

# Occupational Health and Safety

## Policy

Skeldon Energy Inc. will as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public, who may be affected by our work.

To do this, Skeldon Energy Inc. will:

- develop and maintain safe systems of work, and a safe working environment
- consult with employees and health and safety reps on safety
- provide protective clothing and equipment, and enforce its use
- provide information and training for employees
- assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- remove unacceptable risks to safety
- provide employees and contractors and sub-contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

All persons responsible for the work activities of other employees are accountable for:

- identifying practices and conditions that could injure employees, contractors and sub-contractors and members of the public or the environment
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- making sure PPE is maintained and working properly

Skeldon Energy Inc. demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

## **Manual handling policy**

It is Skeldon Energy Inc. policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

## **Workers' compensation policy**

All employees of Skeldon Energy Inc. shall be eligible for a Gratuity of 22.5% at the end of every continuous six months employed and workers' compensation benefits if injured while at work.

## **Injury procedure**

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of Skeldon Energy Inc. first aiders. For a serious injury, call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.
3. The manager must record a report in designated Log/Register for Incidents and Near Misses. This standard report must include:
  - employee's name and job details
  - time and date of injury
  - exact location the injury/incident occurred
  - how the injury/incident happened
  - details of the injury/illness and the part/s of the body injured
  - names of any witnesses
  - name of the person entering details in the Register
  - date the employer was notified

4. Skeldon Energy Inc. will let the injured employee know in writing that we have received notification of any injury or illness reported in the designated Log/Register.

### **Smoking policy**

Skeldon Energy Inc. has a non-smoking policy. Smoking is not permitted on company's property or in offices at any time.

Smokers who need to take breaks should do so in their allotted breaks. No smoking must be done at the entrances to Skeldon Energy Inc. offices and any area within the plant.

### **Alcohol and drugs policy**

Skeldon Energy Inc. is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. The company recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

Skeldon Energy Inc. will do its utmost to create and maintain a safe, healthy, and productive workplace for all employees. The company has a zero tolerance policy in regard to the use of illicit drugs on their premises. Skeldon Energy Inc. does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal. Contravening either of these points may lead to instant dismissal.

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