

SOP Number: MAI/HRSOP/VOL-1/2012/ADMIN-SOP-5

20. SAFETY:

20.1. Objective: It is the policy of the company that all the employees shall be given hazard free environment to work and the entire factory is safe from fire, water and other hazards. The company has adopted stringent policies and procedures to minimize the risk. The three-phased Program adopted are;

- 20.1.1. Fortnightly Hazard Identification Program
- 20.1.2. Risk Identification Program (Post assessment of Hazards)
- 20.1.3. Action Plan to Eliminate hazards and reduce risk
- 20.1.4. Safety Awareness Program
 - a. Safety Day Celebration
 - b. Trainings on Use of PPE's

It is the responsibility of the line manager to formulate accident monitoring system and follow up critically. This SOP tries to give step by step activities undertaken by HR to periodically monitor the activities involved in the execution of safety Policy and working of accident monitoring system within the manufacturing department.

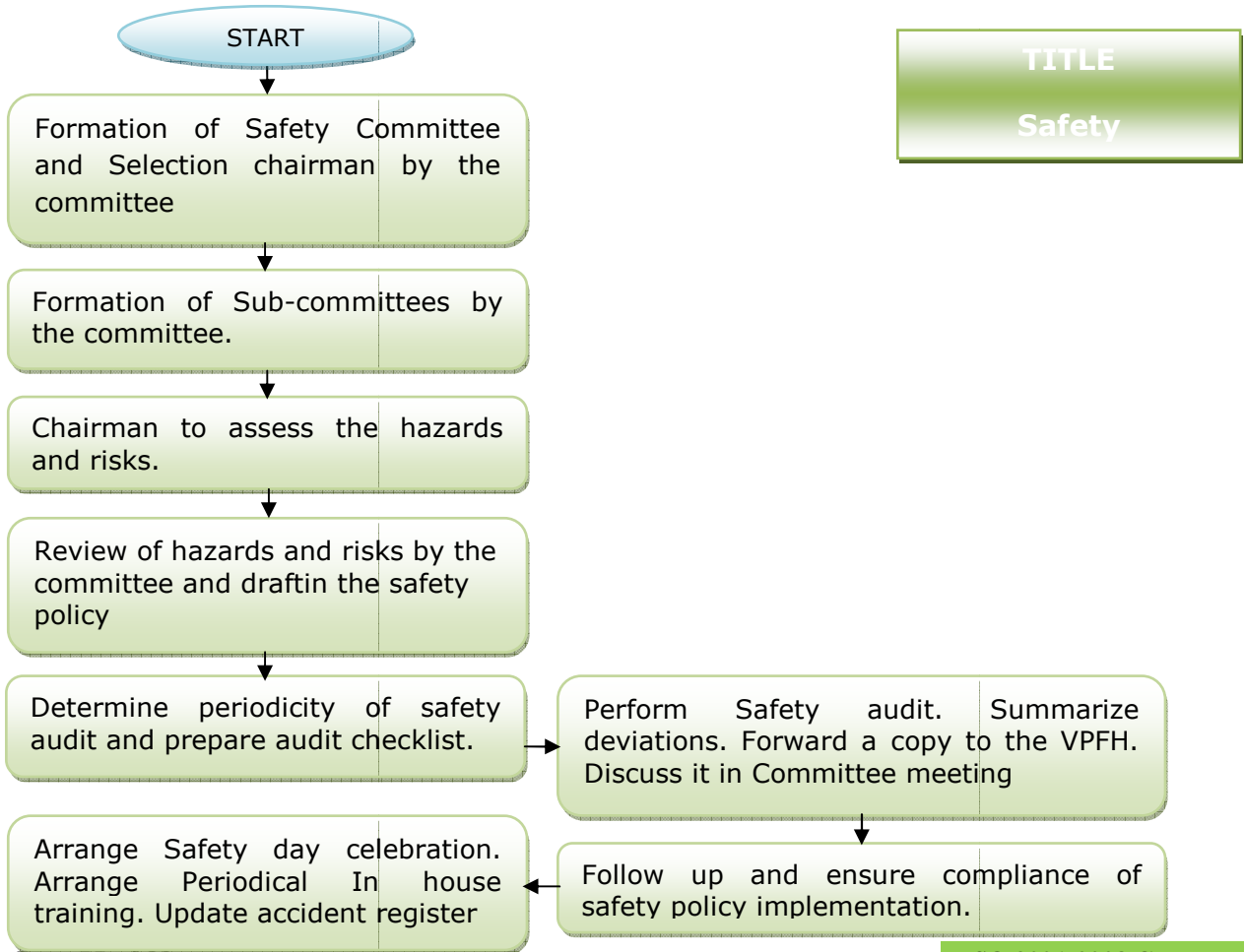
20.2. Scope: The scope and applicability of this SOP extends to the Activity Owners and activity owners of the Safety Audit Process.

20.3. Procedure:

<u>Sl no</u>	<u>Activities</u>	<u>Activity Owner</u>
20.3.01	Formation of the Safety Committee comprising two employees from each section of the company nominated by the HOD	O & FM
20.3.02	FM Shall be the chairman of the committee. AE is the Secretary to the committee	O
20.3.03	FM shall form the sub committees and shall assign its roles and responsibilities.	FM
20.3.04	Chairman of the committee shall proceed to assess the hazards and risks through sub committees.	FM
20.3.05	Review of hazards and risks by safety committee in its meetings held every first Tuesday of the month at 3PM	SCOMM
20.3.06	Draft the safety policy(by the committee). Assign the priorities based on company interest.	SCOMM
20.3.07	Determine the periodicity of Safety Audit.	SCOMM

20.3.08	Obtain Audit Checklist from the database each month. Perform monthly safety audit.	SCOMM
20.3.09	Summarize the deviations from the norms within 2 days of the safety audit and submit to the committee during monthly review meeting.	SCOMM
20.3.10	Forward a copy of the deviations to the VPFH.	FM
20.3.11	Discuss the measures to be taken to fulfill the safety measures and rectify the deviations.	SCOMM
20.3.12	Rigorously follow up and make the functional heads to rectify the deviations	SCOMM
20.3.13	Yearly, ensure safety day celebration and record the minutes to the safety day and put it on the notice board of the company	AE
20.3.14	Co-ordinate and ensure periodical in house training on prevention of accidents, use of PPE's and identification of hazards.	AE
20.3.15	Record each accident occurred in the Accident register and analyze the causes of accident and update the risk register.	SCOMM

20.4. Process Flowchart:





20.5. Document Management:

Ref	Documents	Management
20.4.1	Safety Audit Checklist	To be used to audit and kept in Safety Audit File
20.4.2	Risk Register to record risk identified	To be maintained in HR department.
20.4.3	Accident Register	To be filed in safety audit file
20.4.4	Minutes register of Safety Committee Meeting	To be filed in the Book

20.6. Definitions & Acronyms:

- 20.6.1. O - The Occupier
- 20.6.2. FM - The Factory Manager
- 20.6.3. SCOMM - The Safety Committee
- 20.6.4. Refer general definitions.