

Health and Safety Policy

Policy No	Version No	Effective Date	Prepared By	Reviewed / Approved By
QT-004	1.0	10-May-2024	HR Team	Management

Quadrant is committed to providing and maintaining a safe and healthy workplace for all Employees (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Employees also have important responsibilities for health and safety in the workplace.

Policy brief & purpose

Quadrant Workplace Health and Safety Policy helps us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace.

Quadrant Workplace Health and Safety Policy help us preserve the best possible work conditions for our employees.

Scope

Quadrant Workplace Health and Safety Policy applies to all prospective and current employees of the company as well as volunteers, contractors and consultants.

Policy elements

There are two aspects to consider when establishing an Occupational / Workplace Health and Safety Program: Preventative Action and Emergency Management.

Preventative action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

We'll conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We'll establish preventative measures accordingly.

Potential threats and dangerous situations include but are not limited to:

- Performing tasks on heights, scaffolds, ladders and other unsteady structures
- Slippery or uneven surfaces.
- Electrical infrastructure
- Noise/temperature
- Quality of air

We'll take the following preventative measures:

- When employees work in dangerous contexts or locations, we'll make sure there are safety precautions like safety nets and ropes.
- We'll provide protective gear like gloves, protective uniforms, goggles etc. Using safety equipment is obligatory.
- Inspectors and quality control employees will inspect equipment and infrastructure regularly
- We'll hold employee training sessions in health & safety standards and procedures.
- Employees who do repairs or cleaning need to put up caution signs
- We'll prohibit smoking indoors

Emergency Management :

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Building management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected by management
- Building Technicians available to repair leakages, damages and blackouts quickly
- Fire extinguishers and other fire protection equipment that are easily accessible
- An evacuation plan posted on the walls of each floor and online
- Fire escapes and safety exits that are clearly indicated and safe
- Fully stocked first-aid kits at convenient locations

We'll also schedule fire drills and emergency evacuations periodically. We will monitor the performance of health and safety procedures and will revise them to ensure higher level of protection.

Additional measures :

Our company will also keep abreast of changes and try to promote health & safety actively. We will update our policy according to changes in occupational health and safety legislation.

- Use incentive actions for health & safety (e.g. presenting safe employee awards.)
- Analyze past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.
- Revise work procedures to make them safer.

Our company will also consult experts or insurance representatives to ensure it complies with local and international standards.

Goals :**This Policy:**

- shows the commitment of Quadrant's management and Employees to health and safety
- aims to remove or reduce the risks to the health, safety and welfare of all employees, contractors and visitors, and anyone else who may be affected by our business operations
- aims to ensure all work activities are done safely.

Responsibilities :

Management is responsible for providing and maintaining:

Management Responsible for :

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all Employees to work safely
- Supervise Employees to ensure work activities are performed safely
- Consult with and involve Employees on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all Employees
- any information, instruction, training and supervision needed to make sure that all Employees are safe from injury and risks to their health

Employees are Responsible for :

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, given by

management for health and safety)

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- report all incidents immediately, no matter how trivial to your manager.

Application of this policy :

We seek the co-operation of all Employees, customers and other persons. We encourage suggestions for realizing our health and safety objectives to create a safe working environment with a zero-accident rate.

This policy applies to all business operations and functions, including those situations where Employees are required to work off-site.

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace

[Incase of emergency, employees can reach out to
HealthandSafety@quadranttechnologies.com](mailto:HealthandSafety@quadranttechnologies.com)