



CONFIDENTIAL

Health, Safety & Environment (HSE) Policy

Networked Elements of Security and Trust Ltd.

HEALTH, SAFETY & ENVIRONMENT (HSE) POLICY

Networked Elements of Security and Trust Ltd.
(NEST)

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1. Policy. Networked Elements of Security and Trust Ltd. (NEST) is committed to providing safe and healthy workplaces through prevention of work-related injury and ill health. With this in mind, we place great importance on compliance with our occupational health and safety policy, legal regulations, and industry standards.

1.1 We expect our managers to promote physical and mental well-being, to provide a healthy working environment. At the same time, all employees are likewise called on to take personal responsibility in this regard. To fulfil this commitment, we will:

- a. Pursue the mission to produce the best result in harmony with nature and no harm to others.
- b. Inculcate safety awareness within all personnel.
- c. Play a leading role in practicing personal safety and safety of the workstation.
- d. Never compromise with health, safety and environment policy.
- e. Provide importance to HSE matters and manage it like all other critical business activities.
- f. Promote all activities in a manner that NEST members share the commitment.
- g. Protect the environment in and the workstation.
- h. Develop sound reporting system on HSE matters.
- i. Set target for improvement and implement measures typical for a workstation.
- j. Always remember safety comes first.

2. Planning. To identify and address the risk, concern personnel of NEST must plan the HSE matters. The company should maintain documented information on HSE risk, opportunities, process, and actions necessary.

2.1 NEST must assess the essential risk and impact arising from its activities and services. This procedure should focus upon hazards and aspects that it can control and over which it can be expected to have an influence, to determine those which, have significant risks or effects on people or the environment. NEST shall maintain information on its legal and other requirements that are applicable to the HSE hazards and aspects arising from its activities, products, and services.

2.2 NEST shall establish, implement, and maintain documented HSE objectives and targets, at relevant functions and levels within the company. The objectives and targets shall be measurable, where practicable, and consistent with the HSE Policy, including the commitments to eliminate hazards and reduce risks and impacts, compliance with legal and other requirements and continual improvement. NEST shall establish, implement, and maintain programmers for achieving its objectives and targets, including:

- designation of formal responsibility for achieving each objective and target.
- the means and timeframe by which they are to be achieved.

3. HSE Procedure. HSE procedure to be followed in all posts with specific emphasis on following:
Commence



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- a. Personal Safety.
- b. Road Safety.
- c. Smoking.
- d. Drugs and Alcohol.
- e. Fire Protection.
- f. Electrical Safety.
- g. Working at Height.
- h. Waste Management.

4. **Personal Safety.** It is imperative for security personnel to ensure the safety and security of the workstation. Cardinal points for personal safety are:

- a. Be sure of your own safety before standing for duty in a workstation. Remember that if you can ensure personal safety first then you can ensure the safety of the workstation.
- b. Use appropriate protective gear required for your workstation.
- c. Use your surroundings in a fashion that it does not pose a threat for your hygiene and safety.
- d. Be restricted within your duty place only.
- e. Remember personal safety is your common sense, apply it correctly.
- f. Be sure to report incidents related to safety and security through your channel.

5. **Road Safety.** Road safety is common civic sense, observance of traffic rules and highway code. Point to note as follows:

5.1 Safety instructions while crossing roads:

- As a pedestrian or on board a vehicle always remembers the rules of Road Safety. Caution your driver if he/she slacks in observance of road safety.
- Always remain cautious and calm while crossing the road on the way to your workstation.
- Look at both sides of a road and be sure before crossing it.
- Avoid discussion/gossiping while crossing a road.
- It is always best to crossroad through a crossing place designated by traffic.
- Avoid crossing highways in a group if it is unavoidable caution everybody to remain alert while crossing.

5.2 Safety instructions while walking on roads:

- Be sure to be on the correct side while walking on a road/ highway.
- Pay attention to traffic.
- Walk single file.
- Remember that motorists might not see you.
- Stay Away from Bikers and Runners.



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5.3 Safety instructions for driving:

- Follow the speed limits and road instructions. Don't speed.
- Don't drive drowsy or drunk. Take a break or ask someone to drive.
- Wear your seat belt.
- Be extra careful in bad weather. Bad weather can be especially dangerous for highway drivers.
- Don't follow too closely. Keep your distance from the front vehicle.
- Follow the traffic signals and highway code while travelling.
- Watch the other vehicle's speed and directions.

5.4 Safety instructions for vehicle:

- Check all mechanical transport before allowing access through the gate for any visual detections.
- Check for correct tire pressure, emission of gas through exhaust etc.
- Check oil, coolant, and brake fluid levels.
- Ensure all lights and signals are working properly.
- Ensure weekly and monthly maintenance of all vehicles.

5.5 Safety instructions for travelling:

- Select the safest route.
- Select a better road for travelling.
- Check the weather forecast before travelling.
- Plan rest point to avoid tiredness.
- Plan emergency support points on route.

6. **Smoking.** Anti-smoking campaigns are very vocal around the world. Smoking not only endangers personal health but affects people around you. Policies regarding smoking are as follows:

- a. All workstations are non-smoking zones.
- b. Smoking is not allowed on duty.
- c. Observe smoking policy of client at your workstation.
- d. Security personnel must not smoke while walking in uniform.
- e. Ask visitors to deposit Cigarettes. Lighter or matches at the gate if the workstation has such a policy or very sensitive to fire.
- f. Brief people visiting your workstation regarding smoking policy of the workstation.
- g. Smokers are advised to stop smoking for good, as it is hazardous to their health as well as the health of other people.



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7. Drugs and Alcohol.

- a. All workstations are non-alcoholic zones.
- b. Security Personnel are not allowed to take any type of drug or alcohol.
- c. Observe drug and alcohol policy of client at your workstation.
- d. Ask visitors to deposit drug and alcohol at the gate if the workstation has such a policy or very sensitive to fire.
- e. Advise people visiting your workstation regarding drug and alcohol policy of the workstation.

8. Fire Protection. It is imperative to prevent fire than per force fight fire. It should be the aim of fire protection of any workstation:

- a. Ensure all preventive measures are taken against outbreak of fire.
- b. Ensure that packing materials like wood, paperboard cartons, cotton waste or any other flammable stores are not accumulated in or around workstation.
- c. Keep firefighting equipment and gear serviceable and ready to use.
- d. Avoid use of flame or flammable chemical in or around workstation sensitive to fire.
- e. Be ready to extinguish fire on the outbreak and according to the situation inform nearest fire station.
- f. Avoid making congestion at sites where fire has broken out.

9. Electrical Safety. The basic instructions for electronic safety are:

- Keep electrical equipment away from water.
- Unplug equipment safely.
- Install properly and tidy electrical cords.
- Familiarize yourself with your switchboard.
- Look out for electrical lines.
- Childproof your outlets.
- Investigate flickering lights.
- Install warning signs.

9.1 Responsible Person: All employees are not allowed to do electrical work. Only the persons trained, having basic knowledge, and recruited or hired by the company for electrical job will be responsible for electrical work.

9.2 PPE & Electrical Tools: Person responsible for electrical work must use Personal Protective Equipment (PPE) and other protective/shielding materials during his work. Besides he must use required tools, testing equipment. Individuals must determine the degree of electrical hazards and plan his work with all PPE & other tools accordingly.



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9.3 Training: All personnel on the office premises and the electrical workers must undergo periodical training regarding handling electrical equipment and also safety & first aid procedures.

10. Working at Height. Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. In general industry, fall protection is required by OSHA for any height change of 4 feet or more.

10.1 When working at height you should:

- do as much work as possible from the ground.
- ensure workers can get safely to and from where they work at height.
- ensure equipment is suitable, stable, and strong enough for the job, maintained and checked regularly.
- take precautions when working on or near fragile surfaces.
- provide protection from falling objects.
- consider emergency evacuation and rescue procedures.

10.2 To prevent accidents and injuries do not:

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information.
- overreach on ladders or stepladders.
- rest a ladder against weak upper surfaces, for example glazing or plastic gutters.
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height.

11. Waste Management. Humans produce waste with their daily activities. Proper disposal of waste material is required to maintain hygiene and keep the environment pollution free:

- a. Make sure that all waste is collected and disposed of in a covered bin kept in a specified place.
- b. Make sure that paper waste and other waste material are dumped in separate waste bags and disposed of in separate bins.
- c. Observe policy of the client regarding waste disposal.

12. Scope of Safety Audit.

- a. Take account of HSE related incidents.
- b. Create awareness among personnel regarding HSE.
- c. Evaluate HSE related incidents.
- d. Formulate and update HSE policies.



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- e. Recommend measures against HSE incidents.
- f. Help community around workstation to understand commitments of the company to the environment.
- g. Create mass awareness regarding HSE.

12.1 We are committed to maintaining a friendly and pollution free environment around our workstations according to the above scope through our audit program given below:

13. Safety Audit Program:

- a. Monthly Safety Audit Program (Local Audit)
- b. Periodic Safety Audit Program (Local Audit)
- c. Annual Safety Audit Program (Central Audit).

13.1 Monthly Safety Audit Program. It is carried out within specific zones/areas for the dependent security posts providing security coverage to the clients within a particular Zone/Area. Audit reports are compiled and sent to NEST head office. NEST evaluates audit reports and appropriate safety instructions/measures are issued. Audit team is composed as under:

- **Monthly Audit Team**

1.	Team Leader	:	Inspector/ Supervisor/ Area – in – Charge of the respective Zone.
2.	Member	:	1 x Security Personnel

13.2 Periodic Audit Program. It is carried out within specific zones/areas for the dependent security posts providing security coverage to the clients within a particular Zone/Area. Audit reports are compiled and sent to NEST head office. NEST evaluates audit reports and appropriate safety instructions/measures are issued. Audit team is composed as under:

- **Periodic Audit Team**

1.	Team Leader	:	Security Officer
2.	Member	:	Area Inspector/ Supervisor/ Area – in – Charge.

13.3 Annual Safety Audit. It is carried out once a year by a team of NEST HQ for all its areas. Audit team is composed as under:

- **Annual Audit Team**

1.	Team Leader	:	Equivalent to Manager and Above.
2.	Member	:	Security Officer/ Inspector/ Supervisor/ Area – in – Charge.



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14. Conclusion

14.1 The “Health, Safety & Environment (HSE)” Policy is the basic guideline of the company. All personnel must follow and abide by this policy. Any confusion or queries individuals must contact the Management. However, this policy may be reviewed and modified as pre the change of government rules and institutional practices.