

General

Health and Safety form part of all daily work practices and responsibilities. While management is committed to create and maintain a safe working environment, health, safety, and security are also the responsibility of each employee.

Each employee is urged to report any practice or circumstance that threatens any of the company staff or premises to management who will attend to the situation as soon as possible.

Active attempts must be made by all employees to prevent accidents or injuries as well as the release of any poisonous or harmful products into the environment.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system.
- Sticking to correct procedures and equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Telling your manager immediately of any health and safety concerns.
- Keeping the workplace tidy to minimize the risk of any trips and falls.

Fire Hazard

Although the building is a smoke-free area, the risk of fire through electrical or computer-related failures still exists. As a safety policy the following should be adhered to.

Fire Extinguishers

Fire extinguishers are located on all floors of the business premises

Evacuation Procedure

In the event of fire:

- The HR Manager/Risk Manager will sound the alarm and report it to the fire brigade.
- All staff should exit via the front door in an orderly, calm manner, or the route that is directed by the appointed Fire Marshall.

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Assistance should be given to fellow staff members where necessary.

Staff should proceed to the dedicated evacuated areas as indicated on the Emergency evacuation route.

Managers/supervisors must confirm that all personnel have exited the buildings or evacuated areas.

First Aid

The Company has a dedicated person responsible for First Aid. (If you do not know who this is, please request this from a Manager) In the event of First Aid being required, the first aid representatives should be asked immediately for assistance. They have been certified in First Aid through the correct governing bodies. They are qualified to assist in the following situations:

- Emergency Scene Management
- Artificial Respiration
- One-Rescuer CPR
- Choking
- Wounds and Bleeding
- Shock
- Unconsciousness and Fainting
- Fractures
- Burns
- Head and Spinal Injuries

Wearing of Fire Arms

Any employee in possession of a legal firearm on company premises must have special written permission from one of the Directors, which must be available at all times.

The employee must ensure that the firearm is not immediately visible and must be responsible for its storage and use.

The company will at no time take any responsibility for the safe keeping of any firearm.

The employee must at all times adhere to applicable legislation and statutory regulations.

Right of Admission

Right of admission is reserved.

No unauthorized persons may enter any working area without first reporting to reception, and thereafter being officially accompanied by a company employee.

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