

OCCUPATIONAL HEALTH & SAFETY

Protocol for INYENYERI Ltd.

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Health & Safety Protocol for Inyenyeri Ltd.

1.00 Election of Health & Safety Committee

1.01 Health & Safety Representatives

- The employees at each location will elect a *Health & Safety Rep*
- The *Gisenyi Pellet Factory Safety Rep* will in addition to his/her regular responsibilities chair the *Health & Safety Committee*
- All *Health & Safety Reps* will have seats on the *Health & Safety Committee*
- *Health & Safety Reps* are required to participate in any training program Inyenyeri Ltd. requires them to

1.02 Health & Safety Expert

- The *Health & Safety Expert* will be appointed by Inyenyeri Ltd. management
- He/She will be in charge of the overall health and safety work in the company
- He/She will have a seat on the *Health & Safety Committee*
- He/She will gather all *Safety Round logs* and *Accident/Near Accident reports* and put together a quarterly report which will be presented at the *Health & Safety Committee's* quarterly meeting
- He/She will conduct a *Safety Round* together with *Safety Rep* at each location once a month

1.03 Management Representatives

- Inyenyeri Ltd. management will appoint two members to serve on the *Health & Safety Committee*

2.00 Responsibilities of Health & Safety Committee

2.01 Mandatory Meetings

- The *Health & Safety Committee* will convene quarterly
- The *Chairperson* will call the meeting at least seven days in advance
- All members shall be present
- Meetings will be used primarily to discuss the *Health & Safety* work progress or lack thereof
- The quarterly report presented by the *Health & Safety Expert* will be discussed and approved for filing with MIFOTRA

2.01.1 Additional Meetings

- The *Chairperson* and the C.E.O. of Inyenyeri Ltd. has the authority to call additional meetings

3.00 Health & Safety Representative

3.01 Gisenyi Pellet Plant

- *Health & Safety Rep* will conduct *Safety Rounds* governed by *Gisenyi Pellet Factory Safety Round*, see attachment 1, and *Gisenyi Pellet Factory Operational Safety Protocol*, see attachment 2

- *Health & Safety Rep will serve as Gisenyi Pellet Factory Fire Marshal executing Gisenyi Pellet Factory Fire Protocol, see attachment 3*

3.02 Mubuga Hub

- *Health & Safety Rep will conduct Safety Rounds governed by Mubuga Hub Safety Round, see attachment 1.1*
- *Health & Safety Rep will execute the Mubuga Hub Operational Safety Protocol, see attachment 2.1*
- *Health & Safety Rep will serve as Mubuga Hub Fire Marshal executing Mubuga Hub Fire Protocol, see attachment 3.1*

3.03 Kabere Hub

- *Health & Safety Rep will conduct Safety Rounds governed by Kabere Hub Safety Round, see attachment 1.2*
- *Health & Safety Rep will execute the Kabere Hub Safety Operational Safety Protocol, see attachment 2.2*
- *Health & Safety Rep will serve as the Kabere Hub Fire Marshal executing Kabere Hub Fire Protocol, see attachment 3.2*

3.04 Gisenyi Office

- *Health & Safety Rep will conduct Safety Rounds governed by Gisenyi Office Safety Round, see attachment 1.3*
- *Health & Safety Rep will serve as Gisenyi Office Fire Marshal executing Gisenyi Office Fire Protocol, see attachment 3.3*

4.00 Training

- *Health & Safety Expert will train all Health & Safety Reps, Fire Marshalls & Deputies on how to perform their duties*
- *Inyenyeri Ltd. will provide free First Aid training for all employees every two years, in which all employees are required to participate*

5.00 Safety Code

5.01 Tasks

- *A task may only be performed by an employee that has proper training to perform that task*
- *An employee may only operate machinery if the employee has been instructed by management to do so, and has received proper training for that particular piece of machinery*
- *Management must ensure that employees have proper training to perform their duties*

5.02 Safety Equipment

- Equipment associated with a task according to *Table 5.02* shall be provided free of charge by Inyenyeri Ltd.
- All employees are required to wear equipment according to *Table 5.02* when performing a certain task
- The use of *Safety Equipment* is not limited to tasks stated in *Table 5.02* and may be added to freely
- Management is required to inform all employees when a change in *Paragraph 5.01* and *5.02* occurs, and collect their signatures confirming that the employee has understood and accepted the change

<i>Equipment</i>	<i>Use of Pallet Stacker</i>	<i>Loading Hopper</i>	<i>Bagging pellets</i>	<i>Use of Power Tools</i>	<i>Welding</i>
Gloves	X	X	X	X	X
Ear Protection		X	X	X	
Goggles	X	X	X	X	
Welding Goggles					X
Face Mask		X	X		

<i>Equipment</i>	<i>Chipping raw material</i>	<i>Loading raw material</i>
Gloves	X	X
Ear Protection	X	
Goggles	X	X
Welding Goggles		
Face Mask	X	X

5.03 Penalty

- If an employee fails to comply with *Paragraph 5.01* and *5.02*, they shall be issued a written warning and fined 1,000 Rwf
- Warnings and fines shall be issued by *Management* and *Health & Safety Reps*
- *Health & Safety Rep* of the relevant location shall be responsible for recording the warning
- If an employee attracts a third warning during a *work month** their employment is terminated without benefits

**A period starting on the first day of every month, ending on the last day of every month*

Gisenyi Pellet Factory Safety Round Protocol

Attachment 1

- *Safety Round* shall be conducted every Thursday 10.00am.
- *Health & Safety Rep* is alone responsible to conduct the *Safety Round* and hand in the *Protocol* to the *Senior Operations Manager* for filing.
- *Senior Operations Manager* is responsible to provide *Health & Safety Rep* with *Protocol* and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

Mandatory points of inspection	Fault	No Fault	Additional points of inspection	Fault	No Fault
1. Dust					
2. Noise			13.....		
3. Order					
4. Light			14		
5. Emergency Exits					
6. Fire Extinguishers			15		
7. First Aid Kit					
8. Emergency ways			16		
9. Shelving storage					
10. Emergency stop			17		
11. Ventilation					
12. Changing room and WC			18		
#	Description of Fault		Reoccurring Fault since Date	Date rectified	Sign

Date:

Sign:

Explanations and terminology for Gisenyi Pellet Factory Safety Round Protocol

Attachment 1

Dust – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

Noise – Make sure that the level of noise is at a minimum and that workers are using protection where needed

Order – Items are in their proper place and waste is properly taken care of

Light – All areas of the plant shall be appropriately lit and all lights shall be in working condition

Emergency Exit – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

Fire Extinguisher – All fire extinguishers shall be in their proper place according to the Emergency Plan

First Aid Kit – The kit shall contain all items listed in the Safety Plan under First Aid Kit

Emergency Ways – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

Shelving Storage – Isles shall be kept clear and clean and stored pellets shall be safely secured

Emergency Stop – Test function of emergency stop button

Ventilation – All ventilation systems shall be in working condition

Changing Room and WC – Shall be kept clean

Mubuga Hub Safety Round Protocol

Attachment 1.1

- *Safety Round* shall be conducted every Thursday 1.00pm.
- *Health & Safety Rep* is alone responsible to conduct the *Safety Round* and hand in the *Protocol* to the *Senior Operations Manager* for filing.
- *Senior Operations Manager* is responsible to provide *Health & Safety Rep* with *Protocol* and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

Mandatory points of inspection		Fault	No Fault	Additional points of inspection		Fault	No Fault
1. Dust							
2. Noise				11.....			
3. Order							
4. Light				12			
5. Emergency Exits							
6. Fire Extinguishers				13			
7. First Aid Kit							
8. Emergency ways				14			
9. Storage							
10. Emergency stop				15			
#	Description of Fault	Reoccurring Fault since Date		Date rectified	Sign		

Date:

Sign:

Explanations and terminology for Mubuga Safety Round Protocol

Attachment 1.1

Dust – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

Noise – Make sure that the level of noise is at a minimum and that workers are using protection where needed

Order – Items are in their proper place and waste is properly taken care of

Light – All areas of the plant shall be appropriately lit and all lights shall be in working condition

Emergency Exit – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

Fire Extinguisher – All fire extinguishers shall be in their proper place according to the Emergency Plan

First Aid Kit – The kit shall contain all items listed in the Safety Plan under First Aid Kit

Emergency Ways – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

Storage – Isles shall be kept clear and clean and stored pellets shall be safely secured

Emergency Stop – Test function of emergency stop button

Ventilation – All ventilation systems shall be in working condition

Kabere Hub Safety Round Protocol

Attachment 1.2

- *Safety Round* shall be conducted every Thursday 1.00pm.
- *Health & Safety Rep* is alone responsible to conduct the *Safety Round* and hand in the *Protocol* to the *Senior Operations Manager* for filing.
- *Senior Operations Manager* is responsible to provide *Health & Safety Rep* with *Protocol* and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

Mandatory points of inspection		Fault	No Fault	Additional points of inspection		Fault	No Fault
11. Dust							
12. Noise				11.....			
13. Order							
14. Light				12			
15. Emergency Exits							
16. Fire Extinguishers				13			
17. First Aid Kit							
18. Emergency ways				14			
19. Storage							
20. Emergency stop				15			
#	Description of Fault		Reoccurring Fault since Date	Date rectified	Sign		

Date:

Sign:

Explanations and terminology for Kabere Safety Round Protocol

Attachment 1.2

Dust – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

Noise – Make sure that the level of noise is at a minimum and that workers are using protection where needed

Order – Items are in their proper place and waste is properly taken care of

Light – All areas of the plant shall be appropriately lit and all lights shall be in working condition

Emergency Exit – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

Fire Extinguisher – All fire extinguishers shall be in their proper place according to the Emergency Plan

First Aid Kit – The kit shall contain all items listed in the Safety Plan under First Aid Kit

Emergency Ways – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

Storage – Isles shall be kept clear and clean and stored pellets shall be safely secured

Emergency Stop – Test function of emergency stop button

Ventilation – All ventilation systems shall be in working condition

Gisenyi Office Safety Round Protocol

Attachment 1.3

- *Safety Round* shall be conducted the last Thursday of every month at 9.00 pm.
- *Health & Safety Rep* is alone responsible to conduct the *Safety Round* and hand in the *Protocol* to the *Senior Operations Manager* for filing.
- *Senior Operations Manager* is responsible to provide *Health & Safety Rep* with *Protocol* and writing material.
- Examine last week’s protocol and make sure noted faults have been rectified. Faults that have not been rectified shall be noted in this week’s protocol under Reoccurring Faults.

Mandatory points of inspection		Fault	No Fault	Additional points of inspection		Fault	No Fault
21. Dust							
22. Noise				11.....			
23. Order							
24. Light				12			
25. Emergency Exits							
26. Fire Extinguishers				13			
27. First Aid Kit							
28. Emergency ways				14			
				15			
#	Description of Fault	Reoccurring Fault since Date		Date rectified	Sign		

Date:

Sign:

Explanations and terminology for Gisenyi Office Safety Round Protocol

Attachment 1.3

Dust – Accumulation on surfaces and free flowing particles in the air shall be at a minimum

Noise – Make sure that the level of noise is at a minimum and that workers are using protection where needed

Order – Items are in their proper place and waste is properly taken care of

Light – All areas of the plant shall be appropriately lit and all lights shall be in working condition

Emergency Exit – All exits marked as Emergency Exit shall be unlocked, unobstructed and in working condition

Fire Extinguisher – All fire extinguishers shall be in their proper place according to the Emergency Plan

First Aid Kit – The kit shall contain all items listed in the Safety Plan under First Aid Kit

Emergency Ways – Pathways marked as emergency ways according to the Emergency Plan shall be kept free and clear

Ventilation – All ventilation systems shall be in working condition

Operational Safety Protocol for Gisenyi Pellet Factory

Attachment 2

1.00 Daily routines

1.01 CO levels

- Before entering the production- and storage areas, the indicator lights for the CO exhaust fan and the CO detector shall be reviewed

1.02 Emergency Exits

- At the start of the working day all Emergency Exits shall be opened and locked in their open position. They shall remain in that state until the end of working hours.
- If an Emergency exit is malfunctioning, the Operations Manager shall be notified immediately. The Operations Manager and the Health & Safety Representative will decide whether or not to proceed with operations.

1.03 Emergency Breakers

- When starting up the production line, all Emergency Breakers shall be tested

2.00 Weekly routines

2.01 Safety Rounds

- Safety Rounds shall be conducted according to *Gisenyi Pellet Plant Safety Rounds Protocol*, see *attachment 1*

2.02 Fire Extinguishers

- Extinguishers shall be in their place according to the *Gisenyi Pellet Plant Fire Escape Plan*, see *attachment 4.1*, and their pressure shall be within limits

2.03 Rain water tank

- The water level in the rain water tank shall be controlled. If it is not full it shall be topped up with communal water

2.04 Staff quarters

- The changing room, shower and toilets shall be thoroughly cleaned

3.00 Monthly routines

3.01 Fire Alarm

- Functional testing of all Fire Alarm Buttons shall be performed
- Full scale fire drill according to *Gisenyi Pellet Factory Fire Protocol, see attachment 3*
- Perform *Safety Round* with *Health & Safety Expert*

4.00 Quarterly routines

4.01

- Functional testing of all smoke & heat detectors
- Review and update *Attachment 2, Operational Safety Protocol for Gisenyi Pellet Factory*

Operational Safety Protocol for Mubuga Hub

Attachment 2.1

1.00 Daily routines

1.01 Emergency Exits

- At the start of the working day all Emergency Exits shall be opened and locked in their open position. They shall remain in that state until the end of working hours.
- If an Emergency exit is malfunctioning, the Operations Manager shall be notified immediately. The Operations Manager and the Health & Safety Representative will decide whether or not to proceed with operations.

1.02 Emergency Breakers

- The Emergency Breaker shall be tested before starting the chipper

2.00 Weekly routines

2.01 Safety Rounds

- Safety Rounds shall be conducted according to *Mubuga Hub Safety Rounds Protocol, see attachment 1.1*

2.02 Fire Extinguishers

- Extinguishers shall be in their place according to the *Mubuga Hub Fire Escape Plan, see attachment 4.1*, and their pressure shall be within limits

3.00 Monthly routines

3.01 Fire Alarm

- Functional testing of all Fire Alarm Buttons shall be performed
- Full scale fire drill according to *Mubuga Hub Fire Protocol, see attachment 3.1*
- Perform *Safety Round* with *Health & Safety Expert*

4.00 Quarterly routines

4.01

- Functional testing of all smoke & heat detectors
- Review and update *Attachment 2.1, Operational Safety Protocol for Mubuga Hub*

Operational Safety Protocol for Kabere Hub

Attachment 2.2

1.00 Daily routines

1.01 Emergency Exits

- At the start of the working day all Emergency Exits shall be opened and locked in their open position. They shall remain in that state until the end of working hours.
- If an Emergency exit is malfunctioning, the Operations Manager shall be notified immediately. The Operations Manager and the Health & Safety Representative will decide whether or not to proceed with operations.

1.02 Emergency Breakers

- The Emergency Breaker shall be tested before starting the chipper

2.00 Weekly routines

2.01 Safety Rounds

- Safety Rounds shall be conducted according to *Kabere Hub Safety Rounds Protocol*, see *attachment 1.2*

2.02 Fire Extinguishers

- Extinguishers shall be in their place according to the *Kabere Hub Fire Escape Plan*, see *attachment 4.2*, and their pressure shall be within limits

3.00 Monthly routines

3.01 Fire Alarm

- Functional testing of all Fire Alarm Buttons shall be performed
- Full scale fire drill according to *Kabere Hub Fire Protocol*, see *attachment 3.2*
- Perform *Safety Round* with *Health & Safety Expert*

4.00 Quarterly routines

4.01

- Functional testing of all smoke & heat detectors
- Review and update *Attachment 2.2, Operational Safety Protocol for Kabere Hub*

Fire Protocol for Gisenyi Pellet Factory

Attachment 3

1.00 Appoint Employees

1.01 Fire Marshall

- *Health & Safety Rep* will serve as *Fire Marshall*

1.02 Fire Deputies

- *Health & Safety Rep* together with *Senior Operations Manager* will select four *Fire Deputies* and divide them in two teams, *A & B*.

2.00 In case of fire

2.01 General Course of Action

1. *Save* anyone in danger
2. Sound the *Alarm*
3. *Attack* the fire
4. *Evacuate*

2.01 Fire Marshall

1. Lead people to safety and make sure everyone is accounted for
2. Attack the fire
3. Evacuate

2.02 Fire Deputies

1. Each team will man their designated hose. *Team A – Hose A, Team B – Hose B*.
2. Attack the fire
3. Evacuate

3.00 Fire Drill

- Go through paragraph 2.00

Fire Protocol for Mubuga Hub

Attachment 3.1

1.00 Appoint Employees

1.01 Fire Marshall

- *Health & Safety Rep will serve as Fire Marshall*

1.02 Fire Deputies

- *Health & Safety Rep together with Senior Operations Manager will select one Fire Deputy*

2.00 In case of fire

2.01 General Course of Action

1. *Save anyone in danger*
2. *Sound the Alarm*
3. *Attack the fire*
4. *Evacuate*

2.02 Fire Marshall

1. *Lead people to safety and make sure everyone is accounted for*
2. *Attack the fire*
3. *Evacuate*

2.03 Fire Deputy

1. *Attack the fire*
2. *Evacuate*

3.00 Fire Drill

- *Go through paragraph 2.00*

Fire Protocol for Kabere Hub

Attachment 3.2

1.00 Appoint Employees

1.01 Fire Marshall

- *Health & Safety Rep* will serve as *Fire Marshall*

1.02 Fire Deputies

- *Health & Safety Rep* together with *Senior Operations Manager* will select one *Fire Deputy*

2.00 In case of fire

2.01 General Course of Action

1. *Save* anyone in danger
2. Sound the *Alarm*
3. *Attack* the fire
4. *Evacuate*

2.02 Fire Marshall

1. Lead people to safety and make sure everyone is accounted for
2. Attack the fire
3. Evacuate

2.03 Fire Deputy

1. Attack the fire
2. Evacuate

3.00 Fire Drill

- Go through paragraph 2.00

Fire Protocol for Gisenyi Office

Attachment 3.3

1.00 Appoint Employees

1.01 Fire Marshall

- *Health & Safety Rep* will serve as *Fire Marshall*

1.02 Fire Deputies

- *Health & Safety Rep* together with *Senior Operations Manager* will select two *Fire Deputies*

2.00 In case of fire

2.01 General Course of Action

1. *Save* anyone in danger
2. Sound the *Alarm*
3. *Attack* the fire
4. *Evacuate*

2.02 Fire Marshall

1. Lead people to safety and make sure everyone is accounted for
2. Attack the fire
3. Evacuate

2.03 Fire Deputies

1. Attack the fire
2. Evacuate

3.00 Fire Drill

- Go through paragraph 2.00

Accident / Near accident Report

Attachment 4

Date & Time of Incident: _____

Location of Incident: _____

Name(s) of Involved Employee(s): _____

Job Title and Department: _____

Select: () Near-Accident () Accident () Other type of Incident

Description of Accident or Incident: _____

Witnessed by: _____

Was Anyone Injured: () Yego () Oya

Name of Injured Employee(s): _____

Describe Injuries: _____

Did the injured person(s) seek medical assistance: () Yego () Oya

What could have been done to prevent the incident/accident? _____

Asset Improvement Report

Attachment 5

Asset to be improved: _____

Location of asset: _____

Describe the condition of the asset: _____

Suggested improvements to the asset: _____

This form was completed by: _____

Job Title & Department: _____

Date & Time: _____

Appointed Employees

Attachment 6

Gisenyi Pellet Factory

1. *Health & Safety Rep*
2. *Fire Marshall*
3. *Fire Deputy A:1*
4. *Fire Deputy A:2*
5. *Fire Deputy B:1*
6. *Fire Deputy B:2*

Mubuga Hub

1. *Health & Safety Rep*
2. *Fire Marshall*
3. *Fire Deputy*

Kabere Hub

1. *Health & Safety Rep*
2. *Fire Marshall*
3. *Fire Deputy*

Gisenyi Office

1. *Health & Safety Rep*
2. *Fire Marshall*
3. *Fire Deputy*