



**This official HSE Policy applies in respect of Attard Holdings, Malta, and all its interests and associated organisations without exception.**

## **Health & Safety Policy**

Document modified: 16-September-2022

*This is the only authorised version of the HSE Policy*

## Statement of Intent

Attard Holdings is concerned with the wellbeing of everyone within our premises—whether they be employees, partners, clients or visiting for any reason—as well as with the safety of our employees working away from our offices/depot.

Our goal is to contribute toward an environment that promotes good health and avoids hazards as much as possible. This extends to our buildings, vehicles, equipment and machinery.

This policy is fully endorsed by the company, its management and directors. Periodically, it is reviewed to ensure we are in conformity with legislation and acting in the best interests of the aforementioned persons and society in general.

## Applicability

This Policy shall apply to all active employees of the organization [while on duty] as well as to anyone using its premises, facilities or equipment, irrespective of location and time of day.

Attard Holdings and its associated companies cannot accept responsibility for non-compliance and consequences arising therefrom by members of the public that are not covered by the scope of this Policy.

## Responsibilities

Management is responsible for the maintenance of Health and Safety standards and, therefore, is authorised to reprimand, issue warnings and impose these regulations for the good of all concerned.

### Primary responsibilities:

Kevin Attard; *director*  
Marc Vella; *general manager*

### Specialist responsibilities:

In areas requiring expert participation, a Health & Safety Advisor is contracted/appointed.

Appointed Safety Advisor – details in [Annex 1](#).

### Individual responsibilities:

Ultimately, every person who uses our premises and our facilities is individually responsible for his/her own wellbeing.

Any activity that promotes or gives rise to unnecessary risk (for oneself or for others) will be treated as a defiance of the company's interests in everyone's wellbeing and as a non-conformance with this Policy.

Endorsements:

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Kevin Attard

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Mark Vella

16-Sept-2022

## Procedures and Regulations

The following shall apply:

**01.00 Risk Assessments will be held periodically** by the Responsible Persons as well as by a person duly authorised under the Health and Safety legislation and regulations to act as a Safety Advisor. [[Annex 1](#)]

Offices, the Yard, and Operational locations, equipment and procedures constitute the primary requirements where such assessments need to be carried out.

01.01 **Risk Assessments shall be recorded** and **any risk that is identified** needs to be addressed and—to the extent that it is possible—it shall be *removed, reduced*, or become subject to *special provisions* that promote Safety.

**02.00 Reporting of accidents and ‘near misses’** is the duty and responsibility of every person within the Attard Holdings organization.

While accidents may be inevitable, it is essential that we learn from them for future Safety. Where accidents occur but without consequences, these too need to be considered.

**Example:** If a forklift truck is being operated on a platform and comes *close to its edge* but is halted in time *because* of a by-stander who calls out to its driver, who would *otherwise* have driven off the platform, **then** appropriate safety measures must be taken to halt any vehicle (engine-powered or otherwise operated) from going over the platform’s edge.

02.01 **Accidents as well as ‘near misses’ must be formally recorded** along with the action already taken (or being taken) and the record [[Annex 2](#)] —that must have substantial and specific information, including details of persons involved—must be filed in a specific folder for this purpose for future reference.

**03.00 First Aid.** It is essential that one or more persons in each working group is adequately [trained](#) and that an up-to-date First Aid Kit is kept in a known location that is always accessible within the Attard Holdings offices and cargo complex.

03.01 **In case of a personal injury** the victim needs to be treated by medical professionals.

For minor cases, proceed with the injured person to a Clinic or Mater Dei Emergency reception. For serious cases, always call for an ambulance.

Emergency phone: **112**

**04.00 Fire Safety.** The premises must have the right quantities and [types of Fire Extinguishers](#) and/or fire-fighting equipment. These must be maintained in good working order.

All employees must have fire-awareness and fire-safety [training](#), including the use of equipment, emergency actions and evacuation procedures. This training must be registered and kept as part of this Policy.

04.01 **Fire Alarm cannot be switched off** until it is ascertained that there is no danger present!

04.02 **In case of a fire** – even when this has been successfully controlled by our staff / own firefighting equipment – **call the Civil Protection** department for an inspection. ASAP.

Emergency phone: 112

Other phone nr: 2393 0000

**05.00 Evacuation procedures** must be very clear. The superlative rule is “Personal Safety First”.

Belongings and vehicles need to be left behind when a Fire Alarm sounds, and everyone at the premises during such emergency must proceed (without panic) via well-labelled [EXITS](#) and meet at the designated [ASSEMBLY POINT](#) outside the premises. [[Annex 3](#)]

**All Exits** must be clearly and visibly labelled.

**Emergency Exits** must not be locked (unless unlocking is easily and immediately possible) and they must not be obstructed in any way!

Where it is absolutely necessary and as long as it is safe, ‘electricity supply’ should be switched off in case of fire. However, bear in mind that the Main Gate will then become inoperative and fire trucks might need to enter.

**06.00 Proper Safety Signage** must be affixed wherever necessary. [[Annex 5](#)]

**Emergency Lights** must be affixed in areas warranting lighting when dark to enable evacuation.

**07.00 Personal Protective Equipment (PPE)** must be worn where necessary. These include high-visibility vests / jackets when working in busy areas, especially on the street or in the Yard when machinery is being operated. Safety boots, gloves and helmets need to be worn where warranted.

**Protective goggles** and similar gear must be worn when operating tools that may cause bodily injury.

## 08.00 Cargo Handling & Storage

Whenever a customer offers us [hazardous cargo](#) for shipping or storage, including when this is received from overseas, we must be in possession of a Material Safety Data Sheet (MSDS) prior to accepting the goods.

**The Material Safety Data Sheet** will contain important information regarding the handling, storage, UN classification, [labelling](#) and packing of the particular dangerous material in question. [\[Annex 6\]](#)

It will also contain emergency procedures in case of injury (First Aid measures) and Fire.

Always file the MSDS with the consignment papers but keep a copy handy while the goods are being handled. The persons handling such material must go through the MSDS before loading or delivering the goods and ensure they have the right kind of fire extinguisher (if applicable) and first aid kit.

- 08.01 **[Handling of Dangerous Goods](#)** warrants the supervision of a qualified person. Unless the employee supervising the handling/shipping of Haz-Mat is duly qualified, we must always speak to our [Safety Advisor](#).

Designated areas for separate Dangerous Goods must be allocated, with the necessary protective measures (including Fire Extinguishers close by, if warranted) and special care must be given to classes that cannot be stored close to one another, e.g. a Flammable and an Oxidizing Agent. Always consult your [MSDS](#) and [Safety Advisor](#).

- 08.02 **Warehousing** and cargo handling areas must be kept safe at all times. This entails good “housekeeping” where passages are kept clear and no item is left lying around (out of place) where it can obstruct movement or cause an accident during operations.
- 08.03 **Vehicles, lifting equipment and accessories** must be well maintained, and kept clean and organized. Sharp objects must be stored away from easy access.

## Conclusion

Every employee must be aware of the organization’s commitment toward a Safe working environment and should contribute to its upkeep by following this HSE Policy. This obligation is an integral part of your working conditions.

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Last modified: 16-Sept-2022

Authorised by: Kevin Attard

## Annex 1

### Safety Advisor details

Applicable as at (date) .....

Details: (name) .....

(mobile phn) ..... (other phone) .....

(email addr) .....

Endorsement: (signature) \_\_\_\_\_

#### Duties:

Risk Assessments

Assistance with DGR shipments

Assistance with Fire-safety issues

Assistance with legal matters

Training

Other HSE issues (list/ed below):

## Annex 2

### Accidents and ‘near misses’ official record

Attard Holdings – subsidiary organization involved: \_\_\_\_\_

Date when the accident occurred: \_\_\_\_\_

Time when the accident occurred: \_\_\_\_\_

Location where the accident occurred: \_\_\_\_\_

#### Who was involved in the accident?

Primary individual(s) name: \_\_\_\_\_

name: \_\_\_\_\_

name: \_\_\_\_\_

Other individual(s) present? name: \_\_\_\_\_

name: \_\_\_\_\_

#### Description of the accident.

What activity was going on that led to the accident happening?

\_\_\_\_\_

What vehicles or equipment was being used?

\_\_\_\_\_

Description of the event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ given by: (name) \_\_\_\_\_

Was there a personal injury or fatality? **YES** | **NO**

name: \_\_\_\_\_

injury sustained: \_\_\_\_\_

name: \_\_\_\_\_

injury sustained: \_\_\_\_\_

name: \_\_\_\_\_

injury sustained: \_\_\_\_\_

Were the police informed? **YES** | **NO**

Details of who took your report

name: \_\_\_\_\_ details: \_\_\_\_\_

Was hospitalisation involved?

Details of the medical staff who assisted

name: \_\_\_\_\_ details: \_\_\_\_\_

name: \_\_\_\_\_ details: \_\_\_\_\_

What could be done (if anything) to avoid a similar occurrence? Please record **follow-up action**.

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Who will take charge of this duty?

Is **insurance** being involved? **YES** | **NO**

name: \_\_\_\_\_ signed: \_\_\_\_\_



Include contact details of third parties involved and use additional space where/as needed to provide fuller information as necessary. Must be signed and followed up.



## Annex 3

### Evacuation Plan

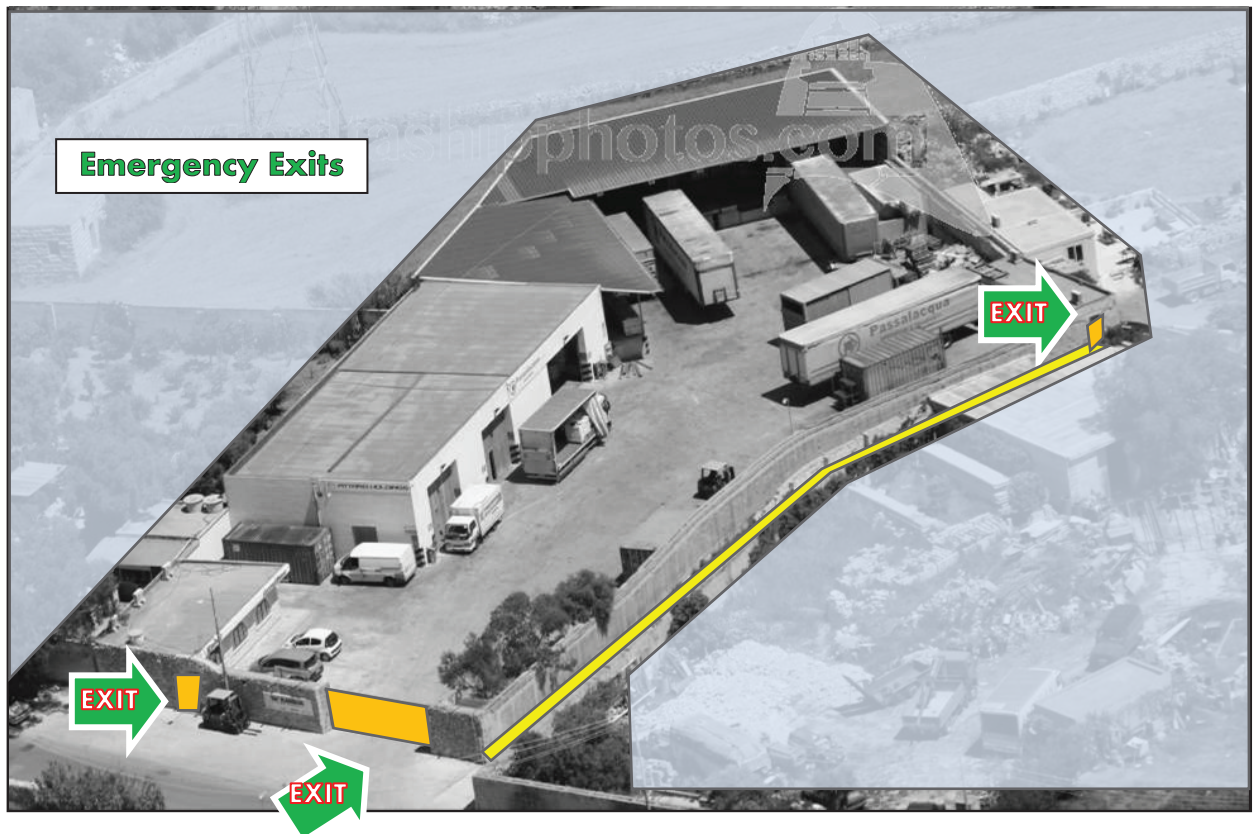
➔ Assembly Point



Follow the Arrow direction

**EXITS** from the Attard Holdings complex include the following:

1. Main Gate
2. Main Door (next to the Gate)
3. Rear Exit (leading to a corridor outside the premises and to the main road)



## Assembly Point.

This is located opposite the Attard Holdings Cargo Complex and marked by the appropriate signage.

It is of paramount importance that Safety be preserved when crossing the (busy) road outside the Complex. Stop Traffic. Never Panic. Help others in need.



Upon arriving, the responsible person present must make sure that everyone who was within the Complex is now at the assembly point and that no one remained inside the premises.

Remember to call the **Emergency number 112** immediately.

## Annex 4

### Training Record

Employee Name	Training Received	Date	Delivered by

## Annex 5

### Safety Signage




































some general examples of safety signage in common use



## Fire Safety

**Not every type of fire extinguisher is safe to use for every type of fire.**

Training is essential to avoid creating more problems by using the wrong type of extinguisher. Study the chart before you face a fire emergency and keep yourself up-to-date.

	<b>Class A</b> Flammable Materials (eg: paper & wood)	<b>Class B</b> Flammable Liquids (eg: paint & petrol)	<b>Class C</b> Flammable Gases (eg: butane & methane)	<b>Class D</b> Flammable Metals (eg: lithium & potassium)	<b>Class E</b> Electrical Equipment (eg: computers & generators)	<b>Class F</b> Cooking Fats and Oils (eg: fryers & chip pans)
 <b>Water</b>						
 <b>Dry Chemical Powder ABE</b>						
 <b>Dry Chemical Powder BE</b>						
 <b>Carbon Dioxide CO2</b>						
 <b>Foam</b>						
 <b>Wet Chemical</b>						

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**Never obstruct** a Fire Extinguisher point for any reason!

**Always ensure** that fire extinguishers are maintained and certified.

**Point the jet at the base** of the fire (burning material) from a safe distance.

**Remember that** for a FIRE to ignite and keep burning, it requires

- Fuel (material that burns)
- Heat (a spark, extreme sunshine, a flame)
- Oxygen (air ventilation)

**Fumes are toxic and very hot.** Move away and towards safety.



## Annex 6


### Dangerous Goods

It is essential that the person supervising the handling, storage and/or shipping of dangerous goods to be duly qualified in DGR, ADR or other qualification before entering into such commitment.

Otherwise, the engagement of the [Safety Advisor](#) will be required.

**Manager** — ALWAYS request a copy of the Material Safety Data Sheet (MSDS) from the client<sup>1</sup> **before** accepting any Hazardous Material, and always ensure that the employees being involved in its handling are fully aware of the proper marking/labelling, handling/carriage, storage and safety measures in case of an accident.

An MSDS example is shown below.

	<b>MATERIAL SAFETY DATA SHEET (CLEAR GLOSS VARNISH)</b>
Issue Date Printing Date	: 26 - 03 - 2007 : 09 - 04 - 2007.
<b>1. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION</b>	
Product Name Chemical Description Supplier Telephone & Fax No	: CLEAR GLOSS VARNISH : A blend of Alkyd Resin and aliphatic hydrocarbon solvents : MAS Paints & Chemicals Industry. : 00971 - 06 - 5311777, 00971 - 06 - 5311330
<b>2. COMPOSITION / INFORMATION ON INGREDIENTS</b>	
Hazardous components with in the meaning of EEC directive 67 / 548 and corresponding classification : 45% White Spirit N. 67.548/CEE: 601-022-00-9 CAS: 64742-82-1 EINECS: 265-185-4 R 10 Flammable R38 Irritating to skin. R20/21 Harmful by inhalation and in contact with skin.	
<b>3. HAZARD IDENTIFICATION</b>	
The product is a liquid that can catch fire at temperatures in excess of 21 ° C if exposed to an ignition source. The product is harmful following acute exposure to it and poses a serious health threat if inhaled or if brought into contact with the skin. If brought into contact with the skin, the product causes appreciable inflammation, with erythema, scabs, and oedema	
<b>4. FIRST AID MEASURES</b>	
Contact with skin  Contact with eyes  Swallowing  Inhalation	: Immediately take off all contaminated clothing. : Areas of the body that have - or are only even suspected of having - come into contact with the product must be rinsed immediately with plenty of running water and possibly with soap. : Do not use wash or ointment of any kind (before obtaining an examination or advice from an eyes specialist). Wash immediately with water for at least 10 minutes. : Do not under any circumstance induce vomiting. OBTAIN A MEDICAL EXAMINATION IMMEDIATELY. : Give liquid paraffin to drink; do not give milk or animal or vegetable fats of any kind. : Ventilate the premises. The patient is to be removed immediately from the contaminated premises to rest in a well ventilate area. OBTAIN MEDICAL ATTENTION.

**Below is a Dangerous Goods classification chart** showing the relative Labels for each Class/Division.

There are 9 Classes, with class 1 (explosive material) and class 7 (radioactive material) probably being the most dangerous kinds and ideally to be avoided.

# DANGEROUS GOODS CLASSIFICATION

 <p><b>Subclass 1.1:</b> Explosives with a mass explosion hazard</p>	 <p><b>Subclass 1.2:</b> Explosives with a severe projection hazard</p>	 <p><b>Subclass 1.3:</b> Explosives with a fire</p>	 <p><b>Subclass 2.1:</b> Flammable Gas</p>	 <p><b>Subclass 2.2:</b> Non-Flammable Gas</p>	 <p><b>Subclass 2.3:</b> Poisonous Gases</p>
 <p><b>Subclass 1.4:</b> Minor fire or projection hazard</p>	 <p><b>Subclass 1.5:</b> An insensitive substance with a mass explosion hazard</p>	 <p><b>Subclass 1.6:</b> Extremely insensitive articles</p>	 <p><b>Class 3:</b> Flammable Liquids</p>	 <p><b>Subclass 4.1:</b> Flammable solids</p>	 <p><b>Subclass 4.2:</b> Spontaneously combustible solids</p>
				 <p><b>Subclass 4.3:</b> Dangerous when wet</p>	
 <p><b>Subclass 5.1:</b> Oxidizing agent</p>	 <p><b>Subclass 5.2:</b> Organic peroxide oxidizing agent</p>	 <p><b>Subclass 6.1:</b> Poison</p>	 <p><b>Subclass 6.6:</b> Biohazard</p>	 <p><b>Class 7:</b> Radioactive</p>	 <p><b>Class 8:</b> Corrosive substances</p>
					 <p><b>Class 9:</b> Miscellaneous dangerous substances and articles</p>

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