



# **Occupational Health and Safety Policy For Parami Energy Group of Companies**

PARAMI ENERGY GROUP OF COMPANIES is pro-active about Occupational Health and Safety (OHS) procedures to prevent potential accidents, or hazardous conditions, or diseases which may occur in and around the workplace.

## Introduction:

We stress the importance of the existing Occupational Health, Safety and Environmental Protection laws to avoid injuries to our employees or the unnecessary costs and damage to our business caused by workplace injury and illness. We strongly encourage all employees to maintain an alert attitude and safety-first approach in all our work places since it is critical to the success of a business to ensure a safe, accident-free working environment.

This policy is aligned with the Company's Code of Conduct policy, thus some overlaps will be seen. This policy applies to all employees, officers and directors of Parami and its related subsidiaries or group of companies.

#### **Personal Safety and Wellbeing:**

- 1. Employees must follow the Company's safety and security guidelines, both in the office and while traveling.
- 2. Employee must follow incident reporting procedures in the case of a work-related injury, or if a safety or security concern is observed.
- 3. Employees must pay close attention to projects or tasks that may pose physical safety or security concerns.
- 4. Employees must be alert to possible safety hazards, such as wet floors, building repair sites, and faulty electrical equipment, etc. Employees should report on-going unsafe conditions to their supervisor or the General Manager, Khin Maung Oo.

## **Occupational Health Guidelines:**

We care about our workers and enforce the following occupational health and policy procedures with respect to health, safety and environment: manage safe working environment; good hygiene catering environment, accident emergency plan, first aid facility, non-smoking and non-chewing workplace; and no consumption of alcohol or drugs in the office or on job sites.

We encourage our employees to maintain similar habits to ensure a healthy life-style outside of work as well.

# **Occupational Safety Procedure and Policy**

We manage occupational safety by implementing the following procedures:

- 1. Providing and maintaining a clean, safe workplace, plant and worksite.
- 2. Providing and maintaining personnal protective equipment where required.
- 3. Providing information, instruction, training and supervision to ensure safe working conditions.
- 4. Insuring that designated safety personnel are adequately trained and supported.
- 5. Consulting and cooperating with safety and health representatives, employees and others.
- 6. Continuously reviewing and improving its safety performance.
- 7. Instituting an Environmental Protection Policy.
- 8. We are very much concerned not only with the immediate work environment but also our emphasize environmental awareness and protection in order not to have harmful impacts on the natural environment.
- 9. If the situation warrants it, we will do an environmental impact assessment, then take further action based on the assessment findings.
  - a. An environmental management plan may be implemented to mitigate possible undesirable impacts on the environment.
- 10. Should an employee be injured while at work, whether on our site, elsewhere or while traveling on Parami business, they should file an incident report, in duplicate. One must be given to Human Resources and one to the Legal Department.
  - a. These should be filed within 24 hours of returning to the office.
  - b. If the employee requires medical treatment they should notify the office immediately and if necessary assistance will be sent.
    - i. The employee is responsible for acquiring a copy of the diagnosis, treatment, any recommended medical follow-up and a receipt for all charges.
    - ii. A copy of these documents must be filed with the incident report.
- 11. Specialized safety procedures will be developed for risk management at work sites such as the Thanlin LPG facility.

Revised February 2018