

HEALTH- SAFETY – ENVIRONMENT AND
COMMUNITY (HSEC)



VITAL SECURITY (PVT) LTD

STATEMENT – POLICY

ACTION PLAN – RISK / HAZARD

ASSESSMENT REGISTER

MANAGEMENT STANDARDS

CONTENTS

- HSEC Statement.

- HSEC Policy.

- HSEC Risk / Hazard Assessment Register.

- Guide for Risk / Hazard Statement.

- Example for Completing Risk / Hazard Assessment Register.

(Not part of the Document)

HEALTH SAFETY
AND ENVIRONMENT



VITAL SECURITY (PVT) LTD

STATEMENT

VITAL SECURITY (PVT) LTD.
HEALTH, SAFETY AND ENVIRONMENT

STATEMENT

VSL aims are to be a Security Company of client's choice. It strives to create most favourable working environment for its expatriate and local staff, clients and contractors.

VSL aspires to achieve ZERO harm to its clients and security staff. It endeavors to work in conformity with the laid down standards of working practices of the client. It also ensures to create and maintain healthy working environment for the work force. VSL follows sound principles governing safety, business conduct and social activities as an integral part of their operations.

Maj (R) Muhammad Rafique
Chief Executive Officer

VITAL SECURITY (PVT) LTD.
HEALTH, SAFETY AND ENVIRONMENT

POLICY

All working for VSL are responsible for HSE. Good HSE performances and the security of everyone connected to VSL are crucial to the success of our business.

HSE goals are:

- No accidents
- No harm to security staff or client staff
- No harm to people
- No damage to the environment
- No damage to the property and equipment

The VSL will continue to improve upon environmental and health impact of operations by reducing waste, emissions, and discharges and by using energy efficiently. It will provide quality Security Services that will provide safety to its clients. VSL follows international standards of HSE, thereby ensuring healthy and hazard free environment for its client.

All managers within the VSL are accountable for accomplishing the HSE goals by demonstrating positive HSE behaviors, defining HSE roles and responsibilities. It also envisages to provide needed resources; measuring, reviewing and continuously improving HSE performance.

Based on its HSE policy VSL:

- Is committed to provide and maintain a healthy and safe working environment for all its clients, employees, suppliers and other entity who may be affected by its activities.
- Recognizes the fact that good health and safety management has positive benefits to the organization and must therefore continuously improve, update and adopt to the changes.
- Must do what is reasonable to avoid and minimize any adverse environment impacts from its activities and promote/ adopt environmental sustainability initiatives.

Maj (R) Muhammad Rafique
Chief Executive Officer

HEALTH, SAFETY AND ENVIRONMENT POLICY

POLICY

It is the policy of Vital Security Pvt. Ltd to ensure, so far as is reasonably practicable, the health and safety of all its employees and other persons who may be affected by our undertakings. The company management is fully aware of its obligation and commitment to ensure clean and healthy environment in which our workforce performs its duties.

All our employees have duties under The Health and Safety at Work Act 1947, whereby as a professional team they are obliged to take due care for health and their own safety. It is equally important for them to ensure that they do not endanger other persons by their acts, omission or negligence.

The company will provide necessary training and so far as is reasonably practicable, safe and healthy working environment, safe plant and machinery, safe handling of materials and substances in consultation with plant / industrial management to achieve their managerial targets without compromising minimum standards of health, safety and clean working environment.

AIM

By laying down the policy, our aim is to ensure every member of our team is trained to observe Health, Safety and Environment standards for themselves and for those who work with them.

RESPONSIBILITY

The prime responsibility for ensuring Health, Safety and Environmental protection rests with factory / Industrial Management, however, our staff contributes by supplementing their efforts in achieving laid down standards.

Our trained staffs at their workplace are encouraged in minimizing work related injuries and illnesses in consultation with the management by pointing out escapes or emissions of gases. Capping and safe disposal of hazardous material must be carried out effectively and promptly.

VITAL SECURITY (PVT) LTD.



VISION

To lead and excel in Security Industry through dedication and Commitment.

MISSION

To provide High Quality Service to the Satisfaction of client.

QUALITY

Maintain Highest Standard to meet ever changing Security requirements.

STANDING ORDERS FOR CONTROL ROOM / MRT

GENERAL STANDING ORDERS CONTROL ROOM

The control room is the central communications hub where all Security System are monitored 24/7. The control room consists of 3 to 4 trained individuals working round the clock in 3 shifts, 8 hour shift each for the purpose of monitoring all electronic safety equipment ensuring the safety of our valuable clients.

Our Control room staff is in constant communication with our MRT's (Mobile Response Team) to ensure prompt response/action in any emergency situation.

PROCEDURE

In the case of Guard Policeman Unit, the unit is configured to send an alarm to our control room if the reset button has not been pressed in fixed intervals of 35-45-90 minutes.

Once the alarm is received the control room operator immediately contacts the nearest MRT, and dispatches the MRT to the location from which the alarm was received.

During this procedure the control room operator is constantly in communication with the dispatched MRT assisting him whenever assistance is required.

MRT informs the control room operator when he reaches the location and updates the operator to the situation, reason of alarm.

The resident guard is required for not pressing the reset button in the stipulated time period and this information is updated to the control staff.

Complete details of the guard, name, company and reason for not pressing the rest button are noted in a Performa available with the MRT Staff at all times. If the owner of the residence is available he is briefed of the situation, if not then a contact card is left behind for later correspondence.

This Performa is then handed over to the control room for record keeping.

In the case of absence of the resident guard at the said location the MRT temporarily guards the said location until the owner of the resident or given emergency contact person is contacted.

A complete log of all alarms generated is kept and maintained by the Control Room Staff and will be furnished upon request or as per agreed schedule.

The MRT acts as eyes and ears of the respective zone and operates in the given area during day and night as order by Zonal Head. The MRT supervisor is responsible for ensuring that the following procedure is maintained by the MRT at all times.

MRT (MOBILE RESPONSE TEAM)

Each MRT has a supervisor who is responsible for both the vehicle and crew. The MRT supervisor will not necessarily be the driver.

- a) He is all over in charge of the MRT.
- b) He is responsible for the turnout / discipline of all members in the crew.
- c) He moves in his area of responsibility to check the various locations.
- d) He acts as second seated and exercise control over the driver to avoid over speeding.
- e) All the members of his MRT must be correctly uniformed and equipped, and neat and tidy at all times, and not under the influence of liquor or other intoxicating substances. Cell phones are NOT allowed to be carried. Unless provided by the company.
- f) The MRT must take note of the correct plot number as given by the CMS*, repeat it on the radio to the CMS, and write it in the register provided. The transmitter number should also be noted together with the type of alarm signal (burglary, panic, electric fence, etc.) and any special instructions for the premises which may be given by the C/R*.
- g) There must be no unnecessary delays in the MRT to an alarm call, that the shortest possible route is taken, and that the vehicle is not driven recklessly or dangerously. G4S Pakistan, vehicles have no special right of way on the roads, and courtesy to other road users must be maintained.
- h) He submits his daily checking sheet duly signed by him in the Control Room on completion of duty.

CMS* Central Monitoring Station

CR* Control Room

GUARD POLICEMAN UNIT

The system is divided into four parts, namely

1. Count down timer, the main system that will be operated by the guard.

Installed outside the premises, preferably to the back or side of the premises ensuring the guard patrols the premises.

2. Electric panel, power controller that regulates power to the countdown timer.

This is installed in a safe place inside the premises, installed preferably at a location that would not be easily accessible to an outsider.

3. Radio Antenna, which sends the signals to our Central Monitoring Station.

Installed on the roof of the premises, to insure uninterrupted communication between our Central Monitoring Station and the guard policeman unit.

4. Hooter / Sounder. In case the guard does not reset the policeman unit within the specified time frame the hooter will sound for 3 sec's alerting the residents that something might be wrong.

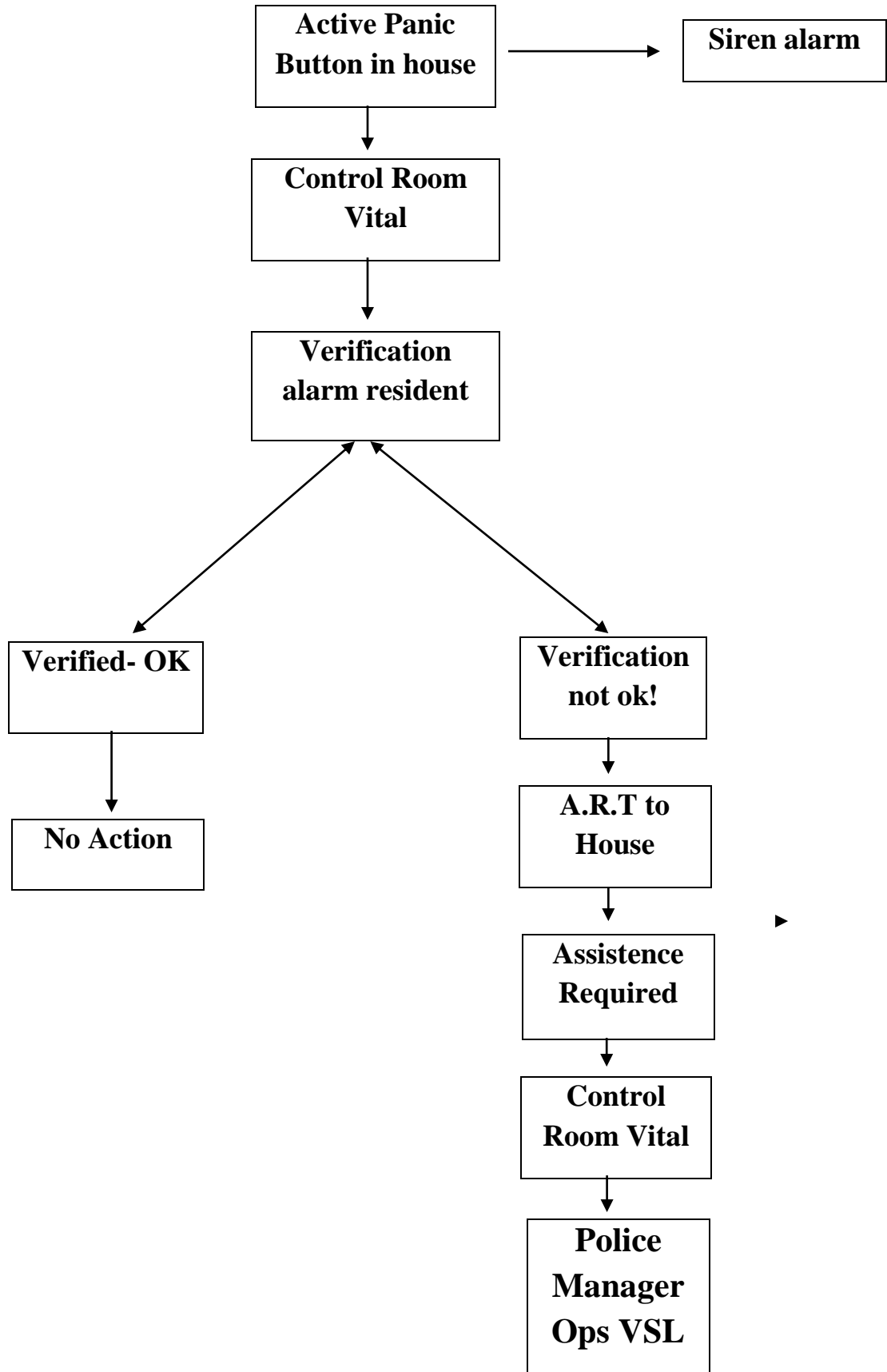
Installed outside the premises preferably at a location where it does not disturb the residents but also not too far for the residents do not hear it at all.

Minimum time required for the installation of the Guard Policeman unit is 3 to 4 hours. Installation time frame can vary depending on the complexity of the premises.

Our installation procedures are flexible in accordance to the client requirements, and our technical teams try their level best to ensure proper, clean installation and to satisfy the client's queries to the utmost satisfaction.

If in case you are satisfied by the performance of our technical teams or have any unresolved queries please feel free to contact our Manager Operations cell # 03222236923

COMMUNICATION LINES DURING ALARM



FIRE ALARM PROCEDURE

(Vital Control Room – 051-2212920/30)

Fire Alarm Emergency Procedure

In the event that a fire is detected or reported immediate actions required are:-

- Alarm resident (s) by shouting “Fire, Fire, Fire or ringing the doorbell.
- Inform Maj Waheed or Vital Control Room By Mobile, Telephone or Radio.
- Fire Brigade Telephone No 16 and Rescue Telephone No 1122.
- Neighbors.

The guard on duty will intimate following to the Vital Control Room.

- Location of the fire;
- If any evacuation has started;
- Fire squad / fighters and other emergency agencies shall be notified;
- An emergency incident log shall be initiated as above mentioned in case of an intrusion alarm.

Note (The guard shall remain on duty at his post and will never leave until properly relieved)

INSTRUCTIONS – ALARM PROCEDURE

(Contact Maj Waheed–,Vital Control Room – 051-2212920/30)

If any threat is clearly evident and in progress (Either observed or hear loud alarm)

- If threat is of low intensity (Within your capability) do handle it with care and effectiveness. In case threat is beyond your capability then:-
- Sound Alarm / Inform the resident immediately using possible means:
- Radio or your mobile phone to Maj Waheed or Vital Control Room.

OR

- Wait for assistance or of the VSL Armed Response Team and on their arrival assist them in all possible way but do not leave your post vacant in any case.

Start an incident log by noting following information in your logbook.

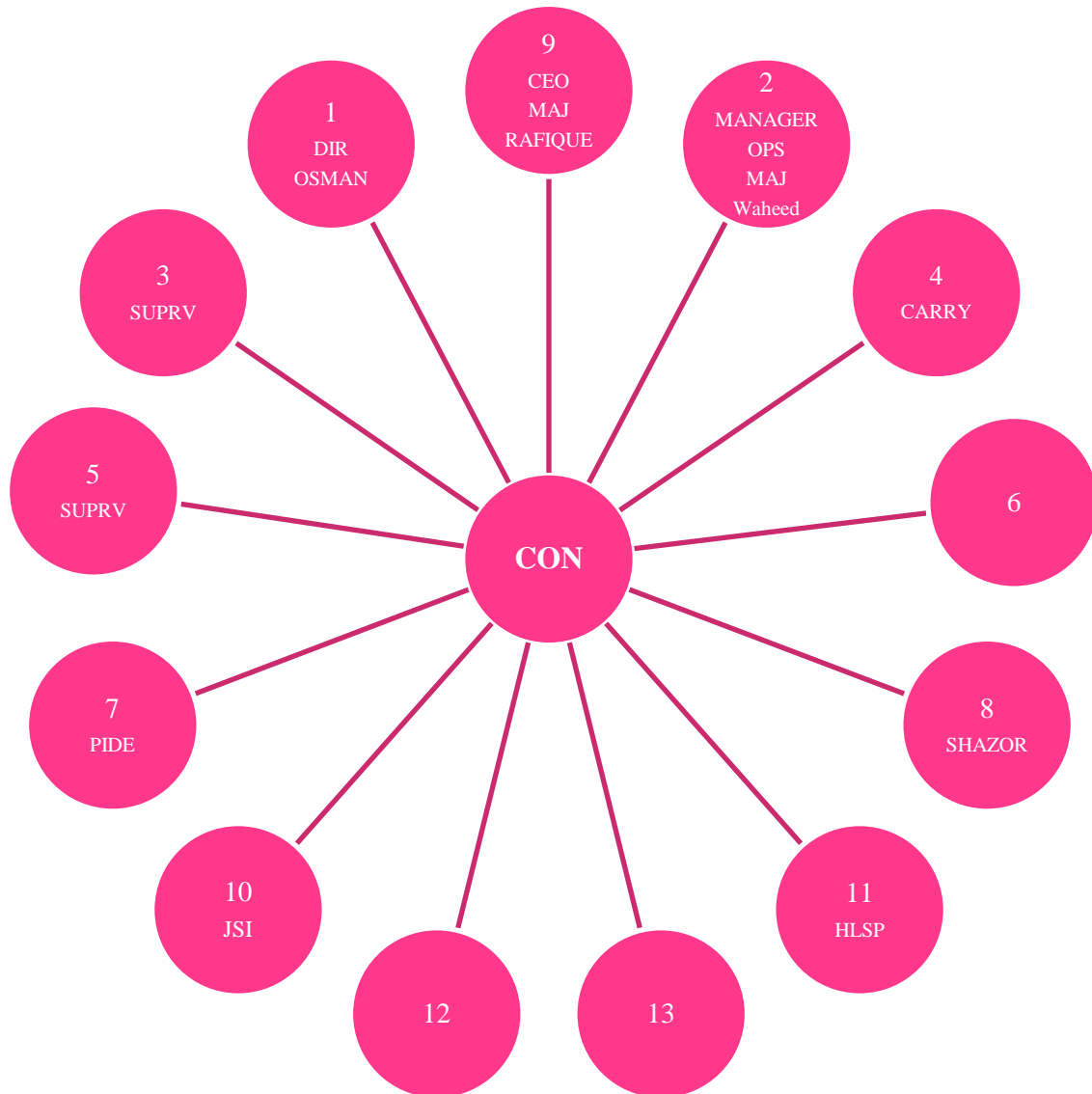
- Location or starting point of the incident;
- Nature of the incident, i.e. attack, crime, shooting, explosion fire;
- Time the event was first noticed;
- Arrival time Armed Response of Team and or others;
- Time, location and nature of each subsequent observation;
- Name, date and signature of staff reporting the incident;

Note: - Remain at your post and continue monitoring the event until properly relieved.

ACCESS CONTROL AT THE RESIDENCES

- Stop all unidentified visitors and vehicles outside the Residence. Critically observe and sense for any danger, in case of suspicion or doubt keep the person or vehicle outside the premises and immediately inform resident and VSL Control or Maj Shahzad.
- After having satisfied that general appearance is safe, ask name, ID, company and purpose of visit.
- If asked, don't volunteer the name of the resident: instead ask the visitor whom do they wish to see!! In no way disclose the identity of the resident.
- Ask the visitor to remain outside the gate while you check-up with the resident. (Ring the bell at the gate and stay with the visitor while keeping him under observation)! If resident allows and authorizes the visitor to come in, open the gate and allow access. Protocol be given as desired by the resident.
- If the resident is not at home, do not let anyone inside the premises, unless authorized by prior arrangement.
- Do not allow servant's visitors inside the premises unless the prior permission by the resident had been given.
- If you're in doubt ask assistance from your Supervisor or Maj Waheed who is the Company Manager Security.

VITAL SECURITY RADIO DIAGRAMME



IMPORTANT TELEPHONE NUMBERS

Maj Waheed _____ 0333-5063494

Vital Control _____ 051-2212920

Vital Supervisors (Mob)

Supervisor _____ 0332-1598514

Rescue 1122 _____ 1122

Fire – Brigade _____ 16

Police _____ 159261410

Ambulance _____ 4451122

Hospital “SHIFA” Intl _____ 4446801 up to 04

Hospital P.I.M.S. _____ 9261182

Bomb Disposal _____ 9270687

CONTINGENCY PLAN

IMMEDIATE ACTIONS

1. By The Guards
2. By VSL Control
3. By VSL Staff
 - a. Officers
 - b. Supervisors
 - c. Reserve Guards

GUARD CAN ASSIST BEFORE THE INCIDENT

- a. To have more than one exit routes in mind.
- b. Keep all exit / routes clear.
- c. Try to inform embassy staff of danger if observed or assessed earlier.
- d. Try to recollect / remember the general appearance of saboteur.
- e. Don't allow entry of any suspected person.
- f. If malafied intentions confirmed, fire back to block any entry.

GUARD CAN ASSIST IN REAL EMERGENCY

- a. His maximum participation in:
 - 1) Evacuation of causality.
 - 2) Rendering first aid.
 - 3) Open participation in extinguishing fire whatever means are available i.e. fire extinguishers, house pipe.
 - 4) Keep maximum outlets / routes open for quick evacuation.
 - 5) Protect men and material from theft or sabotage action.
 - 6) Block entry of unwarranted person into the building.
 - 7) If need arise help embassy staff trapped inside.
 - 8) Call for additional guards through VSL Control or by calling any available officer of Vital Security.
 - 9) Don't panic; convey your message in clear.

Remember: - Don't panic, stand on duty and don't run after or chase the miscreant, instead fire at him.

ASSISTANCE WHICH OUR STAFF CAN PROVIDE

4. Inform agencies like
 - a. Hospitals
 - b. Ambulance
 - c. Fire Brigade
 - d. Bomb Disposal Squad

5. Recommended actions for VSL staff
 - a. Cordon off the area
 - b. Clear evacuation routes
 - c. Watch for sabotage / arson
 - d. Provide protection to embassy staff
 - e. Provide protection to embassy property

6. Manager Operation
 - a. Will immediately contact embassy Security Officer
 - b. Discuss what assistance is required
 - c. Be available at sight
 - d. Coordinate evacuation / relief operation
 - e. Arrange for extra assistance if required