1. Health & Safety Policy

Company: NMT
Version: 2025-01
Effective Date: [Insert Date]

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2. Purpose and Scope

The Health & Safety Policy establishes a framework for maintaining a safe and healthy work environment for all employees, clients, and visitors. It applies globally across all company locations and includes office environments, remote work setups, client sites, and travel.

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3. Legal Compliance and Standards References

The company complies with applicable health and safety laws and regulations, including:
• ISO 45001: Occupational Health and Safety Management Systems
• WHO Guidelines on Workplace Health and Safety
• ILO Occupational Safety and Health Convention

Practices will be reviewed regularly to ensure alignment with evolving standards.

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4. Responsibilities

4.1 Employees

• Follow all health and safety guidelines.
• Report unsafe conditions or incidents immediately.
• Participate in health and safety training.

4.2 Managers

• Implement health and safety policies within their teams.
• Conduct regular safety checks and risk assessments.
• Provide resources for compliance.

4.3 Health & Safety Officers

• Monitor adherence to health and safety regulations.
• Conduct training and workshops.
• Assist in incident investigations.

4.4 Human Resources

• Maintain training records.
• Support health and safety policy implementation.
• Facilitate communication of safety matters.

4.5 Leadership

• Promote a culture of safety.
• Allocate resources for safety initiatives.
• Review and approve policy updates annually.

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5. General Safety Rules

5.1 Office Environment

• Keep walkways and exits clear.
• Store materials safely to prevent hazards.
• Keep emergency exits unobstructed.

5.2 Remote Work

• Ensure home office setups follow ergonomic guidelines.
• Take regular breaks.
• Communicate clearly with managers about work hours and tasks.

5.3 Client Site

• Follow client-specific safety protocols.
• Wear required PPE.
• Report safety concerns to the client representative.

5.4 Travel

• Follow company travel safety guidelines.
• Comply with local safety regulations.
• Keep emergency contacts accessible.

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6. Workplace Ergonomics and Wellbeing

6.1 Ergonomic Guidelines

• Maintain workstation setup to keep elbows at 90 degrees.
• Use chairs with lumbar support.
• Position screens at eye level.

6.2 Wellbeing Initiatives

• Promote physical activity.
• Provide mental health resources.
• Encourage employee social interaction.

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7. Fire Safety, Emergency Exits, and Evacuation Procedures

7.1 Fire Safety

• Conduct fire drills twice a year.
• Install smoke detectors and fire extinguishers in all offices.
• Assign fire wardens for evacuation oversight.

7.2 Emergency Exits

• Clearly mark exits.
• Keep exit pathways unobstructed.
• Post evacuation maps visibly.

7.3 Evacuation Procedures

1. Follow the nearest exit route calmly.
2. Avoid elevators.
3. Assemble at designated meeting points.

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8. First Aid and Incident Reporting Workflow

8.1 First Aid

• First aid kits are available at all offices.
• Designated first aiders are trained to assist.

8.2 Incident Reporting

1. Report injuries or near misses immediately.
2. Complete an incident report within 24 hours.
3. Health & Safety Officer investigates and documents the incident.

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9. Risk Assessments and Hazard Identification

• Conduct routine risk assessments.
• Document findings and mitigations using a risk assessment table.

Example Risk Assessment Table

Hazard	Risk Level	Mitigation Strategies
Slips, trips, falls	Medium	Regular cleaning, clear walkways
Ergonomic strain	High	Ergonomic assessments, workstation adjustments
Fire hazards	High	Fire drills, maintenance checks

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10. Remote Work & Home Office Safety

10.1 Equipment

• Provide ergonomic chairs, desks, and necessary devices.

10.2 Breaks

• Encourage hourly breaks and stretching.

10.3 Ergonomics

• Provide home office setup guidelines.
• Offer virtual ergonomic assessments.

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11. Mental Health and Stress Prevention

• Promote mental health awareness.
• Provide access to counseling and wellbeing programs.
• Encourage open discussions about workload and stress.

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12. Training and Drills

12.1 Frequency

• Annual health and safety training.
• Fire drills conducted twice yearly.

12.2 Scope

• Covers general safety, emergency procedures, and role-specific risks.

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13. Special Considerations

13.1 Pregnant Employees

• Conduct risk assessments to ensure safe working conditions.
• Provide flexible work arrangements if needed.

13.2 People with Disabilities

• Ensure facility accessibility.
• Provide reasonable accommodations.

13.3 High-Risk Roles

• Provide additional training and safety measures.
• Conduct regular health checks.

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14. Continuous Monitoring, Audits, and Improvements

• Conduct regular audits of safety practices.
• Collect employee feedback.
• Update policies based on findings and feedback.

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15. Mini Case Scenarios

15.1 Fire Drill

Employees evacuated within three minutes during a drill, emphasizing the importance of clear exit signage.

15.2 Workplace Injury

A slip-and-fall incident led to improvements in cleaning protocols and signage.

15.3 Ergonomic Adjustments at Home

An ergonomic assessment improved comfort and productivity for a remote employee.

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16. Checklist for Managers Before Approving Remote Work Setups

1. Confirm ergonomic assessment.

2. Ensure required equipment is provided.
3. Define communication protocols.
4. Review expectations and work hours.
5. Ensure understanding of health and safety policies.

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17. Appendix: Emergency Contacts Template

Contact Name	Role	Phone Number	Email Address
[Insert Name]	Health & Safety Officer	[Insert Number]	[Insert Email]
[Insert Name]	First Aider	[Insert Number]	[Insert Email]
[Insert Name]	HR Representative	[Insert Number]	[Insert Email]

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18. Extended FAQ

Q1: What if I notice a safety hazard?
A1: Report it to your manager or Health & Safety Officer immediately.

Q2: How often are fire drills conducted?
A2: Twice per year.

Q3: Who provides first aid?
A3: Designated first aiders.

Q4: What if I'm injured at work?
A4: Report it and complete an incident report.

Q5: Are there specific remote work safety guidelines?
A5: Yes, employees must maintain an ergonomic home office setup.

Q6: How can I access mental health support?
A6: Contact HR for available resources.

Q7: What accommodations exist for pregnant employees?
A7: Risk assessments and flexible arrangements.

Q8: How are high-risk roles managed?
A8: Through enhanced training and regular health checks.

Q9: How do I provide feedback on safety?
A9: Submit feedback to your manager or Health & Safety Officer.

Q10: How does continuous improvement work?
A10: Through audits, feedback, and policy updates.