





Expert Group

Title		Policy No.	EGS/HR/2022/10
HEALTH & SAFETY POLICY		Date of Issue	01-April-2022
		Revision No.	Initial Issue
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 Prepared By Dy. Manager HR	 Checked By Head HR	 Recommended By Director (HR)	 Approved By Managing Director

HEALTH & SAFETY POLICY

Introduction:

This policy applies to all workplace and safe environments and places a duty on the employer

The general requirements are as follows;

- Working environment: Including temperature, ventilation, lighting, emergency lighting, room dimensions, suitability of workstations and seating
- Safety: Including, safe passage of pedestrians and vehicles, windows, floors, doors (their construction and obstructions and slipping and tripping hazards), falls from height and falling objects
- Facilities: Including toilets, washing, eating, storage, seating, rest areas and rest areas
- Housekeeping: Including, maintenance of workplace, equipment and facilities cleanliness and removal of waste materials

Specific Details:

Workstations are arranged that are suitable for any person who is likely to work there and for any work which is likely to be carried out there. Workstations are designed to enable any person at the workstation to leave it swiftly, or as appropriate, in the event of emergency.





Suitable and effective measures are taken to prevent:

- Any person falling a distance likely to cause personal injury.
- Any person being struck by a falling object likely to cause personal injury.

Indication of health and safety risks:

- Any area where there is a risk to health and safety from falling or being struck by a falling object are clearly indicated as appropriate.

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An adequate supply of wholesome drinking water is provided and maintained for all employees at work. Every supply of drinking water has to be readily accessible at suitable places.

Expert Group takes health & safety issues seriously and is committed to protecting the health and safety of our staff and all those attending our office premises.





Achieving a healthy and safe workplace is a collective task shared between Employer and staff. This policy and the rules contained in it apply to all the staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and specific responsibility of staff are set out as below:

- a. Taking responsible steps to safeguard the health and safety of staff and of visitors
- b. Identifying health and safety risks and finding ways to manage or overcome them.
- c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
- d. Providing and maintaining safe working areas, equipment and systems
- e. First-aid box is maintained and kept at easily accessible place in case of medical emergency
- f. Fire detectors are installed at appropriate places.
- g. Emergency contact numbers like nearby police station, hospitals, ambulance, etc. are displayed in visible areas.
- h. Emergency exit is located at a convenient place and directions to it are displayed properly.

ACCIDENTS/ OCCUPATIONAL INJURIES INVESTIGATION POLICY

An accident is unplanned or undesired occurrence which may or may not result in injury to person(s) and or damage to property. They can happen in all workplaces at any stage. We adhere to the following steps while an accident occurs:

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Accident Reporting

- We report all near misses, incidents and accidents.
- Accidents happen for a reason, it could be unsafe work practices or poor housekeeping
- Reporting these occurrences can help identify the cause and help prevent this accident reoccurring.
- All reports are submitted to management as soon as possible so the incident can be investigated.





Accident Investigation

- Once reported we investigate an accident as soon as possible.
- We record how the accident happened and what caused the accident. We carefully examine all aspects and failures that occurred in order to establish the root cause of the incident.
- Accident investigations focus on prevention.

Accident Prevention

- We ensure effective and appropriate controls are put in place to prevent reoccurrence.
- All controls implemented are monitored to ensure they remain effective and are being followed.

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Fire Fighter Team

Name	Department	Contact No.
Amar Talatkar	HR & Admin	9158985222
Saurabh Patwardhan	HR & Admin	9423151399
Janamejay Deshmukh	Accounts	9764637988
Vishwas Jagdale	IT Infra	9225246827
Jaywardhan Dongre	ESG	8208463638
B.K. Lahane	Security	9960514700
Komal Kathar	DSG	7875451067
Vikrant Deshpande	HR & Admin	9130099078
Pravin Atravalkar	Accounts	9850085667
Bhushan Fegade	ESG	9021648149

Emergency Preparedness Team

Name	Department	Contact No.
Prathmesh Deshpande	DSG	8806495130
Veeraj Rajendra Humbe	DSG	9021016169
Pramod Pawar	IT	8446916768
Rahul Ingle	ESG	8796437061
Dhiraj Kanade	Accounts	9860613709
Mayank Dhrupad Thote	ECM	8668775908
Abhijeet Mohite	HR & Admin	9923677799
Chandrakant Malwatkar	IT	7755996697
Vikas Chaudhari	HR & Admin	8975767721
Priyanka Baheti	Accounts	7744045064
Shreya Ugale	ECM	9158719668
Shubham Dani	ECM	9665656875

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First Aid Team

Name	Department	Contact No.
Ashwini Rajale	HR & Admin	9168001221
Suvarna Awhad	Security	9552952256
Deepa Biradar	DSG	9225249809
Aditi Joshi	ESG	8459850941
Sonal Nisal	HR & Admin	7030407137
Pravin Pole	IT	7774056463
Ankit Dubey	DSG	8446689397
Prasad Sindkhedkar	Accounts	8149277778
Gajanan Dhole	Accounts	9730533318
Shatabdi Kadam	ECM	9049836805
Sonali Rajesh Kakde	ECM	8275240154

Roles and Responsibility of First Aider:





- The role of a first aider is to provide immediate and temporary medical care to an individual who is injured or becomes suddenly ill.
- Protect yourself and them from any danger.
- The responsibilities of a first aider include: assessing the situation and determining the priority of medical attention needed, providing basic life support such as CPR or controlling severe bleeding, stabilizing, and reassuring, and availing advanced medical help if necessary.
- The first aider's primary goal is to preserve life, prevent the condition from worsening, and support recovery procedure.

Roles and Responsibility of the Emergency Preparedness Team:

The role of an emergency preparedness team is crucial in ensuring the safety and well-being of individuals and communities in the event of an emergency.

The team is responsible for:

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- Developing and implementing emergency response plans - This includes identifying potential emergencies, assessing risks, and creating plans to respond effectively.
- Conducting training and drills - The team trains individuals in emergency procedures and conducts drills to test the effectiveness of the plans.
- Monitoring and responding to emergencies - The team is on standby to respond to emergencies, whether it's a natural disaster, a terrorist attack, or any other event that poses a threat to the community.
- In conclusion, the role of an emergency preparedness team is critical in protecting individuals and communities from harm and ensuring a quick and effective response in the event of an emergency.
- Remain in contact with building management to review emergency procedures.





Roles and Responsibility of the Firefighting Team:

The role of the firefighting team in an office is to ensure the safety of the employees and the building in the event of a fire emergency.

They are responsible for:

- **Fire Prevention:** The firefighting team is responsible for conducting fire safety drills and educating employees on how to prevent fires.
- To ensure that all fire safety equipment is properly maintained and readily available in case of an emergency.
- **Emergency Response:** In the event of a fire, the firefighting team is responsible for responding to the emergency, ensuring the safe evacuation of employees, and preventing the spread of the fire until the fire extinguishers arrive.
- **Fire Investigation:** In the after-effects of a fire, the firefighting team is responsible for conducting an investigation to determine the cause of the fire and making recommendations to prevent future fires.

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- The firefighting team plays a critical role in ensuring the safety of employees and the building in the event of a fire emergency.
- Fire Fighting Team is the first line of defense in a fire emergency and their quick response and actions can mean the difference between life and death.