

## **DUODECILLION TOOL ROOM PVT. LTD.**

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TO

Date:18-10-23

Endurance complete solution

Subject: undertaking – Organization Safe work procedures.

Safety rules in the workplace are important because they protect employees, customers and the company's brand reputation. Enforcing safety rules can reduce on-the-job accidents and injuries and maximize productivity. Limiting risks can improve the work environment and job satisfaction of employees. Companies also benefit from a safe workplace because employees are more productive and customers may view the brand more positively.

### **1. Follow the dress code**

It is important to dress according to the workplace dress code. This may prohibit jewellery or open-toe shoes, for example. Often a workplace may require employees to wear specific footwear and long sleeves and pants in order to protect against common workplace accidents. Dress codes can promote professionalism and also help keep employees safe.

### **2. Wear safety gear**

Safety gear is necessary in labs, around machinery and on construction sites, for example. Companies include safety gear in the dress code when it is necessary for your job. Safety gear is a precaution against hazardous materials and potentially dangerous working conditions.

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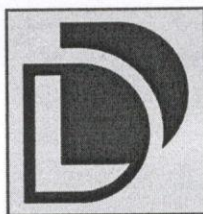
#### **Branch Office –**

DUODECILLION TOOL ROOM PVT. LTD.  
Plot No. WP-193, Engg. Industrial estate  
Sanand-II, Gujarat, India – 382170  
Contact No. - +91-8735039561 +91-7211114666  
GST No. – 24ABBFR1510L1Z1  
E-mail – [duodecilliontoolroom@gmail.com](mailto:duodecilliontoolroom@gmail.com)

#### **Workshop –**

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### **3. Maintain personal hygiene**

Maintain your personal hygiene, such as cleanliness, to help prevent illness at work. Good hygiene can also help promote health and self-esteem, which reduces risks.

### **4. Take responsibility for your personal safety**

To take responsibility for your personal safety means ensuring that you follow safety procedures. If employees rely on themselves to keep the workplace safe, this can create a safe environment for all. Responsibility also prevents negligence, which can limit on-the-job accidents.

### **5. Maintain a clean workspace**

It is important to keep your desk or other personal workspaces clean. Be sure to put away supplies when they are not in use. Gathering necessary materials before starting a task can help keep a clean workspace. Maintaining your work area promotes organization and attentiveness, both aspects of promoting safety in the workplace.

### **Follow work procedures**

A company creates work procedures to help comply with safety protocols and best practices, so if you follow work procedures, safety standards are likely met. It is important to follow procedures even if you think performing a task differently might save time. Often there'll be an employee handbook or safety station where the company provides their work procedures.

### **7. Learn how to act in an emergency**

Learn emergency protocols including where to go in case of a fire or during a natural disaster such as a tornado. Much like work procedures, companies design emergency protocols with strong consideration for safety regulations. Knowing where to go or how to behave during an emergency protects you as well as your coworkers.

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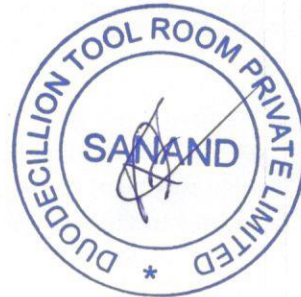
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### **Report accidents if they occur**

Report accidents to the managers or other personnel when they occur. If you injure yourself or cause an accident, be sure to report it and follow procedure immediately to help reduce the risks of further harm or endangering coworkers. This helps to get proper treatment for your injury and addresses the possible causes of the incident to prevent it from happening again. It is important to follow company policy and report even minor incidents. Your employer may require a written report of the incident as well.

Let us know if there any additional information required,

Regards,



Duodecillion tool room Pvt Ltd

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