

Human Resources Policy Manual Section-10 (HYGIENE AND SAFETY)

SECTION 10. HYGIENE AND SAFETY

FFS is committed to achieving a high standard of occupational hygiene and safety. It will adhere to the principle that occupational safety and health of employees should be given the first and foremost consideration at work.

10.1 Role of the Management. The Head of Administration has overall responsibility for the implementation of the Company's Health and Safety Policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

- a) The Admin Department will assign responsible persons to attend risk assessment training, identify any actual and potential hazards and risks to each individual and work towards a safe and hygienic work environment for employees by reducing, eliminating and controlling hazards at workplace.
- b) The Admin Department will monitor and review the safety management system and perform regular audit on safety and health performance.
- c) The Admin Department will maintain a complete set of emergency procedures and see to it that the procedures are being tested, drilled and updated systematically as required by law.
- d) The HR Department will, from time to time, organize safety and health programs to equip employees with the knowledge and skills to perform their duties in a safe manner.

10.2 Role of Employees.

- a. Employees should comply with the safety and health measures instituted by FFS and cooperate in all safety-related tests, drills and auditing.
- b. Employees should be fully aware of their personal responsibilities regarding occupational safety and health. They must be constantly alert to potential risks and hazards related to their activities, and should avoid improper behavior or operation that may lead to accidents or occupational diseases or injury.

10.3 Smoke Free Work Place Policy. FFS is committed to providing a healthy workplace for its employees. In view of the harmful effects that are caused by smoking as well as second hand smoke, it is considered necessary to have a smoke-free workplace policy in FFS.



The FFS's smoke-free workplace policy includes following:

- a) Smoking is prohibited in the entire office premises covering enclosed offices, open office areas, conference rooms, pantries, toilets and lift lobbies.
- b) Host employees should take the initiative to advise their guests and visitors of FFS's smoke-free policy, where appropriate.
- c) Non-Smoking signs to be displayed in workplace and open places
- d) Non-Compliance to the policy may result in disciplinary action.

10.4 Safety Officer. The Safety Officer is a nominated manager responsible for coordinating effective health and safety policies and controls across the organization. The Safety Officer is responsible for:

- a. the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- b. its application;
- c. monitoring and reporting on the effectiveness of the policy;
- d. the provision of general advice about the implication of the law;
- e. the identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive under head of Admin as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- f. the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Company.

10.5 Detail Health and Safety Policy. Details of health and safety management system is covered in the FFS Admin Manual.

