

## INNOVATORS FAÇADE SYSTEMS LIMITED

### POLICY ON OCCUPATIONAL SAFETY AND HEALTH

#### 1. Purpose & Scope

The purpose of this document is to describe the Company's Health and Safety management principles so as to provide general guidelines & directions to organization in order to provide a safe and healthy workplace environment and reduce health hazards, accidents and injuries. The principles include policy statement, responsibility & accountability, health & safety training and other safety requirements.

#### 2. Policy Statement and Objective

The Company believes in a Health and Safety Management System to achieve its goal of reducing impact of Health and Safety hazards in its operations, activities to manufacture products in its work place and in company-controlled residences within the framework of this System and applicable Laws and to foster a professional, open and trusting workplace by protecting health of all associates.

All personnel have the right to remove themselves from imminent serious danger without seeking permission from the company.

#### 3. Responsibility & Accountability

3.1 The company has appointed one **senior management representative (Health and safety)** with primary responsibility & accountability to ensure that a safe & healthy workplace environment is provided during the working hours in the factory premises and in company-controlled residences for all the personnel and for implementing the Health and Safety elements of this standard and applicable law.

3.2 The company has also formed a Health & Safety Committee for this purpose. It is the responsibility of the Health & Safety Committee, in coordination with head of the departments, to ensure that all the employees carry out daily work in accordance with safe working practices documented as safety work instructions.

3.3 It is the responsibility of the H O D, to ensure that all the employees under his supervision carry out daily work in accordance with safe working practices documented as safety work instructions and use the personal Protective equipment's provided to them.

3.4 Health & Safety Committee meets **at least once in three months** to discuss safety matters.

3.5 All the employees are responsible to work safely and observe documented & displayed on site and job specific safety instructions, safe working practices & are accountable for their actions, which may cause injuries to other people.

#### **4. References**

The Factories Act 1948

#### **5. Procedures:**

##### **5.0 General Safety Rules**

5.0.1 Smoking & Chewing of tobacco is not allowed in the factory premises.

5.0.2 No intoxicating drinks, drugs or alcoholic drinks are allowed to be consumed in the factory premises.

5.0.3 No gambling is allowed in the factory premises.

##### **5.1 Fire Safety**

5.1.1 Adequate numbers of fire extinguishers are provided to take care of emergency fire and are prominently identified by use of Zebra crossings marking. A list is maintained which details about their identification number & locations.

5.2.2 All the fire extinguishers are checked periodically & re-filled as and when required. The details of inspection & re-filling are recorded.

5.2.3 Evacuation plans, showing the emergency exit routes, fire extinguishers positions, fire alarm position, first aid position are prepared & displayed at various locations in the factory.

5.2.4 Effective emergency alarm system is installed to alert the employees in case of an emergency such as fire.

5.2.5 All the emergency exits are clearly marked & ensured that the same are kept unlocked during the working hours. Emergency lights are provided at all strategic locations Passages and staircases are always kept clear & unblocked.

5.2.6 Sufficient numbers of personnel are trained for the operation of the fire extinguishers.

## **5.4 Health Safety**

5.4.1 The Company has adequate no. of first aid boxes equipped with basic first aid materials. The list of items available in the first aid box is pasted near boxes. These boxes are checked regularly for availability of the items and expiry date.

5.4.1 Adequate numbers of trained personnel for first aid treatment.

5.4.2 Drinking water is made readily available at the workplace. Drinking water points are clearly marked.

5.4.3 Water Cooler is provided in the factory premises.

5.4.4 Toilet facilities are provided for the working people. The toilet area is appropriately marked separately to distinguish between Gents & Ladies toilets.

5.4.5 The urinals, latrines & washbasins are cleaned with disinfectants daily at least 2 times. Cleaning record is maintained.

5.4.6 A rest room is provided for the use by employees.

5.4.7 If any worker gets hurt during work, immediate first aid treatment will be provided to him.

## **5.5 Work Safety**

5.5.1 All the machines are sufficiently provided with safety mechanism to avoid accidents or injuries to the operators. All the moving parts are covered with guards.

5.5.2 All the operators are provided with personal protective equipment's at company expense such as, nose mask, mesh gloves, needle guards etc. Supervisors ensure that the PPE is used by all the employees whenever required and necessary.

## **5.6 For new and expectant mothers**

- 5.6.1 The company maintains a record of new and expectant mothers, if any, working in the factory premises.
- 5.6.2 The company undertakes to assess all the risks to new and expectant mothers arising out of their work activity and following steps are taken to remove or reduce any risks to their health and safety.
- 5.6.3 It is ensured that no expectant mother is exposed to hazardous work or any work that endangers her health.
- 5.6.4 If work endangers their health, they are transferred to another safe work.
- 5.6.5 If women are transferred from one kind of work to another. They are paid the same pay scale as they were paid.
- 5.6.6 Expectant mothers are provided with proper seating arrangements and are encouraged to take breaks periodically.
- 5.6.7 Whenever expectant mothers need to go for a medical checkup they are allowed for the same.
- 5.6.8 Maternity benefits are given to all the expectant mothers as per the local rules.

## **5.7 Accident/ Incident Reporting**

The company maintains written records of all accidents/injuries that occur in the workplace and in company-controlled residences. The First Aid trained personnel treat these minor injuries and assist the worker in obtaining follow-up medical treatment. Major incidents/ accidents, if any, are recorded and the victim is taken to the nearest hospital.

## **5.8 Safety Work Instructions**

- 5.8.1 The company documented health and safety instructions, including on-site instruction and, where needed, job specific instructions. Such instructions are repeated for new and reassigned personnel and in cases where accidents have occurred.

## **5.9 Fire Protection**

- 5.9.1 Sufficient number of fire extinguishers is provided all across
- 5.9.2 Sufficient numbers of personnel are trained on fire fighting.

## **5.10 Safety While Using Lifts**

- 5.10.1 It is our policy to ensure safety of employees and material while using the Goods Lifts.
- 5.10.2 Operating Instructions, Load Capacity and Goods Lift Identification must be present in local language.
- 5.10.3 These documents should be affixed at all level of stoppages at easily accessible location and should be in readable font size.
- 5.10.4 The employees using the Goods Lift must read the operating instruction written in local language before using the equipment. Responsibility lies with Department Head.
- 5.10.5 Goods Lifts are meant for carrying goods only and man movement without goods is not allowed.
- 5.10.6 In case of non-operation of any function of the equipment, engineering department must be reported and problem is rectified before using the equipment.

