**OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT**

# DECLARATION

The management (Enterprise Name) is firmly committed to a policy enabling all activities to be carried out safely and with all possible measures taken to remove, or at least reduce risks to the health, safety and welfare of employees, visitors, and anyone else who may be affected by the operations.

We are committed to fully complying with the Labour and Employment Act of Bhutan 2007 and its regulations.

**RESPONSIBILITIES**

* **The Management will**:
  + register the workplace with the Chief Labour Administrator where any person at work in any workplace carries out any process, operation or work;
  + ensure employees are made aware of their rights and duties under Act and its regulations;
  + ensure employees are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by virtue of their work;
  + ensure the workplace or environment is free from violence and harassment. The workplace violence and harassment shall include any act or threat of physical violence, verbal abuse and even homicide, harassment, intimidation, or other threatening disruptive behaviour that occurs at the work site;
  + ensure health, safety and welfare of their employees and non-employees who might be affected by the business undertaking including sub-contractors, visitors and general public present in their work place;
  + prepare and implement the Occupational Health and Safety program in accordance with the Act and its regulations;
  + improve the working environment that is hazardous to the health or safety of the employee;
  + provide information, instruction, training and supervision necessary to ensure the health and safety of those employees in carrying out their work and to ensure the health and safety of other persons at the workplace;
  + implement emergency management plans/procedures;
  + provide a budget for occupational safety and health programs as per availability;
  + provide a commitment to continually improve our performance through periodically reviewing policy, regular monitoring and effective safety management;
  + report all accidents to the Chief Labour Administrator and the nearest Police Station;
  + compensate all employees for injuries or diseases or death arising out of and in the course of employment;
* **We ensure that each worker of the enterprise shall:**

• comply with any direction given by management for health and safety;

• comply with safe work practices with the intent of avoiding harm/injury to himself or herself and others and damage to plant and equipment;

• take reasonable care of the health and safety of himself or herself and others;

•wear and maintain personal protective equipment and clothing where necessary;

• not misuse or unnecessarily interfere with anything provided for health and safety;

• report accidents and incidents, no matter how minor, occurring on the job immediately;

• report all known or observed hazards to their supervisor or manager;

**(Name, signature and seal of authorized person/company)**

**Endorsed by: Date:**