

## **Health & Safety Policy**

**Company:** NMT

**Version:** 2025-01

**Effective Date:** 07 December 2025

**Region:** Global (EN)

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### **1. Purpose and Scope**

The Health & Safety Policy establishes a global framework for maintaining a safe, healthy, and sustainable work environment for all employees, contractors, clients, and visitors. The purpose of this policy is to prevent workplace injuries, illnesses, and hazards by promoting proactive safety practices, enforcing compliance with global standards, and ensuring consistent health and safety expectations across all operational settings.

This policy applies to all NMT employees and stakeholders across corporate offices, remote work environments, client sites, manufacturing or operational locations, and during business travel. It supports the organization's commitment to safety, wellbeing, and continuous improvement in occupational health practices.

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### **2. Legal Compliance and Standards References**

NMT complies with all applicable international, national, and regional health and safety regulations. The organization aligns its practices with:

- **ISO 45001:** Occupational Health and Safety Management Systems
- **World Health Organization (WHO) Workplace Health & Safety Guidelines**
- **International Labour Organization (ILO) Occupational Safety & Health Convention**

Compliance is assessed regularly to reflect updates in legislation, industry best practices, and organizational needs.

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### **3. Responsibilities**

#### **3.1 Employees**

- Comply with all health and safety protocols.
- Report hazards, unsafe conditions, or incidents immediately.
- Participate in required safety training and apply safety practices consistently.

### **3.2 Managers**

- Implement safety policies within their teams and ensure compliance.
- Conduct periodic safety inspections, workplace risk assessments, and equipment checks.
- Provide necessary resources to maintain safe working conditions.

### **3.3 Health & Safety Officers**

- Oversee implementation of safety regulations and internal standards.
- Conduct training sessions, workshops, and safety awareness campaigns.
- Lead incident investigations, document findings, and recommend corrective actions.

### **3.4 Human Resources**

- Maintain records of training and certifications.
- Support communication and policy compliance initiatives.
- Facilitate reporting channels for employees and managers.

### **3.5 Leadership**

- Champion a culture of safety across all business units.
  - Allocate budgets and resources for safety equipment, programs, and improvements.
  - Review and approve policy revisions annually.
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## **4. General Safety Rules**

### **4.1 Office Environment**

- Keep walkways, staircases, and emergency exits unobstructed.
- Store materials securely to prevent falling hazards.
- Maintain clean and organized work areas to reduce safety risks.

### **4.2 Remote Work**

- Home office setups must follow ergonomic guidelines provided by NMT.
- Employees should take regular breaks to reduce fatigue and maintain wellbeing.

- Maintain clear communication with managers regarding schedules and workloads.

#### **4.3 Client Site**

- Follow all client-specific safety protocols and site rules.
- Use appropriate personal protective equipment (PPE) when required.
- Report hazards to the client representative and NMT's Health & Safety Officer.

#### **4.4 Travel**

- Follow NMT's travel safety guidelines, including country-specific requirements.
  - Comply with local health and safety regulations during travel.
  - Carry emergency contacts and relevant medical or safety information.
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### **5. Workplace Ergonomics and Wellbeing**

#### **5.1 Ergonomic Guidelines**

- Maintain a seated position where elbows are approximately 90 degrees.
- Use chairs with adequate lumbar support.
- Position screens at eye level to reduce neck strain.

#### **5.2 Wellbeing Initiatives**

- Encourage participation in physical activity and wellness programs.
  - Provide access to mental health support and wellbeing resources.
  - Promote team engagement, social interaction, and work-life balance.
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### **6. Fire Safety, Emergency Exits, and Evacuation Procedures**

#### **6.1 Fire Safety**

- Conduct fire drills twice annually in all office locations.
- Maintain functional smoke detectors, alarms, and fire extinguishers.
- Assign fire wardens responsible for coordinating evacuations.

#### **6.2 Emergency Exits**

- Clearly label and illuminate exit pathways.
- Keep all evacuation routes free of obstacles.
- Display evacuation maps in visible areas of the workplace.

### **6.3 Evacuation Procedures**

1. Use the nearest exit and proceed calmly.
  2. Do not use elevators during an evacuation.
  3. Assemble at the designated meeting points outside the building.
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## **7. First Aid and Incident Reporting Workflow**

### **7.1 First Aid**

- First aid kits must be readily accessible in all office locations.
- Designated first aiders are trained to provide immediate assistance.

### **7.2 Incident Reporting**

1. Report injuries, near misses, or hazards immediately to a manager or Health & Safety Officer.
  2. Complete a formal incident report within 24 hours.
  3. Health & Safety Officer conducts investigation and documents findings.
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## **8. Risk Assessments and Hazard Identification**

NMT conducts routine and scheduled risk assessments to identify and mitigate hazards.

### **Example Risk Assessment Table**

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

All risk assessments must be documented and periodically reviewed.

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## **9. Remote Work & Home Office Safety**

### **9.1 Equipment**

- NMT provides ergonomic chairs, desks, and approved electronic devices as needed.

### **9.2 Breaks**

- Employees working remotely should take hourly microbreaks and stretch periodically.

### **9.3 Ergonomics**

- NMT offers guidelines for safe home office setups.
  - Virtual ergonomic assessments can be arranged upon request.
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## **10. Mental Health and Stress Prevention**

NMT supports employee mental wellbeing through:

- Mental health awareness programs and workshops
- Access to counseling services and support hotlines
- Encouraging open dialogue about workload, stress, and wellbeing needs

Managers must monitor for signs of burnout and engage proactively to support employees.

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## **11. Training and Drills**

### **11.1 Frequency**

- Mandatory annual health and safety training for all employees
- Fire drills conducted twice per year at all office locations

### **11.2 Scope**

Training covers:

- General workplace safety
- Emergency response procedures

- Hazard-specific and role-specific safety measures
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## **12. Special Considerations**

### **12.1 Pregnant Employees**

- Conduct individualized risk assessments.
- Provide accommodations or modified duties as needed.

### **12.2 People with Disabilities**

- Ensure full accessibility in facilities and digital environments.
- Provide reasonable accommodations based on individual needs.

### **12.3 High-Risk Roles**

- Provide additional training on specialized hazards.
  - Conduct recurring health checks, equipment inspections, and safety evaluations.
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## **13. Continuous Monitoring, Audits, and Improvements**

- Conduct ongoing audits of health and safety practices.
  - Gather employee feedback on safety concerns and process improvements.
  - Update policies and procedures regularly based on findings and best practices.
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## **14. Mini Case Scenarios**

### **14.1 Fire Drill**

Employees successfully evacuated within the target timeframe, highlighting the importance of clear signage and preparedness.

### **14.2 Workplace Injury**

A slip-and-fall incident prompted enhanced cleaning schedules and improved hazard signage.

### **14.3 Ergonomic Adjustments at Home**

A remote employee's ergonomic assessment resulted in adjustments that improved comfort and productivity.

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## **15. Checklist for Managers Before Approving Remote Work Setups**

1. Confirm completion of ergonomic assessment.
  2. Ensure required equipment is provided.
  3. Establish communication expectations and check-in frequency.
  4. Review work hours and availability requirements.
  5. Ensure employee understanding of health and safety obligations.
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## **16. Appendix: Emergency Contacts Template**

<b>Contact Name</b>	<b>Role</b>	<b>Phone Number</b>	<b>Email Address</b>
[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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This Health & Safety Policy reflects NMT's commitment to creating a safe, healthy, and resilient work environment where risks are identified proactively, employees feel supported, and safety is integrated into every aspect of operations.