



## Health, Safety and Wellness Policy

### 1. Policy Statement

Silk Grass Enterprises aims to provide for its employees, contractors, and visitors a safe and healthy workplace, which means safeguarding the health, wellness and safety of those affected by their operations. Silk Grass Enterprises is committed to following legal standards and creating a hazard-free and healthy workplace. The achievement of this includes the following:

- a.) A target rate of zero for fatal accidents, however, since accidents are inevitable, Silk Grass Enterprises will allow a target rate of 2.0 loss time injury for every 100,000-man hour.
- b.) A minimum loss time for accidents and damages to company property and materials.
- c.) Prevent or reduce any illness and/or disabilities which may result directly from its operations.

Silk Grass Enterprises will take all practicable steps and measures in its power to ensure that the objectives of the foregoing statement are met. The management of Silk Grass Enterprises has the responsibility of implementing this policy throughout the business, and they must ensure that health wellness and safety considerations are given priority in planning and supervising day-to-day activities.

All employees are expected to cooperate with Silk Grass Enterprises in carrying out this policy and must ensure that the way in which they carry out their work activities conform to the general and, where appropriate, specific objectives and instructions contained within this Policy Statement.

Health wellness and safety, which includes ensuring that Silk Grass Enterprises' safety policies and procedures are suitably managed, implemented, and revised as appropriate, on behalf of Silk Grass Enterprises, is the full responsibility of the Environment Health and Safety Department.

This Health, Wellness and Safety Policy Statement will be reviewed and revised on an annual basis.

## 2. Organization

The Health Wellness & Safety department is responsible for establishing policy matters relating to health, wellness and safety issues and for ensuring that the Policy is implemented.

In addition, all employees have responsibilities towards health and safety.

Ensuring that the Health Wellness & Safety Policy is effectively implemented on a day to day basis is the responsibility of the Environment Health and Safety Department.

These responsibilities include:

- Ensuring compliance with the Policy.
- Health and safety trainings.
- Responding to individual and group safety concerns.
- Maintaining contact with relevant advisors (i.e. management, third-party organizations).

## 3. Employees' responsibilities

- It is expected that all employees will fully adhere to Silk Grass Enterprises' Health Wellness and Safety Policy.
- Report any unsafe work conditions to the supervisor on shift or any Health Wellness and Safety Committee member.
- Practice safe work in all aspects of their jobs, so as to not jeopardize themselves or fellow workers who might also be exposed to risk.
- Use appropriate Personal Protective Equipment (PPE) at all times.
- Ensure that they are properly trained to use equipment or perform functions that can present a hazard.

## 4. Monitoring of Safety Policy

Monitoring the effectiveness of the Health Wellness and Safety Policy is essential to maintaining a safe and healthy working environment, with particular attention being paid to:

- The accident and ill health record of Silk Grass Enterprises Ltd. Every accident, and/or damage to property and dangerous occurrence will be investigated immediately and thoroughly to identify cause and prevent a recurrence. Records will be kept, where trends can be monitored and necessary measures taken.
- Silk Grass Enterprises will provide PPEs and training to employees to protect them from identified work-related risks, where it is not practical to introduce engineering or administrative measures that will reduce such risk.
- Establish a fully functional Health Wellness and Safety Committee that will maintain communication and consultation with Management and provide feedback to all relevant employees on the performance of this policy. The Committee members will come from different sectors of the workforce and include managers, supervisors and members of the general workforce.
- Establish emergency and rescue procedures in case of natural disasters and pandemics. Committee members and other essential personnel will be trained in emergency response from a certified body.

## 5. Wellness Program

Silk Grass Enterprises recognizes the health and wellness of its employees. This program will be aimed at providing resources to employees that will encourage them to focus on their health and develop positive lifestyle habits. A wellness program will bring about numerous habits to both the employer and the employees. Below are a few of the benefits it will provide.

- i) Bring down the cost of healthcare for the company,
- ii) Increase productivity of employees
- iii) Improve the lives of employees
- iv) Encourage teamwork among staff
- v) Raise confidence and morale
- vi) Make it easier to attract new talent.

## 6. Training

Training is seen as an essential element in the raising of standards of health and safety practice.

Silk Grass Enterprises Ltd will therefore ensure that all employees have had or are given adequate training for the tasks they are to perform. This is to ensure that employees are knowledgeable in their roles in producing quality products. A record

of each employee's training history will be maintained at Silk Grass Enterprises' offices.

As a general rule, no employee will be expected to perform any task, operate any piece of equipment unless adequate training has been given, or is working under the direct supervision of some other employee or subcontractor who is so trained.

Safe systems of work will be devised to indicate to all employees and subcontractors, the manner in which certain tasks are to be performed.

Technical training will be provided as determined by Senior Management to Management Team. Training to employees will be channeled through the Environment Health and Safety Office.

### 7. Dealing with Hazards

- All employees of Silk Grass Enterprises will be made aware of the Company's Health Wellness and Safety Policy. Contractors, visitors, and customers entering and leaving the Company's premises must abide by the company's health and safety practices.
- No smoking will be permitted in the company's office and under any roof areas of factories, machine shop, lunchroom and gas station or any area where flammable liquids are stored.
- Speed limits will be defined and clearly displayed and must be adhered to within the company's facility.

### 8. Dealing with specific hazards

Specific hazards identified from the Company's operation are listed below:

- Operators of agricultural equipment such as front-end loaders, backhoe, tractors, bulldozers, and other specialized vehicles will be given proper induction training prior to being allowed to operate them with little or no supervision.
- Operators of company vehicles will be trained and their competence monitored. No unlicensed driver will be allowed to operate company vehicles.
- The company will at all times have a designated vehicle on standby for emergency purposes.
- Company vehicles will be maintained in acceptable condition as stipulated by the Government of Belize Transport Department. All vehicles engaged in Silk Grass Enterprises work will have such compliance as a part of their contract.

- All company vehicles entering the company premises will be subjected to random safety inspection (brakes and lights).

#### 9. First Aid and Emergency Response

First Aid kits will be provided to all sectors of Silk Grass Enterprises and will be replenished as needed. Employees from different sectors will be trained in first-aid by The Belize Red Cross. Emergency procedures will be established, in terms of dealing with sickness and injury and taking persons to a medical institution.

#### 10. Access to confined space and height work

- Access includes entering and working in confined spaces as well as to high areas. A confined space, as defined by OSHA (Occupational Safety and Health Administration), is a space with limited or restricted means of entry and exit, that is large enough for workers to enter and perform specific jobs. Where work needs to be carried out in confined spaces, adequate training will be given to employees engaged in these activities. No employee that has not been trained will enter a confined space. The company will not engage any employee in such work if adequate PPE and other equipment are not available. Where work needs to be carried out at heights on a regular basis, these areas will be fitted with fixed ladders and platforms with proper railings.
- Portable ladders and adjustable ladders used on a temporary basis will be inspected for hazardous conditions prior to use. They must be properly positioned to avoid slips.
- A fall arrest system will be put in place for those employees who work at unsecured heights exceeding six feet. Employees will be trained and made aware of risks for misusing them.

#### 11. Lifting and Carrying heavy weights

A procedure for lifting heavy weights, whether manually or mechanically, will be provided to employees. Where practical, the manual lifting of heavy weights will be eliminated. Employees will be trained in regards to weight lifting. Any mechanical lifting station installed will be inspected, tested, and serviced at intervals by qualified personnel. This check will be done "in-house".

## 12. Noise

Hearing protection (e.g. ear plugs) will be provided to employees who are exposed to noise or sound levels exceeding 85 dBA (decibels) for an eight-hour shift. For areas where noise exceeds 85dBA (decibels) ear muffs must be worn.

## 13. Hazardous substance

Hazardous substances will be stored according to level of toxicity, container label and state of substance. All chemicals used at the factory, machine shop, electrical workshop and agricultural field will have to be accompanied by a Safety Data Sheet (SDS). The SDS will provide guidelines such as transportation, handling and use of hazardous substances, environmental conditions, storage, health risks, PPE, disposal etc.

Hazardous substances will be stored in properly ventilated areas and caution signs posted. Only authorized personnel will have access to the storage room. Persons dealing with hazardous substances will be trained and equipped with appropriate PPEs. Employees who regularly handle hazardous substances will receive an annual medical examination.

## 14. Fire and Explosion

After a thorough risk assessment is carried out for the potential of fire and explosion at the company, a fire plan will be established.

A well-trained team of first response fire fighters will be identified and fire drills will be conducted periodically, as recommended by the plan.

Fire extinguishers will be placed at strategic areas in the facility and inspected on a monthly basis, by the EH&S personnel. Any extinguishers that have been used will be replaced as soon as possible. Therefore, it is imperative to report the use of an extinguisher to the EH&S Office immediately.

## 15. Personal Protective Equipment (PPE)

Where Engineering work practice and Administrative controls are not feasible or do not provide sufficient protection, PPEs will be provided to employees and ensured that it is used.

Employees will be responsible to make sure that their PPEs are properly maintained. Where PPE has to be replaced due to wear and tear, that will be done so by the company, however, if it has to be replaced due to misuse, being lost or improperly maintained then replacement will be made at the employee's expense.

#### 16. Ergonomics

The company will be conducting a risk assessment on the work environment. The aim is to create a comfortable, safe and productive workspace, which will assist in reducing physical stress.

#### 17. Zoning

The company will be carrying out color coding of areas where it is deemed necessary in order to avoid employees from being exposed to danger. This will include color coding of guards, pipelines, conduit lines, utensils etc. The colors will be done according to international standards.