

22. HEALTH AND SAFETY POLICY

Transol Logistics is committed to ensuring a safe and healthy working environment for all of its employees, contractors, and visitors. The health, safety, and well-being of our employees is of paramount importance, and we recognise our duty of care to provide a safe, secure, and supportive workplace.

This Health and Safety Policy outlines our commitment to complying with all applicable health and safety legislation, as well as the responsibilities of both the company and its employees in maintaining a safe working environment.

1. Policy Statement

Transol Logistics is dedicated to the safety, health, and well-being of its employees. The company is committed to the continuous improvement of health and safety practices to:

- Ensure a safe working environment for all employees, contractors, and visitors.
- Comply with all relevant health and safety legislation, regulations, and guidelines.
- Prevent accidents, injuries, and ill health in the workplace.
- Provide training, resources, and support to encourage a culture of health and safety awareness.

2. Scope

This policy applies to all employees, contractors, and visitors at **Transol Logistics** premises, as well as employees working in the field or remotely. The scope of the policy covers:

- Workplace safety procedures and risk management.
- Employee well-being programs, including mental and physical health.
- The safe operation of vehicles and equipment.
- Workplace safety training and compliance.
- Health and safety compliance for all locations and operational activities.

3. Health and Safety Objectives

- **Risk Assessment:** Conduct regular risk assessments and safety audits to identify hazards and mitigate risks in the workplace.
- **Training:** Provide ongoing training and resources to all employees on health and safety matters to ensure they are equipped to work safely.
- **Compliance:** Ensure compliance with all relevant health and safety legislation and industry standards.
- **Incident Reporting:** Establish clear procedures for employees to report hazards, accidents, near misses, and other health and safety concerns.
- **Workplace Safety:** Ensure the workplace is free of hazards that could cause accidents, injuries, or health issues. This includes proper signage, emergency exits, protective equipment, and well-maintained tools and machinery.

4. Responsibilities

Transol Logistics recognises that the responsibility for health and safety is shared by management, employees, and other stakeholders. Specific responsibilities are outlined below:

a. Management Responsibilities

- Ensure compliance with all health and safety regulations, policies, and practices.
- Allocate adequate resources to implement and maintain health and safety measures.
- Carry out regular risk assessments and safety audits to identify and address potential hazards.
- Promote and foster a positive health and safety culture through leadership and regular communication.
- Ensure that employees receive appropriate health and safety training.
- Ensure that safety equipment, tools, and machinery are maintained and in good working order.
- Investigate accidents, incidents, and near misses and take corrective actions to prevent recurrence.
- Monitor and review health and safety performance to continually improve processes.

b. Employee Responsibilities

- Comply with all health and safety policies and procedures established by the company.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Participate in health and safety training, and use any protective equipment provided.
- Report any hazards, near misses, injuries, or accidents to their supervisor or HR immediately.
- Cooperate with management during investigations into accidents or safety concerns.
- Follow safe work practices and procedures as outlined in training sessions.
- Attend health and safety meetings and engage in safety discussions.

c. Contractors and Visitors

- Contractors and visitors must comply with the health and safety requirements of **Transol Logistics** when on company premises or involved in company operations.
- Contractors must provide evidence of their health and safety practices, including risk assessments and safety records, before commencing work.

5. Risk Management and Hazard Control

Transol Logistics will identify and control workplace hazards by:

- **Risk Assessment:** Conducting regular and thorough risk assessments across all work areas to identify potential hazards, such as manual handling, machinery operation, working at height, and vehicle-related risks.
- **Hazard Control Measures:** Implementing appropriate control measures to eliminate or minimise identified risks. This may include engineering controls (e.g., machine guards), administrative controls (e.g., work procedures), and personal protective equipment (PPE) (e.g., gloves, safety glasses).
- **Emergency Procedures:** Establishing and communicating clear emergency procedures for fire, accidents, and other emergencies. Regular drills will be held to ensure readiness.
- **Workplace Safety Inspections:** Carrying out regular inspections of the workplace to ensure that safety measures are being adhered to and that the workplace remains hazard-free.
- **Reporting System:** Establishing a clear and easy-to-follow reporting system for employees to notify management about any unsafe conditions, accidents, or near misses.

6. Workplace Safety Standards and Procedures

- **Personal Protective Equipment (PPE):** Where necessary, appropriate PPE will be provided to employees, including safety gloves, goggles, helmets, high-visibility vests, and hearing protection. Employees must be trained in the correct use, maintenance, and disposal of PPE.
- **Machinery and Equipment:** All machinery and equipment will be regularly maintained and inspected to ensure it is safe to use. Employees must be trained in the correct operation of any equipment they are required to use.
- **Manual Handling:** Employees involved in manual handling tasks will be trained in safe lifting techniques and the use of equipment (e.g., trolleys or forklifts) to reduce the risk of injury.
- **Driving Safety:** For employees driving company vehicles, safety checks must be performed regularly on vehicles, including ensuring they meet legal requirements. Employees must be trained to drive safely and comply with relevant road safety laws.

7. Accident and Incident Reporting

- **Incident Reporting:** All accidents, injuries, and near misses must be reported immediately to the employee's supervisor or HR department. This includes accidents that happen both on and off-site when related to work duties.
- **Investigation and Follow-up:** Every incident will be thoroughly investigated to determine the root cause. Corrective actions will be implemented, and any unsafe practices or conditions will be addressed. Employees will be kept informed of the investigation outcomes and any corrective actions.
- **Workplace Injury Management:** In the case of workplace injuries, employees will receive appropriate medical care and support. The company will work with healthcare professionals to manage the employee's return to work in accordance with their recovery.

8. Health and Safety Training

- **Employee Training:** All employees will receive health and safety training as part of their induction process. Refresher training will be provided regularly to ensure that employees are up to date with the latest safety practices.
- **Specialised Training:** Employees in specific roles (e.g., drivers, forklift operators, or those working with hazardous materials) will receive specialised training relevant to their duties.
- **Emergency Procedures:** Regular emergency evacuation drills and first-aid training will be conducted to ensure that employees are prepared in the event of an emergency.

9. Mental Health and Well-being

Transol Logistics is committed to supporting the mental health and well-being of its employees. We recognise that a healthy mind is just as important as a healthy body. We will:

- Promote mental health awareness and reduce the stigma surrounding mental health issues.
- Offer support through employee assistance programs (EAP) or counselling services.
- Provide resources on managing stress, mental health, and well-being.
- Ensure a supportive workplace environment that fosters open communication and a balanced workload.

10. Review and Continuous Improvement

The Health and Safety Policy will be regularly reviewed and updated to ensure it remains in compliance with changing laws, regulations, and company operations. Regular audits and feedback from employees will be used to assess the effectiveness of health and safety initiatives and identify areas for improvement.

Conclusion

At **Transol Logistics**, we believe that the health, safety, and well-being of our employees are integral to the success of the company. By implementing a robust health and safety framework, we aim to provide a safe and supportive working environment for everyone. We encourage all employees to actively engage in health and safety initiatives and take responsibility for their own well-being and the safety of others.

Approved by:

Manish Leel

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