

Occupational / Workplace Health and Safety Policy

Implementation Date: 02nd January, 2018

Policy brief & purpose

Our Occupational / Workplace Health and Safety Policy assists us in keeping the best possible working situations for our employees. Every employee is entitled to feel secure at work. Our company is devoted to comply with legal requirements and create a hazard-free workplace. Our Occupational / Workplace Health and Safety Policy enables us to preserve the most optimum and secure work conditions for our employees.

Scope

This Occupational / Workplace Health and Safety Policy applies to all potential and current personnel of the company in addition to volunteers, contractors and consultants.

Policy Factors

There are two aspects to remember while setting up an Occupational / Workplace Health and Safety Program: Preventative Action and Emergency Management.

Preventive Actions

Preventative motion is any action we take to keep away from accidents or infection associated with workplace conditions. We conduct periodical danger checks and job hazard evaluations to find out what's likely to damage personnel. We' set up preventative measures accordingly.

Potential threats and threatening situations consist of however aren't confined to:

- Performing tasks on heights, scaffolds, ladders and other unsteady structures.



- Chemical substances (toxic, flammable etc.).
- Operating several dangerous and risky equipment.
- Low-friction surfaces like slippery or uneven surfaces.
- Noise/temperature.
- Electrical infrastructure.
- Quality of air.

We'll take the following preventative measures:

- During the time employees work in several dangerous contexts or locations, we'll make certain there are specific safety precautions like safety nets and ropes.
- We'll offer safety gear like gloves, protective uniforms, safety goggles etc. Using safety equipment is obligatory.
- Inspectors and quality control employees will inspect equipment and infrastructure regularly.
- We'll hold employee training sessions in health & safety standards and procedures.
- All particularly risky job responsibilities require at the least two personnel to be present.
- Exposure to chemical substances and radiation will now no longer exceed a set time limit.
- Employees who do repairs or cleaning work are required to put up warning signs.
- We'll restrict smoking indoors.

Also, we'll put into effect a substance abuse policy to guard employees from colleagues' misconduct.

Emergency Management

Emergency management is representative of our plan to cope with unforeseen catastrophes like fire, flood, earthquake or explosion. These are caused by human blunders or natural forces.

Our emergency management entails the subsequent provisions:

- Functional smoke alarms and sprinklers which might be frequently inspected by [maintenance supervisor]
- Technicians (internal or external) to be had to restore leakages, damages and blackouts quickly
- Fire extinguishers and different fire safety equipment that are effortlessly accessible
- An evacuation plan is published on the walls of every floor and online
- Fire escapes and emergency exits which are genuinely indicated and safe
- Fully-stocked first-aid resources at convenient places.

We'll also schedule fire drills and emergency evacuations periodically. We will screen the overall performance of health and safety procedures and revise them, if needed, to make certain better degree of protection.



Additional measures

Our agency can even keep abreast of any and all changes and attempt to promote health & safety actively. We will:

- Update our policy with respect to changes in occupational health and safety legislation.
- Use incentivizing actions for the purposes of health & safety (e.g. presenting safe employee awards.)
- Analyze past incidents in order to narrow down and discover what went wrong.
- Establish clear procedures for accident reporting.
- Conduct a revision of work procedures to make them safer. Our corporation will even seek advice from professionals or insurance representatives to make certain it complies with local and worldwide standards.

Disciplinary Consequences

Every team leader is liable for imposing this health and safety policy. Employees have to observe health and safety commands and might be held responsible when they don't. We'll take disciplinary measures which could extend to termination if employees continually brush aside health and safety rules.

It's everyone's duty to contribute to a healthy and secure workplace.

Signed and Adopted on 02nd January, 2018