

## **OCCUPATIONAL SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY POLICY**

I, Collin Mthombeni, Managing Director of Sign Edition (Pty) Ltd, am committed to a policy of total quality and excellence in everything we do, the establishment and maintenance of a workplace that is safe and healthy and does not harm the environment. I will ensure that this policy is understood, accepted, implemented and maintained throughout the Organisation.

Sign Edition's primary business is offering design, specification, prototyping and manufacturing, installation and project management solutions including site surveys, scoping, quoting, advice and implementation.

Sign Edition's shall ensure that service is rendered to meet the intended needs and stated performance criteria in accordance with the requirements of, and to the satisfaction of the customer.

Sign Edition's uses the ISO 9001, ISO 14001 and OHSAS 18001 Management System Standard as tools to achieve this.

This policy is incorporated within an all-inclusive system with the following key points:

- Proactive management to protect the employee from injury and ill health, the assets and the environment of the Organisation and to eliminate potential occupational hazards and environmental degradation.
- Effective assessment, planning, documentation and implementation processes.
- Maintaining and improving a safe workplace and pollution free environment, resultant from clear and safe working practices which will include the provision and effective use of personal protective and other equipment applicable to the requirement of the task.
- Evaluating and training all employees in their own tasks and responsibilities in respect of this policy.
- Detect, measure, control and correct any deviations from applicable quality, statutory, external and internal standards within required time scales followed by preventive and remedial actions where necessary.
- Commitment to reviews of this policy and its objectives and targets, and continual improvement of the total Management System.
- Establishment, documentation and management of Quality and SHE objectives and targets with achievable and measurable goals.

Sign Edition (Pty) Ltd accepts, within the bounds of reasonableness, full responsibility for the health and safety of its employees and conservation of its environment in the execution of business.

**C MTHOMBENI**  
**MANAGING DIRECTOR**

Date Approved: 01 JUNE 2016  
Next review date: 02 JUNE 2017