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|  | <b>POLICY</b>                     |  | <b>Code: SH – FM - SHP</b> |
|                                                                                   | <b>SAFETY &amp; HEALTH POLICY</b> |  | <b>Issue: 1</b>            |
|                                                                                   |                                   |  | <b>Date: 07/02/22</b>      |
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## **SAFETY AND HEALTH POLICY**

ICTA is committed to the Safety and Health of all its employees within its workplace. The purpose of the S&H policy is to guide and direct all employees to work safely and prevent injuries to themselves and others. All employees are encouraged to participate in developing, implementing and enforcing S&H policies and procedures. Our goal is to eliminate or minimize hazards that can lead to work injury and accidents. ICTA expects that everyone will join in our effort to provide a healthy and safe working environment on a continuous day to day basis.

### **OBLIGATIONS AND LAW REQUIREMENTS**

The Occupational Safety and Health Act 2005 is the primary piece of legislation. Under OSHA, employers have a duty to provide a safe place of work and protect the safety and health of their employees and others that may be affected by their activities. With reference to the prevailing law section 6 (1), ICTA which accounts for more than 50 employees shall have a written statement of policy.

ICTA builds a proactive safety culture by:

1. Driving the implementation and continual improvements of the Occupational Safety and Health Management System through communication with employees and stakeholders.
2. Informing, instructing, educating, training and equipping employees to ensure that they are empowered to avoid unsafe situations and to respond rapidly to unexpected events.

### **RESPONSIBILITY AND ACCOUNTABILITY**

#### Management:

- Management shall strive to take as far as is reasonably practicable all steps to reduce workplace hazards at ICTA to as low as reasonably achievable.

- Management shall ensure that workers are properly trained and provided with appropriate safety equipment where applicable.
- Appropriate actions shall be taken to correct hazards or condition that might endanger their Safety and Health.
- A commitment to consult and co-operate with workers in all matters relating to health and safety within workplace.
- ICTA shall take disciplinary action when employees fail to comply with policies and procedures.

Worker:

Each worker has an obligation to:

- Comply with safe working practices, with the intent of avoiding injury to themselves and others.
- Wear specific Personal Protective Equipment and clothing according to their work.
- Participate in all relevant training concerning health and safety issues.
- Reports all accidents and incidents on the job immediately, no matter how trivial.
- Reports all known or observed hazards to HOD's

**Application of this policy**

We seek the co-operation of all stakeholders, workers, including those situations where workers are required to work off-site.



Director of Finance and Administration

*Mr. Harish Bhoolah*