



Axon Consultancy Sdn Bhd

Health and Safety Policy

Version 1

Version Log

Date	Version	Details	Changes Made by	Approved By
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1. Purpose

- 1.1. Axon Consultancy delivers both short term training courses as well as long term academic programmes. This policy's objective is to provide a standard guideline for all conduct to ensure compliance of health and safety compliance in the work and study environment.

2. Scope

- 2.1. This policy is applicable to all programmes that are delivered by Axon Consultancy

3. Staff Duties

- 3.1. Employees, Partners and Suppliers of Axon Consultancy Sdn Bhd are expected to understand this policy.
- 3.2. Employees of Axon Consultancy Sdn Bhd shall be expected to enforce decision making and procedures as stated in this policy.

4. The Principles

- 4.1. Axon Consultancy endeavour to a conducive working and learning environment for both internal staff as well as clients.
- 4.2. Axon Consultancy shall ensure all staff adhere to the health and safety regulations that are applicable at location where our programmes are delivered.
- 4.3. Axon Consultancy shall
 - 4.3.1. ensures this Health & Safety policy is implemented on a day-to-day basis and that sufficient resources are made available to achieve this.
 - 4.3.2. maintain adequate records in relation to staff and learner health & safety.
- 4.4. All Axon Consultancy staff members shall
 - 4.4.1. take reasonable care for the health and safety of themselves, visitors and others who may be affected by their acts and omissions while on Axon Consultancy premises and the site where the members are working
 - 4.4.2. report promptly any accident, incidents, unsafe conditions or practise and potential risks to their line managers
 - 4.4.3. personally demonstrate good standards of health & safety practice
 - 4.4.4. take particular care in all working areas
 - 4.4.5. promote good practice through demonstration and sharing
- 4.5. All Axon Consultancy learners and partners shall

- 4.5.1. take full responsibility to look after wellbeing of their own and being responsible for the health and safety of other or those who may be affected directly or indirectly by their behaviour on Axon Consultancy Premises
- 4.5.2. familiarise themselves with all health and safety information provided by Axon Consultancy and their employer
- 4.5.3. follow and act upon any instruction that are given either verbally or in writing by the member of Axon Consultancy
- 4.5.4. bring to the attention of a member of Axon Consultancy any difficulty in understanding health and safety information or instructions
- 4.5.5. co-operate fully at all times with Axon Consultancy to ensure that statutory obligations are met
- 4.5.6. report immediately to a member of Axon Consultancy any hazard potential hazard, breakdown in practice or procedures, unsafe condition or defects to equipment which may affect health and safety in Axon Consultancy premise.
- 4.5.7. report any accidents or incidents they are involved in
- 4.5.8. ensure where necessary/required the relevant practice and procedure is used in the interest of health and safety
- 4.5.9. advise member of Axon Consultancy of any difficulties associated with the use of any equipment provided
- 4.5.10. provide Axon Consultancy with any medical information which may affect personal health and safety or welfare.

5. Guideline For The Process

5.1. Portable electrical equipment

- 5.1.1. Portable electrical equipment is in use by Axon Consultancy is subjected to periodic inspection to ensure its continued safety in use.
- 5.1.2. If any person identifies a worn cable, defective plug or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard to their line manager, immediate supervisor or Centre Manager/Chief Executive/Director/Owner.

5.2. Fire alarms

- 5.2.1. Fire alarms will be tested monthly by a member of Axon Consultancy's staff or if in shared resources, by the relevant staff of the building owner.

5.3. Fire

5.3.1. If a fire is discovered on Axon Consultancy's premises,

- Leave the building by the nearest exit and do not delay by collecting your belongings
- Go to the fire assembly point
- Ring the Fire Service (dial 9 and then 999 from a company phone)
- Do not re-enter the building until the 'all clear' is given
- Trained staff who feel competent may wish to tackle a fire using the equipment provided but do not attempt to fight any fire in isolation.

5.4. Injuries

5.4.1. In the event of a person being injured and requiring first aid, a qualified first aider should be contacted.

5.5. Smoking

5.5.1. Smoking is only permitted outside the premises.

5.6. Accident and Incident

5.6.1. All accident and incident shall be reported to the Managing Director.

5.6.2. An appointed staff member (preferred the most senior staff who also witness or involved) shall conduct an investigation by interviewing all involved using the Accident, Incident or Near-Miss Investigation Report and report to the Managing Director within 3 days.

6. Review

6.1. Axon Consultancy will review the policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by the awarding bodies or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments..

7. Knowledge And Skills

7.1. The knowledge and skills required to implement this policy will be transferred during induction process for new staff. A systematic training programme shall be implemented to raise awareness of the requirements of the various assessment, and to ensure that staff are kept up-to-date with regards to any changes in the legislation or relevant technology.