# HEALTH AND SAFETY POLICY


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# HEALTH AND SAFETY POLICY

## 1. Policy Statement

At ITEC Ltd, the health, safety, and wellbeing of our employees, clients, contractors, and visitors are of paramount importance. As an IT company, we are committed to maintaining a safe and healthy work environment by identifying risks, promoting safe practices, and complying with all relevant health and safety legislation.

## 2. **Objectives**

- Prevent workplace injuries and illnesses.
- Promote mental and physical wellbeing.
- Ensure all equipment and workspaces are safe and fit for use.
- Provide clear safety procedures and adequate training.
- Foster a safety-first culture throughout the organization.

## 3. **Responsibilities**

***Management:***

- Ensure compliance with health and safety laws.
- Provide resources for maintaining safety standards.
- Conduct risk assessments and implement preventive measures.
- Promote a culture of open communication around health and safety concerns.

***Employees:***

- Follow all health and safety procedures and policies.
- Report hazards, incidents, or concerns immediately.
- Use equipment and software safely and as trained.
- Participate in safety training and drills.

***Health & Safety Officer (if applicable):***

- Monitor and review safety performance.
- Maintain records of incidents and actions taken.
- Conduct regular workplace inspections and risk assessments.

## 4. **Workplace Safety Measures**

- Ergonomic workstation setups and guidelines.
- Routine equipment testing and maintenance.
- Fire safety procedures and accessible exits.
- First aid kits and trained first aiders available on site.
- Remote work safety protocols (e.g., guidance for home office setup).

5. **Mental Health and Wellbeing**

- Support access to employee assistance programs (EAPs).
- Promote work-life balance and reasonable working hours.
- Encourage open communication and stress management practices.

6**. Emergency Procedures**

- Clear evacuation procedures for fire or other emergencies.
- Emergency contact lists posted and accessible.
- Regular fire drills and safety briefings.

**7. Training**

- Health and safety induction for all new staff.
- Ongoing training sessions for safety, first aid, and mental health awareness.
- Remote work safety and cyber risk awareness for hybrid employees.

**8. Review and Monitoring**

This policy will be reviewed annually or after any significant change in legislation or operations. Regular audits and feedback from staff will inform updates.

**SIGNED BY ITEC LTD**
Name: TWAGIRAMUNGU Serge
Title: Managing Director

**Effective Date:** April 30,2025
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