



Occupational Health and Safety Policy



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1. Purpose

TMO Manufacturing is dedicated to maintaining a safe and healthy workplace for all employees, contractors, and authorized visitors. This policy sets forth clear guidelines to manage and minimise occupational risks within our mechanical engineering and precision machining operations.

2. Scope

This policy covers the entire organization, including:

- **Production Areas**
 - CNC machining
 - Manual milling and lathe operations
 - Small hand presses (e.g., dowel pin insertion)
 - Horizontal band saw
 - Buffing and grinding
 - Assembly and packaging
- **Inventory and Storage**
 - Forklift operations
- **Administration**
 - Office-based roles and related support functions

All employees must follow these guidelines. **Visitors and contractors** may only enter production or other high-risk areas when escorted by authorized personnel and in compliance with basic safety rules.

3. Roles and Responsibilities

3.1 Management

- **Policy Implementation**
 - Establishes, maintains, and updates this Occupational Health and Safety (OHS) policy.
 - Provides adequate resources (equipment, PPE, training) to support a safe environment.
- **Regulatory Compliance**

- Ensures alignment with Singapore’s Workplace Safety and Health (WSH) Act and relevant ISO standards.
- **Continuous Improvement**
 - Reviews safety performance, incident reports, and employee feedback for policy enhancements.

3.2 Supervisors / Team Leads

- **Daily Checks**
 - Verify that production floor equipment (CNC, manual machines, presses, saws, forklifts) is in safe working condition.
- **Enforcement and Reporting**
 - Enforce PPE use and safe work methods; record any unsafe acts or incidents.
 - Initiate corrective actions and propose policy or procedural changes when needed.

3.3 Employees

- **Compliance**
 - Follow all stated safety procedures, wear required PPE, and participate in training sessions.
 - Operate machinery (manual or automated) only when properly authorized or experienced.
 - **Hazard Awareness**
 - Report malfunctioning equipment, potential hazards, or near-miss incidents immediately.
 - Maintain a tidy workspace to minimize slip, trip, and fall risks.
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4. Hazard Identification and Risk Controls

4.1 CNC Machining

- **Hazards**
 - High-speed rotating parts, flying debris, sharp cutting tools.
- **Controls**
 - **Machine Guarding:** Use protective enclosures or guards to contain chips.
 - **Lockout-Tagout (LOTO):** Power down and lock the machine before maintenance or cleaning.
 - **Coolant Management:** Store coolants properly; prevent direct skin or eye contact.

4.2 Manual Milling and Lathe Operations

- **Hazards**
 - Rotating spindles/chucks, accidental entanglement, sharp tooling edges.
- **Controls**
 - **Remove Chuck Keys:** Ensure no tools or keys remain attached before startup.
 - **Guarding Where Possible:** Fixed or adjustable guards around high-risk rotating components.
 - **PPE:** Safety glasses or face shields to protect against metal chips.

4.3 Small Hand Presses (e.g., Dowel Pin Insertion)

- **Hazards**
 - Pinch points, potential part ejection if misaligned.
- **Controls**
 - **Pinch Point Awareness:** Keep fingers clear of the pressing area; use jigs or fixtures if feasible.
 - **PPE:** Safety glasses; gloves when handling sharp or hot parts.
 - **Two-Person Rule (When Needed):** If handling larger or awkward parts/jig, have a second person assist.

4.4 Horizontal Band Saws

- **Hazards**
 - Moving blade, risk of blade breakage, accumulation of metal shavings.
- **Controls**
 - **Blade Maintenance:** Check tension and condition regularly.
 - **Safe Feeding:** Use push sticks or clamps if hands are near the blade path.
 - **Housekeeping:** Clear sawdust or metal remnants frequently to avoid slip hazards.

4.5 Buffing and Grinding

- **Hazards**
 - Potential wheel failure, eye injuries from flying debris, excessive noise.
- **Controls**
 - **Wheel Inspection:** Perform “ring tests” on grinding wheels.
 - **Dust/Noise Control:** Localized ventilation if available; hearing protection where noise is high.
 - **Eye Protection:** Goggles or face shields mandatory during operation.

4.6 Assembly, Packaging, and Manual Handling

- **Hazards**
 - Lifting injuries, repetitive strain, sharp edges on parts.
- **Controls**
 - **Ergonomics:** Offer adjustable workstations; train in proper lifting techniques.
 - **Protective Gloves:** Use cut-resistant gloves for sharp components.
 - **Task Rotation:** Minimize repetitive strain by rotating tasks or providing rest breaks.

4.7 Forklift Operations

- **Hazards**
 - Collisions, tipping, unsecured loads—mostly within inventory or transport zones.
 - **Controls**
 - **Daily Checks:** Operators confirm brakes, tires, and forks are in good condition.
 - **Clear Pathways:** Keep designated forklift routes free of obstacles.
 - **Load Security:** Secure pallets or containers prior to movement.
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5. Safe Work Practices

5.1 Personal Protective Equipment (PPE)

- **Mandatory Areas**
 - Whenever operating or working near CNC machines, manual mills/lathes, buffing/grinding stations, saws, or presses.
- **Types of PPE**
 - **Eye/Face Protection:** Safety goggles, face shields.
 - **Hand Protection:** Gloves suited to the task (cut-resistant, snug-fitting).
 - **Hearing Protection:** When noise levels exceed permissible limits (e.g., grinding operations).
 - **Protective Clothing:** Aprons or coveralls for metal chip-heavy tasks.

5.2 Housekeeping

- **Cleanliness**
 - Regularly remove metal shavings, sawdust, debris.
 - Keep floors dry and uncluttered to avoid slips or trips.

- **Organized Storage**
 - Store raw materials and finished products securely; label heavy or awkward items.

5.3 Lockout-Tagout (LOTO)

- **Applicability**
 - Prior to maintenance or blade/tool changes on powered equipment.
- **Process**
 - Disconnect power, apply lock and tag, verify no possibility of re-energizing.

5.4 Two-Person Rule

- **Applicability**
 - High-risk tasks (e.g., significant repairs, heavy press work, complicated setups).
 - **Advantage**
 - Ensures immediate assistance if issues arise, enhancing safety and efficiency.
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6. Fire and Emergency Preparedness

6.1 Fire Protection

- **Equipment**
 - Smoke alarms, sprinklers, and fire extinguishers, regularly inspected by qualified professionals.
- **Maintenance**
 - Document inspection results and rectify any noted deficiencies immediately.

6.2 Evacuation Plan

- **Routes and Exits**
 - Clearly marked exits and illuminated signage.
 - Floor plans posted to show evacuation paths and assembly points.
- **Drills**
 - Conduct periodic practice evacuations; supervisors lead headcounts at assembly points.

6.3 First-Aid

- **Kits and Locations**
 - Located in production zones, offices, and common areas; inspected periodically.

- **Initial Medical Response**
 - Employees should understand basic first-aid for common injuries (cuts, minor burns, etc.).
 - Report injuries promptly to supervisors.
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7. Training and Competency

7.1 General Safety Induction

- **Target Group**
 - All new hires, including administrative staff.
- **Content**
 - Overview of company safety rules, PPE requirements, and incident reporting procedures.

7.2 Equipment-Specific Training

- **Machinery Operation**
 - Focus on CNC, manual machines, saws, and hand presses.
 - Teach safe operating speeds, material handling, and emergency shutdown steps.
 - **Refresher Sessions**
 - Conducted periodically and/or when new processes/machinery are introduced.
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8. Visitor and Contractor Management

- **Restricted Access**
 - Production floors and high-risk zones require staff accompaniment.
 - **PPE Requirements**
 - If a visitor or contractor must observe or work near machinery, basic PPE (e.g., safety glasses) is mandatory.
 - **Safety Brief**
 - Contractors (e.g., equipment servicing engineers) performing onsite tasks get a quick orientation about local hazards and safe practices.
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9. Incident Reporting and Investigation

9.1 Immediate Reporting

- **Procedure**
 - Notify a supervisor immediately about accidents, near-misses, or equipment faults.
 - Supervisors document the event (time, location, cause, injuries).

9.2 Investigation

- **Follow-Up**
 - Supervisors determine root causes and propose corrective measures.
 - Management approves necessary policy or procedural updates to prevent recurrence.
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10. Policy Review and Revision

- **Periodic Review**
 - This policy is reviewed annually and may be updated to reflect changes in laws, regulations, business practices, or upon major operational changes (e.g., new machinery, expansions).
 - **Continuous Improvement**
 - Employee feedback and incident data collection to guide ongoing enhancements to safety measures.
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11. Commitment

By implementing this Occupational Health and Safety Policy, TMO Manufacturing underscores its commitment to providing a **safe and productive environment**. We expect every individual—management, supervisors, employees, and authorized visitors—to uphold these standards and continuously work towards the highest level of workplace safety.