

# **VJDS International Inc. Occupational Health and Safety (OHS) Policy**

Effective Date: 20th March 2013

Approved By: Directors

Owned By: VJDS International Inc.

Updated: 17th November 2024

## **1. Policy Statement**

At VJDS International Inc., we are committed to the health, safety, and well-being of all employees, contractors, and visitors. We recognize that providing a safe and healthy work environment is essential to the success of our organization and is fundamental to maintaining the well-being of our workforce.

We are dedicated to:

- Preventing work-related injuries and illnesses.
- Complying with all relevant health and safety laws, regulations, and industry standards.
- Continually improving our health and safety management systems.
- Promoting a safety culture where everyone is responsible for health and safety.
- Minimizing risks to employees, contractors, and visitors by identifying and managing hazards.

## **2. Scope**

This policy applies to all employees, contractors, visitors, and any other individuals working or interacting with VJDS International Inc. at any of our locations or during any work-related activities, including off-site and remote operations.

## **3. Responsibilities**

- Management:
  - Ensure that the company complies with all applicable health and safety regulations.
  - Provide the necessary resources, training, and support for a safe and healthy work environment.
  - Lead by example and actively promote a safety-first culture.
  - Regularly review and evaluate health and safety performance, making improvements where necessary.
- Health & Safety Officer/Coordinator:
  - Oversee the development and implementation of health and safety programs.
  - Monitor compliance with health and safety standards.
  - Conduct regular workplace safety audits and risk assessments.
  - Investigate accidents or near-misses and recommend corrective actions.
- Supervisors and Managers:
  - Ensure that employees under their supervision work in a safe and healthy manner.
  - Provide the appropriate safety equipment and training for all employees.
  - Encourage employees to report hazards, incidents, or unsafe conditions immediately.
- Employees:
  - Follow all safety procedures, policies, and regulations.
  - Participate in health and safety training and initiatives.

- Report any unsafe conditions or practices to a supervisor or the health and safety officer.
- Use personal protective equipment (PPE) and tools as required.
- Take reasonable care for their own health and safety and that of others in the workplace.

- Contractors and Visitors:

- Follow all health and safety guidelines while on the premises or at work sites.
- Comply with site-specific safety instructions and policies.

#### **4. Hazard Identification and Risk Assessment**

- Hazard Identification: We are committed to identifying and assessing workplace hazards, including physical, chemical, biological, ergonomic, and psychosocial hazards, to minimize risks to employees.
- Risk Assessment: We will conduct regular risk assessments to evaluate the likelihood and impact of hazards, and implement appropriate control measures to prevent incidents.
- Action Plan: Based on the assessment, action plans will be developed, and necessary resources allocated to control or eliminate hazards.

#### **5. Safety Training and Education**

- All employees will receive mandatory health and safety training during their onboarding process, as well as additional ongoing training to address specific risks related to their job roles.
- Health and safety training will cover topics such as emergency procedures, safe handling of equipment, proper use of PPE, ergonomics, first aid, fire safety, and mental health awareness.
- Managers and supervisors will receive additional training in hazard identification, accident investigation, and how to foster a safe working environment.

#### **6. Personal Protective Equipment (PPE)**

- Where hazards cannot be eliminated or controlled through other means, appropriate PPE will be provided to employees, contractors, and visitors.
- PPE must be used correctly and maintained in good condition. Employees will be trained on the proper use, maintenance, and disposal of PPE.
- Supervisors are responsible for ensuring that PPE is available and used as required in their areas of responsibility.

#### **7. Emergency Procedures**

- Emergency Response Plan: We will establish and maintain an emergency response plan to handle emergencies such as fire, medical emergencies, natural disasters, chemical spills, or other critical incidents.
- Fire Safety: Employees will be trained in fire safety and evacuation procedures. Fire drills will be conducted regularly to ensure readiness in case of an emergency.
- First Aid: First aid kits and trained first aid personnel will be available at all work sites. Emergency contact numbers and procedures will be clearly posted.
- Evacuation Plans: Clear and accessible evacuation routes and assembly points will be established and communicated to all employees and visitors.

#### **8. Accident and Incident Reporting**

- Reporting: All workplace accidents, injuries, and near-miss incidents must be reported immediately to the supervisor or health and safety officer.
- Investigation: Each reported incident will be investigated to identify root causes and prevent recurrence. Corrective actions will be taken as necessary to mitigate risks.

- Record Keeping: The company will maintain accurate records of all reported accidents, injuries, and safety audits in compliance with legal requirements.

#### **9. Health and Wellness**

- We are committed to supporting the physical and mental well-being of our employees. This includes promoting ergonomic work practices, providing wellness programs, and offering resources to support mental health.
- Workplace Stress: We recognize the impact of workplace stress on health and will provide programs to support employee resilience and mental health.
- Work-Life Balance: We encourage employees to maintain a healthy work-life balance and offer flexible working arrangements where possible to promote overall well-being.

#### **10. Monitoring and Continuous Improvement**

- We will regularly monitor health and safety performance through audits, inspections, and feedback from employees.
- The company will review safety performance on a regular basis to identify areas for improvement and implement corrective actions where necessary.
- We will encourage a culture of continuous improvement, where employees are empowered to contribute suggestions for improving health and safety.

#### **11. Compliance with Laws and Regulations**

- VJDS International Inc. will comply with all relevant local, regional, and international health and safety laws and regulations.
- We will also seek to adhere to best practices and standards, such as those set by the Occupational Safety and Health Administration (OSHA), the World Health Organization (WHO), or any other industry-specific standards that apply to our operations.

#### **12. Policy Review**

This Occupational Health and Safety Policy will be reviewed and updated as needed to reflect changes in legislation, company practices, and health and safety performance. Feedback from employees will be considered during the review process.