



## **Workplace Health and Safety Policy**

East Bridge University is dedicated to establishing a workplace free from potential risks and threats. We have adopted preventive measures and emergency management to ensure a hazard-free workplace for our employees and staff.

### **Preventive Measures**

Preventive measures can be defined as the actions taken by the organisation toward the prevention and minimisation of injuries and illnesses that are related to the workplace. The safety committee of the University is dedicated to conducting risk assessments and job hazards analyses to understand the health risks to the employees. To mitigate the potential risks and hazards, we develop preventive actions accordingly.

We regularly hold training for our employees on safety standards and procedures to help them navigate the workplace without potential health risks. We have quality control teams and a Direct Safety Officer to monitor health infrastructure.

We also expect our staff members to follow the health and safety guidelines of the organisation and take seriously the safety measures provided for them. If any employee is found to disregard the safety rules and regulations, the person may be terminated in order to protect the safety of the particular individual as well as others.

### **Emergency or Safety Management**

The term "emergency management" describes our preparedness to handle unforeseen natural disasters such as fires, floods, earthquakes, or explosions.

### **Our Safety Management policies include:**

- Sprinklers and smoke alarms that work and are routinely inspected.
- All electrical wiring has been inspected and is shockproof.

- Accessible internal and external technicians who can promptly fix leaks, damages, and blackouts.
- Easily accessible fire extinguishers and other fire safety equipment.
- A plan for evacuation is displayed on the property
- Clearly marked safety doors and fire exits.
- A trained first-aid provider is available on call in case of emergency.

### **Smoking**

East Bridge University premises are strictly smoke-free areas. Smoking is only allowed in specified smoking areas, balconies, and outer premises. All other areas within our workplace like the lobbies, washrooms, offices, staircases, and warehouses, are strictly non-smoking areas to protect the non-smokers.

It is considered a serious offence to set off fire alarms and start fires by smoking. If employees are found to be at fault, they might be subject to disciplinary measures, which could even include termination.

### **Drug-free Workplace**

Our organisation has an uncompromising attitude towards substance abuse. We are strictly a drug-free work and anyone suspected to be under the influence of drugs will face disciplinary action that can lead up to termination.

Any employee, contractor, or visitor should not bring drugs to the company premises. They should not use, sell, or give away drugs within the organisation. Failure to adhere to this can cause serious repercussions.

### **Alcohol**

Employees are not allowed to drink during work hours, but they are allowed to have moderate amounts of alcohol during company events.

### **Prescription drugs**

If any employee feels unease and dizzy and thinks that the effect of any prescribed drug (e.g. an anxiety medication) can affect the senses, then it is advised to take the rest of the day off. If employees are suspected of substance abuse, then they may face disciplinary actions. Substance addiction that leads to aggressive, disrespectful, or inappropriate behavior will not be tolerated.



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