

Health & Safety Management System Framework

September 2019

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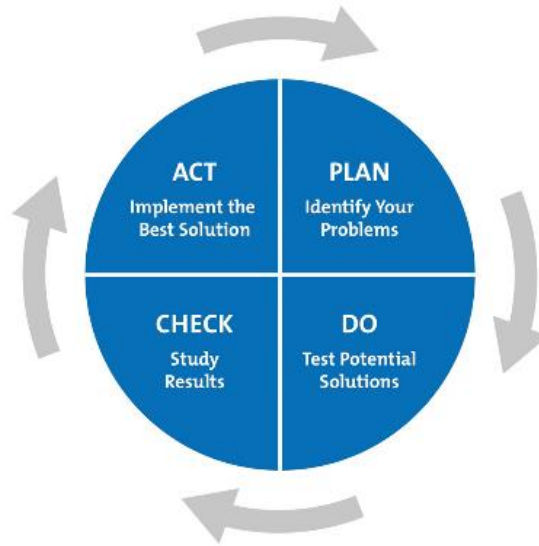
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The SHPL Health & Safety Management System

The SHPL Health & Safety (H&S) Management System has been designed to align with the requirements of OHSAS 18001.

OHSAS 18001 is an ISO Standard and recognised internationally as good practice in the management of health and safety risks. OHSAS 18001 incorporates and reflects the “Plan-Do-Check-Act” cycle of systematic risk management.



Although based upon the ISO model, this H&S Management System is specific to Seli Hydropower Ltd (“SHPL”) and designed to deliver a user-friendly framework that our people can use every day to identify, evaluate and manage H&S risks across the entire operations of the company.

Our Health & Safety Commitment is at the core to SHPL’s philosophy in the management of Health & Safety risks to the business.

SHPL’s Health and Safety Commitment

As a company, nothing is more important to us than maintaining the highest standards of safety and health for our employees, contractors, stakeholders and the communities in which we operate.

Health and Safety considerations are, therefore, a vital part of all our operations from the development of Bumbuna II, through construction and eventually into operations.

SHPL will, of course, comply with all health and safety laws and regulations that affect the business. But, more than this, we exceed legislative requirements to ensure a culture of safety is embedded across the business.

To achieve this we maintain an ongoing process of business-related hazard identification. We take actions to eliminate or manage health and safety risks and provide procedures, practices and safety equipment as appropriate.

Through the commitment of our leadership, our teams, and the strength of our policies, procedures and practices, we live our safety commitment every day to ensure we execute Bumbuna Phase II with ZERO harm to people and the communities in which we operate.

SHPL's Health and Safety Objectives

SHPL's overall Health and Safety goal is to deliver world-class health and safety performance aligned with the following primary targets:

1. **Zero fatalities;**
2. **Zero serious injuries;**
3. **Lost Time Incident Frequency Rate of less than 0.75 (LTIFR)**
4. **Total Recordable Incident Frequency Rate of less than 2.75 (TRIFR)**

These targets are reviewed annually and where the targets are achieved they shall be adjusted, where possible, to continuously drive improving health and safety performance.

These targets will be achieved by:

- Undertaking health and safety risk assessments;
- Maintaining safe and healthy working conditions, and adequate welfare facilities for all personnel;
- Ensuring all personnel are competent to do undertake their tasks;
- Providing personnel with ongoing training in health and safety working practices;
- Motivating and incentivising employees to take responsibility for their personal safety and the safety of their co-workers.
- Ensuring that everyone has the right and confidence to stop and question any activity that causes concern about safety;
- Establishing goals and objectives for continuous improvement, measurement and performance against these objectives; and
- Working in close co-operation with stakeholders to ensure that they meet SHPL's health and safety objectives.

Other SHPL Health & Safety-Related Programmes

The Enterprise Risk Management Framework (ERMF) describes how risks are managed across the Joule Africa group. This requires the maintenance of a Project Risk Register (PRR) at SHPL.

SHPL's Environmental and Social Management Plans (ESMPs) include health and safety considerations.

Extensive and comprehensive health and safety obligations are contractually required of the EPC contractor. An ongoing process of contract compliance assessments will be undertaken during the construction phase of the Bumbuna II project.

Similarly, contractual obligations and contract compliance assessments will apply to the OMT contractor.

By ensuring these programmes are integrated and holistic we will deliver operational health and safety excellence.

The H&S Framework Document Structure

This H&S Management System Framework document provides an overview of the way in which health and safety risks at SHPL are proactively managed.

Appendixed to this Framework document are a number of individual subject-specific policies. These are designed to be used on a stand-alone basis for specific tasks or alongside other individual policies. In particular, Appendix A describes in more detail how H&S is managed across the business and should be a first-read. Collectively the suite of policies complement one another and constitute the H&S Management System at SHPL.

Safety Policies and Procedures within the H&S Framework

Within this H&S Framework specific policies exist for the following risks / issues. Policies listed in grey will be developed by the H&S Team in conjunction with the EPC contractor.

- SHPL Worksite Health & Safety Management
- Emergency Preparedness and Response Management Procedure
- H&S Risk Assessment Procedure
- Incident or Near-Miss Reporting and Post-Event Investigation
- General Worksite Safety Rules
- Personal Protective Equipment
- First Aid Policy
- Fire Prevention Policy
- Drug, Alcohol, Tobacco and Firearms
- Vehicle Safety Policy
- Visitor Safety Policy
- Visitors Handbook
- Health & Safety Incentive and Recognition Programme
- *Fall Protection Procedure*
- *Hand and Power Tool Safety Program*
- *Heavy Equipment Procedure*
- *Concrete and Masonry Safety Procedure*
- *Heat Illness Prevention Policy*
- *Bloodborne Pathogens Programme*
- *Demolition Safety Procedure*
- *Rock Drilling and Blasting Safety Procedure*
- *Electrical Safety Program*
- *Lock-out / Tag-out Procedure*
- *Food Safety Program*
- *Hazardous Communication Program*
- *Trenching and Excavation Procedure*
- *Confined Space Procedure*
- *Respiratory Protection Procedure*
- *Traffic Safety Program*
- *Toolbox Safety Procedure*

Leadership Oversight & Employee Involvement

Leadership Oversight

SHPL management must show strong H&S leadership and oversight. SHPL managers are to set clear expectations, drive accountability and lead by example. In this way we will achieve our health and safety targets.

The H&S Team

The H&S Team is responsible for presenting an annual H&S Plan for approval by Board. Once approved the H&S Team is responsible for delivery of the H&S Plan and regularly reporting progress against the Plan back to the Board. The H&S Plan includes an education programme for SHPL personnel. Other prime functions of the H&S Team are to undertake H&S Risk Assessments and conduct H&S near-miss and post-incident investigations. H&S Team members are subject-matter experts and are always available to provide H&S advice.

Employee Involvement

Creating a safe environment is the personal responsibility of all of us. It is not somebody else's job. All staff are expected to raise any H&S concerns and to abide by the H&S rules and policies published by the company.

In particular staff are expected to;

- Report H&S incidents and near-misses;
- Raise H&S concerns as they arise;
- Participate in H&S training sessions; and
- Comply with company policies.

Education, Tools and Engagement Activities

SHPL's safety targets are only achieved when directors and managers create a culture that fosters inclusion, raises awareness and changes behaviors in daily routines. Safety Engagement Activities are those key daily activities that when effectively implemented, move us closer towards our H&S targets. Activities include;

- Toolbox Talks
- Pre-meeting Safety Moments
- Visible involvement of the H&S Team in all operational activity.

Metrics & Monitoring

The H&S Team will maintain and periodically report to the Management Team against H&S KPIs.

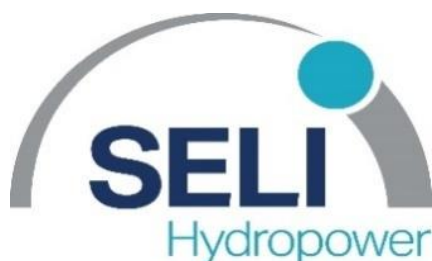
These KPIs include;

- H&S Near-Miss reports;
- H&S Incident reports;
- Post-Incident H&S Team Investigations;
- Lost Time Incident Frequency Rate (LTIFR);
- Total Recordable Frequency Rate (TRIFR);
- H&S Training delivery;
- H&S Risk Assessments completed.

Health & Safety Recognition & Incentives

As part of the SHPL H&S embedding programme, a Health & Safety Incentive and Recognition programme has been designed. This programme is an effective way to recognize significant individual or team H&S achievements and behaviours that contribute to our safety goals.

Appendix A



Seli Hydropower Limited

SHPL Worksite Health & Safety Management

Policy Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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Zero Accident Mission Statement

Seli Hydropower Limited (SHPL) is committed to providing all employees with a safe working environment and to protecting life, health and property. The H&S Management System Framework and the individual policies that sit within it detail the specific responsibilities, accountabilities and practices which help us to accomplish our goal.

The safe working practices and procedures detailed in the Framework apply to all SHPL employees, employees of the EPC Contractor and sub-contractors, visitors and those other personnel providing project site services.

These H&S policies and procedures will be incorporated into EPC and other sub-contract requirements.

Together we will achieve our “Zero Accident” goal by:

- Providing a safe working environment;
- Providing safe, well-maintained equipment;
- Complying with equipment safe-use instructions, site-specific safety requirements and SHPL’s H&S requirements at all times;
- Never accepting any unsafe conditions or practices and taking immediate corrective action when any safety violation is observed;
- Ensuring EPC and sub-contractor compliance with SHPL site-specific safety obligations through meetings, briefings and H&S audits;
- Identifying job hazards and ensuring training of site personnel to correct and avoid injury caused by unsafe work practices;
- Placing emphasis on H&S training, hazard recognition and hazard communication; and
- Placing emphasis on holding individuals to account and recognising good H&S practice.

General Information - Procedures

Implementation – SHPL and personnel establish the necessary measures to ensure a healthy and safe workplace.

Evaluation – H&S team members review all operational sites on a regular basis and document observations in H&S risk assessment and audit reports.

Coordination – Employees are encouraged and expected to provide H&S suggestions to their supervisors and/or the H&S Team on developing safer working practices.

Training – H&S training is scheduled by the H&S Team and employees are required to attend. H&S will be an aspect of all Toolbox talks. EPC Contractors shall also provide training to workers.

Enforcement – SHPL personnel are subject to SHPL’s Disciplinary Policy for H&S violations.

Work Hours – SHPL staff and contractors will not be required to work excessive continuous hours as studies show that work production decreases and injuries increase dramatically when individuals work for protracted periods. It is the responsibility of supervisors to ensure breaks are taken and excessive continuous hours are not worked.

Buddy system – no worker should ever be working alone in hazardous areas or when working at heights.

Administration and Organization

The purpose of the SHPL Health and Safety Management System Framework is to provide an overview of the policies, practices, procedures and controls SHPL has implemented to ensure a safe and healthy working environment for employees, contractors and other stakeholders.

In addition, the responsibility and accountability of members of the SHPL site supervisory team and employees will be outlined. Execution of safe work practices and compliance will be the responsibility of the Management Team.

First-line responsibility for ensuring EPC and sub-contractor compliance rests with SHPL site management team.

The H&S Framework will always be readily available for personnel referral.

SHPL will take steps to ensure that visitors are not placed in hazardous circumstances. SHPL visitors will be provided with necessary personal protection equipment (PPE) during visits (see H&S Framework Appendix F and Appendix K).

Responsibilities

No document outlining safe practices is complete without a clear delineation of supervisory and employee responsibilities and accountability.

Incorporating H&S considerations into the planning of work activities is the responsibility of site supervisors.

Each project-related worksite shall be H&S audited on a periodic basis by the H&S Team to ensure that SHPL requirements are met. Where deviations occur from approved practices, supervisors are to take immediate corrective action.

Sitework procedures will clearly outline both the responsibility and accountability for the following roles:

General Manager (Project Director):

- Demonstrate leadership to all personnel to ensure that all personnel recognize, understand and execute their responsibilities and are held accountable for their actions;
- Providing resources required by the H&S Team;
- Hold the H&S Team to the Board-approved annual H&S Plan;
- Regularly discuss safety and risk with EPC Contractors;
- Establish safety standards with sub-contractors through communication and safety kick-off meetings;

SHPL Site supervisors

- Set up the worksite for success (PPE, signage, fencing, etc.);
- Ensure safety orientations are undertaken for all new workers to the site;
- Ensure H&S risk assessments have been completed (see H&S Framework Appendix C) by the H&S Team;
- Ensure Toolbox talks are completed; and
- Promote site safety compliance.

H&S Team

- Assist the GM on communicating safety needs of EPC Contractors;

- Conduct site H&S risk assessments;
- Plan and deliver H&S training;
- Conduct site H&S compliance audits; and
- Conduct H&S post-incident investigations.

Site Workers

- Follow all H&S safety rules and directions, including the wearing of PPE;
- Communicate to a supervisor any H&S concerns; and
- Attend Toolbox and/or other team meetings.

EPC Contractor

The EPC Contractor's management is responsible for the safe execution of their work, the safety of their employees, clients, and the public who may be in or near their work zones, along with the safety of SHPL employees working within their work zones.

Safe Working Practices

Site-specific H&S procedures may include H&S risk assessments, published safety guidelines, safety meetings and safety audits. Worksite supervisors and the H&S Team will update these procedures from time-to-time.

As site-specific work progresses and changes, additional safe working practices will be added and communicated through regular safety meetings, special safety meetings, handouts and/or one-on-one instruction.

The safe work notices and information will be conveniently located for employees and visitors to review.

Safe work processes include, but are not limited to the following:

- New employee orientation;
- Supervisors' training;
- Worksite safety rules;
- Personal Protective Equipment (Framework Appendix F);
- Fall prevention;
- Heavy equipment safety;
- Vehicular safety (H&S Framework Appendix J); and
- Fire prevention (H&S Framework Appendix H).

Disciplinary Action

Employees of SHPL can be subject to disciplinary action for H&S failings. Sub-contractors to SHPL can have their contracts terminated. The EPC Contractor and its sub-contractors will be expected to have in place their own internal disciplinary processes. The EPC contractor and its sub-contractors are expected to enforce disciplinary procedures against those who violate H&S obligations.

Training and Hazard Communication

Hazard communication is a programme of informing employees and others about hazardous or potentially hazardous materials or locations within SHPL workplaces.

The requirement to train personnel in the identification and management of H&S risks, applies to all employees of SHPL and contractors alike. Although the H&S Team will lead on formal H&S training delivery, hazard awareness raising takes place in many channels e.g. Toolbox talks, one-to-one conversations and email notifications.

H&S Alerts may be used to assist in hazard awareness-raising (see H&S Framework Appendix C, Annex D).

The EPC contractor is responsible for formal H&S training of its personnel and for ensuring that its sub-contractors are also obligated to formally train their own staff. Contractors and sub-contractors will not be allowed on SHPL worksites without such training.

H&S Incident Reporting & Investigation

It is the responsibility of all SHPL managers to create an atmosphere of trust such that H&S incidents and near-misses are highlighted, reported and investigated by personnel.

It is the responsibility of all SHPL personnel and contractor personnel to raise H&S concerns as they arise. The **Incident or Near-Miss Reporting and Post Event Investigation Policy** (H&S Framework Appendix D) provides detail on the process to be followed.

All H&S reports are investigated by the H&S Team with a view to learning lessons and preventing recurrence. Initially H&S incidents and near-misses shall be reported verbally to a SHPL supervisor, and followed up with written reports.

Failure to report or failing to complete record-keeping requirements shall be grounds for disciplinary action for employees and a breach of contract for consultants/contractors.

Emergency Preparedness and Response Procedure

The SHPL **Emergency Preparedness and Response Procedure** (H&S Framework Appendix B) details management responsibilities for incident area control, managing crowds, emergency medical service response and managing corporate interests relating to incidents of;

- Fatal injuries;
- Life threatening or other serious injuries;

SHPL management will make every effort to:

- Control the incident scene;
- Establish an internal communication and command structure;
- Manage any SHPL site evacuation / rescue; and
- Manage the aftermath of the incident.

Contractor Health and Safety Plans

When requested by SHPL, the EPC Contractor and sub-contractors will prepare and submit for SHPL review, a site-specific Health and Safety plan. The safety plan will describe their commitment to meeting health and safety obligations at the worksite and will include a section outlining their employee disciplinary process. The H&S Plan must support SHPL's ambition to achieve our goal of Zero Accidents.

Contractor's H&S Plans shall meet or exceed SHPL's H&S requirements. Contractor's H&S Plans will be reviewed by the H&S Team. Any deviation from SHPL's H&S requirements shall only be authorized by the SHPL GM.

In their site H&S Plan, the contractor shall detail their field supervisor's responsibility and accountability for safety performance.

Contractors and sub-contractors retain responsibility for ensuring that their employees comply with site safety requirements.

Regulatory Agency Site Inspections and Investigations

SHPL recognizes the authority of Sierra Leone regulatory agencies to conduct site visits for inspection or investigation purposes. SHPL will cooperate with official site visits and will make available members of the SHPL staff to assist.

All contractors shall be expected to support a regulatory visit with the same degree of cooperation as SHPL provides.

Both the SHPL H&S Team and the CCO are to be informed immediately of any regulatory investigations or visits.

Any request for documents will first be considered by the Chief Compliance Officer (CCO). Documents must not be provided without the consent of the CCO.

General Worksite Rules

The **General Worksite Safety Rules** are to be found at H&S Framework Appendix E.

Site-specific H&S rules are developed following a H&S risk assessment undertaken by the H&S Team.

In addition, site-specific work rules will be explained in the new employee orientation process, weekly safety meetings and/or special meetings that may be called as necessary.

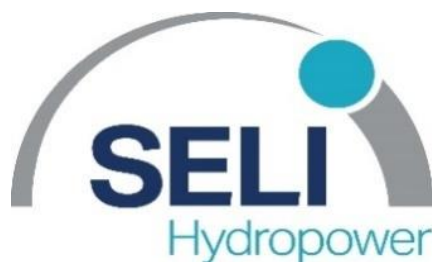
Enforcement of the site work rules will be the responsibility of the SHPL site supervisors and the H&S Team (through H&S site audits).

H&S Risk Assessments

In order to proactively manage H&S risks a formalised H&S risk assessment process is undertaken prior to the establishment of a SHPL worksites. For example, this may be the opening of a new office or the commencement of preparatory construction works. Because the risk assessment process only provides a snapshot in time, H&S risk assessments are periodically re-performed across all SHPL worksites, particularly when a new activity, operation, work phase, or equipment is to begin.

Undertaking these formal risk assessments is a specialist skill. Although an H&S Team member will perform the assessment he or she will solicit and require support from other SHPL personnel in the completion of the assessment. The **H&S Risk Assessment** policy which described the process can be found at H&S Framework Appendix C.

Appendix B



Seli Hydropower Limited

Emergency Preparedness and Response Procedure

Procedure Owner	H&S Manager
Version	1.0
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Introduction

Seli Hydropower Limited (SHPL) has incorporated this **Emergency Preparedness and Response Procedure** to prepare for the possibility of an unexpected crisis or catastrophe. While we do everything we can to avoid a crisis or catastrophe we want our staff, contractors, sub-contractors and visitors to be as prepared as possible should one occur.

This Emergency Preparedness and Response Procedure is a 'living' document and will be amended periodically in response to SHPL risk assessments, external developments and in light of learning experienced during its implementation.

Pre-Emergency Planning

SHPL and the EPC contractor will co-ordinate their respective emergency response procedures. SHPL will have discussions with project-affected communities and local authorities to fully understand local emergency response capabilities and to solicit support for this SHPL policy. Although the H&S Team will lead on developing this Plan the supportive involvement of the GM and other SHPL staff will be expected.

The EPC contractor will have in place a hazard identification risk assessment programme, which will involve a baseline risk assessment of the project during construction. This risk assessment process will take into account non-routine tasks, new project activities and changes made to the existing plan.

For all SHPL worksites there shall be a designated **Emergency Response Coordinator (ERC)**. For the overall company the GM is the designated ERC.

The ERC in conjunction with the H&S Team will design, review and update the worksite Emergency Response Plan. Although similar in approach, this exercise is separate and distinct from the H&S risk assessment process periodically undertaken by the H&S Team for all worksites (see H&S Framework Appendix C).

Consistent with the Emergency Response Plan, the ERC shall, on a periodic basis as determined by the H&S Team, perform the following tasks:

- Review the site emergency and contingency plan;
- Determine what onsite communication equipment is available (e.g. two-way radio, mobile phones, air horn, satellite phone);
- Determine what offsite communication equipment is available (e.g. nearest offsite telephone);
- Confirm and post the "Emergency Contacts" details and nearest clinic/hospital information. Post evacuation and assembly area details. Copies to be kept in all site vehicles;
- Ensure "Exit" and "Fire Extinguisher" signs point to the locations of emergency exits and fire extinguishers. Ensure areas near exits and extinguishers are kept clear;
- Check site emergency equipment supplies, including bottled water;
- Communicate emergency procedures to personnel (via team meetings or toolbox talks etc);
- Rehearse the **Emergency Response Plan** before site activities begin. This may include a 'tabletop' exercise or a practice drill depending on the nature and complexity of the site.

Emergency Equipment and Resources

The ERC shall ensure the below-listed emergency equipment is available on site.

Emergency Equipment and Resources (determined by the H&S Team) include:

- Appropriate number of Class A, B and C fire extinguishers;
- Fire Buckets of sand;
- First-Aid trained personnel;
- First aid kits and AED Machines;
- Stretcher, basket or wheelchair for moving injured persons;
- Eye wash station/equipment;
- Bottled water
- Bloodborne-pathogen kit;
- Rehydration/salt kits.

The H&S Team perform regular H&S audits to verify and update the locations of this equipment as needed. The equipment will be inspected in accordance with the manufacturer's recommendations.

Emergency Procedures

All efforts will be made to preserve life. The first responders to an incident must do everything possible to safeguard the life of people injured or in danger. However, SHPL staff are not expected to expose themselves to the risk of injury or death and so efforts to preserve life must only be attempted if it is safe to do so.

Serious accidents or incidents that require the instigation of the **Emergency Response Plan** are determined by the severity of a particular event but include:

- Fatalities
- Serious Injuries
- Multiple Injuries
- Major Accidents / Incidents Involving Heavy Equipment
- Major Oil / Chemical Spills
- Fire or Explosion
- Workplace Violence, Civil Disturbance etc.

All incidents that may require an emergency response must be immediately reported to the most senior SHPL staff member on site. The **Emergency Response Plan** shall be implemented by the most senior SHPL staff member on site. This person may or may not be the ERC. You must;

- Notify a supervisor via cell phone or other means in order to immediately contact the most senior SHPL staff member on site; and
- Inform the ERC (if this is not the most senior SHPL staff member on site) and provide the following information clearly and concisely:

Nature of incident;

Location of incident;

Nature and number of injuries;

Any immediate actions taken (e.g. if the police have been called).

Note: Provide the information in a clear, short and concise manner. If an answer to any question posed to you is uncertain, state “I do not know at this time.”

The ERC will decide to whom the incident is to be escalated. This will always include the H&S Team which will be responsible for a post-event investigation. The ERC will use an ‘Escalation Tree’. Following the notification of the incident to the most senior SHPL staff member on site (and the ERC if different);

- SHPL management will take control of the scene (if possible); and
- If the incident occurs on a SHPL site, SHPL personnel will maintain control of the site particularly in relation to media engagement and public/non-authorised access. All questions from the media will be referred to the ERC.

Whenever an **Emergency Response Plan** is put into effect the ERC will maintain a ‘live-time’ **Event Log** that will record details of the incident, decisions made and by whom, individuals involved/injured, the response implemented etc. Information will need to be gathered from first aiders, fire marshals, witnesses and external parties such as the emergency services and local authorities. The **Event Log** will be provided to the H&S Team which will conduct the post-event investigation. The **Event Log** is attached at Annex A.

Emergency Evacuation

The most senior SHPL staff member on site or the ERC may direct a site evacuation. An evacuation may be a partial-site, full-site or a company-wide evacuation.

The key to a proper evacuation is the ability to account for all personnel. The individual giving the evacuation signal must inform all personnel in that area, tell them where to go, and keep them together so that a proper headcount can be conducted. Personnel not accounted for must be reported to the ERC.

Partial and Full-Site Evacuation Procedures

Once the evacuation decision has been made the evacuation signal may be given verbally, by mobile phone calls or the blasts of an air horn.

The evacuation message will be, “Attention, all personnel, this is an emergency. All personnel must evacuate their work areas and proceed to their designated muster points immediately.”

All supervisory staff shall direct their teams to evacuate to the appropriate muster points, leaving belongings behind;

All heavy plant equipment is to be switched off.

All personnel must immediately move to their muster points and await instructions.

SHPL supervisory staff will conduct a search to ensure their teams have evacuated (if safe to do so).

At muster points SHPL supervisors will account for their teams.

All SHPL supervisors must report their team evacuation to the muster points, to the ERC.

Employees are not permitted to return to work until the “All Clear” has being given by the ERC.

Company-wide evacuation

A full company-wide evacuation will most likely result from a protracted period of emergency such as a pandemic or sustained civil disorder. The decision for a company-wide evacuation will be made by the SHPL Board. The Board will agree the procedure to be adopted which may include large-scale evacuation of SHPL personnel either within Sierra Leone or abroad. Advice and assistance (as appropriate) will be sought from International SOS (see below).

The Board will consider the likely length of time for which evacuation (whether local or company-wide) will be required. As a general rule where short, medium or long-term evacuation is required different approaches will be taken.

Category	Timeline	Strategy to be adopted
Short term	Up to 14 days	Staff to work from home.
Medium term	14 to 60 days	The company will identify suitable short-term temporary accommodation for staff.
Long term	60+ days	The company will identify new long-term accommodation for staff.

Possible Emergency Scenarios and Response Measures

Although it is not possible to predict all types of emergency situations that may occur in relation to SHPL operations, the H&S risk assessment process will attempt to identify possible events. Provided below are possible scenarios along with guidance.

Medical Emergency

Serious or life-threatening injury includes conditions such as loss of consciousness, head trauma, possible spinal cord injury, severe loss of blood, trouble breathing or allergic reaction.

- If the emergency is a serious injury, DO NOT move the injured party, unless there is a risk of further injury to the person if not moved;
- Contact the worksite First Aider for assistance;
- The ERC must be notified;
- Render first-aid or cardiopulmonary resuscitation (CPR) only if you have been trained;
- Do not leave the injured person (except if necessary to summons help);
- Comfort the victim until emergency response personnel arrive; and
- The H&S Team must be notified and an H&S Incident Report must be completed.

Fire Emergency

Irrespective of the size of the fire;

- The nearest fire alarm must be activated.

- Attempt to rescue person(s) in immediate danger only if it is safe to do so.
- Attempt to extinguish the fire, only if you are trained and if it is safe to do so.
- The most senior SHPL staff member on-site as well as the ERC must be notified.
- All equipment must be safely shut down.
- Evacuate premises immediately by the shortest route and make your way to the designated muster point, leaving belongings behind.
- The H&S Team must be notified and an H&S Incident Report must be completed.

Chemical Spills

Chemical spills are categorised as 'minor' or 'major'. A 'minor spill' is characterized by the following criteria:

- It is inside an office or other confined space and has not spread outside the area;
- It did not result in fire or explosion, nor presents a risk of fire or explosion; or
- It did not result in personnel requiring medical attention.

Minor Spill response:

- Alert people in the immediate area of the spill;
- Put on appropriate PPE;
- Contain the spill with absorbent material;
- Place the absorbed spill material in a secondary containment such as spill bucket. Label container and notify the H&S Team (who will arrange disposal);
- Completely clean area where spill occurred, as advised by the H&S Team;
- Dispose of contaminated PPE properly, as advised by the H&S Team; and
- A H&S Incident Report must be completed.

A 'major spill' is characterized by all the following criteria:

- It results in (or presents a risk of) fire, explosion or release of toxic gas;
- Results in personnel requiring medical attention; or
- Is not contained within the office or confined space of the spill.

Major Spill response:

- Remove any injured or contaminated persons away from the spill, if safe to do so;
- Inform personnel in the immediate vicinity of the hazardous spill;
- Vehicle ignition or any power supplies where the hazardous spill occurred must be immediately switched off, if safe to do so;
- All drains and valves in the vicinity of the hazardous spill must be closed off, if safe to do so;
- Seek medical assistance as necessary;
- Do not attempt to clean up a major spill. The H&S Team will lead on the clean-up. The use of hazardous spill-kits must be used only by those trained to do so.
- The ERC and H&S Team must be notified; and

- A H&S Incident Report must be completed.

Floods

Flooding is a common occurrence during or following heavy rains. The H&S Team will monitor meteorological reports and issue flood warnings as necessary.

For imminent or actual flooding, and only if it is safe to do so:

- Secure all equipment, vehicles, records, and other important documents;
- Shut off all electrical equipment;
- The SHPL ERC must be notified;
- Do not attempt to drive or walk through flooded areas.
- If the site must be evacuated, follow the instructions for site evacuation;
- The ERC and H&S Team must be notified; and
- A H&S Incident Report must be completed.

Do not return to the worksite if you have been evacuated by flooding, until you have been instructed to do so by the ERC.

Electrocution

In the event an individual is electrocuted, rushing in to save that person may be your first impulse, but if the danger of electric shock remains you could well be electrocuted yourself. Therefore, you must only attempt to help the injured person if it is obvious that s/he is no longer touching the source of electrocution. Don't attempt to rescue someone near a high-voltage line.

In the event an employee encounters such an incident;

- Check for the source of the electrical shock. Look to see if the victim is still in contact with the source. Remember that electricity can flow through the victim and into you;
- Assess the scene and look for any obvious dangers. Never enter an area where electrical equipment is in use, if the floor is flooded;
- Never use water at an electrocution event, even if there is a fire, as water conducts electricity;
- If you can do so safely, turn off the electrical current at the power box, the circuit breaker or the fuse box.
- The ERC and H&S Team must be notified; and
- A H&S Incident Report must be completed.

Examples of nonconducting materials include wood, glass, porcelain, plastic and paper. Cardboard is another common, non-conducting material that you may use.

Conducting materials include copper, aluminium, gold and silver, and anything that is wet, even if it is a non-conductor when dry.

Fallen Worker

When a worker falls and is suspended in a harness, it's important to rescue him or her as quickly as possible as they may suffer from blood pooling in the lower body. This can lead to suspension trauma. A suspended fallen worker should be reached using an elevating work platform, if available nearby. This is the safest method of rescue. If not available ladders or vehicles can be manoeuvred into place to provide access to the worker. Rescue should only be undertaken if the platform used to give access is itself safe. If a worker has fallen and is suspended in an inaccessible area, you may need to perform a basket rescue.

The following sequence should be instigated by the first responder;

- Effect rescue if safe to do so;
- Administer first aid and/or seek medical assistance if required;
- Inform the most senior SHPL staff member on site;
- The ERC and H&S Team must be notified; and
- A H&S Incident Report must be completed.

Confined Space Rescue

Certain tasks or jobs may be undertaken in confined spaces. A 'confined space' is defined as a place which is substantially enclosed, and where serious injury can occur from hazardous substances or the conditions within the space itself, and may include fire hazard, electrical shocks, moving parts of equipment, slips, falls, and barrier failure resulting from the shifting or collapse of materials. Such incidents may require a confined space rescue.

Confined spaces will specifically be considered during the H&S risk assessment process completed by the H&S Team. The risk mitigation considerations will include a determination of what type of equipment would be required to perform a confined space rescue should it become necessary. Necessary rescue equipment should be available such as harnesses, ropes, respirators, tripods, wenchers, a ventilation system etc.

The ERC must be aware of confined spaces at his or her SHPL worksite.

The following sequence should be instigated by the first responder;

- Effect rescue if safe to do so;
- Administer first aid and/or seek medical assistance if required;
- Inform the most senior SHPL staff member on site;
- The ERC and H&S Team must be notified; and
- A H&S Incident Report must be completed.

Civil Disturbance

Sometimes civil disturbance can be anticipated. The H&S Team will monitor planned public events to consider the need to issue Safety Alerts and other precautionary measures.

Whether anticipated or not, where civil disturbance immediately threatens a SHPL worksite staff at that site should, if safe, consider any or all of the following actions to protect themselves.

- The most senior SHPL staff member on site along with Site Security Personnel and the ERC must be notified;
- Arrange for any visitors to leave the site;
- Ensure SHPL vehicles are within the perimeter fencing; and
- Secure perimeter fencing;

Should the ERC or most senior SHPL staff member on site decide to evacuate the site (see the evacuation procedure described above);

- Secure or remove essential or confidential records and papers;
- Ensure that all offices and non-public areas are locked or sealed off; and
- Move to your muster point.

If you find yourself amongst the disorder, avoid physical conflict with persons even if provoked and move away to a safe area.

Training and Drills

Training including drills is an essential and mandatory pillar of the H&S Management System Framework. The H&S Team is responsible for designing and delivering an annual H&S training programme, however it is the responsibility of all supervisors to ensure their teams are conversant with H&S policies and procedures. The training plan will form part of the H&S Annual Plan approved by SHPL Board. General H&S training will include fire response procedures and evacuation and emergency response procedures.

Toolbox and other regular SHPL worksite meetings shall include 'Safety Moments' at which bite-size safety advice is delivered. Each SHPL worksite will have a trained ERC and trained first aiders.

Testing and exercising will include;

- Regular reviews of Emergency Response Plans;
- Telephone Tree testing;
- Table-top walkthrough exercises; and
- Building and worksite evacuation drills.

International SOS

Joule Africa subscribes to **International SOS**, a division of Control Risks. International SOS can provide current information of threats in Sierra Leone and can provide assistance with security and medical and non-medical evacuation, if required. The H&S Team will monitor risk management information published by International SOS.

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Appendix C



Seli Hydropower Limited

Health & Safety Risk Assessment Process

Procedure Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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- 1 Introduction
- 2 What are Hazards and Risks?
- 3 The Four Steps of Risk Assessment
- 4 Record Keeping

Introduction

H&S risk assessments are completed to identify and evaluate hazards associated with a worksite and/or specific activities, and to implement measures to eliminate or reduce the risks associated with that site or those activities. Hazards identified during the risk assessment process are generally manageable through good working practices and staff awareness, and by compliance with SHPL's policies.

At each SHPL worksite (or worksite controlled by SHPL) the Company will complete an assessment of:

- a. the potential health and safety risks that our employees could be exposed to whilst they are at work or visiting the site; and
- b. the risks to the health and safety of persons not in our employment arising out of or in connection with that site or the activities of SHPL.

H&S risk assessments must be adequate i.e. both suitable and sufficient with regards to the nature and scale of the task or site, the likelihood of hazards and the extent and severity of those risks should they come to pass. The risk assessment findings must be both understandable to a casual reader and repeatable.

Failure to carry out a proper H&S risk assessment could result in an accident occurring and people being injured. Legal liability may also result from such an incident for staff and / or the Company.

The EPC contractor and subcontractors shall be required to have a similar H&S risk assessment process in place.

SHPL worksite H&S risk assessments will be undertaken by the H&S Team at periodic intervals, however, it is the responsibility of each of us to be aware of potential hazards, to report them and when safe to do so, make hazards safe. This is not somebody else's responsibility. Knowing of a risk and failing to respond could be a violation of the Company's Discipline Policy or your contract of engagement.

SHPL site managers may request that the H&S Team undertake an interim H&S risk assessment between scheduled assessments.

The H&S risk assessment process is described below and annexed to this policy are examples of the H&S risk assessment forms.

What are hazards and risks?

A hazard is something with the potential to cause harm (this can include substances, plant or machines, methods of working, the working environment and other aspects of work organisation).

A risk is the likelihood of potential harm from that hazard being realised. The magnitude of a risk will depend upon:

- a. the likelihood of that harm occurring; and
- b. the potential severity of that harm.

So a risk assessment will involve identifying the hazards present in any working environment or arising out of work activities, and evaluating the extent of potential impact, taking into account existing control measures or precautions and their effectiveness.

The H&S risk assessment process should identify how the risks arise and how they impact on those affected. This information is needed in order to make decisions on how to manage those risks, so that decisions are made in an informed, rational and structured manner, and the resultant actions taken are proportionate.

The Four Steps of Risk Assessment

1. Identify who might be harmed and how.
2. Evaluate the level of risk(s) arising from the hazards and decide whether the existing precautions are sufficient or whether more should be done.
3. Recording the risk assessment findings.
4. Reviewing the risk assessment.

Identify who might be harmed and how

Understanding what could happen is the most critical aspect of any risk assessment exercise. If potential risks are not identified they are not considered. Whilst H&S Team members are specialists in this subject area, SHPL worksite personnel are specialists in their respective roles, and often have a more intimate understanding of a particular worksite than the H&S Team. It is therefore important to understand that the active participation of all SHPL personnel is important for the risk assessment process to successfully identify all potential hazards.

Examples of the types of hazards that may exist at any particular worksite could include;

- Trips and falls;
- Fire;
- Collision with moving vehicles;
- Noise from heavy plant;
- Fumes from a generator;
- Electrocuting;
- Chemical spills;
- Inadequate use of Personal Protective Equipment (PPE);
- Incorrect use of tools & equipment;
- Working at heights;
- Poorly erected scaffolding;
- Unmarked trenching and excavations; and
- Unconsidered overhead hazards such as weakened trees;

Evaluating the level of risk(s) arising from the hazards and deciding whether the existing precautions are sufficient, or whether more should be done to manage the risks.

Having identified the potential hazards and with reference to the H&S risk assessment template at Annex A and the example at Annex B;

- a. In the column marked 'Existing Controls' the assessor will list mitigation measures already in place. In the example at Annex B there are no measures to manage the ripped carpet or the manoeuvring vehicles; there is a fire door separating the factory from the reception area and there are serviced extinguishers to hand; and the fire door serves to act as a sound barrier to the noisy factory processes/machinery.
- b. The assessor will consider whether these existing mitigation measures are sufficient.

Having considered the risks and existing control measures, the assessor may recommend further mitigation measures. These are described in the risk assessment Action Plan form (Annex C). In considering actions to be completed the 'SMART' acronym can be useful i.e. that actions are;

S - Specific

M - Manageable or measurable

A - Achievable

R - Relevant or Realistic

T - Time tabled/ time specific

It is vital to remember that a risk assessment is not a stand-alone tool. It is only the first step in reducing the level of risk. Once you have carried out your risk assessments you need to transfer your further controls information to your Action Plan.

In the example at Annex B further control measures are required. In the example things to consider would be;

- The trip hazard would need to have the carpet replaced as soon as possible but in the short term putting up warning signage would help.
- The car park would need fixed barriers to be completely safe, but if that is not practicable, the minimum measures would need to have clearways painted onto the ground to show pedestrian walkways and then install signage to show everyone where they can safely walk.
- The fire door is clearly not good enough to keep the noise out, so you would need to commission a proper noise assessment and then act on the findings. A short-term solution may be to build a lobby between the two rooms.
- Has a Fire Risk Assessment been carried out? If not this should be arranged.

Recording the assessment findings

The risk assessor considers each hazard using a 4 x 4 matrix whereby: Probability x Severity = Risk.

This matrix is consistent with the risk model adopted by the Company (and the Joule Group) for managing all risks, represented within the Project Risk Register (PRR) maintained by the GM.

Once individual risks are scored a visualised graphic of the risks can be created. This helps management better understand the risk profile of the business.

Probability	Severity
4 = Very likely	4 = Fatal
3 = Likely	3 = Severe / life changing
2 = Possible	2 = Moderate
1 = Unlikely	1 = Slight

Probability	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	Severity			

12, 16 = Very High Risk	Stop immediately. Redesign delivery. Implement controls to reduce risk.
8, 9 = High Risk	Do not proceed unless adequate controls are in place and effective.
4, 5, 6, 7 = Medium Risk	Ensure adequate controls in place.
1, 2, 3 = Low Risk	No action needed.

Review your H&S risk assessment

All mitigation of hazards that remain in the “Very High (RED)” and “High (Orange)” sections of the above matrix shall be reported to the senior SHPL site manager and reported to the H&S Manager.

Finally, remember that carrying out a Risk Assessment is not a one-off exercise. Work environments change, people’s skill levels change, machines and tools, and materials change.

H&S risk assessments are periodically re-visited which includes an assessment of whether remedial tasks identified within the action plan have been completed.

Record Keeping

The H&S Team maintains comprehensive records and reports regularly to the GM and the Board. These records include, amongst other things;

- The Board-approved annual H&S Plan;
- H&S risk assessments completed;
- H&S Action Points completed;
- H&S incidents and near-misses reported;
- H&S post-event investigations; and
- H&S training delivery.

Annex A

In the H&S risk assessment form below the columns mirror the four steps described above.

Risk Assessment Form						RA Ref No:							
Assessor		Job Title		Assessment Date		Review Dates / Initials							
Assessment task or location:													
Persons at risk		Frequency	Details		Are any disabled?		Comments						
Staff					<input type="checkbox"/> Yes <input type="checkbox"/> No								
Contractors					<input type="checkbox"/> Yes <input type="checkbox"/> No								
Visitors					<input type="checkbox"/> Yes <input type="checkbox"/> No								
Gen. Public / Others					<input type="checkbox"/> Yes <input type="checkbox"/> No								
Hz No.	Hazard description	How are persons affected?	Level of Risk			Existing controls	Further controls / action						
			P	S	R								
1													
2													
3													
4													
5													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Probability (P)</td> <td>5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely</td> </tr> <tr> <td>Severity (S)</td> <td>5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible</td> </tr> <tr> <td>Risk (R)</td> <td>0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures</td> </tr> </table>								Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely	Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible	Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures
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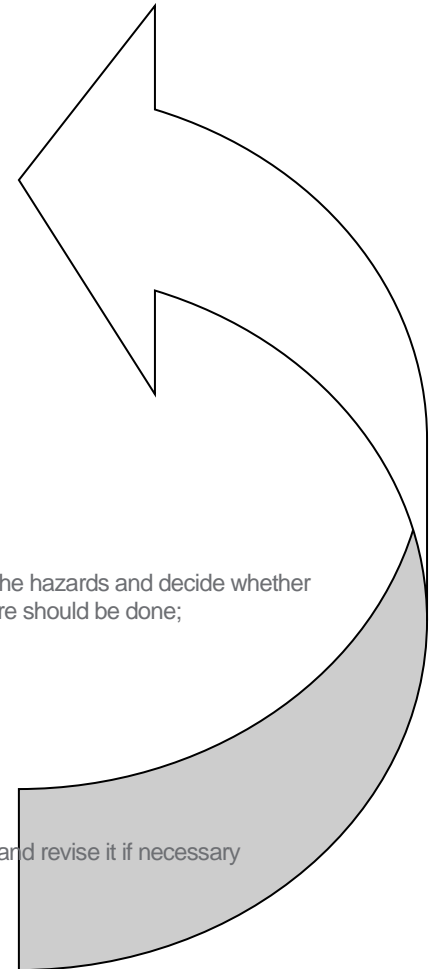


Look for and identify the hazards

Decide who might be harmed and how

Evaluate the level of risk(s) arising from the hazards and decide whether existing precautions are adequate or more should be done; Record your findings;

Review your assessment from time to time and revise it if necessary



Annex B

Below is a fully worked example of a H&S risk assessment form. The corresponding Action Plan form is shown at Annex C.

Risk Assessment Form						RA Ref No: Off1	
Assessor A.N Other		Job Title Office Manager		Assessment Date 22 nd Nov 2011		Review Dates / Initials 21 st Nov 2012	
Assessment task or location: Main entrance/reception area							
Persons at risk	Details	Frequency	Are any disabled?		Comments		
Staff	Receptionist	All day	Yes	No			
Contractors	Na		Yes	No			
Visitors	Sales reps	As and when	Yes	No			
Gen. Public / Others	Na		Yes	No			
HZ No.	Hazard description	How are persons affected?	Level of Risk			Existing controls	Further controls / action
1	Slips trips and falls	Ripped carpet by door has caused some people to trip	5	4	20	None	Repair/renew carpet. Short term use warning signage
2	Fire	Smoke or fire could injure anyone in area	2	5	10	Fire doors from factory kept closed. Extinguishers serviced annually	Ensure Fire RA is carried out
3	Collision with motor vehicles	Vehicles using car park could cause injury to pedestrians	4	4	16	None	Create markings on roadway for pedestrians. Install safety signage
4	Noise from adjacent factory	Noise from factory machinery has detrimental effect on receptionist's hearing and use of telephone	4	4	16	Fire door kept closed most of the time - ineffective	Carry out noise assessment and act on results
5							
<i>Probability (P)</i> 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely <i>Severity (S)</i> 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible <i>Risk (R)</i> 0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures							
© Simply-docs - Risk Assessment Form							

Annex C

Risk Assessment - Action Plan							
Assessor A N Other		Job Title Office Manager		Start Date 22 Nov 2011		Review Dates 22 Dec, 22 Jan, 22 Feb, 22 Mar	
Assessment task or location:							
RA No.	Action Required	Priority	By Whom	Target Date	Completion Date	Initials	
Off1/1	Repair/renew carpet.	A	T Boss	22 Dec			
Off1/1	Supply warning signage as temporary measure	A	AN Other	29Nov			
Off1/2	Ensure Fire RA is carried out	B	AN Other	22 Jan			
Off1/3	Create markings on roadway for pedestrians. Install safety signage	A	AN Other	22 Dec			
Off1/4	Carry out noise assessment and act on results	C	AN Other	22 Feb			
Off1/4	Build lobby between reception and factory floor	B	T Boss	22 Jan			
Priority Key A - Immediate B - One month C - Two months D Three months							
© Simply-docs - HS.GEN.04 Risk Assessment Action Plan							

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Appendix D



Seli Hydropower Limited

Health & Safety Incident or Near-Miss Reporting and Post-Event Investigation

Policy Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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1 Initial Response Procedures

Emergencies

In the event of a major accident or serious injury occurring on a SHPL project-related site, the H&S Team must be notified as soon as practically possible. The H&S Team will assist in responding and investigating the incident.

In the event of any serious bodily injury on a SHPL worksite, the first person on scene must (if safe to do so);

- Administer first aid, if applicable;
- Arrange for medical care if immediately required; and
- Secure and preserve the scene, if possible.

Non-Emergencies

In the event of an injury requiring medical attention, the site supervisor should:

- Arrange transportation of the injured party to a medical centre, if necessary;
- Take any immediate steps necessary to prevent recurrence; and
- Ensure an **Incident & Near-Miss Reporting Form** (Annex A) is completed.

All injuries, no matter how minor they may appear, must be reported by the end of the same work day.

2 Incident and Near-Miss Investigation

The H&S Team will log all reported incidents and near-misses and conduct an investigation of the facts (Annex B).

A near-miss is an event which, whilst not actually causing harm, has the potential to cause injury or ill health. This includes any dangerous occurrence.

Incident investigation is the principal tool for establishing the cause(s) of an event and allows for the targeting of future prevention activities to manage health and safety risks.

An **Incident Investigation Form** (Annex C) will be completed by the H&S Team in a timely fashion and whilst incident details are still fresh in the memory of those involved, and witnesses are available to provide statements.

For incidents involving injury to any contractor's or a sub-contractor's employee, the H&S Team will request a copy of the employer's own incident report.

Relevant SHPL supervisors shall work with the H&S Team to analyse the factors that lead to the event and initiate appropriate corrective actions.

The investigation is a fact-finding exercise and not undertaken to find fault. If a policy violation has occurred it will be separately determined based upon the fact-finding investigation. The H&S Team must remain impartial during the investigation which should follow a 6-step process.

- Preserve and document the scene with photos, drawings, etc.;
- Collect facts through interviews of those involved, supervisors and witnesses;
- Develop a sequence of events leading up to the incident;

- Determine / understand the causes of the incident;
- Develop effective corrective / mitigation recommendations; and
- Write a detailed report.

Factors to consider when conducting the fact-finding investigation may include details such as;

- Damaged property;
- Make and model of equipment involved;
- Equipment maintenance and modification records;
- Appropriate licenses for lifts, vehicles, equipment etc; and
- Training and experience of those involved.

3 Post-Investigation Procedures

Line managers shall be responsible for the post-incident welfare needs of an injured SHPL employee. This should include a series of follow-up meetings / conversations with the employee and the provision of other support, as appropriate.

The site supervisor shall work with the Health and Safety Team Department to establish recommendations to prevent a reoccurrence and correct any similar contributing causes which may have led to the incident.

Upon completion of the investigation, a **Safety Alert** (Appendix D) may be completed and posted on all worksite bulletin boards and / or communicated via email / text to all employees.

Safety Meetings

Serious or potentially serious incidents should be discussed immediately in a special safety meeting to advise fellow workers of the status of the injured party, in an effort to increase awareness and reduce speculation.

Public Notification

There may be occasions when it is appropriate to warn others outside of SHPL about a Health and Safety risk or issue. This can be done through a public announcement. All suggestions for such a warning will only be approved, in advance, by the GM.

All incoming inquiries from the media should be directed to senior management.

Annex A H&S Incident or Near-Miss Reporting Form

All accidents, incidents or near-misses which either involve Seli personnel, those contracted by Seli or persons otherwise affected by the activities of Seli must be reported in writing on this form within 24 hours of the incident. The Health & Safety Team and the Admin & Logistics Manager must also be informed at the time or as soon after as possible. If the event occurs up-country, this Report must be filed immediately upon return to either Freetown or Makeni offices. A near-miss is an event which, whilst not actually causing harm, has the potential to cause injury or ill health. This includes any dangerous occurrence.

Date of report: _____	Date of occurrence: _____
Completed by: _____	Name of Driver (if applicable): _____
Witnesses if any: _____	Name of Passengers (if applicable): _____
Other persons involved: _____	

Description of incident (continue on separate sheet if necessary)

Opinion of Fault: _____

Signature: _____ **Date:** _____

Admin & Logistics Manager's signature: _____

Date: _____

Police report necessary? Yes No

If yes, Date filed: _____ **Where filed:** _____

Admin & Logistics Manager's Signature verifying that police report has been filed:

Signature: _____

Date: _____

Health & Safety Incident Number and assigned H&S Officer (to be completed by H&S Team)

Witness description of accident/incident (use separate sheets for additional witnesses)

Fault according to witness:

Witness' signature: _____

Date: _____

Annex B: H&S Incident Log (for use by the H&S Team)

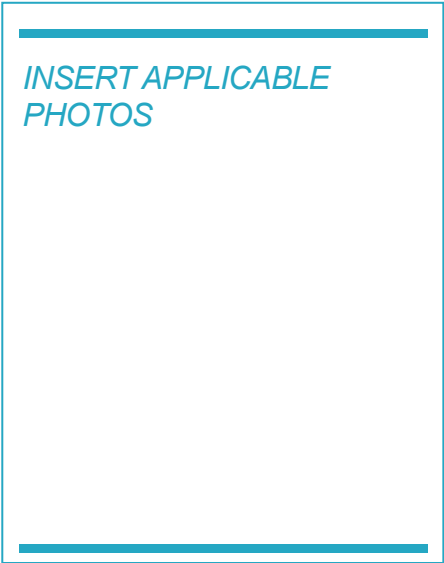
Seli Hydropower Health & Safety Incident Report Log				
H&S Incident Reference Number (___/YR)	Type of Event Vehicle Accident, Site Injury, Near-Miss	Date Reported	Reported By	H&S Officer Assigned

Annex C: H&S Incident Investigation Form (for use by the H&S Team)

Incident details				
Name of person(s) involved in the incident:			Date and time of incident:	
Location of incident:				
H&S Incident investigation team:				
What task was being performed at the time of the incident?				
What happened? (e.g. 'employee tripped over box' or 'forklift hit wall')				
What factors contributed to the incident?				
Environment:		Equipment/materials:		
<input type="checkbox"/> Noise	<input type="checkbox"/> Layout / design	<input type="checkbox"/> Wrong equipment for the job	<input type="checkbox"/> Equipment failure	
<input type="checkbox"/> Lighting	<input type="checkbox"/> Dust / fume	<input type="checkbox"/> Inadequate maintenance	<input type="checkbox"/> Material / equipment too heavy / awkward	
<input type="checkbox"/> Vibration	<input type="checkbox"/> Slip / trip hazard	<input type="checkbox"/> Inadequate guarding	<input type="checkbox"/> Inadequate training provided	
<input type="checkbox"/> Damaged / unstable floor	<input type="checkbox"/> Other	<input type="checkbox"/> Other		
Work systems:		People:		
<input type="checkbox"/> Hazard not identified	<input type="checkbox"/> No / inadequate risk assessment conducted	<input type="checkbox"/> Procedure not followed / no procedure exists	<input type="checkbox"/> Drugs / alcohol	
<input type="checkbox"/> No / inadequate safe work procedure	<input type="checkbox"/> No / inadequate controls implemented	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Time / production pressures	
<input type="checkbox"/> Hazard not reported	<input type="checkbox"/> Inadequate training / supervision	<input type="checkbox"/> Change of routine	<input type="checkbox"/> Distraction / personal issues / stress	
<input type="checkbox"/> Other		<input type="checkbox"/> Lack of communication	<input type="checkbox"/> Other	
Corrective actions:				
Contributing factor (from above list)	What are we going to do to fix the problem?	Who	When	Completion date

Annex D: Health & Safety Alert (for use by the H&S Team)

 <h3>Health and Safety Alert</h3> <p><i>Use for significant learning opportunities based on potential severity and ability for others to learn and take preventative action</i></p>	
DATE OF INCIDENT	
LOCATION	
INCIDENT	
POINT OF CONTACT	



WHAT HAPPENED?	
WHAT COULD HAVE HAPPENED? WHERE ELSE COULD THIS HAPPEN?	
WHAT WORKED WELL?	
WHAT ACTIONS SHOULD BE TAKEN? Immediate/Long-term	

Appendix E



Seli Hydropower Limited

General Worksite Safety Rules

Policy Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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Scope

This policy describes those general safety rules that are applicable to all Seli Hydropower Limited (SHPL) worksites.

Specific safety rules will be developed and published separately, when necessary, by the H&S risk assessment process, as described within Appendix C of the H&S Framework.

Responsibilities

Each person who directs the activities of employees shall monitor the work activities. Safe working practices shall be incorporated into the planning and execution of all work.

Supervisors are responsible for identifying and correcting unsafe working practices and conditions within their area of responsibility and informing the H&S Team of violations of proscribed H&S procedures.

Each employee performing work must know and understand the health and safety requirements that apply to the work they perform. Employees who receive assignments that are not understood have an obligation to request additional information and further clarification before they commence their work activities.

Each employee who witnesses or identifies a H&S risk or breach of policy shall promptly reported the matter to a supervisor.

Motor vehicles will be operated by licensed and authorized drivers. All posted speed limits and other traffic signs will be strictly observed. Irrespective of legal speed limits company cars will not travel faster than 90 kmh and motorcycles 60kmh.

Seat belts will be worn at all time in moving vehicles. Mobile phones will not be used by drivers and riders.

General Requirements

Work areas, passageways, stairways, and all other areas shall be kept free of debris, equipment, and materials.

Trash containers shall be placed strategically on all SHPL worksites and used for disposal of scrap materials and other waste. These will be regularly emptied.

Storage areas shall be kept clean and materials neatly stacked or placed.

Cords, wires and electrical cables shall be tidy and not lose across floors.

Relaxation areas shall be kept clean and free of all food scraps, wrappers, cups, and other disposable items.

Spillages will be cleared immediately.

First Aid kits will be readily available.

Personal Protective Equipment (PPE)

SHPL personnel and visitors to our worksite must wear suitable clothing.

Each site and, when appropriate, each role will have PPE requirements as determined by the H&S Team.

Sufficient PPE will be available at all worksites.

Personal protective equipment which has been altered in any manner so as to reduce its effectiveness shall be repossessed, repaired, or replaced.

Worksites where minimum PPE requirements exist will be clearly sign posted. Access to these areas will be refused to those without correct PPE.

Persons escorting or allowing a visitor into worksites are responsible to see that the visitor is wearing the proper PPE and receives visitor safety orientation.

See H&S Framework Appendix F for further information on PPE.

Barricades and Fencing

Supervisors are responsible for having barricades and fencing erected and maintained where required for employee protection, and for establishing boundaries around equipment or materials to protect them from potential damage and theft.

Barricades must be kept at least two feet (2') from the edge of open trenches or floor openings.

Upon completion of the work being performed, the supervisor that originally installed the barricade is responsible for ensuring its removal.

Signs

Worksite supervisors are responsible for the general posting of signs on the site relating to warnings, precautions, notices and other information.

Restricted areas must be very clearly marked and enclosed. Health & safety requirements relative to specific areas must be clearly signposted.

Scaffolds and Platforms

All scaffolding shall have toe boards, mid-rails, top rails, and have access provided.

A competent person shall supervise the erecting of all scaffolding.

Scaffolding shall be removed under the direction of a competent person when work has been completed.

Each person on a walking or working surface shall be protected from falling more than 6' by a personal fall arrest system, cover or guard rail.

In situations where a fall could result in impalement, fall protection equipment shall be utilized regardless of the height.

Access to work platforms, such as ladders, shall be provided for personnel who must perform work in elevated areas.

Mobile Phones and Electronic Equipment

Mobile phones are distracting and affect productivity. The use of mobile phones and other electronic devices will be considered during H&S risk assessments. These assessments could lead to restriction on the use of such equipment at or within certain worksites.

Under no circumstances must those driving or riding or using power tools simultaneously use a mobile phone.

Floor, Roof, Wall and Platform Openings

Proper precautions must be taken to ensure that floor; roof, wall and platform openings are guarded or covered and marked to warn all personnel of the potential hazard.

Each employee / worker on a walking or working surface shall be protected from falling objects or tripping in, or stepping into or through holes by the use of labelled covers.

This includes the installation of temporary handrails, mid-rails, toe boards, screenings, planking, walkways as necessary, and by the provision of safe access pathways.

Hazardous Material

Hazardous materials shall be handled and disposed of by trained personnel only. The H&S risk assessment process will identify and provide control measures for hazardous materials. However, such materials may be used on worksites without prior warning. Supervisors must ensure that hazardous materials are identified and dealt with appropriately, seeking advice from the H&S Team when necessary.

Confined Space Procedures

Confined spaces are defined as any space where the access or egress is limited, where oxygen deficiency may occur, or any other similar exposure in a confined work area.

Confined spaces include, but are not limited to, tanks, vessels, hoppers, bins, boilers, tunnels, coal bunkers, sumps, ducts, scrubbers, manholes, sewers, or building lofts.

Entry into any confined space necessitates a 'buddy system' i.e. a second person must be aware and on standby nearby. The sole duty of the buddy is to assist those in the confined space.

Lock-Out Procedures

Lock-out procedures are designed to prevent the accidental or unplanned operation of equipment and energy sources; such as electrical circuits, pumps, valves, pipelines, equipment.

The lock-out procedure also includes any other mechanical, electrical or hydraulic system, or potential source of energy that could become energized while work is being performed, prior to the system being complete and released for operation.

Lock-outs will be a consideration during the H&S risk assessment process.

Hand, Air and Electric Tools

The following procedures apply to the use of all tools on SHPL worksites:

- Tools shall be used only for their intended purpose.
- Tools are not to be altered in any way and shall be operated in accordance within the manufacturer's instructions.
- Employees are required to report damaged and defective tools to their supervisor.
- Damaged or defective tools are to be taken out of service and removed from site until appropriate repairs have been made. All tools taken out of service shall be labelled "Do Not Use" or "Out of Service". Labels shall bear the date, the name of the person taking it out of service and a brief description of the defect. All such tools shall be removed from the work area to a storage area.
- Tools shall not be abused and shall be kept in good operating condition.
- Tools shall be inspected prior to each use for defects such as cracked handles, damaged cutting edges, split or cracked parts, and broken adjusting components.
- Tools such as saws and grinders shall have guards in place during their operation.
- Persons who operate vertical chisel impact hammers and other similar tools shall wear protective footwear.

- All electric-powered tools shall be double insulated or grounded.
- The use of non-sparking tools will be required when working near flammable materials.
- The pressure of compressed air used for cleaning purposes must not exceed 30psi.
- Compressed air shall not be used for cleaning or blowing dust from any part of the human body or from clothing.
- Airline hoses for tools and other equipment shall be secured together to preclude uncontrolled whipping in the event hose couplings become separated while under pressure.
- Excess flow valves to prevent “whipping” in the event of hose separation or failure shall protect air-supplying hoses.
- Ground fault circuit interruption devices shall protect outlets used for 120 volt tools. Any portable transformer devices shall be used at the source of the power rather than the work area.
- Portable grinders shall be provided with hood type guards with side enclosures that cover the spindle and at least 50% of the wheel.
- All wheels shall be inspected regularly for signs of fracture.
- Bench grinders shall be equipped with deflector shields and side cover guards.
- Tool rests shall have a maximum clearance of (1/8”) between the wheel and grinding stone.
- Air supply lines shall be protected from damage, inspected regularly, and maintained in good condition.
- Petrol powered tools shall not be used in unventilated areas.
- Petrol shall be dispensed only from approved safety cans. These cans shall be properly labelled with their contents and stored correctly.

Ladders

The use of a ladder requires the implementation of a ‘buddy system’ i.e. a second person must hold the ladder stable whilst being used. The sole duty of the buddy will be to make safe the ladder. However, a ladder can be used without a buddy if it is tied, blocked, or otherwise secured to prevent an accidental displacement.

- Ladders shall be inspected prior to each use.
- Ladders with broken or missing rungs, broken or split side rails, or otherwise damaged, shall be tagged “Do Not Use” or “Out of Service, shall not be used and shall be removed to a storage area before repair or disposal.
- All portable ladders shall be equipped with non-skid material on the feet and shall be placed on a stable base. The access areas at the top and bottom of ladders in use shall be kept clear of obstructions.
- Tripod ladders (ladders with three legs) are prohibited on SHPL worksites.

Health and Hygiene

All personnel are expected to exhibit high levels of personal hygiene. Frequent washing of hands or the use of sanitiser gel significantly reduces the spread of bacteria.

All kitchen and recreational areas must be kept clean. Food scraps must be disposed of.

Personnel must report unsatisfactory performance of employed cleaners to a supervisor. Waste bins must be regularly emptied and waste disposed of correctly. Arrangements will vary at each worksite.

Personnel feeling unwell should not attend work, or should seek permission to leave if falling ill at work.

Fire Prevention and Protection

Clean and tidy worksites are a primary fire and accident prevention measure. In particular, emergency exits will be clearly marked and personnel trained on the location of the exits and muster points. Appropriate fire extinguishing equipment, as determined by the H&S Team, shall be maintained and readily available at all SHPL worksites.

The governing principle is that if a fire occurs everyone must be able to escape safely.

Fire evacuation procedures will be practiced each year at all SHPL work sites.

Fire prevention and protection efforts include, but are not limited to, the following areas of concern.

- Instructions to employees of safe working practices in relation to fire prevention and protection;
- Safe use and storage of flammable liquids and gases;
- Work areas are to be kept clean and free of combustible waste and scrap materials;
- Fire extinguishers are to be properly maintained.

Appendix F



Seli Hydropower Limited

Personal Protective Equipment (PPE)

Policy Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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Appendix A: Personal Protective Equipment – Example Recommendations

Appendix B: PPE Assessment Form

Introduction

Seli Hydropower Limited (SHPL) requires all personnel working or visiting our company sites to be suitably dressed. For some sites and some functions this means that specialist safety clothing must be worn. This clothing is known as Personal Protective Equipment (PPE).

PPE will be personally issued to individuals who have a frequently need for the apparel. PPE will be stored at all SHPL worksites for use by personnel when required on an *ad hoc* basis and by visitors to our company.

Purpose

The purpose of these guidelines is to identify minimum PPE and the requirements for its use. A number of SHPL worksites are administration centres. As project activity ramps-up a number of company worksites will be centres of construction. The PPE requirements for each will differ.

For the purposes of this policy SHPL sites are classified as either Administration sites or Operational sites. SHPL Operational sites do not only include those where construction is underway but also temporary sites where company related-activity is taking place. This would include, for example, field locations where public meetings are being held and field locations where survey work is taking place.

As of September 2019 Administration Sites are;

Freetown office

Makeni office

Kondembaia office

Kamathor office

There are no Operational Sites.

Scope

This policy applies to all SHPL personnel and visitors irrespective of grade or role.

As each Operational Site will differ in nature and layout the determination of PPE requirements for each worksite will form part of the worksite H&S risk assessment process, considering the PPE Recommendation matrix at Annex A and the PPE Assessment Form at Annex B (see also H&S Framework Appendix C). The H&S Team will mandate PPE requirements for each worksite. These local requirements will form part of this policy and will, therefore, be mandatory for all SHPL personnel and visitors at these sites. A breach of local PPE requirements is a breach of this policy.

Procedure

The H&S Team will mandate PPE requirements following a risk assessment process. The H&S Team will ensure sufficient supplies of PPE at all SHPL worksites.

Where the wearing of PPE is mandated this includes upon entering and leaving the site. PPE will not need to be worn when personnel are in the cabs of vehicles or on a rest break away from operational activity.

All personnel will report any defective PPE and supervisors will ensure defective PPE is replaced before the individual proceeds to work.

Any personnel deliberately damaging any company equipment, including PPE, will be subject to appropriate action including discipline for employees.

Clothing soaked with grease, paint, thinners, solvents or similar materials shall not be worn.

Persons working near moving machinery must wear clothing that cannot be caught by moving parts.

PPE Assessment

A H&S risk assessment must be completed before the start of a project activity to determine if hazards are present, or are likely to be present, which require risk mitigation measures to be put in place, including the use of personal protective equipment (PPE). If determined as necessary SHPL supervisors shall:

- Communicate requirements for the use of appropriate PPE for each affected employee.
- Select and provide PPE that properly fits each affected employee.

PPE mandated per worksite could include;

- Hard hat;
- Safety glasses;
- Ear defenders;
- Hard toed/hard soled work boots;
- Long pants;
- Long sleeved shirts;
- High Visibility vests, shirts or jackets;
- Respirator / breathing mask;
- Gloves; or
- Life jackets.

PPE Specifications and Requirements

Footwear

- Sturdy steel/composite-toe work boots.

Head Protection

- Hard hats are utilized for the protection of the heads of all site workers from impact and penetration from falling and flying objects, and possibly from electrical shocks and burns.
- No baseball caps, hoods, or hats shall be worn under hard hats.
- Do not paint or drill holes in the hard hat.

Eye and Face Protection

- Eye protection (plain spectacles with side shields or goggles)
- Employees are required to use safety spectacles/goggles if their vision requires the use of corrective lens and the wearing of eye protection is mandated. One of the following must be complied with:
 - Safety goggles that incorporated corrective lens mounted behind the protective lens.
 - Prescription safety glasses with side shields.
- Additional eye and face protection, such as face shields, shall be utilized in addition to safety glasses / goggles as required by some specific tasks, such as grinding, chipping or cutting.

Respiratory Protection

- Respirators shall be worn only after all means and methods to implement other breathing mitigation measures are exhausted. Respiratory protection shall be only be worn following training.

Hearing Protection

- All personnel and visitors shall wear hearing protection when in areas where the noise exposure meets or exceeds the following limits:

Duration per day (hrs)	Sound Level dBA slow response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼	115

- Earplugs or earmuffs will have a Noise Reduction Rating (NRR) of 20 decibels or higher.
- Areas where hearing protection is not required but noise levels are suspected to exceed exposure limits should be reported to the supervisor.

Hand Protection

- Gloves shall be used when cuts and lacerations are likely to occur.
- Impervious gloves shall be worn when handling harmful substances such as acids, caustics etc.

Reflective Clothing

- The wearing of high visibility vests / clothing is required when working near traffic and heavy equipment. It must be reflective for night work.

Specialized Protective Equipment

- When working from a boat or near open water, personnel and visitors shall wear a life jacket.
- Safety harnesses shall be used when fall prevention is not readily available or when the task calls for it.

Enforcement

Supervisors are responsible for ensuring that the requirements of this procedure are discussed with and implemented by their assigned personnel. All supervisors of work activities shall ensure that all personnel within their areas of responsibility comply with the requirements of this procedure.

Supervisors who experience resistance to the acceptance of the requirements of this policy should contact the H&S Manager in the first instance and, if necessary, the Chief Compliance Officer.

Improper use or failure to use PPE is considered a violation of safe work practices and company rules. Disciplinary action will be taken as required.

Annex A: Personal Protective Equipment - Example Recommendations

APPLICATIONS		
OPERATION	HAZARDS	REQUIRED PROTECTION*
Electric (Arc) welding	Spark, intense rays, molten metal	Welding helmet with filtered lens Fire retardant covering and gloves
Soldering, brazing, cutting, gas welding	Sparks, harmful rays, molten metal, flying particles	Welding goggles with filtered lens Leather gloves
Chemical handling	Splash, acid burns, fumes	Face shield over chemical goggles. Rubber gloves and apron
Chipping	Flying particles	Face shield- safety glasses – hearing protection
Grinding-light-heavy	Flying particles	Face shield - safety glasses - gloves
Chop saw cutting	Flying particles	Face shield - safety glasses – hearing protection – gloves
Laboratory	Chemical splash, glass breakage	Chemical goggles. Rubber gloves and apron
Machining	Flying particles	Face shield- safety glasses - gloves
High dust exposure (dust, fly ash)	Abrasive particles	Safety glasses, respirator
Compressed air blowing	Flying particles	Face shield – safety glasses
Work on pressurized lines	Splash	Face shield – safety glasses
Overhead work	Falling particles	Face shield – safety glasses
Lawn mowing, edging, use of chain saws	Flying particles	Face shield – safety glasses-hearing protection
Explosive activated tools	Flying particles	Face shield – safety glasses
Electrolytic battery testing repair	Splash, acid burns, fumes	Face shield – safety glasses

Appendix B: PPE Assessment Form

PPE Assessment Form

*Name of work site: _____

*Assessment conducted by: _____

*Date of assessment: _____

Work area(s): _____

Job/Task(s): _____

*Required for certifying the job safety analysis.

Use a separate sheet for each job/task or work area

EYES		
<p><u>Work activities, such as:</u></p> <input type="checkbox"/> abrasive blasting <input type="checkbox"/> chopping <input type="checkbox"/> cutting <input type="checkbox"/> drilling <input type="checkbox"/> hammering <input type="checkbox"/> welding <input type="checkbox"/> punch press operations <input type="checkbox"/> other: _____	<p><u>Work-related exposure to:</u></p> <input type="checkbox"/> sanding <input type="checkbox"/> sawing <input type="checkbox"/> grinding <input type="checkbox"/> airborne dust <input type="checkbox"/> flying particles <input type="checkbox"/> blood splashes <input type="checkbox"/> hazardous liquid chemicals <input type="checkbox"/> intense light <input type="checkbox"/> other: _____	<p><u>Can hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If no, use:</u></p> <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety goggles <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other: _____
FACE		
<p><u>Work activities, such as:</u></p> <input type="checkbox"/> cleaning <input type="checkbox"/> cooking <input type="checkbox"/> siphoning <input type="checkbox"/> painting <input type="checkbox"/> dip tank operations <input type="checkbox"/> other: _____	<p><u>Work-related exposure to:</u></p> <input type="checkbox"/> foundry work <input type="checkbox"/> welding <input type="checkbox"/> mixing <input type="checkbox"/> pouring molten metal <input type="checkbox"/> hazardous liquid chemicals <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> potential irritants: _____ <input type="checkbox"/> other: _____	<p><u>Can hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If no, use:</u></p> <input type="checkbox"/> Face shield <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other: _____



HEAD		
<p>Work activities, such as:</p> <input type="checkbox"/> building maintenance <input type="checkbox"/> confined space operations <input type="checkbox"/> construction <input type="checkbox"/> electrical wiring <input type="checkbox"/> walking/working under catwalks <input type="checkbox"/> walking/working under conveyor belts <input type="checkbox"/> walking/working under crane loads <input type="checkbox"/> utility work <input type="checkbox"/> other: _____	<p>Work-related exposure to:</p> <input type="checkbox"/> beams <input type="checkbox"/> pipes <input type="checkbox"/> exposed electrical wiring or components <input type="checkbox"/> falling objects <input type="checkbox"/> machine parts <input type="checkbox"/> other: _____	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Protective Helmet <input type="checkbox"/> Type A (low voltage) <input type="checkbox"/> Type B (high voltage) <input type="checkbox"/> Type C <input type="checkbox"/> Bump cap (not ANSI-approved) <input type="checkbox"/> Hair net or soft cap <input type="checkbox"/> Other: _____
HANDS/ARMS		
<p>Work activities, such as:</p> <input type="checkbox"/> baking <input type="checkbox"/> cooking <input type="checkbox"/> grinding <input type="checkbox"/> welding <input type="checkbox"/> working with glass <input type="checkbox"/> using computers <input type="checkbox"/> using knives <input type="checkbox"/> dental and health care services <input type="checkbox"/> other: _____	<p>Work-related exposure to:</p> <input type="checkbox"/> material handling <input type="checkbox"/> sanding <input type="checkbox"/> sawing <input type="checkbox"/> hammering <input type="checkbox"/> blood <input type="checkbox"/> irritating chemicals <input type="checkbox"/> tools or materials that could scrape, bruise, or cut <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> other: _____	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Gloves <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Liquid/leak resistance <input type="checkbox"/> Temperature resistance <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Slip resistance <input type="checkbox"/> Protective sleeves <input type="checkbox"/> Other: _____

FEET/LEGS		
<p>Work activities, such as:</p> <input type="checkbox"/> building maintenance <input type="checkbox"/> construction <input type="checkbox"/> demolition <input type="checkbox"/> food processing <input type="checkbox"/> foundry work <input type="checkbox"/> logging <input type="checkbox"/> plumbing <input type="checkbox"/> trenching <input type="checkbox"/> use of highly flammable materials <input type="checkbox"/> welding <input type="checkbox"/> other: _____	<p>Work-related exposure to:</p> <input type="checkbox"/> explosive atmospheres <input type="checkbox"/> explosives <input type="checkbox"/> exposed electrical wiring or components <input type="checkbox"/> heavy equipment <input type="checkbox"/> slippery surfaces <input type="checkbox"/> tools <input type="checkbox"/> other: _____	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Safety shoes or boots <input type="checkbox"/> Toe protection <input type="checkbox"/> Electrical protection <input type="checkbox"/> Puncture resistance <input type="checkbox"/> Anti-slip soles <input type="checkbox"/> Leggings or chaps <input type="checkbox"/> Foot-Leg guards <input type="checkbox"/> Other: _____
BODY/SKIN		
<p>Work activities such as:</p> <input type="checkbox"/> baking or frying <input type="checkbox"/> battery charging <input type="checkbox"/> dip tank operations <input type="checkbox"/> fiberglass installation <input type="checkbox"/> irritating chemicals <input type="checkbox"/> sawing <input type="checkbox"/> other: _____	<p>Work-related exposure to:</p> <input type="checkbox"/> chemical splashes <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> sharp or rough edges <input type="checkbox"/> other: _____	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Vest, Jacket <input type="checkbox"/> Coveralls, Body suit <input type="checkbox"/> Raingear <input type="checkbox"/> Apron <input type="checkbox"/> Welding leathers <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Other: _____

BODY/WHOLE ¹		
Work activities such as: <input type="checkbox"/> building maintenance <input type="checkbox"/> construction <input type="checkbox"/> logging <input type="checkbox"/> utility work <input type="checkbox"/> other: _____	Work-related exposure to: <input type="checkbox"/> working from heights of 10 feet or more <input type="checkbox"/> working near water <input type="checkbox"/> other: _____	Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Fall Arrest/Restraint: Type: _____ <input type="checkbox"/> PFD: Type: _____ <input type="checkbox"/> Other: _____ *(See Footnote 1)
LUNGS/RESPIRATORY ¹		
Work activities such as: <input type="checkbox"/> cleaning <input type="checkbox"/> mixing <input type="checkbox"/> painting <input type="checkbox"/> fiberglass installation <input type="checkbox"/> compressed air or gas operations <input type="checkbox"/> other: _____	Work-related exposure to: <input type="checkbox"/> irritating dust or particulate <input type="checkbox"/> irritating or toxic gas/vapor <input type="checkbox"/> other: _____	Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/> *(See Footnote 1)
EARS/HEARING ¹		
Work activities such as: <input type="checkbox"/> generator <input type="checkbox"/> ventilation fans <input type="checkbox"/> motors <input type="checkbox"/> sanding <input type="checkbox"/> pneumatic equipment <input type="checkbox"/> punch or brake presses <input type="checkbox"/> use of conveyors <input type="checkbox"/> other: _____	Work-related exposure to: <input type="checkbox"/> grinding <input type="checkbox"/> machining <input type="checkbox"/> routers <input type="checkbox"/> sawing <input type="checkbox"/> loud noises <input type="checkbox"/> loud work environment <input type="checkbox"/> noisy machines/tools <input type="checkbox"/> punch or brake presses <input type="checkbox"/> other: _____	Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/> *(See Footnote 1)

(1) NOTE: There are other hazards requiring PPE (such as respiratory, noise, fall, etc. hazards), that are not included in this PPE Guide. However, you should consider all hazards when you conduct your hazard assessment. See personal protection recommendation for information regarding PPE for specific worksites.

Appendix G



Seli Hydropower Limited

First Aid Policy

Procedure Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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Purpose

The first aid program establishes a process for prompt access to first aid treatment, supplies and / or facilities for all SHPL personnel and visitors.

Responsibilities

Supervisors

Ensure that first aid is readily available to all employees, and first aid kits are fully stocked.

Post the written procedures for injury reporting, and emergency numbers and review with all staff.

Ensure all injuries and H&S incidents, including near misses, are reported.

Employees

Immediately report any injury to a supervisor.

Report hazards to your supervisor immediately.

Complete H&S incident reports, as directed by a supervisor.

First Aid Responders

Provide prompt care to personnel and visitors within the scope of first aid training received.

Help minimize any negative outcome arising from the injury/illnesses.

Identify any injuries / illnesses that require medical attention beyond the scope of your first aid training.

Inspect First Aid Kits on a regular basis and replenish as necessary.

Procedures

Availability

First aid responders are designated and available during normal hours at worksites where there is no emergency service provider such as infirmary, clinic, or hospital in near proximity to the workplace.

First aid supplies will be made readily available and accessible. The First Aid Kit should consist of appropriate items adequate for the worksite in which they will be used, and reflect the treatment for known and anticipated risks and the distance of formal medical facilities.

The assessment of first aid needs will form part of the H&S worksite risk assessment process.

Definitions

First aid - is emergency care provided for injury or sudden illness before an Emergency Service Provider is available.

First-Aid Responder - someone who is trained in the delivery of initial medical emergency procedures, using a limited amount of equipment to perform a primary assessment and intervention while awaiting arrival of Emergency Services Provider.

Near Proximity - Emergency care must be available within no more than 30 minutes from the workplace in areas where accidents resulting in suffocation, severe bleeding, or other life threatening or permanently disabling injury or illness can be expected. Where the possibility of such serious work-related injuries is less likely, such as in offices, then it reasonable to have response times as long as 45 minutes.

Emergency Service Provider - a trained emergency service provider, such as Emergency Responder Team and Medical Care responders, either within the company or publically available.

First Aid Kit - A kit containing first aid supplies in accordance with the size of the workforce and international requirements

Designated Responders

At least one First Aid Responders will be available for each SHPL worksite where there is no Emergency Service Provider such as an infirmary, clinic or hospital in near proximity.

Training

Employees designated as first aid responders are trained to render first aid in a manner consistent with global first aid training standards. Training should be maintained on a regular basis as determined by the H&S Team.

Bloodborne Pathogens

All First Aid Kits contain rubber gloves. All personnel, however, need to be aware of the high risks associated with body fluid contamination. Suitable and sensible precautions must be taken when dealing with blood.

Emergency Transport

Employees injured or who become ill while at work and need medical evaluation must be treated promptly. Upon becoming aware of a worker's illness or injury, the supervisor should promptly investigate. If it is determined that the employee needs immediate medical attention, the employee should be provided with the appropriate transportation to the nearest healthcare facility.

Serious or Life-Threatening Injuries

Serious or life-threatening injury includes such conditions as loss of consciousness, head trauma, possible spinal cord injury, severe loss of blood, breathing difficulties, allergic reaction, or when there is concern that complications may occur while transporting the individual.

In such cases, arrangements should be made to transport the employee to the nearest healthcare facility. Municipal emergency medical services can be used where available.

When reporting an emergency, provide the:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions in the vicinity of the victim.

Non-Life-Threatening Injuries

As always, the supervisor must use judgment in assessing the type of injury involved and whether or not to transport an injured employee to a medical facility. The immediate supervisor or other SHPL management staff will authorize transport for non-urgent injury employees to the company first aid responder or nearest external medical facility. Alternate means of transportation, such as taxis or personal vehicles, for non-life-threatening injuries are at the discretion of the on-site supervisor.

Eyewash

Emergency eyewash stations are required when there is a risk of exposure to corrosive materials. The following steps should be taken to ensure protection of SHPL employees:

Identify tasks where this type of hazard exists. Consult the H&S Team to determine if the concentrations of the chemicals you are using require additional protection measures and the development of a SOP.

- Identify the locations where the tasks are performed.
- If possible, consolidate the locations into as few as possible.
- Develop and train on a written Standard Operating Procedure (SOP) for performing the task(s).
- Issue appropriate personal protective equipment (PPE) where splash is possible.
- Train all affected employees on the SOP and use of the PPE.
- Provide proper supervision and coach employees as needed on the SOP and PPE use.

If the above steps are used in conjunction with an automatic dispensing station that eliminates the risk for a chemical splash, an eyewash station may not be necessary. When the hazard still exists, an emergency eyewash station (self-contained) meeting the following criteria must be installed and maintained:

- Must be accessible within 10 seconds and be on the same level of the building.
- Must be readily identified by highly visible signage.
- Must be mounted so the eyecups are 33-45" from the floor.
- Must provide at least a 15-minute continuous flush at 0.4 gallons / minute.
- Must have a single lever "on" valve capable of being turned on in 1 second or less and be designed to stay open until intentionally shut off.
- The water must be tepid (60-95° F).
- Eyewash cups must be protected with covers that are removed by the flow of water.
- All eyewash units must be inspected at least annually. Plumbed units must be activated weekly to verify proper operation. Self-contained units must be flushed at least annually or in accordance with manufacturer's directions.

Recordkeeping

An H&S Incident Form must be completed when any employee or visitor to a SHPL work site is injured and / or receives first aid treatment (see H&S Framework Appendix D, Annex A). The form will be forwarded to the H&S Team (if not informed at the time of treatment). Documentation relating to treatment provided is confidential and maintained in a secure location by the H&S Team.

The H&S Team will also maintain records of reviews of First Aid Kits and any supplies provided; first aid training provided and practice drills completed.

Appendix H



Seli Hydropower Limited

Fire Prevention Policy

Procedure Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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Introduction

This policy provides a minimal set of guidelines designed to prevent the occurrence of fire at SHPL sites. It is not intended to be fully comprehensive and additional prevention measures may be required depending upon the site layout, geographical location etc. Additional fire prevention requirements for individual SHPL site will be determined by a periodic formal H&S Risk Assessment process conducted by the H&S Team (see Annex A).

The governing principle is that if a fire occurs everyone can safely escape.

Fire evacuation procedures will be practiced each year at all SHPL work sites.

General Guidance

Clean and tidy SHPL work sites are a primary fire and accident prevention measure. In particular, emergency exits will be clearly marked and personnel trained on the location of the exits. Appropriate fire extinguishing equipment, as determined by the H&S Team, shall be maintained and readily available at SHPL sites.

An orderly arrangement of materials and equipment shall be maintained at all times. In particular, combustible material must not be stored near to sources of ignition. Materials shall be stacked, racked, blocked or interlocked so as to prevent sliding, falling or collapse.

Materials and equipment shall be stored in a manner so as not to obstruct access to fire protection equipment, electrical panels, or aisles, windows and hallways that serve as exits.

Materials and equipment in work areas shall be limited to those actually needed. Construction areas shall be cleaned on a daily basis.

Walkways, aisles, stairways and passageways shall be maintained in a clear and fully accessible condition.

Containers shall be provided for the separation of waste. Containers to be used for the containment of combustible, flammable, or toxic wastes shall be constructed of metal and equipped with covers and labels. Containers shall be emptied at regular and frequent intervals in an approved manner.

Sufficient spill kits shall be available for the containment of material spills. Individuals trained to handle the material shall clean-up spills. Consult the H&S Team for proper handling instructions and disposal information.

Fire Protection Equipment

The H&S Team shall determine the appropriate fire extinguisher equipment to be provided and located at SHPL work sites. In general, fire extinguishers shall be provided and maintained at the following locations:

- Within 50' of where more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gases are being used.
- In open storage yards within 75' of uninterrupted travel.
- At flammable or combustible liquid storage areas.
- On all motorized vehicles and equipment (except motorcycles).

Fire extinguishers shall be properly supported, conspicuously marked, and clear access to each shall be maintained.

Employees shall be trained in the use of fire extinguishers.

Fire extinguishers shall be replaced immediately after discharge with another fully charged, size and type extinguisher.

Flammable and Combustible Liquids

Flammable liquids (such as gasoline, acetone, denatured alcohol, etc.) shall not be used for cleaning.

Solvents shall not be used near ignition sources. Spill-kits shall be maintained on-site and in close proximity to storage tanks for flammable and combustible liquids.

Flammable liquids shall be handled and used only in approved, properly labelled metal safety cans.

Stored quantities of flammable and combustible liquids shall not exceed allowable limits.

Flammable and combustible liquids shall not be stored in areas used as exits, stairways or passageways.

Designated smoking areas shall be provided at all SHPL work sites. These will not be located near to the storage of flammable and combustible materials.

Combustible liquids, including oils or grease, shall be stored in approved containers or storage tanks. The tanks shall be:

- Maintained in a manner that prevents leakage.
- Located in areas free of combustible materials.
- Vented or otherwise constructed to prevent development of pressures or vacuum as a result of filling, emptying, or atmospheric temperature changes.
- All piping valves and fittings shall be capable of withstanding working pressures and stresses compatible with the type of liquid stored and maintained in a manner to prevent leaks. Shut-off valves should be installed in case of a line rupture.
- Fuel lines shall be equipped with valves capable of stopping the flow of fuel at the source and shall be located and maintained to minimize fire hazards. This does not apply to fuel lines on self-propelled type equipment.

Compressed Gas Cylinders

Compressed gas cylinder valves shall be closed whenever gas is not in use or when cylinders are empty or moved.

Compressed gas cylinders shall not be hoisted by the valve cap or by means of magnets or slings.

Compressed gas cylinders shall be secured in an upright position at all times, except for short periods when being moved.

Compressed gas cylinders shall be located to avoid exposure to sparks or flames. If this cannot be avoided, fire resistant shields shall be put in place.

Compressed gas cylinders shall not be used or placed where they may become part of an electrical circuit.

Compressed gas cylinders shall not be stored in a confined space.

Compressed gas cylinders shall not be used as rollers, even if empty.

Cylinders in storage shall be separated (oxygen from fuel gas) by a 5' high barrier or by a distance of 20'.

Record Keeping

SHPL H&S Team will maintain records relating to;

- Fire Alarm tests;
- Fire Sprinkler tests;
- Inspections and maintenance of fire-fighting equipment;
- Fire drills;
- Fire Risk Assessments; and
- Fire related incidents.

Annex A: Fire Risk Assessment Form (to be completed by the H&S Team)

Premises Name:	
Address:	
Responsible Person:	
Position:	
Date of Assessment:	
Carried out by:	
Position:	
Use of the Premises:	

OCCUPANCY

Times in Use:	Weekdays:		Weekends:	
---------------	-----------	--	-----------	--

Total Numbers of Staff:	Weekdays:		Weekends:	
-------------------------	-----------	--	-----------	--

Total of all Persons Present:	Weekdays:		Weekends:	
-------------------------------	-----------	--	-----------	--

SIZE

Total Size of Premises	
------------------------	--

Number of Storeys:

Number of Basements:

Step 1 - Identify Fire Hazards (Sources of Ignition)

Type	Location	Are existing control measures suitable?	
Naked Flames			
Portable Heaters and Heating Equipment			
Electrical Equipment			
Cooking Equipment			
Work Process Risk(s)			
Arson			
Smoking Materials			
Other Sources (including Contractors)			

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete

Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?	
Wood / Paper /Cardboard			
Plastics / Rubber / Foam			
Retail Stock			
Furniture and Fixings (curtains, blinds etc)			
Flammable Material (gases / liquids / paints / thinners / glues)			
Display Materials or Decorations			
Waste Materials (refuse, packaging)			
Building Structure			
Oxygen Supplies (air conditioning units / bottles / piped supply)			

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete

Step 2 – Identifying People at Risk

Type	Findings
<p>a) Sensory Risk:</p> <p>People with visual and / or hearing impairment(s)</p>	
<p>b) Mobility Risk:</p> <p>People with physical impairments</p>	
<p>c) Familiarity Risk:</p> <p>People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers</p>	
<p>d) Numbers Risk:</p> <p>Large numbers of people, small numbers of disabled people</p>	
<p>e) Lone Workers / People Working in Isolation / Others</p>	

Additional Information:

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?		
Are combustible materials kept away from ignition sources?		
Are all windows and openings closed last thing at night?		
Is your fire alarm system adequate for your premises?		
Will everybody be warned if the fire alarm operates?		
Can everyone escape without assistance?		
Is the means of escape adequate for the layout of the building?		
Are all fire exits easily identified by correct signage?		
Are escape routes free from obstruction and storage?		
Are all doors on escape routes easily opened without a key?		
Do all doors on escape routes open in the direction of escape?		
Can everyone escape in a reasonable time?		
Are escape routes adequately lit if the regular lighting system fails?		
Is the lighting adequate to illuminate circulation routes?		
Do you have fire fighting equipment?		
Is the fire fighting equipment adequate for the risks present?		
Are housekeeping and general waste management adequate?		
Are security arrangements sufficient to prevent unauthorized access?		
Are measures adequate to prevent the incidents of arson?		
Are your premises free of any large open roof spaces or concealed ceiling voids?		
Can the fire service easily get to your premises?		

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete

Additional Information:

- A fire blanket was installed in the kitchen in March to ensure that adequate measures were taken to better prepare us in the event of a fire in the kitchen.
- All of the fire extinguishers within the office were serviced in January of this year to ensure that they meet the correct standards and are safe to use.
- The office is open plan which provides easier access to the fire exits.
- Biannual fire drills are carried out by the building management team.
- The Office Manager and Fire Marshal also carry out mock fire drills for the office, to ensure that the office members are fully aware of the procedures during a fire evacuation.
- A record of the biannual fire drills carried out by the building management have been requested, so that a record can be kept on file.

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?

Have you provided fire instruction and staff training?

Are there records of fire drills to test your training and emergency plan?

Are there records of maintenance on all fire safety measures?

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete

Date of next review

FIRE SAFETY RISK ASSESSMENT LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded as 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

XXXX

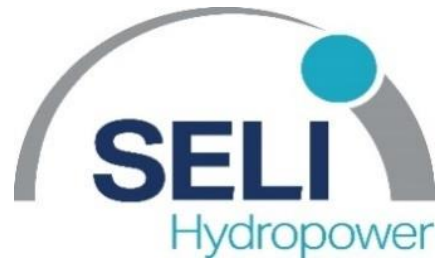
FIRE SAFETY ACTION PLAN

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

Ref:	Action Required	Priority	Action by Whom	Completion Date



Appendix I



Seli Hydropower Limited

Drug, Alcohol, Tobacco and Firearms Policy

Procedure Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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- 1 Introduction
- 2 Procedure

Introduction

The purpose of the Seli Hydropower Limited (SHPL) **Drug, Alcohol, Tobacco and Firearms Policy** is to ensure a safe working environment for employees and others who visit our work sites. SHPL will maintain safe work spaces in which others shall be free of the effects associated with the abuse of controlled substances, alcohol, tobacco or firearms. The unauthorised use, or the abuse of controlled substances, alcohol, tobacco or firearms will not to be tolerated.

The non-prescriptive use, sale, possession, distribution or manufacture of a controlled substance, drug related paraphernalia, or being under the influence of controlled substances or alcohol shall will not be tolerated. This applies to all SHPL sites and includes SHPL vehicles, whether owned or hired.

Substance abuse includes the misuse of alcohol, drugs or other substances that have known mind or function altering effects. Prohibited substances include any psychoactive or controlled substances, except as legally prescribed by a licensed physician and used in accordance with the prescription.

This **Drug, Alcohol, Tobacco and Firearm Policy** applies to all employees of SHPL, contractors and visitors to our operational sites.

Procedure

Any SHP personnel taking properly directed prescription medication will follow the directions for use. You must notify your supervisor of prescribed medications and provide such information to allow him or her to assess the impact (if any) of you undertaking your role. The supervisor may provide you with alternative work whilst you receive the treatment. The supervisor should seek advice from the H&S Team if in doubt.

Alcoholic beverages are prohibited on all SHPL work sites during and after working hours unless authorised in writing by the GM for specific purposes. For example, to provide refreshments at an organised social event with invited guests.

SHPL personnel who are at or attend for work apparently under the influence of alcohol or drugs will be assessed by two supervisors. If the supervisors both agree the individual will be sent away and an H&S Incident Reporting Form completed (see H&S Framework Appendix D, Annex A).

The smoking of tobacco is not permitted in SHPL offices or other SHPL enclosed areas, including vehicles. Designated outdoor safe smoking areas are provided at all SHPL work sites.

The only exception to the prohibition of firearms on SHPL premises is when carried by a member of law enforcement. The H&S Team must be informed when firearms are expected to be on SHPL sites.

Appendix J



Seli Hydropower Limited

Vehicle Safety Policy

Procedure Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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	Annex B: Vehicle Maintenance Checklist	
	Annex C: Motorbike Maintenance Checklist	
	Annex D: Vehicle Driver & Motorcycle Rider Policy Handout	

Purpose & Scope

This policy provides for the safe operation of Seli Hydropower Limited (SHPL) vehicles while on SHPL business. The policy applies to all SHPL vehicles (including motorcycles), whether purchased or hired. Hired vehicles will also be subject to policies of the hire provider, however SHPL staff must ensure that this policy is implemented and effective, irrespective of other requirements.

Driving is a high-risk activity and the most likely cause of serious injury to staff. Breach of this policy may lead to disciplinary action.

SHPL expects each driver to drive in a safe and courteous manner and in compliance with local laws.

Drivers and riders of SHPL vehicles will be required to sign Annex A and Annex D.

General Vehicle Operating Procedures

SHPL vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic.

Unauthorised employees and friends / family members are not permitted to drive the SHPL vehicle.

Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license with them at all times whilst driving. Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor and discontinue operation of the SHPL vehicle. Failure to do so may result in disciplinary action.

SHPL vehicles are to be driven for SHPL business only. Personal use of SHPL vehicles is prohibited.

No unauthorized persons are allowed to ride in SHPL vehicles.

The use of a SHPL vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.

All drivers and passengers in SHPL vehicles must wear seat belts at all times.

Drivers are responsible for the security of SHPL vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and/or vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

Drivers must perform a safety inspection before operating their vehicle before each day of use (proper operation of signals, headlights, tire inflation and other critical operation items, etc.).

SHPL vehicles will undergo maintenance inspections every six months. This is the responsibility of the H&S Team which will complete an inspection report (see Annex B).

Smoking is not allowed in SHPL vehicles.

Motorcycle Operating Procedures

SHPL motorcycles will undergo maintenance inspections every six months. This is the responsibility of the H&S Team which will complete an inspection report (see Annex C).

The rider of SHPL motorcycles will be assessed as competent in the operation of the vehicle.

Inexperienced users will receive familiarisation training prior to independent use of a motorcycle.

Those on SHPL motorcycles are required to wear a helmet whilst riding. Helmets are provided by the company. Helmets are also required to be worn by motorcycle passengers.

Appropriate footwear is to be worn whilst riding SHPL motorcycles. Open toe shoes or riding without shoes is prohibited.

Persons riding SHPL motorcycles shall wear a high visibility vest or jacket.

The driver must avoid steep terrain and require passengers to get off and walk if the terrain is difficult to negotiate.

Citations and Vehicle Accidents

There is a correlation between the speed of a vehicle and the seriousness of injuries sustained in accidents. Cars will not be driven faster than the prevailing circumstances permit and, in any event, faster than 90kmh for cars and 60kmh for motorcycles. Hired drivers must be advised of this rule.

Citations and / or fines incurred by SHPL staff shall be the full responsibility of the employee, and may affect future driving privileges.

Citations and / or fines incurred by SHPL staff using SHPL vehicles will be reported to a supervisor.

All accidents involving SHPL vehicles, regardless of severity, must be reported to the police and to a supervisor. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.

If involved in a traffic accident using a SHPL vehicle, report the accident immediately to a supervisor irrespective of the time of day.

All accidents (including near misses) are to be reported as described in the **Incident & Near-Miss Reporting Policy** (see H&S Framework Appendix D).

Mobile Phone Usage

The use of a mobile phone whilst driving / riding is prohibited. This includes the sending or reading of SMS messages. Drivers / riders should safely park in order to use a mobile phone. Hired drivers must be advised of this rule.

Laptops / iPads should be closed and securely stored, away from the airbag deployment zone.

Annex A: Driver / Rider Authorisation Form

I acknowledge that the information contained in the SHPL Vehicle Safety Policy has been reviewed with me, and a copy of the policy has been provided to me. As a driver of a SHPL vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a SHPL vehicle. I authorize SHPL to obtain a copy of my Motor Vehicle Driver Record.

Driver /Rider Name

Driver / Rider Licence Number

Signature Date

Driver / Rider Signature

Annex B: Vehicle Maintenance Checklist (to be completed by the H&S Team)

Driver	
License Number	
Vehicle Registration	
Date of Inspection	
Insurance Policy	

Lights			
Item	Yes	No	Action to be Taken
Check operation and visibility of:			
Headlights			
Parking Lights			
Indicators/Blinker			
Item	Yes	No	Action to be Taken
Hazard Lights			
Brake Lights			
Reverse Lights			
Parking Lights			
Brakes and Warnings			
Item	Yes	No	Action to be Taken
Check operation of handbrake			
Check for firm brake pedal			
Check operation of horn			
Interior			
Item	Yes	No	Action to be Taken
No Smoking' signs displayed prominently			
Internal cleanliness maintained, including upholstery			
Cargo Barrier in place, where appropriate			
Safety belts in good order			
Exterior			
Item	Yes	No	Action to be Taken
Any Damage to body work noted			
Windscreen in good order and clean			
Windscreen wipers and washers operating			
Water in windscreen washer reservoir			
Tyre tread checked for wear			
Treads matching for front and rear tyres			
Tyre pressure check			
General Safety			
Item	Yes	No	Action to be Taken
System in place for reporting problems			

Servicing as required			
First Aid Kit fully stock and available			
Transportation of Clients			
Item	Yes	No	Action to be Taken
Appropriate for the transport of clients			
Client behaviour while travelling in a vehicle Is known			
Other Issues			
Item	Yes	No	Action to be Taken

Annex C: Motorcycle Maintenance Checklist (to be completed by the H&S Team)

To be completed calendar monthly.

Unit:		
Checked by:		Date Checked:
Hours or Km		
Identifier on bike (e.g. colour, registration number or asset number)		
Component	Check	Check Complete & Comments
Tyres	Check condition and pressures	
Oil Tank	Check oil levels	
Brakes	Check operation, adjustment and fluid level (includes auxiliary brake if fitted).	
Throttle	Check for free operation and closing	
Headlight/Taillight/Brake light	Check operation of all indicator lights and switches.	
Engine stop switch	Check for proper function	
Wheels	Check for tightness of wheel nuts and axle nuts; check that axle nuts are secured	
Air Cleaner Element	Check for dirt; clean or replace	
Steering	Check for free operation, noting any unusual looseness in any area	
Loose Parts	Visually inspect vehicle for any damaged components or loose nuts/bolts or fasteners	
Guards	all manufacturers guards to be in place and firmly attached	
Cleaning	the vehicle shall be cleaned on a regular basis to limit undue corrosion or wear on vehicle parts	
Signature		

Annex D: Vehicle Driver and Motorcycle Rider Policy Handout

This policy document regarding vehicle and motorbike use forms part of the terms and conditions of your engagement by SHPL. This policy applies to your use of a company vehicle at and between all our company sites, or otherwise in relation to SHPL business. This policy applies to all personnel regardless of grade or role.

Any breach of this policy may constitute a disciplinary offence (or breach of contract) and may lead to the withdrawal of your entitlement to use company vehicles.

General Information and Requirements

You have a duty to inform the company if at any time your driving rights or circumstances change. This includes the receiving of medical treatment that may affect your driving ability.

Once you have taken delivery of your vehicle you should thoroughly read the manufacturer's handbook or other guide and familiarise yourself with the features and controls.

The company will ensure that all SHPL vehicles are fully insured and taxed for use.

Any lawful bridge or road tolls should be paid by you and reclaimed as part of your expenses claim (against receipt).

All fuel costs will be paid by the company against receipt using the standards expenses claims policy. There are facilities for the company to provide cash in advance of a particular journey to pay for tolls and fuel.

You will ensure that all appropriate insurance details or copies of such insurance details are kept within you at all times. You will also ensure that any road tax disc, (or other road revenue disc, badge or device) is properly displayed and visible at all times.

SHPL will ensure that all vehicles are regularly checked and serviced.

Does & Don'ts

Do:

- Only drive SHPL vehicles for which you are fully licenced;
- Check over your vehicle before journeys, including oil and fluid levels and tyres (including the spare);
- Ensure you use the correct fuel type and have sufficient fuel for your journey;
- Only use the vehicle for SHPL business;
- Do not carry unauthorised passengers;
- Record all vehicle movements in the Log Books provided;
- Do not use a SHPL vehicle after dark unless pre-authorised or an emergency.

Additionally for Motorcycles:

- Lock the motorcycle at all times when not in use;
- Wear a crash helmet when riding;
- Do not carry passengers; and
- Wear a high visibility jacket when riding.

Don't:

- Do not carry unauthorised passengers.
- Drive faster than 90 kmh

Additionally for Motorcycles:

- Do not ride the Motorbike under unfavourable weather conditions.
- Do not drive faster than 60 kmh

Agreement:

I confirm that I am familiar with the SHPL Vehicle Safety Policy and I agree to conform to the Policy. I also acknowledge receipt of this Handout.

Signature:

Name:

Date:

Appendix K



Seli Hydropower Limited

Visitor Safety Policy

Procedure Owner	H&S Manager
Version	1.0
Date of Issue	September 2019

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Purpose

The purpose of this policy is to raise awareness of possible risks associated with having visitors on-site, and to seek to minimize these through appropriate control measures.

Scope

This procedure applies to any person who is a visitor to a space over which SHPL manages, operates or controls.

Responsibilities

Heads of Departments

- Assessment of visitor risks and mitigation measures within their area of responsibility;
- Determining security levels and authorising access approvals; and
- Implementing visitor controls appropriate to the level of assessed risk including visitor acceptance and the provision of information and supervision.

Health and Safety Officer

- Provision of advice and support for the assessment of visitor risks and the implementation of mitigation measures;
- Maintenance of a reporting system that includes visitor related hazards and incidents; and
- Periodic audits of this policy.

Visitors

- To be familiar with and adhere to safety & security policies, procedures and warnings; and
- Reporting any accident / incident to SHPL as soon as possible.

Visitor Safety Management

The health, safety, and security of our visitors is of paramount importance. For visitors travelling to Sierra Leone for company purposes a copy of the Visitor Handbook (H&S Framework Appendix L) will be provided in soft copy before travel.

The safety and well-being of any person at a SHPL site is a joint responsibility between the individual and the company. SHPL will provide information and advice to visitors but also expects the visitor to assume personal responsibility by following our rules and exercising vigilance and care.

Visitor Site Access / Orientation

Upon arrival at a Seli site all visitors must complete our site induction / orientation programme. The breadth and depth of this induction process will depend upon the activity to be performed by the visitor and length of time expected to be on-site. For short accompanied visits the induction will be brief whereas for visitors expected to be on-site for some time and operate without supervision, the induction will be more comprehensive. The exact nature of the induction programme will be determined as part of the visitor risk assessment process described below.

Personal Protective Equipment (PPE)

All visitors to Seli PPE operational sites must use and wear PPE which will be made available at the site. There are no exceptions to this rule (see H&S Framework Appendix F for further information). PPE could include;

- Hard-Toe Boots;
- Hi-Visibility Safety Vest;
- Hard Hats; and
- Safety Glasses.

PPE will be collected from the visitor upon departure.

Visitor Rules of Conduct

All visitors must obey the following rules of conduct at all times:

- For accompanied visits, visitors should remain with their escort;
- Wear PPE as required;
- Follow all verbal instructions and signs;
- Don't touch or attempt to operate any machine, device or equipment unless told to do so;
- Stay out of restricted areas;
- Photography and video recording of personnel, equipment, and processes is prohibited;
- Report all injuries or problems immediately, no matter how minor.

Noncompliance

Visitors who fail to follow these policies will have their invitation to visit withdrawn and be asked to leave. Seli Hydropower Limited (SHPL) shall not be responsible for injuries suffered by visitors who fail to follow these rules.

Risk Assessment

The purpose of the visitor risk assessment process is to ensure that full and proper consideration has been given to the visit and to ensure that visitors are aware of any risks to their health, safety and security during their visit. The visit risk assessment process will include for example:

- General Worksite Hazards
- Serious medical risks e.g. Epidemics and contagions
- Security threats e.g. terrorism, crime, political unrest and civil disorder
- Natural disasters e.g. floods, extreme weather
- Local hazards e.g. major transport strikes

A preliminary check on the main health and safety considerations for visiting SHPL by referring to Annex A: Site Visitor Risk Assessment.

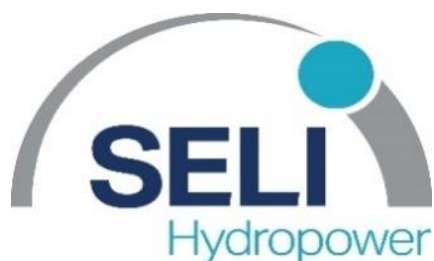
Annex A: SITE VISITOR RISK ASSESSMENT

This assessment process provides for the assessment of risks using a simple 'traffic light' system, as opposed to the more sophisticated 4x4 risk assessment process used elsewhere in the business (see H&S Framework Appendix ?). This enables the assessment of risks to be undertaken by managers who are not specifically trained in advanced risk management.

No.	Risk	Impact Description	Level			Mitigation Measures
			P	I	R	
Travelling						
1.	Road Accident, collision, departure from road	Collision / crash leading to significant physical harm for passengers / public				•
2.	Road Accident with Pedestrian	Collision with road pedestrian leading to serious harm or fatality				•
3	Accident with Livestock	Collision with livestock leading to serious harm or fatality				•
4.	Night Driving	Collision / crash leading to significant physical harm for passengers / public				
5.	Vehicle Breakdown	Vehicle leaves the road at speed. Delay in schedule. Being left stranded in the field.				•
6.	Ferry between Lungi Airport and Freetown	Ferry breakdown or failure leading to drowning				•
Site Visit						
7.	Dehydration / sunstroke / sunburn	Physical debilitation due to dehydration, sunstroke or sunburn.				•
8.	Culturally sensitive areas	Walking through community secret society areas may cause conflict with community				•
9.	Snakes	Snake bite resulting in poisoning / physical harm				•
10.	Getting lost	Losing way / losing team increases risk of dehydration, exposure and serious injury				•
11.	Drowning	Falling in river. Vehicle swamped during crossing.				•
12.	Physical distress / injury	Heart attack, injury due to fall, twisted ankle etc				•
13.	Fire	Spontaneous fire could occur through accidental, incendiary and natural ignition sources				•
General						
13.	Health related, diarrhoea / vomiting	Unclean food and drinking water resulting in diarrhoea / vomiting				•
15.	Petty theft	Loss of personal belongings due to opportunistic theft				•
16.	Mugging/robbery	Physical injury or loss of valuables due to mugging				•
17.	Malaria	Serious illness / fatality due to contracting malaria				•
18.	Bribery	Extortion of funds				•

P – Probability:	5 - Very Likely	4 - Likely	3 - Quite possible	2 - Possible	1 - Unlikely
S – Impact:	5 - Fatal	4 - Severe	3 - Moderate	2 - Slight	1 - Negligible
R – Risk: Level	0-8 low risk	no action required.			
	9-15 medium risk	ensure mitigation measures applied.			
	16-25 high risk	stop operations.			

Appendix L



Seli Hydropower Limited

Visitors Handbook

Procedure Owner	General Manager
Version	2.0
Date of Issue	February 2019

2. FOREWORD

Welcome to Seli Hydropower Limited. We are delighted to be assisting with your time in Sierra Leone and hope that, whatever your trip entails, you enjoy your stay.

Sierra Leone currently suffers from a severe shortage of electricity with fewer than 15% of the population having access to some form of power. This has a negative impact on the nation's economy and the wellbeing of its citizens. The Government of Sierra Leone's ambition is for 30% of households to have access to electricity, via the national grid, by 2030. The Bumbuna II Project is a key component of the Government's long-term Energy Strategy and will add a further 143MW of power to the country. Importantly, it will also provide a minimum of 80MW of firm power throughout the year.

Seli Hydropower is the project company responsible for the development of the Project as well as ensuring that the environment is preserved and local communities will benefit from the Project. Seli Hydropower operates in accordance with international best practice at all times.

The Bumbuna II project will:

- ▶ Increase electricity supply
- ▶ Provide electricity at an affordable tariff
- ▶ Provide training and jobs for local workers
- ▶ Use local materials and supplies where practical
- ▶ Improve the livelihood for villages located nearby
- ▶ Increase economic activity in the country

Thank you for your interest and if you'd like more information, please visit our website www.selihydropower.sl as we will be providing updates on our progress.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Paul Kunert".

Paul Kunert
General Manager

3. BEFORE TRAVELLING

VISA AND INVITATION LETTERS

International visitors need to secure the appropriate visa documentation before travelling. The airlines providing flights to Sierra Leone will check whether you have either a separate landing visa or a visa stamped in your passport before you can board the aircraft. There are thus two forms of visa that you can apply for.

Landing Visa

Visitors need to email a scanned copy of their passport to SELI HYDROPOWER to start the process. SELI HYDROPOWER will then work with the immigration authorities in Freetown and issue the landing visa plus a receipt. This typically takes two working days, but it is advisable to apply at least 10 days in advance. The cost to secure the landing visa ranges from US\$50 to US\$150 depending on your country of origin. Payment to SELI HYDROPOWER for arranging and securing the landing visa can be made once you have arrived in country.

Passport Single or Multiple Entry Visas

Visitors can also secure a single or multiple entry visa from a Sierra Leonean Embassy or High Commission in their own country. We recommend that for travellers intending to make frequent trips to Sierra Leone a multiple entry visa is more practical. Visitors will need to secure this form of entry visa themselves but as part of their documentation, will need an invitation letter from SELI HYDROPOWER to support the application. For SELI HYDROPOWER to provide the invitation letter, we will need a scanned copy of the visitor's passport, as well as any relevant travel details. Once this is returned, visitors need to apply for the visa at their nearest Sierra Leonean Embassy or High Commission. It is advisable to apply at least two weeks before travelling. Note that the local Sierra Leonean Embassy website will provide information on additional documents that are required for the application.

FLIGHTS

There are a limited number of airlines providing scheduled services the Lungi airport, Freetown. Current providers include Air France, Brussels Airlines, Kenyan Airlines and Royal Air Maroc. Please check the airline flight schedules well in advance of travelling.

HEALTH

Visitors are responsible for their own pre-travel health checks. We recommend visitors meet with their local doctor and update any vaccinations that may be required. Note that the Yellow Fever vaccination is mandatory for entry into Sierra Leone and immigration officials may ask to see a Yellow Fever vaccination certificate upon arrival.

We advise that visitors purchase anti-malarial tablets for the duration of their stay and bring antibacterial hand gel, a basic health kit, suntan lotion and mosquito repellent. If visitors are travelling up-country it is worth also bringing a mosquito net.

MONEY

We advise visitors to bring at least US\$200 in cash. Other currencies readily accepted for exchange are Euros and British Pounds Sterling. Cash can be exchanged at an official bureau de change upon arrival at Lungi airport or at banks in Freetown.

There are several ATM machines in Freetown that provide for cash withdrawals in local currency. We recommend informing your bank in advance of your travel to ensure you are able to use your credit and debit cards in Sierra Leone. Using credit cards is not common in most parts of the country, particularly outside of Freetown as Sierra Leone is predominantly a cash-based society. The hotels and larger restaurants in Freetown do have credit card payment facilities but these can be unreliable. There are few outlets accepting credit cards outside of Freetown.

WHAT TO BRING WITH YOU

For Freetown please bring comfortable clothing and possibly beachwear for the weekend. If visitors are meeting with government and/or stakeholders for official meetings, we recommend smart business attire. For up-country and Project site visits please pack suitably strong footwear, lightweight trousers, long sleeve tops and a sun hat. For those travelling during the wet season, please bring suitable waterproof outerwear.

4. ON ARRIVAL

ARRIVAL AT LUNGI INTERNATIONAL AIRPORT

Upon leaving the aircraft all Boarding passes are checked. This is because many flights only transit through Freetown before flying on to final destinations. Visitors will be bused from the aircraft to the passport control area. Here, visitors will need to present their passport containing a stamped visa (or their passport with a copy of the separate Landing Visa). Visitors will be required to have fingerprints scanned and a photograph taken at the passport control desk. Visitors may be asked to provide an accommodation address in Sierra Leone.

Once through immigration, visitors may be asked to show their Yellow Fever certificate. Once baggage is collected visitors pass through customs where luggage may be searched.

SELI HYDROPOWER will ensure that a company representative meets all visitors. This is likely to be 'Idriss', who will be holding a Seli Hydropower logo sign. The representative will meet you at the baggage claim area. Should Idriss not make contact with you upon arrival, please feel free to call him directly on +232 76 899605 or +232 88 580897.

If you are travelling to a destination other than Freetown our representative will provide further information and support.

If you are travelling to Freetown, our representative will escort you to a shuttlebus and provide you with a ticket. Your luggage will be placed into a separate shuttlebus and you will be given a numbered ticket for each item of luggage. We recommend locking your bag and carrying valuables in your hand luggage.

LUNGI TO FREETOWN

To reach Freetown from Lungi, visitors will take a ferry across the bay. This takes about 30 minutes. The shuttlebus from the airport will take you directly to the jetty where you will board the boat. Large luggage items will go in a separate boat and will be waiting for you when you arrive in Freetown.

Once off the boat you will collect your luggage by presenting your luggage tickets. At the ferry terminal in Freetown (known as the Pelican Jetty in Aberdeen) another SELI HYDROPOWER representative will meet you and you will be taken to your accommodation. If you cannot find the representative please call Mr Kandeh Kamara on +232 76 414698 or +232 99 180337.

DEPARTURE

SELI HYDROPOWER will arrange the logistics for your departure. We recommend arriving at Lungi International Airport at least 3 hours before departure to ensure plenty of contingency time. If you are leaving from Freetown you must ensure that you arrive at the ferry terminal with time to spare. It is possible to drive to Lungi from Freetown, however the journey takes about three hours. If travelling to Lungi by ferry your luggage will travel in a separate boat and be available for your collection once you get off the shuttlebus at in the airport carpark.

At Lungi Airport you will be required to show your passport at the entrance and again before approaching the check-in desks. Most carriers will not allow you to check-in online for your departure and all passengers must check-in at the desks.

For those travelling in Business Class there is a lounge on the first floor (airside). All passengers are bused to the aircraft.

5. DURING YOUR STAY

In advance of any visit, SELI HYDROPOWER will work closely with you to confirm the schedule and budget for your trip. At this point we can determine and agree how costs are allocated. As a general rule, the Company does not pay *per diems* or Daily Subsistence Allowances. Out-of-pocket expenses are invoiced as agreed in advance.

LANGUAGE

English is the official language of Sierra Leone and widely spoken throughout the country, although less so in more isolated locations outside of towns. Krio, an English-based creole, is the common language spoken amongst Sierra Leoneans, however individual tribes and geographic areas will also have their own local languages.

TRAVEL & VEHICLES

SELI HYDROPOWER hires suitable vehicles with experienced, trained drivers for all travel in and outside of Freetown. The vehicles hired by SELI HYDROPOWER will adhere to a maximum speed limit of 80km per hour and their drivers will ensure all passengers are wearing seatbelts before setting off.

The roads between major towns are generally in good order, however there may be need for you to travel on unmade roads, depending on your itinerary. These journeys can be lengthy and uncomfortable. All hired vehicles have air conditioning. All vehicles carry bottled water and emergency kits.

Driving at night is strongly discouraged and itineraries will be planned to avoid night travel if possible.

If at any point you are uncomfortable with your vehicle or driver, please speak directly to your driver or inform the SELI HYDROPOWER team.

Travel time between locations is estimated in the following table;

Between Locations	Distance	Estimated Driving Time
Freetown and Makeni	184 km	3 hrs
Makeni and Bumbuna	45 km	1 hr 30 mins
Makeni and Kabala	107 km	2 hrs
Makeni and Lungi Airport	155 km	2 hrs 30 mins



WHILST IN FREETOWN

SELI HYDROPOWER Offices

SELI HYDROPOWER has its head office in Freetown at 2nd Floor, Renlaw House, 12 Pultney Street. It is situated in the Central Business District close to government offices, including the Ministry of Energy and Ministry of Finance. Visitors are welcome to use the SELI HYDROPOWER office as a working base whilst in Freetown.

The Company also has two small field offices at Kamathor in the southern works area and Kondembaia in the northern works area.

Accommodation

There are a limited number of western standard hotels. We recommend accommodation in Freetown at the Pearl Residence or Radisson Blue Hotel. These are in the Aberdeen area of Freetown (close to Pelican Jetty) and have sea views and good restaurants.

Shopping / Necessities

Freetown has a several small supermarkets and pharmacies where visitors can purchase food, snacks, toiletries etc. There is a large mall where more general purchases can be made. Trips to these stores can be arranged with your driver.

The Weekend

If visitors have a free weekend in Freetown, they are responsible for their own arrangements. We recommend looking at the Government's tourism website as there are a number of activities worth exploring.

www.visitsierraleone.org

www.sierraleonenationaltouristboard.com

In particular, we recommend visiting Beach No. 2 and the Tacugama Chimp Sanctuary.

WHEN UP COUNTRY

Accommodation

We recommend the Wusum Hotel in Makeni as a base whilst visiting the Project area. Accommodation can also be provided in Kabala (at the Kabala Stando Guest House) and Bumbuna (at the Salini Camp) if required, however electricity is not guaranteed in Kabala.

Field Trips

SELI HYDROPOWER will make special arrangement for field trips/surveys as these activities will require camping. If visitors anticipate this requirement, please help us with planning far in advance.

Local Communities

SELI HYDROPOWER maintains good relationships with the Paramount Chiefs, Section Chiefs, Village Chiefs, community leaders, Project Affected People and others in the local area. These relationships are important to us and we work hard to respect the lives of those we interact with. We ask visitors to be culturally sensitive and respect the privacy of those in these communities. It is always good practice to seek permission prior to taking photographs and videos of communities. Before any meeting with project stakeholders, SELI HYDROPOWER will make arrangements at least a week in advance so that villagers can arrange their own food and travel arrangements (many villagers having to travel considerable distances to meetings). Last minute changes to schedules can be detrimental to our relationships so we ask that once a plan is made we stick to it as best as we can.

ANTI-BRIBERY POLICY AND PROCEDURE

SELI HYDROPOWER is committed to ethical and lawful business conduct. All employees of the company, and all individuals acting for the company, are expected to conduct themselves professionally and within the law.

In particular, the company has a zero-tolerance approach to bribery and has introduced an anti-bribery programme with the purpose of managing the risk of bribery occurring in relation to its commercial activities.

SELI HYDROPOWER does not condone the offering, provision, solicitation or receiving of any unwarranted reward that is, or could be perceived to be, an inducement for acting improperly in relation to our business.

The Company does, however, recognise the risk of unwarranted demands being made of those representing the Company. If a bribery demand is made and you feel that your liberty or safety, or the liberty or safety of others, is at immediate risk, you should make the payment and then report the matter to the Company.

The Company also recognises that ceremonial gift-giving is customary in Sierra Leone. The Company has a separate Policy Note on this subject which is, along with the Company's Anti-Bribery Policy, available upon request.

Raising Concerns

If you have any concerns please address them to the General Manager, Mr Paul Kunert Paul.Kunert@selihydropower.sl (+232 75336957) or alternatively to the Chief Compliance Officer of Joule Africa (howard.shaw@jouleafrica.com on +232 75 453165 or +44 7487 273707). All concerns are treated confidentially.

6. HEALTH, SAFETY AND EMERGENCIES

HEALTH

There are limited western-standard medical facilities in Sierra Leone, particularly outside of Freetown. The Seli team have knowledge of the nearest facilities and will co-ordinate any medical support you may need during your visit. For general health we recommend that you:

- ▶ Use bottled water for drinking and teeth cleaning;
- ▶ Do not eat any food that you are not sure of;
- ▶ Bring sufficient prescription medicines, particularly in case your visit is extended;
- ▶ Take anti-malarials;

- ▶ Bring insect repellent spray;
- ▶ Bring anti-histamine cream;
- ▶ Bring anti-diarrhoea tablets;
- ▶ Bring dehydration salts.

SAFETY AND SECURITY

SELI HYDROPOWER takes the safety and security of its staff, guests and associates seriously. As with all travel, sensible precautions are advised. In particular, please take the following safety and security measures whilst in Sierra Leone:

- ▶ Make sure you always wear safety boots whilst on field visits;
- ▶ Do not walk alone at night in public areas;
- ▶ In vehicles, make sure you have secured your seatbelt before the journey begins;
- ▶ Do not allow your driver to drive too quickly;
- ▶ Ensure your driver reports any collisions at the nearest Police station immediately;
- ▶ Do not allow your driver to stop along the highway to assist anyone as this may be an ambush;
- ▶ Do not unnecessarily carry anything of value;
- ▶ Carry an additional mobile phone power pack (particularly up country);

EMERGENCIES

Whilst in the field or on business in Freetown you are likely to be supported at all times by a member of the Seli Team. However, should you not be in immediate contact with the Seli Team and an emergency arises;

Dial 112 for the Police; or

Dial 117 for an emergency ambulance.

The Seli Team will co-ordinate any follow-up support you need, including emergency evacuation if necessary. SELI HYDROPOWER has access to an international emergency support service which can provide additional assistance, over and above that which the Company can provide in-country.

7. GENERAL CONTACT DETAILS

SELI HYDROPOWER works hard to create an atmosphere of transparency and approachability. If you have any suggestions, questions or comments after and or during your stay please contact the Project Co-ordinator, William Lunn-Rockliffe at williamlr@jouleafrica.com (+232 76 300868 or +44 7432 627 527) or the Logistics Manager, Zac Mansaray at zac.mansaray@selihydropower.sl (+232 76 650073).

SELI HYDROPOWER OFFICES

Freetown: 2nd Floor, Renlaw House, 12 Pultney Street.

Makeni: Wesleyan Compound, 131 Kabala Rd

Kamathor: Salcost Highway

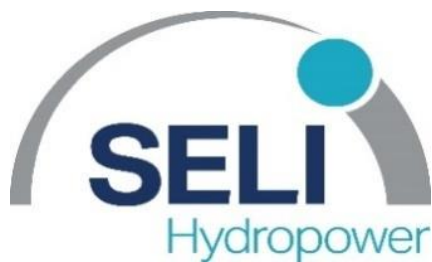
Kondembaia: Magbaya Street

Name	Position	Email	Phone Number
Patrick Beckley	Executive Chairman	patrick.beckley@selihydropower.sl	+232 78082983
Paul Kunert	General Manager	paul.kunert@selihydropower.sl	+232 75336957
James Harding	ESHS Manager	james.harding@selihydropower.sl	+232 78 618454
Zac Mansaray	Admin & Logistics Manager	zac.mansaray@selihydropower.sl	+232 76 650073
William Lunn-Rockliffe	Project Co-ordinator	williamlr@jouleafrica.com	+232 76 300868

Name	Location	Phone Number
British Embassy	Freetown	+232 76780713
American Embassy	Freetown	+232 99 105 000
German Embassy	Freetown	+232 78 732120
Chinese Embassy	Freetown	+232 76 601587



Appendix M



Seli Hydropower Limited

Health & Safety Incentive & Recognition Scheme

Procedure Owner	H&S Manager
Version	V 1.0
Date of Issue	September 2019

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	H&S Warning Note	

Introduction

Seli Hydropower Limited (SHPL) is committed to providing a safe workplace and has implemented this program to promote, motivate and reward proactive health and safety actions by our staff. Whilst failing to observe company policies and procedures relating to good health and safety conduct may result in disciplinary action, the Company feels that it is also important to promote the proactive participation by all Company personnel in the adoption of safe working practices.

Purpose and Scope

The purpose of this program is to promote workplace health and safety through positive reinforcement of safe behaviours and good working practices. Our goal is to promote open discussion about safety at all levels of management, leading to safer workplace behaviours, reduction in workplace injuries, and laying the foundation to build a better health and safety culture at SHPL.

This Safety Incentive Programme allows employees who exhibit safe working attitudes, behaviours and practices, to be rewarded by earning and receiving safety points redeemable for awards.

Through our safety incentive program, we encourage every employee to:

- support the safety programme at all times;
- practice safe job behaviour;
- identify and control hazards on the job;
- attend and participate in company safety meetings & trainings;
- maintain training and certification requirements;
- increase the safety culture; and
- redeem safety points for awards.

All permanent employees are eligible to participate in the Safety Incentive Program. Supervisors and support personnel who do not perform high risk activities are not eligible.

Programme Duration and Eligibility

The incentive program period will be on an annual calendar year basis (January – December of each year).

An employee will become disqualified for the Safety Incentive Program in a particular calendar year under the following circumstances:

- The employee does not report an accident or attempts to hide an accident.
- The employee does not wear the proper PPE to perform work tasks as required.
- The employee does not attend all required safety training for the calendar year.

H&S Award Points

Each Employee will receive H&S Award Points automatically as they accrue hours worked without a safety infraction.

If an employee achieves 100 points, as verified by the SHPL H&S Officer, the individual will be rewarded in Q1 of the following year.

The H&S Officer may issue a H&S Warning Note (Annex A) to individuals who breach H&S obligations. These H&S Warning Notes are graded depending upon the severity of the H&S violation. H&S Warning Notes result in deductions from an employee's accrued H&S score. Serious or repeated violations may result in disciplinary action.

H&S Award Points System

H&S Award Points are accrued through good working practices and complying with Company policies and procedures. H&S Officers may award additional points for outstanding safety practices. Points may be deducted for failure to stay current on training, violations of policy, poor safety approach, failure to report an injury, near miss or unsafe condition, and/or other behaviours or actions determined to be detrimental to the H&S programme. Points accrue weekly and are redeemable immediately.

For every safe hour worked 3 H&S Award Points are given to each employee per annum.

Additional points may be accrued by;

- Attending mandatory safety training/meeting.
- Attending optional training (topics offered and schedules by the SHPL H&S Officer)
- Conducting Tool Box Talk (1 point)
- Conducting and document personal workplace inspection (2 points)
- Making a safety improvement suggestion. Suggestion boxes will be located in various places around worksites (5 points)
- Reporting a hazard (10 points)
- Documenting an incident or near-miss (10 points)

Redeeming H&S Award Points


Participants redeem safety points by ordering SHPL selected products or obtaining a purchase order. You must have sufficient points for the item(s) requested. You may not have a credit or debit Award Points balance on your account. Points can only be claimed by the employee with a point balance and are not transferable to other persons.

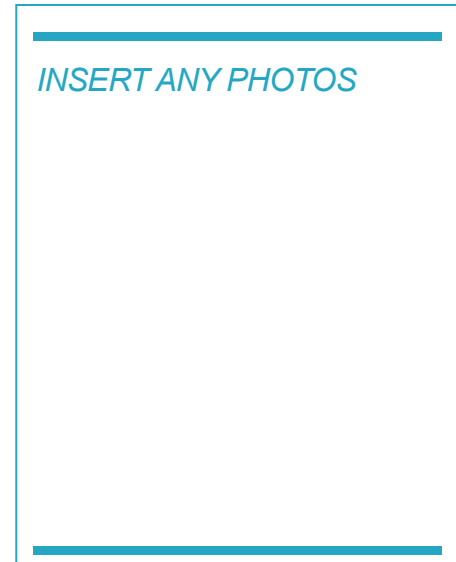
The H&S Team will publish an Awards Redemption List of eligible items. This list will be approved by the Board each year as part of the Board's approval process for the annual H&S Plan.

Employees terminating employment for any reason will forfeit their safety points as of the date of termination.

Annex A H&S Warning Note

This form will be completed by a H&S Officer of any supervisor who witnesses a H&S policy violation. All completed forms will be retained by the H&S Team and copied to the individual concerned.

 <p>Health & Safety Warning Notice To be used by an H&S Officer or supervisor to record H&S violations.</p>	
DATE OF INCIDENT	
LOCATION	
INCIDENT TYPE	
PERSON REPORTING	



What happened?	
What could have happened?	
Response of the individual concerned.	
What corrective actions were taken?	
Follow-up actions (H&S Team only)	