

HEALTH & SAFETY POLICY

Occupational Health, Safety & Environment (HSE)

MNT GROUP LIMITED - Human Resources Department

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"SAFETY FIRST - NO JOB IS SO IMPORTANT THAT IT CANNOT BE DONE SAFELY"

This policy sets out how MNT Group Limited protects the health, safety and welfare of everyone affected by its operations across East Africa, Central & West Africa and the Middle East. It is mandatory reading for all employees, contractors and partners.

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1 POLICY STATEMENT

MNT Group Limited is committed to providing a safe and healthy working environment for all employees, contractors, visitors and members of the public who may be affected by our activities. We believe that all accidents are preventable and that safety is everyone's responsibility.

The Management of MNT Group commits to:

- Providing adequate resources for health and safety
- Complying with all applicable health and safety legislation
- Identifying hazards and managing risks to prevent injury and ill-health
- Providing safe plant, equipment and systems of work
- Ensuring safe handling, storage and transport of materials
- Providing adequate information, instruction, training and supervision
- Maintaining safe and healthy working conditions
- Consulting with employees on health and safety matters

- Continuously improving our health and safety performance

2 SCOPE & APPLICATION

This policy applies to all employees (permanent, fixed-term and casual), all contractors and subcontractors on MNT Group projects, all visitors to our premises and worksites, and every work activity - office, field and site - across all company premises, vehicles and project sites.

It covers all five MNT Group divisions:

- MNT Energy
- MNT Electrics
- MNT Contracting
- MNT General Trading
- MNT Consulting

3 LEGAL FRAMEWORK

This policy is aligned with the following Tanzanian legislation and applicable local law in every market we operate in:

- Occupational Safety and Health Act, 2003 (OSHA)
- Workers Compensation Act, 2008
- Environmental Management Act, 2004
- Electricity Act, 2008
- Fire and Rescue Force Act, 2007
- Employment and Labour Relations Act, 2004

SAFETY WARNING

Non-compliance with safety regulations may result in prosecution, fines and imprisonment for both the company and the individuals responsible.

4 RESPONSIBILITIES

4.1 Managing Director / Partners

- Overall accountability for health and safety
- Ensuring adequate resources are allocated
- Setting safety objectives and targets
- Reviewing safety performance regularly

4.2 Department Heads / Project Managers

- Implementing this policy in their areas
- Conducting risk assessments
- Ensuring employees are trained and supervised
- Investigating accidents and incidents
- Maintaining safety records

4.3 Safety Officer / HR

- Coordinating health and safety activities
- Conducting safety audits and inspections
- Maintaining accident records
- Organising safety training

4.4 All Employees

- Take reasonable care of their own safety and that of others
- Follow safe systems of work and use PPE provided
- Report hazards, near-misses and accidents promptly
- Never undertake work they are not trained or authorised to do

5 RISK ASSESSMENT

Risk assessments must be conducted for all work activities to identify hazards and implement control measures.

5.1 When to conduct a risk assessment

- Before starting any new project or task
- When introducing new equipment or processes
- After any accident or near-miss
- When work methods change significantly
- At regular intervals (minimum annually)

5.2 Risk assessment process

1. Identify the hazards
2. Identify who might be harmed and how
3. Evaluate the risks and decide on control measures
4. Record findings and implement controls
5. Review and update as necessary

5.3 Hierarchy of controls

#	Control	Description
1	Elimination	Remove the hazard completely
2	Substitution	Replace with something less hazardous
3	Engineering controls	Isolate people from the hazard
4	Administrative controls	Change the way people work
5	PPE	Protect the worker with equipment

6 ELECTRICAL SAFETY (INDUSTRY-SPECIFIC)

SAFETY WARNING

Electrical work is high-risk. Electrocution can cause serious injury or death. All electrical work must follow strict safety procedures.

6.1 General electrical safety rules

- Only qualified, licensed electricians may work on electrical systems
- Always assume electrical equipment is live until proven otherwise
- Use Lock Out / Tag Out (LOTO) before any work
- Never work on live systems unless absolutely necessary
- Use insulated tools rated for the voltage
- Test circuits before working on them
- Maintain safe distances from overhead power lines
- Never bypass or remove safety devices

6.2 Lock Out / Tag Out (LOTO) procedure

1. Notify affected personnel
2. Identify all energy sources
3. Isolate equipment from energy sources
4. Apply locks and tags
5. Release stored energy
6. Verify isolation before work
7. Remove locks only after work is complete and verified

6.3 Working near overhead lines

Voltage	Minimum safe distance
Up to 33 kV	3 metres
33 kV to 132 kV	6 metres
Above 132 kV	8 metres

6.4 Required certifications

- EWURA Electrical License (for electrical contractors)
- OSHA Workplace Safety Certificate
- First Aid Certificate
- Working at Heights Certificate (where applicable)

7 PERSONAL PROTECTIVE EQUIPMENT (PPE)

MNT Group provides all necessary PPE free of charge. Employees must use PPE correctly and report any damage immediately.

7.1 Mandatory PPE by work type

Work type	Required PPE
Electrical work	Insulated gloves, safety glasses, arc-flash suit, insulated tools, safety boots
Construction sites	Hard hat, safety boots, high-visibility vest, safety glasses, gloves
Working at heights	Full body harness, lanyard, anchor points, hard hat
Welding	Welding helmet, leather gloves, apron, safety boots
General workshop	Safety glasses, safety boots, appropriate gloves
Office work	Ergonomic equipment (as needed)

7.2 PPE rules

- PPE must be worn at all times in designated areas
- Damaged PPE must be reported and replaced immediately
- PPE must be stored properly when not in use
- Employees must be trained in the correct use of PPE
- Refusal to wear PPE is a disciplinary offence

8 EMERGENCY PROCEDURES

8.1 Emergency contacts

Service	Contact
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Fire Brigade	114 / 022 211 0099
Police	112 / 022 211 7834
Ambulance	114
TANESCO (power emergency)	022 211 2891
MNT Group emergency line	+255 750 000 055 - info@mntgroup.net

8.2 Fire emergency

1. Raise the alarm
2. Call the Fire Brigade (114)
3. Evacuate using the nearest exit (do not use lifts)
4. Assemble at the designated assembly point
5. Do not re-enter until the all-clear is given

8.3 Electrical emergency

SAFETY WARNING

If someone is being electrocuted: DO NOT TOUCH THEM. Switch off the power first, or use non-conductive material to separate them from the source.

1. Switch off the power source immediately
2. Call for help
3. Administer first aid / CPR if trained
4. Call an ambulance (114)
5. Report to the supervisor and HR

8.4 First aid

- First aid kits and the names of trained first aiders are displayed on each site / office HSE notice board
- All serious injuries require professional medical attention

9 ACCIDENT REPORTING & INVESTIGATION

All accidents, injuries, near-misses and dangerous occurrences must be reported to the supervisor and HR as soon as possible, and recorded in the accident register. Prompt reporting allows us to prevent recurrence.

- Report every accident and near-miss, however minor
- Record the event in the accident register without delay
- Serious incidents are investigated to identify root cause and corrective action
- Report notifiable incidents to the relevant authority as required by law
- Use findings to update risk assessments and prevent recurrence

10 TRAINING REQUIREMENTS

10.1 Mandatory training

Training	Frequency	Who
Safety induction	On joining	All employees
Fire safety	Annual	All employees
First aid	Every 3 years	Selected employees

Electrical safety	Annual	Electricians
Working at heights	Annual	Field workers
PPE training	On joining + refresher	All field staff
Emergency response	Annual	All employees

11 WORKPLACE HAZARDS

11.1 Common hazards

- Electrical hazards (shock, arc flash, burns)
- Falls from height
- Slips, trips and falls
- Manual handling injuries
- Moving machinery
- Hazardous substances
- Noise
- Heat stress
- Poor ergonomics

11.2 Housekeeping

- Keep work areas clean and tidy
- Store materials properly
- Keep walkways clear
- Clean up spills immediately
- Dispose of waste properly

11.3 Manual handling

- Assess the load before lifting
- Use mechanical aids where possible
- Use correct technique (bend knees, straight back)
- Get help for heavy or awkward loads
- Do not exceed safe lifting limits

12 HEALTH & WELFARE

12.1 Facilities provided

- Clean drinking water
- Adequate toilet facilities
- Washing facilities
- Rest areas
- Adequate lighting and ventilation

12.2 Health monitoring

- Pre-employment medical examinations
- Periodic health checks for high-risk workers
- Return-to-work assessments after illness or injury

12.3 Substance abuse

SAFETY WARNING

Working under the influence of alcohol or drugs is strictly prohibited and is grounds for summary dismissal.

13 POLICY REVIEW

This policy will be reviewed at least annually, after any significant accident or incident, whenever legislation changes, and whenever there are significant changes to our operations.

POLICY ACKNOWLEDGMENT

I confirm that I have read, understood, and will comply with this Health and Safety Policy.

Employee name: _____

Signature: _____

Department: _____

Date: _____

REMEMBER: Safety is everyone's responsibility. If in doubt - STOP and ASK.