

Health & Safety Policy

1. Purpose

The Health & Safety Policy outlines the Company's commitment to providing a safe and healthy workplace.

It defines responsibilities for management and employees in maintaining compliance with local and international safety standards.

2. Responsibilities

2.1 Management shall ensure the availability of safety equipment and regular training programs.

2.2 Employees must follow safety procedures and report hazards promptly.

2.3 Contractors and visitors are required to comply with site safety rules.

3. Workplace Environment

3.1 All workspaces shall be maintained free of hazards including obstructions, spills, or exposed wiring.

3.2 Safety inspections will be conducted quarterly by authorized personnel.

3.3 Emergency exits and evacuation routes must remain unobstructed at all times.

4. Incident Reporting

4.1 All workplace incidents, injuries, or near-misses must be reported immediately to supervisors.

4.2 An investigation will be conducted to identify root causes and preventive actions.

4.3 Records of incidents shall be maintained in the Health & Safety database.

5. Training and Awareness

5.1 New employees must complete mandatory health and safety training within the first month of employment.

5.2 Annual refresher training sessions will be conducted to ensure continued compliance.

5.3 Specialized training will be provided for roles involving hazardous equipment or materials.