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## Occupational Health and Safety (OHS) Policy

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### 1. Policy Statement

At Billbrain Technologies Ltd., we are committed to ensuring the health, safety, and well-being of all our employees, contractors, visitors, and other stakeholders. We strive to provide a safe and hazard-free workplace by identifying and managing risks, complying with relevant legislation, and promoting a strong safety culture.

### 2. Purpose

The purpose of this policy is to:

- Prevent occupational injuries and illnesses
- Ensure compliance with applicable occupational health and safety laws and standards
- Foster a culture of safety, awareness, and continuous improvement
- Outline responsibilities and procedures for health and safety management

### 3. Scope

This policy applies to all employees, contractors, interns, visitors, and service providers working at or on behalf of Billbrain Technologies Ltd., across all office locations, project sites, and remote work environments.

### 4. Policy Objectives

- Ensure safe systems of work and working environments
- Provide necessary training, information, and supervision
- Identify, assess, and control workplace hazards
- Encourage employee participation in safety initiatives
- Maintain emergency preparedness and response plans

### 5. Key Principles

#### 5.1 Legal Compliance

We will comply with all applicable occupational health and safety laws, regulations, and codes of practice.

#### 5.2 Risk Management

We will proactively identify hazards, assess risks, and implement appropriate control measures to eliminate or minimize risks.

### **5.3 Employee Involvement**

Employees will be encouraged to actively participate in health and safety discussions, committees, and reporting.

### **5.4 Training and Awareness**

Regular health and safety training will be provided to all staff to ensure they understand their responsibilities and can perform tasks safely.

### **5.5 Continuous Improvement**

We will monitor and review our safety performance and management systems regularly, using audits, inspections, and incident investigations to drive improvement.

## **6. Responsibilities**

### **6.1 Management**

- Ensure a safe working environment and compliance with this policy
- Allocate adequate resources for health and safety programs
- Investigate incidents and enforce corrective actions

### **6.2 Supervisors/Team Leads**

- Implement safe work procedures and practices
- Monitor day-to-day operations for safety compliance
- Report and manage hazards or incidents

### **6.3 Employees**

- Take reasonable care of their own health and safety
- Follow all safety instructions and procedures
- Report hazards, near misses, and incidents promptly

### **6.4 Health and Safety Officer (if appointed)**

- Conduct risk assessments and inspections
- Coordinate training and awareness programs
- Serve as the point of contact for safety-related matters

## **7. Incident Reporting and Investigation**

- All incidents, injuries, or near misses must be reported to HR or the designated safety officer immediately.

- Investigations will be conducted to determine root causes and prevent recurrence.
- Records of incidents will be maintained in accordance with legal requirements.

## **8. Emergency Preparedness**

Billbrain Technologies Ltd. will develop and communicate emergency procedures, including:

- Fire safety and evacuation plans
- First aid protocols
- Contact information for emergency services

Drills will be conducted regularly to ensure readiness.

## **9. Monitoring and Review**

This policy will be reviewed annually or following a major incident, change in legislation, or significant organizational change. Safety performance indicators will be used to track progress and effectiveness.

## **10. Contact for Health & Safety Matters**

### **Health & Safety Representative / HR Department**

Billbrain Technologies Ltd.

Email: [hr@billbrain.tech](mailto:hr@billbrain.tech) / [billbraintechnologies@gmail.com](mailto:billbraintechnologies@gmail.com)

Phone: +256-392-001934

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Signed

Date:



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Managing Director