Registered Office:
57, Hanumansthan Marg,
Ganabahal 22, Kathmandu,
Nepal

Corporate Office:
BK Bhawan
Kupondole, Sanepa Road,
Ward No. 1, Lalitpur, Nepal

GPO Box:5710,
Kathmandu, Nepal
T: +977 1 5427225, 1 5432451
E: bk.besite@live.com
W: www.bkstha.com

Health, Safety and Environment Policy

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Federation of Nepalese Chambers of Commerce and Industry

Statement of BK Sherestha & Builders P. Ltd.

Policy agreed on:

September 30, 2024

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

The Directors of B.K Shrestha and Builders Ltd considers Health, Safety & Environmental Management to be a vital component in the success of the business. The Directors are responsible for ensuring effective management systems are planned, delivered, monitored, and reviewed. Their involvement in these processes through visible and active commitment sets the example that is essential for staff and workforce engagement and promotes safe and healthy working environment together with minimising impacts on the environment. This generates an excellent culture in line with company values that improves our performance standards.

The Policy of the Board of Directors is to take all reasonably practicable steps to ensure all operations are carried out in such a way that the environment and the safety and health of its employees, employees of third-party companies and others who may be affected by our undertakings are not prejudiced in any way.

The Board recognises that effective leadership is key to business success and encourage, all of our employees including members of our Supply Chain, to bring new ideas to the business and to apply good behavioural standards to ensure we all go home safely at the end of each day.

Together with the involvement of the Board, individual Managers hold responsibility for their areas of the business and therefore demonstrate leadership in the said areas. However, Every member of our staff has a responsibility to protect the environment, to maintain the health and safety of themselves and others and prevent ill health at work and minimise the likelihood of accidents, incidents, dangerous occurrences and environmental impacts.

B.K Shrestha and Builders Ltd recognises and accepts its health, environment and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations, other relevant legislation and common law duties of care. To this end, we commit ourselves to the following beliefs:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
- All identifiable risks can be managed to prevent incidents.
- All persons share a responsibility as good workers to maintain a safe and healthy workplace and to work safely.
- It is our policy to meet or exceed the requirements set out in the Occupational Health and Safety Act 1974 and all pertinent legislation.
- Hazards resulting in injuries and property damage can be controlled and further reduced.

• Safety is a condition of employment. Every contractor, subcontractor, worker, and visitor must comply with the company safety policies, rules, procedures and exercise good judgment and common sense in each assignment.
• The safety, environment and health of fellow workers, the community and the responsibility of every worker and contractor, subcontractor and vendor.
• Line management (Workers, subcontractors, vendors) are responsible and accountable for providing a safe work environment.
• Our site-specific safety plan program is an integral part of our company operations.
• Seek to minimise environmental disturbance and pollution as far as it reasonable practicable.
• Promote sustainability.
• Promote environmental awareness and understanding along all employees so that their working activities are carried out in lines with the Safety, Health, and Environmental Policy.
• We are fully committed to improving our performance by investigating accidents and incidents, reviewing the results of audits undertaken and an annual review of our management systems.

Signed: ……. Date: September 30, 2024

Mohan Krishna Shrestha

Chairman

This policy statement and/or the procedures for its implementation may be altered at any time by B.K. Shrestha and Builders Management Committee. The statement and the procedures are to be reviewed in the (autumn) of each year by B.K Shrestha & Builders H&S committee or by other persons appointed by the Committee.

1.2 Duty of B.K Shrestha and Builders

We will comply with our duty to ensure, as far as is reasonably practicable, the health, environment, safety, and welfare at work of its workers and of visitors to its premises and protection of the environment and, in general, to • Make workplaces safe and without risks to health and the environment.

- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Give workers the information, instruction, training, and supervision necessary for their health and safety.
- Protecting and maintaining the safety, health and welfare of our employees and anyone who may be affected by our operations.
- preventing pollution
- protecting and enhancing the environment

1.3 B.K Shrestha and Builders will:

- Assess the risks to health and safety of its workers.
- Make arrangements for implementing the health and safety measures identified.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its workers.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for sanitary facilities, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide PEE.
- Ensure that appropriate safety signs are provided.
  Report certain injuries and dangerous occurrences to the Authority.

1.4 Responsibilities

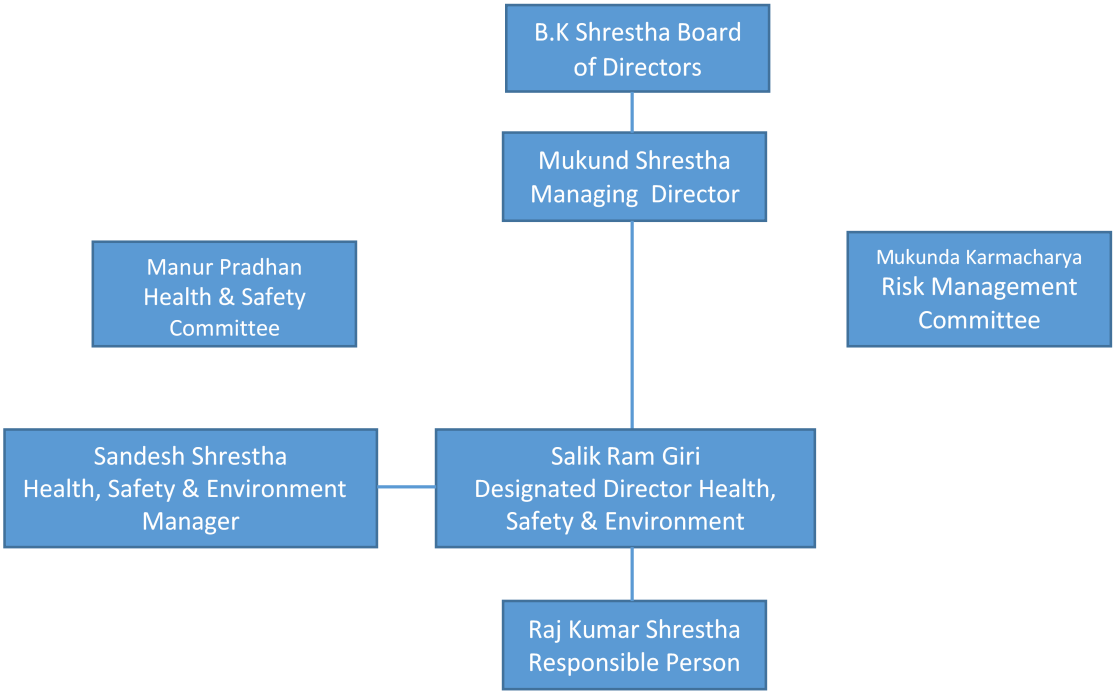
To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work.

Policy for Visitors and Contractors. All visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

PART TWO

Organisation of Health, Environment and Safety

2.1 Health, Environment and Safety committee



B.K Shrestha & Builders Management Health, Environment and Safety committee duties:

- Shall have a broad overview of Health, Environment and Safety matters.
- Shall keep the Organisation's Health, Environment and Safety policy and procedures under review.
- Shall conduct safety tours of all our construction sites.
- Shall ensure that risk assessments are carried out.

Responsibilities

To report to the Management Committee on their performance of these responsibilities.

2.2 ACCIDENT PREVENTION RESPONSIBILITIES

All personnel must understand and comply with all applicable Federal, Provincial and Municipal Acts, Standards and Regulations. A key requirement in all safety legislation is that each person is responsible for working safely with equal concern for the safety of co-workers. Employees, supervisors and management have specific safety responsibilities. Accident investigations have demonstrated that a failure of any person to adequately fulfil their obligations will lead to situations where an accident may occur.

WORKPLACE RESPONSIBILITIES

Health and safety activities are based on specific individual responsibilities, most of which can be found in the Occupational Health and Safety Act and the Regulations enacted thereunder. Outlined are details of specific responsibilities in the workplace to assist in implementing health and safety functions. This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities. All individuals in the company, at all levels and functions are responsible for understanding and carrying out the responsibilities and duties outlined below. Responsibilities are assigned to the following parties:

- Client
- Constructor/Employer
- Directors
- Officer
- Supervisor
- Workers
- Subcontractors, Vendors
- Health, Environment and Safety Representative
- Joint Health and Safety Committee

CLIENT: "Client" includes a customer, trustee, receiver, mortgage in possession, tenant, lessee, or occupier of any lands or premises used as a workplace, and a person who acts for or on behalf of an owner as his agent or delegate

- Before a site begins, the client shall determine whether any designated substances are present at the site and shall prepare a list of all designated substances that are present at the site.
- The Client/&tenderer of the site shall include the list of designated substances and ensure that the constructor has received the total list prior to entering into a binding contract.

CONSTRUCTOR: "Constructor" means a person (or company) i.e. we, who undertakes a site from a client to perform the agreed construction work.

- Ensure that all appropriate documentation for the start-up of a site has been processed.
- Ensure that the measures and procedures required by the current Occupational Health and Safety Act and Regulations for Construction Sites and the Constructor's own Health and Safety Program are carried out on the site.
- Ensure that employers and workers on the site comply with the Act and Regulations and the Constructor's Health and Safety Program.
- Ensure that the health and safety of workers on the site is protected.
- Monitor subcontractors and vendors for compliance with the Occupational Health and Safety Act and Regulations for Construction Sites.
- Ensure that subcontractors and vendors are obliged by contract to comply with the Constructor's health and safety program.
- Monitor safety performance and take corrective action
- Appoint a competent supervisor.
- Ensure that the Health and Safety Policy has been communicated to all staff.

- Take every reasonable precaution in the circumstances for the protection of a worker.
- Provide a safe and healthy workplace.
- Establish, maintain, and review at least annually a health and safety program.
- Establish and maintain Worker Profile, Safety and Training Records.
- Report accidents and injuries to authorities as required by law.
- Provide first aid and medical care.
- Provide workers with health, environment and safety information.
- Inspect sites and meet regularly with supervisors to monitor the program and take corrective action where required.
- Conduct Company safety meetings at regular intervals.
- Consider accident prevention and safety performance when evaluating Supervisors and Workers.

DIRECTOR AND OFFICER

- Take all reasonable care that the corporation complies with the Occupational Health and Safety Act and Regulations.
- Take all reasonable care that the corporation complies with orders and requirements of inspectors and Directors.
- Take all reasonable care that the corporation complies with orders of the Management committee.

SUPERVISOR: "Supervisor" means a person who has charge of a workplace or authority over a worker; A Supervisor will also be a competent person. Competent person means a person who:

I. is qualified because of his knowledge, training and experience to organize the work and its performance.
II. is familiar with the provisions of the Act and the Regulations that apply to the work and
III. has knowledge of any potential or actual danger to health, environment or safety in the workplace. He will be responsible for:

- Implement on-site accident prevention.
- Review safe work procedures for the site.
- Monitor the health and safety performance of subcontractors.
- Report accidents and injuries to management as required by the program and regulations.
- Investigate accidents and take actions to prevent reoccurrence.
- Ensure that the Company's Health and Safety Program is followed at the work level.
- Enforce disciplinary actions for violations of the Company's Health and Safety Program
- Ensure that protective equipment required by law and by the program is provided, accessible, used and maintained properly by workers and that workers understand the reasons for its use.
- Instruct personnel in proper work practices and update instructions as needed.
- Check work practices and work areas for hazards and take corrective action where required.
- Consult and co-operate with the Health and Safety Representative/Committee where appropriate.
- Acquaint workers with hazards and safe work procedures.
- Ensure all new hire employees receive orientation training.

WORKER: "Worker" means a person who performs work or supplies services for monetary compensation.

- Comply with the Occupational Health and Safety Act and all relevant regulations.
- Take every reasonable precaution necessary to prevent accidents.
- Work in accordance with the health and safety program.
- Work in a manner that will not endanger anyone.
- Report unsafe situations immediately to your supervisor.
- Report injury or illness immediately to your supervisor.
- Help new workers recognize job hazards and follow proper procedures.
- Participate in joint health and safety committees where applicable.
- Must be aware that workers are subject to disciplinary action where either Company Safety rules or government regulations are violated.

SUBCONTRACTOR

- Maintain a health and safety program as required under the Act.
- Adhere to the subcontractor's health and safety program as well as the Company site specific Health and Safety program.
- Monitor site conditions in their work area and take corrective action.
- Report accidents, incidents, lost-time injuries and any hazards immediately to the Constructor.

HEALTH AND SAFETY REPRESENTATIVE

- Inspect the workplace.
- Identify situations that may be a source of danger.
- Relay concerns from workers and make recommendations to the Supervisor; all workers must first go to their immediate supervisor with their concern in order to mediate corrective action.
- Assist in accident investigations.
- Assist in resolving work refusals and reports of dangerous circumstances.

JOINT HEALTH, ENVIRONMENT AND SAFETY COMMITTEE

- Inspect the workplace.
- Attend Joint Health, Environment and Safety Committee meetings.
- Review health and safety reports.
- Identify situations that may be a source of danger.
- Relay concerns from workers and make recommendations to the Employer; all workers must first go to their immediate supervisor with their concern in order to mediate corrective action.
- Assist in accident investigations.
- Assist in resolving work refusals and reports of dangerous circumstances.

2. ENFORCEMENT POLICY

All workers are required to comply with all statutory requirements concerning the health and safety of workers in the workplace, as well as the Safe Work Procedures and any other requirements of the

Company's Health, Environment and Safety Program. The Company will not condone any breach of any statutory requirements or our health, environment and safety program. The Company has implemented disciplinary actions for violations:

VERBAL WARNI

- Given where in the opinion of the supervisor, the violation is of a minor nature and which does not directly endanger the well-being of any person at the workplace.
- Disciplinary action will consist of a mandatory safety talk regarding the violation.

FIRST DISCIPLINE STEP

- A written Notice of Infraction will be issued where in the opinion of the supervisor; the violation is of a major nature which will directly endanger the health and well-being of any person at the workplace.
- Disciplinary action will consist of a mandatory safety talk regarding the violation and possible suspension.
- Repetitive violations of this nature will lead to suspension and possible termination.

SECOND DISCIPLINE STEP

- A written Notice of Infraction will be issued where, in the opinion of the supervisor the violation is life threatening to one or more individuals on site.
- Disciplinary action will consist of a mandatory safety talk regarding the violation and mandatory suspension or termination.

3. WORKER'S RIGHT TO REFUSE UNSAFE WORK

Where a worker has reason to believe that:

- the use or operation of a machine or equipment, or other thing will likely endanger himself/herself, or another worker or
- the physical condition of the workplace in which he/she works is likely to endanger himself/herself
- the use or operation of a machine, equipment or other thing he or she is to use or operate is in c ontravention of the Act or regulations, and it is likely to endanger a worker; a worker may refuse to work.

STEPS TO BE TAKEN

- Refusing worker immediately notifies employer or supervisor of the reasons.
- Supervisor investigates, in the presence of the worker and Joint Health, Environment and Safety Committee worker representative. Advise The Company's Health, Environment and Safety Departmental personnel in the investigation stage of the Work Refusal.
- Worker remains in a safe place near workstation while all attempts are made to resolve the perceived problem to the satisfaction of all parties.
- If problem is resolved to the workers satisfaction, he/she returns to work.

- If not resolved and worker continues to refuse work, NOTIFY THE PROJECT MANAGER OR MANAGEMENT BOARD.

- NOTE: Another worker may be asked to perform the job, only if that worker is advised of the refusal to work and the surrounding circumstances, in the presence of the worker Health & Safety Representative or by a worker who because of his knowledge, experience and training is selected by the union that represents the worker.
- Management will investigates the work refusal in the presence of the worker, employer and the worker representative of the JHSC.
- Pending the outcome of the investigation, the worker may NOT be sent home or disciplined for his/her actions.
- A decision will be made in writing and provided to all parties. This decision must be adhered to whether in favour of the worker or employer.
- An investigation report must be completed by the supervisor of the worker refusing work and the worker representative present and provided to the Joint Health & Safety Committee.

REPORTING REFUSAL TO SUPERVISOR: Work refusals are permitted to protect the health and safety of workers in the workplace. To facilitate this objective, the work refusal must be promptly reported to the worker's supervisor or employer. It is essential that the refusing worker both base and communicate the refusal on health and, safety concerns; otherwise, management may misinterpret the intentions of the worker.

4. WORKPLACE INSPECTIONS & HAZARD REPORTING

- Workplace inspections of construction sites are vital in maintaining a safe workplace and identifying existing or potential hazards in order that appropriate corrective action can be taken.
- An assessment shall be made by the Health and Safety Representative in conjunction with the Supervisor of the frequency of inspections required based on the potential dangers at the site. These inspections must be conducted on a monthly basis as a minimum. Reports shall be forwarded to management.
- It is important to observe both conditions and procedures during the inspection. If a hazard poses an immediate threat, take immediate action to eliminate the hazard.
- A follow-up of all reports and action taken to eliminate hazards must be completed in a timely manner.
- Subsequent workplace inspection will review the items from previous inspections to ensure that remedial action has resolved the concern.

5. REPORTING AND INVESTIGATING ACCIDENTS

- All accidents and injuries must be reported to the supervisor immediately who will in turn inform management. All accidents and injuries will be investigated once the occurrence has been attended to and further risks have been eliminated.

- The prime objective of reporting and investigating accidents is to prevent recurrence. Knowing how to identify accidents and following the procedures and forms set our hereafter will help prevent the recurrence of accidents.

These procedures include the following:

- Accidents and Incidents.
- Investigation Required.
- Investigation
- Action of the Investigation.
- Forms
- Records
- Follow-up

We trust that our entire team will join us in a personal commitment to enforce this Health, Environment and Safety Policy as a way of life.

PART THREE

Arrangement and Procedures

The Designated Health, Safety and Environment Manager, nominated by the Management Committee, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed on the office premises and every construction site.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

• The current First Aider(s) for the premises is displayed (on the office notice board and site notice board)

• First Aid Boxes will be located on site offices.

3.1.2 Accidents

• In the event of an injury or illness, call for a member of staff and inform the Responsible Person.

• All accidents must be reported to the member of Site manager or Responsible person as soon as practicable.

• All accidents must be entered on an accident form.

3.3 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

• All workers must know the fire procedures, position of assembly point.

• The fire alarm points, fire exits and emergency lighting system will be tested by competent person.

3.2.2 in the event of Fire

- Persons discovering a fire should sound the nearest alarm or shout Fire, Fire, Fire.
- The first duty of all workers is to evacuate all people from the building or site.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed. And if at construction site, they must head directly to the assembly point.
- The assembly point for the building is at the Car Park. For Sites, this will be determined by the Responsible Person.
- No-one should leave the assembly point without the permission of a member of staff.

3.2.3 Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Slippery floors and dangerous, use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.2.4 Working at height

- Use mechanical means wherever possible to remove or reduce the need for manual handling.
- Ensure your intended travel route is clear of obstructions.
- Plan the lift – consider picking up, resting and putting down.
- Ask for assistance if necessary.
- If the load is within your capability remember the following points when manual handling:
  keep your feet slightly apart – about shoulder width, with one foot in front of the other
  keep your back straight and bend your knees
  ensure you have a firm grip, holding the item close to the body
  use your legs – not your back to straighten up
  if you need to change direction, turn your whole body, avoid twisting or stretching
  make sure you can see where you are going and be careful not to trap your fingers when lowering the load.

3.2.5 Dust

- Ensure that you know what PPE to wear before starting work. If in doubt ask your supervisor.
- Take notice of PPE signs in the workplace or on labels on containers and obey them.
- Check data sheets and assessment forms for instructions regarding PPE and obey them.
- Always wear the correct PPE required for the job.
- Report defects to your supervisor.
- Take care of the PPE provided and ask your supervisor for replacements for lost or damaged items.

3.2.6 Confined space

- Prior to entry into a confined space a suitable and sufficient risk assessment must be carried out and recorded.
- Employees carrying out confined space entry must be passed fit to do so by a competent person and have received adequate training and instruction.
- The necessary safety equipment must be provided prior to entry and the equipment must be maintained and inspected by a competent person.
- The condition of the atmosphere within the confined space must be determined prior to entry and monitored and recorded regularly during the work period.
- In the event of an emergency the confined space must be evacuated immediately and the emergency services contacted if applicable.

- You must not enter a confined space without the express instruction and approval of site management

3.2.7 Trips and fall

- Pay attention to where you are going
- Walk – Do not run.
- Clear up as you go – put waste in the skips and bins provided.
- Report all poor floor conditions.
- Wear suitable footwear.

3.2.8 Electrical

- Never tamper with electrical equipment or attempt to make repairs.
- Report electrical faults to the Managing Director immediately, so timely repairs can be carried out by a competent person.
- Always ensure that covers and doors protecting electrical apparatus remain securely in place. Keep trailing electrical cables to a minimum to avoid creating tripping hazards. If cables have to cross passageways or traffic routes, cover them with a cable ramp to avoid tripping.
- Do not enter a switch room or substation unless authorised to do so. If you do have occasion to enter, read carefully the information displayed.
- Always check equipment and cables for loose connections and exposed wiring before use and report any damage at the soonest opportunity.
- Do not overload circuits – check that the supply can safely deliver the electrical load required.

3.2.9 Chemicals

- Always store containers in designated open-air compounds and check that valves are properly closed.
- Keep full and empty containers separate.
- Never use containers as bearers, rollers or supports.
- Secure containers upright at all times.
- If you need to use a crane or forklift, make sure containers are properly positioned and secure.
- Keep containers away from sources of heat, such as boilers, radiators and naked flame.
- Always return containers to their proper storage area when not in use.
- Always check containers for damage or leaks before use, particularly valves and gauges. Report any faults immediately.
- Never use damaged or faulty equipment. Close valves tightly when not in use and coil up hoses.
- Always follow the correct procedure when filling containers with chemicals.

3.2.10 Working with machinery

- Ensure that all guards are in place, properly secured and, where necessary correctly adjusted, before operating machines.
- Check that safety devices are working properly – if not report defects immediately.
- Never use a machine if you suspect that safety devices are not working properly.
- Do not wear loose clothing or items such as loose chains when working on near moving parts of machinery.
- Keep away from moving parts - use push-sticks where appropriate.
- Never make any adjustments to machinery unless properly trained and competent and authorised by us to do so.