



Environment Health and Safety (EHS) Policy

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Message from Group CEO

Talensetu Services Private Limited is committed to the health, safety and well-being of our Employees/ Apprentices. This is a collective responsibility.

By developing and implementing an effective Health & Safety Management System using initiatives and while sourcing talent it will meet its obligation to Identify, Assess, Eliminate or Control risk to Work Health and Safety. Talensetu Representatives and the Management of Talensetu shall promote initiatives that uphold health and well-being of all Stakeholders.

Purpose

The purpose of Health & Safety Policy is to ensure health and safety of all employees and apprentices so far and reasonably practicable in doing so. Talensetu will deliver its obligation through self-managed EHS. This allows TALENSETU to understand its risks, implement control measures and to incorporate safety into its administrative processes.

To ensure that all employees are afforded the highest level of protection against harm to their health safety and well-being Talensetu will implement processes and procedures to support the elimination of the risks arising from the conduct of our business.

Scope

The policy applies to all employees and visitors in Talensetu workplace for whom Talensetu holds the primary duty of care.

Objectives

The EHS policy is to demonstrate Talensetu's commitment to the workplace health and safety through effective implementation of EHS policy that aims to:

- Prevent workplace injury illness and disease
- Minimize the impact of workplace injury illness
- Decrease/Reduce the number and severity of Health & Safety Risks

Applicability

EHS policy is applicable to all employees / apprentices of TALENSETU office / Client location(s).

Induction and Training

- Provide a copy of Policy to new Joinee at the time of Induction
- Provide all new workers with robust EHS induction process that includes information related to their work
- Including mental health awareness training program where required provide personal protective equipment and training in the use of that PPE to new joinee
- Provide education and training to all new Joinee(s) about Emergency procedure and Preparedness.
- Documentation of all minor and major incidences
- Include EHS performance measures in Performance Agreements and promote health and safe work practices
- Ensure employees complete EHS module available upon engagement
- Ensure to update information
- Regularly review and analyse EHS training need and develop appropriate EHS Training Plans
- Provide EHS Health & Safety representative with access to the appropriate training course material and annual refresher course to support them in their function.

Safety Rules and Regulations

In General

- Health & Safety is everyone's responsibility
- Talensetu has a responsibility to provide a safe and healthy work environment to its people
- We have the responsibility to follow all safety rules and to report all unsafe acts, conditions and accidents immediately

All the Supervisors/ Key Account Managers shall follow the Rules and Regulations related to Safety, Environment and Health Policies applicable for the Unit that they are deputed. However, in general the Supervisors and Key Account Managers shall adhere to the following Policies in general irrespective of the location of Deputation.

Definitions

Safety: Freedom or Protection from Danger, Hazards or Accidents

Accident: An unplanned Event which has a probability of causing Personal Injury or Property Damage

Causes of Accidents

1. Immediate Cause: Are the causes of accidents which are due to either unsafe act or unsafe condition.
2. Contributory Cause: Are the indirect causes of the accidents which are caused due to mental and physical condition of the person, supervisory safety performance & environmental forces.

Unsafe Act: Faulty work habit and/or careless working such as

1. Ignoring Rules
2. Not Wearing Safety Gadgets
3. Taking Unsafe Position
4. Operating without Authority
5. Using Unsafe Equipment
6. Intoxicated State – strict prohibition of Alcohol and drugs

Know the hazards of your workplace:

- a. Mechanical (pinch points, power presses, etc)
- b. Physical (Tripping hazards, Noise, etc)
- c. Chemical (Flammable liquids, toxic chemicals, etc)
- d. Electrical (Exposed circuits, Moving Equipment)
- e. Thermal (Hot equipment and machines)
- f. Know & Understand the Safety Rules and Procedures designed to prevent you and others from getting injured/hurt



Safety Scan: A proactive process of identifying, sharing and eliminating safety concerns within the workplace

1. Housekeeping:

- Good housekeeping is a key to having a safe and productive workplace. A clean and orderly work area must be maintained at all times

2. PPE

- Protects employees from hazards. If hazards cannot be engineered out of a process then PPE is required.
- Carry out hazard/risk assessments and implement a PPE program.
- Employees must wear or use required PPE
- Three-fourth of all injuries will involve hand, eyes, head or feet
- PPE protects from health and safety hazards that can't be removed from the environment
- It is the last line of defense

First Aid

A First Aid Kit shall be maintained in the Office replenished at all times keeping in mind the Expiry Date of all the essential items in the Kit. At Client Locations, the Supervisor shall be aware of various locations where the First Aid Box is maintained. He shall inform the same to all the Associates workings in the Client's premises.

Primary Health Check Up:

All Employees will undergo a primary health check-up in our Office Premises or a location designated by the Mediclaim Insurance Company every year for renewal of Mediclaim Policy and GPA Term Policy. The Management reserves the right to discontinue the employment of such Employees who are declined by the Insurance Company for addition of their names at the time of renewal.

Alcohol Policy

Employees are strictly prohibited from the use of Alcohol during the Office Hours. If reported and found, the employee shall be terminated with immediate effect without any payable dues.

Drug Policy

During the Interview, every employee is screened by questioning whether he or she is using intoxicating drugs of any nature. During the employment if it is found, it is clear violation of the terms and conditions of Employment and hence he or she is considered to be terminated with immediate effect and has to forfeit any dues payable.

Age of Employment

Talensetu shall not engage any employee who is below the age of 18 either on Rolls or indirectly on Contract. The same shall be verified by HR department/ Operations Team through various Documents such as Aadhar Card, PAN Card etc.

Environmental Policy

Though the nature of operations of Talensetu is not related to affecting the environment, all the employees are instructed to respect the laws of nature and protect the Environment to the best of their ability

There are 4 types of Environmental Pollution namely Air, Water, Noise and Land Pollution. It therefore becomes the duty of all the Employees to minimize the effect by using the 7R Approach

- Reduce
- Recycle
- Reuse
- Remove
- Refuse
- Rethink
- Repurpose



Abnormal/ Accident/ Incident Reporting & Response Team

All Employees have to report to their immediate Superior in case of incidences of any of the following:

- Minor or Major Accident affecting them, their families, Customers where they are deputed and also the immediate Superior
- Theft in any of the Locations by their Associates/ Contract Labour
- Any case of misconduct – for example not following the Safety Regulations and general Rules of the Organization

The immediate Superior may then decide to inform the Management depending upon the severity of the incident.

The Immediate Superior is instructed by the Management to take all the decisions that are deemed fit at the time of the situation.

In case of an Accident the Supervisor is instructed to follow the below steps:

- Inform his or her immediate Superior
- Inform the Client's Representative
- Decide on the need for Ambulance, Vehicle
- Inform the Police Department as the case may be
- Inform our Admin Team for Insurance/ESI related Procedures

A record of all such incidences shall be maintained at our Head Office for review by the Management from time to time.

Emergency Preparedness

Although this is not feasible for our nature of Business, it is informed to all Supervisors deputed at Client Premises and their reporting Key Account Managers to ensure the following

- Follow the Emergency Preparedness Guidelines as per respective Client's Policies



- Be aware of “Gathering Points” in case of Emergencies in and around the Client’s premises/ Plant/Location
- For every Lift in use, be aware of the Staircases leading to ground floor
- Supervisors are instructed to keep the contact(s) of Safety Officers of the Client

- In every Client’s Premises, there is a Display Board showing the various contacts / persons responsible for all types of incidences. It is instructed to each Supervisor to make note of the same and keep it as a ready reckoner at all times
- Ensure that the Supervisor is informing all the contract labour deputed in Client’s premises and on the Rolls of Talensetu regarding the Emergency Preparedness. The same is part of the Induction before the Contract labour is put to work.
- Participate in all Mock Drills conducted by the Client’s Safety Department and also ensure that there is 100% participation of the Contract Labour in such Mock Drills

Review of this Policy

This policy will be reviewed every two years, or following any significant changes in business practices or changes to legislation.

Contact Information

Policy Manager	Mr. Sandeep Powar, Director, HR
Policy Contact Officer	Mrs. A. N. Phansalkar, Manager, HR