



COMPANY HEALTH AND SAFETY MANUAL - SAFETY ELEMENTS

HEALTH AND SAFETY POLICY

Management at CCBS LTD is committed to providing a safe and healthy work environment that protects all our employees, other workers and, the general public, and to preventing damage to all property. It is our policy that "Success is No Accident". We know that safety is our number one business risk and working safely is essential to a sustainable business.

We care about our employees and acknowledge that our people are our greatest asset and our objective is to ensure that all our employees go home safely at the end of each day. We know that all employees have the right to a safe and healthy work environment.

To achieve this objective we will comply with all applicable Regulations, Acts and Codes and strive to implement safety and environmental programs that achieve a standard higher than those mandated by regulatory bodies. Management will ensure that health and safety policies and practices are reviewed at least annually.

We ensure that all levels of management and supervisors provide strong leadership, know how to identify and manage hazards and risks and lead by example.

We know that safety is a shared responsibility and we expect everyone who works at CCBS LTD to exhibit leadership and a commitment to a safe work environment and we hold each employee accountable for the safety of themselves and their co-workers. We expect all employees to inform their supervisors of hazards they encounter in the workplace and provide recommendations to minimize or eliminate them.

We recognize that safety statistics only tell part of the story and more important is what we do to prevent injuries and property damage each day. A focus on creating a strong safety culture, engaging all employees, and assessing and constantly upgrading employee training will lead to improved safety statistics.

We believe in learning from our mistakes and encourage reporting of all "near misses". We ensure that a full and complete investigation is made of each safety incident and that we make recommendations for improved operations and share our findings with all employees.

We hold each other accountable for our actions.

We recognize that young workers are at higher risk and ensure that the training needs of all new employees are diligently assessed and that new workers are mentored and closely supervised by experienced employees who willingly accept this important role.

Great Safety, great operations and great customer service go hand in hand.



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Personal Information Consent

We will ask for consent to collect, use or disclose personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

Consent may also be implied where an employee is given notice and a reasonable opportunity to opt-out of his/her personal information being used for mail-outs or the marketing of new services or products.

An employee may withhold or withdraw their consent for CCBS Ltd to use their personal information in certain ways, unless the personal information is necessary to provide the service or product, or the personal information is necessary for us to fulfil our legal obligations. An employee's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, we will explain the situation to assist the employee in making the decision.

We may collect, use or disclose personal information without the employee's knowledge or consent in the following limited circumstances:

- when the collection, use or disclosure of personal information is reasonable for an investigation or legal proceeding;
- in an emergency that threatens an individual's life, health, or personal security;
- to collect debt owed to our organization;
- to protect our organization against fraud;
- when we require legal advice from a lawyer;
- to investigate an anticipated breach of an agreement or a contravention of law;
- when the personal information is available from a public source (e.g. telephone directory)

Using and Disclosing Personal Information

We will use and disclose employee personal information only for the purposes identified at the time of collection.

We will not use or disclose employee personal information for any additional purpose unless we obtain consent to do so.

We will not sell employee lists or personal information to other parties.

Retaining Personal Information

If we use employee personal information to make a decision that directly affects the employee, we will retain that personal information for at least one year so that the employee has a reasonable opportunity to request access to it.

Subject to above paragraph, we will retain employee personal information only as long as necessary to fulfil the identified purposes or a legal or business purpose.

We render employee information non-identifying, or destroy records containing personal information once the information is no longer needed.



Personal Information Protection Policy

At CCBS Ltd we are committed to protecting the personal information entrusted to us by our employees.

This policy outlines the principles and practices we follow in protecting your personal information. Our privacy commitment includes ensuring the accuracy, confidentiality and security of our employees' personal information and allowing our employees to request access to and correction of, their personal information.

We will inform our employees of why and how we collect, use and disclose their personal information, obtain their consent where required and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This policy applies to CCBS Ltd and to any person providing services on our behalf.

Personal Information Definitions

Personal Information - means information about an identifiable individual. This includes an individual's name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc. Personal information does not include contact information as described below.

Contact Information - means information that would enable an individual to be contacted at a place of business and includes the individual's name, position or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.

Privacy Officer - means the individual designated responsibility to ensure that CCBS Ltd complies with this policy.

Collecting Personal Information

We will collect only the personal information that is necessary to fulfil the following purposes:

- to verify identity;
- to understand the payroll needs of employees;
- to enroll the employee in a program;
- to guarantee a travel or hotel reservation;
- to enroll employees in benefits programs
- to process a subscription;
- to send out association membership information

We will inform our employees, before or at the time of collecting personal information, of the purposes for which we are collecting the information. However, we may not provide this notification if the purposes for collecting personal information are obvious and the employee voluntarily provides his/her personal information for those purposes.

Central Conveyor Belting Services Ltd.



Personal Information Questions and Complaints


If you have a question or concern about any collection, use or disclosure of personal information by CCBS LTD., or about a request for access to your own personal information, please contact Stephen Hobbs who is responsible for ensuring CCBS's compliance with this policy.

Contact information

Stephen Hobbs

07774 730280

Date 6/6/24


J. Knight - Director

Central University of Technology

Faculty of Engineering

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Department of Mechanical Engineering

The following table shows the results of the tests conducted on the specimens. The values are given in the units indicated in the table.

Table 1

Material

Properties

[Handwritten signature]
J. J. J. J.