

# Health & Safety Policy

## Statement of Intent

Global Auto Systems LTD seeks excellence in every aspect of its business and is committed to ensuring that the firm complies and is in accordance with its legal duty under section - 13 of the Occupational Health & Safety at Work Act 2006, and other applicable health & safety legislations, and other requirements, to ensure the health & safety of its partners and employees, visitors to our places of business and others directly affected by relevant activities under the firm's control.

It is the aim of the firm so far as is reasonably practicable to:

- i. Eliminate hazards and reduce any health & safety risks associated with conducting our business.
- ii. Prevent accidents and work-related ill health, to our people and visitors; and
- iii. Develop a health & safety culture through consultation and participation with our people and developing awareness of their personal responsibilities.

To achieve these aims and to demonstrate continual improvement in our management of health & safety, Global Auto Systems will implement a documented occupational health & safety management system. The effectiveness of the system will be measured by the firm's health & safety performance, which will be reviewed on a regular basis by senior management, who will agree objectives for the continual improvement of the management system.

This statement represents our general commitment to provide a safe working environment and informs of our specific policies and practices for health & safety. This statement and details of our working arrangements and responsibilities are accessible to all our people via the internal internet and to other interested parties via our website ([www.globalautosystems.co.ug](http://www.globalautosystems.co.ug)) and on request. Reference to this health & safety policy is included in our Human Resource manual and annual compliance training to ensure members of staff are aware of their individual health & safety obligations.

In accordance with health & safety legislation, this policy will be reviewed on a regular basis.

**Dr. Wasswa William**

Chief Executive Officer,  
Global Auto Systems LTD.

### **Roles and responsibilities**

All Partners and staff have a personal responsibility in regard to their own and their colleagues' health & safety.

Visitors such as auditors, Interns, or customers to the production facility need to write officially, request a visit and receive an official invitation. Once at the premises, they are required to adhere to written guidelines on their conduct during the visit and wear PPE.

In regard to the management of health & safety there are key roles with specific responsibilities which are documented in full in the firm's health & safety and environment management system manual.

All PPE's must be accessed through published distributors (Found on our website), to ensure that the production is done through GAS, to confirm the safety of all items produced within our premises.

### **Responsibilities of the firm's executive board.**

The executive board shall take over all responsibility and accountability for the delivery of the content of the statement of intent and for the prevention of work-related injury and ill health as well as provision of a safe and healthy workplace and activities. This will be achieved by ensuring the firm's H&S policy and related H&S objectives established are compatible with the strategic direction of the firm and that outputs from the health and safety management system is integrated in to the firm's business processes.

To ensure delivery of the outputs from the H&S management system the board will ensure adequate resources is in place and provide support of other relevant management roles to demonstrate their leadership as it applies in to their own areas to lead and promote a culture in the firm that supports the intended outcomes of the H&S management system.

The executive board will encourage involvement of Partners and staff to be involved in consultation and participation in relation to health and safety while protecting them from reprisals when reporting incidents, hazards, risk and opportunities.

The executive board will support communicating the importance of effective H&S management and conforming to the H&S management system requirements.

### **Responsibilities of Partner responsible for health & safety.**

Our future Partner(s) responsible for health & safety will ensure the implementation of a comprehensive health & safety system, regularly review the firm's health & safety policy and performance vs Health and Safety objectives. They are also responsible for reviewing the health & safety risks to the business and staff ensuring adequate control measures are put in place and that they are effective and demonstrate the firm's leadership and commitment to this policy.

It is the responsibility of the Partner that competent health & safety advice is provided to the firm by suitably trained professionals.

### **Responsibilities of Head of Technical Services and all line in-charges.**

The head of technical services and all line in-charges are responsible for the health, safety and environment of the working team in the respective departments / sections. They are responsible for reviewing the health and safety performance making executive decisions and reporting to the firm's board which is chaired by the executive chair for the board.

In addition, line of service representatives are appointed to represent the staff in each office. As part of their role they provide a two-way communication channel between staff and the business on health & safety matters.

#### **Responsibilities of all staff and people networks.**

All staff have an obligation to ensure the policy is implemented and carried out effectively within their area of responsibility. Success in maintaining high health & safety standards depends on continued support and co-operation from all partners and staff.

Staff can contribute to maintaining and improving Global Auto Systems LTD's health & safety standards by:

- a) Ensuring potential hazards are reported and taking appropriate measures to protect themselves and others from the identified hazard;
- b) Understanding and observing safe working procedures and practices implemented by Global Auto Systems LTD;
- c) Ensuring that equipment used is in good condition and is used only for the purpose it is intended; and
- d) Participating in health & safety training and retraining programmes.
- e) Collaborate with the welfare team to identify and implement opportunities for improvement. All staff and future partners have a duty of care to visitors they invite onto Global Auto Systems LTD premises.

#### **Arrangements**

- a) To ensure the health & safety of our staff and visitors to our offices, Global Auto Systems LTD has put in place procedures and arrangements to manage the health & safety risks associated with conducting our business.
- b) Through the hazard identification, risk assessment and determining controls procedure using the hierarchy of control, the firm has identified and grouped activities into major risk areas ensuring there are adequate procedures in place.
- c) To ensure the effectiveness of the arrangements a central team, composed of health & safety professionals, has the responsibility to manage and provide assurance on the effectiveness of the system. It is the team's responsibility to identify health & safety risks, make recommendations to address risks and to monitor the effectiveness of controls implemented. The firm's major health & safety risk groupings are:
  - ◆ Control of contractors;
  - ◆ People;
  - ◆ Business functions; and
  - ◆ Emergency preparedness and response.

#### **Control of contractors:**

The firm has implemented procedures to ensure the selection of contractors, ensures they are fully trained and deemed competent in their field of expertise.

Procedures have been implemented to ensure continual monitoring of their activities and safe methods of working when carrying out their activities within our buildings and on the firm's behalf.

**People:**

The firm has ensured procedures have been implemented to address the risks identified through the risk assessment process that affect our staff while carrying out their tasks for the business.

Procedures implemented also address the legal requirements and other requirements of certain aspects of activities which include, though are not limited to, working with computers; those staff who work over night; as well as expectant and new mothers.

The firm will also ensure that those staff members who require work place adjustments to be made to their working environment and tasks, have suitable adjustments considered and appropriate action taken.

Procedures have been implemented to ensure the management of risks to staff health such as manual handling and stress, are managed, monitored and appropriate action taken.

- ◆ The firm will provide necessary information and training for all partners and staff to ensure they are equipped to ensure their own and colleagues' safety and well-being while conducting work on the firm's behalf.
- ◆ The firm will provide and maintain the provision of welfare facilities throughout our buildings.

**Business functions:**

- ◆ Due to the nature of our business, our staff may have to travel between offices or to premises not under the control of Global Auto Systems LTD. The firm has implemented processes and arrangements in regard to business travel and working off site to ensure the health & safety of our staff.

Emergency preparedness and response:

- a) The firm will establish and maintain procedures to identify the potential for emergency situations and responses to such situations. This includes a programme to ensure our fire risk assessments are completed and the installation of emergency equipment is maintained. The firm will also ensure the provision of trained first aiders and fire wardens.
- b) Records of all incidents occurring at Global Auto Systems LTD offices, or to members of staff involved in business activities elsewhere, are kept, thorough investigations will be undertaken, and regular reviews carried out with the insurance team.
- c) To keep staff informed of health & safety arrangements the firm uses a variety of methods, which include the use of staff networks, on line communications and posters. Two-way communications is encouraged by providing staff with information on how to access the right service to raise any concerns they may have.