

NATURAL HABITATS GROUP

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Page: 1 / 4
Author: HRD – I. Gonzalez
Approved by:

OCCUPATIONAL HEALTH & SAFETY

POLICY	OCCUPATIONAL HEALTH & SAFETY
OBJECTIVE	To provide a safe and hazard-free work environment, in accordance with the Occupational Health & Safety Laws. Aside from legal compliance, Natural Habitats Group is committed to protect the welfare of its employees and other stakeholders, as part of its moral obligation.
SCOPE	This procedure applies to all employees. This includes Preventive Actions and Risk Management, pertaining to natural and manmade disasters.

1.0 POLICY ELEMENTS

1.1 PREVENTIVE ACTIONS

Preventive Actions are initiatives taken to avoid physical injuries, illness and accidents in the workplace. This is to ensure that employees and other stakeholders are safe from potential dangers that can harm their health, when not managed effectively.

Potential threats include, but not limited to:

- Hazardous chemical / substance (i.e toxic, flammable or carcinogenic)
- Dangerous equipment / machinery / tool
- Slippery or uneven surfaces
- Electrical infrastructure
- Unacceptable level of air and noise pollution

Natural Habitats Group commits to lessen, if not eliminate the above threats, by effectively enforcing the following Preventive Measures:

- Periodic risk assessments and hazard analysis to ensure compliance to all relevant laws;
- Continuous education / training of all employees regarding health and safety policies and procedures;
- Provision of Personal Protective Equipment (PPEs) to all employees and other stakeholders and ensuring that they wear all PPEs as required;
- Installation of safety precautions like safety nets, harness and safety signs;
- Periodic inspection and maintenance of equipment, machines, tools, vehicles and other company properties and infrastructures;
- Annual Medical Examinations of all employees, including Drug Tests; and
- Other related actions.

1.2 RISK MANAGEMENT – NATURAL & MANMADE DISASTERS

Natural Habitats Group shall create an Occupational, Health and Safety Management Continuity Plan to ensure protection of the employees and other stakeholders, as well as the company assets, in the event of disasters, whether natural or manmade. This includes flood, earthquake, typhoon, fire, acts of terrorism and other catastrophe.

1.2.1 MEASURES

The Company shall ensure effective implementation of the following Emergency Measures:

- Installation and regular inspection and maintenance of smoke alarms and sprinklers;
- Provision of fire extinguishers that are easily accessible;
- Provision of first-aid kit, food and other resources, that employees could use when they were stranded in the workplace due to a catastrophe;
- Conduct of periodic fire drill, earthquake drill and terrorism drill;
- Provision of fire exits that are safe and clearly indicated;
- Posting of evacuation plan per floor;
- Provision of a list of contact persons and their respective mobile phone numbers; and
- Other related emergency measures.

2.0 OTHER PROGRAMS / ACTION PLANS

In addition to the above measures, NHG shall implement other related programs / action plans, such as:

- Monitoring of updates on the Occupational Health & Safety Standards;
- Periodic reporting and analysis of Incident / Accident Reports;
- Strict enforcement of disciplinary sanction against employees who violated the health and safety policies, including dismissal; and
- Other relevant programs.

3.0 CODE OF CONDUCT PERTAINING TO OCCUPATIONAL HEALTH & SAFETY

EXPECTED BEHAVIOR	POSSIBLE INFRACTION	SERIOUSNESS
All employees are expected to:		
Work safely and in compliance with the requirements of the Law pertaining to Health and Safety.	Failure to use Protective Personal Equipment and other safety requirements.	Very Serious
	Reporting to work under the influence of, bringing in, and/or taking any narcotics, habit-forming drugs or prohibited substance in any form, including alcoholic beverages, at any time, within Company premises or its extensions. This includes, but not limited to, buying, selling, using, possessing or coercing others to use said prohibited and/or illegal substances.	Severe (for Dismissal)
	Drunkenness or addiction to prohibited drugs and/or similar substance. The Company reserves the right to test any employee at any time for alcohol and/or drug use. Failure to submit to such tests may result to immediate termination of employment services.	Severe (for Dismissal)
	Driving a Company vehicle under the influence of alcohol, narcotics, habit-forming drugs or any prohibited substance, in any form.	Severe (for Dismissal)
	Possession of firearms, explosives and/or deadly weapons / improvised tools, within Company premises or its extensions.	Severe (for Dismissal)
	Letting off firecrackers, fireworks and other similar explosives, within or near the Company premises.	Severe (for Dismissal)
	Involvement in any work-related accident, resulting to physical injury, due to negligence / recklessness. Including coercing or forcing an employee to work on dangerous environment or condition and using position in the company to force employee to work in such condition.	Severe (for Dismissal)
	Failure to report within 24 hours, to concerned authorities, any accident within Company premises or its extension, which caused injuries to people.	Severe (for Dismissal)
	Failure to notify the HRD of any medical history that may affect work performance and/or intentionally concealing a non-professional, communicable / contagious disease, that will endanger the health of other employees.	Severe (for Dismissal)

EXPECTED BEHAVIOR	POSSIBLE INFRACTION	SERIOUSNESS
All employees are expected to:		
Work safely and in compliance with the requirements of the Law pertaining to health and safety.	Disregard of safety regulations, such as failure to turn off all electrical appliances, tools and equipment, at the close of the business hours.	Very Serious
	Commission or omission of any act which contributes to unsanitary conditions, poor housekeeping or unsafe situations, which put any person at risk of injury.	Very Serious
	Smoking within office premises, except at those areas specifically designated for such.	Very Serious
	All other acts analogous to the above.	Serious - Severe