Burgan Bank

Health & Safety Guidelines

بنک بروقان
BURGAN BANK

Introduction

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Purpose

Employees of Burgan Bank ("the Bank") are one of its greatest assets, and protecting the health and ensuring safety of the employees of the Bank is an integral and fundamental part of its culture.

Most of the Bank's employees work in a low risk environment and are not exposed to significant occupational health and safety hazards; however, it is important for the Bank to provide a safe and conducive workplace. As such, the Bank constantly strives to provide and ensure a safe and healthy work environment to all its employees, outsourced staff, contractors, customers and visitors on its premises.

This procedure aims to achieve the following:

- Highlight the applicable guidelines for safety measures, protection and health improvement that the Bank's employees are to comply with;
- To provide appropriate safety guidelines to the employees to combat emergency situations;
- To maintain emergency, fire protection and security systems and facilities to protect employees and the Bank's properties; and
- Periodic review of the Bank's safety management system for its adequacy and effectiveness.

Application

Guidelines for Safety Measures, Protection and Health Improvement of Employees of the Bank

- Provide a safe, hygienic and congenial workplace for all employees.
- Ensure the availability of first aid boxes on all floors of Bank.
- Clear display of important contact numbers for employees to have access to, such as the Police, Government Emergency numbers and the Burgan Bank Emergency Team numbers, in Bank premises.
- Ensure the display of floor plans and emergency exit routes on each floor, and each branch.

- Carryout fire drills, and physical verification of fire safety equipment, and practice evacuation plans (after coordinating with Kuwait Fire Department for an available date).
- Ensure the installation of fire alarm systems with fire and smoke detectors at all premises where periodic maintenance is required. Portable fire extinguishers of required type and capacity are to be installed at appropriate places and are examined at regular intervals internally, as well as by external agencies. Auto fire suppressants to be equipped in data centers.
- Install Closed Circuit Television (CCTV) for detection / recording of all activities including sabotage as well as public address system for emergency alerts.
- Daily security inspections of premises must be completed to ensure continued compliance.
- Access to Bank premises is only granted in accordance with regulatory requirements and security standards.
- Acquisition or construction of new workplaces, or changes to existing workplaces must be managed in accordance with this procedure.
- Work related accidents, illness, threats, unsafe conditions, or hazards must be reported.
- Carry out workplace inspection and environmental assessments such as indoor air quality, illumination, noise, indoor temperature and maintain continuous improvement to meet the satisfied standards concerning employees, customers, visitors and all who work in Bank premises.

- All workstations and staff chairs must meet safety and security standards.
- The Bank on a regular basis sanitizes all bank premises where proper cleaning, sanitation and hygiene methods are applied.
- Organizers for social, sporting and other work-related events are responsible for conducting risk assessments.
- Provide green areas / agriculture inside and outside bank premises for improvement of air quality and carbon sequestration.

Responsibility of the Employees of the Bank

All employees of the bank are responsible for their own safety and that of others who may be affected by their acts or omissions and to corporate with the implementation of this. It is the Bank's employees' responsibility to:

- Effective implementation and familiarization of this procedure, as well as the Emergencies Plan and Procedures.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Attend health and safety programs when they are organized by Human Resources and Development (HRD) (such as: first aid, armed robbery).
- Report all accidents, incidents, dangerous occurrences and hazards to their department Heads as soon as it is practically possible.
- Not interfere, tamper or misuse any item / equipment provided for health or safety purposes.
- Try to stay calm and not panic in the event of any emergency.

Abbreviations

Abbreviation	**Description**
CCTV	Closed Circuit Television
HRD	Human Resources Department
Term	**Definition**
"the Bank"	Bank Burgan