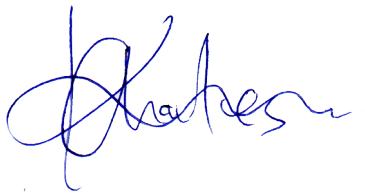


# **Environmental Management, Employee Health & Safety Policy**

A handwritten signature in blue ink, appearing to read 'Rakesh', is positioned above a horizontal line.

February, 2024

**Revision 5 (a) - 2022**

## Guiding Principles

Environmental management is a broad and rapidly evolving discipline and this policy aims to internalize core themes and principles that ensure a sustainable approach to protecting employees and their work environments.

Genpart Services Ltd is guided by the globally accepted principles of:

1. Polluter Pays Principle (PPP)

The essential concern of this principle is that polluters should bear the costs of abatement without subsidy.

2. The User Pays Principle (UPP):

It is considered as a part of the PPP. The principle states that all resource users should pay for the full long-run marginal cost of the use of a resource and related services, including any associated treatment costs. It is applied when resources are being used and consumed.

3. The Precautionary Principle (PP):

The main objective of the precautionary principle is to ensure that a substance or activity posing a threat to the environment is prevented from adversely affecting the environment, even if there is no conclusive scientific proof of linking that particular substance or activity to environmental damage. The words 'substance' and 'activity' are the result of human intervention.

4. Principle of Effectiveness and Efficiency:

It is essential that efficiency of resources use may also be accomplished by the use of policy instruments that create incentive to minimize wasteful use. It also applies to various issues of environmental governance by streamlining processes and procedures in order to minimize environmental costs

5. The Principle of Responsibility:

It is the responsibility of all persons, corporations and states to maintain the ecological processes. Further, access to environmental resources carries attendant responsibilities to use them in an ecological sustainable economically efficient and socially fair manner.

6. The Principle of Participation:

It is the duty of all the persons to participate in collectively environmental decision making activities. Some participation areas are related to the use of trees and other plants, minerals, soils, fish and wildlife for purposes such as materials and food as well as for consumptive and non-consumptive recreation. The second issue concerns solid waste i.e. garbage, construction and demolition materials and chemically hazardous waste etc. The third issue of participation is related to pollution generating activities.

## 7. The Principle of Proportionality:

The principle of proportionality is based on the concept of balance. A balance is to maintain between the economic development on the one hand and environmental protection on the other hand. It cannot be disputed that no development is possible without some adverse effects on ecology. Therefore, it is essential to adjust the interest of the people as well as the necessity to maintain the environment. Moreover, comparative hardships have to be balanced and benefits to a larger section of the people have to be maintained.

## **Environmental Management & Worker's Safety Issues**

### **Ergonomics & Computer Use**

Genpart Services Ltd ensures that office workers have decent chairs and tables, working space to promote employee physical safety especially in the use of computers.

Computers are replaced often with preference on faster and reliable ones because the employer understands that slow machines contribute to a stressful work environment.

Employees are encouraged to keep their work environments tidy and organized.

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### **Communicable Diseases**

Employees who contract communicable diseases are given medical leave to seek treatment

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### **Overworking**

The company does not believe in overworking employees

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### **Safety**

Field staff and technicians must wear relevant safety gear (PPE)

### **Lighting**

Company used low impact LED lighting for spare parts displays

### **Hygiene**

Since Covid 19 period, the company buys sanitizers in bulk and always keeps a bottle available to customers

### **Paper Usage in The Office**

- ⇒ All staff are encouraged to be paperless by use of email and collaboration tools.
- ⇒ Where printing is required for internal use and for assessment purposes, recycling paper by turning over page is encouraged.

### **Procurement:**

Purchase 'green' sensitive equipment and stationery e.g. solar calculators, recycled paper, eco-soaps, cleaners and detergents.

### **Handling of Production Waste Management**

Our waste mainly consists of:

- ⇒ Used oil in the workshop
- ⇒ Scraps of metal from the service workshop
- ⇒ Plastic containers for oil, coolants etc
- ⇒ Paper wrappers, cartons etc
- ⇒ Kitchen waste

We have contracted a NEMA approved handler to collect and correctly dispose our garbage / waste on a regular basis at our office and the service workshop

# Health & Safety

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## Health & Safety

- ⇒ Proper measures are taken by full time staff to ensure office hygiene. Appropriate washing materials are stocked in the washrooms and the office is cleaned daily.
- ⇒ Cleaners are supplied with appropriate safety kits and gloves
- ⇒ Circulars are issued to work groups regularly to sensitize them on responsible sexuality and health.
  
- ⇒ Employees assigned to work in hot areas like Dadaab have shorter work hours in day.
- ⇒ All employees at the workshop are required to wear appropriate uniform and head protection gear while working even in the field.
- ⇒ Employee handbook outlines sexual harassment policies and demands all signed in to strictly adhere.

## Relevant Signage

We have put up appropriate signs in the workshop to direct staff and non-staff (visitors) on places authorized to enter or danger zones.

Various notices are also placed in visible areas to give directions to staff on hygiene and basic safety reminders especially in the washrooms & staff kitchen.

# Occupational Health and Safety Policy for Heavy-Duty Diesel Generator Installers

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## Introduction

Our company is committed to ensuring the health, safety, and well-being of all employees, sub-contractors, client's staff, and any visitors involved in the installation of heavy-duty diesel generators. This policy outlines the responsibilities and procedures to minimize risks and ensure a safe working environment.

## Scope

This policy applies to all personnel involved in the installation, testing, and commissioning of heavy-duty diesel generators, including project supervisors, field technicians, and subcontractors.

## Responsibilities

- **Project Supervisor:** Conduct regular safety briefings before commencement of work, ensure that all safety protocols are followed, and maintain a safe working environment.
- **Field Technicians:** Adhere to safety guidelines, report any hazards, and participate in safety training.
- **Sub-contractors & others involved:** Comply with our safety policies and procedures.

## Safety Procedures

### 1. Personal Protective Equipment (PPE)

- All personnel must wear appropriate PPE, including hard hats, work overalls, safety glasses, and garage boots, when working around generators.
- Loose clothing is secured to prevent entanglement with machinery.

### 2. Generator Safety

- Ensure proper ventilation to prevent carbon monoxide buildup. Generators should ideally be placed outdoors or in well-ventilated areas.
- Keep the area around generators clear of clutter and flammable materials.
- Regularly inspect electrical connections for damage and ensure they are securely fastened.

### 3. Fire Safety

- Install fire extinguishers near generator locations.
- Prohibit smoking and open flames near generators.
- Ensure fuel and oil leaks are addressed immediately.

#### **4. Electrical Safety**

- Ensure all electrical connections are properly insulated and protected from water.
- Use appropriate tools to avoid electrical shock.

#### **5. Ventilation and Exhaust Systems**

- For indoor installations, ensure proper ventilation and exhaust systems are in place to direct exhaust gases outside.
- Install carbon monoxide detectors in areas where generators are operated indoors.

#### **6. Regular Maintenance**

- Schedule regular maintenance checks on generators, including inspections of fuel lines and exhaust systems.
- Keep generators clean and well-maintained to prevent gas leaks.

#### **7. Training and Awareness**

- Provide regular safety training for all personnel.
- Display warning signs near generator locations to alert workers and visitors of potential hazards.

#### **8. Emergency Procedures**

- Develop and communicate emergency response plans for accidents, fires, or other incidents.
- Ensure first aid kits are readily available and easily accessible.

#### **Compliance and Review**

This policy will be reviewed annually or as needed to ensure compliance with changing regulations and best practices. All updates will be communicated to relevant personnel.

#### **Acknowledgement**

All employees and subcontractors must acknowledge that they have read, understood, and will comply with this policy. This draft provides a comprehensive framework for ensuring safety during the installation of heavy-duty diesel generators. It emphasizes the importance of PPE, proper ventilation, fire safety, and regular maintenance to minimize risks.