

		Integrated Management System	
		Occupational Health and Safety Policy	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	17 August 2026	02	HR-PO-Occupational Health and Safety

OCCUPATIONAL HEALTH AND SAFETY POLICY

1. PURPOSE

Naidu Consulting (Pty) Ltd (hereinafter referred to as the Company) is committed and dedicated to providing and maintaining a healthy and safe working environment. While it is the Company's policy to provide safe working conditions for all its employees, the responsibility for safety extends to every employee on the job as well as to act in accordance with the Rules in terms of the Occupational Health and Safety Act, No. 85 of 1993 (OHSA) as amended from time to time.

The prevention of work-related injuries and ill health requires the active participation and cooperation of all persons in the workplace. Every person shall comply with applicable health and safety standards, procedures, instructions and rules relevant to their work and conduct.

Management and supervisors are responsible for implementing and maintaining effective occupational health and safety arrangements, providing appropriate instruction and supervision, consulting workers, and ensuring that hazards and risks associated with work assignments are identified and controlled.

The Managing Director (MD), supported by management, shall ensure, as far as is reasonably practicable, that the Company's duties under the OHSA and applicable regulations are properly discharged.

2. SCOPE OF APPLICATION

This policy applies to all persons in the workplace regardless of the nature of their contract. This includes contracts which are permanent, fixed term, casual, temporary, seconded trainees, students as well as temporary staff from agencies, and any other persons who assist in the functioning of the business.

3. DEFINITIONS

Occupational Health and Safety is a multidisciplinary practice dealing with all aspects of health and safety in the workplace, with strong focus on preventing workplace hazards.

- 3.1. **"Hazard"** means any source of/or exposure to danger.
- 3.2. **"Health and Safety Representative"** means authorised person designated to perform health and safety duties in the Company.
- 3.3. **"Risks"** means the probability that injury or damage will occur.

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4. PROCEDURES

4.1. The Company shall:

- 4.1.1. Provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of all employees.
- 4.1.2. Without derogating from the generality of the Company's duties under subsection 4.1.1., the matters to which those duties refer include in particular –
 - 4.1.2.1. The provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health;
 - 4.1.2.2. Taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment;
 - 4.1.2.3. Making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transporting of articles or substances;
 - 4.1.2.4. Establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in company business, and shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and shall provide the necessary means to apply such precautionary measures;
 - 4.1.2.5. Providing such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of all employees;
 - 4.1.2.6. As far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in paragraphs 4.1.2.2. and 4.1.2.4., or any other precautionary measures which may be prescribed, have been taken;

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4.1.2.7. Taking all necessary measures to ensure that the entire requirements of this procedure are complied with by every person in the Company's employment or on premises under the Company's control where plant or machinery is used; and

4.1.2.8. Enforcing such measures as may be necessary in the interest of health and safety:

- Ensuring that work is performed, and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the Company are implemented; and
- Clearly communicate each person's health and safety duties, responsibilities, authority, applicable rules and the limits of their authority. Contractor and mandatary responsibilities shall be managed through appropriate selection, coordination, monitoring and written agreements where required by section 37 of the OHSA.

4.1.3. Every employee at work shall:

- 4.1.3.1. Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions;
- 4.1.3.2. With regards to any duty or requirement imposed on his/her employer or any other person by this Act, co-operate with such employer or person to enable that duty or requirement to be performed or complied with;
- 4.1.3.3. Co-operate with the Company as the employer or person to enable that duty or requirement to be performed or complied with in respect of any duty or requirement imposed on the Company as the employer or any other person by this Act;
- 4.1.3.4. Carry out any lawful order given to him/her, and obey the Company health and safety rules and procedures or by anyone authorised thereto by the Company, in the interest of health or safety;
- 4.1.3.5. If any situation which is unsafe or unhealthy comes to his/her attention, as soon as reasonably practicable, report such situation to the Company or to the "health and safety representative" of his/her workplace or division thereof, who shall report it to the company; and

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4.1.3.6. If he/she is involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to the Company or to anyone authorised thereto by the company, or to his/her "health and safety representative", as soon as practicable but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he/she shall report the incident as soon as practicable thereafter.

4.1.3.7. Undergo an occupational health assessment before participating in any activities when required.

4.1.4. Managing Director (MD) charged with certain duties:

4.1.4.1. The MD shall, as far as is reasonably practicable, ensure that the duties of the Company under the OHSA, applicable regulations and this policy are properly discharged.

4.1.4.2. Without derogating from his/her responsibility or liability in terms of subsection 4.1.4.1., the MD may assign any duty contemplated in the said subsection, to any person under his/her control, which person shall act subject to the control and directions of the MD.

4.1.4.3. An assignment of duties does not relieve the Company or the MD of any responsibility or liability imposed by the OHSA, subject to the provisions of Section 37.

4.1.4.4. Designate health and safety representatives and establish health and safety committees where required by the OHSA, and where otherwise considered appropriate by the Company, following consultation with employees.

4.1.5. Health and Safety Representatives:

Health and safety representatives shall be designated in writing and shall perform their functions in accordance with sections 17 and 18 of the Occupational Health and Safety Act 85 of 1993, its applicable regulations and amendments, including the Occupational Health and Safety Amendment Act 181 of 1993, as amended from time to time. Health and safety committees shall perform their functions in accordance with sections 19 and 20 of the OHSA.

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5. CONSEQUENCES OF NON-COMPLIANCE

It is essential that all persons working for or on behalf of the Company comply with all relevant parts of this policy. Any failure to comply could have serious consequences for the Company and its employees. Failure to comply may lead to; disciplinary action, for serious or repeated breaches; civil or criminal proceedings; and/or personal liability for those responsible.


 Mahendren Manicum
 Managing Director

31/08/26
 Date

