

PSMG LIMITED OCCUPATIONAL HEALTH & SAFETY POLICY

At PSMG, our Occupational/Workplace Health and Safety Policy helps 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.

POLICY ELEMENTS

There are two aspects to consider when establishing an Occupational/Workplace Health and Safety Program: Preventative Action and Emergency Management (Reactive).

PREVENTATIVE ACTION

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

We'll conduct periodical risk assessments and job hazard analyses 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:

1. Performing tasks on heights, scaffolds, ladders, and other unsteady structures
2. Chemical substances (toxic, flammable, etc.)
3. Operating dangerous equipment
4. Slippery or uneven surfaces
5. Electrical infrastructure
6. Noise/temperature
7. Quality of air

We'll take the following preventative measures:

1. When employees work in dangerous contexts or locations, we'll make sure there are safety precautions like safety nets and ropes.
2. We'll provide protective gear like gloves, protective uniforms, goggles, etc. Using safety equipment is obligatory.
3. Management and quality control employees will inspect equipment and infrastructure regularly.
4. We'll hold employee training sessions in health & safety standards and procedures.

5. All highly dangerous job tasks require at least two employees to be present.
6. Exposure to chemicals and radiation will not exceed a certain time limit.
7. Employees who do repairs or cleaning need to put up caution signs.
8. We'll prohibit smoking indoors.

Also, we'll enforce a substance abuse policy to protect employees from colleagues' misconduct.

MENTAL WELL-BEING

At PSMG, we recognise that mental health is just as important as physical health in ensuring a safe and supportive work environment. We are committed to promoting mental well-being for all employees and creating a work culture that prioritises psychological safety.

Mental Well-Being Initiatives:

1. We will foster a positive, inclusive, and supportive work environment where all employees feel valued and respected.
2. Employees are encouraged to seek help for mental health concerns without fear of stigma.
3. Regular mental wellbeing programs will be offered and training provided to employees.
4. Managers will receive training to identify signs of mental distress and will be equipped with the knowledge to refer employees to appropriate resources.
5. We will promote a healthy work-life balance by encouraging employees to take breaks and offering flexible work options where feasible.

FATIGUE MANAGEMENT

Fatigue can impair concentration and reaction times, creating risks to both physical and mental health. PSMG is dedicated to managing fatigue in the workplace, ensuring that employees maintain optimal energy levels to perform their tasks safely.

Fatigue Management Measures:

1. Employees working long hours or shifts will be given adequate rest periods between shifts to ensure recovery.

2. We will monitor and manage workloads to prevent employee burnout and reduce excessive work hours.
3. Supervisors will regularly assess employee fatigue levels and make adjustments to task assignments as necessary to ensure no one works while fatigued.
4. Employees will be encouraged to report signs of fatigue, and management will work with employees to make necessary adjustments to work schedules or tasks.

EMERGENCY MANAGEMENT (REACTIVE)

In the case of an emergency, we will respond swiftly and appropriately to ensure the safety of all employees. This includes managing accidents, injuries, and health emergencies, as well as providing support and resources for recovery. We will regularly review and update emergency procedures to adapt to new risks or incidents.

POLICY ENFORCEMENT

PSMG's Occupational/Workplace Health and Safety Policy will be strictly enforced, and employees are expected to adhere to all health and safety protocols. Violations of the policy may result in disciplinary action.

Emergency Management (Reactive):

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:

1. Functional smoke alarms and sprinklers that are regularly inspected by the appropriate qualified engineer
2. Technicians (external or internal) available to repair leakages, damages and blackouts quickly
3. Fire extinguishers and other fire protection equipment that are easily accessible
4. An evacuation plan posted on the walls of each floor and online
5. Fire escapes and safety exits that are clearly indicated and safe
6. Fully-stocked first-aid kits at convenient locations

We'll also schedule fire drills and emergency evacuations periodically. 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:

1. Update our policy according to changes in occupational health and safety legislation.
2. Use incentive actions for health & safety (e.g., presenting safe employee awards.)
3. Analyse past incidents to discover what went wrong.
4. Establish clear procedures for accident reporting.

Jason Silcox



Business Director
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