

TECH NEON SDN. BHD.

HEALTH & SAFETY POLICY

STATEMENT OF GENERAL POLICY

Tech Neon Sdn. Bhd. fully accepts the obligations placed upon it covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Chief Executive: The Chief Executive has overall responsibility for the implementation of the Company's policy. He is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Directors and Senior Managers: These managers are wholly accountable to the Chief Executive for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer: The Safety Officer is a nominated manager responsible for coordinating effective health and safety policies and controls across the organization.

The Safety Officer is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy.
- its application.
- monitoring and reporting on the effectiveness of the policy.
- the identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as the Company's formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies.
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.

HEALTH AND SAFETY MANAGEMENT PROCESS

Tech Neon believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc. Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by Directors to the Chief Executive.

If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

It is the policy of Tech Neon Sdn. Bhd. to require departmental managers to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organized within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Suggested model contents of a guideline are:

- a clear statement of the role of the department.
- regulations governing the work of the department.
- clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals.
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid.
- the role and identity of the Health and Safety Representative.
- names of specialist advisers who can be approached about the work of the department.
- the manager responsible for organization and control of work.
- accident reporting procedures.
- fire procedures.
- policies agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS

It is the policy of Tech Neon Sdn. Bhd. to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy.
- departmental guidelines.
- relevant regulations.
- environmental factors.
- staff attitudes.
- methods of work.

- contingency plans.
- recording and provision of information about accidents and hazards and the assessment of risk.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chief Executive and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

SAFETY REPRESENTATIVES

Tech Neon Sdn. Bhd. will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

TRAINING

Health and Safety training shall be incorporated within annual training programs, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

FIRST AID

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders'. The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

The Chief Executive is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Tech Neon Sdn. Bhd. premises. The Chief Executive delegates these responsibilities to the Directors.

LIFTING AND HANDLING

Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING ON COMPANY PREMISES

Tech Neon Sdn. Bhd. policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. These rules also extend to e-cigarettes / vaping.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

All new computer installations must adhere to the Standard Specifications. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

The Health and Safety Policy requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

Persons working in Tech Neon Sdn. Bhd. premises who are employed by other organizations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work.

Approved by:

Director – Tech Neon Sdn. Bhd.

Last Revision: Jan 4, 2023

The document is available on

<https://www.neonvideos.com/techneon-policies>