

# Document 4: Occupational Health and Safety Policy

## 1. Purpose

To provide a safe and healthy work environment.

## 2. Scope

Applies to all organizational locations and personnel.

## 3. Policy Statement

Zero harm objective through proactive health and safety measures.

## 4. Responsibilities

- **HSE Manager:** Develops safety programs.
- **Supervisors:** Enforce safe practices.
- **Employees:** Report hazards and follow procedures.

## 5. Hazard Identification and Risk Assessment

- Annual risk assessments.
- Regular safety inspections.

## 6. Incident Reporting

- Immediate reporting of all incidents.
- Investigation and documentation.

## 7. Emergency Preparedness

- Fire drills twice a year.
- Emergency contact lists and evacuation plans.

## **8. Training**

- Safety induction for new hires.
- Specialized training for high-risk roles.

## **9. Compliance**

- Compliant with ISO 45001.
- Annual safety performance review.