CENTURY BOND BHD

FSC COC PROCEDURE MANUAL

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Section B

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

It is the policy of **Century Bond Bhd**, to ensure as far as reasonably practicable at all employees are free from injury and risks to health while at work.

The promotion of safety and health at work is regarded as a common objective for both management and employees and merits close attention at all times.

According to Occupational Safety and Health Act 1994, there are duties placed on both the employers and the employees, as follows: -

The Employer

In the operation and maintenance of all equipment and systems of work, it is the duty of the Employer to do everything possible to prevent personal injuries and minimize health hazards. In particular the employer will seek to ensure:

- 1. Equipment & Systems of work are as safe as possible,
- 2. Safe arrangements for safe use, handling and storage of articles and substances,
- 3. Sufficient information, instruction, training and supervision to enable employees to avoid hazards at work and contribute positively to their own safety and health,
- 4. The provision of appropriate health and safety rules and procedures.

The Employee

It is the duty of every employee to exercise personal responsibility and to do everything to prevent injury to himself and others including: -

- 1. Working safely and efficiently by using any protective clothing or equipment provided and by meeting any relevant statutory requirements.,
- 2. Adhering to health and safety rules and procedures,
- 3. Reporting incidents or defects that may have led or may lead to injury,
- 4. Co-operating in the investigation of accidents to aid prevention of recurrence.

General

Notices indicating the emergency procedures that are situated around premises, all employees are expected to familiarize themselves with these along with the location of the fire exits.

"OUR AIM -"ZERO ACCIDENTS"

ALFRED GOH LENG HOCK Chief Executive Officer

Date: 1st August 2022

