LEAP NETWORKS Global Ltd

Health, Safety and Environment "HSE Management System & Policy"

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1. LNG HSE POLICY

Leap Networks Global

Health, Safety and Environment "HSE Management System & Policy"

"It's not how fast you go

It's knowing when to go slow"

(Mario Andretti)

1.1. Health and safety message from the CEO

This message is to set out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Health and Safety Handbook. We will also monitor progress towards these objectives at senior management level, and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the Company's President & CEO. We have appointed the Company's HSE Manager as the person with overall responsibility for health and safety.

The essential elements of the HSE management system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognize that the key to successful health and safety management is to ensure each employee is competent and to carry out their responsibilities.

To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Health and Safety Handbook and individual work instructions for specific tasks and processes.

Asif Imam

CEO

1.2. Health and Safety Policy

The long-term business success of Leap Networks depends on our ability to innovate and continually improve the quality of services we offer to customers while maintaining a safe and a conducive work environment and protecting our people, our core assets.

Emphasis must be placed on ensuring human health, operational safety, environmental protection, quality enhancement, and community goodwill. This commitment is in the best interests of our customers, our employees and contractors, our stockholders, and the communities in which we live and work.

It is our Commitment to ensure the health and safety of all employees and any other business partners who may be directly affected by the activities of the Company.

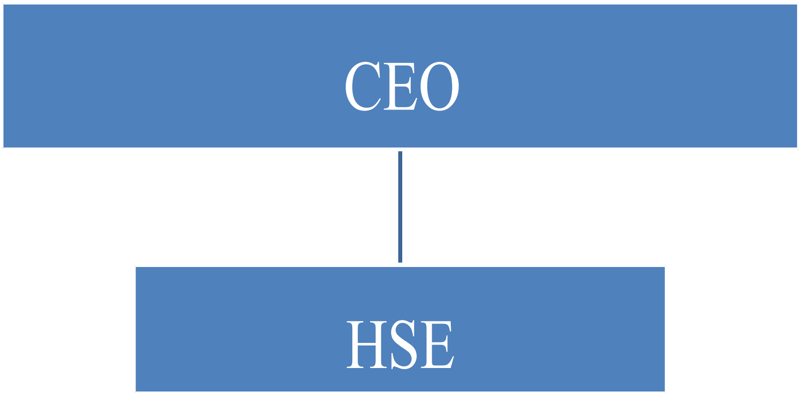
Therefore, Leap Networks committed to:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organization.
8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees receive appropriate training and are competent to carry out their designated responsibilities.

Signed: Asif Imam

CEO
Date:18/12/2024

1.3. HSE Organization



1.4. Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Chief Executive

The Chief Executive has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.

2. Considering health and safety during the planning and implementation of business strategy.

3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.

4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.

5. Including health and safety on the agenda of Board meetings and senior executive meetings.

6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.

7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature: .... Date: ....8-12-2024........

1.5. HSE Manager

The HSE Manager is responsible for the day-to-day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
6. Ensuring suitable controls are in place for the effective management of contractors.
7. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
8. Monitoring performance in relation to health and safety and reporting to the Managing Director and the Board of progress against the objectives of the health and safety policy.
9. Reviewing accidents and other incidents in relation to health and safety and reporting to the Managing Director and the Board on the outcome of these investigations.
10. Informing the Managing Director of any situation which may affect or incur adverse publicity for the Company.

Signature: .... Date: 18-12-2024 ....

1.6. Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempting to carry out hazardous work or use hazardous machinery unless they have been trained and authorized to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

1.7. Fire Wardens

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and report their observations.
4. Ensuring that escape routes and doors are kept clear and are available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.
7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
8. Ensuring fire alarms and emergency lighting is checked and serviced.
   If a fire is discovered, the fire wardens should:
9. Ensure that the alarm has been raised.
10. Check that manufacturing processes have been made safe.
11. Collect roll call registers.
12. Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
13. Ensure the fire service has been called.
14. Go to the designated assembly point.
15. Conduct a roll call.
16. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
17. Report to the senior manager to confirm all persons are accounted for and report any persons missing.

FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Signature: .... Date: 18-12-2024

1.8. First Aiders

First, Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training center.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards is likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises, and they are properly stocked and maintained.
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

Signature: .... Date: 18-12-2024

2. JOB-SPECIFIC SAFETY APPROACH

A. EMERGENCY RESPONSE PROCEDURE

SMS FOR EMERGENCY PREPAREDNESS

SAFETY MANAGEMENT SYSTEM PROCEDURE (SMS) FOR EMERGENCY RESPONSE PREPAREDNESS

Reviewed by:	
Name Designation Date	Signature
Approved by:	
Name Designation Date	Signature

Initial Issue Date:_________________

Amendment History Record

Revision Number	DCR Number	Section	Amended Text

1. Purpose

The purpose of this procedure is to ensure that the emergency preparation plan is ready for a timely response to the situation where there is any health, safety or environmental incident occurs. This procedure identifies the situations and the response actions in each type of potentially identified health, safety, or environmental emergency situation.

2. Scope

This procedure describes the process of emergency preparedness and response to prevent the incidental health, safety and environmental impacts within LEAP Networks.

3. Responsibility

It is the responsibility of the MR to arrange training for employees to handle any emergency. Moreover, he is the head of ERT (Emergency Response Team)

HODs are to ensure that this SMS is followed in true spirits in work areas under them

DMR is to assist MR and coordinate with site manager on matters related to this SMS

Site Manager is responsible for ensuring that emergency response team members are available at all times and that emergency plans are being followed as defined

DMR and AMR are members of ERT

4. Procedure

1.1. Emergency Preparedness

All emergencies such as fire, oil spill or any other health, safety, and environmental incidents where there is damage to life, environment or property must immediately be reported to the concerned supervisor who will then handle the situation according to the circumstances.

Emergency preparedness includes the following:

- Emergency Response Team (ERT)
- Emergency Evacuation Plan
- Emergency Exit Points
- Emergency Assembly Areas
- Emergency Contact Numbers
- Water Hydrants
- Fire Extinguishers
- Spill Kits
- First Aid Boxes
- Trainings
- Emergency Drills

1.2. Emergency Response Team (ERT)

The emergency team members are company's employees who are or may be required at an emergency site. The emergency response team includes representatives from different sections. In any emergency ERT mission is to.

- Protect life safety
- Secure the company's critical infrastructure and facilities
- Resume the process and production
- Protect the environment from the adverse environmental effects of any incident

Names of the emergency response team members are displayed at appropriate locations in each department. The emergency response team leader leads the team in case of emergency, guides and assigns different responsibilities to other team members. ERT leader establishes a coordination point for all the activities that are taking place around the company.

1.3. Emergency evacuation plan

Emergency evacuation plans, including the information of exit points, details of fire extinguishers and potential hazards and aspects are displayed in all the sections and appropriate places, so that employees know which way to go in case of any emergency.

1.4. Emergency Exit Points

All exit and emergency exit points are marked and emergency lights are provided at each exit to avoid confusion in case of any emergency when there is an electricity shutdown.

1.5. Emergency Assembly Areas

Assembly areas adjacent to all departments and sections are identified. All the emergency assembly areas are clearly marked and communicated.

1.6. Emergency Contact Numbers

Emergency numbers are displayed at appropriate locations to provide awareness to all personnel so that they know whom to contact in case of an emergency. Emergency contact numbers include Fire Brigade, Rescue, Ambulance/first aid, Civil Defence, Bomb Disposal, nearest Hospital, nearest Police Station, factory concerned officers, etc.

1.7. Water Hydrants

LEAP Networks has installed a proper water hydrant system to deal with fire emergencies at an appropriate location throughout the organisation and all the fire hydrants are marked in the maps displayed in each section.

1.8. Fire Extinguishers

Fire extinguishers are installed at appropriate locations inside the departments and office areas as well. All these fire extinguishers are also marked on the displayed maps. Fire extinguishers are periodically inspected, and records of inspection is maintained.

1.9. Spill Kits

All the potential areas where spills can occur are identified, and all these areas have been provided with the spill kits, which are used by the concerned personnel in case of chemical, oil or dye spills.

1.10. First Aid Boxes

To deal with medical emergencies and personal injuries, first aid kits/boxes are placed in each department. The department in charge is responsible for maintaining the first aid kits/boxes. He will ensure that first aid items are not misused.

1.11. Trainings

Training of the employees is conducted on a planned basis related to each type of emergency. Training provided includes, but is not limited to, the following.

- Firefighting training will be given to all factory personnel as a part of the regular training program. Firefighting training and qualifications will be given to all operating and maintenance staff. Selected personnel will be required to attend advanced firefighting courses.
- First Aid training is provided to the members of the Emergency Response Team related to medical emergencies and personal injuries like electric shock, cuts, unconsciousness, etc.
- Spill control training is also provided to the personnel where there is a chance of oil, chemical or dye spill.
- Waste Management training is also provided to the personnel to provide them with awareness on how to handle each type of waste.

1.12. Emergency Drills

The HODs and Plant Manager make proper arrangements for emergency drills after every six months in the Head Office and twice a week in the Plant. 4.13 Potential Emergency Situations

The following are the potential emergency situations which can create serious health, safety, and environmental issues.

- Fire
- Medical Emergency
- Personal Injury
- Chemical Spill
- Oil & Gas Spill
- Air Emissions
- Earthquake

a. Action in Case of Fire

In case of fire, follow the procedure step by step:

- The person who sees the fire is required to shout “fire, fire, fire” loudly or sound the alarm.
- The fire alarm is raised by the person working near to alarm so that alarm is raised in minimum possible time.
- Put off main switch of the premises
- Inform the Emergency Team and Security Office

- Use the fire extinguisher and fire buckets to put off the fire if it is in a smaller area
- If the fire is out of control, then immediately call the Rescue Service
- Move to the assembly point
- Shift the injured/burned persons to a safe place
- Provide first aid to injured/burned person(s)

b. Action In Case of Medical Emergency

If you are trained at First Aid and the patient is unconscious:

- Check airways, breathing and circulation
- Start administering CPR if necessary If the patient is conscious:
- Reassure and monitor. Remain with the person until medical services arrive
- Ask another staff member in the immediate area to contact the relevant emergency personnel. This could be the Emergency Services, if an ambulance is necessary, Security or Medical Officer

If you are not a trained First Aid Officer.

- Contact the relevant emergency personnel
- This may be the emergency services if an ambulance is needed or contact the Leap Networks Nominated authorities

c. Personal Injury

In the event of personal injury,

- If you are hurt and require first aid, seek help from the Emergency Response Team
- Member of your area
- If you require medical attention, do so straight away by contacting the Dispensary/Medical Room
- Notify your immediate supervisor or manager as soon as possible
- If you have had a work-related injury/accident/incident/near-miss, you are required to report the incident
- The Plant Manager will contact the supervisor and have them investigate the accident/incident

d. Chemical Spill

In case of spilling of acidic chemicals, immediately wash the affected area with a dilute solution of Soda Ash or any other basic solution to neutralise the effects of acidic chemicals; otherwise, wash the area with diluted oxalic acid in case of basic chemicals. The affected area is thoroughly flushed with tap water.

In case of eye contact, wash the affected eye immediately with clean lukewarm for at

least 20 minutes and hold the affected eye(s) open. Wash your hands with soap and water afterwards. Seek medical attention if there are any burns caused by chemical.

In case of swallowing, rinse the mouth with cold water. If the victim is conscious, have them drink lots of water to dilute the acid followed by a glass of milk or milk of magnesia in case of acid. Induce vomiting any other common chemical is swallowed. Call emergency services for immediate medical assistance.

e. Actions in case of oil spill

- In the event of an oil spill, the concerned worker instantly informs his supervisor and the emergency response team
- Members of emergency response use the Spill Kit and instantly put sand around the spill so that it may not spread further
- Then, sand is put on the spill to make the surface dry, and the floor is dried by means of sand and an absorbing cloth
- The sand is then collected and disposed of properly

f. Air Emissions

In case of any excessive emissions which are hazardous to health, safety or the environment, the related process is immediately shut down to avoid the impacts of emissions. The emergency response team of the area reviews the situation and decides whether to continue the process or not. If the situation is severe the process is kept halted and immediately reported to the Plant Manager, who takes further appropriate actions to resolve the issue.

g. Earthquake

If inside the building, get under a desk or table or stand in a doorway or corner. Stay clear of windows, filing cabinets, mirrors, and fireplaces. If possible, extinguish open flames/ignition sources.

If outside the building, stay in an open area away from trees, buildings, walls, and power lines.

If driving, pull over and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking stops. If the earthquake was severe, do not attempt to cross damaged walls or buildings.

h. Incident Investigation

In case of any incident an investigation is carried out and appropriate Corrective and Preventive Actions are taken according to the results of the incident investigation.

5. Associated Records

Emergency Response Team (ERT) Nomination Form
First Aid Kit Inspection Record
Emergency Drill Records

EMERGENCY RESPONSE TEAM

S #	Name & Designation	Contact Number	*Role
1	Ather Zaidi Project Manager	+447806819822	
2	Abdullah Jalil Technical Manager	+447342532949	
3	M Munij Project Coordinator	+447903235881	
4	Aqsa Ahmed Admin/HR Officer	+447417578229	
5			
6			
7			
8			
9			
10			

FIRST AID KIT INSPECTION

First Aid Box No: ______________Location: _______________________

Responsibility to maintain: __________________

Last Inspected on: _________Inspected by (DMR / AMR):__________________

FIRST AID KIT					
Sr. #	First Aid Items in box	Required Quantity	Actual Quantity	Expiry Date	Remarks
1					
2					
3					
4					
5					
6					
7					
9					
10					
11					
12					
13					
14					
15					
16					

Maintained by (Name & Sign): ________________ Last updated on: _________________________

EMERGENCY CONTACT NUMBER

Sr.	Department/ Person Name	Contact Number	Remarks
1	Ather Zaidi	+447806819822	
2	Abdullah Jalil	+447342532949	
3	M Munij	+447903235881	
4			
5			
6			
7			
8			
9			
10			

NOTE: To be displayed at time office / gate

Reviewed & verified by (DMR/ AM Admin & HR at the HO):_______________________________

Reviewed & verified by (AMR/ Site Manager at the Site):_______________________________

B. HAZARD UNDERSTOOD

HAZARD IDENTIFICATION FORM

ID	HAZARD/ RISK	DATE/ TIMING	PERSONNEL AT RISK FROM HAZARD	CURRENT CONTROL MEASURES	Likelihood (L)	Severity (S)	Risk(LxS) (A= Acceptable)	ADDITIONAL CONTROL MEASURES REQUIRED (IF ANY)	Persons Responsible	Objective
	Hazard Description: Consequences:			Eliminate: Substitute: Engineering: Administrative: Training: Monitoring:						
	Hazard Description: Consequences:			Eliminate: Substitute: Engineering: Administrative: Training: Monitoring:						

Surveyed By: Reviewed By:

LEAP NETWORKS	Daily HSE Report/Job Safety Analysis		Doc#: LEA/JSA/FRM Rev: 00
	Date:	Location:	
	Project Name:		
	Total Manpower:		

S.N	Time	Location	Unsafe Act/ Condition Observed	Corrective Action Taken	Area In-charge	Completion Date	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
Topic Discussed During Inspection							

Signed by:

Safety Representative

Safety Engineer

Site Supervisor

JOB SAFETY ANALYSIS PROCEDURE

1. Objective and scope

- To ensure safety of personnel and equipment.
- It includes steps required to conduct Job Safety Analysis (JSA) for any existing practice or new procedure being introduced.

2. Responsibility:

- Area Owner (e.g., Production Manager for Process Plant)
- Assistant Manager HSE
- Process Engineer

3. Procedure:

- JSA to be conducted for all existing jobs and for any new activity being carried out based upon criticality of the job.
- In JSA, jobs are split into small activities & each activity is checked in actual for any hazard.
- JSA for New activities being started is the responsibility of the Area Owner
- For Jobs resulting in incidents must be evaluated by multi-disciplinary team using JSA Methodology; & Safety Section should call JSA for such activities.
- JSA Kick off will be as result of incident investigation for existing jobs & through PSSR for new Facilities.
- Area Owner of Safety Section will issue an e-Mail for JSA Team & Time.
- An Introductory meeting to be carried out for the team where area owner to brief the team members about activity.
- The team will then move to the area & will observe job in field at all steps.
- The team will take observations for all potential accidents with a view to identifying all the possible hazards whether produced by the environment or job procedures.
- The familiar & usual safety questions should be answered. Some of the questions are as under:
  i. Is there a potential for injury when any object is struck?
  ii. What about slipping or Tripping?
  iii. Could one fall on the same level or from one level to other?
  iv. Can the employee be caught in, by or between objects?
  v. Are toxic, corrosive gases / liquid mists, vapor, dust, heat, fumes & radiation present?

- Observation regarding each step to be noted & compiled.
- Probability of occurrence of each unsafe act.
- After study of whole activity, the team will sit together again & all points will be agreed by the team.
- Area owners shall follow up with the completion of these observations & must get them addressed before target dates.
- In case recommendations are not addressed 100% by the due date, facilities to be stopped for further operation until all recommendations are closed.

- In case of major business loss, waiver from SOC Chairman to be taken to extend the target date for recommendations.

4. Related Documents

- Job Safety Analysis Form

5. Distribution List

- General Manager Plant
- Senior Advisor HSE
- Chief Miller
- Manager Admin
- Manager Maintenance
- Manager Material Services
- Manager PQA (Management Representative)
- Manager Utilities

Prepared by: ____________________ __________
(Name & Signature) (Date)

Reviewed by: ____________________ __________
(Name & Signature) (Date)

Approved by: ____________________ __________
(Name & Signature) (Date)

C. PERSONAL PROTECTIVE EQUIPMENT

EQUIPMENT INSPECTION FORM

Equipment/ Material Name:			
Supplier Name			
Receipt Ref.		Supplier Contact No.:	

Statement of check/Inspection

Signature: ____________________

Date: ________________________

EMPLOYEE TRAINING RECORD

Employee Name:	
Employee Position / Title:	
Start Date of Training:	Trainer / Training Organization:
Subject of Training:	
Detailed description of Training (optional):	
Type: ☐ Individual ☐ Group ☐ Other:	☐ Institution or Training Organization ___________ ☐ On The Job
Completion Date of Training:	
Result of Employee's Training:	☐ Satisfactory Attendance / Completion ☐ Certification Obtained (indicate below) ☐ Non-Satisfactory Result or Incomplete Attendance
Certificates / Credentials Obtained (if applicable):	
If non-satisfactory result or incomplete attendance was checked, indicate correction plan: ☐ Employee must re-take training ☐ Employee must take alternate training ☐ Other action:	
Notes:	

LEAP NETWORKS	**PPE PURCHASE RECORD**	Document No.: LEA/PPE- Issue No.: Revision No.:00 Effective Date:

Equipment category:	Manufactured by:
Appraisal period:	Date:

S. No.	Supplier Name	Standards/ Quality (35%)	Price (30%)	Delivery (25%)	Customer service (10%)	Weighted average	Supplier audit findings status	Overall performance (Satisfactory/ Watch listed/ De- listed)

D. SUBCONTRACTOR MANAGEMENT

1. SUBCONTRACTOR MANAGEMENT PLAN

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT CHECKLIST		
Highest ranking HSE professional in the firm: Name: Email: Telephone:		
you have a written basic safety HSE/program?	yes	No
Does your basic safety/HSE program include the following? a) HSE policy statement signed by management? b) Management involvement and commitment? c) Hazard identification and risk control? d) Training? e) Communications? f) Incident and accident investigation & reporting?	 Yes Yes Yes Yes Yes Yes	 No No No No No No
Does the program include work practices and procedures such as. a. Permit to work including isolation of energy? b. Personal protective equipment? c. Motor vehicle/ driving safety? d. Electrical equipment ground assurance? e. Housekeeping? f. Accident, incident reporting & investigation? g. Emergency preparation, including evacuation plan? h. Regular workplace inspection/ audit?	 Yes Yes Yes Yes Yes Yes Yes Yes	 No No No No No No No No

Do you have a Drug and Alcohol program? a. Pre-employment testing? b. Reasonable cause testing? c. Return to work testing?	 Yes Yes Yes	 No No No
Do you have a job safety analysis (JSA) process in place?		
HSE Meetings a. Do you hold site HSE meetings for? • Field supervisor • Employees • New hires • Subcontractors	 Yes Yes Yes Yes	 No No No No
Inspections and audits a. Do you conduct internal HSE inspection? B. Do you conduct internal HSE program audit? c. Are corrections or deficiencies to internal HSE program or equipment communicated and documented until closure?	 Yes Yes Yes	 No No No

GENERAL INFORMATION		
1. SUBCONTRACTOR INFORMATION:		
SUBCONTRACTOR NAME:		TELEPHONE No.
Street Address:		Fax No.
City:	Province:	Postal code/ZIP
Website address:		
2. Officers		
President:		
Vice President:		
Treasurer:		
3. How many years has your organization been in business under your present firm’s name?		
4. Present firm name:		
City:	Province:	Postal code/ZIP
Subsidiaries:		
5. Contractor evaluation form completed by.		
Name:		Telephone:
Email:		Fax

Project: ____________ Completed by: ____________________ Date: __________

SUBCONTRACTOR PAST PROJECT INFORMATION

Firm Name:						
Phone/Email						
Scope of work to be completed:						
Project start-end date						
Experience						
License No.						
Subs. Of this firm:						
Insurance Coverage						
	Required Limits	Actual Limits	Eff. Date	Exp. Date	Carrier	Rating
Liability						
Worker's comp:						
Auto						
Property/Inland marine:						
Comments:						
Safety program review						
Written program						
Review of inspection and training record						
Responsible person(s)						
Changes needed						
Jobs requiring competent persons						
Names of competent persons for each job						

3. PERSONAL QUALIFICATIONS

A. MANAGEMENT & SUPERVISION

JOB DESCRIPTION FORM

Job Title:		
Level/Grade	Type of position: Full-time Part-time Contractor Internee	Duty Hours 8 hr / day Exempt Nonexempt

General Description
Work Experience
Education

Reviewed by:	Title:
Approved by:	Title:

LEADERSHIP TRAINING FORM

Training Title: ____

Trainer: ____________________ Date: _______________

Sr. #	Name of Participants	Department	Designation	Signature

____

(DMR-HO)

B. SAFETY PERSONNEL

JOB DESCRIPTION FORM

Job Title:		
Level/Grade	Type of position: Full-time Part-time Contractor Internee	Duty Hours 8 hr/day Exempt Nonexempt

General Description
Work Experience
Education

Reviewed by:	Title:
Approved by:	Title:

4. SAFETY PROGRAM ELEMENTS

A. Employee safety orientation

SMS PROCEDURE FOR COMPETENCE, TRAINING & AWARENESS

SAFETY MANAGEMENT SYSTEM PROCEDURE (SMS) FOR
COMPETENCE, TRAINING & AWARENESS

Reviewed by:	
Name Designation Date	Signature
Approved by:	
Name Designation Date	Signature

Initial Issue Date: ____________________

Amendment History Record

Revision Number	DCR Number	Section	Amended Text

1. Purpose

The purpose of this procedure is to provide a system and instructions, and to assign responsibilities for determining the needs of awareness and training related to health, safety and environment. Develop the training programs for training and awareness of the employees and implement these training programs.

2. Scope

This procedure is used to provide training and awareness to all the employees of LEAP Networks.

3. Responsibility

a. GM / MR will review and approve the annual training plan

b. DMR, in consultation with the HODs, will identify SMS training needs of personnel and prepare an annual SMS training plan. He is also responsible for the implementation/execution of the approved SMS training plan, with coordination with other sections in charge.

c. DMR/ AM Admin & HR will maintain training records in the personal files of the employees

4. Procedure

4.1. General

The objective of the Safety Management System (SMS) awareness and training program is to ensure that all personnel understands;

a. The importance of the SMS policy, procedures, and the SMS System, and their roles in achieving the policy and maintaining the SMS System
b. Actual and potential impact of their work on the environment, potential consequences of departure from procedures, and benefits of improved personal performance
c. Emergency preparedness and response requirements

4.2. Identification of SMS Training Needs

At the start of each year, MR, in consultation with the head of departments, reviews the current SMS performance levels and identifies the SMS training and awareness needs of the personnel. The following factors are taken into account while identifying the training needs;

a. Changes in the SMS System, such as new or revised procedures, or changes in the SMS policy.
b. Changes in processes or operations.
c. Changes in applicable laws, regulations, and other requirements.
d. New significant SMS issues, objectives, or targets.
e. New management programs.
f. Results of internal audits of the SMS System.
g. Non-compliance with applicable laws, regulations, and other requirements.

h. Non-attainment of specified SMS performance or decreasing performance.

i. Inadequate performance of individuals or groups of personnel.

Based on the identified training needs, DMR prepares annual SMS Training Plan. The Training Plan is reviewed and approved by the GM. GM then follows up on the implementation of the SMS Training Program with the coordination of the Admin/HR department and reports the progress to the SMS Management Review Committee.

4.3. SMS Awareness and Training Program

4.3.1. General SMS Orientation Training

HOD provides SMS orientation training to all new and existing employees. It presents basic concepts, principles, and requirements of the Integrated (Health, Safety and Environment) Management System, discusses the LEAP SMS policy, the company's significant SMS issues, objectives, and targets. Participation in the general orientation training is recorded. The records are maintained by the Admin/HR department.

General Awareness of SMS is also communicated through banners/postings, SMS awareness programs/events, etc.

4.3.2. Training on SMS (ISO 45001, ISO 14001 and OHSAS 18001)

Training sessions of management and section in charge are carried out on the understanding and implementation of ISO 14001 Environmental Management System and OHSAS 18001 Occupational Health & Safety Management System Requirements. The records of training are maintained by the Admin/HR department.

4.3.3. Training on Emergency Preparedness and Response

Personnel assigned with specific responsibilities in implementing emergency response procedures are trained in how to carry out the tasks and activities assigned to them. This training may include operating emergency equipment, using personal protective equipment, coordinating evacuation, notifying external emergency services, and so forth. The GM ensures that all personnel designated for specific emergency response activities are adequately trained. Training may be in the form of demonstrations, drills, classroom instruction, and participation in external seminars or conferences. All emergency response training is recorded.

4.3.4. Competence and Skill Training

Departmental Heads and GMs are responsible for ensuring that personnel whose work can cause a significant environmental impact are sufficiently competent and skilled in performing their work.

Personnel who have proven experience in operating relevant processes and equipment are also required to undergo any refresher training program to update their skill level. Competence acquired through experience may be identified and recorded in the form of experience certificates or bio-data, which are maintained by the Admin/HR department.

4.3.5. External Training

The company also sends employees to participate in approved seminars, conferences, and other forms of external training. GM/Departmental Heads recommend employees for external SMS training, which is reviewed by the Manager HR and approved by the GM. Admin/HR department then makes arrangements for registration of participants in the training program. Copies of certificates of training are maintained in the personal files by the HR department Admin/HR department.

4.4. Training Effectiveness Evaluation

After attending training, employee(s) submit a copy of the certificate (if any) of the training attended. Certificate of training is placed in the employee's personal file. To ensure the effectiveness of the provided training (internal or external) Head of Department (HOD) will carry out an assessment of the trainee(s) with at least one of the following methods.

a. Oral Test: This method is used when the level of awareness needs to be assessed
b. Written Exam/ Test: This method is used when understanding of the trainee needs to be assessed
c. Practical Demonstration: This method is used when coordination between procedure and practical application is required; the trainee needs to be assessed

Training is evaluated by the HOD, and a record of the evaluation of the individual participant is updated in the Training Evaluation form by the HR department. Evaluation of the employee, who has attended the training, is conducted by his immediate supervisor/HOD, filling the Training Effectiveness Evaluation form after three (03) months and forwarding it to the HR department to evaluate and to maintain the record in the employee's personal file.

5. Associated Records

- Annual Training Plan
- Training Attendance Sheet
- Individual Training Record
- Training Effectiveness Evaluation

ANNUAL TRAINING PLAN

Sr. #	Training Title	Key Contents*	Resources Person / Trainer*	Institution**	Potential Participants	Time Period			
						Q 1	Q 2	Q 3	Q 4

Prepared by (HOD/DMR): ____________________ Approved by (GM ________________________):

* In case of internal (In house) training

** In case of external training

TRAINING ATTENDANCE SHEET

Training Title: ____

Trainer: _______________ Date: _______

Sr. #	Name of Participants	Department	Designation	Signature

____

(DMR-HO)

INDIVIDUAL TRAINING RECORD

Sr. #	Training Attended*	Training Date	Internal/External	Remarks

* Place copies of any certificates/diplomas/degree in employee's personnel file.

TRAINING EFFECTIVENESS EVALUATION

Employee Name: ________________ Employee ID: ________________

Department: ________________ Designation:

Training Date: Evaluation Date: ________________

Training Description:

Trainer / Institute:

	Evaluation	[2]	[1]	[0]	[N/A]
1)	The employee applies the knowledge/skills learned in the course of work	[ ]	[ ]	[ ]	[ ]
2)	The employee's work performance/efficiency	[ ]	[ ]	[ ]	[ ]
3)	The employee's work attitude improved	[ ]	[ ]	[ ]	[ ]
4)	The employee is motivated	[ ]	[ ]	[ ]	[ ]
5)	The employee has shown initiative in improving work processes	[ ]	[ ]	[ ]	[ ]
	Total Score:				

Total score = [ ]		Max score = [10]	
Total score [ ] ÷ (Max Score) x 100% = Points [ ] ÷ [10] x 100% = [ ]			
Did the employee achieve overall objectives?		[ ] Yes	[ ] No
Further training required?		[ ] Yes	[ ] No
Final Remarks by Trainer / Departmental Head about Trainee Performance:			
Out Standing: ☐	Satisfactory: ☐	Conditional: ☐	Unsatisfactory: ☐
Further Remarks (If any):			
Evaluation done by:		Signature:	Date:

Score Criteria:	[2] - Good	[1] - Acceptable	[0] - Poor

Rating Criteria:	Outstanding	90 % or above	Satisfactory	70 - 89 %
	Conditional	50 - 69 %	Unsatisfactory	below 50 %

LEAP NETWORKS SAFETY ORIENTATION SHEET

Sr. #	Name	CNIC No.	Craft	Emergency Contact #.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
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18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				

B. Incident reporting and investigating

INCIDENT INFORMATION FORM

Incident First Information Report Form

Report #:

Date		Time		Incident Category	
Department				Location	
Name of Employee					
Incident Happened.					

Received By:

REPORT #:	DATE:
INCIDENT INFORMATION	
Location: Name: Date of Incident:	
Incident Detail:	
AGENCY / LAW ENFORCEMENT INVOLVMENT	
Check any agency contacted about this matter: Police / Agency \ No agency contacted Please attach a copy of any agency / law enforcement incident report if available	
Agency / Police precinct Number (City / Town):	Case Number:
Contact Person: Telephone Number:	
Summarize Facility Investigation Below (No. Of pages attached --- if needed) Include a description of any related documents / Information, such as photos, taps, medical records etc	
Action Taken by facility: (No. Of pages attached ---------------------- if needed) (Additional training for staff person, termination, counselling memo, etc)	
Report Prepared By:	

C. Line accountability

Reference No: ____________________ Dated: ____________________

Criteria: __________________________________

Chapter III	Health and Safety	
		NC
		C
		Obs

Prepared by: ____________ Reviewed by: ______________________

HEALTH AND SAFETY POLICY STATEMENT

Leap Networks is committed to preserving the health and safety of all its employees. All levels of our business, from the managing director hierarchy, are committed to the elimination of all injuries and work-related illnesses for all personnel associated with our activities. Health and safety is a core values of our business and shall form an integral part of all the activities that we undertake.

AIMS AND OBJECTIVES

Our objective is to create a culture and environment which ensures the health and safety of all personnel through the provision of sound leadership, planned processes, education, training and a demonstrated commitment to this policy. We will adopt procedures to –

- provide a healthy and safe workplace, safe plant and systems of work.
- provide written procedures and instructions to ensure safe work practices.
- ensure compliance with legislative requirements and current industry standards.
- provide such information, instruction, training and supervision to employees, contractors, and customers as is necessary to ensure their continued health and safety; and provide support and assistance to employees and involve them in consultation on safety issues.

SAFETY RESPONSIBILITIES

We recognise that the overall responsibility to provide a safe workplace rests with management, who will be accountable for the implementation of this policy. These responsibilities include –

- providing and maintaining all workplaces in a safe condition.
- ensuring that all OH&S policies and procedures are implemented.
- actively promoting and being involved in those policies and procedures, and establishing measurable objectives and targets to ensure continued improvement.
- providing adequate resources to meet these OH&S commitments.
- Employees will ensure that they follow all WH&S policies and procedures; and report all hazards to their supervisor.
- Leap Networks is committed to encouraging consultation and co-operation between management and employees. We will formally involve elected employee health and safety representatives in any workplace change or any matters that may affect the health and safety of employees in any workplace.

Managing Director   Issue date:

Leap Networks   Review date:

SMS PROCEDURE FOR INTERNAL AUDITING SYSTEM

SAFETY MANAGEMENT SYSTEM PROCEDURE FOR

INTERNAL AUDITING SYSTEM

Reviewed by:	
Name Designation Date	Signature
Approved by:	
Name Designation Date	Signature

Initial Issue Date: ____________________

Amendment History Record

Revision Number	DCR Number	Section	Amended Text

1. Purpose

The purpose of this document is to verify the effectiveness of the organisation's management system and to ensure compliance with the legal and other applicable requirements. To identify the gaps and areas that require improvement. It also identifies the associated inputs, outputs and respective process steps of the auditing process and post activities of the internal audit in the LEAP Networks.

2. Scope

This procedure is applicable and implemented throughout the LEAP Networks to meet the requirements of the Safety Management System.

3. Responsibility

- GM / MR approves the audit plan and audit schedule
- DMR is responsible for planning and scheduling internal audits (Annual Audit Schedule and Audit Plan)
- The auditor prepares the audit report after the completion of the audit
- Concerned departmental heads are responsible for taking corrective actions on non-conformities identified in the audit
- DMR and AMR are responsible for the follow-up of the corrective actions at HO and Plant, respectively

4. Procedure

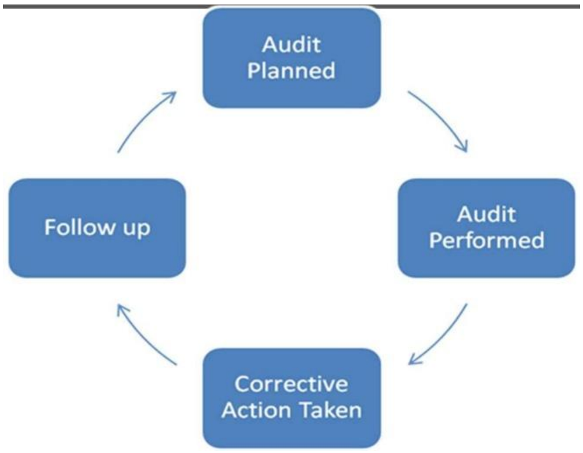
4.1. Audit Team

Leap Networks has developed an Internal Audit Team for conducting internal audits on a regular basis, and DMR maintains the list of internal auditors. Internal Auditors are selected from different functions within the company based on their experience and professional skills. They are then trained on auditing skills by sending them to seminars and/or conducting internal training sessions. Training record/certificate copies of the auditors is maintained.

4.2. Audit Frequency and Planning

The Annual Audit Program is prepared at the start of each year. This program shows all the departments of the company and the month in which the audit is planned. In this program, each cell, against each year and department, is split into four (4) cells. Each cell represents a step of the audit cycle as explained below. Box 1 represents planning, when the LEAP Networks has to start the planning of the audit of any concerned department/ section. Box 2 is for planned audit execution when audit is actually to be performed. Box 3 represents that when the LEAP Networks has to take corrective actions against the nonconformities found during the audit. And Box 4 represents that when the follow up of the corrective actions that are to be taken as a result of non-conformance, is required to check the compliance level.

If all 4 activities i.e. Audit Planning, Audit Performance, Corrective Actions and Follow Up of the corrective action taken, is complete for all departments, it completes one audit cycle. It is compulsory to complete one audit cycle each year.



4.3. Audit Frequency and Planning

DMR is responsible for planning and scheduling the internal audits. DMR prepares the yearly audit schedule on Annual Audit Program normally at the beginning of the year. GM/ MR approve the Annual Audit Program. The internal audits are carried at least once in year.

A Week before the proposed audit date, DMR in consultation with the MR prepares the Audit Plan. The audit plan lists all the activities corresponding to the Safety Management System, identifies locations where these activities are taking place, and time of audit for each activity. The audit plan is approved by the MR and is then distributed to all the concerned departments/ sections covered under the scope of audit.

4.4. Audit Execution

I. Before starting an audit, the auditors ensure the possession of:

   a. Audit Plan
   b. Internal Audit Report
   c. Copies of Safety Management System Manual and Safety Management System
   Procedures

   d. Audit Checklist

II. The audit begins with a briefing to the management on the methodology of the audit, its scope and any administrative arrangements required.

III. While conducting the audit, the auditors seek to:

   a. Determine whether documented procedures and instructions meet the requirements of the standards
   b. Verify whether procedures and instructions are being implemented. For this, the data and records generated as evidence of activities are examined for compliance with specified procedures. In addition, the auditors make it a

point to talk to personnel performing various tasks to ascertain whether they understand the procedures, instructions and are following these. Auditors observe tasks being carried out to see whether these conform to the specified norms and procedures of the Safety Management System.

c. When an auditor observes non-conformity in the system, all relevant information is examined carefully, and full details of nonconformance are recorded so that corrective action can be taken. The responsible department head is associated with such observations. Evidence of non-conformity and the department head's concurrence is recorded on the observation sheet to avoid controversy

d. On completion of the audit, a closing meeting is arranged with the management to review findings and to obtain clarifications if required. Appropriate corrective measures are also discussed

IV. After the completion of the audit, auditors compile all these findings and prepare the Audit Report. It includes the summary of the audit and audit non-conformities and observations observed. Audit report normally contains the following information;

a. Report title, number and the relevant information
b. Particulars and compositions of the audit team
c. Background information, such as the auditor's objective, scope, dates and procedures used
d. Brief description of the activities and departments audited
e. Summary of findings and observations

4.5. Corrective Action and Follow-up

DMR initiates the Corrective / Preventive Action Requests (CPARs) on the non-conformities observed in the audit and gives it to the concerned departmental / section heads. The concerned departmental / section head investigates the cause of the problem, proposes a corrective action to be taken and indicates the date by which the corrective action will be fully implemented.

4.6. Input to Management Review Meetings

Results of the internal audit are submitted in the Management Review Meeting by the Management Representative as input.

5. Associated Records

a. List of Approved Internal Auditors
b. Annual Audit Program
c. Internal Audit Plan
d. Audit Checklist
e. Internal Audit Report

Audit No: ________________ Held on: ______________

Audit Scope: _____________ Audit Criteria:_________

Audit Team: _____________

S#	Scope / Activity	Date	Estimated Time	Auditor	Remarks
1					
2					

S #	Scope / Activity	Date	Estimated Time	Auditor	Remarks
3	a.				
Prayer & Lunch Break / Team Liaison Meeting 01:00 to 02:00 Hrs.					
4					
5					
Closing Meeting					
6					

Remarks (if any):

Prepared by (MR): Approved by (Director):

APPROVED INTERNAL AUDITORS LIST

Date: _______________

S #	Name	Designation	Department

Prepared by (GM/MR):___________________ Approved by (CEO/DIR):_______________

ANNUAL AUDIT PROGRAM

Internal Audit

Year: ________________ Number: _________________________

S#	Dept. / Section	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Prepared by (GM): _____________ Approved by (CEO/DIR): _____________

INTERNAL AUDIT PLAN

Audit No: Held on: _______________

Audit Scope: Audit Criteria: __________

Lead Auditor: Auditor: _______________

S/N	Department (To be Audited)	Date	Estimated Time	Auditor

Remarks (If Any):

INTERNAL AUDIT CHECKLIST

Auditor: ________________________

Audit Reference: ______________________

Department: _______________

Date: _______________________________

S #	To be Checked	Status	Auditor Notes

Approved by (Auditor): ____________________

INTERNAL AUDIT REPORT

Audit Reference No: ____________ Audit Held On: ___________

Audit Criteria: _________________

Ref. #	Internal Audit Findings			
	<Area/ Department>			
1	<state audit finding here>			
	Clause/ Doc. Ref		Status	
2				
	Clause/ Doc. Ref		Status	
3				
	Clause/ Doc. Ref		Status	
4				
	Clause/ Doc. Ref		Status	
5				
	Clause/ Doc. Ref		Status	
6				
	Clause/ Doc. Ref		Status	

Remarks/ Comments by Auditor:

_________________________ Report Submitted on: __________________

Signature (GM)

D. SAFETY INSPECTION

WORK ORDER/PERMIT

Maintenance Department
Serial No.: ______________
Receiving Date: _________
Received by: ____________

Initiation Date: ________ Time: _______ Department:________________

Problem:

____

____

____

Initiation by: ______ Approved by HOD/Supervisor:________________

Problem Solved: ☐ Yes ☐ No

Remarks:

____

____

____

Signature of Initiator: _________________

(After the completion of Work Order)

E. SAFETY MEETING

Issuance Date: ______________

SAFETY RECORDS				
	Title: Management Review Agenda/Acknowledgement Form			
	Document #:	LEA/FRM-	Rev #	00
	Effective Date		Page	78 of 2

PURPOSE:
The purpose of this meeting is to review the performance of activities that fall under the SMS of LEAP Networks.

SCOPE:

The following members are requested to participate in the First 1st Management Review

Meeting that is planned to be held on date ---------- at Plant site ---------- at -------------
Circulation List

Name	Designation	Attended

Sr. #	Agenda Points (Review Inputs & Outputs)
	Review Inputs
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Prepared by MR		Approved by Manager H&S	

	Review Outputs
1.	
2.	
3.	

SAFETY COMMUNICATION MEETING RECORD

Title			
Instructor			
Department			
Topic			
Date & Time			
Duration			
Sr #	Participants	P. No	Sign.