CORPORATE POLICY

Occupational Health and Safety Policy

EFFECTIVE DATE	VERSION	NEXT REVIEW
11 August 2026	1.0	12 months after approval

POLICY OWNER	APPROVED BY
HSE Manager (accountable: Managing Director)	Board of Directors, [date]

APPLIES TO

All Boafo Nsa sites, yards, offices and vehicles, and every subcontractor and visitor on them

01 Policy statement

Everyone who works on a Boafo Nsa site should go home unharmed every day. We believe all injuries are preventable. Safety is not traded against programme or cost, and every person, from labourer to director, has the authority and the duty to stop unsafe work without fear of blame.

02 Legal and standards framework

- Labour Act, 2003 (Act 651), in particular the employer's duty to provide a safe workplace and the worker's right to leave imminent danger
- Factories, Offices and Shops Act, 1970 (Act 328)
- Workmen's Compensation Act, 1987 (PNDCL 187)
- Fire Precaution Regulations and Ghana National Fire Service requirements
- Client and lender HSE requirements in each contract
- ISO 45001 (Occupational health and safety management systems), used as the framework for our management system

03 Our commitments

01 Identify hazards and assess risks before work starts, using the hierarchy of controls: eliminate, substitute, engineer, administrate, then PPE

02 Provide competent supervision on every active site

03 Give every worker an induction and daily toolbox talks in a language they understand

04 Provide suitable PPE free of charge and replace it when worn

05 Provide clean drinking water, shade, toilets, washing facilities and a stocked first-aid kit on every site

06 Report, investigate and learn from every incident and near miss

07 Consult workers and their representatives on safety

08 Set annual safety objectives and measure performance

04 Life-Saving Rules

These rules apply on every site. Breaking one can cost a life, so a deliberate breach leads to removal from site and disciplinary action.

RULE	WHAT IT MEANS
Work at height	Use a harness, guardrail or approved platform above 2 m; never stand on unsecured formwork or blocks
Excavations	Never enter a trench deeper than 1.2 m unless it is shored, battered or boxed and inspected that shift
Lifting	Never stand under a suspended load; lifts follow a lift plan (BN-POL-07)
Plant and vehicles	Stay out of the swing radius and blind spots; make eye contact with the operator; use a banksman for reversing
Permit to work	Do not start hot work, confined space entry, electrical work or work near live services without a valid permit
Energy isolation	Isolate, lock and tag before working on electrical or mechanical systems
Alcohol and drugs	Never work under the influence
Bypassing safety	Never remove or override a guard, barrier, alarm or safety device

05 Key controls on site

- **Task risk assessments and method statements** for every significant activity, briefed to the crew before work
- **Daily pre-start inspections** of scaffolds, excavations, plant and lifting gear, recorded in registers
- **Traffic management** at road works, with signage, cones, flagmen and lighting to Ghana Highway Authority and Department of Urban Roads standards
- **Underground services** located and marked before any digging
- **Concrete and cement**: gloves and eye protection to prevent cement burns; dust control when cutting or mixing
- **Heat stress**: water, shade, rest breaks and adjusted working hours in the hottest periods

- **Night work** only with adequate lighting and supervision
- **Housekeeping**: protruding rebar capped, edges protected, walkways clear

06 Health and welfare

Boafo Nsa provides pre-employment and periodic medical checks for plant operators, drivers and workers exposed to dust or noise. We run awareness on malaria prevention, HIV and hygiene, and allow workers time to seek treatment. Workers are not required to work excessive hours that create fatigue.

07 Emergency preparedness

Every site has an emergency plan with the nearest hospital, ambulance and fire service numbers, a trained first aider for every [25] workers, an assembly point and a vehicle available for casualty transport. Drills are held at least every six months.

08 Incident reporting

All injuries, near misses, dangerous occurrences and property damage are reported to the site supervisor immediately and to the HSE Manager within 24 hours. Fatalities and serious injuries are reported to the Managing Director at once and to the relevant authorities and the client as the law and contract require. Investigations look for root causes, not blame.

09 Subcontractors

Subcontractors are selected partly on safety performance, must follow this policy and our site rules, and are monitored on site. Boafo Nsa will stop a subcontractor's work if it is unsafe.

10 Responsibilities

ROLE	RESPONSIBILITY
Managing Director	Accountable for safety performance; provides resources
HSE Manager	Maintains the system, advises, audits, reports monthly
Project managers	Plan safe work, approve method statements, ensure competent people
Site supervisors and foremen	Brief crews, inspect daily, enforce rules, stop unsafe work
Workers	Follow rules, use PPE, report hazards, stop unsafe work

11 Performance and review

We track hours worked, lost-time injuries, near-miss reports, inspections completed and training delivered, and report them to the Board each quarter. This policy is reviewed at least every 12 months and after any serious incident.

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