

## Health & Safety Policy

### DISTRIBUTION

This Health & Safety Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

### REVISION HISTORY

Issue Number	Review Date	Changes	Signed
1	02-01-2022	Original version (draft)	MD
1	02-01-2022	Signed off	MD
1	02-01-2023	Review 1	MD
1	02-01-2024	Review 2	MD
1	02-01-2025	Review 3	MD
1	02-01-2026	Next Review	MD

### INTRODUCTION

The Company has drawn up a general safety policy, which must be held in every region and displayed. The statement must be brought to the attention of all Company employees as part of their Induction Training. The Policy details the arrangements within the Company for ensuring Health, Safety and Welfare and identifies the responsibilities for Health & Safety for all employees at all levels. The Policy is reviewed at least annually, and any amendments must be brought to the attention of all employees.

#### 1. Policy Statement

Rawal Veritas Ltd is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. We aim to prevent accidents, injuries, and illnesses by implementing effective health and safety measures and promoting a culture of safety awareness.

#### 2. Responsibilities

- **Management:** Ensure the implementation and maintenance of this policy, provide necessary resources, and conduct regular safety audits.
- **Employees:** Follow safety procedures, report hazards, and participate in safety training and drills.
- **Health and Safety Officer:** Develop and update safety policies, conduct risk assessments, and investigate incidents.

#### 3. Risk Assessment

- Conduct regular risk assessments to identify potential hazards in the workplace.
- Implement control measures to eliminate or minimize risks.
- Review and update risk assessments periodically or when there are changes in the workplace.

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### 4. Safety Procedures

- **Personal Protective Equipment (PPE):** Provide appropriate PPE and ensure its proper use.
- **Emergency Procedures:** Establish and communicate emergency procedures, including evacuation routes and assembly points.
- **Incident Reporting:** Report all accidents, near-misses, and hazards to the Health and Safety Officer.
- **First Aid:** Provide first aid training for selected employees and maintain well-stocked first aid kits.

### 5. Training and Education

- Provide regular safety training for all employees, including new hires and refresher courses.
- Ensure employees are aware of their responsibilities under this policy.
- Encourage continuous learning and improvement in health and safety practices.

### 6. Health and Well-being

- Promote a healthy work-life balance and provide support for mental health and well-being.
- Encourage employees to take breaks and manage stress effectively.
- Provide access to health and wellness programs.

### 7. Monitoring and Review

- Regularly monitor and review the effectiveness of health and safety measures.
- Conduct internal audits and inspections to ensure compliance with this policy.
- Update the policy as needed based on feedback and changes in regulations.

### 8. Communication

- Ensure that all employees are aware of this policy and understand their responsibilities.
- Display safety signs and information prominently in the workplace.
- Encourage open communication about health and safety concerns.

### 9. Compliance:

- All employees are required to comply with this policy and any related procedures and guidelines.

### 10. Review and Revision:

- This policy will be reviewed annually and revised as necessary to ensure its continued effectiveness and compliance with applicable laws and regulations.

### 11. Approval:

- This Health & Safety Policy has been approved by Rawal Veritas Ltd management.

## Health & Safety Policy

**Managing Director**

**Name:** Dr Waseem Akram

**Sign:** 

**Dated:** 02-01-2025