

UDYOGI INTERNATIONAL PVT LTD.

Safe Work Practices and Safe Job Procedures

Safe Work Practices

Safe Work Practices are a set of guidelines on how to perform specific task that may not always be done in the same way and should developed to mitigate hazards.

Each employee of Udyogi should know, understand and follow all the safe work procedures that pertain to his or her specific work. Training should be performed in any area that the supervisor and /or employee deems appropriate to ensure competency. Training should include a theoretical and practical component as outlined in the **Safety Orientation and Training** element of our health and safety management system and be documented in the employee's **safety training plan**.

General Health and Safety Rules

1. Each and Every employee of Udyogi is expected to know and follow Health and Safety Management System.
2. All unsafe acts, condition, incidents, including "near misses" are to be documented and reported to the supervisor / HR department immediately. No reprisals or disciplinary action will be taken unless there is wilful misconduct, negligence or criminal intent by the person (s) reporting.
3. Consuming or being in possession of alcohol or illegal drugs in the workplace is strictly prohibited.
4. Theft, vandalism or any other abuse or misuse of Udyogi's property is prohibited.
5. Abusive or inappropriate behaviour or language in the work place is prohibited.
6. Every employee shall keep his/her work area neat, clean, orderly and free of hazards.

7. All employees must be aware of the emergency procedures such as evacuation routes and assembly points, emergency phone numbers, locations of fire Extinguishers.
8. Employees are responsible for reporting to supervisor, whenever they become ill or injured at work. All injuries, no matter how minor, must be reported immediately to departmental head and HR department.

Responsibilities & Accountabilities

Employees are responsible to meet the "employee's duties" under the Occupational Health and Safety. However, Safety Team comprising of supervisors, managers & HR personnel need to be take the responsibilities to ensure safety and health system of the organization.

- Taking all necessary precautions to ensure their own health and safety and that of any other person in the workplace
- Using the safety devices and wearing the safety clothing or equipment provided by the employer to be used or worn
- Complying with health and safety procedures and with instructions given for their own or any other person's health and safety by a person having authority over them
- Reporting immediately to their immediate supervisor any situation which they have reason to believe would present a hazard and which they cannot correct; and
- Reporting any incident or injury that arises in the course of or in connection with their work.

Personal Protective Equipment

Personal Protective Equipment is defined as any material or device worn to protect a worker from exposure to, or contact with, any harmful substance or form of energy.

All Udyogi employees engaged in work are required to use appropriate personal protective equipment (PPE) as required by the task being performed and/or the tools being used to perform the work.

1. Eye and Face
2. Footwear

3. Headwear
4. Hearing Protection
5. Respiratory
6. Body Protection

Safety Orientation and Safety Training

A new employee who is new to the workplace; returning to the workplace where the hazards in that workplace have changed during the employee's absence; or an employee that has relocated to a new workplace where the hazards in that workplace are different from the hazards in the employee's previous workplace should be provided proper Safety Orientation and Training.

Ensuring that an appropriate Safety Orientation occurs is the responsibility of the supervisor. The supervisor should be very familiar with the work tasks that will be performed, the hazards associated with those work tasks and the processes and procedures that have been developed to mitigate the hazards.

The supervisor should review the information contained in the position specific Safety Orientation package on a regular basis and/or at a minimum, prior to the new employee's first day at the workplace, to ensure that it is accurate and up to date.

Delivery of the site and position specific safety information as outlined on the Safety Orientation should be completed and documented on the first day of employment. Throughout the Safety Orientation, the supervisor should be documenting any immediate training needs the new employee requires, to safely conduct their work, on the employees "**Safety Training Plan.**" Training in the areas indicated on the training plan must be conducted prior to the employee performing any hazardous work tasks associated with the position.

Incident & Near Miss Investigating & Reporting

Employees must report all incidents and near misses to their supervisor. No reprisal or disciplinary action will be taken unless there is wilful misconduct, negligence or criminal intent by the person(s) reporting.

Emergency Preparedness

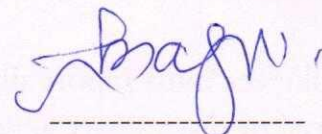
In all emergency situations, protecting the life and personal safety of employees, clients and visitors takes precedence over protecting property.

The threat to life, personal safety and property is small when all employees are familiar with their role in the evacuation plan and evacuation routes and have the opportunity to practice during non-emergency drills.

The purpose of the "Workplace Emergency Preparedness Plan" is to provide processes and procedures that will keep Udyogi employees safe when faced with an emergency situation.

In case of any emergency all employees of Udyogi are advised to assemble at a stipulated place as "Assembly Point".

- Fire Alarm to be blown in case any emergency arises.
- During emergency no lift to be used rather stair case to be used
- Panic should be avoided.
- Information to be given to Security/Important persons of the company
- To be assembled at assembly point
- Only safety team will take care of the situation by using fire extinguishers, if necessary
- Evacuation to be done within limited period.
- Head counting to be done by responsible person of safety team.
- In case of necessity, ambulance or fire station to be informed.



(DIRECTOR)