

# Inazuma.co

## Occupational Health and Safety Policy

### 1. Introduction

Inazuma.co is committed to providing a safe and healthy work environment for all employees, contractors, visitors, and anyone else who may be affected by our operations. This commitment is fundamental to our core values and business objectives. We believe that all injuries, illnesses, and incidents are preventable, and we strive to create a culture of safety where everyone shares this belief and actively participates in achieving our goal of zero harm.

This Occupational Health and Safety (OHS) Policy outlines our commitment to OHS and provides a framework for managing OHS risks across all our activities. It applies to all Inazuma.co workplaces, including offices, project sites, and any other location where our employees conduct business.

### 2. Purpose

The purpose of this policy is to:

- Establish a clear framework for OHS management at Inazuma.co.
- Prevent workplace injuries, illnesses, and incidents.
- Ensure compliance with all applicable OHS laws, regulations,

and standards.

- Promote a culture of safety and health within the organization.
- Define the roles and responsibilities of all stakeholders in maintaining a safe and healthy workplace.
- Provide resources and support for OHS initiatives.
- Continuously improve our OHS performance.
- Ensure that contractors and subcontractors adhere to this policy.
- Provide a mechanism for employees to report OHS concerns without fear of reprisal.
- Outline emergency procedures and preparedness plans.

### 3. Scope

This policy applies to:

- All employees of Inazuma.co, regardless of their employment status (full-time, part-time, contract, etc.).
- All contractors and subcontractors working on behalf of Inazuma.co.
- Visitors to Inazuma.co premises.
- Any other person who may be affected by Inazuma.co's operations.
- All work-related activities, whether conducted on or off Inazuma.co premises.
- All phases of our operations, including planning, design,

construction, operation, maintenance, and decommissioning.

#### 4. Policy Statement

Inazuma.co is committed to:

- Providing and maintaining a safe and healthy work environment for all employees, contractors, and visitors.
- Complying with all applicable OHS laws, regulations, and standards.
- Identifying, assessing, and controlling OHS hazards and risks.
- Providing appropriate training, information, instruction, and supervision to enable employees to work safely.
- Consulting with employees and their representatives on OHS matters.
- Establishing and maintaining effective OHS management systems.
- Providing adequate resources to support OHS programs and initiatives.
- Investigating all incidents and implementing corrective and preventive actions to prevent recurrence.
- Continuously improving our OHS performance.
- Ensuring that all employees are competent to perform their work safely.
- Promoting a culture of open

communication regarding OHS issues.

- Providing access to occupational health services.

#### 5. OHS Principles

Inazuma.co's OHS management system is based on the following principles:

- **Prevention:** We believe that prevention is better than cure. We are committed to proactively identifying and addressing potential hazards before they can cause harm.
- **Accountability:** Everyone at Inazuma.co is accountable for OHS. Management is accountable for providing a safe and healthy work environment, and employees are accountable for working safely and protecting their own health and safety and that of others.
- **Responsibility:** Every employee has a responsibility to adhere to safe work practices, report hazards, and participate in OHS initiatives.
- **Participation:** We recognize the importance of employee participation in OHS decision-making. We are committed to consulting with employees and their representatives on OHS matters.
- **Continuous Improvement:** We are committed to continuously improving our OHS performance

- through regular reviews, audits, and the implementation of best practices.
- **Integration:** OHS considerations will be integrated into all aspects of our business operations, including planning, decision-making, and performance management.
  - **Competence:** We will ensure that all employees have the necessary skills, knowledge, and training to perform their work safely.
- ## 6. Roles and Responsibilities
- The following outlines the key roles and responsibilities in implementing this OHS Policy:
- **6.1 Senior Management:**
    - Provide overall leadership and commitment to OHS.
    - Ensure that adequate resources are allocated to support OHS programs.
    - Establish OHS objectives and targets.
    - Monitor OHS performance and ensure accountability.
    - Lead by example in promoting a strong safety culture.
  - **6.2 Managers and Supervisors:**
    - Implement and enforce this OHS Policy within their areas of responsibility.
    - Ensure that employees receive appropriate training, information, instruction, and supervision.
  - Identify and assess hazards and risks in the workplace.
  - Implement and maintain effective control measures.
  - Investigate incidents and take corrective actions.
  - Promote employee participation in OHS activities.
  - Conduct regular safety inspections and audits.
- **6.3 Employees:**
  - Follow all safe work practices and procedures.
  - Use personal protective equipment (PPE) as required.
  - Report any hazards, incidents, or unsafe conditions to their supervisor.
  - Participate in OHS training and activities.
  - Take reasonable care for their own health and safety and that of others.
  - Cooperate with management in implementing this OHS Policy.
- **6.4 Contractors and Subcontractors:**
  - Comply with this OHS Policy and all applicable OHS laws and regulations.
  - Provide a safe work environment for their employees.
  - Ensure that their employees are competent and trained to perform their work safely.

- Coordinate their OHS activities with Inazuma.co.
  - Report any incidents to Inazuma.co immediately.
- **6.5 OHS Department/Personnel:**
  - Develop, implement, and maintain the OHS management system.
  - Provide technical expertise and guidance on OHS matters.
  - Conduct OHS training and awareness programs.
  - Monitor OHS performance and provide reports to management.
  - Investigate serious incidents.
  - Ensure compliance with OHS laws and regulations.
  - Facilitate communication and consultation on OHS issues.

## 7. Hazard Identification, Risk Assessment, and Control

- 7.1 A systematic process for hazard identification, risk assessment, and control will be established and maintained.
- 7.2 This process will include:
  - Identifying potential hazards in the workplace.
  - Assessing the risks associated with those hazards.
  - Developing and implementing control measures to eliminate or minimize those risks.
- 7.3 Control measures will be implemented in accordance with the hierarchy of controls:

- Elimination: Removing the hazard completely.
- Substitution: Replacing the hazard with a safer alternative.
- Engineering Controls: Implementing physical changes to the workplace to isolate workers from the hazard.
- Administrative Controls: Implementing work practices or procedures to reduce exposure to the hazard.
- Personal Protective Equipment (PPE): Providing workers with equipment to protect them from the hazard.

- 7.4 Risk assessments will be conducted:
  - Before the introduction of new equipment, processes, or substances.
  - When changes are made to existing equipment, processes, or substances.
  - When new hazards are identified.
  - After an incident occurs.
  - Regularly, as determined by the level of risk.

## 8. Training and Competence

- 8.1 Inazuma.co will provide appropriate OHS training to all employees, contractors, and other relevant personnel.
- 8.2 Training will be provided:
  - Upon commencement of employment.

- When employees are assigned new tasks or responsibilities.
  - When new equipment, processes, or substances are introduced.
  - Periodically, to refresh knowledge and skills.
  - Specific training will be provided for high-risk activities.
- 8.3 Training will cover:
  - This OHS Policy and the OHS management system.
  - Hazard identification, risk assessment, and control measures.
  - Safe work practices and procedures.
  - The proper use of PPE.
  - Emergency procedures.
  - Relevant OHS laws and regulations.
- 8.4 The effectiveness of training will be evaluated, and training programs will be reviewed and updated regularly.
- 8.5 Inazuma.co will ensure that all employees are competent to perform their work safely. This includes verifying qualifications, skills, and experience.

## 9. Communication and Consultation

- 9.1 Inazuma.co is committed to open communication and consultation on OHS matters.
- 9.2 Communication and consultation will take place

- through various mechanisms, including:
- Regular safety meetings.
  - Toolbox talks.
  - Safety committees.
  - Written communications, such as memos, emails, and newsletters.
  - OHS boards and displays.
  - Employee surveys.
- 9.3 Employees and their representatives will be consulted on:
    - The development and review of OHS policies and procedures.
    - Hazard identification and risk assessment.
    - The implementation of control measures.
    - Incident investigations.
    - OHS training programs.
  - 9.4 Employees are encouraged to raise any OHS concerns without fear of reprisal.

## 10. Incident Reporting and Investigation

- 10.1 All incidents, including injuries, illnesses, near misses, and property damage, must be reported immediately to the supervisor and the OHS department.
- 10.2 Incidents will be investigated to determine the root causes and prevent recurrence.
- 10.3 The level of investigation will be commensurate with the severity

- of the incident.
- 10.4 Investigation reports will include:
    - A description of the incident.
    - The root causes of the incident.
    - Any contributing factors.
    - Corrective and preventive actions to be taken.
    - Responsibilities and timelines for implementation.
  - 10.5 Incident investigation findings will be communicated to relevant stakeholders.

## 11. Emergency Preparedness and Response

- 11.1 Inazuma.co will establish and maintain emergency plans to address potential emergencies, such as fires, explosions, chemical spills, natural disasters, and medical emergencies.
- 11.2 Emergency plans will include procedures for:
  - Evacuation.
  - First aid and medical treatment.
  - Firefighting.
  - Spill containment.
  - Rescue operations.
  - Communication.
  - Business continuity.
- 11.3 Regular drills will be conducted to ensure that employees are familiar with emergency procedures.
- 11.4 Emergency equipment, such

as fire extinguishers, first aid kits, and spill response kits, will be provided and maintained.

- 11.5 Emergency contact information will be readily available.

## 12. Monitoring and Review

- 12.1 Inazuma.co will monitor its OHS performance to ensure the effectiveness of its OHS management system.
- 12.2 Monitoring activities will include:
  - Regular safety inspections and audits.
  - Analysis of incident data and trends.
  - Review of OHS performance against objectives and targets.
  - Employee feedback and surveys.
  - Compliance audits.
- 12.3 The OHS Policy and the OHS management system will be reviewed periodically, at least annually, to ensure their continued suitability, adequacy, and effectiveness.
- 12.4 The review process will consider:
  - Changes in legislation, regulations, and standards.
  - New hazards and risks.
  - Incident experience.
  - Best practices.
  - Feedback from stakeholders.
- 12.5 The findings of the monitoring

and review process will be used to identify areas for improvement and to update the OHS Policy and the OHS management system as necessary.

### **13. Occupational Health**

- 13.1 Inazuma.co is committed to protecting the occupational health of its employees.
- 13.2 We will:
  - Identify and assess potential occupational health hazards (e.g., exposure to chemicals, noise, dust, ergonomic factors).
  - Implement control measures to minimize or eliminate these hazards.
  - Provide access to occupational health services, including health surveillance, medical examinations, and health promotion programs.
  - Educate employees about occupational health risks and preventive measures.
  - Promote a healthy work environment that supports the physical and mental well-being of employees.
- 13.3 Where necessary, exposure monitoring will be conducted to assess the levels of hazardous substances in the workplace.
- 13.4 Employees will be encouraged to report any health concerns or symptoms that they believe may

be related to their work.

### **14. Policy Dissemination and Communication**

- 14.1 This policy will be communicated to all employees, contractors, and other relevant stakeholders.
- 14.2 The policy will be made available through various channels, including:
  - Company intranet.
  - Employee handbooks.
  - Posters and displays.
  - Training sessions.
  - Meetings.
- 14.3 Employees will be required to acknowledge that they have read and understood this policy.

### **15. Enforcement**

- 15.1 This OHS Policy will be enforced through appropriate disciplinary measures.
- 15.2 Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with company policy and applicable laws.
- 15.3 Contractors and subcontractors who violate this policy may be subject to penalties, including termination of their contracts.

### **16. Management Commitment**

- 16.1 Senior management of

Inazuma.co is fully committed to implementing this OHS Policy and providing the resources necessary to achieve its objectives.

- 16.2 This commitment will be demonstrated through:
  - Active participation in OHS activities.
  - Regular communication on OHS matters.
  - Allocation of sufficient resources for OHS.
  - Recognition of OHS achievements.
  - Holding managers and supervisors accountable for OHS performance.

## 17. Review and Revision

- 17.1 This policy will be reviewed and updated periodically, at least every [Number] years, or more frequently if necessary, to ensure its continued suitability, adequacy, and effectiveness.
- 17.2 The review process will consider:
  - Changes in legislation, regulations, and standards.
  - New hazards and risks.
  - Incident experience.
  - Best practices.
  - Feedback from stakeholders.
- 17.3 Any revisions to this policy will be communicated to all employees and other relevant stakeholders.