



Easy Hands International Ltd

Supplier of Temporary & Permanent Staff

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Occupational / Workplace Health and Safety Policy

Policy brief & purpose

Our Workplace Health and Safety Policy help 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.

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Scope

This 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 will conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We will 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
- Chemical substances (toxic, flammable etc.)
- Operating dangerous equipment
- Slippery or uneven surfaces
- Electrical infrastructure
- Noise/temperature
- Quality of air

We will take the following preventative measures:

- When employees work in dangerous contexts or locations, we will make sure there are safety precautions like safety nets and ropes.
- We will 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 will hold employee training sessions in health & safety standards and procedures.
- All highly dangerous job tasks require at least two employees to be present.
- Exposure to chemicals and radiation will not exceed a certain time limit.
- Employees who do repairs or cleaning need to put up caution signs.
- We will prohibit smoking indoors.

Also, we will enforce a substance abuse policy to protect employees from colleagues' misconduct.

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.

Our emergency management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected by [maintenance supervisor]
- Technicians (external or internal) 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 will also schedule fire drills and emergency evacuations periodically. We will monitor 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.)
- Analyse past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.

- Revise work procedures to make them safer.

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

Disciplinary Consequences

Every team leader is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they do not. We will take disciplinary action that may extend to termination when employees consistently disregard health and safety rules.

It is everyone's responsibility to contribute to a healthy and safe workplace.

Easy Hands Management