



OCCUPATIONAL HEALTH & SAFETY PROCEDURE MANUAL

Foreword

Lawfields Attorneys is committed to the Health and Safety of all our employees. The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others. All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience. Our goal is to eliminate or minimize hazards that can cause accidents. It is company policy that all employees be given a copy of the policies manual and be familiar with its contents. This Manual will be reviewed annually. Together we can achieve a safe and happy work environment.

1. General: Occupational Health and Safety in Workplaces

1.1 Duties of Employees

One of your most important responsibilities is to protect your Health and Safety as well as that of your co-workers. This booklet will discuss some of your duties under the occupational Health and Safety legislation and help you to make your workplace safer and healthier.

1.2 What the law requires

In Tanzania, safety at workplaces is governed by governed by the Occupational Health and Safety Act 2003. The legislation places duties on owners, employers, workers, suppliers, the self-employed and contractors, to establish and maintain safe and healthy working conditions. The legislation is administered by Occupational Health and Safety Authority (OSHA). The Firm's partners are responsible for monitoring compliance.

1.3 Duties of the Employer

As your employer, the Firm is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination and harassment. You must cooperate with your employer in making your workplace safe and healthy.

1.4 Your Responsibilities

You must comply with the legislation. You have responsibilities to:

- ♣ protect your own Health and Safety and that of your co-workers;
- ♣ not initiate or participate in the harassment of another worker; and
- ♣ co-operate with your supervisor and anyone else with duties under the legislation.

1.5 Your Rights

The legislation gives you three rights:

- ♣ the right to know the hazards at work and how to control them;
- ♣ the right to participate in Occupational Health and Safety; and
- ♣ the right to refuse work which you believe to be unusually dangerous. You may not be punished for using these rights. An employer can be required to legally justify any action taken against a worker who is active in Health and Safety.

1.6 Your Right to Know

The Act requires your employer to provide you with all the information you need to control the hazards you face at work. You must receive an orientation which includes;

- ♣ What to do in a fire or other emergency;
- ♣ First aid facilities;
- ♣ Prohibited or restricted areas;
- ♣ Workplace hazards; and
- ♣ Any other information you should know. You must also be supervised closely by a competent supervisor.

1.7 Your Right to Participate

You have the right to become involved in occupational Health and Safety. The legislation encourages employers and workers to work together to maintain a healthy and safe workplace. Employers at workplaces with (ten or more) workers must set up an occupational health committee of employer and worker representatives.

1.8 Occupational Health Committee

The Firm's occupational health committee has duties to:

- ♣ Regularly inspect the workplace;
- ♣ Conduct accident investigations;
- ♣ Deal with the Health and Safety concerns of employees;
- ♣ Investigate refusals to work; and
- ♣ Meet at least (four times a year) and return minutes of each meeting to the Firm's Management.

1.9 Your Right To Refuse

1.9.1 You have the right to refuse to do work which you believe is unusually dangerous. The unusual danger may be to you or to anyone else. An unusual danger could include such things as:

- ♣ a danger which is not normal for your occupation or the job;
- ♣ a danger under which you would not normally carry out your job; and/or
- ♣ a situation for which you are not properly trained, equipped or experienced.

1.9.2 To exercise this right, use the following guidelines:

- ♣ Once you believe that the work you have been asked to do is unusually dangerous, you should inform your supervisor. Make sure that the supervisor understands that you are refusing to do the disputed job for health and safety reasons. Work with the supervisor to attempt to resolve the problem.
- ♣ If the problem cannot be resolved by the supervisor to your satisfaction, and no worker health and safety representative or occupational health committee exists at the workplace, your supervisor should phone the Division and ask for advice. You also have the right to contact the Division at any time.
- ♣ The supervisor has the right to assign you to other work (at no loss in pay or benefits) until the matter is resolved. Do not leave the workplace without the permission of your employer.
- ♣ If a committee exists at the workplace, contact your local representative and ask for help. Your supervisor should contact the co-chairpersons and ask them to investigate. They will try to resolve the matter. If they cannot resolve the matter to your satisfaction, they will convene for an emergency committee meeting. The committee will investigate and prepare a report on the refusal.
- ♣ You have the right to continue to refuse until: measures have been taken to satisfy you that the job is now safe to perform; or your occupational health committee has investigated and ruled against your refusal.
- ♣ If the committee rules against your refusal, you have the right to appeal the ruling to an occupational health officer. The officer will investigate and prepare a report on the disputed work. If you disagree with the officer, you may appeal to the Managing Partner of the Firm.
- ♣ The Firm cannot assign another worker to do the disputed job unless the replacement worker is advised in writing:
 - of the refusal and the reasons for it;
 - of the reasons why the employer believes that the placement worker can do the disputed job safely;

- that the replacement worker also has the right to refuse; and
- of the steps to follow when exercising this right.

2. Responsibilities/Duties

The Firm's safety program is the responsibility of all levels of company employees. The Firm's Practice Manager is the Firm's safety officer and he/she is accountable to the Managing Partner and is responsible for Occupational Health & Safety performance for all employees at all levels. The safety officer must provide leadership in all aspects of health and safety activities at work or otherwise. The safety officer must take an active role in all aspects of safety. The Managing Partner is responsible for the health and safety of all employees. He/She must ensure all policies and procedures are followed according to Occupational Health & Safety.

2.1 Managing Partner

- ♣ Ensure that all reasonable steps are taken to prevent accidents.
- ♣ Ensure that standards and procedures are developed and maintained.
- ♣ Be familiar with the Occupational Health & Safety act and any revised regulations and ensure they are followed.
- ♣ Ensure that all employees are instructed in the procedures and requirements of Occupational Health & Safety.
- ♣ Review accident reports, safety audits and other related material relative to health or safety.

2.2 Practice Manager (Safety Officer)

- ♣ Ensure that all reasonable steps are taken to prevent accidents.
- ♣ Be familiar with the Occupational Health & Safety Act, the Firm's policy and any other legislation pertaining to health or safety.
- ♣ Ensure all policies and legislation are followed by all levels of employees.
- ♣ Ensure safety meetings are held and minutes are recorded, posted and filed according to Occupational Health & Safety regulations.
- ♣ Ensure all accidents are reported and investigated.
- ♣ Ensure employees are instructed in the procedures and requirements of Occupational Health & Safety.
- ♣ Review all accidents and near misses to determine root and basic causes, with suggestion/implementation of changes to prevent re-occurrence.

- ♣ Ensure all employees are aware of the Firm's Occupational Health & Safety Policy.

2.3 All Other Staff

- ♣ Comply with all Company Procedures, Safety Policy and requirements of Occupational Health & Safety.
- ♣ Be responsible for working safely and carrying out their duties with skill and care as to not cause accidental injury to themselves, fellow employees or the general public.
- ♣ Immediately report all injuries, near misses or potential hazards to their supervisor.
- ♣ Know the location of all fire extinguishers, fire alarms or other warning devices.
- ♣ Ensure all personal safety equipment is being used properly.
- ♣ Maintain clean and orderly work area.
- ♣ When in doubt....ASK.

3. General Safety Rules

- 1) All accidents, injuries or near misses, regardless of their nature, shall be promptly reported to the safety officer.
- 2) Clothing shall be appropriate to the duties being performed.
- 3) Hard hats and safety vests are provided for all warehouse staff and must be worn at all times in the warehouse, loading or unloading of vehicles in the yard.
- 4) Running is not permitted except in extreme emergencies.
- 5) Smoking is not permitted in any part of the warehouse or office. You may only smoke in designated areas.
- 6) Visitors and customers are to be escorted by staff while on company property.
- 7) Hand tools are to be used for their intended purpose only.
- 8) Only licensed personnel may operate Firms vehicles or other machinery and must wear a seatbelt while doing so.
- 9) All spills will be immediately cleaned up and reported.
- 10) Drawers and filing cabinets will be kept closed when not in use.

- 11) Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened /anchored.

4. First Aid

The Firm must keep record at the office or during field works of workers who are first aiders and they should be accessible by all employees. The Firm's office and every branch must also have a first aid kit; and each kit must contain atleast the following:

- ♣ 10 antiseptic cleansing towelettes, individually packaged.
- ♣ 10 sterile adhesive dressings, individually packaged.
- ♣ 10 - 10cm X 10cm sterile gauze pads, individually packaged.
- ♣ 2 - 10cm X 10cm sterile compress dressings, with ties individually packaged.
- ♣ 2 conform gauze bandages – 75mm wide.
- ♣ 5 safety pins - assorted sizes.
- ♣ 1 pair of scissors.
- ♣ Painkiller drugs.
- ♣ 4 pairs of disposable surgical gloves.
- ♣ 1 first aid instruction manual (condensed).
- ♣ 1 waterproof waste bag.

5. Injury Protocol

First and foremost, always take whatever measures are required to provide proper care of an injured worker. If an injury has occurred and the worker has been cared for, the safety officer must be notified. The appropriate report must be completed as soon as possible; this is to ensure that important details are not forgotten.

6. Accident Investigation Policy

All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated. The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence. The safety officer shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the Managing Partner.

7. Alcohol and Drug Policy

It is the responsibility of all employees to ensure an alcohol and drug free environment. If there is any awareness or suspicion that any employee, supplier or visitor is under the

influence of illegal narcotics or alcohol, will be removed from the premises immediately. Should an employee report to work while under the influence of such substances, the employee will be taken home. This is a zero tolerance policy.

8. Disciplinary Action

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace. Even absenteeism influences safety by placing more duties on fellow employees. Health and safety violations shall be cause for verbal or written warning and possible termination.

9. Hazard Warning Signs

Whenever possible, warning signs will be displayed where a potential hazard may cause injury. Warning signs must be strictly adhered to. Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled.

10. Environmental Policy

Lawfields is committed to the protection of the environment for present and future generations. All employees are responsible for incorporating into their planning and work the actions necessary to fulfill this commitment. The Firm will meet these responsibilities by endeavouring to provide the resources for continuing to:

- ♣ Design and manage our operations to meet or surpass applicable environmental laws.
- ♣ Work in partnership with clients, suppliers, trade associations and government agencies to promote the environmentally safe handling and disposition of materials and products.
- ♣ Acquire knowledge and technologies to improve the environmentally save efficient use of our processes.
- ♣ Involve our employees in any environmental programs relevant to our business and keep them informed of our performance.
- ♣ Promote employee awareness of this policy and enhance their capabilities to implement this policy.

Adopted by the Firm's Board of Partners on October 23, 2020.

Signed and approved by:



Honest Joseph Lugalla
MANAGING PARTNER