Kristl Seibt India Pvt. Ltd.
Office No. 814, Rama Equator, Morwadi,
Pimpri, Pune - 411018, Maharashtra,
e-mail: vikas.helchel@ks-india.com
Pan: AADCK1791N GST: 27AADCK1791N1Z2
CIN: U74999PN2007FTC130672
Tel.: 020 29780399

SAFETY INSTRUCTIONS MANUAL

Kristl Seibt India Pvt. Ltd.

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Information of Company

K S India Pvt. Ltd. Having headquarters in Pune is a subsidiary of Kristl Seibt G. m. b. H, Austria, performing in the area of manufacturing, sales and services of equipments related to automotive R&D development.

The following are the brief activities carried out by company.

1. Marketing, manufacturing & sales of K S products like Media conditioning devices, Roller chassis dynamometers, Transient dynamometers and Rigs for automotive components development and testing.

2. Provide installation services for above mentioned K S products.

3. Provide maintenance services by taking up Comprehensive/ non comprehensive maintenance contract.

4. Supply of spare parts required of K S product.

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Health, Safety And Environmental policy

KS India management is committed towards health and safety of its employees and contractors working for us.

HSE policy aims to remove or reduce the risks to the health, safety of all employees and contractors, and anyone else who may be affected by our business operation.

HSE policy aims to ensure all work activities are done safely.

Management (the supervisor and / or manager) is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- Specific HSE requirements at customer's site.

Employees are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- participate in HSE improvement actions
- reporting of hazards and incidents

We are committed to establish and implement HSE management system which includes proactive risk management, training, communication and participation, defining clear roles, responsibilities and accountabilities with regard to HSE system.

We will comply with applicable legal and other requirements and evaluate its compliance regularly.

We will establish monitoring system to check the compliance with HSE requirements and output of such monitoring will be reviewed in management meetings.

We will ensure periodic review of HSE system and take improvement actions continually

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Penalty in case of violation of safety rules

All the K S India employees will need to strictly adhere to the following disciplinary guidelines.

1. All the employees MUST follow the safe working practices at customer sites.

2. If any employee has any difficulty/objection in following any safety rules, he/she should discuss this with his/her supervisor/manager and clear the issue.

3. Any employee, if found violating the company safety policy or if found NOT following the safe working practices will be penalised as follows.

   Caution Warning – This will be issued to the employee(s) found violating safety rules/policy. If caught for first time, he/she will be issued FIRST CAUTION WARNING. If caught for second time, he/she will be issued LAST CAUTION WARNING.
   After that he/she will be suspended for couple of days.

   Temporary suspension from service – Employee will be suspended for couple of days if caught violating the safety policy/rules even after issuing the LAST CAUTION WARNING.
   Higher management will decide the number of suspension days based on the severity of the violation.

   Termination from service – If an employee is caught violating rules even after temporary suspension, he/she will be permanently terminated from the job. No justification will be accepted at this level of safety policy/rule violation.

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PERSONAL PROTECTIVE EQUIPMENTS POLICY

Personal Protective Equipment (PPE) is defined as all equipment which is intended to be worn or held by a person who is at work and which protects him or her against one or more risks to his or her health and safety'.

This policy does not apply to ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer.

This policy does not apply to work with Lead or Asbestos.

Personal Protective Equipment therefore (for the purposes of this policy) includes items such as the following when they are worn for purposes of health and safety:

- Gloves
- Safety shoes
- Hard hats
- Face masks
- Eye protection
- Ear Plugs
- Protective clothing for adverse weather conditions.

II. RESPONSIBILITIES OF MANAGERS

Managers have the following responsibilities:
To ensure suitable and appropriate PPE is provided. This means that the PPE should be appropriate for the risk or risks involved and the conditions where it will be used. The PPE should take account of ergonomic requirements and the state of health of the person who is required to wear it.
To carry out the assessment on the suitability of the PPE on all items of PPE prior to starting work, A record should be kept.
To provide information, training and instruction for employees therefore enabling them to make proper effective use of PPE.

RESPONSIBILITIES OF EMPLOYEES

It is the responsibility of an employee to use PPE in accordance with training and to report any loss or defect immediately. The employee also has a responsibility to return PPE to its place of storage.

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Instructions for working at site

1. Wearing helmet on two-wheeler while commuting from office/residence to working site is mandatory. As per the policy of the company, if an employee is found violating the rule he will not be entitled for increment for that year.
2. Employee should inform his presence on site to the concerned site supervisor or the key contact person of the site.
3. Employee should adhere to all the safety rules and regulations laid down by the customer.
4. Employee should first understand the emergency evacuation plan laid down by customer for particular site.
5. Other than safety shoe and helmet and raincoat, the employee should purchase the PPE's as required and reimburse the cost.
6. Employee to take proper work permits from customer to execute the different activities at site.

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Precaution during electrical work

1. Do not interface with any electrical equipment unless you are trained and authorized to carry out work.
2. Report broken ineffective or damaged electrical equipments to your immediate supervisor.
3. Do not use portable electrical equipments, when your hands are wet or the ground below you is wet.
4. Do not connect the loose wire in the socket by any means. Always use proper plug.
5. Electrical resistance shoes are provided to be worn by working with electrical appliances.
6. When you notice any sparking which can be potential cause for fire, report immediately to the supervisor.
7. Emergency switches to be pressed while working on the machines.
8. Follow instructions manual provided in each electrical panel.

Precaution during Chiller work

1. Do not work with any chiller equipment unless you are trained and authorized to carry out work.
2. Use only ISI standard tools and equipments while working.
3. Wear PPE's while working on chiller system.
4. Gas cylinder should be kept in proper space allotted by customer.
5. Insure proper closure of valve after each use and seal the cylinder using cap.
6. While transporting cylinder, use trolley.
7. While gas top-up check all hose pipes are connect properly to the system before start top-up process.
8. After replacement of oil in chiller system, the replaced oil is to be handed over to the concerned authority of customer for further disposal.

Precaution during Mechanical Work.

1. Do not operate any machine unless authorized, to do so by the instructor or under his supervision.
2. Do not work with any Mechanical equipment unless you are trained and authorized to carry out work.
3. Wear PPE's while working on mechanical systems.
4. Use only standard tools and tackles, which are specifically designed for mechanical work.
5. Check all tools and tackles condition on regular basis.

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Identification of hazards

Following hazards are identified while performing installation/ maintenance work of K. S product.

1. Expose to slippery floor, fall down when working on height.
2. Exposure to heat
3. Expose to rotating parts.
4. Expose to high noise.
5. Slippage of screw driver/spanner.
6. Electrical shock while working on HV panel.
7. Gas leakage.
8. Expose to oil.
9. Oil Spillage
10. Water spillage
11. Torque wrench slippage
12. Finger trap between belt and coupling.
13. Expose to sharp edges

The above hazards can be laminated by

1. Use of PPE's defined for the activity.
2. Follow instructions indicated in the manuals.
3. Follow visual displays marked on the machines.
4. Follow instructions discussed during quarterly safety review meetings, site genbas and tool box talks.
5. Follow safety instruction at customer site.
6. Inform concerned authorities if any hazards situation is observed.

For KRISTL SEIBT INDIA PVT. LTD.

Authorized Signatory

Vikas V. Helchel
Managing Director

KRISTL SEIBT INDIA PVT. LTD. KS ENGINEERS