

# Health and Safety Policy



## Health & Safety Policy

### 1. Applicability

The Policy applies to individuals working, training or present at branches, retail outlets, Zone Office and Head Office (“**Bank Premises**”) and those who are not present on Bank Premises but are working on behalf of the Bank elsewhere.

In this Policy, all employees, trainees, interns, Board and committee members, consultants, auditors and contractors shall be referred to as “**individuals working**.”

### 2. Objectives

So far as is reasonably practicable, the Bank will endeavour to:

- 2.1 Reduce the potential for risk to the health, safety and security of individuals working and visitors to Bank Premises;
- 2.2 Promote the health, safety and security of all individuals whilst working for the Bank;
- 2.3 Support efforts of individuals working and visitors in their duty to prevent risk and to actively promote health, safety and security for themselves and others and to protect the Bank’s assets and property from loss, theft and damage to the extent provided for in this Policy;
- 2.4 Ensure that the working environment is healthy, safe and secure for individuals working and visitors;
- 2.5 Ensure that responsibilities for health and safety are effectively assigned and fulfilled at all levels within the Bank;
- 2.6 Ensure that decisions that affect health, safety and security risks are taken competently and transparently;
- 2.7 Ensure that adequate resources are provided to safeguard the health and safety of all individuals working and visitors;
- 2.8 Ensure that appropriate information, instructions, training and supervision is provided in order to enable all individuals working and visitors to work safely and perform their duties and responsibilities under the policy;
- 2.9 Ensure that health and safety performance and progress is regularly measured and monitored and that audits of health, safety and security matters are conducted at appropriate intervals;
- 2.10 Ensure that all individuals working and visitors are aware of their accountability in the context of health, safety and security and that they are appropriately involved in health and safety related decisions and management; and
- 2.11 Ensure that health and safety issues are actively pursued and communicated to all concerned.

### 3. Risk assessment

3.1 The Bank uses a risk assessment approach to analyse potential health and safety related hazards and threats facing individuals working and visitors, and to consider appropriate mitigating measures.

3.2 In order to achieve the aims of the Policy, the Bank will:

- Conduct regular risk assessments to identify potential hazards and threats, to

assess the level of risk thereof and to implement procedures and policies to reduce those risks; and

- Maintain a risk management programme to formally assess hazards, identify risks and threats, eliminate or minimise risks and threats, regularly review the residual hazards and risks, and maintain an effective health and safety management system to oversee the risk management programme.

#### **4. Guidelines and standard operating procedures**

The Bank will have a set of procedures, including Guidelines which must be followed and adhered to by all individuals working and visitors. All such procedures will be made available to individuals working and visitors via the Bank's intranet, notices in the premises or website, if required.

#### **5. Responsibilities under the policy**

##### **5.1 The Chief Executive Officer (CEO)**

The CEO has overall accountability for issues relating to health and safety matters in the Bank.

##### **5.2 Bank Management**

All Heads of Departments, Zone Heads, Branch Managers and Section Heads are responsible for ensuring that the Policy and as necessary all Guidelines and Standard Operating Procedures are implemented by those within their authority. The particular responsibilities are to:

- Set an example of good health, safety and security practice at work to other individuals working within their authority;
- Ensure that other individuals working within their authority act in a like fashion and take appropriate action to achieve this; and
- Ensure that individuals working within their authority are informed and fully aware of the Policy.

##### **5.3 Head of Administration Department**

The Head of Administration Department is responsible for reviewing and maintaining the Policy and associated procedures and ensuring that appropriate resources are allocated and maintained in the context of the Policy.

The Head of Administration Department has also day-to-day responsibility for health and safety in the Bank's branches. In particular, the responsibilities encompass:

- Developing an overall safety and security management system for the Bank;
- Conducting regular risk assessments and maintaining risk management programmes in the context of the Policy; and

- Providing necessary training courses and awareness to all individuals working at the Bank.

*(The day-to-day health and safety responsibility at uab Tower and the Flagship Store will be undertaken by the Head of the Facility Team.)*

### **5.4 Individuals working and visitors**

Individuals working and visitors are responsible for complying with all of the Bank's health, and safety instructions in order to help to achieve a healthy, safe and secure workplace, and to take care of themselves and others, they are therefore required to:

- Take reasonable care to ensure the health, safety and security of themselves and others;
- Take all reasonable steps within their power to ensure that the property and assets of the Bank are protected from loss, theft or damage;
- Comply with all health, safety and security procedures issued by the Bank
- Report any potentially work-related accidents, hazards, illnesses or security incidents to the Administration Dept and /or Facility Team; and
- Cooperate in the investigation of any accident, hazard, illness or security incident that has led, or which the Bank considers might have led, to injury.

### **6. Document control**

The Head of Human Resources is responsible for this document and will work with the Head of Administration for recommending changes where appropriate.