



# Trust Modaraba

Managed By:  
Al-Zāmin Modaraba Management (Private) Limited

## HEALTH & SAFETY POLICY

### A. POLICY STATEMENT

Trust Modaraba duly recognizes and accepts its health and safety responsibilities for providing a safe and healthy working environment, as far as practicable for all its staff members which interalia, include:

- i. Taking all reasonably practical steps to safeguard the health, safety and welfare of personnel and to ensure that any work which is undertaken by them produces no unnecessary risk to health and safety.
- ii. Encouraging staff to cooperate with the management in all safety matters, identification of hazards which may exist and in reporting of any condition which may appear dangerous or unsatisfactory.
- iii. Maintaining safe arrangements for the use, handling storage and transport of equipment, appliances and other articles.
- iv. Making employees sufficiently aware to avoid hazards and contribute to their own health and safety.
- v. Making a sufficient assessment of the risks to health and safety of all the staff members.

### B. ESSENTIAL COVENANTS OF HEALTH & SAFETY POLICY

- i. Make work place safe and without risk as far as possible.
- ii. Set up emergency procedures for common risks.
- iii. Provide adequate First Aid facilities as and when required.
- iv. Make sure that the work place satisfies health safety and welfare requirements for example, ventilation, lighting, sanitary and allied facilities.
- v. Make sure that all the equipment used at work place is suitably installed, maintained and used.

### C. HEALTH AND SAFETY RULES

All the staff members must exercise basic care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the management may prescribe from time to time.

#### i. Fire Precautions.

All staff members must familiarize themselves with fire escape routes and procedures and the guidelines in relation to fire.

**KARACHI OFFICE:** 104-106, Kassam Court, BC-9, Block 5, Clifton, Karachi-75600, Pakistan. (021) 35873369,  
Tel: 35873373, 35867102 Fax : (021) 35870408

**LAHORE OFFICE :** 301 & 320, 3rd Floor, Garden Heights, 8-Aibak Block, New Garden Town, Lahore - Pakistan  
Tel: (042) 35941957-8 Fax: (042) 35866513

Email: [info@trustmodaraba.com](mailto:info@trustmodaraba.com) Web: [www.trustmodaraba.com](http://www.trustmodaraba.com) (All Offices)

**ii. Equipment and appliances.**

Sensitive equipment like IT Server must only be used by the authorized staff members in accordance with the protocols established for its use.

**iii. Safety Clearways**

Corridors and doorways must always be kept free of obstructions and properly lit.

**iv. Maintenance**

Defective equipment, furniture and structures must be replaced without delay.

**v. Hygiene & Waste Disposal**

- a. Facilities for the disposal of waste material must be kept in a clean and hygienic condition.
- b. Waste must be disposed off in an appropriate manner and in accordance with any special instructions relating to the material.

**vi. Display Screen Equipment**

Management recognizes its responsibility to ensure well being of workers who use computer for a significant part of their normal work. Staff members are advised to ensure that they take five minute break from the display screen equipment at least once an hour.

**vii. Smoking**

Smoking within the office premises is prohibited at all times.

**viii. Arrangements & Procedures**

Administration Department is responsible for ensuring that the safety policy is carried out and that the responsibilities for safety, health and welfare are properly understood and accepted at all levels.

**ix. First Aid and Accident Reporting**

First Aid boxes must be provided in the following locations

- Reception
- Kitchen

**x. Accidents.**

In the event of any injury or illness, First Aid must be provided immediately. Depending upon the severity of occurrence, medical services be arranged and in case of need ambulance be called to transport the concerned staff to hospital.



**xi. Accident Reporting**

Administration Department will investigate incidents and accidents, writing a detailed report for the management to consider the actions necessary to prevent recurrence.

**xii. Fire Drills and Evacuation Procedures**

- a. Fire extinguishers, hose reels and fire alarm systems must be regularly maintained by the specialized team.
- b. All staff members must be trained to use the equipment, in case of any emergency.
- c. The equipment must be kept in its proper position and always clearly visible and unobstructed.
- d. All staff members must know the fire procedures, position of the fire appliances and escape routes.
- e. Persons discovering a fire should inform everyone immediately.
- f. The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- g. Everyone should evacuate the premises where possible without personal risk.
- h. If any fire occurs, **however minor**, the Fire Brigade must be called immediately by calling 911.

**xiii. Cleaning Materials, General Machinery and High Risk Areas**

- a. All portable machinery, computers, electrical appliances must be switched off and unplugged when not in use.
- b. As far as possible, cables for electrical equipment must be concealed.

**xiv. General**

- a. All thoroughfares, exits and gates must be left clear at all times.
- b. Corridors and fire exits must not be blocked by furniture or equipment.
- c. Hazardous or suspected hazards or other health and safety matters should be reported to the Administration Department as soon as possible, so that action can be taken. If the hazard is of serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff and other users.
- d. Emergency numbers to acquire immediate services in case of an accident must be displayed at visible location within the office premises.
- e. In case of any unexpected occurrence of pandemic special instructions shall be issued depending upon the ground realities and nature of the circumstances.