



HIQ SERVICES

OCCUPATIONAL HEALTH & SAFETY (OH&S) POLICY

Document No.: HIQ/OHS/001

Version: 4.0

Effective Date: July 2024

Approved By: Managing Director

1. Purpose

HiQ Services is committed to providing a safe, healthy and secure workplace for all employees, contractors, visitors and other stakeholders. This policy establishes the Company's commitment to preventing work-related injuries, occupational illnesses and unsafe conditions while promoting a strong safety culture.

2. Scope

This policy applies to all offices, project sites, workshops, operational locations, employees, trainees, contract workers, subcontractors, consultants, suppliers and visitors engaged in Company activities.

3. Policy Statement

The Company believes that all accidents and occupational illnesses are preventable. Every individual has the right to work in a safe environment and the responsibility to comply with health and safety requirements.

4. Legal Compliance

The Company shall comply with all applicable Indian occupational health and safety legislation, customer-specific requirements and other applicable statutory obligations.

5. Objectives

- Prevent injuries and occupational diseases.
- Maintain legal compliance.
- Identify and control workplace hazards.
- Promote employee wellbeing.

Continually improve OH&S performance.



- Strengthen emergency preparedness.

6. Management Commitment

Management shall provide adequate resources, competent supervision, PPE, safe equipment, training, risk assessments, incident investigations and periodic management reviews.

7. Roles and Responsibilities

Directors provide leadership; managers implement the policy; supervisors enforce safe work practices; employees follow procedures, use PPE, report hazards and stop unsafe work where necessary.

8. Hazard Identification and Risk Assessment

Routine inspections, Job Safety Analysis (JSA), HIRA studies, permit-to-work systems and periodic reviews shall be used to identify, assess and mitigate workplace risks.

9. Safe Work Practices

Standard operating procedures shall be established for lifting operations, confined space entry, electrical safety, work at height, hot work, excavation, machinery operation and vehicle movement.

10. Personal Protective Equipment

Appropriate PPE shall be provided free of cost where required. Employees shall be trained in its proper use, maintenance and replacement.

11. Occupational Health

The Company promotes employee health through medical examinations where applicable, hygiene standards, potable drinking water, sanitation, fatigue management and wellness awareness.

12. Emergency Preparedness

Emergency response plans, evacuation procedures, first aid arrangements, fire protection systems, spill response and mock drills shall be maintained and periodically tested.



13. Incident Reporting and Investigation

All incidents, injuries, near misses and unsafe conditions shall be reported promptly, investigated to determine root causes and followed by corrective and preventive actions.

14. Training and Competency

Employees and contractors shall receive induction training, job-specific safety training, toolbox talks, refresher programs and emergency response training.

15. Contractor and Supplier Safety

Contractors and suppliers shall comply with this policy and all site safety requirements. Their safety performance may be monitored and reviewed.

16. Employee Consultation

Employees are encouraged to participate in safety committees, report hazards and contribute suggestions for continual improvement without fear of retaliation.

17. Monitoring and Audits

The Company shall conduct inspections, internal audits, performance reviews and corrective action tracking to ensure effective implementation.

18. Document Review

This policy shall be reviewed at least every two years or earlier when required due to changes in legislation, customer requirements or business operations.

Authorized Signatory
Managing Director
HiQ Services

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text 'HiQ SERVICES' around the perimeter and 'MANAGING DIRECTOR' in the center. The signature is a cursive-style name.