

ADVANCED INTERNATIONAL MERCHANTS LIMITED

OCCUPATIONAL HEALTH & SAFETY POLICY

Purpose: This policy is to help employees understand steps the organization has taken to protect the health and enforce safety mechanisms within the organization, as well as roles and responsibilities of persons involved in the implementation of this policy.

Policy Statement: We at Advanced International Merchants Limited are committed to continual improvement in health, safety and welfare of all its employees and those under its influence in the neighborhood and community at large.

To achieve this goal, we shall:

- Provide and maintain safe and healthy working conditions and upkeep our installation, equipment, process and operations.
- Inaugurate a team of safety marshals with not less than 15 members
- Enhance awareness, skill and competence of our employee & contractors to effectively involve them in ensuring safety for everyone.
- Comply with all applicable statutory and regulatory requirements.

This policy shall be communicated to all employees and made available to all interested parties.

Trainings and awareness sessions on health and safety will be carried out regularly

All employees should

- co-operate with all Safety Marshals on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Safety Marshal or the Head of Health and safety.

We will make sure

- Escape routes are well signed and kept clear at all time.
- Emergency alarm is in good condition and efficient at all time.
- Fire extinguishers are calibrated regularly and in good condition always
- PPEs are issued to staff as needed

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- First aid boxes and emergency numbers are made available at designated areas of the organization.
- Assembly areas are mapped out as a meeting point in case of fire emergency.
- Medical care is made available to staff under an HMO plan.

This policy is subject to regular review to ensure that it is achieving its aim effectively.

Reviewed by: Management Rep. signed	Approved by: Managing Director signed
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30/09/2022

13/10/2022

