

## Workplace Safety Policy

### Policy Statement

RAPiD is committed to providing a safe and healthy working environment for all employees, visitors and contractors. RAPiD recognises that workplace safety is a critical priority and that everyone has a role to play in maintaining a safe working environment. This Workplace Safety Policy outlines RAPiD's commitment to ensure workplace safety and the responsibility of all employees to maintain a safe and healthy work environment.

### Responsibilities

**Management** is responsible for providing a safe and healthy work environment for all employees, visitors and contractors. This includes:

- Identifying potential hazards in the workplace and taking appropriate action to eliminate or control them.
- Providing appropriate training, equipment and resources to ensure that employees can perform their duties safely and effectively.
- Establishing and enforcing workplace safety policies and procedures
- Encouraging open communication about workplace safety and actively seeking feedback from employees.

**Employees** are responsible for:

- Complying with workplace safety policies and procedures.
- Reporting potential hazards or unsafe conditions to management immediately.
- Correct and safe use of equipment and tools.
- Participating in workplace safety training and actively seeking ways to improve their knowledge of workplace safety.
- Take an active role in maintaining a safe and healthy work environment.

**Contractors** and visitors are responsible for:

- Complying with workplace safety policies and procedures.
- Reporting potential hazards or unsafe conditions to management immediately.
- Following all employee safety instructions from RAPiD.
- Taking an active role in maintaining a safe and healthy work environment.



## Workplace Safety Monitoring and Action

RAPID commits to ensuring the following workplace safety procedures:

- All employees, visitors and contractors must follow established workplace safety policies and procedures.
- Employees are required to report any potential hazards or unsafe conditions to management immediately.
- All employees receive safety training, which is refreshed as needed.
- Personal protective equipment (PPE) is provided to employees as needed.
- Employees must wear appropriate PPE when working in hazardous areas or performing hazardous tasks.
- Contractors and visitors must follow RAPID safety policies and procedures when on RAPID premises.
- Regular safety inspections will be conducted to identify potential hazards and ensure that workplace safety policies and procedures are being followed.
- All incidents, accidents or near misses must be reported immediately to management.
- All incidents, accidents or near misses will be investigated to determine the cause and prevent future incidents.

At RAPID, workplace safety is top priority and RAPID is committed to providing a safe and healthy working environment for all employees, visitors and contractors. Executive Director is responsible for ensuring that all employees of RAPID carry out the following procedures to minimize the risk of dealing with unsafe working conditions. RAPID's Executive Director should be immediately informed of any potential breach of workplace safety policy.

RAPID committed to ensuring this policy and will ensure it is well communicated and understood by every staff in the organization.