



# HEALTH AND SAFETY MANAGEMENT PLAN

Version 3

June 2024

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## 1. Introduction

Plantations Socfinaf Ghana (PSG) Limited is committed to providing a safe and healthy workplace for employees, contractors, suppliers and visitors. To meet this obligation, PSG must ensure that its employees, contractors and others carry out their work safely.

This Health and Safety Management Plan (HSMP) aims to implement policies and procedures to mitigate identified hazards to a controlled and acceptable level that will not cause injury or illness to persons, damage to equipment and the environment.

This Health and Safety Management Plan (HSMP) applies to all PSG operations and processes and its employees, visitors, contractors and stakeholders.

In line with PSG's commitment to providing the highest standard of health, safety and environmental performance, it has set the following company objectives:

- Close to zero harm to people and the environment
- Compliance with relevant legislation and requirements
- Undertake hazard identification and risk control activities
- Provide adequate instruction, training and supervision
- Design and implementation of safe systems of work
- Continuous improvement of the management plan

## 2. Standards and Legislations

The following standards and legislations were used as references in preparing the PSG Health and Safety Management Plan (HSMP).

- Constitution of The Republic of Ghana, 1992 Article 36 (10)
- The Factories, Offices and Shops Act 1970 (Act 328)
- The Workmen Compensation Act, 1987 (PNDC Law 187)
- The Labour Act 2003 (Act 651)
- Best Standard Practices from Laws of Ghana & International Labour Organization (ILO) Laws

## 3. Health, Safety and Environmental Policy

Health, Safety and Environment (HSE) issues are of paramount importance to the Management of PSG. The company is committed to the health and safety of its personnel and the public and protecting the environment.

PSG strives to develop a positive culture that supports its health and safety values by encouraging best practices at the workplace and implementing processes that ensure the health and safety of employees, suppliers, contractors, customers and the communities associated with its operations.

The company works with this commitment through its Health and Safety Policy and this management plan.

## 4. Roles & Responsibilities

The roles and responsibilities of key personnel, employees, and contractors in implementing the HSMP are defined. All parties involved collaborate to implement this plan successfully.

### Managing Director

- Overall responsibility and support of the HSMP.
- Allocate sufficient resources required to implement the HSMP successfully.

### Sustainability Manager

- **With the help of the Assistant Sustainability Manager and the approval of the Managing Director, develops the HSMP for the Company.**
- Display 'Due Diligence' in all Health, Safety and Environmental matters and champion the implementation of the HSMP.
- Appoint sufficient competent persons as may be required to assist with the effective management of the HSMP objectives.
- Together with the HSE team, lead by example, modelling the behaviour expected from all employees to perform work safely.
- Actively promote HSMP performance objectives to PSG employees and Contractors.
- Actively promote an HSMP culture that shall mitigate the risk of injury to personnel and damage equipment and the environmental aspects of any task.
- Establish and maintain clear responsibility for the implementation of the HSMP.

### Assistant Sustainability Manager

- Recommending, administering and supervising the implementation of a comprehensive safety programme.
- Ensuring compliance with all statutory requirements, rules and regulations.
- Conducting and participating in safety meetings with contractors, the HSE team and the safety committee.
- Providing day-to-day leadership and ensuring a high-performance, safety-oriented work environment support in achieving PSG's mission and objectives.
- Conducting and supervising inspections, audits and investigations of workplace safety, hazards, and work practices.
- Monitoring and following up to ensure correction of hazards.
- Advise entire management and employees on safety policies and required actions, and safe work practices.
- Coordinating the development of safe work procedures required to ensure compliance with safe practices at work.
- Supervising evaluation of employee accident and incident reports, responds to and conduct investigations of accidents, incidents and recommends remedial actions and follow up to ensure action is taken, prepares required reports on accidents/incidents and trends.
- Conducting special or periodic workplace inspections to identify HSE hazards and preparing reports of findings and recommendations, following up to ensure action is taken to address deficiencies.
- Responding to emergencies, preparing reports of findings and submitting the recommendation.

- Monitoring safety inspection programmes, evaluating programme maintenance and determining priority of existing hazard correction.
- Serving as a team leader and providing leadership in developing and implementing programmes and initiatives to improve HSE in the working areas.

### **Sustainability Supervisor**

- Assist the assistant sustainability manager in the performance of his functions.
- Participate in HSE meetings and safety committee meetings in the area of responsibility.
- Ensure the implementation of HSE activities to improve employees' awareness of safety procedures.
- Participate in compliance inspections, audits and investigations of workplace safety hazards and work practices.
- Leading and guiding the work of junior level safety personnel or employees.

### **HSE Committee**

The responsibilities and roles of the HSE Committee are:

- To help develop HSE policies and procedures of the company and assist in their implementation.
- Be in charge of HSE issues under their respective departments/sections/estates.
- Be the bridge or linkage between management policies and procedures on HSE and the workforce.
- Bring issues of HSE to management attention when reported to them or noticed.
- To help resolve critical HSE problems when they crop up.
- To help investigate accident/incident cases.
- To help close out non-conformities identified during internal and external audits.
- To consider gender related HSE issues.

### **Employees**

- Accepting individual responsibility for their safe behaviour.
- Actively promoting a positive HSMP culture that would mitigate the risk of injury to themselves and other employees and damage to plant, equipment, and the environment.
- Working safely at all times.
- Learning and abiding by HSMP practices and procedures applicable to their work tasks and reporting substandard practices, conditions, or behaviours to their supervisor.
- Promptly reporting injuries, near misses, environmental pollution and other incidents to their supervisor.
- Complying with the workplace health and safety instructions at the workplace by their employer.
- Identifying and correcting unsafe acts of themselves, others and conditions within their area of responsibility.
- Reporting person who knowingly jeopardises his/her health and safety and the health and safety of others shall be subject to disciplinary action.
- Complying with the Drug & Alcohol Policy.
- Contributing to a positive, team managed approach to health and safety.
- Complying with all HSMP requirements and procedures.
- Attending toolbox and training if and when required.
- Assisting and cooperating with persons conducting incident and hazard investigations.
- Complying with all security requirements and emergency response procedures.

**Contractors**

- Must have a valid contract signed by the Managing Director (MD)
- Ensure compliance with all statutory requirements, rules and regulations, which are captured through PSGs legal compliance monitoring.
- Complying with the instructions given for workplace health and safety at the workplace by PSG.
- Complying with all security requirements and emergency response procedures of PSG.
- Working safely at all times.
- Complying with the Drug & Alcohol Policy.
- Reporting all accidents and incidents to PSG HSE office

## 5. Implementation Plan

For the implementation of the HSMP, strategies and plans shall be carried out by identified personnel. These strategies and plans are interdependent for successful results. Critical areas of implementation are categorised as follows; General, Health, Safety and Environment.

## 6. General

### Hazard and Risk Management

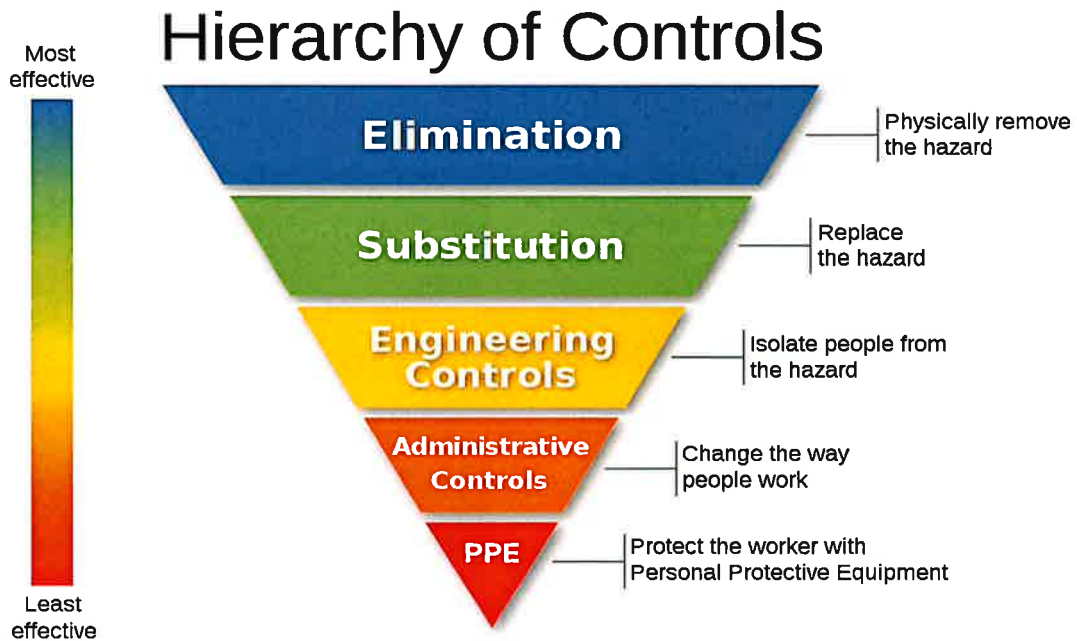
A hazard is a source or a situation with the potential to cause harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

The types of hazards that the HSMP looks to mitigate are but not limited to;

- Chemical hazards - associated with storage and handling of chemicals.
- Thermal hazards - hot working environments and adjacent hot works.
- Physical hazards - lifting, carrying, pulling, pushing, manual works, etc.
- Vehicle and mobile equipment - trucks, tractors, light vehicles, motor bicycles, tricycles.
- Tools and machinery - maintenance equipment and tools.
- High-pressure gases - compressed air, acetylene, oxygen.
- Workplace hazards - falling (from height, same level, excavations), tripping, slipping.
- Noise and vibration - mobile equipment, handheld tools.
- Electricity - high voltage supply, etc
- Fire and explosion - fuels and flammable chemicals, etc,
- Environmentally related - waste, spillages.
- Biological hazards - insects, snakes, scorpions, etc.
- Health – Malaria, TB, Covid 19, Cholera, Yellow Fever, Hepatitis, HIV/Aids.

All identified hazards shall be assessed and then controlled using the hierarchy of control measures:

- Elimination: The complete elimination of the hazard.
- Substitution: Replacing the material or process with a less hazardous one.
- Engineering controls: Redesigning the equipment or work process.
- Administrative controls: Providing controls for hazards that may include limiting the time of exposure, rotating personnel, training / re-training of personnel, and the use of procedures.
- Personal Protective Equipment (PPE): This is the last method of addressing a hazard.



**Risk management** shall be a systematic process of identifying, analysing, and responding to risks. It includes maximising the probability and consequences of positive events and minimising the likelihood and impact of adverse events to project objectives.

**The risk assessment** shall be the formalised process of identifying hazards, evaluating risk, and eliminating or controlling that risk to an acceptable level. Risk is the likelihood that a threat will cause harm in combination with the severity of the injury, damage or loss that might foreseeably occur.

The risk assessment process shall be;

- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record findings and implement them.
- Step 5: Review risk assessment and update it.

New risk assessments shall be conducted for the following areas:

- All safety-critical tasks, processes, use of plant or equipment or hazardous working environments.
- Any change or introduction of a new plant, equipment, methods or systems.
- Any modifications to plant or equipment.
- Any change in the workplace that may impact the employee's safety or health
- Any activity that may cause an impact on the environment.

The risk matrix and its action assessment shall determine if enough precautions have been put to reduce hazards to acceptable and controlled levels before beginning the task where applicable.

**Risk Matrix**

*Likelihood Rating & Maximum Reasonable Consequence:*

LIKELIHOOD	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Unlikely	1 Low	2 Low	3 Low	4 Low	5 Medium
2 May Happen	2 Low	4 Low	6 Medium	8 Medium	10 Medium
3 Likely	3 Medium	6 Medium	9 Medium	12 High	15 High
4 Very Likely	4 Medium	8 Medium	12 High	16 High	20 High
5 Certain	5 Medium	10 Medium	15 High	20 High	25 High

*Action Assessment:*

RANGE LEVELS OF RISK/HAZARDS	RISK RATINGS	REPRESENTATION ON RISK ASSESSMENT	ACTIONS REQUIRED
1-4	LOW RISK	L	Action is required to the risk, although low priority
5-10	MEDIUM RISK	M	Action is required to control the risk. Interim measures may be necessary for the short term
12-25	HIGH RISK	H	Immediate action is required to control risk. Further resources may be needed.

Determine the most likely or typical consequence resulting from exposure to the hazard. This may involve either injury to persons or damage to property or the environment. The next step is to determine the Likelihood phrase, which best describes the chance of the event occurring. The Risk Assessment Rating is the point on the matrix where Likelihood and Consequence meet.

Risk Assessments shall be communicated to employees.

## **Awareness**

### *Inductions*

Safety inductions for all new employees shall be conducted before engagement. Employees who have been out of the company for an extended period also must go through refresher inductions. Safety induction attendance sheets shall be signed and documented.

The induction program shall cover at least the following;

- General duty of care.
- General safety rules and procedures.
- Site-specific rules and procedures.

*Reference: HSE\_Induction booklet*

### *Training*

PSG maintains a Training Register which includes details of employees undergoing the training, the type of training and the duration of the training. The register also serves as a tool to ensure ongoing training requirements are met. The targets of training consist of;

- Identify the training needs for the personnel to do their jobs safely and efficiently.
- Ensure that each person completes the required training before starting his or her job.
- Ensure that documentation is maintained to record the training completed by individuals.
- Ensure that the training needs are updated during the project life as soon as changes are introduced in the work processes.

Training may be internal or external and their associated training records will be kept.

### *Toolbox Meeting*

A toolbox meeting, or toolbox talk, is a short periodical consultation at work intended to make everybody aware of the workplace's different safety aspects and dangers.

Toolbox meetings shall be conducted by all departments and documented.

## **Housekeeping**

Employees shall ensure that their area of work/duty is kept neat and tidy and that tools, equipment, and materials are stored away when not in use.

Housekeeping is the responsibility of every employee at PSG.

Work areas, passageways, stairways, and other areas shall be kept free of debris and materials and trip hazards.

Rubbish/Waste bins are to be placed strategically across the working area and used for disposal of waste, scrap materials, and other construction generated debris. Storage areas are kept clean, and materials neatly stacked or placed. Walkways and other areas where personnel move through shall be maintained free of trip hazards. Construction materials shall be stored or placed in an orderly manner.

Solvents, paints, oils, greases, and other such material and containers such as tins, which contained chemicals, shall be disposed of in a manner that does not affect the environment.

### **Incident/Accident Reporting**

Ensure that all incidents/accidents are reported to allow preventive and mitigating actions to be taken. Only when an accident is reported appropriately can action be taken to prevent repetition. Even when an event occurs that does not cause injury (near-miss), it is equally important to register to institute preventive measures. Key reasons incidents/accidents are reported include;

- To ensure all major/severe accidents and incidents are reported and investigated.
- To allow for preventive and corrective measures to be taken.
- To increase the health and safety of the employees.

All injuries that are classified as occupational are reported.

Incidents recorded are used to calculate Lost Time Incidents (LTIs), including occupational injuries that led to lost days.

*Reference: HSE-SOP-005- Accident /Incident Reporting*

### **Emergency Preparedness & Actions**

The procedure is to ensure that everybody familiarises him/herself with handling emergencies at PSG and that the health and safety of employees, contractors, visitors, and the protection of company properties during emergencies are guaranteed as far as reasonably practicable.

All employees of the company are committed to the implementation of this procedure. They all must inform the HSE section about accidents and incidents that occurred to allow preventive and corrective action to improve their health and safety.

*Reference: HSE-SOP-006- Emergency Procedures*

## 7. Health

### **Fitness for Work & Fatigue Management**

Pre-employment medical examinations are conducted for all employees according to the company's employment policy. The PSG Health Center facilitates these medical examinations processes.

Annual medical examinations are conducted for chemical handlers. These are done by outside medical facility and the results evaluated by a specialist professional. PSG Health Center takes care and advises on all employees' health needs.

Annual leave and off duty days for employees to rest are mandatory for all.

### **Materials Management & Material Safety Data Sheet (MSDS)**

Chemical Handling: Chemicals (pesticides) can become dangerous if not correctly handled before, during and after use. Therefore, the under listed instructions/guidelines are followed in handling chemicals.

- Only authorised person(s) can issue chemicals from the stores.
- The person mixing the chemical must put on the correct PPE (overall, boots, hand gloves, respirators)
- The person mixing chemical must read and understand the MSDS (Material Safety Data Sheet).
- Mixing is to be done in a bunded area to avoid spillage.
- All empty containers must be rinsed thoroughly and punctured and stored in an appropriate area for collection by EPA certified company.
- In the field of application, all containers used must be returned to the mixing area.
- All records of chemicals used and stored must be kept.
- Ensure proper handling and storage of chemicals.

A Material Safety Data Sheet (MSDS) is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the handling of chemical products.

A list of all chemicals shall be available together with their respective MSDS. MSDS shall be displayed at chemical storage areas when required.

PSG ensures the safe management, storage, handling, end-use, and disposal of all hazardous substances used on-site shall comply with the relevant regulations and MSDS.

MSDS shall be maintained and be made readily accessible to employees engaged in working with chemicals.

Training on MSDS shall be conducted, and training shall be documented.

*Reference: HSE-SOP-001-Chemicals Management*

### **First Aid**

This procedure is to ensure that injured or suddenly ill employees receive immediate basic emergency medical aid until competent medical care is obtained. This includes appointing a suitable person to take responsibility for first aid provision and that adequate supplies of First Aid Kits and materials are available at the various work locations. The objectives are;

- To ensure that all employees receive emergency medical aid when an injury or illness occurs.
- Ensure that all injured employees are treated and stabilised before transfer to the health centre if necessary.
- Develop a system to manage the First Aid Kits to ensure they contain all necessary contents and supplies at all times.

To keep records on the first aid treatments given.

*Reference HSE-SOP-012-First Aid Procedure*

## 8. Safety

### Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is equipment or attire worn to minimise exposure to hazards that can cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, physical, electrical, mechanical, or other workplace hazards. PSG ensures the compulsory use of PPEs.

PSG is committed to providing and making readily available all required PPEs to employees for free. The purpose of the PPE is to minimise injury through;

- Identifying the PPE needs for tasks done in their areas of responsibility by using task analysis and other hazard identification processes.
- Ensuring that there is enough PPE available for personnel.
- Ensuring that PPE is kept in good working condition or replaced before it becomes unfit.
- Ensuring that personnel are trained in the proper use and maintenance of PPE.
- Ensuring that PPE is worn where it is mandatory.

Some of the personal protective equipment for employees may include;

- Safety Helmet
- Safety Glasses/Goggles
- Safety Boots and Wellington boot.
- Hearing Protection
- Nose mask and Respirators
- Overall
- Safety Gloves

*Reference: HSE-SOP-003-PPE*

### Safety Signs

Safety signs are designed to warn of hazards, indicate mandatory actions or the required use of Personal protective equipment, prohibit activities or objects, identify the location of firefighting or safety equipment, or mark exit routes.

Contractors, visitors, and PSG employees shall comply with the sign standards set for the company's operating sites.

Safety signs on-site include but are not limited to;

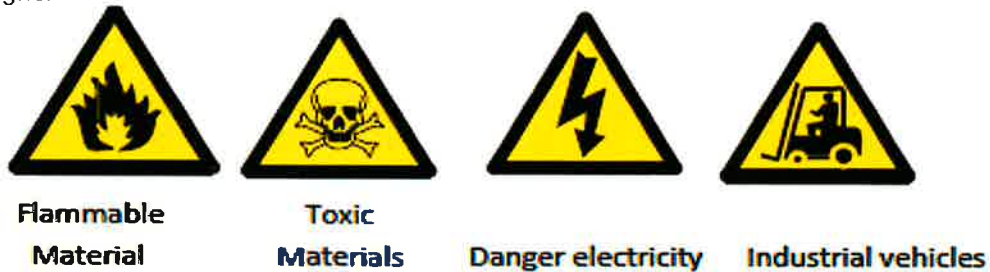
*Prohibition Signs:*



*Mandatory Signs:*



*Warning Signs:*



**Road Safety**

Road safety pertains to the measures taken to reduce the risk of accidents, road traffic injuries and death. PSG has a procedure to make roads safer for vehicle occupants and vulnerable road users such as pedestrians and motorcyclists. The objectives set to achieve such standards are;

- Fixing procedures and rules to ensure high standards of driving by adhering to speed limits and respecting other road signs.
- Developing an accident free culture within the company including defensive driving.
- Regulating the operation of vehicles – trucks – tractors, and other road users.
- Adhering to all road traffics rules.

*Reference: HSE-SOP-009-Drivers and operators procedures and rules*

**Fire Safety**

Fire safety is the set of practices intended to reduce the destruction of lives and property caused by fire. Fire safety measures include those designed to prevent the ignition of an uncontrolled fire and those used to limit the development and effects of a fire after it starts.

The following procedures and rules are in place to ensure high standards of fire safety;

- Identify and implement reasonably practicable control measures to control risks from fire.
- Provide and maintain all firefighting appliances and devices, including smoke detectors, fire alarms, firefighting equipment.
- Fire extinguishers are installed at all departments, oil mill, estates, plantations, fuelling stations, offices and employees' homes.
- All fire extinguishers are to be serviced once a year.
- Signage and notices are to be placed at susceptible installation areas warning employees about fire risk/hazards.

- To provide suitable and sufficient information, instruction and training in fire safety to all employees and to provide training in the use of fire extinguishers where appropriate.
- To specify fire emergency exits and to provide a mechanism for evacuation.
- Periodically test evacuation and other emergency procedures and maintain all emergency and precautionary equipment.
- To collaborate with the local fire authority in fire education, prevention and management.
- Indicate nearest assembly point in case of fire outbreak within any department.

*Reference: HSE-SOP-008- Fire Safety Procedure*

## 9. Environmental

### **Waste Management**

Waste management refers to the various methods to manage and dispose of wastes. It can be by discarding, destroying, processing, recycling, reusing, or controlling wastes. The prime objective of waste management is to reduce the number of unusable materials and avert potential health and environmental hazards.

To ensure that waste management complies with the Company's Environmental, Health and Safety Policy, current legislation and best conventional practices, the following objectives shall be set:

- Develop practices for waste management (collection, transport, recycling, recovery and disposal).
- Ensure that waste is managed in the best possible way to reduce its environmental impacts as much as possible.
- Enforce the correct execution of this waste management procedure allowing employees to complete their duties safely, without endangering their health and neighbouring communities and environment.

The procedure is to be implemented in every waste generation and management area, in particular:

Waste generation areas: plantations, workshop and garage, storage areas, offices, health centre, camps, residencies, palm oil mill.

All wastes shall be segregated into their various components (plastics, metal scraps, organic, chemical empty containers, etc.) in compliance with EPA regulations.

*Reference: HSE-SOP-010-Waste Management Procedure*

## 10. Monitoring

Monitoring and performance measurement of the HSMP is carried out using tools such as audits, inspections and HSE reporting. This is done periodically to ensure that the plan is fully complied with.

### Audits

An audit is a tool to assess compliance against an existing written management system or standard, to verify their reliability and effectiveness and their level of implementation. These include interviews, document reviews and observations of behaviours and conditions within the company and at the workplace/area. An audit can be applied to the entire organisation, procedure, process, or production step. Auditing shall be an on-site verification activity of a procedure, process or system to ensure compliance with requirements.

The audit is carried out twice a year, and areas of concern or non-conformance are placed on corrective action request forms.

Audits conducted include but not limited to the following areas;

- Chemical mixing zones
- Muster points
- Waste management
- Road safety
- Emergency services
- Fire prevention
- Personal Protective Equipment.
- Medical services.
- Emergency Preparedness

### Inspections

An inspection is a critical examination usually following a predefined checklist to verify compliance of some operational procedures and policies of the company. Inspections shall be conducted twice a year.

Inspection can be a planned or an unplanned event in which the workplace is inspected to identify potential hazards. It is the best way of proactively identifying risks before they can cause an injury. Inspections shall be carried out, and areas of concern or non-conformance shall be placed on corrective action request forms.

Inspections conducted shall include but not limited to the following areas;

- Health center
- Chemical storage
- Chemical mixing zone
- Effluent pond
- Construction
- Workshop
- Palm Oil Mill
- Waste collection sites
- Camps

### HSE Reporting

A comprehensive HSE report is completed and submitted on time every month as part of monitoring requirements. This report is part of an active monitoring system that covers the following areas;



- Consumption indicators
- Quality indicators
- Waste management
- Phytosanitary operations
- Occupational health and safety statistics
- Environmental parameters
- Training
- Zero deforestation
- Fire Monitoring

## 11. Analysis and Continuous Improvement

The company uses continuous improvement as a tool to identifying opportunities for improving the HSMP. This approach will also enhance HSE operations' quality and improve safety in general.

This safety management plan shall be reviewed annually to ensure it remains suitable, relevant and fit-for-purpose. Reviews shall also be undertaken when significant changes are made to work scopes, new hazards not previously anticipated emerge, or in response to a substantial incident occurrence.

## 12. Review

Ver-sion	Date	Author	Review	Changes From Previous Version
2	07/2023	Micheal Wienaar	Josephine Laursen George Quarteng-Mensah	Last Edition
3	06/2024	Micheal Wienaar	Abdullateef Jimoh  George Quarteng-Mensah 	6: <i>Revision of hazards and risks.</i> 9: <i>Revision of waste management procedure &amp; plan and EMPs.</i>