

Insert company Logo



| Policy Name: | **Workmen Health and Safety Policy** | |
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| Policy Number: |  | |
| Version: | | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Health and Safety** in the workplace is about promoting positive wellbeing as well as preventing injury and illness.
2. **Ergonomics** is the study of the relationship between a worker and the essential functions of a job.
3. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
4. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
5. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To provide a safe environment for the health & safety of members, through prevention, as well as by raising its reference standards.

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Human Resource Department, HOD, Management, Labor supervisor, Factory Head (at factory premise).

# **POLICY**

All members at ***“Company Name”*** personally contribute to promoting and maintaining a climate of reciprocal respect in the work environment. Special attention must be given to respecting personal safety and that of colleagues. In particular, members are prohibited to:

• Possess, consume, offer or deal in any drugs, alcohol, tobacco or other substances with similar negative effects while working or while on the work premises;

• Consume alcohol or drugs before starting to work;

• Smoke on the work premises even where permitted by national legislation.

This policy constitutes of various sub components which support in maintaining high standards of Health and Safety at work place.

## **No Smoking Policy**

Smoking is not permitted within the premises of **“Company Name”** at any time.

## **No Alcohol & Drugs Policy**

* ***“Company Name”*** is concerned by factors affecting a member’s ability to safely and effectively do their work to a satisfactory standard. The business recognizes alcohol or other drug abuse can impair short-term or long-term work performance and is a health and safety risk.
* ***“Company Name”*** will do its utmost to create and maintain a safe, healthy and productive workplace for all members. Organization has a zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.
* ***“Company Name”*** does not tolerate attending work under the influence of alcohol. This may result in Disciplinary action or dismissal.

## **Office Ergonomics**

It focuses on how we position our body and interact with the environment when we are working. If a person is not using ergonomic principles when working, pain and injury can result in lost work time, which can cost an organization significantly.

Below are some guidelines and tips followed to maintaining office ergonomics:

## **C.1 Laptop and Computer user’s safety Guidelines-**

* The best way to avoid discomfort here is to place the Monitor at a distance of approximately 450mm-750mm and enlarge the font if necessary.
* The fact that the mouse on a portable computer is almost always located in the middle of the keypad may not allow the user to relax the shoulder and keep the arm in a neutral position. Therefore, an external mouse is to be used when operating a portable computer.
* As in the case of a desktop keyboard, one can use a wrist rest to intermittently support hands in between bursts of typing on the keyboard.
* Avoid using laptops on a high surface, this will cause you to raise your shoulders and lead to shoulder and back pain. Where possible have the computer placed so that the elbows can rest comfortably by the side without the shoulders being raised. Have the keyboard and mouse placed to enable comfortable reach.

## **C.2 Computer Vision Syndrome- Prevention and Guidelines**

**Cause**- This is a condition that is caused by poor lighting and glare on the computer screen. Both of these factors place strain on the users eyes, causes blurry vision, burning and/or watering eyes, headaches and in some instances shoulder and neck pain.

* ***“Company Name”*** performs medical checkup for all users.
* The IT department has purchased monitors which has LED screens. This is adopted as per the importance of sufficient lighting conditions.
* Give your eyes periodic breaks from the screen and perform frequent blinking. In addition, adjust the brightness and contrast to suit your preferences and reduce eye strain.
* Another effort to avoid eyestrain, the user should also periodically focus on objects at varying distance. Also, the monitor should not be positioned so that the top line of the monitor is not higher than your eyes.
* The monitor should also be at the same level and beside the document holder in case you are using the same. Monitors should be between 18 to 24 inches away from your face. Lastly, position monitors to avoid glare from sunlight and keep them clean.

## **C.3 Chair**

***“Company Name”*** have chairs based on following ergonomic tips

* The chair should allow some clearance behind the knees when seated against the backrest.
* The backrest should be used to provide support for the lower back and if it does not, a lumbar pillow can be obtained to provide adequate support.
* The chair adjustments should be used to achieve the position described here and above.
* Armrests are not necessary on a chair and depend on a member’s preference.
* Adjustable armrests on a chair are not mandatory, but the armrests of the chair should be at a height that will not force the member to raise or lower their shoulders while resting their elbows on them. It is for this reason however, that adjustable armrests are ideal, as it allows adjustments for any worker that sits in the chair.

## **C.4 Posture**

Good posture is required to ensure the neck and spine does not carry more weight than necessary. Sustained awkward postures may place unnecessary strain on back and neck which may lead to pain or injury. E.g. for every inch (2.5cm) the head moves forward, the pressure on the spine increases as if the head weighed an extra 4.5kg.

## **C.5 Climate Control**

Workplaces that are buildings need to be capable of maintaining a temperature range that is comfortable and suitable to the work. Workplace temperatures that are too high or too low can contribute to fatigue, heat illness and cold-related medical conditions.

We follow the guidelines for climate control as below:

* Regulate air conditioning for temperature and humidity;
* Control direct sunlight (radiant heat) with blinds, louvers and the like;
* Minimize draughts and thermal differences between the head and the feet (thermal gradients);
* Ensure adequate air flow. Feelings of stuffiness can result when air flow is low, and draughts result when air flow is high.

## **C.6 Fire and safety**

* Inflammable substances are prohibited at office premises.
* Fire wardens have a duty to assist in the safety evacuation of workers and visitors from workplace immediately, and to ensure that their designated area has been cleared. During an evacuation, fire wardens need to close the doors to help to isolate the fire
* Fire wardens receive regular fire trainings in accordance with fire regulations and evacuation drills will be undertaken on regular intervals.
* Access of fire extinguishers are maintained at all times.
* Fire extinguishers are inspected monthly and maintained in operating condition. Defective equipment’s are immediately replaced.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
  + Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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