

TITLE – Safe work procedures for working at customer site or third-party site

SCOPE –

This work instruction covers the safe working practices to be followed while working on customer or third-party premise

RESPONSIBILITY –

This document is prepared and approved by Directors and to be used by all interested parties

DESCRIPTION -

INATOZ ROBOTICS AUTOMATION PVT LTD is engaged in design, engineering, manufacturing, assembly, factory acceptance tests, installation and commissioning of robotics and automation solutions and its system components, most of times made as per customer requirement. All these activities are carried out in our manufacturing facility while installation is done at customer or third party site as the case may be. We also undertake the tasks of maintenance of robots and other system components at customer premise.

To ensure the health and safety of persons working on behalf of INATOZ which includes all direct and indirect employees and contractors, following safety practices shall be followed –

- INATOZ mandated the use of personal protective equipment (PPE) like safety shoes and safety glasses at all times
- The loose-fitting clothes are prohibited while on work
- All the PPEs are made available by INATOZ being their principal employer
- PPEs shall be replaced at no cost if found damaged and not fit for use
- The site specific HSE requirements if any, are collected before site mobilization and ensured that the site team is aware, trained and equipped to follow the same

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- The training records as needed shall be submitted to customer
- The safety and health requirements mandated by customer and INATOZ HSE requirements are compared. The more stringent of the both shall be followed
- Personnel working on site shall be covered under Workmen compensation policy at all times and shall be submitted to customer if needed
- Any unsafe work practice, condition, near miss accidents and accidents shall be reported immediately by our personnel through customer defined channel
- The corrective and preventive action in such cases shall be suitably taken in consultation and support with customer
- Internal work process if needed, shall be suitably modified to avoid such occurrences in future