



HOPE SAFETY
CONSULTANCY PVT LTD

HEALTH AND SAFETY PROCEDURE

Ref: HSC|HASP|2025|16|V2.0

Al Faqir Plaza 2nd Floor Office No24 Kohat Road Bannu KpK Pakistan

Tel: +92928620817

Email: info@hscpk.org

Registered in SECP No. SECP-0239917

Procedure Statement:

Hope Safety Consultancy Pvt Ltd is dedicated to maintaining a proactive, safe, and healthy working and learning environment for all employees, learners, trainers, visitors, and contractors. This procedure provides a detailed framework for identifying, managing, and continuously improving our health and safety practices to prevent accidents and promote a culture of safety awareness throughout the organization.

Key Procedures:

- **Risk Assessment**

Conduct thorough and regular risk assessments for all training activities, operational procedures, and physical environments. Identify potential hazards, evaluate their likelihood and severity, and implement appropriate controls and mitigation strategies to eliminate or minimize risks. Maintain up-to-date documentation of all assessments and ensure staff are trained in relevant risk controls.

- **Training & Awareness**

Deliver comprehensive, role-specific health and safety training for all staff and learners. Training includes emergency response procedures, fire safety, first aid, use of Personal Protective Equipment (PPE), manual handling, hazard identification, and safe operational practices. Continuously update training materials to reflect changes in legislation and feedback from internal reviews.

- **Emergency Preparedness**

Establish well-defined emergency response protocols, including clear evacuation plans, fire drill schedules, contact information for emergency services, and designated safety wardens. Conduct regular practice drills and refresher sessions to ensure all individuals know how to respond appropriately in case of emergencies such as fires, chemical spills, or medical incidents.

- **Incident Reporting**

Implement a transparent and easily accessible incident reporting system. Encourage immediate reporting of all incidents, accidents, near misses, and unsafe acts or conditions. Ensure every report

is logged, investigated thoroughly to determine root causes, and followed by timely corrective and preventive actions to avoid recurrence.

- **Safe Working Practices**

Enforce adherence to safe work practices across all training and operational settings. Ensure consistent use of PPE where required, proper signage, safe handling of tools and materials, and compliance with all standard operating procedures. Regularly inspect work areas to identify non-conformities and take corrective actions promptly.

Responsibilities:

Management

Provide strategic oversight and allocate the necessary resources personnel, time, budget, and equipment to ensure full implementation of health and safety procedures. Promote a culture of safety, lead by example, and actively participate in safety planning and reviews.

Health and Safety Officer

Take lead responsibility for coordinating all health and safety initiatives. Conduct routine inspections, deliver training sessions, maintain health and safety records, and manage the organization's incident response and investigation protocols in line with legal and regulatory requirements.

- **Employees & Trainers**

Actively comply with all safety instructions, attend mandatory health and safety training, conduct sessions safely, and report hazards or incidents immediately. Collaborate with management to improve safety measures and take ownership of maintaining a safe work environment.

- **Learners & Visitors**

Follow all safety signage, verbal instructions, and procedures given by staff or trainers. Refrain from entering restricted areas or handling equipment without permission and report any unsafe conditions or behavior promptly to the responsible authority.

Implementation Steps:

1. Conduct scheduled and unscheduled inspections, audits, and walkthroughs of training centers, classrooms, and operational areas to assess compliance and identify risks.
2. Accurately document all findings, recommended improvements, and corrective actions in centralized logs. Assign responsibilities and deadlines for implementation.
3. Communicate safety procedures, updates, and emergency protocols clearly to all stakeholders through multiple channels, including visual displays, handbooks, training sessions, and digital platforms.
4. Ensure that all necessary safety equipment such as fire extinguishers, first aid kits, PPE, emergency signage, and alarms is regularly inspected, properly maintained, and readily accessible at all times.

Continuous Improvement:

- Conduct regular reviews of health and safety procedures based on incident trends, regulatory updates, internal audits, and feedback from staff and learners.
- Offer refresher courses and toolbox talks to staff and learners on specific safety topics. Use real case studies, lessons learned from incidents, and industry best practices to enhance the training experience.

Communication:

- Communicate all health and safety-related procedures, responsibilities, and expectations in a timely and clear manner across all levels of the organization.
- Display safety information prominently in classrooms, workshops, staff rooms, and training facilities to ensure visibility and accessibility.
- Make the full health and safety procedure accessible on the organization's official website (<https://hscpk.org>), reinforcing transparency and accountability.

Hope Safety Consultancy Pvt Ltd affirms its unwavering commitment to creating a healthy, safe, and supportive environment where the wellbeing of every individual is prioritized. Through ongoing evaluation and adherence to this procedure, we aim to prevent harm and foster a safety-first culture in everything we do.



Director
Hope Safety Consultancy Pvt Ltd

Hope Safety Consultancy PVT LTD (Registered in SECP No. SECP-0239917)



+92928620817



info@hscpk.org



<https://hscpk.org/>

