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## 1. PURPOSE

It is the policy of the Company to provide a safe workplace and the company is committed to integrate safety considerations into all its workplace activities.

## 2. SCOPE

This policy applies to all employees of Maha and includes visitors to the company's premises.

## 3. GUIDELINES

### 3.1 RESPONSIBILITY OF THE EMPLOYEE

It is the responsibility of all employees to take reasonable care of their own health and safety and that of others who may be affected by their actions. All employees are required to:

- adhere to safety work procedures.
- report all unsafe situations to HR and assist in highlighting the identified situation to others.
- take reasonably practicable measures to ensure that visitors are not injured or harmed while they are in the work premises, employees are to ensure that precautions are taken not to expose visitors to any potentially dangerous situations/ hazards while they are in the office.
- comply with safety procedures when operating office equipment.
- attend WSH training/briefings as required.
- read and understand Maha's Workplace Safety Policy.

Employees who willfully disregard the company's safety guidelines or knowingly engage in acts that endangers others will be liable for disciplinary actions including legal actions if the act(s) is/are in breach of the law.

### 3.2 RESPONSIBILITY OF THE MANAGER

It is the responsibility of the Branch Manager / Department Manager to ensure that their staffs do not commit unsafe acts while carrying out their duties. If a manager knowingly approves of unsafe acts or disregards safety precautions that endanger employees or others, the manager will be liable for company disciplinary actions.

### 3.3 RESPONSIBILITY OF THE HEAD OF HR

The Head of HR shall oversee workplace safety matters. He/she shall:

- follow up on the implementation of measures that are related to workplace safety,
- be responsible for maintaining written records of any inspections and investigations conducted, and
- continually communicate to all employees about Workplace Safety matters, ensuring that all employees remain well informed of Workplace Safety issues and changes.

### 3.3 VENDORS WORKING IN THE COMPANY PREMISES

In the event of external vendors working within the office premises (e.g. renovations work), the company must ensure that the vendor carry out their work safely and work with the vendor to out the risk assessment before carrying out the work. In general, the following must be covered when a vendor is engaged to do work within the work premises:

- conduct risk assessment on the affected area
- implement precautionary measures to mitigate identified risks
- ensure communication to all employees

### 3.4 WORKPLACE INCIDENTS

All workplace incidents must be properly managed and thoroughly investigated for root causes to prevent similar incidents from happening. All incidents must be properly documented.

### 3.5 FIRST AID

A first-aid box is located at the Equipment Area of the office and the names of trained First Aiders are also indicated on there. The Administration Department will be responsible for ensuring that the contents in the first-aid box are replenished and updated accordingly.

