Safety Guidelines for HOOK General Trading LLC.

1. Purpose

These Safety Guidelines establish basic requirements to protect employees, visitors, products, equipment, and company property from workplace hazards and to promote a safe working environment.

2. General Safety Requirements

- All employees shall follow company safety procedures and instructions.
- Employees shall report unsafe conditions, accidents, injuries, and hazards immediately to their supervisor.
- Walkways, emergency exits, and work areas shall be kept clean and free from obstructions.
- Appropriate Personal Protective Equipment (PPE) shall be worn according to the work activity.
- Employees shall not operate equipment unless they are trained and authorized.
- Horseplay, unsafe behavior, and unauthorized use of equipment are prohibited.
- Smoking shall only be permitted in designated areas.
- Emergency contact numbers and procedures shall be clearly displayed.

3. Food Production and Meat Handling Safety

- Employees shall follow established food hygiene and food safety procedures.
- Appropriate protective clothing, gloves, hairnets, and safety footwear shall be worn where required.
- Knives and cutting equipment shall be handled carefully and stored safely when not in use.
- Work surfaces and equipment shall be kept clean and hygienic.
- Spills, meat residues, and waste shall be cleaned promptly to prevent slips and contamination.
- Cold rooms and freezers shall be accessed safely and emergency arrangements shall be maintained.
- Damaged or unsafe equipment shall be reported and removed from use until repaired.

4. Warehouse Safety

- Products shall be stacked safely and securely.
- Heavy items shall be stored at appropriate levels to reduce manual-handling risks.
- Storage aisles and access routes shall remain clear.
- Employees shall use proper lifting techniques and request assistance for heavy or awkward loads.
- Pallets, racks, and storage equipment shall be inspected regularly.
- Forklifts and other equipment shall only be operated by authorized personnel.

5. Chemical Safety

- Cleaning chemicals shall be properly labeled and stored in designated areas.
- Safety Data Sheets (SDS) shall be available for applicable chemicals.
- Chemicals shall be kept away from food products and food-contact materials.
- Employees shall use the required PPE when handling chemicals.
- Chemicals shall never be mixed unless specifically permitted by the manufacturer's instructions.

6. Personal Protective Equipment (PPE)

Depending on the activity, required PPE may include:

- Safety shoes
- Protective gloves
- Hairnet
- Apron / protective clothing
- Face mask where required
- Safety goggles
- Protective gloves for chemical handling

PPE shall be maintained in good condition and replaced when damaged or unsuitable.

7. Fire and Emergency Safety

- Fire extinguishers and emergency equipment shall remain accessible.
- Emergency exits shall never be blocked.
- Employees shall be familiar with evacuation routes and assembly points.
- Employees shall participate in emergency drills where required.
- In the event of fire or another emergency, employees shall follow the company's emergency procedures and instructions from responsible personnel.
- Injuries and incidents shall be reported and documented.

8. Delivery and Vehicle Safety

- Only authorized and licensed drivers shall operate company delivery vehicles.
- Drivers shall follow applicable traffic and company safety requirements.
- Vehicles shall be maintained in safe and hygienic condition.
- Products shall be properly secured during transportation.
- Drivers shall report vehicle defects or accidents immediately.
- Appropriate temperature controls shall be maintained for temperature-sensitive meat products.

9. Incident and Accident Reporting

All accidents, injuries, near misses, property damage, and significant unsafe conditions shall be reported immediately to the supervisor or responsible person.

The incident shall be investigated where applicable, and corrective actions shall be implemented to prevent recurrence.

10. Training and Awareness

Employees shall receive appropriate safety training and awareness based on their responsibilities and work activities. Training records shall be maintained by the company.

11. Monitoring and Continual Improvement

Management and responsible personnel shall regularly monitor workplace safety compliance. Identified hazards and non-conformities shall be addressed promptly, and safety procedures shall be reviewed and improved when necessary.