



**Creative Services Limited (CSL)**  
**Health and Safety Policy**  
(Version-1, Effective from January 01, 2024)

## **1. Introduction**

Creative Services Limited (CSL) is committed to providing a secure and healthy workplace for employees, contractors, clients, and visitors. The Health and Safety Policy outlines their commitment to workplace safety, accident prevention, and the well-being of those involved in their operations. By adhering to this policy, CSL strives to cultivate a safe environment and ensure the welfare of employees and stakeholders.

## **2. Scope**

This policy applies to all employees, suppliers, volunteers, clients, and visitors at CSL. It covers all aspects of our operations, including office environments, project sites, and any other locations where our business activities are conducted.

## **3. Principles**

CSL is committed to the following principles:

- Safety First: Prioritizing health and safety in all activities and decision-making processes.
- Compliance: Adhering to all relevant health and safety laws, regulations, and standards.
- Continuous Improvement: Continuously improving our health and safety practices through regular review and feedback.

## **4. Objectives**

Our health and safety objectives are:

- To prevent workplace accidents, injuries, and illnesses.
- To promote a culture of safety and well-being.
- To comply with all applicable health and safety laws and regulations.
- To provide appropriate training and resources to all employees.

## **5. Responsibilities**

### **5.1 Management**

- Ensure the implementation and enforcement of this policy.
- Provide necessary resources and support for health and safety initiatives.
- Conduct regular risk assessments and safety audits.
- Promote a culture of safety and lead by example.

### **5.2 Health and Safety Officer**

- Oversee health and safety programs and initiatives.
- Conduct regular training sessions and safety drills.
- Investigate accidents and incidents and recommend corrective actions.
- Maintain health and safety records and documentation.

### **5.3 Employees**

- Follow all health and safety procedures and guidelines.
- Report any hazards, accidents, or incidents to the Health and Safety Officer.
- Participate in health and safety training and drills.
- Use personal protective equipment (PPE) as required.

## **6. Health and Safety Procedures**

### **6.1 Risk Assessment**

- Conduct regular risk assessments to identify potential hazards.
- Implement measures to eliminate or control identified risks.
- Review and update risk assessments periodically and whenever significant changes occur.

### **6.2 Incident Reporting**

- Report all accidents, injuries, illnesses, and near-misses immediately to the Health and Safety Officer.
- Complete incident report forms accurately and promptly.
- Investigate all incidents to identify root causes and prevent recurrence.

### **6.3 Emergency Procedures**

- Develop and communicate emergency procedures for fire, medical emergencies, and other potential incidents.
- Conduct regular emergency drills to ensure readiness.
- Provide and maintain emergency equipment such as fire extinguishers and first aid kits.

### **6.4 Training and Awareness**

- Provide health and safety training to all employees during onboarding and at regular intervals.
- Conduct specialized training for roles with specific health and safety risks.
- Promote health and safety awareness through regular communications and campaigns.

### **6.5 Personal Protective Equipment (PPE)**

- Provide appropriate PPE to employees based on their roles and associated risks.
- Ensure PPE is properly maintained, used, and stored.
- Train employees on the correct use of PPE.

## **7. Monitoring and Review**

### **7.1 Monitoring**

- Regularly monitor health and safety performance through inspections, audits, and employee feedback.
- Track and analyze health and safety data to identify trends and areas for improvement.
- Ensure compliance with health and safety policies and procedures.

## **7.2 Review**

- Review this policy annually and update it as necessary to reflect changes in laws, regulations, or company practices.
- Solicit feedback from employees and stakeholders to improve health and safety practices.
- Report on health and safety performance to senior management.

## **8. Promotion of Health and Well-being**

CSL is committed to promoting the overall health and well-being of our employees through initiatives such as:

- Providing access to health and wellness programs.
- Encouraging work-life balance and stress management.
- Supporting mental health through employee assistance programs.