



# OCCUPATIONAL HEALTH & SAFETY POLICY

## 1 Introduction

PowerAsia recognises that the Occupational Health & Safety of all employees, contractors and visitors is the responsibility of the company and the employees, contractors and visitors. Providing a safe and secure working environment can only be achieved when we understand and accept our responsibilities and have the necessary skills to meet them.

Our Group is committed to the provision of the highest possible standard of occupational health and safety to ensure that employees, contract workers and visitors are safe from injury and risks to health whilst at work. In realising this commitment, we will comply with relevant occupational health and safety legislation.

## 2 Objectives

In addition to complying with legislative provisions, measures for achieving this objective include the following:

- Setting out in writing our policy and arrangements in the field of occupational health and safety and bringing this information to the notice of employees in language they readily understand;
- Controlling or eliminating hazards at work and, where appropriate, the provision of protective clothing; Providing adequate supervision of work, of work practices and of the application and use of occupational health and safety measures;
- Giving necessary instructions and training, taking account of the functions and capacities of employees; Providing, where necessary, for measures to deal with emergencies and accidents, including adequate first-aid arrangements, and for rehabilitation;
- Keeping records relevant to occupational health and safety. This may include records of all reportable accidents and personal damage which arise in the course of work, records of authorisation and exemptions under laws or regulations in the field and any conditions to which they may be subject, data concerning exposure to specified substances and agents, etc.

## 3 Responsibilities

The Groups' Responsibilities:

PowerAsia acknowledges the primary legal responsibility is with those in positions of management. The Principals will ensure occupational health and safety responsibilities are defined and delegated to managers and that appropriate training is received and resources are available.

Managers are responsible, so far as reasonably practicable for the provision of a safe working environment, which is without risk to health. To achieve their responsibilities they must:

- Ensure occupational health and safety policies and procedures are effectively implemented, regularly revised and monitored to minimise the impact of any work related incidents and assist the company in meeting health and safety responsibilities.
- Provide relevant information, instruction, training and supervision to employees, contract workers and visitors, as appropriate.
- Identify workplace hazards; assess the risks, implement and review control measures to provide optimum levels of safety.
- Investigate and report incidents and accidents and undertake preventative action.
- Ensure occupational health and safety roles and responsibilities are identified.
- Maintain effective communication on occupational health and safety issues with all stakeholders including management, employees, contract workers and clients



- Provide a genuine opportunity for employee and contractor involvement and consultation on matters affecting health and safety, rehabilitation and compensation.
- Ensure legislative compliance by keeping informed of changes.
- Ensure suppliers of equipment meet legislative requirements.
- Take a pro-active approach to providing effective rehabilitation for 'workers' injured at work.
- To provide and maintain a workplace that is safe regarding health, safety and the environment.
- To provide information, training and supervision for all employees, contractors and visitors in specific to health and safety procedures, as required.
- To take action as required on incidents and accidents which occur.
- To facilitate the rehabilitation of injured employees back into the workforce.
- To comply with relevant OH&S and Environmental legislation.
- Be committed to continual improvement.

Employees, Contractors and Visitors are responsible for:

- Following our Occupational Health and Safety Management System and procedures.
- Avoiding activities that may adversely affect the health or safety of any other person through any act or omission at work.
- Co-operating with reasonable instructions provided by the company on safety programs and procedures.
- Keeping the workplace clean and tidy.
- Identifying any accident or incident, unsafe situation or unsafe activity and report it promptly to your supervisor.
- Using equipment and tools in a safe manner.
- Wear and use of personal protective equipment in accordance with instructions.
- Working with other employees and management to help maintain safety standards and meet responsibilities.
- Ensuring they do not attempt to perform a new job without training and being considered competent to perform the job safely.
- Ensuring they do not attempt to work under the influence of alcohol or drugs
- Participating in an induction and sign off to show that you understand what is expected of you.
- To have the duty of care for their own health and safety and of others affected by their actions at work.
- To comply with any safety and environmental procedures & directions, as determined by PowerAsia.
- To report hazards and incidents which occur.

All PowerAsia's employees and contractors have the responsibilities for the implementation and operation of this Policy and should use our procedures developed to cover areas of the Occupational Health & Safety and Environmental function.