OCCUPATIONAL HEALTH & SAFETY
Protocol for INYENYERI Ltd.
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Health & Safety Protocol for Inyenyeri Ltd.

1.00 Election of Health & Safety Committee

1.01 Health & Safety Representatives
- The employees at each location will elect a Health & Safety Rep
- The Gisenyi Pellet Factory Safety Rep will in addition to his/her regular responsibilities chair the Health & Safety Committee
- All Health & Safety Reps will have seats on the Health & Safety Committee
- Health & Safety Reps are required to participate in any training program Inyenyeri Ltd. requires them to

1.02 Health & Safety Expert
- The Health & Safety Expert will be appointed by Inyenyeri Ltd. management
- He/She will be in charge of the overall health and safety work in the company
- He/She will have a seat on the Health & Safety Committee
- He/She will gather all Safety Round logs and Accident/Near Accident reports and put together a quarterly report which will be presented at the Health & Safety Committee’s quarterly meeting
- He/She will conduct a Safety Round together with Safety Rep at each location once a month

1.03 Management Representatives
- Inyenyeri Ltd. management will appoint two members to serve on the Health & Safety Committee

2.00 Responsibilities of Health & Safety Committee

2.01 Mandatory Meetings
- The Health & Safety Committee will convene quarterly
- The Chairperson will call the meeting at least seven days in advance
- All members shall be present
- Meetings will be used primarily to discuss the Health & Safety work progress or lack thereof
- The quarterly report presented by the Health & Safety Expert will be discussed and approved for filing with MIFOTRA

2.01.1 Additional Meetings
- The Chairperson and the C.E.O. of Inyenyeri Ltd. has the authority to call additional meetings

3.00 Health & Safety Representative

3.01 Gisenyi Pellet Plant
- Health & Safety Rep will conduct Safety Rounds governed by Gisenyi Pellet Factory Safety Round, see attachment 1, and Gisenyi Pellet Factory Operational Safety Protocol, see attachment 2
3.02 Mubuga Hub
- Health & Safety Rep will serve as Gisenyi Pellet Factory Fire Marshal executing Gisenyi Pellet Factory Fire Protocol, see attachment 3

3.03 Kabere Hub
- Health & Safety Rep will conduct Safety Rounds governed by Mubuga Hub Safety Round, see attachment 1.1
- Health & Safety Rep will execute the Mubuga Hub Operational Safety Protocol, see attachment 2.1
- Health & Safety Rep will serve as Mubuga Hub Fire Marshal executing Mubuga Hub Fire Protocol, see attachment 3.1

3.04 Gisenyi Office
- Health & Safety Rep will conduct Safety Rounds governed by Gisenyi Office Safety Round, see attachment 1.2
- Health & Safety Rep will execute the Kabere Hub Safety Operational Safety Protocol, see attachment 2.2
- Health & Safety Rep will serve as the Kabere Hub Fire Marshal executing Kabere Hub Fire Protocol, see attachment 3.2

4.00 Training
- Health & Safety Expert will train all Health & Safety Reps, Fire Marshalls & Deputies on how to perform their duties
- Inyenyeri Ltd. will provide free First Aid training for all employees every two years, in which all employees are required to participate

5.00 Safety Code

5.01 Tasks
- A task may only be performed by an employee that has proper training to perform that task
- An employee may only operate machinery if the employee has been instructed by management to do so, and has received proper training for that particular piece of machinery
- Management must ensure that employees have proper training to perform their duties
**5.02 Safety Equipment**

- Equipment associated with a task according to Table 5.02 shall be provided free of charge by Inyenyeri Ltd.
- All employees are required to wear equipment according to Table 5.02 when performing a certain task.
- The use of Safety Equipment is not limited to tasks stated in Table 5.02 and may be added to freely.
- Management is required to inform all employees when a change in Paragraph 5.01 and 5.02 occurs, and collect their signatures confirming that the employee has understood and accepted the change.

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**5.03 Penalty**

- If an employee fails to comply with Paragraph 5.01 and 5.02, they shall be issued a written warning and fined 1,000 RwF.
- Warnings and fines shall be issued by Management and Health & Safety Reps.
- Health & Safety Rep of the relevant location shall be responsible for recording the warning.
- If an employee attracts a third warning during a work month* their employment is terminated without benefits.

*A period starting on the first day of every month, ending on the last day of every month.
Gisenyi Pellet Factory Safety Round Protocol

Attachment 1

- Safety Round shall be conducted every Thursday 10.00am.
- Health & Safety Rep is alone responsible to conduct the Safety Round and hand in the Protocol to the Senior Operations Manager for filing.
- Senior Operations Manager is responsible to provide Health & Safety Rep with Protocol and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

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Established by
MAGNUM Consultancy Ltd.
04/29/2015
Explanations and terminology for Gisenyi Pellet Factory Safety Round Protocol

Attachment 1

**Dust** – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

**Noise** – Make sure that the level of noise is at a minimum and that workers are using protection where needed

**Order** – Items are in their proper place and waste is properly taken care of

**Light** – All areas of the plant shall be appropriately lit and all lights shall be in working condition

**Emergency Exit** – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

**Fire Extinguisher** – All fire extinguishers shall be in their proper place according to the Emergency Plan

**First Aid Kit** – The kit shall contain all items listed in the Safety Plan under First Aid Kit

**Emergency Ways** – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

**Shelving Storage** – Isles shall be kept clear and clean and stored pellets shall be safely secured

**Emergency Stop** – Test function of emergency stop button

**Ventilation** – All ventilation systems shall be in working condition

**Changing Room and WC** – Shall be kept clean
Mubuga Hub Safety Round Protocol

*Attachment 1.1*

- *Safety Round* shall be conducted every Thursday 1.00pm.
- *Health & Safety Rep* is alone responsible to conduct the *Safety Round* and hand in the *Protocol* to the *Senior Operations Manager* for filing.
- *Senior Operations Manager* is responsible to provide *Health & Safety Rep* with *Protocol* and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

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*Date:*

*Sign:*
Explanations and terminology for Mubuga Safety Round Protocol

Attachment 1.1

**Dust** – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

**Noise** – Make sure that the level of noise is at a minimum and that workers are using protection where needed

**Order** – Items are in their proper place and waste is properly taken care of

**Light** – All areas of the plant shall be appropriately lit and all lights shall be in working condition

**Emergency Exit** – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

**Fire Extinguisher** – All fire extinguishers shall be in their proper place according to the Emergency Plan

**First Aid Kit** – The kit shall contain all items listed in the Safety Plan under First Aid Kit

**Emergency Ways** – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

**Storage** – Isles shall be kept clear and clean and stored pellets shall be safely secured

**Emergency Stop** – Test function of emergency stop button

**Ventilation** – All ventilation systems shall be in working condition
Kabere Hub Safety Round Protocol

Attachment 1.2

- **Safety Round** shall be conducted every Thursday 1.00pm.
- **Health & Safety Rep** is alone responsible to conduct the **Safety Round** and hand in the **Protocol** to the **Senior Operations Manager** for filing.
- **Senior Operations Manager** is responsible to provide **Health & Safety Rep** with **Protocol** and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

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Explanations and terminology for Kabere Safety Round Protocol

Attachment 1.2

Dust – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

Noise – Make sure that the level of noise is at a minimum and that workers are using protection where needed

Order – Items are in their proper place and waste is properly taken care of

Light – All areas of the plant shall be appropriately lit and all lights shall be in working condition

Emergency Exit – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

Fire Extinguisher – All fire extinguishers shall be in their proper place according to the Emergency Plan

First Aid Kit – The kit shall contain all items listed in the Safety Plan under First Aid Kit

Emergency Ways – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

Storage – Isles shall be kept clear and clean and stored pellets shall be safely secured

Emergency Stop – Test function of emergency stop button

Ventilation – All ventilation systems shall be in working condition
Gisenyi Office Safety Round Protocol

Attachment 1.3

- **Safety Round** shall be conducted the last Thursday of every month at 9.00 pm.
- **Health & Safety Rep** is alone responsible to conduct the **Safety Round** and hand in the **Protocol** to the **Senior Operations Manager** for filing.
- **Senior Operations Manager** is responsible to provide **Health & Safety Rep** with **Protocol** and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

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Explanations and terminology for Gisenyi Office Safety Round Protocol

Attachment 1.3

Dust – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

Noise – Make sure that the level of noise is at a minimum and that workers are using protection where needed

Order – Items are in their proper place and waste is properly taken care of

Light – All areas of the plant shall be appropriately lit and all lights shall be in working condition

Emergency Exit – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

Fire Extinguisher – All fire extinguishers shall be in their proper place according to the Emergency Plan

First Aid Kit – The kit shall contain all items listed in the Safety Plan under First Aid Kit

Emergency Ways – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

Ventilation – All ventilation systems shall be in working condition
Operational Safety Protocol for Gisenyi Pellet Factory

Attachment 2

1.00 Daily routines

1.01 CO levels
- Before entering the production- and storage areas, the indicator lights for the CO exhaust fan and the CO detector shall be reviewed

1.02 Emergency Exits
- At the start of the working day all Emergency Exits shall be opened and locked in their open position. They shall remain in that state until the end of working hours.
- If an Emergency exit is malfunctioning, the Operations Manager shall be notified immediately. The Operations Manager and the Health & Safety Representative will decide whether or not to proceed with operations.

1.03 Emergency Breakers
- When starting up the production line, all Emergency Breakers shall be tested

2.00 Weekly routines

2.01 Safety Rounds
- Safety Rounds shall be conducted according to Gisenyi Pellet Plant Safety Rounds Protocol, see attachment 1

2.02 Fire Extinguishers
- Extinguishers shall be in their place according to the Gisenyi Pellet Plant Fire Escape Plan, see attachment 4.1, and their pressure shall be within limits

2.03 Rain water tank
- The water level in the rain water tank shall be controlled. If it is not full it shall be topped up with communal water

2.04 Staff quarters
- The changing room, shower and toilets shall be thoroughly cleaned
3.00 Monthly routines

3.01 Fire Alarm
- Functional testing of all Fire Alarm Buttons shall be performed
- Full scale fire drill according to Gisenyi Pellet Factory Fire Protocol, see attachment 3
- Perform Safety Round with Health & Safety Expert

4.00 Quarterly routines

4.01
- Functional testing of all smoke & heat detectors
- Review and update Attachment 2, Operational Safety Protocol for Gisenyi Pellet Factory
Operational Safety Protocol for Mubuga Hub

Attachment 2.1

1.00 Daily routines

1.01 Emergency Exits
- At the start of the working day all Emergency Exits shall be opened and locked in their open position. They shall remain in that state until the end of working hours.
- If an Emergency exit is malfunctioning, the Operations Manager shall be notified immediately. The Operations Manager and the Health & Safety Representative will decide whether or not to proceed with operations.

1.02 Emergency Breakers
- The Emergency Breaker shall be tested before starting the chipper

2.00 Weekly routines

2.01 Safety Rounds
- Safety Rounds shall be conducted according to Mubuga Hub Safety Rounds Protocol, see attachment 1.1

2.02 Fire Extinguishers
- Extinguishers shall be in their place according to the Mubuga Hub Fire Escape Plan, see attachment 4.1, and their pressure shall be within limits

3.00 Monthly routines

3.01 Fire Alarm
- Functional testing of all Fire Alarm Buttons shall be performed
- Full scale fire drill according to Mubuga Hub Fire Protocol, see attachment 3.1
- Perform Safety Round with Health & Safety Expert

4.00 Quarterly routines

4.01
- Functional testing of all smoke & heat detectors
- Review and update Attachment 2.1, Operational Safety Protocol for Mubuga Hub
Operational Safety Protocol for Kabere Hub

Attachment 2.2

1.00 Daily routines

1.01 Emergency Exits
- At the start of the working day all Emergency Exits shall be opened and locked in their open position. They shall remain in that state until the end of working hours.
- If an Emergency exit is malfunctioning, the Operations Manager shall be notified immediately. The Operations Manager and the Health & Safety Representative will decide whether or not to proceed with operations.

1.02 Emergency Breakers
- The Emergency Breaker shall be tested before starting the chipper

2.00 Weekly routines

2.01 Safety Rounds
- Safety Rounds shall be conducted according to Kabere Hub Safety Rounds Protocol, see attachment 1.2

2.02 Fire Extinguishers
- Extinguishers shall be in their place according to the Kabere Hub Fire Escape Plan, see attachment 4.2, and their pressure shall be within limits

3.00 Monthly routines

3.01 Fire Alarm
- Functional testing of all Fire Alarm Buttons shall be performed
- Full scale fire drill according to Kabere Hub Fire Protocol, see attachment 3.2
- Perform Safety Round with Health & Safety Expert

4.00 Quarterly routines

4.01
- Functional testing of all smoke & heat detectors
- Review and update Attachment 2.2, Operational Safety Protocol for Kabere Hub
Fire Protocol for Gisenyi Pellet Factory

Attachment 3

1.00 Appoint Employees

1.01 Fire Marshall

- Health & Safety Rep will serve as Fire Marshall

1.02 Fire Deputies

- Health & Safety Rep together with Senior Operations Manager will select four Fire Deputies and divide them in two teams, A & B.

2.00 In case of fire

2.01 General Course of Action

1. Save anyone in danger
2. Sound the Alarm
3. Attack the fire
4. Evacuate

2.01 Fire Marshall

1. Lead people to safety and make sure everyone is accounted for
2. Attack the fire
3. Evacuate

2.02 Fire Deputies

1. Each team will man their designated hose. Team A – Hose A, Team B – Hose B.
2. Attack the fire
3. Evacuate

3.00 Fire Drill

- Go through paragraph 2.00
Fire Protocol for Mubuga Hub

Attachment 3.1

1.00 Appoint Employees

1.01 Fire Marshall
- Health & Safety Rep will serve as Fire Marshall

1.02 Fire Deputies
- Health & Safety Rep together with Senior Operations Manager will select one Fire Deputy

2.00 In case of fire

2.01 General Course of Action
1. Save anyone in danger
2. Sound the Alarm
3. Attack the fire
4. Evacuate

2.02 Fire Marshall
1. Lead people to safety and make sure everyone is accounted for
2. Attack the fire
3. Evacuate

2.03 Fire Deputy
1. Attack the fire
2. Evacuate

3.00 Fire Drill
- Go through paragraph 2.00
Fire Protocol for Kabere Hub

Attachment 3.2

1.00 Appoint Employees

1.01 Fire Marshall
- Health & Safety Rep will serve as Fire Marshall

1.02 Fire Deputies
- Health & Safety Rep together with Senior Operations Manager will select one Fire Deputy

2.00 In case of fire

2.01 General Course of Action
1. Save anyone in danger
2. Sound the Alarm
3. Attack the fire
4. Evacuate

2.02 Fire Marshall
1. Lead people to safety and make sure everyone is accounted for
2. Attack the fire
3. Evacuate

2.03 Fire Deputy
1. Attack the fire
2. Evacuate

3.00 Fire Drill
- Go through paragraph 2.00
Fire Protocol for Gisenyi Office

*Attachment 3.3*

1.00 Appoint Employees

1.01 *Fire Marshall*

- *Health & Safety Rep* will serve as *Fire Marshall*

1.02 *Fire Deputies*

- *Health & Safety Rep* together with *Senior Operations Manager* will select two *Fire Deputies*

2.00 In case of fire

2.01 *General Course of Action*

1. *Save* anyone in danger
2. *Sound the Alarm*
3. *Attack* the fire
4. *Evacuate*

2.02 *Fire Marshall*

1. Lead people to safety and make sure everyone is accounted for
2. *Attack* the fire
3. *Evacuate*

2.03 *Fire Deputies*

1. *Attack* the fire
2. *Evacuate*

3.00 *Fire Drill*

- Go through paragraph 2.00
Accident / Near accident Report

Attachment 4

Date & Time of Incident: ________________________________________________________

Location of Incident: __________________________________________________________

Name(s) of Involved Employee(s): ______________________________________________
___________________________________________________________________________

Job Title and Department: ______________________________________________________

Select: (  ) Near-Accident    (  ) Accident    (  ) Other type of Incident

Description of Accident or Incident: ____________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Witnessed by: ________________________________________________________________

Was Anyone Injured: (  ) Yego    (  ) Oya

Name of Injured Employee(s): __________________________________________________

Describe Injuries: _____________________________________________________________

Did the injured person(s) seek medical assistance: (  ) Yego    (  ) Oya

What could have been done to prevent the incident/accident? ______________________
____________________________________________________________________________
____________________________________________________________________________
Asset Improvement Report

Attachment 5

Asset to be improved: ______________________________________________________

Location of asset: _________________________________________________________

Describe the condition of the asset: _________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Suggested improvements to the asset: _________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

This form was completed by: ________________________________________________

Job Title & Department: _____________________________________________________

Date & Time: _______________________________________________________________
Appointed Employees

Attachment 6

Gisenyi Pellet Factory

1. Health & Safety Rep
2. Fire Marshall
3. Fire Deputy A:1
4. Fire Deputy A:2
5. Fire Deputy B:1
6. Fire Deputy B:2

Mubuga Hub

1. Health & Safety Rep
2. Fire Marshall
3. Fire Deputy

Kabere Hub

1. Health & Safety Rep
2. Fire Marshall
3. Fire Deputy

Gisenyi Office

1. Health & Safety Rep
2. Fire Marshall
3. Fire Deputy