



HEALTH AND SAFETY LEGISLATION

Olympia Golden Beach Resort & Spa

SAFETY AND HEALTH POLICY

Goals

This policy:

- Shows the commitment of OLYMPIA GOLDEN BEACH RESORT & SPA, management and health and safety workers.
- Aims to eliminate or reduce risks to health, safety and well-being of all employees and visitors, as well as anyone else who may be affected by our business.
- Aims to ensure that all activities during work are done safely.

Management Responsibilities

To provide and maintain as much as possible:

- A safe working environment
- Safe work systems
- Facilities for employee welfare
- Information, instructions, training and supervision necessary to ensure that each worker is safe from injury and from any risk to health.
- A commitment to work with employees on all matters relating to health and safety in the workplace
- Commitment to continuous improvement of our performance through effective safety management.

Employees

Each employee has an obligation to:

- Comply with safe work practices, with the intention of avoiding injury to self and others.
- Have due diligence for the health and safety of themselves and others
- Wear personal protective equipment and specialized clothing where necessary to comply with any decision given by the health and safety management
- Not misuse health and safety equipment
- Report all accidents and incidents at work immediately.
- To comply with any decision given by the health and safety management

- Not to misuse the equipment in order to harm his health and his safety

Implementation of the policy

Information: The Chief Safety Officer will ensure that all employees have access to the Health and Safety Policy. Every employee should receive a copy of the general policy upon commencement of employment.

Also, all employees must know where the first aid kit is and to have a copy of the emergency plan and be educated about it.

Emergency plan and evacuation procedures

The risk assessment: should be done for all staff members as well of work activities and systems on an annual basis.

The results of the risk assessments should be recorded in writing and the security procedures to be adapted to ensure adequate levels of security and health care.

SPECIAL SAFETY RULES

- Follow the safety rules set by the job.
- If you identify any potential exposure to a hazardous situation, contact your supervisor immediately.
- In case of illness or injury contact your supervisor immediately. In case of any accident resulting in serious injury, the employee should not be moved until appropriate medical attention has been given by authorized personnel.
- Do not distract another employee as you may provoke them some injury.
- Do not wear loose clothing or jewelry around the machines.
- Where required, you should wear protective equipment such as special glasses, masks, gloves, hairnets, etc.
- Do not operate machinery or equipment until you are properly instructed and are authorized by your supervisor.
- Shut down your computer before cleaning, repairing or departure.
- Keep your work area clean.
- Follow smoking regulations.
- Do not block access to fire extinguishers.
- Do not engage in practices that may be inconsistent with the plain and reasonable common sense safety rules.

