





## Expert Group

<b>Title</b>		<b>Policy No.</b>	<b>EGS/HR/2022/10</b>
<b>HEALTH &amp; SAFETY POLICY</b>		<b>Date of Issue</b>	<b>01-April-2022</b>
		<b>Revision No.</b>	<b>Initial Issue</b>
		<b>Date of Revision</b>	
		<b>Next Revision</b>	<b>Till Further Amendment</b>
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 Prepared By Dy. Manager HR	 Checked By Head HR	 Recommended By Director (HR)	 Approved By Managing Director

### HEALTH & SAFETY POLICY

#### **Introduction:**

This policy applies to all workplace and safe environments and places a duty on the employer

#### **The general requirements are as follows;**

- Working environment: Including temperature, ventilation, lighting, emergency lighting, room dimensions, suitability of workstations and seating
- Safety: Including, safe passage of pedestrians and vehicles, windows, floors, doors (their construction and obstructions and slipping and tripping hazards), falls from height and falling objects
- Facilities: Including toilets, washing, eating, storage, seating, rest areas and rest areas
- Housekeeping: Including, maintenance of workplace, equipment and facilities cleanliness and removal of waste materials

#### **Specific Details:**

Workstations are arranged that are suitable for any person who is likely to work there and for any work which is likely to be carried out there. Workstations are designed to enable any person at the workstation to leave it swiftly, or as appropriate, in the event of emergency.





Suitable and effective measures are taken to prevent:

- Any person falling a distance likely to cause personal injury.
- Any person being struck by a falling object likely to cause personal injury.

Indication of health and safety risks:

- Any area where there is a risk to health and safety from falling or being struck by a falling object are clearly indicated as appropriate.

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An adequate supply of wholesome drinking water is provided and maintained for all employees at work. Every supply of drinking water has to be readily accessible at suitable places.

Expert Group takes health & safety issues seriously and is committed to protecting the health and safety of our staff and all those attending our office premises.

Achieving a healthy and safe workplace is a collective task shared between Employer and staff. This policy and the rules contained in it apply to all the staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and specific responsibility of staff are set out as below:





- a. Taking responsible steps to safeguard the health and safety of staff and of visitors
- b. Identifying health and safety risks and finding ways to manage or overcome them.
- c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
- d. Providing and maintaining safe working areas, equipment and systems
- e. First-aid box is maintained and kept at easily accessible place in case of medical emergency
- f. Fire detectors are installed at appropriate places.
- g. Emergency contact numbers like nearby police station, hospitals, ambulance, etc. are displayed in visible areas.
- h. Emergency exit is located at a convenient place and directions to it are displayed properly.

### **ACCIDENTS/ OCCUPATIONAL INJURIES INVESTIGATION POLICY**

An accident is unplanned or undesired occurrence which may or may not result in injury to person(s) and or damage to property. They can happen in all workplaces at any stage.

We adhere to the following steps while an accident occurs:

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### Accident Reporting

- We report all near misses, incidents and accidents.
- Accidents happen for a reason, it could be unsafe work practices or poor housekeeping
- Reporting these occurrences can help identify the cause and help prevent this accident reoccurring.
- All reports are submitted to management as soon as possible so the incident can be investigated.

### Accident Investigation

- Once reported we investigate an accident as soon as possible.
- We record how the accident happened and what caused the accident. We carefully examine all aspects and failures that occurred in order to establish the root cause of the incident.
- Accident investigations focus on prevention.

### Accident Prevention

- We ensure effective and appropriate controls are put in place to prevent reoccurrence.
- All controls implemented are monitored to ensure they remain effective and are being followed.