

OCCUPATIONAL HEALTH & SAFETY POLICY

At **Prime Skill Center for Training (PSTC)**, the health and safety of our employees, trainers, learners, contractors, visitors, and stakeholders are fundamental to our operations. We are committed to providing a safe and healthy environment for classroom, practical training, and administrative activities while preventing workplace injuries, occupational illnesses, property damage, and other HSE-related incidents.

Objectives

The primary objective of this Occupational Health & Safety (OHS) Policy is to ensure that all training and operational activities are conducted safely by identifying hazards, assessing risks, and implementing appropriate control measures. This policy aims to comply with applicable Kingdom of Saudi Arabia laws, regulations, accreditation requirements, and relevant occupational health and safety standards. This policy applies to all employees, trainers, learners, contractors, visitors, and other stakeholders involved in Training Center activities.

Key Commitments

Safety First

Protection of life, health, and wellbeing is our highest priority. All training and operational activities shall follow established HSE requirements, and employees and learners shall receive appropriate safety information and supervision.

Management & Staff Responsibilities

Management, trainers, and staff shall integrate this policy into all Training Center activities and ensure appropriate health and safety controls are implemented and maintained.

Risk Assessment & Hazard Management

Suitable risk assessments shall be conducted for training and operational activities, particularly practical and higher-risk training, with appropriate controls implemented before activities commence.

Training Equipment & Personal Protective Equipment (PPE)

Training equipment, tools, machinery, and safety devices shall be suitable, inspected, maintained, and used under appropriate supervision. Required PPE shall be provided or specified for relevant practical activities.

Incident Reporting & Prevention

All incidents, injuries, near misses, hazards, and unsafe conditions shall be reported and appropriately investigated to identify causes and implement corrective and preventive actions.

Compliance & Stakeholder Engagement

Employees, trainers, learners, contractors, suppliers, and visitors shall comply with applicable Training Center HSE policies, procedures, and safety requirements.

Training & Emergency Preparedness

Appropriate HSE awareness shall be provided to employees and trainers. Emergency arrangements for fire, medical emergencies, evacuation, and practical training activities shall be maintained and periodically tested.

Policy Review & Continuous Improvement

This policy will be reviewed periodically based on regulatory requirements, changes in Training Center activities, risk assessments, incidents, audit findings, and lessons learned. Necessary improvements will be implemented to maintain a safe and healthy training and working environment.