



HEALTH AND SAFETY PROCEDURES POLICY WITHIN DL INVEST GROUP

Health and Safety procedures are a set of actions necessary to provide safe and efficient workplace for **DL Invest Group** employees, with the aim of minimizing health and safety risk.

Risk assessment is an adapted structured method of ensuring the risks to the health, safety and wellbeing of employees and third parties are suitably eliminated, reduced or controlled.

The main purpose of risk assessments used within **DL Invest Group** are to identify health and safety hazards and to evaluate the potential risks within the workplace, to evaluate the effectiveness and suitability of existing control measures and company's policies, to ensure additional controls are implemented wherever the remaining risk is considered to be anything other than low and to prioritize further resources if needed to ensure the above.

Risk management is implemented in **DL Invest Group** as a process for controlling health and safety risks caused by hazards in the workplace.

Steps taken to manage the risk are being done by indicated responsible in the Company person and contains as follows:

- **Identifying hazards**
 - how people work and how plant and equipment are used
 - what chemicals and substances are used
 - what safe or unsafe work practices exist
 - the general state of premises
- **Assessing the risks**
 - who might be harmed and how
 - what you're already doing to control the risks
 - what further action are needed to take to control the risks
 - who needs to carry out the action
 - when the action is needed by

- **Controlling the risks**

- can the Company get rid of the hazard altogether?
- if not, how can the Company control the risks so that harm is unlikely?

- **Recording findings**

- the hazards (things that may cause harm)
- who might be harmed and how
- what the Company is doing to control the risks

- **Reviewing the controls to prevent if:**

- they may no longer be effective
- there are changes in the workplace that could lead to new risks such as changes to:
 - staff
 - a process
 - the substances or equipment used

Health and Safety procedures within **DL Invest Group**:

- **Hazard Identification and Risk Assessment Procedures.** Hazard identification and risk assessment procedures are a crucial part of workplace health and safety measures. Without proper hazard identification, an organization runs the risk of overlooking potential in-house risks, which place the workers and those around them at potential risk. The purpose of these procedures therefore is to familiarize personnel with duties involved in the identification of hazards

in any hazardous environment, and the steps to be followed in the development of a risk assessment.

All of the employees should be aware of workplace hazards and understand the procedures for identifying and addressing these risks to help determine safe work areas, maintain hazard awareness, and assessments.

Safer worksites require hazard recognition and risk assessment, to be carried out by a competent third party safe and health expert using the best available resources. In addition, it is required to carry out regular risk assessments onsite to prioritize risks and comply with regulations in most states. These procedures should be implemented at all work locations.

- **Hazardous material storage and handling** It is important to store and handle the hazardous materials properly at all times. There are numerous steps taken in order to prevent workplace accidents. The procedures for the different types of hazardous materials can save employees from serious injury. Hazards like liquid hydrocarbons, lead, chlorine, asbestos and asbestos-containing materials etc. must be handled carefully, so that they are not released into the environment where they cause harm.

Workplace health and safety procedures for dealing with these types of substances include:

- Identification of all hazardous materials in the work environment, as well as obtaining the Safety Data Sheet for each chemical
 - Bold labelling of each chemical
 - Using the appropriate storage medium and ensuring an optimal storage environment (temperature, ventilation, and lighting)
 - Marking the location of each storage area
 - Risk assessment to determine the hazard each material poses (flammable, corrosive, irritant, poisonous, explosive etc.)
 - Determine and train persons authorized to have access to storage
 - Ensure ignition sources are kept away from flammable materials
 - Use the Hierarchy of Control (Elimination, Substitution, Engineering, Administration, PPE) to handle hazard risks
- **Emergency Evacuation Procedures** It is mandatory for workplace to follow an emergency evacuation procedures. This assists in reducing the risk of injury to employees while they are in the workplace. DL Invest Group workplace has a duty to follow these procedures preventing harm to employees during evacuations and/or fire breaks. The procedures are designed and implemented, so that they minimize and control the risks to people and property, in accordance with Polish regulations.

Evacuation procedures cover areas such as:

- Detailed evacuation plan
- Establishing and identification of emergency exits and stations
- Chain of command and line of communication
- Notification and system of notifying emergency services
- Training and drills
- Regular reviews



- **Clean environment**

Clean environment is the process of creating and maintaining a clean environment in a workplaces. It involves keeping work spaces orderly, hallways and floors clear of trip and slip hazards, and proper waste disposal. Proper clean environment also considers storage, and ensuring that tools are properly secured. The processes on how to achieve these and more are described and communicated to employees and specific persons of interest.

- **Workplace First Aid and Medical Care**

Workplace injuries can happen at any time; they are a constant source of worry and expense. If a serious accident or illness occurs at the workplace, it is the moral and legal responsibility of the employer to provide the proper first aid and medical care to those who are injured. There are strict federal and many state laws that govern how employers must treat victims of workplace accidents and illnesses. If employers fail to properly deal with emergencies at work, they could be held accountable before a court. Therefore, it is critical that there are first aid procedures in a particular workplace.

The procedure in many work environments is to have a trained first aid officer in charge of a first aid station. The officer is tasked with handling a wide range of medical care such as controlling bleeding, bandaging and dressing minor cuts, splinting fractures, conducting CPR etc. As part of the practice, the first aid station and/or kit is clearly marked - workers are shown where they are during induction. Additionally, all incidents are reported and contact information of emergency services are provided.

- **Workers Orientation and Training**

In DL Invest Group we maintain the policy to prevent the workers from getting injured on the job. Proper trainings at work places are performed to reduce the number of work-related injuries with a range of solutions like equipment training, scope of work related to held position trainings. Our standard procedure for training employees includes:

- Conducting a Training Needs Assessment
- Introduction training for new workers

- Training of workers following the introduction of a new equipment of work process
- Routine and continuous training workshops to build capacity and stay on-trend
- The method of training – online, onsite, internal, third party, at the construction site

- **Access and Exit**

Workplace Access and Egress procedures are there to protect workers and first responders when they respond to an emergency. These procedures facilitate the safe movement of employees, students, customers, or members as they enter or leave their place of work. This procedure identify parking areas for emergency vehicles, specific emergency routes, access permits and other necessary safety routs.

- **Incident Investigation and Reporting**

We believe that accidents are preventable if proper accident investigation and reporting procedures are followed. When accidents happen, there are processes that we follow for an effective investigation and report. Accident Investigation and Reporting procedures allow for the correct implementation of safety measures in the workplace, help resolve workplace safety and liability issues.

Investigation includes any incident that involves an injury, fatalities, loss of time, or substantial damage to company property, or equipment.

Procedures for investigating and reporting incidents would include:

- Reporting incident to the officer in charge and relevant regulatory authorities
- Securing the scene
- Gathering information as soon as possible from witnesses and other sources (e.g CCTV)
- Analyzing facts and sequence of events to identify actions, in actions, or conditions that would have led to the accident
- Preparing a written report
- Developing and implementing a corrective action
- Reviewing the process.

Risk assessment template

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done