Version: 15. September 2021

Health and Safety Policy

Druk Eye Tours & Travels takes responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with our health and safety policy. Each employee is encouraged to play a vital and responsible role in maintaining safe and healthy working conditions.

Duties of employer:

Office space
Druk Eye Tours & Travels is responsible for:

- Providing a fire extinguisher
- Providing a First Aid Box
- Providing properly ventilated work spaces with clean and fresh air, daylight
- Providing comfortable room temperature, in wintertime all office staff have a heater nearby
- No overcrowding in office
- Providing separate space or room for rest breaks
- Providing clear instructions and information, adequate training if needed, to ensure employees are competent to do their work

On Tour (Trekking)
Druk Eye Tours & Travels is responsible for:

- Providing the Trekking guide with a First Aid Box (guide is responsible for the crew in case someone needs medical care)
- Providing appropriate lodging and food to all staff
- Providing trekking clothes to trekking crew if needed (rain jackets, hiking shoes etc.)
- Providing trekking-gear (tents, mattresses, sleeping bag if needed, etc.)
- Providing clear instructions and information, and adequate training if needed, to ensure employees are competent to do their work (eg regular medical training)

Duties of employees:

While at work, an employee shall:

- take reasonable care for his or her own health and safety and for the health and safety of any other employee or person who may be affected by his or her acts or omissions at the workplace;and
- report to management any pain or discomfort as soon as possible, when on tour with guests
- report to Management accidents/incidents as soon as possible
- in case of an emergency, act and react according the company' emergency plan

An employee shall not:

- wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or welfare at the workplace; or
- wilfully place at risk the health or safety of any person at the workplace.
- not be under the influence of alchohol, drug or any psychotropic substance.

Your participation is much appreciated.