

# Health, Safety & RIDDOR

## Company Policy

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## Document History

Activity	Version	Date	Person
Creation of Document	V1	20 March 2020	Jacques Rossouw
Amendment of Day-to-Day responsible manager	V2	13 September 2023	Daria Zakrevskaya
Amendment of CEO	V3	17 January 2024	Daria Zakrevskaya



# 1 Statement of general policy

Assaia International AG (AIAG) recognises and accepts its health and safety duties for providing a safe and healthy working environment, as far as is reasonably practicable, for all its workers and visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant local legislation and common law duties of care.

It is the policy of AIAG to promote the health and safety of all staff and visitors and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety
- Encourage persons engaged in its activities to co-operate in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for its activities
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in its employment arising out of or in connection with its activities
- Provide information to other employers of any risks to which those employer's workers on the Groups/Organisation's premises may be exposed



## 1.1 In particular,

AIAG will:

- Assess the risks to health and safety of its personnel
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers
- Appoint someone competent to assist with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities
- Make sure that the workplace satisfies health, safety and welfare requirements
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used
- Prevent or adequately control exposure to substances that may damage health
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the appropriate health and safety enforcing authority

## 1.2 Employees have duties to:

- Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- Cooperate with AIAG on health and safety



- Use work items provided correctly, including personal protective equipment, in accordance with training or instructions
- Not to interfere with or misuse anything provided for health, safety and welfare purposes
- Report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by AIAG

### 3 Responsibilities

Christiaan Hen, the CEO of the company, has overall and final responsibility for health and safety.

Daria Zakrevskaya, Chief Human Resources Officer, has day-to-day responsibility for ensuring this policy is put into practice.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

### 4 Arrangements

#### 4.1 Training

All staff and subcontractors will be given a health and safety induction and provided with appropriate training, including manual handling, asbestos awareness and working at height where appropriate.

Supervisors and managers are responsible for identifying training needs.

Daria Zakrevskaya is responsible for keeping a record of all training.

#### 4.2 Carrying out risk assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce to an acceptable level and the risk assessments will be provided to operatives.

#### 4.3 First aid

Adequate first aid provisions will be available at all work sites. All first aid incidents will be recorded.

#### 4.4 Welfare facilities

Management will ensure there are adequate welfare facilities on all work sites.



## 4.5 Emergency procedures

Where and when applicable and required, escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

## 4.6 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR

All employees will report accidents to their supervisor or manager. Daria Zakrevskaya is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.

All accidents will be recorded in accident books which are kept on each work site and collated by Daria Zakrevskaya.

### 4.6.1 Keeping RIDDOR records includes:

- Recording all reportable accidents, injuries, illnesses, dangerous occurrences, work-related deaths and specific injuries lasting more than seven days
- Keeping all records in a file, accident book, on a computer or a written log
- RIDDOR reporting is done through reports via E-Mail
- Understanding and patterns in injuries and/or accidents to be considered when undertaking risk assessments
- Keeping all records organised and up-to-date. All employees' RIDDOR records must be kept strictly confidential and are stored securely
- RIDDOR records must be kept for a minimum of 3 years
- Incidents must be reported within a 10-day timeframe after the occurrence

### 4.6.2 Specific RIDDOR information to be recorded:

- The date of reporting
- The date, time and location of the incident
- Personal details (name, job title etc) of the person(s) involved
- A description of the injury, illness or occurrence

### 4.6.3 Kinds of incidents to be reported in RIDDOR records:

- Work-related death
- Serious work-related injuries
- Over-7-day work-related injuries (where the person is unable to work for at least a week)



- Work-related diseases
- Injuries to members of the public (ie. not employees)







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