



HEALTH & SAFETY POLICY

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Ideal Reliance recognizes and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the common law duties of care.

Throughout this Statement, terms such as "staff", "workers", "employees", include both paid and volunteer workers. It is the policy of the Company to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Company's premises ("the Premises") and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Company in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Company's activities;
- Provide information to other employers of any risks to which those employer's workers on the Company's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Company's Management ("Committee").

1.2 Statutory Duty of the Company

The Company will comply with its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Give volunteers/ workers the information, instruction, and supervision necessary for their health and safety.

In particular, the Company will:

- Make workplaces safe and without risks to health;
- Draw up a health and safety policy statement; including the health and safety Company and arrangements in force, and bring it to the attention of its workers;

- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Provide health surveillance as appropriate;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of the Company' Workers

Employees also have legal duties, and the Company confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Company on health and safety;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work;
- Health and Safety law applies not only to employees in the workplace, it also applies to Companies and people who occupy or use community buildings to which members of the public have access.

1.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty representative of the Company. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident. On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the duty representative of the Company.

1.5 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Company may publish from time to time.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorized by or on behalf of the Company and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

ADDRESSING CONCERNS

Ideal Reliance's Health and Safety policy shall be reviewed and updated as required. If anyone believes that someone at or associated with Ideal Reliance is violating this policy or the law, they are asked to report it immediately to their manager, or Human Resources. We are committed to ensuring that everyone can raise concerns anonymously, freely, without fear of reprisal or intimidation, and that any complaints are dealt with fairly, thoroughly, confidentially and in a timely manner.

Approved by

The Board of Directors

Agensi Pekerjaan Ideal Reliance Sdn Bhd

idealreliance.com