

TAYOPACK Inspired by Zealous

ACCIDENT POLICY



Effective Date: July 2025
Latest Amendment: March 2026

TAYOPACK SDN BHD

ACCIDENT / INCIDENT POLICY

1. Policy Statement

Tayopack Sdn Bhd (“Tayopack” or “the Company”) is committed to providing a **safe and healthy workplace** for all employees, contractors, and visitors.

The Company adopts a proactive approach to **prevent accidents, injuries, occupational illnesses, near misses, and unsafe conditions** in all areas of its operations.

All accidents and incidents shall be reported, recorded, investigated, and reviewed to prevent recurrence and to continuously improve workplace safety performance.

Tayopack is committed to complying with all applicable occupational safety and health laws and requirements, including the **Occupational Safety and Health Act 1994 (OSHA 1994)**.

2. Scope

This policy applies to all employees, directors, management, contractors, subcontractors, suppliers, visitors, and any person present within Tayopack premises or involved in Company-related activities.

It covers all workplaces, including production areas, printing and lamination operations, warehouses, offices, loading/unloading areas, transport activities, and any work performed on behalf of the Company.

3. Definition

For the purpose of this policy, the following definitions apply:

An **accident** refers to any unplanned event that results in injury, illness, property damage, or disruption of operations.

An **incident** refers to any unplanned event that may or may not result in injury or damage but has the potential to cause harm, including **near misses** and unsafe conditions.

A **near miss** refers to an unplanned event that did not result in injury or damage but had the potential to do so.

4. Reporting Requirements

All employees and relevant parties must report any accident, incident, or near miss immediately to their supervisor or the designated safety representative.

Reporting shall be done as soon as practicable and must not be delayed.

All reports must include accurate details such as the time, location, persons involved, description of the event, and any immediate action taken.

Failure to report an incident may result in disciplinary action.

5. Investigation Process

All reported accidents and incidents shall be investigated promptly and fairly by authorized personnel.

The purpose of the investigation is to determine root causes, contributing factors, and corrective and preventive actions to avoid recurrence.

The investigation may include site inspection, witness interviews, review of evidence, and analysis of work procedures.

All findings shall be documented and submitted to management for review and action.

6. Corrective and Preventive Action

Based on investigation findings, the Company shall implement appropriate corrective and preventive actions, which may include:

- I. Improvement of work procedures and safety controls
- II. Provision of additional training and awareness
- III. Maintenance or modification of equipment and machinery
- IV. Enforcement of safety rules and disciplinary action where necessary
- V. Enhancement of hazard identification and risk control measures

All corrective actions shall be monitored to ensure effectiveness.

7. Legal Compliance

Tayopack shall comply with all applicable occupational safety and health laws and regulations, including the **Occupational Safety and Health Act 1994 (OSHA 1994)** and any related regulations issued by relevant authorities in Malaysia. (dosm.gov.my)

Where required, reportable incidents shall be notified to the relevant authorities in accordance with legal requirements.

8. Roles and Responsibilities

Management is responsible for ensuring this policy is effectively implemented, including providing resources, training, and safe working systems.

Supervisors are responsible for ensuring incidents are reported, controlled, and investigated in their respective areas.

All employees are responsible for working safely, complying with safety procedures, and reporting any accidents, incidents, or unsafe conditions immediately.

9. Training and Awareness

The Company shall provide appropriate safety training and awareness programs to ensure employees understand hazard identification, safe work practices, and incident reporting procedures.

Safety awareness shall be included in employee induction and conducted periodically.

10. Continuous Improvement

Tayopack is committed to continuously improving workplace safety performance through monitoring, audits, incident analysis, and preventive action implementation.

Lessons learned from incidents shall be used to strengthen safety systems and prevent recurrence.

11. References

This policy is established with reference to:

- **Occupational Safety and Health Act 1994 (OSHA 1994)**
- **Factories and Machinery Act 1967 (FMA 1967)**
- **DOSH Malaysia Guidelines and Requirements**
- **SIRIM 55:2023 – ESG Management System Requirements**
- **Company Safety Management Procedures and Code of Conduct**