

Workplace Safety Policy

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Scope

This Workplace Safety Policy applies to all facilities and operations of **Company**, including all employees, contractors, and subcontractors operating within our sites. It covers all aspects of workplace safety, from daily operations to emergency situations, and aims to create a culture of safety consciousness throughout the organization.

Audience

This policy is designed to guide employees, contractors, and management staff. It is the responsibility of each individual to become familiar with this policy's contents and to comply with its requirements. Department heads and supervisors are expected to ensure their team members understand and adhere to these safety guidelines.

General Safety Guidelines

- **Awareness:** Stay alert to your surroundings at all times.
- **Reporting:** Report all accidents, injuries, and unsafe conditions immediately to your supervisor.
- **Training:** Attend all required safety training sessions.
- **Equipment:** Use appropriate personal protective equipment (PPE) as required for your job.
- **Compliance:** Follow all safety rules and regulations without exception.

Safety Procedures

3.1 Emergency Procedures

In case of emergencies such as fires or earthquakes, follow the designated evacuation routes and gather at the specified assembly points. Do not use elevators during a fire evacuation.

- **Fire:** Activate the nearest fire alarm and evacuate the building immediately.
- **Earthquake:** Drop, cover, and hold on. After shaking stops, evacuate if necessary.
- **Medical Emergency:** Call for medical assistance and administer first aid if trained.

3.2 Hazardous Material Handling

Properly label and store all hazardous materials. Use the correct protective equipment when handling such substances to avoid accidents.

- Always refer to the Safety Data Sheets (SDS) before handling any hazardous material.
- Use appropriate PPE such as gloves, goggles, and respirators as required.
- Store chemicals in properly designated areas with adequate ventilation.

3.3 Equipment Safety

All machinery should be regularly maintained and inspected before use. Only authorized personnel should operate heavy machinery.

- Conduct pre-operation checks on all equipment.
- Report any malfunctions or unusual noises to maintenance immediately.
- Never remove or bypass safety guards on machinery.

Workplace Ergonomics

To prevent repetitive strain injuries and promote overall well-being:

- Adjust your workstation to maintain proper posture.
- Take regular breaks and perform stretching exercises.
- Use ergonomic equipment provided by **Company**.

Key Terms and Definitions

Hazard: A potential source of harm or adverse health effect on a person or persons.

Risk Assessment: A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

PPE: Personal Protective Equipment, specialized clothing or equipment worn for protection against health and safety hazards.

SDS: Safety Data Sheet, a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace.

Examples

Do's:

- Always wear safety gear in designated zones.
- Report any unsafe conditions to the safety officer immediately.
- Keep emergency exits and fire extinguishers unobstructed at all times.
- Participate actively in safety drills and training sessions.

Don'ts:

- Avoid ignoring safety protocols or entering restricted areas without authorization.
- Never operate machinery without proper training and authorization.
- Don't disable or remove safety devices from equipment.
- Refrain from horseplay or distracting behavior in work areas.

Reporting and Investigation

All incidents, accidents, and near-misses must be reported immediately to supervisors. **Company** will conduct thorough investigations to determine root causes and implement corrective actions to prevent recurrence.

Policy Enforcement

Compliance with this Workplace Safety Policy is mandatory. Violations may result in disciplinary action, up to and including termination of employment. **Company** reserves the right to modify this policy at any time to ensure the highest standards of workplace safety.

Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in regulations, best practices, or **Company** operations. All employees will be notified of any changes and may be required to undergo additional training.