

# Occupational Health & Safety (OHS) Policy

IvyGreen Solutions is committed to ensuring a safe and healthy work environment for all employees, contractors, and visitors at IvyGreen Solutions. This policy aligns with the Malaysian Occupational Safety and Health Act (OSHA) 1994, and other relevant international standards.

## Scope and Objectives

This OHS policy applies to all employees, contractors, visitors and any third-party personnel involved in IGS operations, whether on-site, remote, or at client locations. Its objectives are to manage and mitigate health and safety risks, ensure a safe work environment, and maintain compliance with relevant regulations.

## IvyGreen Solutions is committed to:

1. **Fulfilling** Malaysia OHS 1994 legal, regulatory, and other requirements
2. **Identifying, assessing, and controlling** risks to prevent accidents, injuries, and work-related illnesses
3. **Raising employee awareness** of health and safety responsibilities through training and communication
4. **Reporting and investigating** all accidents, near misses, and unsafe conditions promptly and transparently
5. **Consulting employees** on health and safety matters, encouraging participation in safety programs
6. **Fostering a culture** of health and safety by integrating OHS principles into daily activities
7. **Monitoring and continuously improving** the effectiveness of OHS programs and policies

## Responsibility

All Employees	<ol style="list-style-type: none"><li>i. Follow all safety procedures and report unsafe conditions immediately</li><li>ii. Participate in training and be proactive in identifying potential risks</li><li>iii. Take care of their own health and safety as well as that of others in the workplace</li></ol>
Management	<ol style="list-style-type: none"><li>i. Ensure that the workplace complies with the OSHA 1994 and related regulations</li><li>ii. Provide adequate resources for the implementation of the OHS policy</li><li>iii. Conduct regular OHS audits and reviews</li><li>iv. Investigate and report all accidents, injuries, or illnesses as required</li></ol>
OHS Officer	<ol style="list-style-type: none"><li>i. Oversee the implementation of OHS procedures</li><li>ii. Ensure the timely reporting of any incidents to authorities as required</li><li>iii. Monitor compliance with safety protocols and coordinate regular audits</li></ol>



## Risk Assessment and Management

The following risk matrix, based on information extracted and synthesized from the International Hazards Datasheets on Occupations, serves as a reference for IvyGreen Solutions, a service industry company, in conducting its risk assessments.

	Type of Hazards					
	Biological	Chemical	Ergonomic	Physical	Psychosocial	Machinery and tools
Services industry	Low risk	Low risk	High risk	Medium risk	Medium risk	Low risk

HAZARDS	DEFINITION
Biological	Substances that cause a threat to health. Sources: bacteria, viruses, insects
Chemical	Exposure to chemicals in the workplace
Ergonomic	Threat to the musculoskeletal system of an employee
Physical	Environmental hazards that can cause harm with or without contact. Include radiation, heat, vibration, noise
Psychosocial	Affects psychological well-being of workers. Includes stress, violence, other workplace stressors
Machinery and tools	Mechanical equipment and machinery

### (A) Risk Evaluation Process

Each identified hazard is assessed based on two key factors:

1. *Likelihood*: The probability that the hazard will occur, categorized as low, medium, or high.
2. *Impact*: The potential severity of the hazard if it occurs, also categorized as low, medium, or high.

These factors are combined in a risk matrix to determine the overall risk level:

- *Low Risk*: The hazard is unlikely to occur, and its impact is minimal
- *Medium Risk*: The hazard has a moderate chance of occurring, and its impact is manageable but may require mitigation
- *High Risk*: The hazard is likely to occur, with a significant impact, requiring immediate controls to reduce risk



## **(B) Risk Control Measures**

IvyGreen Solutions will implement appropriate control measures to manage and mitigate hazards for identified risk level.

- *Low Risk:*  
Monitored but may not require immediate action.
- *Medium Risk:*  
Controls such as training, ergonomic adjustments, or mental health support will be implemented.
- *High Risk:*  
Immediate action will be taken, such as removing hazards, revising work processes, or enhancing safety measures.

IvyGreen Solutions will regularly conduct risk assessments to:

1. Identify hazards
  - Hazards may include ergonomic issues, stress, fire risks, and electrical safety concerns
2. Evaluate risks
  - Assess the likelihood and severity of potential hazards
3. Implement controls
  - Mitigate risks through appropriate measures, including safe work practices, proper equipment usage, and maintaining a hazard-free environment
4. Monitor and review
  - Regularly review risk assessments and adjust control measures as needed

## **Incident Reporting and Response**

1. Incident Reporting:
  - All accidents, near misses, and hazardous situations must be reported to the OHS officer or management immediately
  - Incident reports will be documented, and necessary follow-up actions will be taken
2. Investigation
  - Investigate all reported incidents to identify root causes and implement corrective actions to prevent future occurrences

## **Training and Communication**

1. Regular OHS training will be conducted for all employees at IvyGreen Solutions to raise awareness, especially during onboarding and whenever new risks are identified.
2. Training will cover risk awareness, incident reporting, and the use of personal protective equipment (PPE), if applicable.
3. Safety information will be communicated regularly through internal channels, ensuring all employees are informed of any changes in OHS practices or regulations.



## Monitoring and Continuous Improvement

1. Regular audits and inspections will be carried out to ensure the effectiveness of the OHS program and to confirm that its objectives are being met.
2. Feedback from employees, as well as any lessons learned from incidents, will be used to improve OHS policies and procedures.

## Policy Review

This policy will be reviewed annually, or following any significant changes to business operations, regulations, or identified risks, to ensure its continued relevance and alignment with evolving environmental legislation, best practices, and company objectives. The OHS Team is responsible for regular updates, and any changes will be communicated to stakeholders and interested parties.

This policy contributes to the following  
Sustainable Development Goals



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