



**HEALTH AND SAFETY POLICY**



## **1. Background**

Tomypak Holdings Berhad (“**Tomypak**”) recognises that the health and safety of our employees, contractors, visitors, and the environment are of utmost importance. We are committed to providing a safe and healthy work environment and to continuously improving our health and safety performance, in order to prevent work-related injury and ill health.

## **2. Scope**

This Health and Safety Policy (“**Policy**”) applies to all activities and operations at our facility, including manufacturing, warehouse, maintenance, and office areas. It is applicable to all employees, contractors, and visitors at our facility (collectively, “**Covered Parties**”).

## **3. Statement**

### **3.1 Compliance with Laws and Regulations**

We will comply with all applicable laws, regulations, and standards related to occupational health and safety, including those related to environmental protection.

### **3.2 Risk Management**

We will identify, assess, and control hazards and risks associated with our activities and operations through risk assessments, incident investigations, and regular inspections. We will implement risk reduction measures that are feasible, economically viable, and socially acceptable. With such risk management, we aim for the elimination of hazards and reducing Occupational Health and Safety risks.

### **3.3 Training and Awareness**

We will provide adequate training, information, and supervision to all Covered Parties to enable them to work safely and avoid creating hazards for themselves or others. We will ensure that all Covered Parties are aware of their health and safety responsibilities and are empowered to report hazards and incidents.

### **3.4 Emergency Preparedness**

We have developed and will maintain emergency preparedness plans and procedures to respond to emergencies such as fire, chemical spills, and natural disasters. We will conduct regular emergency drills and exercises to test our readiness to respond to emergencies. Details are found in the document Emergency Preparedness and Response (EPRP) PREQ-SC-003.

### **3.5 Health and Wellness**

We will promote the health and wellness of our employees through initiatives such as health screening, wellness programs, and ergonomic assessments. We will strive to create a culture of health and wellness that promotes healthy lifestyle choices and fosters a supportive work environment.



### **3.6 Contractor Management**

We will ensure that contractors working at our facility comply with our health and safety requirements and that they are adequately trained and supervised. We will ensure that contractors are aware of their health and safety responsibilities and that they are empowered to report hazards and incidents.

### **3.7 Continuous Improvement**

We will continuously monitor, measure, and improve our health and safety performance through regular reviews and audits. We will set health and safety performance targets and measure our progress against those targets. We will strive to continuously improve our health and safety performance through the implementation of best practices and the adoption of new technologies.

### **3.8 Leadership and Accountability**

We will provide strong health and safety leadership at all levels of the organisation. Senior management will be accountable for the implementation and maintenance of this Policy. Heads of department and line managers will be accountable for ensuring that their employees work safely and that health and safety procedures are followed. All employees will be accountable for working safely and reporting hazards and incidents. To achieve the above commitments, health and safety programs to allow consultation and participation of workers (and their representatives) will be implemented.

### **3.9 Continuous Learning**

We will foster a culture of continuous learning and improvement in health and safety. We will provide opportunities for employees to enhance their health and safety knowledge and skills through training, coaching, and mentoring. We will encourage employees to participate in health and safety improvement initiatives and to share their knowledge and experiences with others.

### **3.10 Sustainability**

We will integrate health and safety considerations into our sustainability strategy and decision-making processes. We will strive to minimise the environmental impact of our activities and operations and to promote sustainable development.

## **4. Responsibilities**

### **4.1 Management**

Senior management is responsible for providing the necessary resources and leadership to implement and maintain this Policy. They will ensure that health and safety considerations are integrated into all business decisions and that health and safety performance is monitored and reported to the board of directors.

### **4.2 Heads of Department**

Heads of Department are responsible for implementing this Policy within their areas of responsibility. They will ensure that employees are trained and equipped to work safely, that health and safety procedures are followed, and that hazards and incidents are reported and investigated.



### **4.3 Employees**

All employees are responsible for working safely, following health and safety procedures, and reporting hazards and incidents. They are encouraged to participate in health and safety improvement initiatives and to share their knowledge and experiences with others.

### **4.4 Contractors**

Contractors are responsible for complying with our health and safety requirements and for ensuring that their employees work safely. They will be required to demonstrate their commitment to health and safety before they are engaged, and their health and safety performance will be monitored during their engagement.

## **5. Communication**

We will communicate this Policy to all Covered Parties through training, orientation, and regular updates. We will also make this Policy available to the public on our website. We will ensure that all stakeholders are informed of our health and safety performance and that we are responsive to their concerns.

## **6. Review**

This Policy will be reviewed annually to ensure its continued suitability and effectiveness. The review will take into account changes in laws, regulations, and standards, as well as changes in our operations, products, and markets. The review will also consider the views of stakeholders, including employees, customers, suppliers, and community members.

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