



### 3. SAFETY AND HEALTH

#### 3.1. Introduction

MIDP recognises its responsibility to provide a safe and healthy environment for all persons involved in the Training Activities and at its premises. MIDP strives to provide and maintain safe and healthy working conditions, equipment and systems of work for all Management, Employees and MIDP Representatives. We also understand the importance of ensuring for the health and safety of other people who may be affected by our activities. This policy is reviewed annually or as circumstances change.

This policy is applicable to all directors, managers and executive officers (“**Management**”), full time and part time employees (“**Employees**”), trainers, administrative officers, and people working on behalf of our organisation (“**MIDP Representatives**”) and other companies or organisations (“**Affiliates**”) and persons whose duties bring them into contact with students or Training Activities under MIDP.

#### 3.2. Risks and Responsibilities

##### A. Delegation of Responsibilities

**The overall responsibility in ensuring safe and healthy environment lies with the Management while the responsibility to ensure safe and healthy condition for day-to-day operations lies with the Employees and MIDP Representatives.** All trainers must closely monitor the students throughout the class and ensure that the class environment is safe and healthy for all students at all times. In the event of any concerns arising pertaining to safety and health, immediate attention from all persons is required to address such concern and if it is a serious concern, quickly inform the Management of the same.

##### B. Risky and Dangerous Behaviour

All persons involved in Training Activities under MIDP or present at MIDP premises are responsible to ensure that no risky or dangerous behaviour that could pose threat or potentially injure yourself or another person, be it directly or indirectly, is immediately stopped.

**It is the responsibility of each individual trainer to ensure that all students do not engage in any risky or dangerous activities during any Training Activities by closely monitoring and guiding all students at all times.** The Management, Employee and MIDP Representatives may issue a warning to the relevant person for conducting such risky and dangerous behaviour.

In case of minor accidents, administer first aid to the person in need. However, in major accidents and cases of emergency, assist the injured person and call the ambulance and the parents when necessary.

##### C. Infectious Diseases

If any persons involved in Training Activities is ill from any infectious diseases, the said person is prohibited from continuing the class or establishing contact with another person until full recovery.

##### D. Use of Tools and Substances

The use of any risky and dangerous tools and substances, or unsuitable for children are not permitted during Training Activities or at MIDP premises at all times.



### **3.3. Implementation and Breach**

All persons must be aware of and observe this policy at all material times. This policy will be made available via MIDP website to grant easy access to parents, guardians and all relevant persons. Any concerns about the interpretation and application of this policy may be directed to [complaints@midp.edu.my](mailto:complaints@midp.edu.my). Failure to follow the guidelines in this policy is considered a serious offence.