



# FNRCO EH&S POLICY & SAFETY PROGRAMS

Revision # 2 – January 4, 2023

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Reviewed By

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15 January 2023

Date

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Ali Jaber Al Mahan

Approved By

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15 January 2023

Date

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	<b>EH&amp;S Policy &amp; Safety programs</b>	<b>Doc Ref No.</b>	<b>Rev No.</b>
		<b>FNRCO – EH&amp;S – 01 0424</b>	<b>02</b>

## Introduction

At First National Human Resources Company (FNRCO), safeguarding the health and well-being of our employees is more than a policy—it is a cornerstone of our identity. As a leading entity in workforce management and payroll services, FNRCO pledges to uphold and advance the highest standards of health and safety across all facets of our operations.

## Principles

- 1) **Employee Well-being Priority:** Our foremost responsibility is ensuring the health and safety of our team members, fostering an environment of safety, respect, and appreciation.
- 2) **Compliance and Beyond:** Adhering to, and aiming to surpass, all applicable health and safety laws and regulations.
- 3) **Continuous Improvement:** Committing to the perpetual refinement of our health and safety protocols, incorporating best practices and learning from industry-leading strategies.

## Engagement

- **Stakeholder Collaboration:** Engaging with our workforce, clientele, and health and safety authorities to continually refine our health and safety strategy.
- **Training and Awareness:** Mandatory health and safety education for all employees, covering the management of hazardous materials and equipment safety protocols.
- **Open Communication:** Encouraging transparent communication channels for reporting health and safety concerns.

## Environment Health & Safety Programs

### 1. Safety Program Elements:

- **Line Accountability:** Establishing clear lines of safety accountability at all organizational levels.
- **Employee Safety Orientation:** Mandatory orientation sessions for all new hires.
- **Training & Certification:** Regular training and certification in safety protocols for all employees.
- **Behavioral Compliance:** Encouraging a culture of safety compliance through behavior modeling.

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- Safety Meetings: Frequent safety meetings to discuss and evolve safety practices.
- Safety Inspections: Routine safety inspections to identify and rectify potential hazards.
- Incident Reporting and Investigation: A structured approach to reporting and investigating safety incidents.

**2. Job-Specific Safety Approach:**

- Line Accountability: Establishing clear lines of safety accountability at all organizational levels.
- Employee Safety Orientation: Mandatory orientation sessions for all new hires.
- Training & Certification: Regular training and certification in safety protocols for all employees.
- Behavioral Compliance: Encouraging a culture of safety compliance through behavior modeling.
- Safety Meetings: Frequent safety meetings to discuss and evolve safety practices.
- Safety Inspections: Routine safety inspections to identify and rectify potential hazards.
- Incident Reporting and Investigation: A structured approach to reporting and investigating safety incidents.

**3. Personal Qualification:**

- Line Accountability: Establishing clear lines of safety accountability at all organizational levels.
- Employee Safety Orientation: Mandatory orientation sessions for all new hires.
- Training & Certification: Regular training and certification in safety protocols for all employees.
- Behavioral Compliance: Encouraging a culture of safety compliance through behavior modeling.
- Safety Meetings: Frequent safety meetings to discuss and evolve safety practices.

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- Incident Reporting and Investigation: A structured approach to reporting and investigating safety incidents.

**4. Injury Reporting and Record Keeping:**

- Injury Reporting Procedures: Clearly defined procedures for reporting workplace injuries.
- Record Keeping Policies and Procedures: Maintenance of accurate and comprehensive safety records.

**Implementation and Monitoring**

The Health and Safety Committee is entrusted with the task of implementing this policy, overseeing its efficacy, and communicating outcomes to senior management. This committee is also responsible for periodic policy reviews to align with evolving regulations and industry best practices.

**Implementation and Monitoring**

The FNRCO Health and Safety Committee bears the responsibility for the diligent implementation and oversight of this policy, ensuring its effectiveness and alignment with our core values and standards. Regular reviews will be conducted to adapt to any legislative changes, operational shifts, or advancements in industry standards.

FNRCO’s health and safety policy, enhanced by our comprehensive Environment Health & Safety Programs, reflects our unwavering dedication to creating a safe, healthy, and productive workplace. By embedding these practices into our operational DNA, FNRCO not only meets health and safety standards but aspires to define them within the realm of workforce management and payroll services.