





# **Synergy House Berhad Group of Companies - Health and Safety Policy**

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## **Introduction**

Synergy House Berhad recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, the consistency of production and employees/worker retention and morale. Synergy House Berhad also recognize that ongoing employees/worker input and education are essential to identify and solving health and safety issues in the workplace.

### **1. Occupational Safety**

Employees/worker exposure to potential risk is to be controlled through proper design, engineering and administrative controls, preventive maintenance, and safe work procedures (including lockout/tag-out), and ongoing safety training. Where risk cannot be adequately controlled by these means, employees/workers are to be provided with appropriate, well-maintained, personal protective equipment. Employee/worker shall not be disciplined for raising safety concerns, and shall have the rights to refuse unsafe working conditions without fear of reprisal until management adequately addresses their concerns.

- a) Synergy House Berhad shall ensure that any employee/worker exposure to potential safety hazards is controlled through proper design, engineering, and administrative controls, and safe work procedures.
  - i) Synergy House Berhad ensures precautions and engineering and/or administrative controls are in place for areas.


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- ii) Where engineering controls are not feasible or do not completely control the hazard, safe work practices are established.
- iii) Significant risk areas are properly identified by appropriate warning signs, placards, and labels, in languages that are understood by employees/workers.
- iv) Employee/workers have an avenue or process to raise their concerns over safety to management, without fear of reprisal.

## **2. Emergency Preparedness**

Potential emergency situations and events are to be identified and assessed, and their impact minimized, by implementing emergency plans and response procedures, including emergency reporting, employees/worker notification and evacuation procedures, employee/worker training and drills, appropriate fire detection and adequate exit facilities.

- a) Synergy House Berhad must have in place adequate and effective fire-detection, alarm, (portable fire extinguishers, alarm and notification system) appropriate to the nature of their operations.
  - i) The fire-detection have met local requirements.
  - ii) Synergy House Berhad has regular inspection and maintenance of fire-detection including portable fire extinguishers. The frequency of inspections meets the requirements of the law, insurance companies, customers, or common practice.
- b) The emergency exits, aisles and stairways at Synergy House Berhad's facilities must be adequate in number, properly located, readily accessible, and properly maintained.
  - i) In each area, the facility has an adequate number of exit points, separated from one another by a distance, and an adequate exit path.
  - ii) All exit paths are clear and obstructed.

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iii) All exit signs are clearly visible.

c) Synergy House Berhad ensures that all employees/workers are provided with appropriate training and communication on fire and other emergencies, along with their corresponding preparedness and response plans/procedures.

i) Employees/workers are trained and know what to do in case of an emergency, including how to report the emergency.

ii) Employees/workers are aware of the evacuation process, including the escape routes, the assembly location outside the building, and the meaning of specific alarm.

iii) Employees/workers, supervisors, and management are trained in all relevant aspects of the procedures.


d) Synergy House Berhad shall conduct adequate and effective fire and other emergency evacuation and response drills for all employees/workers.

### **3. Injury and Illness**


Procedures and systems are to be in place to prevent manage, track, and report occupational injury and illness including provide necessary medical treatment, investigate cases and implement corrective actions to eliminate their causes, and facilitate return of employees/workers to work.

i) Synergy House Berhad has records for any occupational injury (including near misses) or illness.

ii) Employees/workers must be trained and be aware of the process to report any injury or illness, including near misses.

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- a) Synergy House Berhad shall investigate to determine root cause(s) and implement corrective/preventive actions for work-related injuries/illnesses.
  - i) All reportable and non-reportable accidents are tracked, recorded, and investigated to minimize the potential for future occurrence.
  
- b) Synergy House Berhad shall have effective process and adequate first-aid personnel to provide medical treatment for injured or ill employees/workers.
  - i) A procedure is in place indication severity of medical emergency and response (first aid, infirmary, local external hospital).
  
- c) Synergy House Berhad shall maintain adequate first-aid kits to provide medical treatment for injured or ill employees/workers at the site.
  - i) All first-aid kits and boxes are adequately stocked.
  - ii) Contents in the first-aid kits have not expired.
  - iii) First-aid boxes are not locked and easily accessible.
  - iv) Employees/workers know where to find the nearest first-aid box.
  
- d) Synergy House Berhad must ensure that employees/workers are trained and made aware of what to do in the event they or their co-workers are injured or become ill on the job.
  - i) Employees/workers know how to contact the first-aid personnel in their work area and know where the onsite medical facility is.

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- ii) A documented response procedure is the place indication the severity of medical emergency and response (first-aid, infirmary, local external hospital).

#### **4. Workplace Hygiene**


Synergy House Berhad shall identify, evaluate, and control employees/worker’s exposure to chemical. Synergy House Berhad must eliminate chemical hazards where possible. Where chemical hazards cannot be eliminated, Synergy House Berhad shall provide appropriate engineering controls such as closed systems, and ventilation. Where appropriate engineering controls cannot are not possible, Synergy House Berhad, shall establish appropriate administrative controls such as safe work procedures. In all cases, Synergy House Berhad shall provide employees/workers with appropriate, well-maintained, personal protective equipment.

#### **5. Physically Demanding Work**

Employees/worker’s exposure to hazards of physically demanding tasks – including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks – is to be identified, evaluated, and controlled.

- a) Employees/worker’s exposure to the hazards of physically demanding work is identified, assessed, and controlled adequately and effectively.
  - i) Controls to reduce or eliminate physically demanding work are in place and effective. Engineering and administrative controls are designed to reduce physically demanding work.

#### **6. Machine Safeguarding**

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- a) Production and other machinery shall be evaluated for safety hazards.
  - i) Machines have adequate safeguarding in good working condition and adequate emergency stops.
  - ii) Records of machine and safeguard inspection and preventive maintenance are available and adequate.
  - iii) Employees/workers are trained on machine safety and the use of machine safeguards and emergency stops.
- b) Employees/workers operate machine safely, with proper use of machine safeguards and emergency stop switches.
  - i) All machines have adequate safeguards and emergency stops, and operators to operate machine machines safely.
  - ii) Safety instructions are available at the machine.

## **7. Workers' Living Environment**

Workers are to be provided with ready access to clean toilet facilities, potable water, and sanitary food preparation, storage, and eating facilities. Worker housing, provided by Synergy House Berhad are to be maintained to be clean and safe, and provided with hot water for showering, adequate heat and ventilation, together with reasonable entry and exit privileges.

- a) Synergy House Berhad shall ensure that workers have access to cold and hot water, clean drinking water, and clean and sanitized toilets and washing areas.
  - i) Clean drinking water is available and easily accessible.



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- ii) Cold and hot water is available and easily accessible at all times.
- iii) There are clean and sanitized toilet and washing areas.

b) Living environment meet humane housing standards and are clean, safe, and well maintained.

### **8. Health and Safety Communication**

In order to foster a safe work environment, Synergy House Berhad shall provide employees/workers with appropriate workplace health and safety information and training.

### **9. Employee/Worker Health and Safety Committees**

Synergy House Berhad is supportive to initiate and support employee/worker health and safety committees to enhance ongoing health and safety education and to encourage employee/worker input regarding health and safety issues in the workplace.

- a) Synergy House Berhad shall have worker health and safety committee(s) in place and Synergy House Berhad's management shall hold regular consultation meetings with committee.
  - i) The health and safety committee has a good representation of employees/workers from all the functions in the operations.
  - ii) The management holds regular consultation meetings with the committee to obtain inputs and feedback on health and safety matters.