

The Beauty Lab

HEALTH AND SAFETY POLICY

This policy has been prepared in line with the requirements of National Health & Safety Policy of Nepal 2076 and the situation of current viral pandemic. The purpose of this policy is to establish general standards for health and safety at work and to define the responsibility of the concerned authority.

The Beauty Lab fully accepts the obligations placed upon it by the National Health Policy of Nepal 2076. It is the responsibility of the Operation Head to ensure that the policy is implemented effectively within the workplace.

Health and Safety Guidelines and Process

It is the policy of the company to provide appropriate training and orientation to the newly appointed employees regarding the health and safety guidelines. Apart from that, if there are any sudden changes made in the work environment, the concerned staff shall be duly made acquainted.

There shall be an annual audit to check the prevalent safety measures and to see its effectiveness in the workplace. There can be quarterly or half yearly review if deemed necessary.

During the audit, the likely hazards shall be identified and taken care of. The risk and its remedial measures shall also be communicated with the concerned staff.

If any risk or hazard is detected we encourage that it is immediately notified to the concerned authority and the needful action shall be taken accordingly.

If the Operation Head cannot resolve the existing problem, they shall take help from experts outside the organization.

The provision of the immediate First Aid is going to be company's responsibility.

The operating staff shall be well informed and trained for casualties occurring from fire. Fire extinguishers shall be placed appropriately and everyone is made aware of the fire exists.

Products and equipment that have expired shall be disposed accordingly. The entire premises along with equipment and work stations shall be regularly cleaned, sanitized and disinfected maintaining the health and hygiene provision of all.

The kitchen staff shall be adequately trained and updated regarding the hygienic preparation, serving and storage of food.

The company shall ensure a policy of smoke free zone within the premises.

Employees will be offered medical insurance by the company during their tenure.

The employees working hours, annual leave and insurance policy shall be clearly mentioned and agreed upon by both parties at the time of joining and shall be maintained throughout the tenure.

It is also understood that individual employees are also responsible for their own health and safety as well as to follow the health and safety guideline of the company.

It is ensured that people who are either temporarily working in the office premise or visiting the premise as learners and/or visitors will receive the best practice related to health and Safety. In turn they are also expected to follow the Policy of the organization.

During an epidemic or pandemic, the organization will encourage the staff to work as normal while taking needful precautions.

The organization premises along with all usable equipment shall be cleaned and sanitized on a regular basis and the use of mask and sanitizer will be made mandatory.

The organization will do the needful arrangement to provide vaccines to the staff members at the company's expense.

Visitors will be discouraged during the pandemic unless, essential. All visitors need to take needful precautions while at the premises.

Staff at a high risk of getting infection (pregnant or complicated medical history) might be asked to work from home until safe to return to the workplace.

Staff members who shall be instructed to work from home shall receive their monthly remuneration others who refuse to come to work during the pandemic will have to take an unpaid leave unless in exceptional case.

Signature:

Name:

Designation:

Date: