



Monarchs Workplace Safety Policy

www.monarchsgym.com

info@monarchsgym.com

3599 Old Conejo Road., Newbury Park, CA 91320 (805) 375-4663
5331 Derry Ave Ste H-C, Agoura Hills, CA 91301 (818) 889-3634

Policy Brief & Purpose

Our **Workplace Safety Policy** help us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace.

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Scope

This Workplace Safety Policy applies to all prospective and current employees of the company as well as volunteers, contractors and consultants.

Policy Elements

There are two aspects to consider when establishing a Workplace Safety Program: Preventative Action and Emergency Management.

Preventative action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

We'll conduct periodical risk assessments and establish preventative measures accordingly.

- When employees work in dangerous contexts or locations, we'll make sure there are safety precautions like safety nets and ropes.
- We'll provide protective gear like masks, gloves, protective items, etc. Using safety equipment is obligatory.
- Managers will inspect equipment and infrastructure monthly.
- We'll hold employee training sessions in safety standards and procedures.
- Employees who do repairs or cleaning need to put up caution signs.
- We'll prohibit smoking indoors.

Also, we'll enforce a substance abuse policy to protect employees from colleagues' misconduct.

Emergency Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Our emergency management involves the following provisions:

- Fire extinguishers and other fire protection equipment that are easily accessible
- An evacuation plan posted on the walls of each floor and online
- Fire escapes and safety exits that are clearly indicated and safe
- Fully-stocked first-aid kits at convenient locations

We will monitor performance of health and safety procedures and will revise them to ensure higher level of protection.

Additional measures

Our company will also keep abreast of changes and try to promote health & safety actively. We will:

- Update our policy according to changes in occupational health and safety legislation.
- Analyze past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.

All employees are responsible for their own safety, as well as that of customers during class while in the workplace. To maintain a safe workplace, everyone must be safety-conscious at all times, in case of an incident, fill out an incident report. Report all work-related injuries or illnesses immediately to the office. Monarchs provides safety certification courses periodically on the premises but recommends new employees to take their safety courses through USAG upon completion of the onboarding period (90 days).

Disciplinary Consequences

Every team leader is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they don't. We'll take disciplinary action that may extend to termination when employees consistently disregard health and safety rules.

It's everyone's responsibility to contribute to a healthy and safe workplace.