



HEALTH AND SAFETY POLICY (English)

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SAFETY AND HEALTH POLICY

It is the policy of the FORIN to comply with the Safety, Health and Welfare Regulations of Republic of Turkey and all other current legislation relevant to business and operations carried out by FORIN and our employees. FORIN is committed to identifying new legislation and best practice and is committed to adhering to changing standards.

It is our aim to achieve a working environment, which is free of work related accidents and ill health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining safe plant and work equipment;
- Establishing and enforcing safe systems of work;
- Recruiting and appointing personnel who have the skills, abilities and competence equal to their role and level of responsibility;
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information;
- Monitoring our safety performance by regular site inspections from our safety officer;
- Furnishing sufficient funds needed to meet these objectives;

It is the policy of FORIN to consult all staff and employees on matters of health and safety. All employees are hereby notified of our policy. It is the obligation of all employees to act responsibly and to do everything that is reasonable to prevent injury to themselves, their fellow workers and any other person who may visit their place of work. Employees are encouraged to comply with their duties under the regulations and to notify FORIN of identified hazards in the workplace.



SAFETY AND HEALTH CONSIDERATIONS & AIMS

FORIN considers the Health, Safety and Welfare of its employees and of other persons affected by its activities, to be a primary concern for all. Safe and healthy working can be achieved only by creating a proper organisation and arrangements for the purpose.

FORIN aim to maintain or improve working conditions and measures to control and reduce hazards which apply in respect of all their activities. Any new hazards shall be assessed as they become known.

It is the policy of FORIN to provide and maintain working conditions that are as safe and healthy as possible and to take all reasonable steps to attain this end. Project Managers are fully aware of their responsibilities for the health and safety of employees, but can achieve this objective only with the co-operation of employees in complying with the various regulations and instructions issued for their safety and by their constant care for the safety of themselves and their colleagues. It is the duty of everyone to do everything possible to prevent personal injuries to themselves and others and this duty extends to the design, construction, operation and maintenance of all buildings, vehicles, plant and equipment.

FORIN will take all reasonable steps to secure the safety of employees and others by ensuring that equipment and machinery under their control are safely installed and maintained. Any hazards to health and safety or defects in equipment or machinery are to be rectified as soon as possible and supervisors are required to take all reasonable precautions to safeguard employees and others from any such hazards until repairs have been satisfactorily carried out.

Consultation with employees on health and safety matters forms an important part of the organisation.

COMPANY SAFETY OBJECTIVES

The approach to ensuring safe and healthy work conditions at FORIN may be summarised by the following headings:

- Identification of hazards
- Provision of safety training and instruction
- Provision of protective equipment
- Creation of practical and safe working systems
- Consultation with staff on safety and health matters

Identification of Hazards

FORIN will carry out regular risk assessments internally on all hazardous work activities, both in our offices as well as on construction projects around the country. Where necessary written risk



assessments will be developed to ensure that safe working systems and control measures are put in place to minimise the exposure to risks and hazards to all our employees and sub-contractors.

The company further commits to make use of the advice available through the Health and Safety Authority and other institutions for Safety, Health and Welfare at Work.

Safety Instruction and Training

It is recognised by FORIN that no one can be expected to perform their tasks and duties safely and efficiently unless that person is experienced and trained to carry out such tasks.

FORIN is committed to identifying training needs and to carrying out that training and instruction as appropriate. Certain operations require that strict safety procedures be followed, where such tasks are undertaken the employees involved will receive special instruction.

It is essential that no person attempt a potentially hazardous task without instruction and or proper training.

Personal Protective Equipment

It is the policy of FORIN to provide the required protective equipment and to replace it on the presentation of the worn or defective item.

Responsibility for ensuring that the equipment is available and used properly shall rest with the project manager.

However the wearing of P.P.E. will be a last resort measure where hazards cannot be totally removed and a manageable risk level remains.

SUBSTANCE ABUSE POLICY

The aim of this policy is to ensure acceptable standards of safety, health and welfare in the workplace.

The law imposes obligations on FORIN to ensure a safe system of work. In addition to the obligations on FORIN the law requires all employees, while at work, to take reasonable care of their own safety, health and welfare and for that of any other person who may be affected by their acts or omissions while at work. Furthermore, it is the duty of every employee to co-operate with FORIN in this regard.

The possession, use or supply of drugs or alcohol by any employee is strictly prohibited unless the drugs are prescribed by a duly qualified, registered medical practitioner. Possession or consumption of drugs or alcohol constitutes serious misconduct which may result in disciplinary action up to and including dismissal.



PROJECT MANAGERS RESPONSIBILITIES

Project Managers must ensure that:

- Adequate provision for safety and health is made in planning and pricing contracts.
- Work commencement notices are issued to the H.S.A.
- Site specific safety statements and method statements are prepared.
- The provisions of this policy statement are executed from project inception and until completion on site.
- Site managers / foremen under your control will implement this policy and comply with statutory requirements.
- Plant and machinery allocated for each site is in accordance with regulations and is inspected as required.
- All personnel recruited for, or assigned to, each site are competent to carry out the work on site.
- Sub-contractors and self-employed persons are aware of this company policy and have confirmed that they will comply.
- Adequate protection is provided on all sites to protect the public and, in particular where children are likely to enter sites, that perimeter / hoarding fencing is provided.

Each appointed site manager / foreman will:

- Be familiar with the Safety and Health regulations, and subsequent regulations, and the company policy applicable to the work on which you are engaged and insist that the prescribed standards are observed.
- Show a personal example by wearing the safety equipment provided.
- Ensure, so far as is reasonably practicable, that safe systems of work are in place.
- Maintain a tidy workplace and, where necessary, arrange for regular clean-up periods.
- Insist that all persons on site, employees, sub-contractors, self-employed and visitors wear the required PPE.
- Ensure that adequate access and egress throughout the site complies with the regulations.
- Provide safety equipment / clothing and ensure it is properly used by all personnel on site.
- Make certain that all plant and machinery operators are only employed on equipment for which they have been properly trained.
- Ensure that all machinery and plant, including power and hand tools, are maintained in good condition.
- Report defects in plant equipment to your immediate supervisor.
- Ensure that adequate fire fighting equipment is available and that used or defective equipment is replaced.
- Ensure the safe handling and storage of all tools, plant and materials.
- Ensure that first aid boxes are properly maintained.



- Provide good sound scaffolding and platform areas and nominate a competent person, or persons, for the erecting / dismantling and altering of such scaffoldings.
- Ensure that all sub-contractors comply with the site safety procedures.
- Ensure that all floor and stair opes are guarded or covered over.
- Record and investigate all accidents with a view to preventing recurrence.
- Ensure that, where necessary, the site has suitable perimeter fencing to keep children and others out of the site and away from dangers

SUBCONTRACTORS RESPONSIBILITIES

Subcontractors must:

- Provide their safety statement when requested to do so.
- Produce evidence when requested; showing that appropriate employers and public liability insurance is in place.
- Bring to the attention of FORIN without delay any dangerous practices or situation which could lead to the injury of another person on site.
- Co-operate with FORIN in providing a safe place of work.
- Ensure that all their employees and others under their care are provided with and wear appropriate personnel protective equipment.
- Only use competent and suitable persons on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.
- Use correct tools and equipment.
- Maintain tools in good condition.
- Operate any site specific permit to work systems.

All subcontractors employees carrying out work for FORIN should be aware of their own company's safety statement.

Every employee of a subcontractor should use his own company's tools and equipment, suitable for the task being undertaken.

No employee of FORIN should be requested, or expected, to assist subcontractors employees in the pursuance of their duties.

All equipment and the area where work is being undertaken must be left in a safe condition on completion of the work or at any time subcontractor's employees are not in attendance.



EMPLOYEES SAFETY RESPONSIBILITIES

- It is the responsibility of all FORIN employees to take reasonable care of their own safety, health and welfare, and that of others affected by their activities.
- Co-operate with FORIN and any other person to such an extent as will enable them to comply with any of the relevant statutory provisions as regards to safety, health and welfare and to ensure that your place of work is safe and healthy.
- Use protective clothing and any other equipment provided for their safety, health and welfare while at work. Use in such a manner so far as to provide the protection intended of any suitable appliance, protective clothing, convenience, equipment or other means or thing so provided (whether for use alone or for use by you in common with others) for securing their safety, health and welfare while at work.
- Report to FORIN any defect in the plant, equipment, place of work, or system of work that might endanger safety, health and welfare.
- Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means of thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Keep their tools and equipment in good condition. • Use the correct tools and equipment for the job.
- Wear the correct PPE / work wear appropriate to the work activity.
- Not possess or consume alcohol, drugs or other intoxicants or be under their influence.
- Where possible make suggestions or raise concerns on health and safety matters.
- Develop a personal concern for their own safety and the safety of others.
- Avoid any action that would be a source of danger to themselves or others.
- Not carry out any tasks that they feel they are not competent to carry out, or which involves unreasonably high risk.

ENVIRONMENTAL AND WASTE POLICIES

FORIN is committed to providing a safe and healthy workplace and in carrying out our normal work to enhance the wider environment and minimise any harmful impacts as far as is reasonably practicable.

Employees are reminded that minimising waste is good for the business and good for the environment and should both co-operate with environmental initiatives and also make positive suggestions as to how we may improve our performance.



FORIN is committed to a high level of environmental protection and, where possible, enhancement. Our employees are strongly encouraged to participate and offer suggestions as to how we may improve our performance in this area.

FORIN will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable. All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes.

Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Where required, FORIN shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection / emptying of receptacles at a suitable frequency.

All employees responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of a manual handling injury.

Waste collection points shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

ACCIDENT PROCEDURES

When a serious accident occurs the procedures below must be followed:

The manager / supervisor must notify FORIN immediately. The manager / supervisor must take charge of the proceedings, as follows:

- Observe the accident or incident location and the status of any injured persons.
- If there is a risk of further injury move the injured party to safety.
- Call for immediate medical assistance or emergency services.
- Ensure a competent person administers First Aid.
- If an Ambulance is called, make sure the exact location is given.
- If necessary nominate a responsible person to meet the Ambulance at the site entrance and escort it to the injured party.
- Establish the location of the Hospital and appoint a suitable person to travel with the injured party.



- Do not move anything unless further serious risk to personnel has to be avoided.
- Immediately gather all the information relevant to the accident or incident in particular the sequence of events and actions leading up to it.
- Take sketches or photographs of the area where the accident or incident occurred marking areas where witnesses were present.
- Identify witnesses and obtain written statements of events.

PRINCIPLES OF ACCIDENT PREVENTION

- The avoidance of risks.
- The evaluation of unavoidable risks.
- The combating of risks at source.
- The adaption of work to the individual especially as regards the design of places or work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- The adaption of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by non- dangerous articles, substances or systems of work.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving to collective protective measures of priority over individual protective measures.

SAFETY HEALTH AND WELFARE ARRANGEMENTS

SMOKING POLICY:

It is the policy of FORIN that all places of work are smoke free and that all persons have a right to a smoke free environment. Smoking is prohibited throughout all places of work. This policy applies to all office workers, employees, consultants, contractors, customers or visitors.

LONE WORKING:

Where possible lone working must be avoided. A buddy system should be operated. This would ensure that there is always someone to call for assistance and / or the emergency services in the event that this is deemed necessary.

GENERAL PRECAUTIONS WHEN USING CHEMICAL PRODUCTS:

This section must be read in conjunction with the material safety data sheets for all chemical products in use by forin. Forin recognise that before using any chemical or dangerous substance, the user must be provided with the necessary information and where necessary training to use the chemical or substance in a safe manner. The user must be made aware of the hazards associated with



the chemical or substance and of the control measures including personal protective equipment requirements that must be in place before using the chemical or substance. Where less hazardous alternatives to the chemical products in use at present become available they will be used in place of existing products.

DELIVERIES:

Local parking restrictions will be observed. Every effort will be made to avoid unloading of deliveries during peak periods. Parking at site shall be in accordance with good practice and agreement of site authority. All deliveries are to go directly to forin storage.

MANUAL HANDLING:

Manual handling will only be undertaken when mechanical methods are unsuitable. When the load is too heavy for one man, additional manpower is to be used. There must be adequate room to lift an object, a clear path to its destination and sufficient space to put it down. When objects have an awkward shape or sharp edges, gloves must be worn. Manual handling over long distances is discouraged.

SIGNS & BARRIERS:

A sufficient quantity will be displayed and erected to identify hazardous areas around the site for operatives and public, where appropriate. Other contractors will be expected to discharge similar obligations, where appropriate.

WELFARE:

FORIN will ensure that there are adequate canteens, drying rooms, toilets and washing facilities on all projects on which they are engaged.

ELECTRICAL EQUIPMENT / WORK:

Care to be taken with trailing leads and cables to avoid risk of damage, particularly from traffic, trip hazards in walkways and doorways and any kinking or knotting. Faulty or damaged equipment shall be removed from use. Employees are to check before each use that the flexible cable is not damaged and is firmly connected to the tool and plug. Tools shall be disconnected before any adjustments are made or attachments changed.

HOUSEKEEPING:

FORIN will remove all FORIN excess materials and waste on a regular basis and store / dispose of it in accordance with company policy and site procedure. All other contractors are expected to discharge their responsibility in a similar manner.

HOT WORK:

A documented Hot Work Permit System will be in place for the use of all welding, flame cutting and allied processes. Suitable fire extinguishers in sufficient quantity for the work in progress will be



provided. Operatives will be trained in their use. Suitable first-aid facilities as required generally for the site will also be available.

Gas hoses will be kept clear of the Hot Work area to prevent contact with flames, heat, sparks or splatter. Oxygen and other gas cylinders will be stored outside in clear open air.

No loose clothing will be worn.

EMERGENCY PROCEDURES:

The site manager is able to handle emergency situations or to summon outside help as the need arises for Fire, Police and Ambulance. Emergency phone numbers will be posted in site accommodation.

FIRE:

In the event of fire the following procedures must be followed:

- Raise the fire alarm
- Tackle small fires using portable fire extinguishers if you are trained to do so and it is safe to do so.
- Keep yourself between the fire and the exit. Go immediately to the assembly point.

On hearing the fire alarm you must

- Leave the premises by the nearest safe exit, and go to the assembly point. Upon reaching the assembly point, report to your fire marshal.
- Managers / supervisors are responsible for the evacuation of all work areas.

**EMERGENCY CONTACT LIST
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Name	Position	Contact Number
Doğan Tahsin Biber	Managing Partner	+90 533 567 55 96

GENERAL EMERGENCY CONTACT NUMBERS

AMBULANCE		112
FIRE		110
POLICE IMDAT		155
GAS		187
ELECTRIC		186