

## **Health and Safety Policy**

### **Purpose:**

The purpose of this Health and Safety Policy is to ensure a safe and healthy work environment for all employees, contractors, and visitors at Arakan Graphics. This policy outlines the responsibilities and procedures for maintaining safety and preventing accidents, injuries, and illnesses in the workplace.

### **Scope:**

This policy applies to all employees, contractors, visitors, and anyone else present at Arakan Graphics' premises.

### **Policy:**

#### **1. Commitment to Safety:**

- Arakan Graphics is committed to providing a safe and healthy workplace. We strive to prevent accidents, injuries, and illnesses by implementing effective health and safety management systems.
- Safety is a shared responsibility, and all employees are expected to contribute to maintaining a safe work environment.

#### **2. Compliance with Regulations:**

- The company will comply with all applicable health and safety laws, regulations, and standards.
- Regular audits and inspections will be conducted to ensure compliance.



### **3. Responsibilities:**

#### **Management:**

- Provide leadership and resources for health and safety initiatives.
- Ensure all employees receive appropriate health and safety training.
- Conduct regular risk assessments and implement necessary controls.

#### **- Employees:**

- Follow all health and safety policies and procedures.
- Report any unsafe conditions, incidents, or near misses immediately.
- Participate in health and safety training and drills.
- Supervisors:
  - Monitor work activities to ensure compliance with health and safety standards.
  - Address health and safety concerns promptly and effectively.
  - Ensure that safety equipment is available and used correctly.

### **4. Risk Assessment:**

- Regular risk assessments will be conducted to identify potential hazards in the workplace.
- Appropriate control measures will be implemented to mitigate identified risks.

### **5. Training and Awareness:**

- All employees will receive health and safety training relevant to their roles.
- Training will cover emergency procedures, safe work practices, and the proper use of safety equipment.
- Regular refresher training sessions will be conducted.

### **6. Emergency Procedures:**

- Clear emergency procedures will be established and communicated to all employees.
- Regular emergency drills (e.g., fire drills) will be conducted to ensure preparedness.
- Emergency exits and equipment will be maintained and clearly marked.



### **7. Incident Reporting and Investigation:**

- All incidents, accidents, and near misses must be reported immediately.
- An investigation will be conducted to determine the cause and prevent recurrence.
- Findings and recommendations will be communicated to all relevant parties.

### **8. Health and Well-being:**

- The company will promote health and well-being initiatives to support employees' physical and mental health.
- Access to first aid and medical facilities will be provided.

### **9. Safety Equipment and Personal Protective Equipment (PPE):**

- Appropriate safety equipment and PPE will be provided to all employees as needed.
- Employees are responsible for using and maintaining PPE correctly.

### **10. Continuous Improvement:**

- The company is committed to continuous improvement in health and safety performance.
- Regular reviews of health and safety policies and procedures will be conducted to ensure their effectiveness.

### **Review and Amendments:**

- This Health and Safety Policy will be reviewed periodically and may be updated as necessary. Employees will be informed of any changes to the policy.
- For any questions or further clarification regarding this Health and Safety Policy, please contact the HR department.

### **Acknowledgment:**

Employees are required to sign an acknowledgment form indicating that they have read, understood, and agree to comply with this Health and Safety Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_