

Health and Safety Policy

1 Purpose

QIMA's achievements are supported by the contributions of all employees, whose innovative ideas, spirit and efforts enable QIMA to live up to the quality, performance and excellence that the customer expects. QIMA is committed to maintaining a healthy and safe working environment as well as ascribing great importance to every employee with this policy.

2 Scope

This policy applies to the back office, laboratories and factories where QIMA employees congregate for the activities in which they are engaged.

3 General Requirements

QIMA's health and safety policy strictly meets the legal requirements of the law in the countries where the employees are employed.

QIMA HR Department ensures every employee has health insurance in accordance with local laws or regulations.

QIMA Training Team provides and updates training courses on health and safety for all staff appropriate for the activities in which they are engaged.

IT ensures the security of the internal network and takes sufficient action to prevent the QIMA network from being maliciously attacked. Employees are authorized by IT to have different levels of access to QIMA public platforms according to their work positions.

QIMA Admin Department is responsible for the safety of the office facility and public assets.

Managers in each department are responsible for reporting any health and safety incidents to HR or Lab QA in a timely manner.

3.1 Back office

QIMA provides a healthy and safe working environment for all employees working in the office.

- Suitable temperature, sufficient lighting and good ventilation are essential.
- QIMA ensures safe access and facilities that can be used by employees and permitted visitors. The Admin Team maintains access to the control system.
- Apart from infrastructure, QIMA also displays safety signs and posts fire extinguishers at the entrance of the office.
- First-aid kits are placed in an obvious position where they can be obtained by all employees.
- QIMA Admin Department inspects all related infrastructure and is responsible for change or repair in the case of damage.
- All employees are responsible for the protection of their personal property.
- Any abnormal incidents or personnel found in the office must be reported to the HR or Admin Team immediately.

- For unpredictable emergencies such as fire, typhoon, et cetera, QIMA has developed action plans which are communicated with staff via email, meetings and workplace postings.

3.2 Laboratory

While in the laboratory, employees must strictly follow the safety related documents (e.g. manual, policy, working instructions, guidelines, etc). Attention must be paid to the following:

- The laboratory must be kept clean and tidy. All items must be placed in the correct and designated position, especially hazardous chemicals and experimental apparatuses.
- Use appropriate safety facilities and personal protective equipment for protection if necessary, following the instruction from Laboratory Management.
- Control and monitor the environmental conditions (e.g. temperature, humidity, lighting, separation to prevent contamination, ventilation, etc.)
- Un-authorized personnel are not allowed to enter the laboratory.
- Eating, drinking and smoking are prohibited in the laboratory area.
- Special care must be taken when using dangerous chemicals for experiments. Every such experiment must be conducted with an understanding of the potential dangers and every effort made to take appropriate safety measures.
- The operating procedures of testing equipment and tools must be followed closely, especially for potentially dangerous items such as knives, scissors, etc.
- Regularly organize the disposal of wastes (liquid and solid wastes) of hazardous and precursor chemicals.
- Laboratory management to check the quality and safety of the laboratory on a regular basis.

3.3 Factory

For QIMA employees who need to go to a factory need to:

- Plan the route and departure time in a reasonable manner.
- Pay special attention to the factory's safety status before work.
- Try to avoid conflicts while at the factory.
- Use appropriate safety facilities and personal protective equipment when performing specific tests.
- Perform tests according to factory's working instructions and safety guidelines, using the factory's equipment and tools.
- If the test equipment provided by factory is not in good condition or its use presents danger, the test needs to be stopped at once and back office contacted for further instructions.
- Keep calm if threatened, attempt to leave the factory as soon as possible, and report the facts of the occurrence to your direct manager for help.

3.4 Incident report

An incident, in the context of occupational health and safety, is defined as an unintended event that disturbs normal operations. It is an unplanned and undesired event that adversely affects completion of a task.

Health and safety incidents are not always serious in their effects. However, minor injuries or threats need to be reported and are taken as equally important as major injuries or threats. These incidents may worsen and lead to more serious health or safety issues.

Employees are encouraged to report health and safety related incidents to HR department or Lab QA team (Lab only).

- hr@qima.com
- LabTestingQA@qima.com (Lab QA)
- compliance@qima.com

QIMA responds to all incidents, major or minor, and records them to analyse and investigate. Corrective measures are taken when required.

QIMA HR and Lab QA team records and documents all incident investigations to provide the materials and cases for training courses updates.

For any updates, QIMA management seeks staff input before implementing changes to the workplace, and regular meetings address current health and safety issues and improvements to the health and safety plan.

QIMA Compliance Policy