

Popular Vehicles and Services Limited (PVSL)

Occupational Health and Safety Policy

Purpose:

The purpose of this policy is to ensure a safe and healthy working environment for all customers, employees and visitors at the PVSL by preventing accidents, promoting well-being, and complying with relevant health and safety laws.

Scope:

This policy applies to all employees, contractors, and visitors within the premises, including sales areas, service workshops, parking lots, etc.

Employer Responsibilities:

- Provide a safe and healthy work environment.
- Conduct regular safety inspections and address identified hazards.
- Ensure employees are trained in safety procedures and proper use of equipment.
- Provide necessary Personal Protective Equipment (PPE) for employees working in hazardous areas.
- Regularly inspect the premises for potential hazards and rectify any identified risks.

Employee Responsibilities:

- Follow safety guidelines and report hazards immediately.
- Use PPE where required and participate in safety training.
- Maintain a clean and organized workspace to avoid accidents.
- Adhere to safe work practices when handling tools, machinery, and vehicles.

Key Safety Measures:

- Ensure clear walkways and safe access to emergency exits.
- Maintain proper lighting, ventilation, and clean work areas.
- Vehicles should only be raised using properly maintained lifts, and lifting equipment must be inspected regularly.
- Regularly inspect vehicles and equipment for safety compliance.
- A fire extinguisher should be readily available in the workshop and garage area and should be in working condition.
- Electrical cords and wires should be regularly inspected to avoid the risk of tripping or electrocution.
- Employees involved in the handling, maintenance, or test-driving of vehicles should follow proper procedures to ensure their safety.

- Any vehicles undergoing maintenance must be secured before any work begins, ensuring that they cannot roll or move unexpectedly.
- First aid kits must be available and easily accessible in the workshop, office, and customer service areas and designate trained first aid responders.

Accident Reporting:

- All accidents, injuries, or near-miss incidents must be reported immediately to the Human Resource (HR) manager/spoc or the designated person.
- An investigation will be conducted to identify causes and prevent similar incidents in the future.
- An incident report will be completed and forwarded to Corporate HR spoc.

Training and Awareness

- New employees will receive a comprehensive health and safety orientation upon hire.
- Regular health and safety training sessions will be scheduled to ensure all employees remain knowledgeable about current safety protocols.
- Specialized training will be provided for employees working with hazardous materials, heavy machinery, or in high-risk environments

Governance and Accountability

- **Oversight by the Board**

The governance of this policy shall be the responsibility of the **Board of Directors**, which will ensure its alignment with organizational goals, legal requirements and best practices. The Board will oversee the implementation, monitoring and evaluation of this policy, ensuring it is effectively adhered to across all levels of the organization.

- **Periodical Updation of Policy**

This policy shall be reviewed at an interval that best suits the organization to ensure its continued relevance, effectiveness and compliance with evolving laws, regulations, and best practices. The Board will take responsibility for the timely review and approval of any amendments or updates to the policy, based on feedback, performance evaluations and external changes.

- **Training and Awareness**

The organization commits to fostering a culture of governance and

accountability through ongoing **training** and **awareness programs**. These programs will aim to educate all employees, leadership and all key stakeholders on the requirements of the policy, their respective responsibilities and the mechanisms of accountability.

Training sessions will be conducted as needed and will be tracked to ensure participation. The organization will also employ **various mediums** such as workshops, online modules and seminars to ensure that the information is accessible.

Compliance:

- All employees of PVSL must comply with this policy and participate in safety training programs. This Policy will be reviewed regularly and make improvements as necessary.

Effective Date

This policy is effective immediately from 26th March 2025.

Approved by

Board of Directors