

## **OFFICE SAFETY PROTOCOLS**

At EBS, the safety and well-being of our employees are of paramount importance. We have established comprehensive office safety protocols to ensure a secure and comfortable work environment for everyone. Familiarize yourself with these guidelines to promote a safe workplace for yourself and your colleagues.

Your safety matters to us. Here are some key office safety protocols to keep in mind:

1. **Emergency Exits and Evacuation:** Familiarize yourself with the nearest emergency exits and assembly points. Know the locations of all emergency exits on your floor and throughout the building. Familiarize yourself with evacuation routes and assembly points. In the event of an emergency, follow evacuation procedures calmly and swiftly.
2. **Fire Safety:** Know the location of fire extinguishers and alarms. Conduct fire drills as scheduled. Fire prevention is a shared responsibility. Keep pathways clear of obstructions, and avoid blocking fire exits. If you discover a fire, activate the nearest fire alarm and alert your colleagues. Use fire extinguishers only if you are trained and it's safe to do so. Otherwise, leave the area immediately.
3. **Health and Hygiene Guidelines:** Follow hygiene practices, especially during flu season. Hand sanitizers are available throughout the office. Maintaining personal hygiene is crucial for both individual and collective safety. Follow recommended hygiene practices, including frequent handwashing and using hand sanitizers. If you are feeling unwell, especially with contagious illnesses, consider working from home to prevent the spread of illness within the office.

4. **Reporting Hazards:** If you notice any safety hazards or potential risks, report them to Qudus and Johnpaul. This could include malfunctioning equipment, exposed wiring, or anything that poses a threat to employee safety. Your vigilance helps us maintain a safe workspace.
5. **First Aid and Medical Emergencies:** Our first aid kit is located at the HR Office. Contact the HR Dept for assistance. Designated first aid personnel, are trained to provide immediate assistance in case of injuries. If you or a colleague requires medical attention, seek help promptly.
6. **Ergonomics:** Adjust workspace for comfort; contact Qudus or Johnpaul for help. Adjust your chair, monitor, and keyboard to prevent strains and discomfort. If you experience discomfort or pain, contact the Admin Dept for ergonomic assessments.
7. **Security Measures:** Use lockers for belongings, and report suspicious activity. If you notice any suspicious activity or individuals within the office premises, inform security personnel or your supervisor.

By adhering to these office safety protocols, you contribute to a culture of safety that benefits everyone. Remember, safety is a collaborative effort, and each one of us plays a crucial role in maintaining a secure and productive work environment.

For more information or if you have any questions about our office safety protocols, please reach out to Qudus or the HR Department. Your safety matters, and we appreciate your commitment to ensuring a secure workplace for all.