



## **MMCS GROUP Occupational Safety & Health Policy**

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### **1. Policy Statement**

MMCS Group is committed to providing a safe, healthy, and secure working environment for all employees, contractors, visitors, and stakeholders. Our Occupational Safety & Health (OSH) Policy reflects our responsibility to prevent workplace injuries, work-related illnesses, and to comply with all applicable safety laws, regulations, and best practices relevant to the IT industry.

### **2. Objectives of the Policy**

Ensure compliance with the Occupational Safety and Health Act 1994 (Malaysia) and relevant regulations. Identify, assess, and mitigate workplace hazards. Promote ergonomic workplace design and healthy work habits. Foster mental and emotional well-being of employees. Encourage a culture of safety through education, participation, and accountability.

### **3. Scope of Application**

This policy applies to: All employees (permanent, contract, and interns), Vendors, service providers, and contractors working on-site, Visitors to any MMCS Group facilities.

#### **4.1 Management**

Provide resources for safety implementation and training. Establish safety procedures and monitor compliance. Support safety investigations and corrective actions.

#### **4.2 Safety & Health Committee**

Identify and assess hazards in the workplace. Recommend improvements and conduct audits. Conduct regular safety drills and emergency preparedness reviews.

#### **4.3 Employees**

Adhere to all safety procedures and policies. Report hazards, incidents, or unsafe practices immediately. Participate in safety training and drills.

## 5. Key Occupational Health & Safety Risks in the IT Industry

Hazard Category	Example Risks	Impact
Ergonomic	Poor seating posture, screen glare	Repetitive strain injury, eye strain
Electrical & Equipment	Overloaded sockets, faulty equipment	Electric shock, fire
Mental Health	Work stress, long hours, isolation	Burnout, anxiety, depression
Physical Environment	Poor lighting, air quality, noise	Headaches, fatigue, discomfort
Cybersecurity Fatigue	Alert overload, high data responsibilities	Mental exhaustion

## 6. Preventive Measures and Best Practices

Provide ergonomic chairs, adjustable desks, and monitor stands. Limit screen time through scheduled breaks (e.g., 20-20-20 rule). Ensure electrical equipment is regularly inspected and maintained. Maintain proper lighting, air circulation, and cleanliness. Provide mental health support channels and flexible work arrangements.

## 7. Emergency Preparedness

Clearly marked emergency exits and escape routes. Fire extinguishers and first aid kits placed strategically. Conduct annual fire drills and evacuation exercises. Designated Emergency Response Team (ERT) trained in CPR and first aid.

## 8. Health Promotion & Mental Wellness

Promote Employee Assistance Programs (EAP). Organize mental health talks, yoga/stretching sessions, or digital detox days. Encourage work-life balance and discourage overtime culture.

## 9. Training and Awareness

Mandatory OSH induction for new hires. Quarterly safety talks or toolbox meetings. Cybersecurity awareness and ergonomic workshops. Fire drills will be conducted every six months in office.

Training Program	Details	Frequency
Occupational Safety & Health (OSH) Induction	All new hires are required to complete a mandatory OSH induction session upon joining the company. This session covers company safety policies, emergency procedures, and workplace hazards.	Upon Hire
Quarterly Safety Talks/Toolbox Meetings	Safety talks and toolbox meetings will be conducted quarterly to reinforce safety awareness, address emerging risks, and update employees on changes to safety protocols. These sessions are interactive and encourage open discussions about safety concerns.	Quarterly
Cybersecurity Awareness	As part of our commitment to creating a safe work environment, employees will participate in cybersecurity awareness training. This training will cover topics such as data protection, phishing attacks, password security, and other best practices for maintaining a secure digital workspace.	Annually
Ergonomic Workshops	Ergonomics plays a vital role in preventing workplace injuries. Employees will be educated on ergonomic best practices for workstation setup, posture, and safe handling of equipment to minimize physical strain.	Semi-Annually
Fire Drill Practice	Fire drills will be conducted every six months to ensure that all employees are familiar with emergency evacuation procedures, and to practice effective response in case of a fire or other emergency situation.	Semi-Annually

## 10. Monitoring, Review and Continuous Improvement

Annual OSH policy review by the Safety Committee. Use of hazard/incident reporting forms to track trends. Encourage feedback from staff to enhance safety culture.

## **11. Policy Compliance and Disciplinary Actions**

Non-compliance with this OSH Policy may result in disciplinary action, including but not limited to: Verbal/written warnings, Suspension, Termination of employment or vendor contracts.