



MSH TALENT (PTY) LTD

HEALTH, SAFETY, ENVIRONMENTAL AND WELLBEING POLICY STATEMENT

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HEALTH, SAFETY, ENVIRONMENTAL AND WELLBEING POLICY STATEMENT

MSH Talent (Pty) Ltd recognises that the health, safety, welfare, and wellbeing of our employees, contractors, candidates, clients, visitors, and members of the public are fundamental to the success and sustainability of our business.

As a professional recruitment, talent acquisition, workforce solutions, and business services organisation, we are committed to providing and maintaining a safe and healthy working environment and ensuring that all activities under our control are carried out responsibly, ethically, and in compliance with applicable legislation.

MSH Talent believes that all workplace injuries, occupational illnesses, environmental incidents, and unsafe acts are preventable through effective leadership, planning, communication, training, supervision, and continuous improvement.

The company is committed to achieving the highest standards of health, safety, environmental protection, and employee wellbeing across all business operations.

1. POLICY OBJECTIVES

The objectives of this policy are to:

- Protect the health, safety, and wellbeing of all employees.
- Prevent workplace injuries, illnesses, accidents, and incidents.
- Promote a positive safety culture throughout the organisation.
- Ensure compliance with applicable legislation and regulations.
- Protect the environment from adverse impacts arising from our activities.
- Minimise operational risks through proactive hazard identification and control.
- Promote physical and mental wellbeing in the workplace.
- Encourage employee participation in health and safety matters.
- Continuously improve health and safety performance.



2. LEGISLATIVE COMPLIANCE

MSH Talent is committed to complying with all applicable legislation, regulations, standards, and codes of practice including but not limited to:

South Africa

- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act (COIDA)
- Basic Conditions of Employment Act
- Labour Relations Act
- Employment Equity Act
- National Environmental Management Act

International Best Practice

- ISO 45001 Occupational Health and Safety Management Systems
- ISO 14001 Environmental Management Systems
- ISO 9001 Quality Management Systems

Where employees are placed with clients internationally, MSH Talent will ensure compliance with applicable local health and safety legislation.

3. MANAGEMENT COMMITMENT

The Management of MSH Talent is committed to:

Leadership

Provide visible and active leadership in all health and safety matters.

Resources

Allocate sufficient resources, training, equipment, and support to ensure effective health and safety management.

Risk Management

Identify hazards, assess risks, and implement appropriate control measures.

Consultation

Consult employees on health and safety matters and encourage active participation.

Continuous Improvement

Monitor performance and continually improve health and safety systems.

Accountability

Hold managers and employees accountable for health and safety responsibilities.

4. OUR HEALTH AND SAFETY COMMITMENTS

MSH Talent commits to:

Safe Working Environment

- Provide and maintain a workplace that is safe and without risks to health.

Safe Systems of Work

- Develop, implement, and monitor safe work procedures.

Training and Competence

- Ensure employees receive appropriate information, instruction, supervision, and training.

Hazard Identification

- Proactively identify hazards and eliminate or minimise risks.

Incident Prevention

- Implement measures aimed at preventing accidents, injuries, illnesses, and near misses.

Emergency Preparedness

- Maintain emergency procedures and ensure readiness for emergency situations.

Mental Health and Wellbeing

- Promote employee wellbeing and support mental health initiatives.

5. HEALTH AND SAFETY RESPONSIBILITIES

Managing Director

The Managing Director has ultimate responsibility for health and safety within MSH Talent.

Responsibilities include:

- Providing leadership and direction.
- Ensuring legal compliance.
- Approving health and safety policies.
- Allocating resources.
- Reviewing health and safety performance.

Managers and Supervisors

Managers shall:

- Lead by example.
- Promote safe working practices.
- Conduct risk assessments.
- Investigate incidents.
- Ensure employee competence.
- Monitor compliance.

Employees

Employees are responsible for:

- Taking reasonable care of their own health and safety.
- Protecting the health and safety of others.
- Following company procedures.
- Reporting hazards and incidents.
- Participating in training.
- Using equipment correctly.

6. RISK ASSESSMENT AND HAZARD MANAGEMENT

MSH Talent shall implement a structured risk management process that includes:

Hazard Identification

Identifying workplace hazards including:

- Slips, trips, and falls.
- Electrical hazards.
- Fire risks.
- Ergonomic risks.
- Stress and mental health risks.
- Driving-related risks.
- Lone working risks.
- Client site hazards.

Risk Assessment

Evaluating:

- Likelihood of occurrence.
- Potential severity.
- Existing controls.
- Additional controls required.

Risk Control

Applying the hierarchy of controls:

1. Elimination
2. Substitution
3. Engineering Controls

4. Administrative Controls
5. Personal Protective Equipment (PPE)

7. OFFICE HEALTH AND SAFETY

MSH Talent is committed to maintaining safe office environments.

Key controls include:

Workplace Housekeeping

- Clean work areas.
- Clear walkways.
- Safe storage practices.

Electrical Safety

- Safe use of electrical equipment.
- Regular inspections.
- Reporting defects immediately.

Display Screen Equipment (DSE)

- Ergonomic workstation assessments.
- Appropriate seating.
- Screen positioning.
- Break management.

Fire Safety

- Fire evacuation procedures.
- Fire drills.
- Fire extinguishers.
- Emergency exits.

8. CLIENT SITE VISITS

Employees conducting site visits must:

- Follow client safety procedures.
- Attend site inductions where required.
- Wear appropriate PPE.
- Comply with site rules.
- Report hazards immediately.

No employee shall enter a client site without appropriate authorisation and safety controls.



9. CONTRACTOR AND TEMPORARY WORKER SAFETY

As a recruitment and staffing company, MSH Talent recognises its duty of care to temporary workers and contractors.

Before placement:

- Client health and safety arrangements shall be reviewed.
- Job-specific risks shall be assessed.
- Candidate competence shall be verified.
- Appropriate inductions shall be arranged.

Employees placed at client sites shall:

- Receive relevant safety information.
- Understand emergency procedures.
- Be aware of reporting requirements.

10. MENTAL HEALTH AND WELLBEING

MSH Talent recognises the importance of mental health and wellbeing.

The company is committed to:

Creating a Positive Work Environment

- Promoting work-life balance.
- Encouraging open communication.
- Supporting employee wellbeing.

Managing Workplace Stress

- Monitoring workloads.
- Providing support where needed.
- Addressing workplace pressures.

Employee Support

Employees are encouraged to raise wellbeing concerns without fear of discrimination or retaliation.

11. INCIDENT REPORTING

All incidents must be reported immediately.

This includes:

Accidents

Any event causing injury or damage.

Near Misses

Events that could have resulted in injury or loss.

Unsafe Conditions

Hazards or unsafe practices.

Occupational Illnesses

Work-related health conditions.

12. INCIDENT INVESTIGATION

All reported incidents shall be investigated to:

- Determine root causes.
- Identify corrective actions.
- Prevent recurrence.
- Improve safety performance.

Investigations shall focus on learning and improvement rather than blame.

13. EMERGENCY PREPAREDNESS

MSH Talent shall maintain procedures for:

Fire Emergencies

"Evacuation plans.

"Fire wardens.

"Emergency assembly points.

Medical Emergencies

"First aid arrangements.

"Emergency contact information.

Security Incidents

"Workplace violence.

"Threat management.

"Building security procedures.

14. ENVIRONMENTAL RESPONSIBILITY

MSH Talent is committed to minimising environmental impacts through:

Waste Management

- Reduce paper consumption.
- Recycle where possible.
- Dispose of waste responsibly.

Energy Conservation

- Efficient use of electricity.
- Responsible use of equipment.

Sustainable Practices

- Digital documentation.
- Reduced printing.
- Environmentally responsible procurement.

15. TRAINING AND AWARENESS

MSH Talent shall provide:

Induction Training

For all new employees.

Refresher Training

At regular intervals.

Specialist Training

Where specific risks exist.

Training topics may include:

- Health and Safety Awareness.
- Fire Safety.
- First Aid Awareness.
- Ergonomics.
- Mental Health Awareness.
- Emergency Procedures.

16. CONSULTATION AND COMMUNICATION

Employees shall be encouraged to:

- Participate in health and safety initiatives.
- Raise concerns.
- Suggest improvements.
- Report hazards.

Management will actively consult employees on matters affecting their health and safety.

17. PERFORMANCE MONITORING

MSH Talent will monitor health and safety performance through:

- Workplace inspections.
- Risk assessments.
- Incident investigations.
- Safety audits.
- Employee feedback.

Findings will be used to improve performance and reduce risk.

18. CONTINUOUS IMPROVEMENT

MSH Talent is committed to continually improving its Health, Safety, Environmental, and Wellbeing Management System through:

- Regular reviews.
- Lessons learned.
- Employee consultation.
- Management commitment.
- Industry best practices.

MANAGEMENT COMMITMENT

The management of MSH Talent believes that no business objective is so important that it cannot be achieved safely.

The health, safety, wellbeing, and welfare of our employees, candidates, clients, contractors, and stakeholders will always remain a fundamental priority.

We are committed to fostering a culture where everyone takes responsibility for safety, looks after one another, and works together to create a healthy, safe, and productive working environment.

MSH Talent (Pty) Ltd

"Safety is not an option-it is a core value embedded in everything we do."