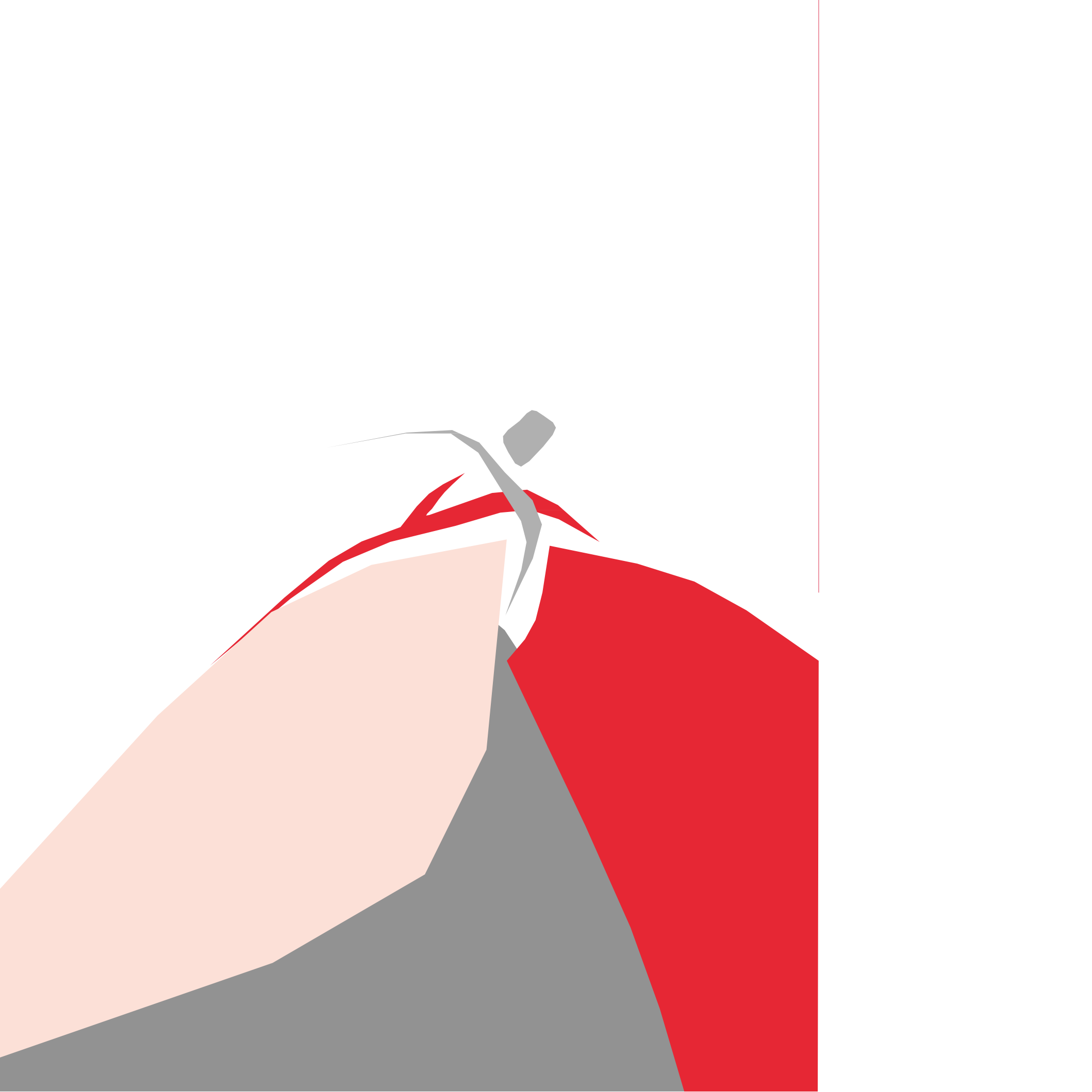





# OCCUPATIONAL HEALTH AND SAFETY SYSTEM MANUAL



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## INTRODUCTION

NEXT TECHNOLOGIES LIMITED (NTL) is a systems integrator company based in Kenya and Uganda providing Information and Communications Technology solutions. NTL was established in March 2005 and has a vast experience in the architecture of ICT hardware and software solutions. Our projects span across the Greater East Africa region.

Next Technologies provides innovative Management solutions that enable leading companies in Africa to optimize, secure, manage and support their mission-critical systems.

As an Information and Communication Technology Systems Integrator, NEXT Technologies partners with customers to deliver solutions that improve the availability, reliability and performance of their data centre, network and security infrastructure.

Using its multi-partner capabilities, NEXT Technologies combines expert consulting, integration and support services with world-class customer service to help IT organizations reduce costs, increase efficiencies and manage risk in the data centre while providing customer users with secure and mobile access.



# BUSINESS STRATEGY

01

## ESTABLISH AND DOCUMENT

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- ☐ Risk Assessment
- ☐ Hazard Identification
- ☐ Resources, Roles, Responsibility, Accountability, Authority
- ☐ Operational Control

## IMPLEMENT AND MAINTAIN

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- ☐ Planning
- ☐ Occupational Health and Safety Policy
- ☐ Controls
- ☐ Participation & Consultation
- ☐ Emerging Preparedness and Response
- ☐ Checking
- ☐ Management Review

The objectives and targets shall be measurable, where practicable, and consistent with the Occupational, health and safety policy, including a commitment to continual improvement, prevention of pollution and compliance with applicable Occupational, health and safety requirements.

When establishing and reviewing Occupational, health and safety objectives and targets, the following shall be taken into account:

- ❖ Legal and other requirements to which we subscribes,
- ❖ Significant Occupational, health and safety aspects/risks,
- ❖ Technological options,
- ❖ Financial, operational and business requirements,
- ❖ The views of relevant interested parties

We shall establish, implement and maintain a system/program(s) for achieving objectives and targets. System/program(s) shall include at a minimum:

- ❖ Designation of responsibility and authority for achieving objectives and targets at relevant functions
- ❖ The means and time-frame by which they are to be achieved.

The system/program(s) shall be reviewed at regular and planned intervals and adjusted, as necessary, to ensure that objectives are achieved.

# OCCUPATIONANAL HEALTH AND SAFETY POLICY

03

Next Technologies' senior leadership shall define, document and authorize its OSH policy.

It will also ensure that, within the defined scope of its OSH Management System, it:

- ❑ Is appropriate to the nature, scale and OSH impacts/ aspects/risks of it's activities and services,
- ❑ Includes a commitment to continual improvement in OSH management and performance; and prevention of pollution, injury and ill health,
- ❑ Includes a commitment to comply with applicable legal requirements and with other requirements to which it subscribes, which relate to its OSH impacts/aspects/risks,
- ❑ Provides the framework for setting and reviewing OSH objectives and targets,
- ❑ Is documented, implemented and maintained,
- ❑ Is communicated to all persons working for, under the control of, or on behalf of Next Technologies with the intent that they are made aware of their individual OSH obligations,
- ❑ Is available to the public and interested parties,
- ❑ Is reviewed periodically to ensure that it remains relevant and appropriate to it.

## PLANNING

Next Technologies shall continually and proactively identify, document, establish, implement and maintain procedures for determining Occupational, health and safety:

- ❖ Aspects/Impacts,
- ❖ Hazards,
- ❖ Risks,
- ❖ Controls,
- ❖ Operational changes,

# COMPETENCE, TRAINING AND AWARENESS

## 04

Next Technologies shall require that any person(s) performing tasks on its behalf or under its control, demonstrate competence on the basis of appropriate Occupational, health and safety education, training or experience and retain associated records.

Next Technologies shall identify and document training needs associated with its Occupational, health and safety aspects/risks and Occupational, health and safety management system. Next Technologies shall require that training or other action is taken to meet these needs, verify that required training or action has been taken, and retain associated records.

Training procedures shall take into account differing levels of:

- a) Responsibility, ability, language skills and literacy,
- b) Risk

Next Technologies shall establish, document, implement and maintain program(s) to make persons working on its behalf or under its control aware of:

- a) The adverse Occupational, health and safety consequences, actual or potential, of work activities, behavior, and/or departure from procedures,
- b) The benefits of improved Occupational, health and safety personal performance,
- c) Roles and responsibilities and the importance of conformity with Next Technologies Occupational, health and safety policy, procedures, and requirements of its Occupational, health and safety management system,
- d) The significant Occupational, health and safety aspects/risks and related actual or potential impacts associated with work.



# COMMUNICATION, PARTICIPATION AND CONSULTATION

Next Technologies shall decide whether to communicate externally about its significant Occupational, health and safety aspects/hazards, and shall document its decision.

If the decision is to communicate, Next Technologies shall establish and implement a method(s) for this external communication.

We shall require that, when appropriate, relevant external interested parties are consulted about pertinent Occupational, health and safety matters.

05

## DOCUMENTATION

Our Occupational, health and safety management system documentation shall include documents, including records, determined to be necessary to ensure the effectiveness, planning, operation and control of processes that relate to the management of significant Occupational, health and safety aspects/ risks.

## PARTICIPATION & CONSULTATION

Next Technologies shall establish, implement and maintain a procedure(s) for the participation of workers by their involvement in:

- Occupational, health and safety aspect/hazard identification, risk assessments and determination of controls, incident investigation
- Development and review of Next Technologies Occupational, health and safety policies and objectives
- Consultation (including contractors, as applicable) where there are any changes that affect Occupational, health and safety and objectives,
- Representation on Occupational, health and safety matters

## COMMUNICATION

With regard to Next Technologies' Occupational, health and safety aspects/hazards and its Occupational, health and safety management system, It shall establish, implement, and maintain a procedure(s) for:

- Internal communication among the various levels and functions of Next Technologies,
- Communication with contractors and other visitors to the workplace,
- Receiving, documenting and responding to relevant communication from external interested parties.

# COMMUNICATION, PARTICIPATION AND CONSULTATION

The Company shall plan, create, document and implement controls for those operations/activities that are associated with the identified significant Occupational, health and safety aspects/risks consistent with Occupational, health and safety policy, objectives & targets and shall include management of change.

## EMERGENCY PREPAREDNESS AND RESPONSE

We shall establish, document, implement and maintain a procedure(s) to identify potential emergency situations and/or accidents that could have an impact(s) on the Occupational and/or associated adverse health and safety consequences and how to respond to them. In planning its emergency response we shall take into account the needs of relevant interested parties, e.g., involving emergency services and neighbors. We shall respond to emergency situations and accidents and prevent or mitigate associated adverse Occupational, health and safety impacts/consequences.

We shall periodically review and, where necessary, revise its emergency preparedness and response procedures/plans, particularly after the occurrence of accidents or emergency situations. We shall also periodically test such procedures/plans where practicable.

## OPERATIONAL CONTROL

We shall establish, implement and maintain:

- Documented procedure(s) and stipulated operating criteria to control situations where their absence could lead to deviation from Occupational, health and safety policy, objectives and targets,
- Procedures/controls related to the identified significant Occupational, health and safety aspects/ risks regarding goods, equipment and services used
- Operational controls related to contractors and other visitors to the workplace,
- Communication of applicable procedures and requirements to employees and suppliers (including contractors and other visitors to the workplace).

06

## CONTROL OF DOCUMENTS

Records are a special type of document and shall be controlled in accordance with the requirements in this document. We shall establish, document, implement and maintain a procedure(s) to:

- Approve documents for adequacy prior to issue,
- Review and update as necessary and reapprove documents,
- Require that changes and the current revision status of documents are identified,
- Require that relevant versions of applicable documents are available at points of use,
- Require that documents remain legible and readily identifiable,
- Require that documents of external origin determined to be necessary for the planning and operation of its Occupational, health and safety management system are identified and their distribution controlled,
- Create controls intended to prevent the use of obsolete documents and apply suitable identification to them if they are retained for any purpose

A documented process shall be established for senior leadership to review the Occupational, health and safety management system, at planned intervals, ensuring its continuing suitability, adequacy and effectiveness.

Reviews shall be documented and include assessing opportunities for improvement and the need for changes to its Occupational, health and safety management system, including Occupational, health and safety policy and Occupational, health and safety strategic objectives and targets.

Input to management reviews shall include:

- ☐ Results of internal audits and evaluations of compliance with applicable legal and other requirements
- ☐ Results of relevant participation and consultation,
- ☐ Relevant communication(s) from external interested parties, including complaints,
- ☐ Occupational, health and safety performance,
- ☐ The extent to which Occupational, health and safety strategic and tactical objectives and targets have been met,
- ☐ Status of significant incident investigations and corrective/ preventive actions,
- ☐ Follow-up actions from previous management reviews,
- ☐ Changing circumstances, including developments in legal and other requirements related to Occupational, health and safety aspects/ hazards,
- ☐ Recommendations for improvement.
- ☐ Occupational, health and safety policy, objectives, targets, and resources,
- ☐ Other identified elements of the Occupational, health and safety management system.

Relevant outputs from management review including agenda, attendance, and meeting notes shall be made available for communication and consultation to appropriate impacted parties.

# CHECKING

08

## Performance Measurement and Monitoring

Next Technologies shall establish, document, implement and maintain a procedure(s) to monitor and measure, on a regular basis, Occupational, health and safety performance identifying key characteristics of its operations that could have a significant Occupational, health and safety impact.

This procedure(s) shall provide for:

- ☐ Both quantitative and qualitative measures appropriate to the needs
- ☐ Monitoring of the extent to which Occupational, health and safety objectives are met,
- ☐ Monitoring the effectiveness of controls (for Occupational and health as well as for safety),
- ☐ Recording of monitoring and measurement data and results to facilitate subsequent corrective/ preventive action analysis.
- ☐ Proactive measures of performance that monitor conformance with its Occupational, health and safety program(s), controls and operational criteria,
- ☐ Reactive measures of performance that monitor ill health, incidents (including accidents, near- misses.), and other historical evidence of deficient Occupational, health and safety performance.

## Nonconformity, Corrective Action and Preventive Action

We shall establish, document, implement and maintain a procedure(s) for dealing with actual and potential non conformity and for taking corrective/preventive action.

The procedure(s) shall define requirements for identifying, investigating, evaluating, and correcting non conformity and taking action(s), as appropriate, to:

- ☐ Determine cause,
- ☐ Mitigate OSH consequences (enforcement action, unsafe work Occupational, illness/injuries, etc.),
- ☐ Implement appropriate actions to avoid occurrence/recurrence,
- ☐ Record and communicate the results of corrective/ preventive action(s) taken,
- ☐ Review the effectiveness of corrective/ preventive action(s) taken.

## Evaluation of Compliance

Consistent with its commitment to compliance, the company shall establish, document, implement and maintain a procedure(s) for periodically evaluating OSH compliance with applicable regulatory and legal requirements, as well as other requirements to which it subscribes.  
All compliance evaluation results shall be documented and maintained.

## Incident Investigation

We shall establish, document, implement and maintain a procedure(s) to identify, record, investigate, and analyze relevant incidents in order to:

- ☐ Determine underlying factors that might be causing or contributing to the occurrence of incidents using direct Investigations, root cause analysis, etc.,
- ☐ Identify the need for corrective action,
- ☐ Identify opportunities for preventive action,
- ☐ Identify opportunities for continual improvement,
- ☐ Communicate the results of such investigations. The investigations shall be performed in a timely manner.

# CHECKING

09

## Control of Records

We shall establish and maintain records as necessary to demonstrate conformity to the requirements of Occupational, Health and Safety Management System, Records & Information Management requirements, and results archived.

We shall establish, document, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records. Records shall be and remain legible, identifiable and traceable.

## Internal Occupational, Health and Safety Management System Audit (Conformance)

The shall require that internal audits of its Occupational, health and safety management system are conducted and documented at planned intervals to determine whether its Occupational, health and safety management system:

- ☐ Conforms to plans and directions as defined by OSH management, including the requirements of this standard,
- ☐ Has been properly implemented, documented, and maintained,
- ☐ Is effective in meeting policy and objectives,
- ☐ provides information on the results of audits to management.
- ☐ Audit program(s) shall be planned, established, implemented and maintained taking into consideration the Occupational, health and safety importance of the operation(s) concerned, the results of risk assessments of activities, and the results of previous audits.

# IMPLEMENTATION AND OPERATION

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## RESOURCES

We shall document/establish how to maintain resources essential to implement, maintain and improve its Occupational, health and safety management system. These resources include:

- Financial and human resources,
- Specialized skills,
- Organizational and physical infrastructure,
- technology.

## ROLES & AUTHORITY

A member(s) of top management will be identified and communicated to all persons working under the control of Next Technologies. This person(s) will have specific responsibility for Occupational, health and safety with clear and defined roles and authority for:

- 1) Ensuring that an Occupational, health and safety management system is established, implemented and maintained in accordance with the requirements of this standard,
- 2) Defining roles, allocating responsibilities and accountabilities, and delegating authorities to facilitate an effective and efficient Occupational, health and safety management system. Roles, responsibilities, accountabilities, and authorities shall be documented and communicated,
- 3) Ensuring that reports on the performance of Occupational, health and safety management system are presented to appropriate top management for review, including recommendations for improvement, and used as a basis for improvement of its Occupational, health and safety management system.

## ACCOUNTABILITY

All those with Occupational, health and safety management responsibility shall demonstrate and document their commitment to the continual improvement of Occupational, health and safety performance.

## RESPONSIBILITY

Next Technologies shall require that all persons working under its control take responsibility for identified Occupational, health and safety aspects/risks in their workplace and adhere to applicable Occupational, health and safety requirements.



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