



**THE HEALTH AND SAFETY POLICY
OF
S.J.S. ENTERPRISES LIMITED**

1. INTRODUCTION

At **S.J.S Enterprises Limited (“Company”)**, we are committed to providing a safe and healthy workplace for all employees, visitors, and contractors (collectively referred as “you”/ “your”). The Company recognizes that maintaining a safe working environment is essential for successfully conducting business and that the Company is dedicated to continuously improving your health and safety performance. The Company aims to prevent work-related injuries, illnesses, and accidents by identifying and controlling hazards, providing adequate training, and ensuring compliance with health and safety regulations.

The Board had adopted the Health and Safety Policy at its meeting held on 27th March, 2023.

2. OBJECTIVE

The Company strives to provide a workplace that is free from harm and where all employees, contractors, visitors and members of the public are safe from risks to their health and safety. To achieve this, the Company will:

- a) Comply with all relevant health and safety legislation, regulations, and codes of practice.
- b) Ensure that all employees, contractors and visitors receive appropriate training, information and supervision to enable them to work safely and to prevent accidents and injuries.
- c) Provide and maintain safe plant and equipment, including regular inspections, testing and maintenance.
- d) Provide a safe and healthy working environment, including suitable facilities, amenities and arrangements for first aid, fire safety and emergency evacuation.
- e) Establish and maintain effective communication and consultation processes to involve employees, contractors, and visitors in identifying and managing health and safety risks.
- f) Monitor and review our health and safety performance regularly to identify areas for improvement and take appropriate action to address them.
- g) Provide the necessary resources, support and leadership to ensure that health and safety is an integral part of our business activities.

3. RESPONSIBILITIES

All employees, including management, are responsible for maintaining a safe and healthy workplace. It is the duty of the Company’s management to provide a safe working environment, while employees must adhere to all health and safety policies and procedures and report any potential hazards or unsafe conditions.

Managers, supervisors and team leaders all have a responsibility to:

- a) Lead by example and demonstrate a commitment to health and safety.
- b) Ensure that all employees and contractors are aware of their health and safety responsibilities and are provided with the necessary training, information, and supervision.
- c) Identify and assess health and safety risks and implement appropriate control measures to eliminate or reduce those risks.
- d) Monitor and review health and safety performance within their areas of responsibility and take appropriate action to address any issues.

- e) Encourage open communication and consultation on health and safety matters with employees, contractors, and visitors.
- f) Report all accidents, incidents, and near-misses, and investigate them to identify the root causes and implement appropriate corrective actions.

4. HAZARDS IDENTIFICATION AND RISK ASSESSMENT

We will conduct regular hazard identification and risk assessment to identify potential hazards and risks in the workplace. We will take appropriate measures to eliminate or minimize these hazards and risks.

5. EMERGENCY PREPAREDNESS

The Company will develop and implement emergency procedures, such as evacuation plans and emergency response protocols, to ensure a quick and effective response to any emergency situation.

6. TRAINING AND COMMUNICATION

The Company will provide employees with adequate training and resources to ensure they can perform their duties safely. This includes health and safety induction for new employees, regular refresher training, and job-specific training where necessary. The Company will also maintain open communication channels to ensure all employees are informed about potential hazards, new policies, and any changes that may affect their safety.

7. CONTINUOUS IMPROVEMENT

The Company is committed to continuously improving our health and safety performance by monitoring and reviewing our policies and procedures, identifying areas for improvement, and implementing necessary changes.

8. DOCUMENTATION

The Company will maintain accurate records of all health and safety-related incidents, training, and risk assessments. All employees must report incidents, hazards and near-misses to management and record them in the appropriate documentation.

9. CONCLUSION

By adhering to this policy, the Company ensures the safety and well-being of its employees, visitors, and contractors, and contributing to the success of the business. This Health and Safety Policy is a fundamental part of the Company's business activities and everyone has a responsibility to comply with it.