

## **QPMS OCCUPATIONAL HEALTH & SAFETY POLICY** **(In alignment with ISO 45001:2018)**

### **1. Policy Statement**

QPMS is committed to providing a safe and healthy workplace for all employees, contractors, clients, and visitors. The organization recognizes that effective Occupational Health and Safety management is an integral part of its overall business performance and sustainability. QPMS shall establish, implement, and maintain an Occupational Health and Safety Management System in alignment with ISO 45001:2018 to prevent work-related injuries and ill health, eliminate hazards, reduce risks, and ensure compliance with applicable legal and other requirements. The organization is equally committed to fostering a proactive safety culture and achieving continual improvement in its occupational health and safety performance.

### **2. Scope**

This policy applies to all employees, including permanent, temporary, and contractual staff, as well as supervisors, management personnel, contractors, and third-party workers. It is applicable across all operational locations and client sites where QPMS conducts its business activities.

### **3. Objectives**

QPMS aims to achieve a safe and incident-free workplace by systematically identifying workplace hazards and implementing appropriate control measures. The organization strives to ensure the safe handling of materials, chemicals, and equipment, while continuously improving safety awareness and competency among employees. It is committed to achieving full compliance with safety procedures and the proper use of personal protective equipment, while also driving continuous improvement in occupational health and safety performance.

### **4. Leadership Commitment**

Top management of QPMS is fully committed to integrating occupational health and safety into all business processes and ensuring that adequate resources are made available for the effective implementation of this policy. Management shall promote worker consultation and participation, establish clear roles and responsibilities, and ensure effective communication of safety requirements across the organization. Leadership will actively support initiatives that enhance workplace safety and ensure accountability at all levels.

### **5. Roles and Responsibilities**

Management shall be responsible for providing safe systems of work, ensuring compliance with occupational health and safety standards, and conducting periodic reviews and audits. Supervisors are responsible for implementing safety practices on a day-to-day basis, conducting safety briefings and toolbox talks, monitoring compliance, and reporting any deviations. Employees are required to adhere to all safety procedures and instructions, use personal protective equipment as mandated, and promptly report hazards, incidents, and unsafe conditions.

### **6. Hazard Identification and Risk Control**

QPMS shall establish and maintain processes for the identification of hazards associated with housekeeping and security operations and for assessing the risks arising from such hazards. Appropriate control measures shall be implemented to mitigate these risks. The organization recognizes key risk areas such as slips, trips, and falls, exposure to cleaning chemicals, manual handling injuries, fatigue due to shift work, and emergency situations. Continuous monitoring and updating of risk assessments shall be carried out to ensure effectiveness.



**Quality Property Management Services Pvt. Ltd.**

No.86, Sudharshan Building, 3rd Floor, Chamiers Road, Nandanam, Chennai - 600 018. Tamilnadu.

 [info@qpms.co.in](mailto:info@qpms.co.in)

 99304 88888

 [www.qpms.in](http://www.qpms.in)

CIN No: U74999TN2017PTC116718

### **7. Training and Awareness**

QPMS shall ensure that all employees receive adequate training and awareness to perform their duties safely. This includes safety induction training at the time of joining, job-specific training, and periodic refresher programs. Regular toolbox talks and awareness sessions shall be conducted to reinforce safe practices. Training records shall be maintained as part of the organization's documented information.

### **8. Operational Control**

The organization shall implement standardized operating procedures to ensure that all activities are carried out safely and efficiently. Proper handling, storage, and usage of cleaning chemicals shall be ensured, along with the availability of material safety data sheets. The use of personal protective equipment shall be strictly enforced, and contractor activities shall be monitored to ensure compliance with QPMS safety standards.

### **9. Emergency Preparedness and Response**

QPMS shall establish and maintain procedures to respond effectively to emergency situations. Fire safety systems and first aid facilities shall be made available at all operational locations. Employees shall be trained in emergency response procedures, and periodic mock drills shall be conducted to ensure preparedness and effectiveness.

### **10. Incident Reporting and Investigation**

All incidents, near-misses, and unsafe conditions shall be reported immediately. QPMS shall ensure that such incidents are thoroughly investigated to identify root causes. Corrective and preventive actions shall be implemented to prevent recurrence, and all records shall be maintained for compliance and review purposes.

### **11. Compliance Obligations**

QPMS is committed to complying with all applicable statutory and regulatory requirements, as well as client-specific safety requirements and internal policies. Regular monitoring shall be carried out to ensure adherence to these obligations.

### **12. Performance Monitoring and Review**

The organization shall monitor and evaluate its occupational health and safety performance through defined key performance indicators, audits, and inspections. Management reviews shall be conducted periodically to assess performance, ensure compliance, and identify opportunities for improvement.

### **13. Continual Improvement**

QPMS is committed to the continual improvement of its occupational health and safety management system by enhancing safety performance, strengthening the safety culture, implementing best practices, and encouraging active employee participation.

### **14. Policy Review**

This policy shall be reviewed annually or whenever there are significant changes in regulatory requirements, organizational structure, or following major incidents, to ensure its continued suitability and effectiveness.



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