

**MEET
ENGINEERING
PLC**

Since 2000

► Inspired ► Motivated ► Involved

TIN 000841049

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MEET Engineering PLC
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ENVIRONMENTAL, HEALTH, AND SAFETY POLICY (EHS)

Meet Engineering PLC. Support environmental, health and safety objectives as core business values. Our fundamental belief is that all personnel working for EHS Support shall be provided a safe and healthful place of employment, and go home safely at the end of the day. Equally important is our firm belief that we care for and protect, to the fullest extent possible, the environment, and the communities in which we operate and support. In order to achieve this, the company shall endeavor to provide for employees, customers and shareholder returns through application of management systems that protects the environment, safeguards employee's health, and eliminates injuries to people.

EHS Support believes these goals may be best achieved by:

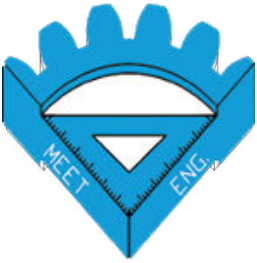
- Demonstrate visible and active leadership in all of our business activities by providing resources necessary to manage and communicate EHS commitment, expectations, and accountability in the same manner as any other critical business function. Appropriate systems and procedures will be enforced to ensure compliance with this policy and these principles.
- Educate employees on safe work behaviors.
- Each associate pledging to be a participant in maintaining a safe workplace.
- Implement proactive hazard identification and follow through with elimination and control of identified hazards
- Implement and audit continuous EHS improvement processes
- Promote a positive "Safety Culture" lifestyle both on and off the job
- Comply with applicable laws, regulations, and statutory obligations
- Ensure open lines of communication to employees, customers, and visitors to our work sites regarding EHS Support's workplace health and safety arrangements
- Develop processes that facilitate continual improvement in the health and safety management system and our health and safety performance.

EHS Support's business plans include measurable EHS targets so that everyone who performs work for the company is responsible and held accountable to help achieve these targets.

Safety is a team effort - Let us all work together to keep this a safe and healthy workplace.

Signature of Top Management Official_____

Date_____



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1. Environmental Sustainability

As one global team, we strive to ensure that all our products and services meet the highest levels of safety and environmental sustainability while minimizing risk to our business, our associates, and our customers.

We are distributing a range of products with environmentally friendly materials – achieving robust ink performance with low-waste ink cartridges.

Videojet is driving our operations to be in alignment with ISO 14001 environmental standards – reducing emissions and our consumption of critical resources, energy and raw materials.

Videojet is committed to proactively implementing all Environmental, Health and Safety procedures to maintain a safe, clean and healthy environment for our associates and the global communities in which we operate. We will demonstrate our commitment to the following:

- Commitment to drive sustainability of our environmental and safety programs through continuous improvement by analysis of our goals and targets.
- Adhere to all applicable global legal requirements and other safety/environmental requirements as it relates to environmental aspects.
- Reduce negative impacts to the environment, through the development of techniques to minimize waste and prevent pollution.
- Every associate can make a difference!

2. Information, Instruction and Training



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2.1 Employees should be informed of the following:

1. Safety information about the hazardous substances that they could be exposed to, including the nature of hazards, exposure standards, possible routes of entry into the body and risks to health;
2. Correct labeling of substances and the significance of label details;
3. Content and significance of MSDS;
4. Measures to reduce the risks of exposure to hazardous substances, including practice of personal hygiene;
5. Safe work procedures on the use, handling, storage, transportation, cleaning up and disposal of hazardous substances;
6. Information on the safe handling of plant and equipment;
7. Emergency response procedures, including locating and using emergency equipment and facilities for first aid, decontamination and fire-fighting;
8. Procedures for reporting faults and incidents, including spills; and
9. Proper selection, use and maintenance of PPE.
10. How to dispose expired ink and makeup and also this information should be transferred to our customers.

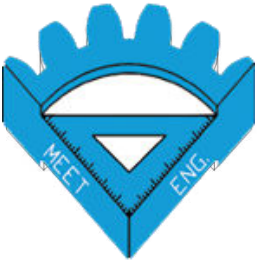
2.2 Information and instruction should be provided to employees by:

1. SOP(standard operating procedure), safety manual, and emergency procedures being located in prominent locations in the workplace easily accessible by employees;
2. Others such as notice, poster and video show arousing the safety awareness of everyone on handling hazardous substances and processes.

2.3 Safety and Health Training and Education

Training is an essential part of our plan to provide a safe work place at **Meet Engineering P.L.C.** To insure that all employees are trained *before* they start a task that requires training, we have a training coordinator whose name is posted on the safety bulletin board. **The Senior Technical and Sales Engineer** is responsible to verify that each employee has received an initial orientation by his or her supervisor, has received any training needed to do the job safely and that the employee file documents the training. The coordinator will make sure that an outline and materials list is available for each training course we provide:

2.4 Training Courses



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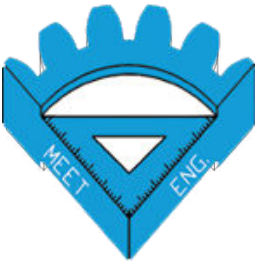
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1. Basic orientation All employees (given by the employee's supervisor)
2. Safe Lifting Any employee who lifts more than 20 pounds.
3. Chemical Hazards (General) All employees.
4. Chemical Hazards (Specific) an employee who uses or is exposed to a particular chemical.
5. Fire extinguisher safety for all employees.
6. Respirator Training Employees who use a respirator.
7. Lockout Training (Awareness) All employees.
8. Lockout Training (Advanced) Employees who service/repair equipment/machinery.
9. Welding Safety Employees who operate the arc welder.
10. PPE Training Employees who use PPE (e.g. safety glasses, safety-toe shoes).
11. Confined Space (Awareness) all employees.
12. Confined Space (Advanced) Employees involved in confined space entry.
13. Electrical Safe Work Practices Employees who work on energized (live) circuits/equipment.
14. Chemical Hygiene Plan Employees who work in laboratories.
15. Emergency Evacuation/egress All employees.
16. Ladder Safety Employees who use ladders.

3. Safety and Health Responsibilities



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3.1 The General Manager Responsibilities

1. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
2. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
3. Insure that incidents are fully investigated and corrective actions are taken to prevent the hazardous conditions or behaviors from happening again.
4. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
5. Set a good example by following established safety rules and attending required training.
6. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

3.2 Service Manager Responsibilities:

1. Insure that each employee you has received an initial orientation *before* beginning work.
2. Insure that each employee is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Insure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
4. Do a daily walk-around on safety-check of the work area. Promptly correct any hazards that found.
5. Promptly correct any unsafe behavior, provides training and take corrective action as necessary.
6. Document employee evaluations.
7. Set a good example for employees by following safety rules and attending required training.
8. Investigate all incidents in your area and report your findings to management.
9. Investigate a serious injury or illness using procedures in the "Incident Investigation" section.
10. Complete an "Incident Investigation Report" form.
11. Give the "Employee's Report" and the "Incident Investigation Report" to the Senior Technical and Sales Engineer.
12. Talk to management about changes to work practices or equipment that will improve employee safety.

3.3 The Service Engineer Responsibilities



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1. Determine from the Employee's Report, Incident Investigation Report, and any claim form associated with the incident, whether it must be recorded on the Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within seven days after the company becomes aware of it.
3. If the injury is not recorded on the log, add it to a separate incident report log.
4. Each month before the Employee safety meeting, make any new injury reports and investigations available to the Employee safety meeting for review, along with an updated incident report log.

3.4 Employee Responsibilities

1. All employees are required to attend a monthly safety meeting held on the 1st Monday of each month in the Operations Manager's room. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Minutes will be made and will be kept on file for one year.
2. Follow safety rules described in this program, and take safety trainings.
3. Report unsafe conditions or actions to your supervisor promptly.
4. Report all injuries to your supervisor promptly regardless of how serious.
5. Report all near-miss incidents to your supervisor promptly.
6. Always use personal protective equipment (PPE) in good working condition where it is required.
7. Do not remove or defeat any safety device or safeguard provided for employee protection.
8. Encourage co-workers by your words and example to use safe work practices on the job.
9. Make suggestions to your supervisor, or management about changes you believe will improve employee safety.



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5. Housing, Storage and Tool Maintenance

1. Materials and equipment shall be stored, moved, piled and transported in a manner that will not endanger workers.
2. Waste material and debris shall not be stored in areas of access and egress. Waste materials and debris should not be thrown from one level to another but be carried down, lowered in containers or deposited in a disposal chute.
3. It is the employer's responsibility to supply and maintain shop tools and other power equipment in good repair. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out.
4. Expired ink, makeup, and cleaning solution must be disposed properly according to the environmental policy.

5. Safety Inspection Procedures



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Meet Engineering PLC is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management will regularly check the workplace for hazards as described below:

Annual Site Survey Once a year an inspection team made up of employees will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey We will assign a supervisor or form a team to look at any changes we make to identify safety issues. Changes clued new equipment, changes to production processes or a change to the building structure. A team is made up of technical, logistical and administrative unit representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection Each month, before the regularly scheduled Employee safety meeting, the supervisor will inspect areas for hazards using the standard safety inspection checklist. He/she will talk to co-workers about their safety concerns. The supervisor will report any hazards or concerns to the management for consideration. The results of the area inspection and any action taken will be posted in the affected area.

Job Hazard Analysis As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the management. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

6. Hazard Prevention and Control



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6.1 Hazardous chemicals

The most important chemical hazards associated with the printing industry come from

- The printing ink
- Makeup and
- The cleaning solution

Hazards of chemicals used in printing

1. Adverse health effects related to exposure to organic solvents through inhalation and skin contact in the workplace include degreasing of the skin leading to dermatitis, irritation or sensitization of the skin and respiratory tract. Long-term health effects may be damage to internal organs such as liver, kidneys and lungs, etc. after absorption into the body. Organic solvents may also cause central nervous system depression with such effects as drowsiness, incoordination, inattention and impaired balance.
2. As the printing industry uses large quantities of flammable solvents and combustible materials like paper, fabric, plastics, the risk of fire is high

6.2 Eliminating Workplace Hazards

Meet Engineering PLC is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

7. Basic Safety Rules

Companies should establish rules to govern the conduct and actions of their employees. These rules should leave no room for discretion and argument. The rules must be enforced and action should be taken every time



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a rule is violated. Since safety programs already contain the assignment of responsibilities and safe work practices/procedures, rules should be kept to a minimum. Failure to comply with these rules will result in disciplinary action.

7.1 The safety rules are

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor. We will find a safer way to do that job.
2. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
3. Never operate a piece of equipment unless you have been trained and are authorized.
4. Use your personal protective equipment whenever it is required.
5. Obey all safety warning signs.
6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives onto company property.
8. Smoking is only permitted outside the building away from any entry or ventilation intake.
9. Fighting is prohibited
10. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.
11. All accidents must be reported immediately to your supervisor/foreman, and prior to leaving the workplace.
12. No theft or vandalism will be tolerated at the workplace.
13. Workers must perform all work following safe work practices and safe job procedures.
14. Workers must maintain good housekeeping.

7.2 Work in or pass through any production area,

- *Wear required PPE:*
- Walk within marked lines.
- Do not distract or talk with employees when they are using a machine.
- Do not start working without getting permission.
- *Respect safety rules of the company.*

7.3 Lifting Tasks rules:

- ✓ Use PPE.
- ✓ Do not lift on slippery surfaces.
- ✓ Test the load before doing the lift.



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- ✓ Get help if the load is too heavy or awkward to lift alone.
- ✓ Break the load down into smaller components if possible to provide a comfortable lift.
- ✓ Do not overexert!
- ✓ Make sure you have a good handhold on the load.
- ✓ Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- ✓ Do not twist while lifting (especially with a heavy load). Turn and take a step.
- ✓ Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting.
- ✓ Avoid long forward reaches to lift over an obstruction.
- ✓ Avoid bending your back backwards to loft or place items above your shoulder.
- ✓ Do not lift while in an awkward position.
- ✓ Back injury claims are painful for the worker and expensive for the company. Lift safely!

7.4 Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same/similar rule or the same/similar unacceptable behavior:

First Instance -- verbal warning, notation in employee file, and instruction on proper actions

Second Instance -- written reprimand, and instruction on proper actions

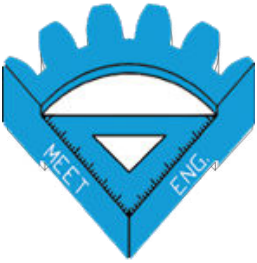
Third Instance -- 1-5 day suspension, written reprimand, and instruction on proper actions

Fourth Instance -- Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

8. Emergency Planning

8.1 In case of fire



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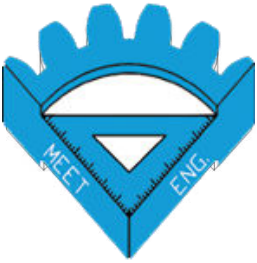
1. If you discover a fire: Tell another person immediately. Call or have them call Fire Brigade and/or Police and the supervisor.
2. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
3. If the fire grows or there is thick smoke, do not continue to fight the fire.
4. Tell other employees in the area to evacuate.
5. Get outside the building.
6. If you are a supervisor notified of a fire in your area: Tell your employees to evacuate.
7. Check that all employees have been evacuated from your area.
8. Verify that the Fire Brigade and/or police have been called.
9. Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
10. Tell supervisors in other areas to evacuate the building. Check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

8.2 If an injury occurs

1. A first aid kit is kept ***in the Store and the Maintenance Workshop***. Also, each company vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked monthly by the safety supervisor. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.
2. Supervisors and other employees may be first-aid/CPR certified. A list of current first aid and CPR certified supervisors and employees are posted on the safety bulletin board along with the expiration dates of their cards.
3. In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training and authorization. Call for help.
4. Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious*. These diseases can both be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated.

9. Incident Investigation

Incident Investigation Procedure



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If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, **the General Manager** will contact the Yeka Sub-city Police within 8 hours after becoming aware of the incident.

The General Manager must report the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, and any other persons whose expertise would help the investigation.

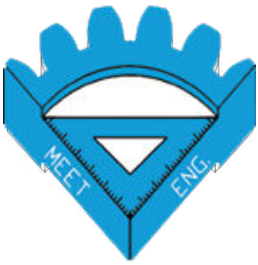
The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the Employee safety meeting at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to **the Operations Manager**.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the Operations Manager to record on the incident log.

10. Risk Assessment

Risk is the probability of an event occurring in a given set of circumstances. The event is an exposure to a hazard. The hazard is the potential to cause harm. Risk assessment is the technique of evaluating not just the likelihood of an event occurring but also what the outcome will be in terms of injury, loss, ganger or harm.



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RISK = PROBABILITY OF EVENT AND SEVERITY OF OUTCOME

In safety management terms the evaluation of risk involved in a given process or activity can center around the following questions.

- What is the hazard (potential to cause a harm)?
- What is the likelihood of exposure (in the given circumstances occurring)?
- What is the likely outcome (taking into account any existing controls)?

10.1 Risk Assessment Procedure

Step one

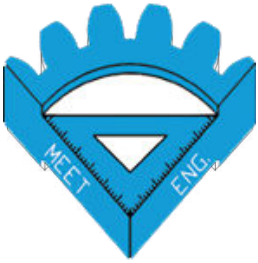
Look for hazards that could result in harm in your area activity, process or equipment that you are using. Hazard may be physical, chemical, biological, or ergonomic in nature.

1. Identify and make an inventory of all hazardous substances that might be present or produced in the workplace including substances warehoused and/or transported. These can include any items which carry a warning label.
2. Having identified all the substances you should ask the following questions of each substance:
 - a) Is the substance used for the same purpose as any other of the substance(s) on the list and if YES – can you reduce the number of substances used.
 - b) When was the substance last used? If it is only used occasionally, is it really needed? If not eliminate. If can't be eliminated, move to 2C.
 - c) Can the substance be substituted by a non hazardous or less hazardous product? If yes, eliminate and replace with a non hazardous product. If no, move to 4 below.
3. Having identified all the substances that are simply being stored, you should refer to 7 below regarding the need for an accident spillage plan. For substances in use, you should refer to 4 below.
4. Having now identified all substances in use, e.g., poured, mixed, pumped, or otherwise handled in a non-packaged form or produced, you should complete an Assessment Form.

Step Two

The next step is to consider how often each hazard is likely to occur as indicated in the table below.

Risk level	Likelihood of occurrence
5	Certain
4	Near certain
3	Very likely



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2	Frequent
1	Seldom

Step Three

Multiply the two scores together and you will get the risk level. This figure should be entered into the Risk Assessment Form.

For example, 5 hazard multiplied by 3 (occurrence) = 15

Step Four

The following bullet points are guidelines to help you gauge how quickly you need to put the controls in place.

- Where any hazard is given a risk ranking of 22 – 25, then action must be taken immediately to reduce that risk.
- Where any hazard is given a risk ranking of 16 – 22, then the manager must be informed before the end of that working day.
- Where any hazard is given a risk ranking between 1 and 16, then action needs to be taken at the earliest opportunity, as soon as it is reasonably practicable to do so, taking into account local circumstances.

Employees must ensure that risks are reduced to the lowest level reasonably practicable.

Administration

The risk assessor should retain a completed Risk Assessment Form and a copy must be held in use.