Workplace Health and Safety Policy

# Introduction

The Workplace Health and Safety Policy demonstrates the company’s commitment to protecting employees, visitors, contractors, and clients from occupational hazards. It complies with OSHA, ISO 45001, and local safety regulations, ensuring a safe and healthy working environment. This policy aims to prevent workplace incidents through proactive hazard management, continuous training, and clear safety procedures.

# Scope

Applies to all facilities, worksites, vehicles, and remote work locations where company-related activities occur.

Includes all employees, contractors, interns, visitors, and clients who may be present on company premises.

# Responsibilities

Management must provide safe equipment, maintain work areas, and ensure all safety measures are up to date.

Employees are responsible for following established safety protocols and using required PPE (Personal Protective Equipment).

The Safety Committee will meet monthly to review safety reports and recommend improvements.

# Hazard Identification and Risk Assessment

Annual comprehensive risk assessments will be performed to identify potential hazards and their control measures.

Workplace inspections will be carried out quarterly to ensure compliance and identify corrective actions.

# Emergency Procedures

All employees must be trained in fire evacuation, earthquake response, and medical emergency protocols.

Evacuation drills will be conducted twice annually, and emergency contact lists will be updated quarterly.

# Incident Reporting and Investigation

All incidents, near-misses, and unsafe conditions must be reported immediately using the Incident Report Form.

Investigations must be conducted within 48 hours, with corrective actions documented and implemented.

# Training and Awareness

New hires will undergo mandatory safety orientation.

All employees will attend annual refresher courses covering workplace hazards, first aid, and emergency response.