



GAYATRI

AUTOMATION SYSTEMS PVT. LTD.

Tel.: (0124) 2373857, 4033953



AN ISO 9001: 2000 COMPANY

Dated: 04.01.2021

SAFETY COMMITTEE

The primary purpose of the Safety Committee is to promote safety awareness and reduce the potential for injury/loss throughout Gayatri Automation.

The Safety Committee is to be chaired by the Safety in-charge and include representatives from each department (total number of committee members not to exceed five individuals). Members can be volunteers or appointed. Membership is limited to two terms (1 year each) during any four-year period.

Meetings are to be scheduled, when possible, for the same day each month (2nd Friday of each month – 2:30 p.m.). All meetings are to take place in the conference room.

Each meeting should have a set agenda and minutes of each meeting recorded. A copy of the minutes shall be forwarded to the Executive C.E.O within 48 hours of meeting.

Each Safety Committee Meeting shall include a review of the prior month's minutes as well as a review of the prior month's injury/illness log and investigations of losses/claims. Past injuries/claims/losses need to be reviewed for any patterns or trends.

General functions of the Safety Committee can include:

- (1) Identifying workplace hazards
- (2) Enforcement of Safety Rules
- (3) Measuring safety performance
- (4) Reducing frequency/severity of injuries
- (5) Creating safety policies
- (6) Developing and monitoring safety programs.

Specific tasks of the Safety Committee can include:

- (1) Conducting self-inspections of the workplace.
- (2) Review employee reports of hazards
- (3) Assist in safety training
- (4) Creating safety incentive programs
- (5) Publish/distribute safety newsletter
- (6) Inspect PPE
- (7) Post safety posters/slogans on bulletin board
- (8) Identify Light Duty Jobs

For Gayatri Automation Systems (P) Ltd.

Authorised Signatory

For Gayatri Automation Systems (P) Ltd