

RASAD NIGERIA LIMITED

POLICY 05

Health and Safety Policy

VERSION	Version 1 · September 2026
POLICY OWNER	Operations and Procurement Lead
APPROVED BY	Board of Directors, Rasad Nigeria Limited
REVIEW	Annually, and after any serious incident

1. Why this policy exists

Our work involves heavy bags, moving trucks, fumigants, stacked warehouses and long roads. Nobody should be hurt doing it. This policy defines who is responsible for safe work and how urgent risks are reported and handled.

2. Scope

This policy covers all Rasad workplaces, including offices, hubs, warehouses, vehicles and field sites, and all directors, employees, casual workers, contractors and visitors. Hauliers and contractors working for us must meet the same standards.

3. Our commitments

We will:

1. Comply with the Factories Act, the Employee's Compensation Act 2010, road traffic laws and other applicable safety laws in Nigeria and Benin Republic.
2. Identify hazards, assess the risks and control them before work starts.
3. Provide safe equipment, suitable personal protective equipment (PPE), training and supervision free of charge.
4. Give every worker the right to stop work they believe is unsafe, without penalty.
5. Record, investigate and learn from every incident and near miss.
6. Keep first aid and emergency arrangements in place at every site.

4. Key risks and controls

Risk	Minimum controls
Manual handling of heavy bags	Training in safe lifting, two-person lifts or aids for heavy loads, rotation of tasks, a maximum stack height per warehouse.

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Falling stacks and working at height	Stable stacking patterns, clear aisles, no climbing on stacks, sound ladders.
Fumigation and chemicals	Only trained, licensed operators fumigate. Warehouses are sealed and signposted, re-entry follows clearance times, PPE is worn, and safety data sheets are kept on site.
Road transport	Licensed and rested drivers, a vehicle check before each trip, speed and driving-hour limits, no phone use while driving, secure loads, and no passengers on loads.
Vehicle movements in yards	Marked routes, banksmen when reversing, high-visibility vests.
Fire	Extinguishers, no smoking near stock, safe electrical installations, marked exits, fire drills at least once a year.
Dust and noise	Ventilation, masks for dusty tasks, hearing protection near machinery.
Heat and fatigue	Drinking water, shade, rest breaks and reasonable shift lengths.
Security and violence	Secure cash handling, prompt payments to reduce cash on site, and incident reporting.
Field travel	Journey plans for remote trips, check-in calls, and first aid kits in vehicles.

Each site keeps a written risk assessment, reviewed at least once a year and whenever work changes.

5. Responsibilities

Role	Responsibility
Board of Directors	Approves this policy and reviews safety performance.
Managing Director	Accountable for resources and for a culture where safety comes first.
Operations and Procurement Lead	Owens this policy, risk assessments, training and incident investigations.
Hub, warehouse and fleet managers	Apply controls daily, check equipment, keep records and stop unsafe work.
All workers	Follow instructions, wear PPE, look out for others and report hazards and incidents.

Role	Responsibility
Contractors and hauliers	Meet this policy and report incidents to Rasad.

6. Reporting urgent risks

- **Immediate danger** (fire, serious injury, a collapsing stack, a chemical leak or a road accident): stop work, make the area safe, get help, and call the site manager at once. The site manager informs the Operations and Procurement Lead and the Managing Director within one hour.
- **Injuries and near misses:** report to the site manager on the same day and record them in the incident log.
- **Hazards:** report to the site manager or through our grievance channels (Policy 07) as soon as they are seen.
- **Reportable incidents** are notified to the authorities and to the Nigeria Social Insurance Trust Fund as the law requires.

No one is disciplined for reporting a hazard or incident in good faith.

7. Investigation and learning

Serious incidents are investigated within five working days to find root causes, not just someone to blame. Actions are assigned with deadlines and tracked to completion. Lessons are shared with all sites.

8. Training

All new workers receive safety induction before starting work. Task-specific training covers manual handling, fumigation, driving, first aid and fire safety. Refresher training takes place at least once a year, before each main season.

9. Health and welfare

Every site provides drinking water, clean toilets and washing facilities, and a place to rest and eat. Work-related injuries are treated promptly, and workers are supported under the Employee's Compensation Act 2010.

10. Monitoring and reporting

We track lost-time injuries, near misses, road incidents, training completed and actions closed. The Board reviews these figures at least twice a year.

11. Related policies

Policy 03 Human Rights and Labour · Policy 07 Grievance Redress and Whistleblower Reporting
· Policy 08 Supplier Code of Conduct