



# NEXTRADE SAL

## Health, Safety, & Environment Policy



At Nextrade SAL we are proud to act as a responsible company for the health and safety of everyone affected by our business. This doesn't just mean our staff, but anyone who is on or around our premises, and anyone affected by the goods or services that we sell. It is for that reason that we strive to manage our activities with the highest standards regarding the wellbeing of people, places, and the environment.

### **Purpose of our HSE Policy**

Nextrade takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending the premises. This policy is intended to help Nextrade achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are. Nextrade will review this policy at regular intervals to insure that it is achieving its aims effectively.



### *Who is responsible for workplace health and safety?*

Achieving a health and safe workplace is a collective task shared between Nextrade and the staff. This policy and the rules contained in it apply to all staff of Nextrade, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

### **Nextrade Responsibilities**

Nextrade is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by Nextrade business activities and of people visiting its premises;
- Identifying health and safety risks and finding ways to manage or overcome them;
- Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
- Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
- Providing safe arrangements for the use, handling, storage and transport of articles and substances;
- Providing adequate information, instructions, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. Nextrade will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
- Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- Providing a health and safety induction appropriate safety training to your role;
- Promoting effective communication and consultation between Nextrade and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organization of business operations and steps to be taken to minimize the risk of infection;
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.



### **General Responsibilities of all staff:**

All staff must:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- Co-operate with Nextrade to enable compliance with health and safety duties and requirements;
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- Keep health and safety issues in the front of their mind and take personal responsibility for the health and safety implications of their own acts and omissions;
- Keep the workplace tidy and hazard-free;
- Report all health and safety concerns to Nextrade, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem
- Co-operate in Nextrade investigation of any incident or accident which either has led to injury or which could have led to injury, in Nextrade's opinion.

### *Staff responsibilities relating to equipment:*

All staff must:

- Use equipment as directed by any instructions given by representatives or management or contained in any written operating manual or instructions for use and any relevant training.
- Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to Nextrade, who is responsible for maintenance and safety of equipment
- Ensure that health and safety equipment is not interfered with.
- Not attempt to repair equipment unless suitably trained and authorized.

### *Staff responsibilities relating to accidents and first aid:*

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to Nextrade so that details can be recorder in the accident book and cooperated in any associated investigation.
- Familiarize themselves with the details of first aid facilities and trained first aiders.
- If an accident occurs, dial 140 (Red Cross) and ask for the duty first aider, given name, location, and brief details of the problem.
- Nextrade is responsible investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports.



#### *Staff responsibilities related to COVID-19*

Given the outbreak of Coronavirus (Covid-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimize risk of infection. We will review these guidelines regularly to ensure they are kept up-to date with government guidance. For further details, please see section below on returning to work in light of Covid-19.

#### *Staff responsibilities relating to emergency evacuation and fire*

All staff must:

- Familiarize themselves with the instructions about what to do if there is fire which;
- Ensure they are aware of the location of fire extinguishers, fire exits and alternating ways of leaving the building in an emergency.
- Comply with instructions of fire wardens if there is a fire, suspected fire or fire alarm
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same).
- Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify Nextrade immediately of any circumstances which might hinder or delay evacuation in a fire.
- On discovering a fire, all staff must:
  - o Immediately trigger the nearest fire alarm and, if time permits, call (175) and notify the location of the fire.
  - o Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.
- On hearing the fire alarm, all staff must:
  - o Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens
  - o Leave without stopping for collecting personal belongings
  - o Stay out of any lifts
  - o Remain out of the building until notified by a fire warden that it is safe to re-enter.

#### **Staff returning to work – Coronavirus (COVID-19)**

- Ensure you familiarize yourself with the guidelines provided here alongside the government guidance
- All staff must work from home where possible

#### *Social Distancing:*

- Where you are required to return to the physical office or work location, you will be required to maintain social distancing wherever possible. To achieve this, you must stay



2 meters away from other individuals, while at work and when travelling between sites (ex. From different office locations)

- Social distancing must be followed at all times, including in common areas, break rooms, canteens, meeting rooms, and reception areas. We may change your arrival and departure times in the office or work location to reduce crowding into and out of the workplace and will ensure that we discuss this with you first to accommodate your needs as far as possible.
- We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared and may use floor tape, paint or signs to mark areas to help you keep 2 meter distance.
- Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue.
- In the event of an accident or an emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.

#### *Travelling to and from work*

- We recommend that staff minimizes travel. If staff must travel, we urge staff to avoid using public transport where possible. We also recommend staff that the number of people travelling together in any one vehicle is restricted to only these necessary.

#### *Hygiene Practice at work.*

- Staff must always follow hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitizing workstations and desks.
- We will provide adequate hand washing facilities (or hand sanitizer where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.
- We encourage staff to bring their own food if required and to use their own utensils and drinking containers.
- We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.
- Staff are expected to wipe down surfaces at their desk regularly. We will provide adequate clearing equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and will make sure there are adequate disposal arrangements.

### *Meeting Rooms*

- Where possible, staff are expected to stay 2 meters apart in meetings and to not face directly opposite each other.
- Meetings should be restricted to a maximum of 2 participants, or only those who are strictly necessary.

### *Protective clothing and face coverings*

- Where you are already using PPE in your work activity to protect against non-Covid-19 risks, you should continue to do so.
- In line with government guidance, we recommend against the precautionary use of extra PPE to protect against COVID-19 outside settings or when responding to a suspected or confirmed case of COVID-19
- We may require staff to wear a face covering as a precautionary measure to protect others. If you do wear a face cover, it must cover your mouth and nose. However a face covering is not a substitute or replacement for general hygiene practices.
- If you choose to wear a face cover, we encourage the following steps:
  - o Wash your hands regularly with soap and water for 20 seconds or use hand sanitizer before putting the face cover on, and after removing it.
  - o Avoid touching your face or face covering to prevent contamination
  - o Change and wash your face covering daily if it is washable or dispose of it responsibly.

### **Non-compliance with health and safety rules**

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with Nextrade's disciplinary policy, up to and including immediate dismissal.