

Title: Health & Safety (including First Aid) Policy

Procedures & Forms

HR Policies and Procedures

Effective Date:

This version supersedes all previous policy and practices related to Health & Safety and First Aid Policy. This policy is effective 1st February 2014

Background

Safety is the overriding value of all aspects of our business. We will continually provide a safe and healthy environment for our employees, our customers and the community. We demand safe work behavior, practices, design and systems.

It is our aim to carry out our business in a way which is sustainable and socially responsible with regard to the environment, the health and safety of our employees, others who may be affected by our operations and the communities in which we operate

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

To assist in providing a safe work environment for employees, customers, and visitors, KOJ Group LLC has established a workplace safety program. This program is a high priority for KOJ Group LLC.

The Human Resources Department is responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate line manager or support services team. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Although different working environments have different needs, the minimum first aid provision in any work site should include:

A suitably stocked and maintained first aid box which, though it can differ from workplace to workplace, should include at least: two dozen wrapped sterile adhesive dressings in assorted sizes, two sterile eye pads, four individually wrapped triangular bandages, six safety pins, six medium sized and two large sized individually wrapped sterile un-medicated wound dressings and a pair of disposable gloves.

It is the responsibility of the Admin team to ensure period checks are conducted in the office and First Aid kits are kept stocked.

Commitment

With this in mind KOJ Group LLC will:

- Give due regard to the effects of its operations on the environment and community
- Provide and maintain a safe and healthy work environment for employees, contractors and visitors
- Seek to improve its H&S performance through continuous evaluation and development of measures to control risk, conserve resources and minimise waste
- Recognise, promote and reinforce the responsibility everyone has to work safely and follow procedures.

Operating Principles

To meet this commitment:

- Each Store and operating office is responsible for its own H&S performance.
- Each store and office:
 - Identify responsibility for compliance with H&S standards at each level throughout the organisation
 - Allocate appropriate resources and establish and support H&S standards
 - Provide for the participation of employees in securing good H&S performance.
- We will seek to eliminate or reduce risks at the design stage of processes.
- We will develop and implement programmes which identify and minimise risks to the environment, the health and safety of our employees, and others who may be affected by our operations and our business.
- We will provide employees with the equipment, information, instruction, training and supervision needed to minimise risks to themselves and others.
- We will develop appropriate contingency plans to minimise the risk to the environment, employees, the public and our Business in the event of a major incident.

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.