



OCCUPATIONAL HEALTH & SAFETY POLICY

Policy brief & purpose

Pangeotek's Occupational Health and Safety Policy help us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Our company is committed to following legal standards and creating a hazard-free workplace.

Our Occupational Health and Safety Policy help us preserve the best possible work conditions for our employees.

Scope

This Occupational Health and Safety Policy applies to all prospective and current employees of the company as well as sub-contractors and consultants.

Preventative action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

We' will conduct periodical risk assessments and, if appropriate, job hazard analysis to discover what is likely to harm employees. We'll establish preventative measures accordingly.

Potential threats and dangerous situations include but are not limited to:

- Slippery or uneven surfaces
- Electrical infrastructure
- Noise/temperature
- Quality of air
- Working for long periods in front of a computer screen

We'll take the following preventative measures:

- Management will inspect equipment and infrastructure regularly
- We will hold employee training sessions in health & safety standards and procedures
- We will ensure a comfortable working environment with a good working temperature, adequate lighting and no excessive noise

- We will ensure that all employees have well designed work stations with comfortable office chairs and large monitors with glare reduction. We will also ensure that all employees take adequate breaks away from their desks.
- We will prohibit smoking indoors

Emergency Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Our emergency management involves the following provisions:

- Functional smoke alarms regularly inspected by the Management
- Technicians (external) available to repair leakages, damages and blackouts quickly
- Fully-stocked first-aid kits at convenient locations

We will monitor performance of health and safety procedures and will revise them to ensure higher level of protection.

Additional measures


Our company will also keep abreast of changes and try to promote health & safety actively. We will:

- Update our policy according to changes in occupational health and safety legislation.
- Analyze past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.
- Revise work procedures to make them safe

Pangeotek management is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they don't. We may take disciplinary action that could extend to termination when employees consistently disregard health and safety rules.

It's everyone's responsibility to contribute to a healthy and safe workplace.

Signed

A handwritten signature in blue ink, appearing to read 'Lee White', with a horizontal line underneath it.

Lee White
Director/Senior Consultant
Pangeotek Ltd

Last reviewed 26th May 2023

