

TAYOPACK Inspired by Zealous
**SAFETY & HEALTH
POLICY**



Effective Date: July 2025
Latest Amendment: March 2026

TAYOPACK SDN BHD

SAFETY & HEALTH POLICY

1. Introduction

Tayopack Sdn Bhd (“Tayopack” or “the Company”) places the highest priority on the safety, health, and well-being of all employees, contractors, visitors, and any persons who may be affected by its operations.

Management firmly believes that all workplace injuries, occupational illnesses, unsafe acts, and unsafe conditions are preventable through strong leadership commitment, effective risk controls, continuous monitoring, and active employee participation.

The Company is fully committed to creating, maintaining, and continuously improving a safe and healthy working environment across all operational and administrative functions.

Safety and health are integral parts of Tayopack’s business operations, decision-making process, and organizational culture.

2. Scope

This policy applies to all persons working for or on behalf of Tayopack, including but not limited to:

- I. Board of Directors
- II. Top Management
- III. Head of Departments
- IV. Employees (permanent, contract, temporary, probationary, and interns)
- V. Contractors and vendors
- VI. Visitors and customers entering company premises

This policy covers all activities including:

- I. Production And Machine Operation
 - II. Printing And Engraving Processes
 - III. Electrical And Maintenance Work
 - IV. Chemical And Solvent Handling
 - V. Warehouse And Logistics Activities
 - VI. Office Operations
 - VII. Site Visits And External Work Assignments
-

3. Definition

Safety

The condition of being protected from or unlikely to cause danger, risk, injury, accident, or damage.

Health

The physical, mental, and occupational well-being of employees arising from workplace conditions and activities.

Hazard

Any source, equipment, chemical, condition, action, or situation that has the potential to cause injury, illness, fire, spill, damage, or operational disruption.

Risk

The likelihood and severity of harm arising from exposure to identified hazards.

Incident

Any unplanned event including accidents, near misses, spills, equipment failure, unsafe acts, or unsafe conditions.

4. Policy Statement

Tayopack is fully committed to providing a safe, healthy, and secure workplace and adopts a **zero-tolerance approach towards unsafe acts, unsafe conditions, and non-compliance with safety requirements.**

Management is highly committed and places strong emphasis on:

- prevention of workplace injuries and illnesses
- legal and regulatory compliance
- proactive hazard identification
- risk elimination and control
- employee awareness and engagement
- continuous improvement in safety performance

The Company shall provide adequate resources, facilities, supervision, and training to ensure the effectiveness of this policy.

Management expects every employee and stakeholder to treat safety and health as a personal responsibility and business priority.

5. Principles

5.1 Management Commitment

Top Management demonstrates full commitment to safety and health by:

- establishing clear safety objectives
- providing sufficient manpower and resources
- ensuring provision of PPE and safety equipment
- reviewing incidents and corrective actions
- participating in safety meetings and audits
- enforcing accountability across all levels

Management shall lead by example and ensure safety remains a key management agenda.

5.2 Compliance & Best Practices

Tayopack shall comply with all applicable occupational safety and health legislation, codes of practice, and industry best practices.

This includes compliance with:

- Occupational Safety and Health Act 1994 (OSHA)
- Factory and Machinery Act
- Environmental and chemical handling regulations
- Fire and emergency response requirements
- internal safe work procedures and SOPs

The Company is committed to adopting recognized best practices to enhance workplace safety standards.

5.3 Risk Management

The Company shall implement a systematic approach to hazard identification, risk assessment, and risk control.

This includes:

- i. Quarter Workplace Inspections
- ii. Machine Risk Assessment
- iii. Chemical Risk Assessment
- iv. Spill Prevention Measures
- v. Fire Risk Evaluation

Control measures shall follow the hierarchy of control:

- i. Elimination
- ii. Substitution
- iii. Engineering Control
- iv. Administrative Control
- v. PPE

5.4 Training & Awareness

Management places strong emphasis on competency, awareness, and employee participation.

All employees shall receive appropriate training including:

- i. New Staff Safety Induction
- ii. Machine Operation Safety
- iii. Chemical Handling Awareness
- iv. Emergency Response
- v. Spill Control
- vi. Fire Drill And Evacuation
- vii. First Aid Awareness
- viii. PPE Usage

Regular toolbox talks and refresher training shall be conducted.

5.5 Incident Reporting, Investigation & Corrective Action

All incidents, accidents, near misses, unsafe acts, and unsafe conditions must be reported immediately.

Management shall ensure:

- i. Prompt Reporting
- ii. Proper Investigation
- iii. Root Cause Analysis
- iv. Corrective And Preventive Action
- v. Follow-Up Verification

Lessons learned shall be communicated to relevant departments.

5.6 Employee Participation & Responsibility

All employees are required to:

- Comply With Safety Rules
- Wear PPE
- Report Hazards Immediately
- Stop Unsafe Work
- Participate In Training And Drills
- Maintain Good Housekeeping

Safety is a shared responsibility across all levels.

5.7 Continuous Improvement

The Company shall regularly review its safety performance through:

- Internal Audits
- Inspections
- KPI Monitoring
- Management Review
- Incident Trend Analysis

Continuous improvement initiatives shall be implemented to strengthen workplace safety culture.

6. Management Commitment Statement

Management is fully committed to ensuring that no compromise is made on safety and health matters.

No operational target, production output, or commercial objective shall take precedence over the safety and health of employees and stakeholders.

Tayopack firmly believes that **every accident is preventable** and shall continue to invest in resources, training, and control measures to maintain a safe workplace.

7. Reference

- Occupational Safety and Health Act 1994
- Factory and Machinery Act
- Emergency Response Plan
- PPE Policy
- Environmental Policy