

# KALYANI STRATEGIC MANAGEMENT SERVICES LIMITED

(Formerly known as Kalyani Technologies Limited)

CIN No : U72200PN2008PLC132839

## SAFETY MANAGEMENT SYSTEM PROCESS

We have defined following safety Management System in KSMSL.

### **Risk Assessment:**

Our company performs Risk Assessment by performing job safety analysis & filling of permits on site before start of any work. All risks are identified & control measures are taken to mitigate risk.

Company follows procedure for permit to work. Our employees fulfill all applicable permits before starting of any job. SWP safe or standard working practices are followed while working to minimize risk. This is checked by conducting safety inspection and safety audit.

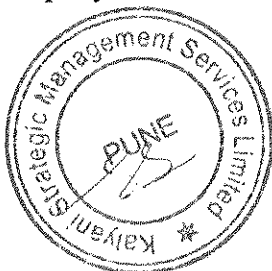
### **Toolbox safety meeting:**

Every day before start of the work, this meeting will be conducted. In this meeting, we discuss about the details of the job to be undertaken on that particular date, availability of resources and its effective use, availability of necessary permit, availability of PPE and its use. Risk assessment and safety precautions have to take while working.

Responsibilities to maintain safety management system:

Every employee as an individual undertaking a task are responsible for ensuring that they look after their own health and safety and do not cause the problems to others. In particular it is personal responsibility of every employee to use properly and conscientiously all safety equipment, devices and protective clothing and equipment that is fitted or made available.

Hence, the responsibility to maintain safety management system has been divided to all employees of M/S Kalyani Strategic Management Services Limited.



KALYANI

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## **Senior Management:**

- The senior management has all responsibility for all aspects of the safety, health and environment policy:

-To carry out this duties the main responsibilities are to:

Encourage commitments to continual improvements in health, safety and environment standards throughout the company's organization structure.

-Ensure the appointment of competent personal to implement and monitor the working of safety, health and environmental policy within the company.

-Ensure the sufficient funds, facilities and manpower are made available to meet the requirement of company's policy.

-Ensure that the policy is reviewed annually and amended if there has been any significant change in organizational structure, legislation and arrangements for safety, health and environmental safety officer.

-Responsibilities officer must be ensure that there are effective policies in place to enable the company to meet their legal responsibilities and protect the safety, health and welfare of persons affected by the business and the environment in which it works.

## **To carry out this duties, his main responsibilities are to:**

-Ensure that there are effective policies for achieving and maintaining good health, safety and environmental standard throughout the company's activity and that are approved.

-Continuously appraise the effectiveness of policy and ensure that all necessary measures are carried out in order to maintain acceptable health, safety and environmental standards.

-Appraising and educating supervisors or other employees on matters relating of safety policy including any recommendations for change to the health, safety and environmentak policy.



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- Conduct HSE meeting regularly and arrange training for needy employees.
  - Conduct training program for new employees.
  - Inform all employees about the changes in the policy by organizing meeting/training, whenever required.
  - Ensure, where necessary injuries and dangrous occurences are reported to the supervisor and be involved in subsequent accident investigation.
  - Undertake accident/incident investigation, when necessary and access accident reports to identify failing and to recommend any necessary changes to procedures.
  - Receive and analyze reports from safety personal providings details of site problems, accident statistics and analysis of accident trends, together with measures taken to prevent accedints and on other matters including training. From this reports analyze and implement changes in policy and procedures and assess any inadequsis identified.
- of Safety Officer:  
The safety
- Keep oneself upto date on latest legislation, codes of practice, guidance notes and safe working practices rekevant to the company's work and ensure this is distributed to the all employees.
  - Ensure that safety is taken into account on all bids for new work and in planning new work including those carried out for the company.
  - Assist in the identification, implementation and assessment of helath and safety training program for all employees.
  - Conduct on regular basis, audits of all sites to check the effectiveness of company's procedures and to assess and advice on changes in work practice that maybe required.



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-Enforce the company's disciplinary procedures when breaches of the policy or safe practices have occurred.

-Ensure that professional safety advice is available as required.

-Ensure that supervisor and site incharge carry out reviews and safety inspections periodically.

## **Responsibilities of supervisors/ Site in charge:**

-The main responsibilities of supervisors and site incharge are as follow:

-Understand and implement the company's safety policy.

-Perform risk assessment and ensure all necessary required permit are obtained before start of the work.

-Conduct tool box safety meetig before start of the work every day.

-Ensure that only trained personnel are used to carry out particular task/activities.

-Incorporate safety instructions in routine orders and see that they are obeyed.

-Be responsible for ensuring that employees and other workmen under their control are familiar with the current regulations and safe methods of working.

-Ensure that accidents, incidents and near miss are reported immediately to safety officer and assist in any subsequent investigations.

-Ensure that suitable personnel protective equipment is supplied for the task and ensure it is used.

-Discourage horseplay and take disciplinary action those who fail to obey safety instructions in line with company's disciplinary procedures.

-Ensure that the equipment has a current test certificate, which only authorized competent person and instructed on a regular basis and that any defects are reported and rectified.

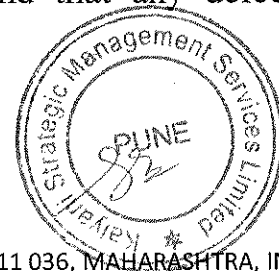


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- Ensure that new employees are given safety induction and are shown the correct method of working and all safety precautions.
- Ensure that equipment is left in a safe and secure state at all times when not in use.
- Ensure that where necessary, the work site is adequately protected and warning signs placed as appropriate around work fronts, dangerous machinery, openings etc.
- Ensure that the work areas are kept clean and tidy
- Ensure that all waste materials etc are disposed of in the correct manner.
- Undertake any training that may be necessary e.g. toolbox talks, inductions, etc
- Ensure that safety helmet and shoes are worn by all employees
- Set a personal example at all times.

## **All employees must:**

- Carry out their work in accordance to the safe working practices adopted by the company
- Work to instructions given by supervisors
- Always obey all company and specific site safety rules.
- Wear PPE issues to them and ensure that it kept in good condition.
- Work in a safe manner at all times. Don't take unnecessary risk that might endanger yourself and others
- Not to use tools or equipment for work for which it was not intended or if you are not trained or experienced to use it.

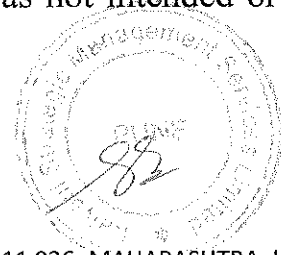


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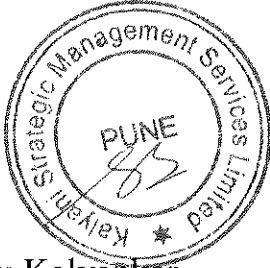
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- Report any defects in tools and equipment to supervisors immediately and ensure that it is in a safe and secure state when left unattended.
- Co-operate with the company in maintaining a safe working environment and suggest any ways for improving it.
- Keep work areas clean and tidy
- Report personal injuries and/or diseases to supervisors and ensure that entries are made in the Accident book. You must also assist in any subsequent investigation.
- Report any dangerous occurrences or near misses to supervisor.

For, **Kalyani Strategic Management Services Limited**



Raju Kalyankar  
(Regional Business Head)



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