

# Occupational Health and Safety Policy

## I) The Objective

To achieve the milestone of 'Zero Incident' in the organisation.

## II) Guiding Principles

**This OHS Policy is guided by the following principles:**

01. It is essential to respect human life.
02. Whatever we do, we shall do it safely.
03. Safety shall be integrated into everything we do and become a way of life.
04. Safety is about observable, measurable behaviour, not perception or attitude.
05. All incidents are preventable as all hazards can be safeguarded either physically or through safe working procedures.
06. Working safely is a condition of employment.
07. It is the responsibility of the management to ensure that injuries are prevented.
08. Occupational Health and Safety training is essential at all levels.
09. Periodic Occupational Health and Safety monitoring / review by management is a must.
10. Occupational Health and Safety promotes good business practices, pays high dividend.

## III) Scope

**The Occupational Health and Safety (OHS) Policy covers:**

01. All permanent and non-permanent employees of the Company at all locations.
02. Service providers including Contractors, Transporters, their sub-contractors and their employees.
03. Vendors and their employees working at our establishments.
04. All visitors to our establishments.

## IV) Action Plan for Occupational Health and Safety (OHS)

The OHS goal shall be achieved by organising and managing the OHS function at the Organisational level through defined employee's responsibilities and accountability to build & support a culture that fosters and nurtures a safety mind-set in the organization. The Management is committed to providing a safe and healthy working environment for all employees, contractors, vendors and visitors. The Management aims to eliminate all risks to Health & Safety, and where elimination is not feasible, to reduce risks to Health and Safety to the minimum.

The following specific steps shall be taken to achieve the above.

### A) Organizing the OHS function:

01. Communicate OHS responsibilities and accountabilities to each and every employee.
02. Empower each & every employee to take action for implementing the OHS policy requirements through a mandate promulgated by the Top Management.
03. Establish an organizational structure to implement the OHS policy.
04. Form OHS committees at unit (Corporate, Division, Plant, Branch, Project Site) levels, as well as at departmental level for active engagement and involvement of employees in promoting Occupational Health & Safety.
05. Do regular and repeated Training at all levels.
06. Integrate OHS requirements in all decisions involving material, machinery, processes as well as in the selection and deployment of personnel.
07. Analyse & disseminate information from the monthly, quarterly and annual OHS performance reports to help improve company-wide performance in OHS.
08. Communicate OHS related knowledge and information regularly, for fostering deeper understanding and sharing of the best practices.
09. To conduct Audits, both internally and with external help, for reviewing and improving the status of Occupational Health & Safety at the work place.

### B) Role of Corporate OHS Department:

The Corporate OHS department will promote, coordinate and monitor the OHS policy implementation in the organization. The Head of the department will report to the designated "Occupier" or "Manager" under The Factories Act, 1948.

### C) Role of Divisional OHS Department:

The Divisional OHS Heads will promote, co-ordinate, implement and monitor OHS activities at the business unit level in alignment with Corporate Policies and Guidelines. They will report administratively to the Divisional Head and functionally to the Corporate OHS Head.

### D) Role of Occupational Health & Medical Centre:

The Occupational Health & Medical Centre will proactively advise to identify, reduce and eliminate Occupational Health Hazards arising out of occupational activities. The Company's Medical Officers will function as Factory Medical Officer for enhancing Occupational Health.

## V) Review of OHS Policy

This OHS policy will be reviewed every three years or earlier, if required.

This new OHS Policy supersedes the earlier OHS Policy dated 04<sup>th</sup> June 2013 and will come into effect from 12<sup>th</sup> June 2018.



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