**Date:**

**Workplace Safety and Health**

**Objective**

AMP Fitness, LLP believes in maintaining a safe work environment for all employees, contractors, partners and visitors to our facilities. The day to day business will be conducted in a manner consistent with applicable occupational health and safety laws, regulations and industry.

**Scope**

This policy applies to all AMP Fitness, LLP employees, visitors, consultants, contractors and employees of contractors. The performance of Health and Safety programs, procedures and policies will be evaluated regularly to ensure continuous improvement and compliance with regulatory changes.

1. **Policy** 
   1. We recognize that safety is a shared responsibility and that every employee is responsible for complying with safety rules and guidelines at all times.
   2. Employees and their managers are accountable for their safety and that of others.
   3. Employees are required to report all injuries to their reporting manager as soon as possible and are expected to responsibly stop any work that poses an immediate hazard to themselves or others.
   4. AMP Fitness, LLP will have a senior team member and or a member of the management addressing and overseeing the safety aspects of the organisation.
   5. The HR department will appoint a safety officer.
   6. In case the safety officer’s role is not assigned, a specific individual from HR would play the role of Safety Officer for the company and conduct periodic safety audits to identify unsafe work conditions and practices, and investigate workplace accidents and injuries.
   7. The safety officer will be the single point of contact, with the responsibility for the health and physical safety of AMP Fitness, LLP employees.
   8. The safety officer’s role is to set objectives and targets for improving health, safety and environmental performance, and monitor and report openly on its performance at AMP Fitness, LLP.
   9. He must identify hazards, assess the risks and implement appropriate controls to protect all employees against hazards, be involved in the activities and prevent environmental pollution.
   10. The safety officer shall recommend best practices for safety and ensure that appropriate safety equipment like fire-fighting, protective gear, and first aid kits are in place at all AMP Fitness, LLP premises.
   11. The safety officer shall conduct processes like fire drills, first aid training, and evacuation drills at periodic intervals for all AMP Fitness, LLP employees at all premises.
   12. Every effort will be made to correct unsafe and unhealthy conditions, work practices or procedures promptly and to promote employee health and wellbeing.
   13. By the HR, the safety officer will include any combination of safety meetings, training programs, posting of safety notices and periodic written communication to employees and management concerning safety matters as required by law
   14. Employees are expected to fully cooperate with HR if they are asked to assist or participate in inspections, training programs and activities or the investigation and corrections of unsafe work conditions.
   15. It should be ensured that high priority is placed on emergency preparedness and contingency planning, and regular testing of systems, so that all incidents are responded to in a timely and effective manner.
   16. HR must consult with and respond to the concerns of other stakeholders from time to time on health, safety and environmental performance. Every employee, contractor, service provider and consultant of AMP Fitness, LLP is obliged to comply with these principles.
2. **Responsibility of employer**
   1. The employer is responsible for maintaining the following health and working conditions
      1. Cleanliness and hygiene
      2. Ventilation, temperature and humidity
      3. An environment free from dust, noxious gas, fumes and other impurities
      4. The adequate standard of humidification, artificially increasing the humidity of the air, ventilation and cooling of the air in workrooms
      5. Drinking water
      6. The adequate standards to prevent overcrowding and to provide sufficient space to workers or persons, as the case may be, employed therein
      7. Adequate lighting
      8. Sufficient arrangement for latrine and urinal accommodation to male, female and transgender separately for workers maintaining hygiene therein
      9. Effective arrangements for the treatment of wastes and effluents
3. **Safety drills** 
   1. Emergency Plans
      1. **OSHA** requires employers to create an emergency action plan that communicates how to ensure safety in the case of a fire and other serious emergencies.
      2. The emergency plan must include escape routes and escape route assignments for employees in each area of the building.
      3. Procedures for reporting emergencies, medical care and taking a count of all employees must also be included in the emergency plan.
      4. These procedures are site-specific and should be a part of the training for all new employees. In addition, regular drills or reviews of procedures are important to ensure that if an actual emergency occurs, everyone can react accordingly and safely
   2. Alarms
      1. Emergency alarms must be distinct and recognized by all employees
   3. Evacuation Routes
      1. The evacuation route used to get employees out of the building must be free of debris.
      2. During the safety drill, ensure the route is well-lit and wide enough to accommodate all employees who must exit the building.
      3. After an exact route has been settled on, a picture must be posted to map out the route in case of a real-time emergency
   4. First Aid Procedures
      1. All employees should know where the first aid station is, who staffs it, and what services are available.
      2. Ensure supplies that have been opened, used, expired, or damaged are replaced immediately.
   5. Fire Safety Procedures and Regulations
      1. When an alarm is sounded, all occupants of a building shall evacuate.
      2. Elevators in facilities should not be used for evacuation. Each office or section is responsible for assisting disabled individuals from a building.
      3. Once out of a building, one able person will stay with the disabled person until the emergency is over.
      4. Each facility should have a staging area located at least 100 feet away from the building used to account for the employees.
      5. Fire extinguishers should be installed at all possible avenues
      6. Quarterly checks for their functionality should be conducted
      7. Mock fire drills and Training should be imparted to all employees
   6. Evaluation
      1. safety drills should be performed once every quarter.
4. **Accident Investigation Policy** 
   1. All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near-miss) must be thoroughly investigated.
   2. The investigation must determine the cause of the incident so that appropriate action can be taken to prevent a recurrence.
   3. The safety officer shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the HR manager. The safety officer and appropriate supervisor shall determine what steps are to be taken to prevent a recurrence.
   4. Any disputes arising from the investigation will be investigated and arbitrated by the HR manager.
5. **Emergency information**
6. Nearest hospital
   1. Reliance Foundation Hospital - 1800 22 1166
   2. Jasklok Hospital - 022 4017 3333
7. Police
   1. 100
8. Ambulance
   1. 108
9. Fire Brigade
   1. 112

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