

[Company Logo] - New Horizon Solutions

Risk Management Policy

Date: March 03, 2025

Address: 456 Tech Ave, Springfield, IL 62701

Section 1 - Policy Overview:

- Purpose: Ensure a safe and compliant work environment.
- Scope: Applies to all employees, contractors, and visitors.

Section 2 - Hazard Reporting:

- Report hazards (e.g., spills, equipment failure) to HR within 24 hours.
- Use incident report form on intranet.
- Follow-up inspection within 48 hours by safety officer.

Section 3 - Emergency Procedures:

- Fire: Evacuate via marked green exits; assemble at parking lot A.
- Medical Emergency: Call 911; notify HR immediately.
- Active Threat: Lock doors, hide, and follow police instructions.
- Drills: Conducted quarterly (next: April 15, 2025).

Section 4 - Safety Training:

- Mandatory Day 1 training: 1 PM - 3 PM
- Topics: CPR, fire extinguisher use, evacuation routes
- Annual refresher required by December 31.

Section 5 - Compliance:

- Adheres to OSHA standards.
- Risk assessments conducted biannually.
- Contact Safety Officer: safety@newhorizon.com

Employee Acknowledgment:

- I have read and will comply with this policy.

- Signature: _____ Date: _____

Note: Violations may result in disciplinary action. Updates posted on intranet.