



ARIFA LAUNDRY

ARIFA LAUNDRY (M) SDN BHD

Company Registration No. 1419073-H

OCCUPATIONAL HEALTH AND SAFETY POLICY

Process Owner: Management (Director)

Intended Users: Arifa Laundry (M) Sdn Bhd - All Employees and Business Associates

Last updated: July 2026

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1. PURPOSE

Arifa Laundry (M) Sdn Bhd is committed to protecting the safety and health of all its employees and of any other person who may be affected by its activities. This policy sets out the company's intentions and the framework it uses to prevent workplace injury and ill health, in line with the Occupational Safety and Health Act 1994 and the Factories and Machinery Act 1967.

The company regards the health and safety of its people as an integral part of running the business, and gives it the same priority as quality, productivity and customer service.

2. SCOPE

This policy applies to all directors, managers, supervisors, employees, contractors, agency workers and visitors at every premises operated by Arifa Laundry (M) Sdn Bhd. It covers all work activities carried out on behalf of the company, including the collection, sorting, washing, drying, finishing, packing and delivery of linen, and the storage and handling of laundry chemicals.

3. POLICY STATEMENT

It is the policy of Arifa Laundry (M) Sdn Bhd to provide and maintain a safe and healthy working environment, safe systems of work, and the information, instruction, training and supervision needed for this purpose. So far as is reasonably practicable, the company will identify hazards, assess the risks arising from its activities, and eliminate or control those risks to prevent accidents, injuries and occupational ill health.

4. OBJECTIVES

To give effect to this policy, the company sets the following objectives:

- a) Achieve and sustain zero fatal and serious workplace accidents.
- b) Identify and control hazards before they cause harm.
- c) Ensure that all employees are trained and competent for the tasks they perform.
- d) Comply fully with applicable safety and health legislation and other requirements.
- e) Continuously improve safety and health performance through regular monitoring and review.

5. MANAGEMENT COMMITMENTS

The management of Arifa Laundry (M) Sdn Bhd commits to the following:

- a) Provide and manage a safe workplace and a healthy working environment.
- b) Provide and maintain machinery, equipment and materials in good and safe condition, with guarding and safety devices in place.
- c) Identify hazards, assess risks, and eliminate or control conditions and situations considered hazardous.
- d) Provide adequate information, instruction and training to all employees on the required safety standards and procedures before they operate any machine or carry out any related task.

- e) Establish and maintain safe methods and systems of work for all activities.
- f) Provide appropriate personal protective equipment at no cost to employees.
- g) Establish and maintain emergency procedures for fire, evacuation and first aid.
- h) Consult and involve employees on matters that affect their safety and health.
- i) Investigate all accidents and incidents and take action to prevent recurrence.
- j) Comply with the Occupational Safety and Health Act 1994, the Factories and Machinery Act 1967 and all other applicable requirements.

6. RESPONSIBILITIES

Safety and health is a shared responsibility across the organisation. The specific responsibilities are set out below.

Director and Management

Provide leadership and resources for safety and health, set objectives, ensure this policy is implemented, monitored and reviewed, and ensure the company meets its legal duties.

Supervisors

Ensure safe systems of work are followed in their areas, brief employees on hazards and controls, ensure personal protective equipment is used, and report and act on unsafe conditions.

Employees

Every employee is responsible for:

- a) Taking reasonable care of their own safety and that of others affected by their actions.
- b) Following safe work procedures and using machinery and equipment correctly.
- c) Wearing and maintaining the personal protective equipment provided.
- d) Reporting hazards, near misses, accidents and defects to their supervisor.
- e) Cooperating with the company on all safety and health matters.

7. HAZARD IDENTIFICATION AND RISK CONTROL

The company applies the hierarchy of control to manage risk. Where possible the hazard is eliminated. Where it cannot be eliminated, the company applies substitution, engineering controls and administrative controls, and provides personal protective equipment as the last line of defence. Risk assessments are carried out for key activities and are reviewed when work methods, equipment or conditions change.

8. TRAINING AND COMPETENCY

All new employees receive safety induction before starting work. Task specific and refresher training is provided for machine operation, chemical handling, manual handling and emergency response. Training records are kept and reviewed to confirm that employees remain competent.

9. COMMUNICATION AND CONSULTATION

Safety and health information is communicated through briefings, notices and toolbox talks. Employees are encouraged to raise concerns and suggestions, and safety and health matters are discussed through the safety and health committee where one is established.

10. MONITORING AND REVIEW

Safety and health performance is monitored through workplace inspections, incident records and follow up on corrective actions. This policy is reviewed periodically, and whenever there is a significant change in operations, equipment or legislation, so that it remains effective and current.

11. LEGAL AND OTHER REQUIREMENTS

This policy is supported by the following principal legislation:

- a) Occupational Safety and Health Act 1994 (Act 514).
- b) Factories and Machinery Act 1967 (Act 139).
- c) Occupational Safety and Health (Safety and Health Committee) Regulations 1996.
- d) Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000.

12. APPROVAL

This policy is approved and endorsed by the Director of Arifa Laundry (M) Sdn Bhd and is effective from the date shown on the cover. It is communicated to all employees and made available at the workplace.

Approved by: Zulkifly bin Shamsul Haq, Director.