

Workplace Health & Safety Policy

Position Green

2024



General Safety Guidelines:

All employees are expected to follow safe work practices, comply with all safety rules and regulations, and use personal protective equipment as required.

Employees should report all workplace incidents, accidents, or near misses to their supervisor or People & Culture immediately.

Any equipment that is damaged or malfunctioning should be reported to the manager, or Office Management for repair or replacement.

Any unsafe conditions, including but not limited to blocked fire exits, poor ventilation, or inadequate lighting, should be reported immediately to the closest manager, office management or People & Culture.

Employees should never engage in any behavior that could endanger themselves or others, including the use of drugs or alcohol while on the job.

Emergency Preparedness:

All employees should be familiar with the company's emergency response procedures, including evacuation routes, emergency contacts, and first aid procedures.

In the event of an emergency, all employees should follow the instructions of the emergency response team and help to evacuate the building as quickly and safely as possible.

Regular emergency drills will be conducted to ensure that all employees are prepared to respond to emergency situations.

Safety Training:

All new employees will receive training on workplace safety as part of their onboarding.

Ongoing training will be provided to all employees as necessary to ensure that they are aware of changes to safety regulations or procedures, and to reinforce safe work practices.

Incident Investigation and Reporting:

All workplace incidents will be investigated to identify the root cause(s) and to implement corrective actions to prevent similar incidents from occurring in the future.

All incidents, injuries, or illnesses must be reported to Manager and/or People & Culture immediately, and a written incident report must be submitted within 24 hours.

The company will maintain records of all workplace incidents, including near misses, and will use this information to identify trends and implement improvements to the safety program.

We believe that a safe workplace is essential to the success of our business and the well-being of our employees. This policy will be reviewed regularly to ensure that it remains relevant and effective, and we welcome input from employees on ways to improve workplace safety.