



HEALTH & SAFETY MANAGEMENT PLAN

1. Introduction

Horizon Capital Services Health & Safety Plan reflects the commitment from Management to provide and maintain a safe working environment in which employees are not deliberately or unnecessarily exposed to hazards.

This document does not include or define specific procedures or processes in detail but identifies the basic and minimum requirements that apply to all employees and contractors employed by Horizon Capital Services

It is important to note that site or job specific Risk Management Analysis and Safe Work Method Statements will be developed. In addition, there may be specific requirements that will apply to a specific site that have to be adhered to.

Objectives

- To promote health, safety and welfare of persons at work.
- To protect persons at work against hazards.
- To assist in securing safe work environments.
- To reduce, eliminate and control the hazards to which persons are exposed to at work.
- To implement controls to reduce risks to all.

Key elements include:

- The conducting of Risk Management Analysis and Job Safety Analysis (JSA).
- The constant monitoring of work and work areas, inductions, training and meetings.
- Promoting and communicating safety in all areas and at all levels of the company.

Responsibility

All employees and contractors must comply and implement controls to reduce risks and hazards, including:

- Being responsible for their own health and safety and that of others.
- Keeping the workplace in a clean and tidy condition.
- Not interfering with or misusing protective equipment, this has been provided for the purposes of Health and Safety.
- Using all personal and other protective equipment, issued or supplied, as per the individual workplace requirements.
- Reporting immediately to management all incidents, near misses or unsafe conditions that are present / identified in the workplace.
- Comply with all site requirements and Statutory Regulations, when applicable.
- Assisting management in achieving the goals and objectives and responsibilities.
- Ongoing support of safe work practices whereby safety shall not be ignored or deferred.

Review

As a minimum, the Staff and Management of shall review the Health & Safety Plan once a year.

OH&S Meetings

Monthly meeting are to be conducted on all Horizon Capital Services sites.

OH&S Meetings

Safety will be communicated to all employees and contractors in the most appropriate and efficient format to ensure that all safety requirements are carried out and understood, including:

- Communication can be by the following means:
- Induction Training.
- Emails.
- WhatsApp platform.
- OH&S Meetings.
- Training Courses.
- Special Meetings.
- Any other acceptable means of communication.

2. Management

The appropriate hazard identification process must be applied prior to commencing a job or task. It is imperative that all employees take the time to assess potential hazards no matter how insignificant they may appear.

This includes a hazard checklist before commencing work.

Risk Matrix

RISK MATRIX	IMPACT				
	Insignificant	Minor	Medium	Major	Catastrophic
LIKELIHOOD					
Almost Certain	Low	Moderate	High	Extreme	Extreme
Likely	Low	Low	Moderate	High	Extreme
Possible	Negligible	Low	Low	Moderate	High
Unlikely	Negligible	Negligible	Low	Moderate	High
Rare	Negligible	Negligible	Low	Low	Moderate

Incident Reporting

It is the responsibility of the employee where practicable to report all incidents or accidents in accordance with Horizon Capital Services processes. All reports are to be conducted via our online platform.

The following will need to be reported:

- Employee name.
- Date of incident.
- Time of incident.
- Who incident was reported to.
- What occurred.
- Incident address.
- Incident details and any harm incurred.
- Medical treatment required.
- Has a Work Cover Certificate been issued?
- Have all Stakeholders been notified?

Induction

As part of the New Employee Induction, all new employees are to become familiar with all policies and plans, which are located on our software platform.

Where required, all employees will participate in workplace or site-specific Induction processes.

Training Agenda

Training will be conducted on a regular basis and will form part of the team and client meetings. Agenda may include:

- Risk Management and Job Safety Analysis Review.
- Accident and Incident Reporting.
- Site Inspection and Hazard Identification.
- Review and Signoff of Client Site Specific Policy and Procedures.
- Use of Personal Protection Equipment and Tools.

Personnel Protective Equipment (PPE)

Personnel Protective Equipment requirements may vary according to the nature of the work to be performed. Signage indicating required protection must be obeyed. As an indication, the following PPE will be provided to employees where required.

- Hard Hats
- Hearing Protection.
- Fluorescent Safety Shirts/Vests.
- Steel Toe Capped Safety Shoes or Boots.
- Long Trousers.

Safety Equipment

Safety Equipment requirements may vary according to the nature of the work to be performed. Signage indicating required protection must be obeyed. As an indication, the following Safety Equipment will be provided to employees where required.

No employee will use Safety Equipment unless they are qualified, trained or competent in the use of equipment. If required, additional training will be provided in accordance with the Company processes.

Appendix 1 – Risk Identification Form

Site Name	
Project Name	
Building Address	
Stakeholder Details	
Assessor Name	
Date	

Risk Class	Risk Factor	Likelihood	Impact	Rating	Trend	
Environment Risk	Position and Structure	Building structure and facilities				
		Proximity to public transport and amenities				
		Proximity to and accessibility of emergency services				
		Proximity to other buildings and businesses				
		Proximity to chemical, manufacturing or hazardous goods				
		Proximity to criminal or threatening organisations				
	Utilities and Services	Power failure to premises				
		Water failure to premises				
		Telecommunications failure to premises				
		Number of critical vendors to this site				
	Demographics	Crime statistics (property and person)				
		Unemployment statistics				
		Population profile				
	Community	Level of crime statistics in area (property and person)				
		Level of unemployment statistics in area				

	Ecology	History of flood in the area				
		History of earthquake in the area				
		History of fire in the area (not arson)				
		History of landslides in the area				
Security Risk	Systems and Procedures	Security Policies and Procedures				
		Electronic Security				
		Physical Security				
	People	Physical assault				
		Sexual assault				
		Abduction / kidnap				
		Aggressive behaviour				
		Property	Arson			
Malicious damage						
Vandalism						
Sabotage						
Business Interruption		Bomb hoax				

		Bomb detonation				
		Release of noxious chemicals				
		Discharge of firearms				
		Denial of building access				
		Building evacuation obstacles				
Integrity Risk	Internal Theft	Theft of physical assets				
		Theft of information				
	External Theft	Burglary				
		Theft from building				
		Theft from vehicles				
		Theft of vehicles				
	Surveillance	Eavesdropping				
		Telephone tapping				
Political Risk	Civil disorder					
	Terrorism					
	Anti-social behaviour					

Safety Risk	Plant Equipment				
	Site Hazards				
	Workplace environment				
	Fatigue Management				
	Physical hazards				
	Ergonomics hazards				
	Chemical hazards				

