



## Health and Safety Policy

### Policy Statement:

HF Recycle Limited is committed to providing a safe and healthy work environment for all employees, contractors, visitors, and stakeholders. We prioritise the health, safety, and well-being of our workforce and strive for continuous improvement in our health and safety performance. This Health and Safety Policy outlines our commitment to maintaining a safe workplace and sets forth our principles for effective health and safety management.

#### 1. Compliance with Health and Safety Laws and Regulations:

a. We comply with all applicable health and safety laws, regulations, and standards. We stay informed about changes in legislation and adapt our practices accordingly.

#### 2. Hazard Identification, Assessment, and Control:

a. We proactively identify and assess workplace hazards to ensure the safety of our employees. We implement control measures to eliminate or minimise risks, including engineering controls, administrative controls, and personal protective equipment (PPE) where necessary.

b. We provide appropriate training and information to employees regarding hazards, safe work practices, and the proper use of equipment and protective measures.

#### 3. Accident Prevention and Emergency Preparedness:

a. We take measures to prevent accidents, injuries, and occupational illnesses. We establish procedures for reporting and investigating accidents, incidents, and near-misses to identify root causes and implement corrective actions.

b. We develop and maintain emergency response plans to address potential emergencies and ensure the safety of our employees, visitors, and stakeholders.

#### 4. Workstation Ergonomics:

a. We strive to provide ergonomic workstations and equipment to promote the health and well-being of our employees. We conduct ergonomic assessments, provide ergonomic training, and make necessary adjustments to minimize the risk of musculoskeletal disorders and other ergonomic-related issues.

#### 5. Health and Safety Training and Communication:

a. We provide comprehensive health and safety training to all employees, contractors, and relevant stakeholders. Training covers areas such as hazard recognition, emergency procedures, safe work practices, and the proper use of equipment and machinery.

b. We encourage open communication regarding health and safety matters, including the reporting of hazards, incidents, and concerns. We provide channels for employees to report health and safety issues without fear of reprisal.

6. Contractor and Visitor Safety:

a. We require contractors and visitors to adhere to our health and safety policies and procedures while on our premises or working on our behalf. We communicate relevant safety information and provide necessary supervision and guidance to ensure their safety.

7. Continuous Improvement:

a. We promote a culture of continuous improvement in health and safety. We regularly review and assess our health and safety performance, objectives, and targets. We learn from incidents and near-misses to prevent future occurrences and strive for excellence in health and safety management.

8. Resources and Responsibilities:

a. We allocate appropriate resources and establish clear roles and responsibilities for health and safety management. Managers and supervisors are accountable for implementing and promoting health and safety practices within their areas of responsibility.

9. Health and Safety Committee:

a. We establish a health and safety committee or designate responsible individuals to monitor and advise on health and safety matters. The committee or designated individuals facilitate communication, provide guidance, and drive health and safety initiatives.

10. Reporting and Record-Keeping:

a. We maintain accurate records of health and safety incidents, near-misses, inspections, training, and any related documentation as required by law. We analyse data to identify trends, patterns, and areas for improvement.

**Responsibility:**

The responsibility for implementing and maintaining this Health and Safety Policy rests with the management team of HF Recycle Limited. All employees, contractors, and stakeholders are expected to support and adhere to the principles outlined in this policy.

By signing below, I acknowledge that I have read and understood the HF Recycle Limited Health & Safety Policy and agree to comply with its principles and requirements.

A handwritten signature in black ink, appearing to read 'Jadav V', is written over a horizontal line.

**Mr. Vrushabh Jadav**

**Recycling Plant General Manager, HF Recycle Limited.**

**Date: 01/10/2021**