.
- Overflowing sewage and septic tanks should be reported to the Environmental managers and Health and Safety Department.



### ❍ Contain

- There should be the presence of the Environmental management or Health and Safety department in any cases of containing fuel or sewage spill.
- The Environmental department are responsible for any practices of containing spillage including; absorption, skimming and burning.
- Contaminated mater and soil are collected and sent to the contaminated waste site in properly sealed containers.
- Rags and pads could be used to mop relatively small spill of fuel.

### ❍ Clean - Up and Recovery

- Do not wash down fuel with water to the gutters or the soil, it would lead to the contamination of the soil.
- After actions of skimming and absorption, surfaces could be cleaned with hot water and detergent.
- Areas and surfaces contaminated with sewage spills should be sanitized after cleaning with hot water and detergent.
- Rags and pads used in cases where necessary should be sent to the contaminated waste bins and sites. Do not carry out any electrical work unless you are qualified and have sufficient practical experience in the work

### ❍ Optimization of Resources

Every employee should create awareness among fellow employees and client staff and display notices with requested behaviour to raise awareness. Energy and water saving do not have to compromise service or client comfort.

### ❍ Energy

- Ensure the proper maintenance and servicing of all equipment. Service air cons regularly to improve efficiency.
- Defrost Freezers and check door seals.
- Encourage residents to report equipment not working efficiently.
- Keep doors/windows closed when air icon is on.
- Utilise LED or Fluorescent globes for up to 80% energy saving.
- Adjust hot water storage to 60 degrees Celsius (40 degrees in warmer climates.
- Install timers to engage heater during peak periods and off during off peak.
- Provide appliances with efficient energy rating.
- Set fridges freezer temperatures to optimum and report icing up.
- Display energy rating for each appliance.
- Select which lights/appliances are really necessary at that time e.g. sleeping with bathroom lights on.
- Use hot water heaters and appliances according to occupancy. Turn off appliances during low occupancy

### ❍ Water

- Avoid leaving water running unnecessarily.
- Plan bathroom routine to limit water usage.
- Use bath/hand basin plugs.
- Flush toilets; short for No1 and full cycle for No.2.
- Only send towels to the laundry that require changing.
- Report maintenance issues i.e. dripping taps, shower heads and toilets.
- Use low flow shower heads and avoid using bathtubs.
- Reduce water pressure to slow flow.
- Investigate dry cleaning methods for floors instead of mopping.

# ENVIRONMENTAL POLICY

Knights & Apps Limited is committed to Environmental Sustainability. We recognize our responsibility for the environment and we are committed to working towards minimizing the environmental impacts of our activities.

We commit to ensure that we:

- Conduct activities in a manner that will demonstrate respect for the environment, continually improve performance and reduce our impact
- Comply with all environmental legislation and other legal requirements
- Communicate our environmental commitment and efforts to our staff, customers, sub-contractors, stakeholders and clients.
- Continually improve over time by striving to measure our environmental impacts and by setting goals to reduce these impacts each year
- Protect the health and Safety of our employees and surrounding communities and ecosystems
- Use resources such as energy as efficiently as possible.

We work to achieve these commitments by:

- Providing continuous awareness sessions of all our employees and more specific environmental training where appropriate
- Considering the risk of our materials and products at all stages of our product's life, placing priority on risks present during de-commissioning processes. I.e end of life of our products.
- Continually evaluate our suppliers' environmental policies and performance
- Seek to influence clients and suppliers of materials and services to adopt policies which are consistent with those of the company.

Not only are we committed to helping our customers make environmentally responsible buying decisions, our environmental stewardship is demonstrated through several initiatives including but not limited to

- Low Carbon transport; we use Electric vehicles for company errands
- Solar system; we have installed a 10kWP Solar Car park that supplies power for charging the Electric Vehicles

This policy has been availed to all employees and guidelines have been put in place to towards achieving its intended goals.

This policy will be reviewed annually

**MANAGING DIRECTOR: Francis Romano**

**SIGNED**:

KNIGHTS AND APPS LTD. Tel: 0722-953 976 0202671514 P.O. Box 1535-00502, NAIROBI

**DATE**: **25th January 2023**

**DATE OF NEXT REVIEW: 24th January 2024**

# STOP CARD DEPLOYMENT PROCEDURE

The purpose of this procedure is to lay down the step by step guideline for the usage of stop cards in control and prevention of incidents and other dangerous occurrences within our company operations.

It is aimed at changing the safety behavior by encouraging everyone to step in while operations are in progress, heightening shared vigilance, taking a participatory approach to identifying situations in which the rules are not being followed, and highlighting the important role of everyone in recognizing and resolving problems raised.

A stop card in this case refers to a behavioural based stop work authority card given to all staff of Knights and Apps limited staff to intervene at any time if an action or a situation appears to endanger other people, a facility or the environment. A stop card is a simple way to make sure that employees know that they are held responsible for their own safe behavior and are responsible for stopping any unsafe behavior they might see in the work place.

**INDIVIDUAL RESPONSIBILITIES**

**I. Administrator**

The office of the administrator in sync with the accountant will;

- Process and avail funds for equipping each staff member/employee with a copy of a stop work authority card.
- Ensure that all new employees are provided with a stop work authority card and equipped with the necessary instructions on how to use and maintain it.

**II. HSE Manager**

HSEQ manager and officers will:

- Encourage personnel to report situations in which the rules are not being followed.
- Support efforts to resolve the situation through a participatory process.
- Provide employees with simple, positive, practical information.
- Organise awareness sessions with all staff for sharing stop card usage instructions and response processes/ escalation processes.
- Integrate the Stop Card into existing processes and showcase and applaud its use.
- Print out/ disseminate the rolled-out procedure to all departments/personnel to keep them up to date with this procedure
- Follow up to confirm that all personnel are availed with the stop work authority cards and know exactly how to use them
- Pick up all stop card incidents reported, investigate them and put in place corrective measures
- Keep track of all stop card cases reported and share reports monthly in the KPIs/ HSE Statistics form
- Use the reported incidents to identify gaps in the policies and procedures and review the existing procedures to facilitate continuous improvement.

**III. Chief of Works/Site Supervisors**

The appointed site supervisors/ chief of works will;

- Take on the responsibility of an overall stop card supervisor on his/her site.
- Constantly remind his team during toolbox talks and throughout the working day on the importance of stop work authority card and the need to use them
- Immediately embrace and pick on the reported stop card cases, and work with the HSEQ Supervisor to resolve them
- Respect the essence of the used stop card and immediately stop all works until the problem has been resolved.
- Take an initiative to escalate the incident to higher authorities, if it can not be resolved at site.
- Use the reported incidents as a learning basis to work better and safer next time.

**IV. All Employees**

The responsibilities of each employee are to :

- Identity the hazard or unsafe act /condition and immediately intervene and stop it using their stop work authority card.
- Alert the site supervisor /Chief of works and the HSEQ supervisor to step in and resolve the identified problem.
- Participate in analyzing the perceived risks and share their opinion in resolving the problem.
- Fill the anomaly/near miss form making sure that the box for stop card usage has been ticked and sign.
- Always carry individual stop work authority cards whenever at work.

**STOP CARD DEPLOYMENT PROCESS**

The following are the steps to be followed whenever a situation that requires the use of a stop card is identified.

- Confidently stand up, raise your right arm with an open palm to stop the action with authority.
- Clearly ask the person or a group of personnel participating in the unsafe activity or act to STOP using your stop work authority card.
- Alert your site supervisor/ the HSE officer of the details of the situation, and let him/her intervene to resolve the problem.
- Led by the site supervisor, discuss the problem, identify the causes, and together come up with a corrective/mitigation measure.
- Discuss what could affect the proposed control measures until you finally agree on the most effective corrective/mitigation measures.
- Analyse the site for other hazards/risks that could affect the safe execution works.
- Have the initiator of the stop card usage/ person that stopped the work fill an anomaly/near miss form clearly indicating the use of the stop card by ticking the stop card usage box.
- You can use the anomaly form for TotalEnergies while working on Total sites, or the Knights & Apps Ltd anomaly reporting form for other clients. These forms must be available in every site file.
- The corrective measures must be clearly indicated in the anomaly form. If there are measures that may not be immediately implemented, the HSE personnel must capture them in an action tracker and follow up for their closure.
- A closure report on these actions will be shared by the HSE Supervisor at closure of the work site.
- If the stop card was used at office, the HSE manager will lead the discussion to resolve the problem and appoint the responsible department to work on closure. Actions will then be updated in the HSE tracker and follow up done for closure. The status of closure must be indicated in the end of month HSE reports.
- The anomaly form must then be undersigned by the three parties. I.e. The person reporting, the site supervisor and the HSE personnel.
- The employee that reports most of the anomalies and uses their STOP CARD will be recognized specially by management.

Note:
You will never be penalized for stopping unsafe work, or speaking up against unsafe acts and conditions or hazards within the work place. **Always remember, "SAFETY FIRST"**


# QUALITY ASSURANCE

As a Product and Service company, we as Knight & Apps Ltd guarantee quality through the following processes and initiatives.

- Provision of continuous training to staff-We undertake to ensure better utilization of resources, less wastage, increased competitiveness, reduced employee turnover, increased productivity and development of a positive attitude among the staff.
- Research and development-We promote fast adaptability to changing environment, continuous technological change, competition and change in the consumer preferences.
- Client Relation Service-We undertake to ensure understanding of customers purchasing histories and thus automate certain aspects of the business.
- Verifiable work procedures-We undertake to ensure that our procedures outline the hazards, risks and associated controls measures to be applied to ensure activity is conducted in a way to reduce risk of injury to people, environment and reputation.
- Strict Health Safety Environment and Quality system- We undertake to ensure that all the steps necessary for safe working have been anticipated and implemented and are designed to reduce human error.
- Provision of workmanship warranty- We undertake to ensure quality of our designs by guarding the designing, manufacturing, installation, inspection and testing of our services.
- ERP System-We undertake to ensure provision of complete visibility of business processes for efficient resource utilization management.

We hereby certify that this Quality Assurance Policy accurately describes the Quality System in use within the Organization.

**MANAGING DIRECTOR: Francis Romano**

**SIGNED**:

**DATE**: **25th January 2023**

KNIGHTS AND APPS LTD. Tel: 0722-953 976 0202671514 P.O. Box 1535-00502, NAIROBI

# HEALTH, SAFETY, ENVIRONMENT & QUALITY POLICY

We recognize that HSEQ is critical in all our works and hereby commit to:

- Establish clear global HSEQ objectives to drive towards zero injuries and zero occupational illnesses to employees, visitors, sub-contractors, stakeholders and clients.
- Assess identifiable HSEQ risks before commencing works and take actions to monitor, manage and reduce those risks
- Operate in compliance with HSEQ legislation, regulations, client policies and procedures
- Optimal use materials and energy while providing our products and services
- Ensuring that employees are physically fit and are free from drugs and alcohol during working hours
- Minimize adverse environmental impacts associated with our activities and promote use of clean energy.
- Improve the environmental impact of our products by considering their impact at end-of-life / entire lifecycle; E-waste management.
- Evaluate and Improve HSEQ management system at defined intervals through internal audits and management reviews
- Have qualified and experienced persons in all positions with regard to safety and familiarizing them with their duties
- Care for health and safety of our service providers, suppliers and all those whose health may be impacted by our operations.
- Encourage the participation of all employees and sub-contractors in implementing these commitments, and proactively consult with them towards continuous improvement.

**THIS HSEQ POLICY**

- Has a systematic approach to HSEQ management designed to ensure compliance with the law to
- achieve continuous performance improvement,
- Has goals, objectives and targets for improvement and performance measurement
- Binds all joint ventures and all third parties that we may work with in all our operations to the same
- commitments.

This policy has been availed to all employees and guidelines have been put in place to towards achieving its intended goals. This policy will be reviewed annually

**MANAGING DIRECTOR: Francis Romano**

**SIGNED**:

**DATE**: **25th January 2023**
**DATE NEXT REVIEW: 24th January 2024**

KNIGHTS AND APPS LTD. Tel: 0722-953 976 0202671514 P.O. Box 1535-00502, NAIROBI

**2023** SAFETY THEME

# Plan well today, be safe tomorrow!

## COMPANY DOCUMENTATION & SAFETY ACKNOWLEDGMENT FORM

**ACKNOWLEDGEMENT:** By name & signature below, *"I acknowledge that I have been taken through different company policies and HSE Manual, I also acknowledge that I have understood the contents fully. Through the discussion and presentation of the subjects covered and the interaction, I understand how the issues, materials and subjects covered apply to me and the completion of my job duties in a safe manner. I agree to apply the information presented to my job to the best of my abilities."*

| | Name | Category *(Employee, Consultant, Intern, or Contractor)* | Date | Signature |
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KNIGHTS ENERGY

*for professional Solar Solutions*

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2023 EDITION

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