

HEALTH AND SAFETY

1.0 Introduction

Golden Tulip will do its best ability provide a safe and healthy working Environment for its employees, and will try and provide the necessary level of Information, training, and instruction in safety procedures to achieve this.

Employees have a responsibility to take reasonable care both of their own health and safety and that of those around them, and to comply fully with the Society's Safety procedures.

1.1 Fire procedures

Fire extinguishers and Fire Alarms are located at vantage points within the office premises. The Training Coordinator and Maintenance Department will periodically organise fire drills to educate employees on its proper handling and usage.

1.2 First Aid

A first aid box is located at the following places in the hotel for use by staff:

- HR Office
- Laundry
- Kitchen
- Front Office
- First Aid kits are also available in all company vehicles.

If an injury cannot be handled through basis first aid the injured staff should be encouraged to attend the nearest NHIS accredited clinic/hospital appointed by the hotel.

1.3 Accidents

In the case of accidents which might cause bodily harm, the following guidelines should be observed and followed:

- Remove the accident-causing obstacle to avoid further injury, if it is safe to do so,
- Attend the clinic or call any member of staff for assistance.

An accident book should be maintained by the HRM. This will be reviewed on a quarterly basis by the MT.

1.4 Smoking at work

Smoking by staff is prohibited while on duty.