

	 شركة كوميدات السعودية المحدودة Saudi Comedat Company Limited	No. of Page(s): 1 of 1 Rev. No: 00 Date: 29 Feb 2024
	<b>MSHEM-O1.01-H</b>	
	<b>SCCL - Housekeeping Policy</b>	

## Housekeeping Policy Statement

At Saudi Comedat Company Limited (SCCL), we prioritize safety, efficiency and cleanliness across all our operations, including our mining operations, maintenance and associated facilities. Effective housekeeping practices are essential to maintain a safe and productive work environment for all employees and visitors. This policy outlines the expectations, responsibilities, and procedures for maintaining cleanliness and orderliness at our facilities.

The policy aims to prioritize safety and well-being, maintain cleanliness and organization, minimize hazards, preserve assets through maintenance, and promote a culture of cleanliness and accountability among all employees.

Responsibilities include management providing resources, setting expectations and promoting cleanliness; supervisors ensuring standards are communicated, conducting inspections, and offering guidance; while employees are responsible for maintaining cleanliness, disposing of waste properly, reporting concerns and participating in training.

SCCL employees are collectively responsible for ensuring the following:

- 1) All work areas, including offices, workshops, maintenance areas and common areas must be kept clean and tidy.
- 2) Floors should be kept free of oil, grease, water or any other substances that could cause slips or falls.
- 3) Tools, equipment and materials should be stored in designated areas when not in use to prevent trip hazards and facilitate easy access.
- 4) Segregated waste bins and containers should be emptied regularly and waste should be disposed of according to company guidelines and local regulations.
- 5) Spills, leaks and other hazards should be cleaned up promptly and reported to the appropriate personnel.
- 6) Smoking is strictly prohibited in non-designated areas to prevent fire hazards and maintain air quality.
- 7) Personal protective equipment (PPE) should be worn as required and properly stored when not in use.
- 8) Machinery, equipment and tools should be cleaned and maintained regularly to ensure optimal performance and longevity.
- 9) Workspaces should be organized and kept clean including tools and materials to facilitate efficient operations.
- 10) Hazardous materials and substances should be stored securely in designated areas with proper labelling and containment measures as well as have the relevant MSDS/SDS stored at the storage location of the HCS.

Training and communication will be conducted for employees on housekeeping processes and associated hazards through toolbox talks and VFL's. Feedback mechanisms are in place for continuous improvement. Compliance and enforcement measures include disciplinary actions for non-compliance, regular inspections and encouraging employees to take ownership of their work areas. The policy will be periodically reviewed, feedback will be solicited for improvements and revisions will be communicated to employees promptly, with additional training provided as necessary.

Effective housekeeping is a collective responsibility that requires the active participation and cooperation of all employees. By adhering to the guidelines outlined in this policy, we can create a safer, cleaner and more efficient work environment for everyone at Saudi Comedat Company Limited (SCCL). Together, we can achieve our goal of excellence in housekeeping and workplace safety.

  
**Bryan Shannon**  
 Deputy Project Manager

29/2/24  
 Date