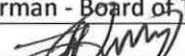




SEYCHELLES PENSION FUND

Title	Organisational Health and Safety Policy
Policy Number	SPF/Policy/HRA/3/2020
Effective Date	September 2020
Review Year	
Approved by	Chairman - Board of Trustees
	

SEYCHELLES PENSION FUND
OCCUPATIONAL HEALTH AND SAFETY
POLICY

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I. INTRODUCTION

Seychelles Pension Fund's (SPF) Board of Trustees and management, ensures that the fundamental rights of all SPF's employees to work in an environment that is safe and without risk to their health and welfare, is safeguarded.

As a service provider, SPF also ensures that all visitors accessing its premises are not put at risk of any harm, integrating health, safety and security considerations into the day to day working activities.

SPF takes health and safety issues seriously and is committed in protecting the health and safety of all its staff, its Board of Trustees, its customers and all those visiting its premises. All staff are to adopt a proactive and cooperative attitude towards health, safety and security and must challenge unsafe behavior.

II. PURPOSE AND SCOPE

This policy is intended to clarify those responsible for health and safety matters at SPF and what their responsibilities are. This policy applies to all staff irrespective of their seniority, tenure and working hours, including trainees and volunteers as well as those staff on probation. This policy is also applicable at all times on all of SPF's premises.

III. OBJECTIVES

The objective of this Occupational Health and Safety (OHS) policy for SPF is to:

- a) Establish a safe and preventive culture for occupational safety and health in the workplace.
- b) Comply with all laws governing OHS in Seychelles;
- c) Provide adequate training and awareness to all employees to allow them to work safely and effectively;
- d) Put in place adequate control of the OHS risks arising from the employment through the establishment of a good monitoring and inspection system;
- e) Put in place procedures to be followed for emergency and first aid requirements;
- f) Provide awareness for visitors on OHS measures required at all SPF premises;
- g) Establish **the Occupational Health and Safety Committee (OHSC)** and appoints the **Occupational Health and Safety Officer's (OHSO)** including stipulating their respective roles and responsibilities; and
- h) Provide for the OHS responsibilities of all staff and visitors whilst on SPF's premises.

IV. RESPONSIBILITIES OF SPF

SPF is responsible for:

- a) Taking all reasonable steps to safeguard the health and safety of all its staff, Board of Trustees and members of the public visiting its premises;
- b) Providing a safe and healthy work place with proper secure entry and exit, especially during emergency situations;
- c) Providing and maintaining safe working areas, equipment, systems and, where necessary, providing full protective gear;
- d) Providing safe arrangements for the use, handling, storage and transport of goods to and from work places;
- e) Providing staff with the necessary information, instructions and training to do their work safely using the necessary work tools and equipment provided, so as to avoid hazards and accidents and to contribute to a very safe working environment;

- f) Providing all staff with a basic health and safety induction, including fire drills;
- g) Promoting effective communication and consultation between SPF and staff concerning their safety at work; and
- h) In instances of pandemics or emergency alerts are triggered, providing clear instructions and advice on arrangements and steps to be taken by all staff.

V. RESPONSIBILITIES OF SPF THE OHSC

All OHS matters of SPF will be dealt with by a specially set up OHSC. The OHSC will have the ultimate responsibility of ensuring implementation and compliance to this policy and all related OHS Plan developed for specific cases (e.g. Fire Safety Plan, as per Annex 1)

This committee will comprise of 5 members, including OHSC for reporting purposes and be chaired by the Chief Operations Officer (COO) of SPF.

The OHSC shall meet every quarter and as the need arises and shall have the following duties and responsibilities:

- Prepare on an annual basis the Health and Safety Plan for the year;
- Identifying and confirming identified OHS risks and finding ways to mitigate them;
- Put in place effective reporting systems for staff and visitors on any on any unhealthy or unsafe situations identified;
- Consider and address all complaints received concerning OHS;
- Investigating and remedying all potential hazards, near misses, accidents or occupational ill-health in the workplace and remedying where necessary in partnership with the relevant sections;
- Correcting and preventing accidents and incidents by putting in place remedial and preventative action plans to prevent re-occurrence;
- Development of preventive OHS strategies and procedures;
- Regularly monitoring and reviewing the health and safety arrangements, plans and measures set up at SPF, including regular inspections of all SPF workplaces;
- Facilitate the carrying out of general work place risk assessments by Head of Sections/Managers for their individual work areas by preparing the tools and documents required to conduct these assessments;
- Ensuring risk assessments are carried out and changes are made whenever required; including making sure there are regular checks of fire extinguishers (see locations in Annex 2), fire alarms, escape routes, signage and emergency lighting;
- Advise management on proposed changes required to the workplace or to the operational procedures; and any introduction of additional OHS related policies and programs required; and
- The review of this OHS policy

VI. DUTIES AND RESPONSIBILITIES OF THE OHSC

Achieving a healthy and safe workplace is a collective task shared between SPF and all its staff members. A dedicated OHSC has been appointed and may be assisted by a dedicated assistant. The OHSC shall report directly to the Chairperson of the OHSC in respect to all of his/her duties under this policy.

All information and notices regarding OHS at work will be communicated by the appointed OHSO or by the Manager Human Resource and Administration Division (MHA). Communications through regular notices will be sent to each staff member through emails (in the absence of access to emails, respective line manager will provide the staff a copy) and all communication made available on the common area on the server, as well as on the Notice Boards, where available.

The appointed OHSO is responsible for:

- a) Conducting ongoing monitoring and examination of the workplace to ensure minimal risks, identify potential hazards, near misses, accidents or occupational ill-health in the workplace and reporting these to the Chair of the OHSC, as soon as possible;
- b) Conduct checks to ensure preventative measures put in place by the OHSC has been or is being implemented;
- c) Keeping statistics of accidents and near misses in the workplace and reporting this to the Chair of the OHSC on a monthly basis, at the least;
- d) Providing guidance to staff, visitors and service providers of their responsibility and required conduct when entering or working on any of SPF's premises.
- e) Conducting regular checks of fire extinguishers (see locations in Annex 2), fire alarms, escape routes, signage and emergency lighting and informing the Chair of the OHSC of any irregularities or proposed amendments required
- f) Staff are given regular updates, instructions and information from health authorities when there are epidemics, pandemics or other contagious diseases in the country; and
- g) calling immediately the Head of Property, Emergency Services (on 999), and the Chair of OHSC to inform them of all calls received in regards to any confirmed emergencies.

VII. RESPONSIBILITIES OF SPF EMPLOYEES

It is the responsibility of all SPF's employees to maintain a safe and healthy working environment by:

- a) Taking reasonable care for his/her health and safety and of anyone else that may be affected by his/her action or omission;
- b) Cooperating with OHSO and adhere to OHSC recommendations and plans;
- c) Complying with health and safety requirements as stipulated in this policy or in any other related plans;
- d) Complying with any health and safety rules and instructions, including information on the safe use of the tools, equipment and vehicles provided by SPF;
- e) Keeping health and safety issues in the forefront of all activities being undertaken;
- f) Keeping the work places tidy, clean and hazard-free at all times;
- g) Reporting all health and safety concerns to OHSO promptly, including any potential risks, hazards or malfunction of tools and equipment, however minor or trivial it may seem;
- h) Reporting immediately all near miss incidents to OHSO within the hour; and for accidents and fatalities immediately to the same Officer, Chief Executive Officer (CEO), the Chairperson of the OHSC and Manager Human Resources and Administration (MHA);
- i) Cooperating in investigations of any incidents or accidents which either have led to injury or could have led to injury;
- j) Cooperating with any exercise or assessment that may be undertaken with the objective of preventing accidents or recurrence of incidents;
- k) Making proper use of protective clothing and safety equipment provided by SPF;

- l) Maintaining and using safety equipment where prescribed or where necessary and adhering to all legal requirements relating to safety which are included but not limited to the following laws, their regulations and notices:
 - a) Occupational Safety and Health Decree,
 - b) Food Act,
 - c) Fire Protection Act,
 - d) Seychelles Fire Rescue Services Agency Act,
 - e) Employment Act,
 - f) Environment Protection Act,
 - g) Public Health Act, and
 - h) Town and Country Planning Act
- m) Undertaking any assigned duties in such a manner that it does not adversely affect their own health and safety or that of others; and
- n) Learning, understanding and abiding by this Policy and Procedures and any plans set forth by SPF through the directives of OHSO and/or the OHSC.

VIII. GENERAL OHS RULES FOR EMPLOYEES OF SPF

The following are general OHS rules to be adhered to by all employees of SPF:

- a) Floors must be kept clean and dry. The necessary "Caution Wet Floor signs" are to be used at all times when the offices and premises are being cleaned.
- b) Floors must be kept free of projections, obstructions, holes and loose boards.
- c) Exit signs shall be installed to indicate exit way during emergency
- d) Exits should be free from obstruction and should not be blocked in any way, especially the fire exits, which should also not be hidden at any time.
- e) Fire extinguishers shall be kept free from any obstruction (locations in Annex 2).
- f) Safety equipment and accessories shall be used at all times before and whilst operating any machinery or equipment.
- g) All control buttons and switches shall be properly identified as to their function and purpose before use
- h) All unsafe work conditions shall be reported to the employee's line manager or the OHSO directly or to MHA directly. All reports received by line managers shall be reported to OHSO and/or MHA immediately.
- i) Report of all work-related accidents, incidents, injuries or illnesses shall be done in writing to a line manager or OHSO directly or to the MHA directly. All reports received by line managers shall be reported to OHSO and/or MHA immediately.
- j) All safety equipment or accessories considered missing or defective must be reported to the line manager or OHSO or MHA. All reports received by line managers shall be reported to OHSO and/or MHA immediately.
- k) All tools and equipment shall be stored in a proper storage place. In the event of lack of storage, a report shall be made to line manager who shall liaise with OHSO and the MHA to identify a proper space for storage within a reasonable amount of time. Such issues shall also be brought to the Chairperson of the OHSC for deliberations on the same.
- l) Flammable and dangerous chemicals shall be properly stored and kept under lock and key.
- m) Oily rags and containers that contain flammable liquids shall be disposed of immediately, in covered metal containers, after use.
- n) Qualified personnel shall perform maintenance of equipment and other employees should not attempt to fix it yourself.
- o) Smoking is not allowed in any enclosed space.

- p) Proper hygiene shall be used when leaving or returning to work areas for break and meal periods (for example, washing of hands).
- q) Proper lifting techniques especially for heavy items, must be used to avoid any injuries
- r) Employees exposed to flying or falling objects and/or electrical shock and burns shall be safeguarded by means of approved protection gear and shall make request to line manager or OHSO or MHA accordingly.
- s) Body protection gears or clothing which protects from hazardous or flying substances shall be provided with clothing appropriate for the work being done.
- t) Gloves and masks must be used by employees whose work exposes them to any hazardous substances and infectious diseases
- u) All protective gears, clothing and equipment must be cleaned, disinfected, and not interchanged among employees until properly cleansed.
- v) Employees operating motor vehicles in their work must conform to, and maintain a safe driving record and valid driver's license.

IX. EMERGENCY PROCEDURE FOR ALARMS, ACCIDENTS, PANDEMICS AND FIRES

Accidents

- a) If a severe accident occurs, call emergency services on 999 and assist the person as best you can. Following this, the following steps shall be followed
- b) If an accident occurs, dial 2822079 or 4294652 to speak to the OHSO, providing the following information:
 - i. Name of caller and anyone involved in the accident
 - ii. location; and
 - iii. brief details of the accident/problem
- c) OHSO will provide all the necessary guidance to the nearest First -Aider (see names in Annex 4) and First Aid Boxes available (see locations in Annex 3)
- d) OHSO shall also inform MHA and Chair of the OHSC immediately

Pandemics

- a) In instances relating to pandemics such as Corona virus, it is important that all staff members follow the guidelines given by Public Health Authority (PHA) and by SPF, for maximum safety and to minimise the risk of infection.
- b) Preventative, precautionary, emergency and 'new normal' measures/procedures are clearly outlined in the SPF's Business Continuity Plans that has been and will be issued to all staff when a national declaration or emergency is declared, as was done for Covid-19.
- c) In such instances of pandemic outbreaks, specific guidelines will be given by SPF Management, the OHSO, the OHSC and the Human Resources and Administration (HRA) Section, as per instructions from the PHA. Staff will be kept informed on all the latest updates and developments on the pandemic through emails, WhatsApp messages and other tele communication and/or electronic means.
- d) For pandemics, staff must comply explicitly with all instructions being given, at all times, to ensure there is no transmission or exposure of any kind.
- e) Staff who are seen to be not complying, will be taken to task by a verbal warning, followed by a written warning and disciplinary action taken as per the Code of Conduct in the employee handbook and as per the SPF's HR policy.

Alarms

- a) Upon hearing an alarm, leave building premises immediately, using emergency exits.

- b) Do not use lifts
- c) Close all doors but do not lock
- d) Call OHSO immediately on 2822079, if you require any assistance or support and if outside of working hours when alarm was triggered

Fire

- a) All staff must familiarise themselves with the Fire safety plan as per Annex 1 which contains instructions about what to do if there is a fire.
- b) These instructions are displayed in all common areas, Notice Boards and in the common area file folder on the server, and are also available from OHSO.
- c) Staff must be also aware of the location of the fire extinguishers, as per Annex 2, fire exits and alternative ways of leaving the building in an emergency. For any queries on these locations, staff should consult with OHSO or Head of Property.
- d) Staff are to comply with instructions being given by OHSO and Fire Marshalls (as listed in Annex 5) when there is a fire, or a fire alarm or a practice drill for any of these scenarios, so as to be guided towards the exit.
- e) On discovering a fire, however small, all staff must immediately activate the nearest fire alarm if available (see location of fire alarms in Annex 2), by breaking the protective outer cover and immediately call Fire Marshalls (as per contact information in Annex 5) and/or OHSO on 2822079 or 4294652 to notify the location of the fire.
- f) OHSO will then call the Emergency/Fire Services and notify the Head of Properties.
- g) Depending on the extent of the fire and if practicable, turn off or power down the appliance or equipment that has triggered the fire or all electrically powered devices located in the room where the fire is.
- h) Upon exit from the room where fire has been discovered, the doors of the room must be closed.
- i) Staff may attempt to tackle the fire only if trained or feels competent to do so. If there is no fire alarm and the fire continue to get out of control, the staff must exit immediately and evacuate others in the premises immediately and call the Emergency Services on 999.
- j) If nominated members of staff trained in using fire extinguishers are available, they should be on site immediately to attempt to extinguish the fire.
- k) On hearing the fire alarm, do not assume it is a drill or false alarm. All staff must remain calm and immediately evacuate the building, walking quickly without running, following all instructions given, using the fire exits, and leaving without taking personal belongings, and not using lifts.
- l) Staff must remain out of the building until notified that it is safe to re-enter the premises.
- m) For staff and other occupants in Caravelle House, a specific fire safety plan reviewed annually, provides further details on the emergency procedures to be followed, (see Annex 1).
- n) A similar plan will be made available for each of the rented properties of SPF and should be disseminated to all occupants after finalisation.
- o) OHSC and OHSO will also organize fire drills in conjunction with Head of Properties at least twice a year, so that all staff are well versed on safety measures to be followed in case of a fire emergency, including the Assembly Points.
- p) Staff must also notify OHSO, should there be any circumstances of impaired mobility, which might hinder or delay the movement in cases of evacuation process.
- q) Staff must promptly report to OHSO any defective equipment, tools, appliances or anything that poses a risk to fire, health, safety and security of the staff, whilst working with them.

- r) The OHSC in collaboration with OHSO is responsible for investigating any injuries or work- related disease, preparing and keeping all ill-health and accident records where required of staff, Board and visitors.

X. FIRST AID

- a) All staff must familiarise themselves with the details of the First Aid facilities and trained First Aiders/ Accredited First Aiders (see names in Annex 4), which should be displayed on all the Notice Boards at SPF offices and an electronic or hard copy communication sent to each member of staff and accessible on the common area file.
- b) OHSO shall ensure that there are adequate number of staffs at SPF offices, at least two staff member per floor, who are well versed and trained with first aid techniques.
- c) Every floor of SPF Offices must also have a First Aid Box (see locations in Annex 3) and all staff of each floor informed of who are the trained First Aiders (see names in Annex 4) of that floor and the location of the First Aid Box (as per Annex 3), and person who is responsible for the box.
- d) For each SPF premises that are rented, the respective Caretaker (in some cases, personnel of security firms) must be trained in basic First Aid who will also have the responsibility to maintain a First Aid Box for emergency use. All accidents at rented premises of SPF must be reported by the Caretaker or Security in charge to the Head of Property, who will also report the matter in writing to OHSO.
- e) First Aid Boxes must contain basic items as per recommendation of Red Cross Society and **may** also contain the following items:
- ✓ A leaflet giving general guidance on first aid.
 - ✓ Sterile gauze dressings.
 - ✓ Sterile bandages.
 - ✓ Plasters
 - ✓ Distilled water/Alcohol-free cleansing wipes, for cleaning wounds.
 - ✓ Adhesive tape.
 - ✓ Anti-septic solutions and swipes/wipes
 - ✓ Cotton balls and cotton-tipped swabs
 - ✓ Anti-biotic ointment
 - ✓ Safety pins in different sizes.
 - ✓ Disposable gloves (pairs).
 - ✓ Burn cream
 - ✓ Tweezers
 - ✓ Scissors
 - ✓ Thermometer (preferably digital)
 - ✓ Cream or spray to relieve insect bites and stings
 - ✓ Antiseptic cream
 - ✓ Pain relievers, including creams/balms/sprays
 - ✓ Cold medication
 - ✓ Allergy medications
 - ✓ Anti-diarrhoea medication/ Antacid /laxative
 - ✓ Cough medicine both with sugar and without sugar
 - ✓ Antihistamine cream or tablets
 - ✓ Fleur d'orange
 - ✓ Hand Sanitizer
 - ✓ Petroleum jelly or other lubricants
 - ✓ Syringe

- ✓ Medical cup and a spoon
- ✓ Calamine lotion/Aloe Vera gel

- f) Items in the First Aid Box must be regularly checked at least twice a year, to ensure they are within their use-by dates, and useable, failing which they are to be disposed of, by OHSO, if they are out of date, and replaced.

XI. INSPECTION

- a) All SPF premises shall be inspected by OHSO at least twice annually to identify all potential and existing hazards so as to identify, reduce or eliminate the risk of accidents and other factor which may impact on the health and safety of the employees, visitors, contractors or other service providers.
- b) Visits may be conducted jointly with Human Resource and Administration personnel or line managers and even representatives from Departments of Environment and/or Fire and Safety Department and/or Division of Risk and Disaster Management (DRDM) and/or Department of Health and/or Department of Employment as and when necessary.
- c) All inspections carried out must be recorded in writing in a Register and a written report shall be submitted to the OHSC. Upon discussions and review, the OHSC shall inform the CEO of the outcome of the inspections and the proposed recommendations. The OHSC is responsible to ensure that all CEO approved recommendations are implemented within an agreed timeframe.

XII. INCIDENT/ACCIDENT REPORTING

- a) Any accident resulting in injury or illness where the person(s) concerned has to have time off work, or any dangerous occurrence must be reported by the employee concerned or the line manager in writing to OHSO within 4 hours of the occurrence.
- b) Should the accident cause death or major injury to any staff, customer or visitor, the employee must notify OHSO who will inform the CEO, COO and MHA immediately by telephone.
- c) All accidents and dangerous occurrences should be thoroughly investigated by OHSO and reported to the OHSC (as per Annex 6) within 7 working days of such occurrences. The Committee shall conduct any further investigation and gather as much information possible and submit final report and recommendation to the CEO within 7 working days of receiving report from OHSO. CEO shall formally respond and provide approval/non-approval or alternative solutions within 7 working days of receiving the report, including timeframe to implement. OHSC shall action on all actions required as per CEO's agreed timeframe.

XIII. VIOLATIONS

- a) Violations of any SPF safety rules by SPF employees may be subject to disciplinary action taken in accordance with SPF's HR policy and may include termination of employment.

- b) Violation by Service Providers (for example Contractors) may be subject to termination of contract depending on conditions of contract.
- c) Violations by visitors may result in reporting the violation to relevant authority (e.g. Police) and may result in order for the visitor to not access premises concerned.

XIV. RECORDS/REGISTERS/STATISTICS AND KEY REPORTS TO BE MAINTAINED

- a) OHSO shall prepare key reports and keep relevant records and statistics in order to report and assist in the identification of trends, unusual conditions and problem areas and also underlying causes of workplace injuries and occupational diseases.
- b) Reports, plans, records and statistics that will be kept by OHSO will be the following:
 - ❖ Annual Health and Safety plan
 - ❖ Monthly Report from the OHSO on all activities undertaken each month.
 - ❖ Monthly Report of health and safety training conducted each month
 - ❖ Inspections Register
 - ❖ Accident Register
 - ❖ Investigation reports as and when necessary
 - ❖ Accidents and near miss reports, as and when necessary
 - ❖ Minutes of OHSC Committee meetings
 - ❖ Any other relevant information relating to the implementation of this Policy

XV. APPROVAL AND REVIEW

This policy shall be reviewed on an annual basis and/or whenever the need arises. Approval of initial policy and reviews shall be provided by the SPF Board of Trustees.

ANNEX 1

FIRE SAFETY PLAN FOR CARAVELLE HOUSE

Name of Premise: Caravelle House

Address: Manglier Street, Victoria

This Fire Safety Plan is to be located at HRA/OHSO/Common Area Server file and be available for fire department's use

Date of Submission: _____

Date of Revision: _____

Submitted by: _____

Purpose of the Fire Safety Plan

A Fire Safety Plan is designed by the building owner to identify the actions that should be taken by the occupants and building management in the event of a fire or similar emergency situation. In addition, actions are identified which must be implemented and documented, where required, in order to maintain fire protection systems and assist in the prevention of fire on the premises. The Fire Safety Plan therefore covers fire prevention, evacuation and emergency response.

A copy of this plan is to be made available to all supervisory staff and employees. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of fire or any other emergency.

Objectives of the Fire Safety Plan

A Fire Safety Plan is a detailed document designed to deal with all aspects of fire safety relating to a specific building or property. The document is intended to be a reference manual outlining the fire safety practices to be routinely used.

Fire Prevention and Control

To prevent the occurrence of the fire through the control of fire hazards and the proper maintenance of the building safety systems and facilities, establish procedures that will

maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

Occupant Safety

To establish a systematic method including Emergency Procedures for safe and orderly evacuation of the building in the case of a fire or other emergency and training for responsible supervisory staff.

Responsibility for the Fire Safety Plan

The owner is responsible for ensuring that the plan is correct and complete and that it is implemented and maintained in order to achieve the above purpose and objectives.

Building Audit

FIRE PROTECTION MEASURES

Building Description

Location: Manglier Street

Year built: 2006

Size (footprint only): _____ **Number of Floors:** G + 2

Construction: Combustible ☐ Non-Combustible ☐ Combination ☒

Occupancy Type: Commercial **Occupant Load:** 300+

Please find below brief descriptions of fire protection systems, which may be present in existing buildings:

Fire Department Access

Operation:

Fire department access allows fire fighters and their equipment to gain access to the building. Main roads, driveways, paths, doors, windows, panels and landscaped area have a direct relationship to how a building is accessed. In addition, access into a building requires consideration (e.g. with a key box, through preplanning etc.) or at a designated meeting place.

Type: Main Road

Instructions: Fire routes are designated by the Planning Authority and must comply with stringent regulations. Access to the building is provided through doors, windows, panels and hatches, according to the Planning Authority requirements

Location: See Annex 2

Exits

Operation:

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space and includes the exit doorway. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside. Required exits are stipulated by the Planning Authority and are designed for travel distance, occupancy and occupant load.

Type: Exit at Main Lobby Staircase (Except for Processin section which can exit from secondary exit next to their pantry)

Instructions: **Exits and access to exits are operated by manually pushing on a door that swings on a vertical axis, in the direction of exit travel.**

Location: Fire safety doors at all main lobby staircases

Portable Extinguishers

Operation:

Portable extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types of fires are Class A, B, and C. Portable extinguishers are rated for the corresponding class of fire. Extinguishing agents are dry chemical, water type, CO² and gaseous agents. They work to limit the air supply, cool the item burning or suppress the burning process. (Portable fire extinguishers are operated by using the PASS method. Refer to page 15).

Type: As per Annex 2

Instructions: **See page 15**

Location: As per Annex 2

Emergency Lighting

Operation:

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of main electrical power to the building. Duration is normally 30 minutes and activation occurs automatically. Backup power is usually provided by dry cell batteries contained in a pack unit.

Type: Philips Backup emergency lighting

Instructions: **Emergency lighting operates automatically upon failure of the main power supply and is designed to last 30 minutes.**

Location: Ceiling height above main entrances

Fire Separations

Operation:

Separations are provided to limit the spread of fire and smoke and maintain occupant safety. Fire separations are usually walls, floor, ceilings, openings such as doors, shutters and dampers and are found around stairwells and exit corridors, between occupancies and separate hazardous locations, such as electrical rooms. Separations can be given a fire-resistance rating, specified in the number of hours it can resist the passage of fire, and as such these ratings must be maintained.

Type:

- Blockwork and plastering
- Timber frame and gypsum board

Instructions: Fire separations are a passive fire protection system and do not need instructions.

Location: All floors

Commercial Cooking Suppression Systems

Operation:

A Commercial Cooking Suppression System is provided for exhaust hood systems for protection over cooking appliances. Normally a series of piping, nozzles, extinguishment, manual and automatic activation methods and an activation indicator (visual or audible) is provided to suppress fire on the cooking surface in the plenum and into the exhaust duct(s).

An appropriate portable fire extinguisher is required to be available nearby to use after the system has been activated, to extinguish any remaining fires. **This is a voluntary action.** Refer to Fire Extinguishment, Control and Confinement

Type: N/A

Instructions: Manual operation involves pulling a manual station to mechanically release the suppression agent. Automatic operation involves the fusing of a detector (fusible link) that is strategically placed over the appliance.

Location:

Automatic Sprinkler System

Operation:

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm.

Type: N/A

Instructions: **The system is self-operated by heat from a fire, thereby discharging water over the fire area.**

Location: The sprinkler room is located

Water Supply

Operation:

The total water supplies required for firefighting purposes may be supplied from various sources such as a municipal water supply or storage tanks (elevated or underground) etc., and should be obtained within practical distances. Water supply must be accessible and compatible to firefighting operations.

Type: Fire hose reel

Instructions: **Water supplies are accessed by trained firefighting personnel knowledgeable in the operation of hydrants, drafting techniques and connection to other sources. Unusual water sources are the subject to pre-planning with the fire service.**

Location: All lobbies in riser cabinets next to exits

Emergency Power (if applicable)

Operation:

Emergency power is required to ensure the continued operation of fire and life safety systems in case of loss of normal hydroelectric power. This may entail batteries, generator, inverter or other alternative energy resources.

Type: Caterpillar Generator

Instructions: _____

Location: Outside, next to security kiosk

HUMAN RESOURCES/ADMIN AND EMERGENCY CONTACTS

	Name	Phone #
Building Owner:	Mascareign Properties	2593116
Business Owner/Head of Dept:	Tania Laporte/Elvis Mein	2593116/2516540

Building Caretaker/PMO:	Marcus Marie/Chantal Renaud	2609853/2723891
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Staff

Fire Extinguisher Service Co:	Technoguard	2514956
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Other Emergency Service Co.	Mascareign Properties	2593116
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Emergency Lighting/Electrician:	Mascareign Properties	2593116
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ORGANIZATION & APPOINTMENT OF SUPERVISORY STAFF

The size of the organization and number of personnel required to carryout the requirements of the Fire Safety Plan will depend on the size of the building, specific hazards that may become involved and the fire safety equipment provided. This may require designation of supervisory staff, which must be available upon notification of a fire emergency to fulfill their obligations as described in the Fire Safety Plan.

Any practical and effective organization must promote prompt and intelligent action of the occupants at the time of an emergency.

In this premise, the key personnel who are prepared through training to react positively to conditions which may arise during an emergency will result in a coordinated program involving building management and tenant representation.

Establishment of an organizational system, as noted below, may be appropriate.

ORGANIZATIONAL CHART OF RESPONSIBILITIES

Building Owner

Mascareign Properties

Business Operator

Seychelles Pension Fund 4294699

Supervisory Staff/Fire Safety Officers

Tella Tirant/Kathleen Albert |

|

|

Occupants/Tenant List

Occupant/Tenant	Amount of Staff
National Bureau of Statistics	40+
DICT	75+
SPF	100+

EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

THE ACTION TO BE TAKEN BY ALL OCCUPANTS IN EMERGENCY SITUATION WILL BE POSTED ON EACH FLOOR AREA OF CARAVELLE HOUSE. SIGNAGE WILL BE AS SHOWN BELOW.

IN CASE OF FIRE

LEAVE THE AREA IMMEDIATELY

DO NOT USE LIFTS

CLOSE ALL DOORS BEHIND YOU BUT DO NOT LOCK

NOTIFY OCCUPANTS TO LEAVE-VERBAL ALARM

FIRE MARSHALLS TO GUIDE ALL STAFF TO EXIT OFFICES

CALL THE FIRE DEPARTMENT ON 999

GIVE BUILDING ADDRESS-CARAVELLE HOUSE, MANGLIER
STREET

CALL OHSO ON 2822079 TO INFORM

UPON HEARING THE ALARM

LEAVE THE BUILDING

USE NEAREST FIRE EXIT

DO NOT USE LIFTS

CLOSE ALL DOORS BEHIND YOU BUT DO NOT LOCK

FOR ASSISTANCE AND SUPPORT, CONTACT OHSO ON
2822079

Fire Emergency Procedures

In the Event of fire:

- Sound a verbal alarm and/or alert other staff.
- Leave the fire area immediately and assist anyone in immediate danger to evacuate.
- Communicate clearly and distinctly when giving instructions.
- Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances
- Notify the Fire Department. (Do this from a safe location.) Call 9-9-9.
- In case building Caretaker or Property Management Officer is not on site, meet the fire crews and inform the Fire Officer regarding conditions in the building. Provide access and assistance to fire crews as directed.
- Stay clear of the building until the “All Clear” has been given from fire officials.
- If designated with fire emergency duties, carry out pre-planned procedures.

Upon Hearing an Alarm of Fire:

- Leave the building immediately, use the nearest exit.
- Shutdown heat source equipment where applicable.
- Close all doors behind you to confine the fire.
- Ensure the Fire Department has been notified. (Do this from a safe location)
- If designated with fire emergency duties, carry out pre-planned procedures.

NOTE:

- Do not re-enter the building until the “ALL CLEAR” has been give from the fire officials.
- Do not shut off the fire protection facilities until instructed to do so by the Fire Department.
- **DO NOT ASSUME THAT IT IS A FALSE ALARM, REPEAT PROCEDURE IN ALL EVENTS OF FIRE ALARM BEING TRIGGERED**

Evacuation of Endangered Occupants

- Follow the emergency procedures posted on each floor. Take the exit routes and evacuate in an orderly way.
- REMAIN CALM
- If smoke presents a hazard, it may be safer to try an alternate exit.
 - If you are trapped by smoke or fire, it may be safer to stay in your area; close the door and seal all openings against smoke.
 - Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
 - **Stay low to the floor if smoke enters the room.**
 - Try signalling from windows or call for help.
 - If a phone is available, call the Fire Department, using 9-9-9; tell the communications operator exactly where you are located.
 - Wait to be rescued – remain calm. Listen for instructions or searching fire fighters.
 - Protect yourself from smoke at all times (mask the nose with any cloth available)

RESPONSIBILITIES OF OWNER

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Maintenance of building facilities provided for the safety of the occupants.
5. Ensure that fire drills are carried out regularly, as required.

RESPONSIBILITIES OF THE SUPERVISORY STAFF

1. Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
2. Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved Fire Safety Plan including emergency procedures.
3. Know the location and number of exits.
4. Ensure that a schematic diagram, showing type, location and operation of all building fire systems & instructions.
5. Control of fire hazards in the building.
6. Provisions of alternative measures for safety of occupants during shutdown of the fire protection equipment.
7. Ensure that fire drills are carried out regularly, as required. Approved location – put up front. Prepared approval inspection.
8. Assuring that checks, tests and inspections as required by the Fire Code are completed on schedule and records are retained and maintained.

RESPONSIBILITIES OF THE SUPERVISORY OCCUPANT/TENANT

1. Ensure that all staff are aware of this document.
2. Know the location and number of exits.
3. Know the procedures upon detection sounding of alarm or visual detection of Fire

TRAINING OF STAFF

Designated supervisory staff will conduct training

Training Criteria:

- Be able to implement and carry out the emergency procedures as listed in this fire safety plan.
- Know the location and operation of the fire protection equipment and exits.
- Actions, including responsibilities and duties to be taken by supervisory staff and occupants upon discovery of a fire and when an alarm is heard.
- Understand what is a fire hazard and to avoid those situations.
- The method of evacuating occupants to a safe location.
- Procedure for calling the fire department using 9-1-1 whenever assistance is needed.
- Know the correct building address.
- Understand the contents of the fire safety plan.

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

Fires present a danger of smoke inhalation and should be left for the fire service or the fire protection systems to extinguish. However, if a **small** fire is encountered, **trained** persons with sufficient knowledge in the operation of a fire extinguisher may attempt to extinguish the fire.

This is a voluntary action.

- In the event a fire is detected, all doors to the area shall be closed. This will initially limit the spread of toxic smoke and confine the fire.
- Ensure the alarm is sounded and evacuation is initiated.
- Ensure the St. Clair Township Fire Department has been notified.
- Supervisory staff or a designated assistant shall be dispatched to meet the fire department.

When using a fire extinguisher, use the **P.A.S.S.** method.

P = Pull the pin; use a twisting motion to break the seal. Do not lean on the trigger handle; keep the nozzle pointing away from you.

A= Aim the nozzle at the base of the fire, the edge closest to you. Keep a distance of 6-10 feet away from the fire. Hold the extinguisher under the handle in a vertical position.

S= Squeeze the trigger or handle of the fire extinguisher. Do not release the trigger until after the flames have ceased.

S= Sweep from side to side slowly to extinguish the fire. Watch for re-ignition.

If smoke or heat conditions are too severe, or the extinguisher is insufficient to extinguish the fire, back out of the area away from the fire, close the door, leave the extinguisher on the floor and leave the building.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire.

Leave the fire area, and alert staff and occupants (verbal alarm)

Ensure the fire department has been notified and wait for them.

FIRE DRILLS

Fire Drills ensure that the occupants and staff are totally familiar with emergency evacuation procedures, fire protection systems, egress routes and accounting for all occupants in a coordinated and systematic method.

Fire drills in this facility are to be conducted:

Annually

☐

FIRE DRILL REPORT

Date of Drill: _____

Name of observer: _____

Your location when the alarm signal was given: _____

Did you hear the alarm signal clearly? Yes ☐ No ☐

Was notification given to the Fire Service? _____

Was fire department access adequate? _____

Did occupants respond appropriately to the fire alarm signal? _____

Were endangered occupants evacuated using evacuation techniques, safe areas, internal evacuation and/or teams?

Was the attempt made to confine, control or extinguish the fire in the scenario? _____

Was designated equipment or machinery shut down?

Periodically fire drills should involve the use and assessment of the alternative measures outlined in the fire safety plan, for any shutdown of fire protection equipment and systems or part thereof.

Did persons respond favourably to the drill?

GENERAL OBSERVATIONS:

DEFICIENCIES NOTED:

CONTROL OF FIRE HAZARDS/GENERAL PRACTICES

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific directions to avoid fire hazards:

- Do not use the stairs for storage or accumulating of garbage. Assure proper management of garbage and refuse including packaging and storage materials.
- Keep any stairs, smoke and fire doors closed at ALL times and maintained in proper working order.
- ENSURE clearance is maintained at ALL times to 'fire protection equipment', (e.g. hydrants, standpipe connection, fire routes, hose cabinets, portable fire extinguishers, sprinkler heads.
- Store and use flammable and combustible liquids and gases in approved quantities and only in approved containers and locations. (Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.)
- Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
- Flammable liquids shall not be used for cleaning purposes.
- Do not use extension cords for permanent wiring.
- Do not use unsafe electrical equipment, frayed extension cords or over-loaded outlets,
- Do not use candles or other items with open flames unless approved.
- Do not use decorating materials which burn easily.
- Keep cigarette lighters and matches out of the reach of children.
- Turn off coffee pots, stove burners, ovens, etc., when not in use.
- Avoid unsafe cooking practices (deep frying – too much heat or loosely hanging clothes).
- Do not use a barbeque inside building.
- Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.
- If 'No Smoking' policy is established, avoid careless smoking, use large deep ash trays, do not put burning materials such as cigarettes and ashes into garbage cans and ensure full extinguishment of smoking materials.

FIRE PROTECTION SYSTEM MAINTENANCE

ROUTINE MAINTENANCE SCHEDULES

SCHEMATIC DIAGRAMS

Fire Safety Schematic Diagrams provide greater detail to your building managers and firefighters to aid them in the locations and identity of fire safety features, provisions and hazards for firefighting, etc.

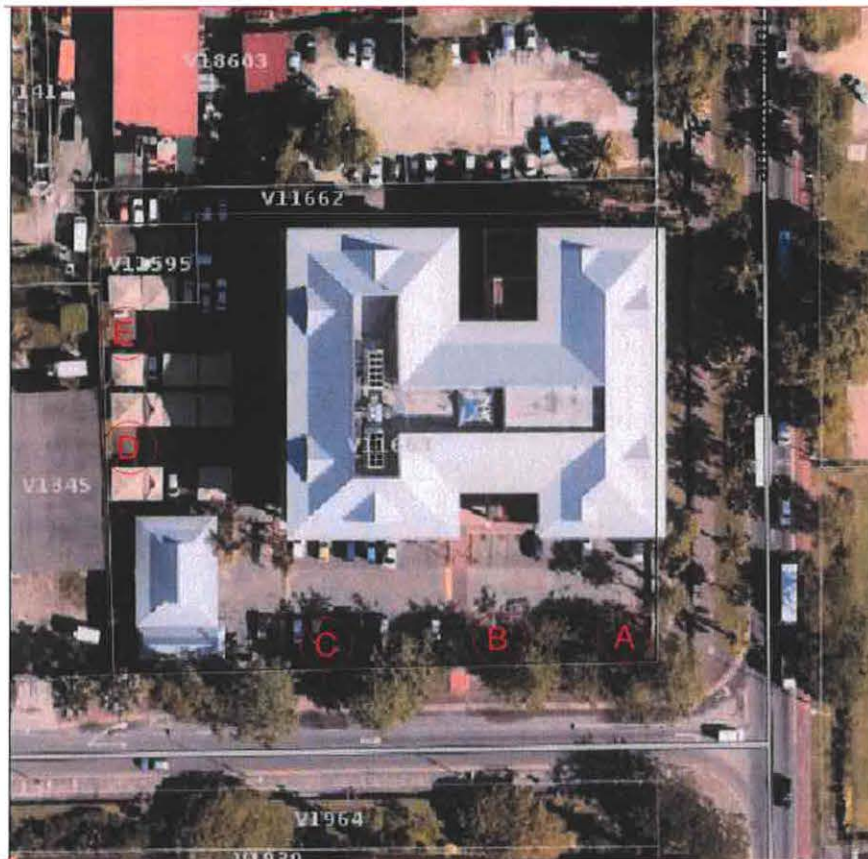
Normally, site plans and location plans, seating floor plans, detailed kitchen plans of restaurants are staple drawings of any fire safety plan.

Additional plans of basements, typical floors of multi-storied buildings, parking garages, mezzanines and partial floor levels, roof plans, and hazardous areas may also be necessary.

Use a grid or blank page to produce a representational drawing. See example. Although drawings can be to scale, proportional drawings are also accepted if basic building dimensions are shown.

While symbols used may vary, it's important to keep some consistency and have a legend on each diagram indicating only the items on the plan to be identified. The building audit identified fire protection equipment that must be indicated on the drawings. These may include fire route and fire department access; exits; fire extinguishers; emergency lighting; fire separations; sprinkler system riser; emergency power; water supply; commercial cooking suppression system; meeting areas; parking areas; gas and water shut offs; landscaped areas including grassed areas; fire hydrants both municipal and private; fire department connections; cross streets.

Site Plan and Fire Assembly Points



CARAVELLE HOUSE FIRE ASSEMBLY POINTS

Assembly Point A - NSB
Assembly Point B - DITC
Assembly Point C - MCBS
Assembly Point D - SPF
Assembly Point E - Dept.
Culture

ANNEX 2

SPF 'S HEADOFFICE

CARAVELLE HOUSE

LOCATION OF FIRE EXTINGUISHERS

Type	Quantity (No.)	Location
1 *SC2 and 1 **SW9	2	2 nd floor - Sitting Area
1 *SC2 and 1 **SW9	2	2 nd floor corridor – Corporate Communications
1 *SC2 and 1 **SW9	2	2 nd Floor corridor - Property
1 *SC2 and 1 **SW9	2	2 nd Floor – Processing
1 *SC2	1	2 nd Floor -Server Room
1 *SC2 and 1 **SW9	2	Ground floor - Benefits
1 *SC2 and 1 **SW9	2	Ground Floor - Contributions
*SC - Carbon dioxide extinguishers ** SW – Water extinguishers		

ANNEX 3

SPF First Aid Box Locations

FIRST AID BOX

In light of promoting a healthy and conducive working environment, SPF continues to place a lot of emphasis on staff well-being by availing the right support and resources.

On that note SPF wishes to inform all its staff members that First Aid boxes are available at the different workstations as per details below:

Location	Responsible person
Wing A (CEO's office & others)	Tella Tirant
Wing B (COO's office & others)	Heidi Mahoune
Wing C (CFO's office & others)	Suzanne Hoareau
Wing D (CPA's office & others)	Cecile Laurence
Wing E (Benefit Manager & others)	Sarah Jeanne
Maison Collette	Lisette Sopha
Unity House	Estephana Brsitol
Huteaux Lane	Josianne Benstrong
Oceangate House	Elvis Pillay
Providence Warehouse	Monica Sinon
Jupiter House, Providence	Josita Albert
Praslin & La Digue Manager's office	Tessie Poris
Baie St Anne Office	
La Digue office	Annielle Payet

Thanking you for your kind understanding.

ANNEX 4

SPF 'S HEADOFFICE

SPF's Trained First Aiders

Staff Name	Section
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1	Cecile Laurence	Pension
2	Celine Pool	Contributions
3	Jeffery Fanchette	HR & Admin.
4	Estephana Bristol	Property
5	Annoushka Sinon	Finance
6	Nicolette Esther	Praslin/La Digue
7	Jane Francois	Praslin/La Digue
8	Irette Faure	Praslin/La Digue
9	Lorna Ernest	Praslin/La Digue
10	Lena Labiche	Praslin/La Digue
11	Christel Collie	Contributions
12	Annick Calva	Benefit
13	Nichola Etienne	Corporate Communication
14	Tella Tirant	CEO's Secretariat
15	Sabrina Pointe	Benefit
16	Ina Philoe	Finance
17	Laura Marie	Finance
18	Heidi Mahoune	Operations
19	Gilbert Charles	Property
20	Jean-Paul Philo	Project
21	Kathleen Albert	Finance

ANNEX 5

FIRE MARSHALLS AND LOCATIONS

NAME	LOCATIONS	Contact Number
Ms. Tella Tirant Mr. Jeffrey Fanchette	WING A (CEO's Office & others)	2633470 2633991
Mr. Darell Bristol	WING B (COO's Office & others)	2722494
Mr. Marcus Marie Mr. Franchesco Estico	WING C (CFO's Office & others)	2609853 2633791

Ms. Celine Pool	WING D (CPA's Office & others)	2609144
Ms. Annick Calva	WING E (Benefits Manager & others)	2822746
Mr. Claude Leon	Praslin Properties	2608977
Ms. Annielle Payet	La Digue Office	2633816
Mr. Elvis Pillay	Oceangate House	2617840
Mr. Barry Dodin	Maison Collette	2634964
Ms. Josianne Benstrong	Huteau Lane	2633436/2822725
Ms. Estephana Bristol	Unity House	2505480
Ms. Josita Albert	Jupiter House, Providence	2527091
Ms. Monica Sinon	Providence Warehouse	2633548/2722135

ANNEX 6

COMPOSITION OF THE OHSC

NAME AND JOB TITLE	POSITION
Mrs. Audrey Nanon Chief Operation Officer	Chairperson
Mrs. Lyne Bonte Manager Human Resource and Administration	Member
Ms. Chantal Renaud Manager Property	Member
Ms. Jane Suzette Heads of Benefits	Member
Ms. Tella Tirant Executive Assistant to the CEO	Member and OHSO