3. Occupational Health and Safety

JDS is committed to a work environment in which each and every employee not only works but thrives in a safe and healthy manner. The safety and health of every employee is a high priority. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in the company. JDS will comply with all aspects of the Occupational Safety and Health Administration (OSHA) requirements.

Goals

This policy:

- shows the commitment of JDS management and workers to health and safety
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations
- aims to ensure all work activities are done safely.

Responsibilities

Management will provide and maintain as far as possible:

- A safe working environment
- Safe systems of work
- Facilities for the welfare of workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continually improve our performance through effective safety management.

Employees have an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to office equipment
- Take reasonable care of the health and safety of themselves and others
- Comply with any direction given by management for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager
- Not use drugs or alcohol while engaged in equipment operation
Implementation of Policy

Management will ensure that all employees have access to the Health and Safety Policy. Each employee is provided access to the general policy on commencement of his or her employment.

All employees should know where the first-aid kit and fire extinguisher is located and be trained on an emergency plan and evacuation procedures.

Risk assessment will be undertaken for all members of staff, work activities and systems annually. It consists in identifying the hazards; identifying who might be harmed and how; evaluating the risks from identified hazards.

Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk that remains.

The results of the risk assessments will be recorded in writing, and safety procedures adjusted to ensure adequate levels of health safety and welfare.

Safety Rules

- Observe and practice the safety procedures established for the job.
- If you spot any possible hazardous situation report it to your supervisor immediately.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries. In case of any accident resulting in a severe injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Keep your work area clean.
- Observe smoking regulations.
- Do not block access to fire extinguishers.
- Do not engage in practices that may be inconsistent with ordinary and reasonable common sense safety rules.
- Hazardous chemicals and materials are prohibited and will not be brought in to the office or kept onsite for any period of time. Special precautions are to be taken when purchasing products including, but not limited to, cleaning products, pest control products, office supplies and construction materials.

Hazardous Chemicals

Hazardous materials and chemicals are not to be used in our workplaces. If we encounter hazardous materials or chemicals in the course of our work at other locations, we will take immediate corrective action to eliminate health and safety risks to our employees.