

WE Connect

HSSE IN ACTION: How Your Business Can Benefit from Sustained HSSE Practices

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Editorial



Welcome to the inaugural edition of WE ConnecK, your tenants' newsletter designed to keep you informed and engaged.

At e TecK, our mission goes beyond developing and maintaining industrial parks; we strive to create a thriving ecosystem built on sustainable principles. Central to this is Health, Safety, Security, and Environment (HSSE) practices, a cornerstone of our 2024-2028 Strategic Plan and as such, the theme chosen for our first issue.

HSSE is more than compliance; it's a strategic tool for sustainable growth. When businesses invest in HSSE, they not only protect their people and assets but also position themselves as leaders in a rapidly evolving marketplace.

Ensuring health and safety is essential for operational success. Safe environments reduce incidents, enhance morale, and boost productivity. According to our strategic priorities, e TecK is committed to proactive safety measures, including regular risk assessments and tenant-focused initiatives. By adopting these measures, your business can minimize downtime and improve business efficiency, creating a productive work environment.

Security, both physical and digital, is vital in today's interconnected world. e TecK's infrastructure supports secure operations, but collaboration is key. The road map emphasizes shared responsibility in implementing robust protocols to protect assets and data.

The global push for sustainability is undeniable, and businesses must adapt to remain competitive. e TecK's action plan highlights initiatives like green infrastructure, energy efficiency, and waste reduction programmes. Simple actions—such as installing energy-efficient systems or adopting recycling—align with our vision of fostering environmentally conscious operations. These efforts not only reduce costs but also build your reputation as a responsible corporate citizen.

Success in HSSE requires vigilance and timely responsiveness. Our organizational strategy calls for partnerships between tenants, employees, and facility managers to achieve shared goals. Open communication and continuous improvement are central to this effort.

As Vice President of Real Estate Assets, I urge you to leverage e TecK's resources and community to advance your HSSE agenda. Together, we can ensure a safer, more secure, and sustainable environment for all.

Welcome to We ConnecK. Let's make HSSE a catalyst for growth and innovation.

Warm regards,
Nanika Morain Martin
Vice President, Real Estate Assets
e TecK

e TecK News



e TecK welcomes new line Minister

e TecK is pleased to join the Ministry of Trade, Investment and Tourism in welcoming the Honourable Satyakama Kama Maharaj, as Minister, and Dr. Colin Neil Gosine as Parliamentary Secretary

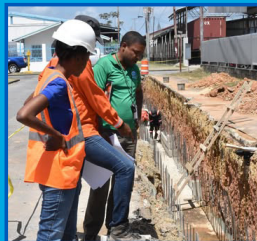


PPIE becomes a Special Economic Zone

e TecK is pleased to advise that it has been granted an Operator License for the Phoenix Park Industrial Estate, designating it as a Special Economic Zone. Under the Act, industrial parks are purpose-built estates designed to

leverage investments in manufacturing, logistics, and distribution industries. At e TecK, we are committed to fostering innovation and creating opportunities for growth. With the Phoenix Park Industrial Estate as a Special Economic Zone, we're opening the door to a brighter, more prosperous future for Trinidad and Tobago.

As indicated in the 2024/2025 Budget Presentation government has approved ten special economic zones across the country in accordance with the Special Economic Zones Act 2022. These are the Phoenix Park Industrial Estate, Dow Village Industrial Estate, Factory Road Industrial Park, Debe Industrial Park, Point Fortin Industrial Park, and non e-TecK parks-Tobago Cove Eco-Industrial and Business Park and Piarco Aero Park.



Ongoing road and drainage works at O'Meara

Tenants, staff, visitors and members of the community of O'Meara in Arima will soon benefit from the ongoing infrastructural upgrades which are being conducted through e TecK's Capital Projects Department at the O'Meara

Industrial Estate. These upgrades will significantly improve the road works and drainage at this Estate.



Regulatory approvals at the Tamana InTech Park

e TecK has received statutory and regulatory approvals for the 18 lots located along Cayman Road at the Tamana InTech Park. Thus far, some of these lots have been leased and offers made to secure prospective tenants.



How to conduct a Risk Assessment for your property

A risk assessment is the process of identifying what hazards exist, or may appear in the workplace, how they may cause harm and the steps to eliminate the hazard or minimize harm. Having a documented risk assessment is a legal requirement in Trinidad and Tobago as set out under section 13A of the Trinidad and Tobago Occupational Safety and Health Act of 2004 as amended by 2006. As an employer, you are required by law to protect your employees, and others, from harm.

Conducting a risk assessment for your property involves systematically identifying potential hazards, evaluating the likelihood and severity of associated risks, and implementing control measures to minimize those risks. This can be completed in five simple steps:

Walk around your entire property, both indoors and outdoors, and think about anything that could potentially cause harm or loss. Consider the following categories, keeping in mind the specific conditions and potential issues that may be unique to your operation:

Continued on page 4

STEP 1: IDENTIFY POTENTIAL HAZARDS**INSIDE THE PROPERTY:****Slips, Trips, and Falls:**

- Wet or slippery floors (especially after rain or cleaning)
- Loose rugs or mats.
- Cluttered walkways and stairs.
- Poor lighting.
- Uneven flooring.

Fire Hazards:

- Faulty electrical wiring and overloaded outlets.
- Improper storage of flammable materials (gasoline, paint thinners).
- Unattended cooking appliances.
- Lack of or non-functional smoke detectors.
- Candles or open flames left unattended.

Health Hazards:

- Mold growth (due to humidity and leaks).
- Pests (mosquitoes, rodents, cockroaches) and the diseases they carry (Dengue, Zika, Chikungunya, Leptospirosis).
- Poor ventilation.
- Exposure to cleaning chemicals or pesticides.
- Asbestos (in older buildings).

Electrical Hazards:

- Damaged electrical cords and appliances.
- Exposed wiring.
- Water near electrical outlets.

Structural Hazards:

- Deteriorating walls, ceilings, or floors.
- Unstable structures (e.g., old sheds, fences).

Security Hazards:

- Weak or damaged doors and windows.
- Lack of adequate locks.
- Poor external lighting.
- Easy access points for intruders.

OUTSIDE THE PROPERTY:**Slips, Trips, and Falls:**

- Uneven pathways or driveways.
- Potholes or cracks.
- Obstructions (tools, hoses, toys).
- Wet surfaces after rain.
- Poor lighting.

Tree Hazards:

- Overhanging or dead branches that could fall.
- Unstable or diseased trees.

Environmental Hazards:

- **Heavy Rainfall and Flooding:** Proximity to drains or waterways, inadequate drainage on the property.
- **Landslides or Soil Erosion:** Properties on slopes or with unstable land.
- **Strong Winds:** Potential for damage from falling trees or unsecured objects.
- **Earthquakes:** Although less frequent, it's a consideration for structural integrity.
- **Bush Fires:** Proximity to dry vegetation during the dry season.

Biological Hazards:

- Breeding grounds for mosquitoes (stagnant water in containers, drains).
- Presence of venomous animals (snakes, scorpions).
- Unsanitary conditions attracting pests.

Chemical Hazards:

- Improper storage of pesticides, fertilizers, or pool chemicals.

Security Hazards:

- Unsecured gates or fences.
- Overgrown vegetation providing cover for intruders.
- Lack of external security lighting.

STEP 2: ASSESS THE RISKS

For each identified hazard, evaluate the likelihood of it occurring and the severity of the potential consequences.

- **Likelihood:** How probable is it that this hazard will cause harm or loss? (e.g., Very Likely, Likely, Possible, Unlikely)
- **Severity:** How serious would the consequences be if the hazard did occur? (e.g., Minor Injury/Damage, Moderate Injury/Damage, Serious Injury/Damage, Catastrophic Injury/Damage)

STEP 3: IMPLEMENT CONTROL MEASURES

Based on the level of risk, determine what actions you can take to eliminate or minimize each hazard, by using the hierarchy of controls:

- **Elimination:** Remove the hazard completely (e.g., remove a dangerous tree branch).
- **Substitution:** Replace a hazardous item with a safer alternative (e.g., use non-toxic cleaning products).
- **Engineering Controls:** Modify the environment to reduce the hazard (e.g., install grab rails in the bathroom, improve lighting, fix uneven pathways, install mosquito screens).
- **Administrative Controls:** Establish safe work practices and procedures (e.g., regularly clean spills, store flammable materials correctly, implement a pest control schedule).
- **Personal Protective Equipment (PPE):** Provide and use appropriate PPE when necessary (e.g., gloves when handling chemicals, sturdy shoes).

STEP 4: RECORD YOUR FINDINGS

Document your risk assessment. This should include:

- The identified hazards.
- The assessed likelihood and severity of each risk.
- The control measures you have implemented or plan to implement.
- Who is responsible for implementing each control measure.
- Target dates for implementation.

A simple table can be used for this purpose.

STEP 5: REVIEW AND UPDATE REGULARLY

Your risk assessment is not a one-time task. You should review and update it regularly, especially after any significant changes to your property or operations, or if any incidents occur. The law requires you to review it at least annually.



The importance of an Evacuation Plan and Muster Points at your business

In Trinidad and Tobago, businesses face a range of potential emergencies, from fires and chemical spills to earthquakes and even security threats. Having a well-defined evacuation plan and clearly designated muster points is not just a good practice – it's critical for the safety and well-being of your employees, customers, and visitors. It can also significantly impact your business's ability to recover after an incident.

Here's a breakdown of the key importance of these elements:

1. Saving Lives and Preventing Injuries:

- **Clear and Organized Response:** In a chaotic emergency situation, a pre-determined evacuation plan provides a clear and organized course of action. This reduces panic and confusion, allowing people to evacuate quickly and efficiently.
- **Minimizing Exposure to Hazards:** The plan ensures that individuals move away from the immediate danger, reducing their exposure to fire, smoke inhalation, hazardous materials, structural collapse, or other threats.
- **Safe and Orderly Exit:** Designated evacuation routes, clearly marked and unobstructed, prevent bottlenecks and ensure a smooth flow of people towards safety. This minimizes the risk of trampling or other injuries during the evacuation.

2. Ensuring Accountability and Welfare:

- **Confirmation of Evacuation:** Muster points provide a designated safe location where individuals can gather after evacuating. This allows for a headcount to be taken, ensuring that everyone has safely exited the building or affected area.
- **Identifying Missing Persons:** Quickly identifying missing individuals allows emergency responders to focus their search efforts effectively, potentially saving lives.
- **Providing Initial Assistance:** Muster points can serve as a central location for providing initial first aid, comfort, and information to those who have evacuated.

3. Facilitating Effective Emergency Response:

- **Clear Information for Emergency Services:** Knowing the designated muster points allows emergency responders (fire service, police, ambulance) to quickly locate and assess the situation, understand the number of people involved, and coordinate their response effectively.
- **Controlled Access for Responders:** A well-managed evacuation and muster point system helps to keep non-essential personnel away from the danger zone, allowing emergency services unimpeded access to address the emergency.



4. Legal and Regulatory Compliance

- **Occupational Safety and Health Act (OSH):** Part V of the Trinidad and Tobago OSH Act of 2004 as amended by 2006 outlines the responsibilities of employers and occupiers as it pertains to fires. Having a comprehensive evacuation plan and clearly defined muster points is a fundamental aspect of fulfilling this obligation. Failure to do so can result in legal penalties and liabilities.
- **Building Codes and Fire Regulations:** Building codes and fire safety regulations often mandate the presence of evacuation plans and designated assembly areas. Compliance with these regulations is essential for obtaining and maintaining business licenses and ensuring the safety of occupants.

5. Minimizing Business Disruption and Loss:

- **Faster Return to Operations:** A well-executed evacuation plan can help minimize the overall disruption to business operations. Knowing that employees are safe and accounted for allows management to focus on assessing the damage and planning for recovery.
- **Reduced Liability:** By demonstrating a commitment to safety through a robust evacuation plan, businesses can potentially reduce their liability in the event of an emergency.
- **Protecting Assets:** A swift and effective evacuation can help prevent further damage to property and assets that might occur if people are left inside the building during a hazardous event.

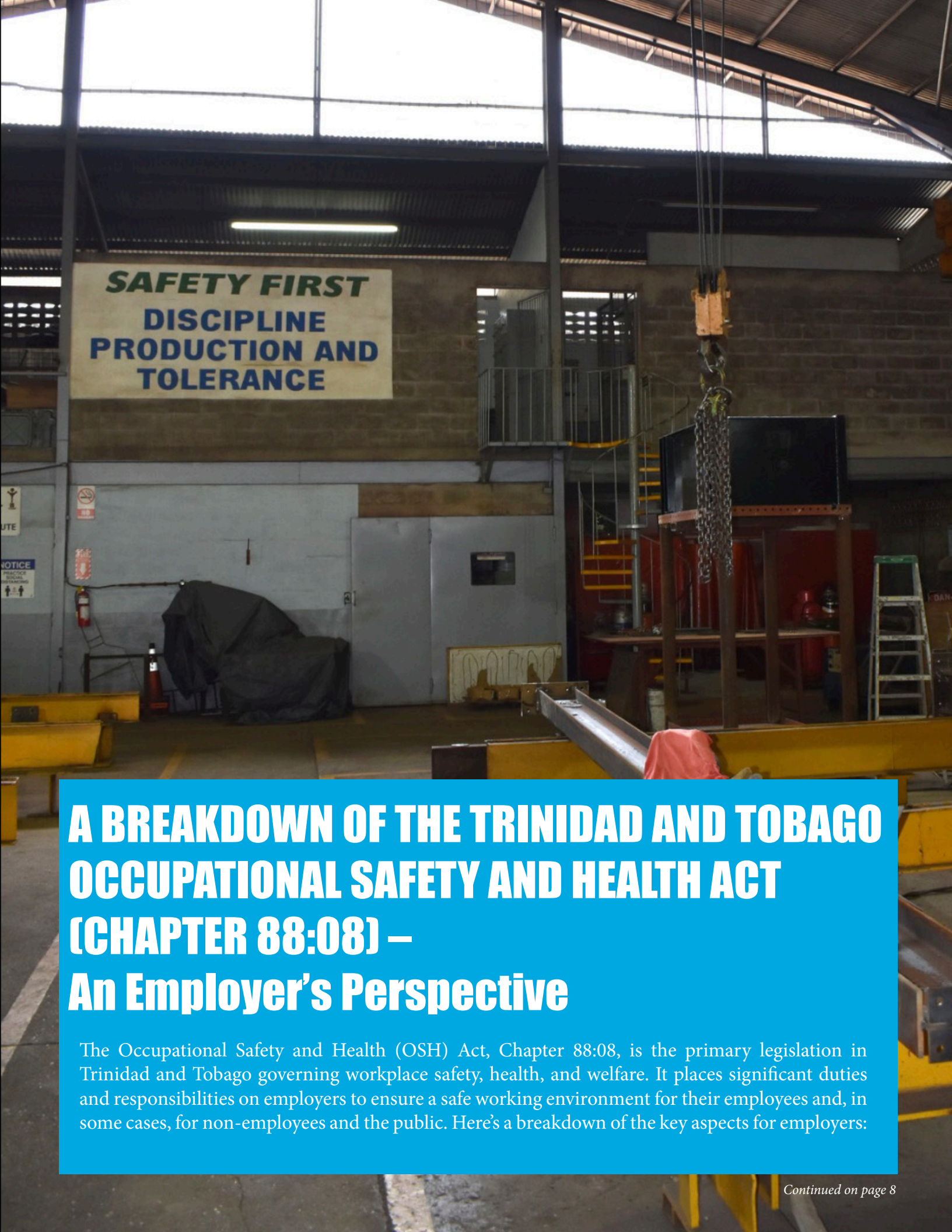
Key Elements of an Effective Evacuation Plan and Muster Point:

- **Clearly Defined Evacuation Routes:** Marked with visible signage, well-lit, and free of obstructions. Multiple escape routes should be identified where possible.

- **Designated Muster Points:** Safe locations away from the potential hazards, easily accessible, and large enough to accommodate all occupants. Consider having primary and secondary muster points in case the primary one is compromised.
- **Communication Procedures:** Establish clear methods for alerting occupants of an emergency and communicating instructions during the evacuation. This might include alarms, verbal announcements, or other signaling systems.
- **Roles and Responsibilities:** Assign specific roles to individuals (e.g., fire wardens, floor marshals) to assist with the evacuation process, check for remaining personnel, and guide people to the muster points.
- **Training and Drills:** Regular training sessions and evacuation drills are crucial to ensure that all employees understand the plan, know the evacuation routes and muster points, and can react effectively in an emergency. Drills should simulate different scenarios.
- **Accessibility Considerations:** The evacuation plan must account for individuals with disabilities or special needs, ensuring they have appropriate assistance to evacuate safely.
- **Regular Review and Updates:** The evacuation plan and muster points should be reviewed and updated periodically, especially after changes in building layout, staff numbers, or potential hazards.

In conclusion, an evacuation plan and clearly identified muster points are not optional extras for your business in Trinidad and Tobago – they are essential life-saving measures and a fundamental aspect of responsible business operation. By investing time and resources in developing, implementing, and regularly practicing these procedures, you are protecting your most valuable assets: your people.

By: Kelly Hazelwood, HSSE Coordinator-e Teck



SAFETY FIRST
DISCIPLINE
PRODUCTION AND
TOLERANCE

A BREAKDOWN OF THE TRINIDAD AND TOBAGO OCCUPATIONAL SAFETY AND HEALTH ACT (CHAPTER 88:08) – An Employer's Perspective

The Occupational Safety and Health (OSH) Act, Chapter 88:08, is the primary legislation in Trinidad and Tobago governing workplace safety, health, and welfare. It places significant duties and responsibilities on employers to ensure a safe working environment for their employees and, in some cases, for non-employees and the public. Here's a breakdown of the key aspects for employers:



Fire Hydrants at Frederick Settlement is part of Fire Safety in the The Occupational Safety and Health (OSH) Act (Sections 26-29)

1. General Duties to Employees (Section 6(1)):

Employers have a fundamental duty to ensure, as far as reasonably practicable, the safety, health, and welfare at work of all their employees. This overarching duty includes several specific responsibilities:

- **Safe Plant and Systems of Work:** Providing and maintaining workplaces, machinery, equipment, and work processes that are safe and without risks to health. This includes proper design, installation, maintenance, and operation.
- **Safe Use, Handling, Storage, and Transport:** Ensuring safe arrangements for the use, handling, storage, and transportation of articles and substances. This covers everything from raw materials to finished products and waste.
- **Competent Employees and Adequate Training:** Employing individuals who are competent to perform their tasks safely and providing them with the necessary information, instruction, training, and supervision. This includes initial training, ongoing training, and specific training for hazardous tasks.
- **Safe Access and Egress:** Maintaining the workplace in a safe condition, including providing and maintaining safe means of access to and egress from the workplace. This includes walkways, stairs, and emergency exits.
- **Suitable Working Environment and Welfare Facilities:** Providing and maintaining a working environment that is safe and without risks to health and providing adequate welfare facilities such as washing facilities, sanitary conveniences, drinking water, restrooms, and lunchrooms.
- **Personal Protective Equipment (PPE):** Providing appropriate personal protective clothing and equipment at no cost to employees and ensuring its proper use.

2. Duties Regarding Hazardous Substances (Section 6(3)):

Employers must implement arrangements to ensure that hazardous chemicals are properly labeled, Chemical Safety Data Sheets (SDS) are available, and there are safe procedures for their handling, storage, and disposal.

3. Safety and Health Policy (Section 6(7)):

If an employer has 25 or more employees, they are required to prepare a written safety and health policy in consultation with employee representatives. This policy must specify the organization and arrangements for carrying out the policy and be communicated to all employees.

4. Risk Assessment (Section 13A):

Employers are legally obligated to conduct a suitable and sufficient assessment of the risks to the safety and health of their employees (and others who may be affected by their work activities). This assessment should identify potential hazards and the measures needed to control them. The risk assessment must be reviewed annually or when there is reason to believe it is no longer valid.

5. Health Surveillance (Section 25K):

Employers must provide such health surveillance as is appropriate, having regard to the findings of the risk assessment. This involves the periodic review of employees' health to identify any adverse variations that may be related to working conditions.

6. Workplace Conditions and Specific Hazards:

The Act and its regulations addresses various specific workplace hazards, requiring employers to take measures related to:

- **Safeguarding of Machinery (Section 25A-D):** Ensuring dangerous parts of machinery are securely fenced or guarded.



Caution labels are part of the *Safeguarding of Machinery (Section 25A-D)* in the *The Occupational Safety and Health (OSH) Act (Sections 26-29)*

- **Removal of Dust and Fumes (Section 24):** Providing measures to control exposure to harmful dust and fumes.
- **Confined Spaces (Section 25):** Implementing safe procedures for entry and work in confined spaces with dangerous fumes or lack of oxygen.
- **Fire Safety (Sections 26-29):** Providing adequate means of escape, firefighting equipment, and fire safety instructions.
- **Cleanliness, Lighting, Ventilation, Noise, and Vibration (Sections 31-34, 36):** Maintaining acceptable standards for these environmental factors.
- **First Aid (Section 6):** Providing adequate first aid facilities and personnel.

7. Reporting of Accidents and Occupational Diseases (Sections 46, 48):

Employers are required to report workplace accidents that result in an employee being unable to perform their normal duties or requiring medical attention to the Chief Inspector within four days. They must also report any cases of occupational diseases listed in Schedule 1 of the Act.

8. Preservation of Accident Sites (Section 47):

In the event of an accident resulting in critical injury or death, employers must preserve the site undisturbed until an inspector has conducted an investigation.

9. Duties to Non-Employees (Section 7(1)):

Employers also have a duty to ensure, so far as is reasonably practicable, that persons not in their employment (e.g., visitors, contractors) are not exposed to risks to their safety or health arising from the employer's undertaking.

10. Establishing a Safety and Health Committee (Section 25E):

In workplaces with 25 or more employees, the employer must establish a safety and health committee with representatives from

both management and employees to promote cooperation in health and safety matters.

11. No Charges to Employees for Safety Measures (Section 12):

Employers are prohibited from levying or permitting to be levied on any employee any charge for anything done or provided in pursuance of the Act or its regulations. This means employees should not have to pay for PPE or safety training required by law.

12. Potential Penalties:

Failure to comply with the OSH Act can result in significant penalties, including fines. In cases of critical injury, occupational disease, or death resulting from a breach of the Act, the fines can be substantially higher, potentially reaching TT\$100,000 or an amount equivalent to three years' pay of the affected person, whichever is greater.

In summary, the OSH Act in Trinidad and Tobago places a comprehensive set of legal obligations on employers to proactively manage workplace risks and ensure the safety, health, and welfare of all individuals involved in or affected by their business operations. Compliance with the Act is not only a legal requirement but also a moral and ethical imperative for responsible business conduct.

Employers are strongly advised to familiarize themselves with the full text of the OSH Act and any relevant regulations to ensure they are meeting all their legal obligations. The Occupational Safety and Health Agency (OSHA) in Trinidad and Tobago is the enforcement body and can provide guidance and information.

For further information, contact the Occupational Safety and Health Agency at 623-OSHA (6742) or via email at oshacommunications@osha.gov.tt

e TecK's Tenant Outreach

The Corporate Communications Department (CCD) at e TecK embarked on a "Customer Service in Action" initiative in March 2023 that is geared towards fostering meaningful relationships with tenants.

This project sees officers of the CCD visiting businesses across e TecK's 22 Light Industrial and Business parks and creating that lifelong partnership that will lead to growth, greater visibility and wider opportunities for all.

The agenda for these meetings includes marketing of e TecK's Tenants eNewsletter, e TecK's Social Media, Tenants Corner on e TecK's Website, Tenants Spotlight and promoting the work of e TecK's Property Officers.

This provided an opportunity to obtain feedback from our tenants on their successes and highlight these on e TecK's digital platforms, while reporting their expressed challenges and concerns to e TecK's executive members.

We thank all tenants who have thus far opened their doors to us, and welcomed us into their spaces, to capture the behind the scenes of their operations and businesses.

Here's a list of the tenants visited to date.

O'MEARA

- Mecalfab Limited
- Premier Garments (Iceland Distributors Limited)
- Elysian's Limited (Papa Johns)
- New Age Recycling
- Milagros Solutions Limited
- LTL Manufacturing Limited
- Styroforms Limited (Trading as Pathway Properties Limited)
- George Sheet Works Limited

FREDERICK SETTLEMENT

- Karibbean Flavours
- Cocoa & Coffee Marketing Co-op Society Ltd
- Chatak's Food Products Ltd
- Multi Group of Companies
- Label House Group
- V&S Pharmaceuticals

MACOYA

- Delight Foods Ltd
- CARIRI
- Trinidad and Tobago Woodworking Specialists
- Royards Publishing Company

BILJAH

- Eye See You Ophthalmics
- Sookhai's Diesel Services Limited
- Metal X Engineering

SANGSTER'S HILL MALL (TOBAGO)

- D Master Cobblers
- Gumb's Bookstore
- Heritage Sport Company Limited

We want to hear from you with your success stories and company updates. Contact the Corporate Communications Department at corporate.communications@etecK.co.tt and follow us on social media @etecK_tt on YouTube, Instagram, X (Twitter), LinkedIn and Facebook!





e TecK's use of cold in place recycling for paving works

Cold in-place recycling (CIR) is a sustainable and cost-effective pavement rehabilitation technique used to repair and restore deteriorated asphalt roadways. In this process, the existing asphalt pavement is milled and crushed onsite, where it is then mixed with foamed bitumen and additives to improve its properties. The recycled material is subsequently laid back down and compacted to form a new road surface, all without the need for heating or transporting hot asphalt. This method not only reduces the environmental impact by minimizing the need for new materials but also lowers energy consumption, making it an eco-friendly alternative to traditional mill, strengthen and pave road repair method. The method of road rehabilitation is best suited for the O'Meara Industrial Estate since these roads are subjected to heavy vehicular loads.

Your Property Officers



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Factory Road; Phoenix Park Industrial Estate

Spotlight

Tenants practicing Sustainability at e TecK's O'Meara Industrial Park

New Age Recycling



New Age Recycling Limited, a subsidiary of HADCO Group's Recycling Division was formed in August 2020, and is located at 17A Yorke Avenue in e TecK's O'Meara Industrial Estate, Arima. New Age Recycling is focused on business to business collecting, sorting and baling wastepaper, TetraPak, aluminum cans and cardboard from its suppliers for the purpose of recycling. Their suppliers include supermarkets, membership shopping companies, manufacturers and financial institutions. The waste material is then taken to NAR's facility at the O'Meara Industrial Estate in Arima to be processed for recycling. They provide stakeholders in Trinidad with a free collection service for such materials.

In Trinidad and Tobago, New Age Recycling is one of the few companies that collects, processes and exports used Tetra Pak cartons and is committed to the reduction of carbon footprints.

e TecK is proud of the strides that New Age Recycling continues to make in the realm of recycling and are pleased to champion their causes and initiatives.



Milagros Solutions Limited



Milagros Solutions Limited a plastic bottle and cap manufacturing company specialising in bottles ranging from 250 ml to 5L, is on a mission to turn plastic waste into reusable products like plastic lumber.

The manufacturer of plastic lumber from recycled plastic bottles involves grinding the plastic and repurposing the plastic chips. As such, Milagros collects discarded plastic bottles and partners with other organisations to find innovative ways to replace a great part of the lumber in Trinidad and Tobago.

Located at Lot 23N Atlantic & Gulf Street in the O'Meara Industrial Estate, Arima, Milagros has worked tirelessly to protect the environment. In 2022, Milagros received a grant funding from the Shaping the Future of the Innovation Challenge to implement their innovative project initiatives.

The grant is a partnership between the Government of Trinidad and Tobago – Ministry of Planning and Development, the European Union in Trinidad and Tobago and IDB Lab in collaboration with CARIRI – The Caribbean Industrial Research Institute as the project implementing partner.

The management team at Milagros also proudly operate an NGO called "The Flying Tree Environmental Management" which uses paragliding in its aerial reforestation process.

e TecK wishes Milagros continued success, and stands ready to support them with their tenancy needs.



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e TecK Flagship Complex

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