

OCCUPATIONAL HEALTH & SAFETY POLICY



CONTENT

1.	Introduction	3
2.	Purpose	3
3.	Scope	3
4.	Principal	4
4.1.	Preventive measures:	4
4.2.	Emergency Management:	5
5.	Responsibilities	5
5.1.	Management	5
5.2.	Employees:	6
6.	Monitoring and Review	6
7.	Reporting	7

1. Introduction

CAM Industrial Services is committed to a strong health and safety program for all its employees. All employees in the organization, including management, are responsible and accountable for the company's overall safety initiatives. Complete and active participation by everyone is necessary for the safety among all workers on the job site.

The Occupational Health and Safety Policy of CAM Industrial Services ensures that the organization has a written health and safety program in the workplace. This Occupational Health and Safety Policy help preserve the best possible work conditions for employees of the organization. Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace. This Occupational Health and Safety Policy help us preserve the best possible work conditions for all employees.

2. Purpose

This Occupational Health and Safety (OH&S) policy (from hereon, referred to as the 'Policy') seeks to protect the health, safety and welfare of employees and other people at work. It also aims to ensure that the health and safety of the public is not put at risk by work activities.

3. Scope

This Occupational Health and Safety Policy applies to all employees of CAM Industrial Services. Services as well as volunteers, contractors, sub-contractors, and consultants on site at the factory and within event premises. Additionally, this policy applies to all business operations and functions, including those situations where workers are required to work off-site.

4. Principles

There are two aspects to be considered when establishing the Policy: (a) Preventive Action and (b) Emergency Management.

4.1. Preventive measures:

Preventive Action is taken to avoid injuries or illness related to workplace conditions.

Admin will conduct periodical risk assessments and job hazard analysis to establish what is likely to harm employees and establish preventive measures accordingly.

The following preventive measures will be undertaken:

1. Ensure there are safety precautions like safety nets and ropes when employees work in heights, scaffolds, ladders and other unsteady structures or dangerous sectors or locations based on the nature of the work, Personal Protective Equipment (PPE) like gloves, protective uniforms, goggles, and other safety gear / equipment is mandatory.
2. Inspectors / Quality control team / IT team will periodically inspect respective equipment, infrastructure and hardware for any faults or repairs.
3. Employee training sessions in health & safety standards and procedures, all high-risk jobs / tasks to be performed with at least two employees present.
4. Exposure to chemicals, radiation and noise should not exceed certain given limits.
5. Caution signs wherever repairs, maintenance or cleaning is undertaken.
6. Office premises to be made non-smoking area and smoking areas identified.

4.2. Emergency Management:

It refers to a plan to deal with sudden catastrophes occurring due to human error or natural forces like fire, flood, earthquake or explosion.

Emergency management will include the following actions

- i. First hand report to be instantly provided to Emergency Response Teams ERT / BCP teams for their assessment and action.
- ii. Functional smoke alarms and sprinklers are regularly inspected by Admin / Security / Maintenance Teams.
- iii. Technicians (external or internal) to be available to repair leakages, damages and power outages quickly.
- iv. Regularly refurbished fire extinguishers and other fire protection equipment are made easily accessible.
- v. Evacuation plans are posted on the walls of each floor.
- vi. Fire escapes, safety exits, safe assembly areas are clearly marked and easily accessible.
- vii. First-aid kits are placed at convenient locations.
- viii. Fire drills, emergency evacuations and first-aid classes scheduled periodically.

5. Responsibilities

5.1. Management

The Management of CAM Industrial Services is committed to ensuring a safe working place for all its employees. Human Resources representative will be responsible for coordinating health and safety requirements at the organization.

Under the Health and Safety Policy, the organization will provide and ensure as far as possible:

- A safe working environment

- Training to all relevant employees and sub-contracted workers on safe handling of equipment at the factory side
- Training on safe handling and disposal of hazardous (if any) and non-hazardous waste materials at the factory premises
- Personal protective equipment (PPE) and safety clothing to the workers as per the nature and responsibilities of their jobs
- Additional health insurance to all its employees with coverage extended to spouses and dependent family members, including accident coverage.
- Information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continually improve our performance through effective safety management.
- Fire exits and fire extinguishers provided at all the organization's premises.
- Emergency escape routes and signs installed at the factory site, to ensure the workers are conscious of the probable health risks in the demarcated areas.

5.2. Employees:

Each worker has an obligation to:

- 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
- not misuse or interfere with anything provided for health and safety
- wear helmet while riding a two-wheeler and use seatbelt when traveling by car
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

6. Monitoring and Review

CAM Industrial Services will evaluate the effectiveness of this Policy and the implementation of it on an ongoing basis, to ensure that it remains effective and reflects best practice.

The organization will regularly assess internal and external control systems and procedures and encourage feedback from employees and customers in our community on how this Policy can be improved.

CAM Industrial Services will continue to evolve this Policy to be in-line with the changing business and health and safety environment, and collaborating with relevant stakeholders. The customers and relevant stakeholders will be kept aware of the changing marketing policy of the government.

7. Reporting

CAM Industrial Services will include information on compliance to and continuous improvement of this Policy in interim and annual business reports to ensure transparency of operational practices.