



HEALTH AND SAFETY POLICY

Policy Brief & Purpose

Our Health and Safety Policy helps us to preserve the best possible work conditions for our employees. It is imperative that our employees feel safe at the working environment. Our company is committed to follow workplace legal standards and create a hazard-free workplace environment for all employees.

Scope

This Health and Safety Policy applies to all prospective and our current employees as well as customers, visitors and members of the public.

Policy Elements

There are two important aspects to consider when establishing a Health and Safety Policy: (a) Preventative Action and (b) Emergency Management.

Preventative Action

Preventative action includes any action we can take to avoid injuries or illness related to workplace conditions.

We will conduct periodical risk assessments and job hazard analysis to find out what is likely to harm our employees. Thereby, we will establish preventative measures correspondingly.

Potential threats and dangerous situations include but not limited to:

- Slippery or uneven surfaces;
- Electrical infrastructure;
- Noise or temperature;
- Quality of air.

We will take the following preventative measures:

- We will inspect equipment and infrastructure regularly;
- We will hold employee training sessions in health & safety standards and procedures;
- All highly dangerous job tasks require at least two employees to be present;
- We will prohibit smoking indoors.

Emergency Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood or explosion. Such catastrophes occurring could be attributed by human behaviours or natural forces.

Our emergency management involves the following provisions:

- Functional smoke alarms that are regularly inspected;
- Technicians (external or internal) available to repair leakages, damages and blackouts quickly;
- Fire extinguishers and other fire protection equipment that are easily accessible and well maintained;
- An evacuation plan posted on the walls of each floor;
- Fire escapes and safety exits that are clearly indicated and safe;
- Fully-stocked first-aid kits at convenient locations.

We will also schedule fire drills and emergency evacuations periodically. We will monitor performance of health and safety policy's related procedures and will revise them to ensure higher level of protection.

Additional measures

Our company will also keep abreast of changes and try to promote health & safety actively.

We will:

- Update our policy according to changes in occupational safety and health legislation.
- Analyse past incidents to uncover what have gone wrong.
- Revise work procedures to make them safer.
- Our company will also consult experts or insurance representatives to ensure it complies with local and international standards.

Disciplinary Consequences

The management is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they do not follow. We will take disciplinary action that may extend to termination when employees consistently disregard health and safety rules.

It is everyone's responsibility to contribute to a healthy and safe workplace.