# **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.