	<b>ALIEN SYSTEMS TECHNOLOGIES</b> <b>Safety, Health &amp; Environmental Policy</b>	Revision number 6	Revision date 2022/02/28
	AST-SHE-ORG-100	Prepared By QA Manager	Approved By CEO
All printed documents are NOT controlled.			Printed 2023/04/21
Refer to the ZIZO system for the current controlled version.			Page 1 of 2

## **ALIEN SYSTEMS AND TECHNOLOGIES (PTY) LTD HEALTH AND SAFETY POLICY**

Alien Systems & Technologies specializes in the design, development, manufacturing, installation, servicing **and maintenance** of Fire Detection and Extinguishing Systems.

We at Alien Systems & Technologies will strive to improve our occupational health and safety performance. In order to achieve this we are committed to:

- Complying with all applicable legal requirements
- Implementing formal systems and structures to achieve our objectives.
- Educate, train and develop our employees to ensure that each person is able to apply his or her skill in a safe manner.
- to provide and maintain safe plant and equipment
- Continuously improve our efforts to reduce occupational health and safety hazards in the workplace.
- To consult with our employees on matters affecting their health and safety

### **1. Responsibilities of Alien Systems and Technologies' Employees**

#### **1.1 Management:**


Will provide and maintain as far as possible:

- A safe working environment
- Safe systems of work
- Plant and substances in safe condition
- Facilities for the welfare of workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continually improve our performance through effective safety management.

#### **1.2 All Employees:**

Each employee has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by management for health and safety

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- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager.

## 2. Implementation of the policy

### 2.1 Information:

- The **SHEQ** Manager and SHE Representative will ensure that all employees have access to the Health and Safety Policy.
- Each employee will be given a copy of the general policy on commencement of his or her employment.
- Also, all employees should know where the first-aid kit is located, have a copy of the emergency plan and be trained on the emergency plan and evacuation procedures.

### 2.2 Risk assessment:

- It will be undertaken for all members of staff, work activities and systems annually. It consists in identifying the hazards; identifying who might be harmed and how and evaluating the risks from identified hazards.
- If there are no hazards, there are no risks. Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk that remains.
- The results of the risk assessments will be recorded in writing, and safety procedures adjusted to ensure adequate levels of health safety and welfare.

21/04/2023

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