

## **EMPLOYEES HEALTH AND SAFETY POLICY**

Udyogi International Pvt. Ltd. is committed to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees that protect its employees, its property and the public from accidents.

We can accomplish our goal “An injury free workplace” through continuous improvement of safety and health performance and loss control,

It is the policy of Udyogi Group to provide a safe and healthy environment in which our employees, visitors and customers can carry out their business. We firmly believe in and are committed to ensuring that our operations are carried out in a way that ensures the health and safety of everyone.

We will not produce or render any service likely to cause an accident or exposure that may result in personal injury, damage to equipment or loss in process.

Each member of our organization is responsible for health and safety and will be held accountable for their actions. Employees at every level, including management, are responsible and accountable for the company’s overall safety initiatives. Complete and active participation by everyone, every day, in every job is necessary for the safety among all workers on the job site.

Management supports participation in the program by all employees and provides proper equipment, training and procedures. Employees are responsible for following all procedures, working safely, and, wherever possible, improving safety measures.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization.



**DIRECTOR**

## **UDYOGI INTERNATIONAL PVT. LTD. SAFETY PROGRAM**

The following safety programme is provided only as a guide to assist employers and employees in complying with the company requirements, as well as to provide other helpful information. It is not intended to supersede the requirements of the standards. An employer should review the standards for particular requirements which are applicable to their individual situation and make adjustments to this program that are specific to their company. An employer will need to add information relevant to their particular facility in order to develop an effective, comprehensive program.

## **SAFETY & HEALTH POLICY STATEMENT**

Udyogi International Pvt. Ltd. believes that *“NO JOB OR TASK IS MORE IMPORTANT THAN EMPLOYEES HEALTH AND SAFETY”*.

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to complete the task in a safe manner. Every procedure must be a safe procedure. Shortcuts in safe procedures by management and all other associates will not be tolerated. If a worker observes any unsafe or unprotected exposure, which may pose a potential threat to their safety & health, he or she must inform management immediately. If a job can not be done safely it will not be done. Every employee is entitled to a safe and healthful place in which to work.

## **SAFETY & HEALTH GOALS**

The following goals have been established for Udyogi International Pvt. Ltd.

- (1) Provide workers with a safe work environment.
- (2) Conduct routine/regular workplace inspections.
- (3) Provide Personal Protective Equipment.
- (4) Develop and implement safe work procedures and rules.
- (5) Provide on-going safety training
- (6) Enforce safety rules and appropriate discipline.

## **NEW EMPLOYEE ORIENTATION**

All new employees must attend our Safety Orientation Session prior to starting work within their assigned area. This session will be conducted under the direction of the Safety Executive Director and in coordination with Human Resources. Upon completion of the Safety Orientation Session, each new employee will be required to acknowledge that they have received, understand, and will abide by the Udyogi International Pvt. Ltd. Safety Program. All participants must sign a statement verifying that they have completed the session. This report will be filed in the employee's personnel file. The following topics will be covered in the Safety Orientation Session:

- a) Company History
- b) Safety Program/Policy & Work rules
- c) Responsibilities
- d) Safety Education/Training
- e) Safety Audit/Inspections
- f) Accident Reporting /Investigation Requirements
- g) Personal Protective Equipment
- h) Tool & Equipment Use
- i) Material Handling

## **EMPLOYEE RESPONSIBILITIES**

Each employee is responsible to follow established policies and procedures. Regular attendance is required of all. Following directions is critical. Responsibility does not end with just taking care of you. Unsafe working conditions and acts must be reported to management. It is the responsibility of each employee to work in a professional manner.

## **ACCIDENT INVESTIGATION/REPORTING**

All injuries/illnesses must be reported to management as soon as possible. It is the policy of Udyogi International Pvt. Ltd. to have all injuries/illnesses investigated by Safety Executive within 24 hours of incident. A formal Accident Investigation report must be forwarded to the Safety Director as soon as possible. It is important that all incidents be reported, no matter how slight. Any property/liability loss claim must also be reported to management as soon as possible. The Safety Director will conduct a loss investigation of all property loss/liability claims.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) includes all clothing and accessories designed to protect against workplace hazards. In some situations the only available protection for employees will be the use of PPE and often in emergencies, PPE will be required for the safety of the workers. As required by Govt. regulations, personal protective equipment is essential for the protection of eyes, ears, face and other body parts when working around hazardous machinery and equipment. All PPE must meet established standards.

All Personal Protective Equipment (PPE) is provided by Udyogi International Pvt. Ltd. Employees are not allowed to provide their own PPE unless authorized by the Safety Executive. As a general rule, only company provided PPE is allowed.

Hazard Assessments have been completed throughout the production and warehouse areas of Udyogi International Pvt. Ltd.

PPE is required in the following areas:

### ***Warehouse***

All employees and visitors are required to wear approved head, foot and eye protection.

### ***Production Floor***

All employees and visitors are required to wear approved helmet, apron and eye protection where it necessary. Approved hearing protection required of all welders. Welders are also required to wear approved PPE in the form of goggles, helmet, apron, gloves, and other equipment as deemed necessary by the Safety Executive.

All PPE must be checked once in a month and checklist to be maintained and reviewed if anything to be added as per requirements.

### **SAFETY RULES**

All safety rules must be obeyed. Failure to do so will result in strict disciplinary action.

- 1) All injuries must be reported as soon as possible.
- 2) No alcohol, drugs & smoking are allowed on premises.
- 3) PPE must be worn as prescribed by management.
- 4) All tools/equipment must be maintained in good condition.
- 5) Only appropriate tools shall be used for specific jobs.
- 6) All guards must be kept in place.
- 7) No spliced electrical cords/wiring allowed.
- 8) Only authorized personnel can enter inside the shop floor.

## **SAFETY COMMITTEE**

The primary purpose of the Safety Committee is to promote safety awareness and reduce the potential for injury/loss throughout Udyogi International Pvt. Ltd.

The Safety Committee is to be chaired by the Director and include representatives from each department (total number of committee members not to exceed ten individuals). Members can be volunteers or appointed. Meetings are to be scheduled, when possible, for the same day each month Forth Saturday of each month at 2:00 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. 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) Conducting self-inspections of the workplace
- (2) 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 programme
- (7) Review employee reports of hazards
- (8) Assist in safety training
- (9))Inspect PPE
- (10) Post safety posters/slogans on Notice board

The Safety Committee of Udyogi International Pvt. Ltd. is formed to promote safety throughout our organization. The benefits of a Safety Committee are numerous and Udyogi International Pvt. Ltd. believes that this is a forum for problem solving. The Safety Committee has an open door policy and welcomes suggestions from all employees.

## **EMERGENCY ACTION PLAN**

The Emergency Action Plan (EAP) is in place to ensure employee safety from fire and other emergency. At the time of an emergency, all employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In some emergencies total and immediate evacuation will be necessary. In other emergencies only partial evacuation may be necessary. When a fire is detected it is necessary that the fire alarm pull station be activated as soon as possible. The fire alarm will notify the emergency response team who will perform assigned duties. The activation of the alarm will also notify the local fire department. In the event of bomb threat, toxic chemical release, hazardous weather, or other emergencies—notification will be made over the public address system. In the event of fire, bomb threat, or toxic chemical release; employees are to proceed to the nearest available and safe exit and leave the building as soon as possible. Floor plans (maps) and exits have been posted in each department.

It is of critical importance that all employees and visitors are accounted for. Shop and Warehouse employees are to meet in the Assembly Point (near main gate).

### **During Emergency the following points to be followed:-**

- 1) No panic to be spread.
- 2) No lift to be used and only staircase to be used.
- 3) Only designated fire fighters to be involved in case of any fire incident.
- 4) Employees are required to assemble at the Assembly Point near main gate.
- 5) Supervisors within each area shall take a head count at the designated Assembly Points.

- 6) It is the responsibility of each supervisor to advise fire and local police stations of any missing persons.
- 7) Evacuation training and mock drill for Emergency to be conducted once in six months to assess the awareness of the employees.

## **SAFETY DISCIPLINE**

Management personnel at all levels are responsible for taking action when a violation is observed. If a violation is observed, they must take action immediately to correct the violation and enforce this disciplinary policy. Employees who fail to follow safety rules and regulations established to protect them and their fellow employees endanger themselves and others.

Visitors on site are also required to abide by the safety rules and regulations. The following procedures will be followed when a violation is observed:

### **FIRST VIOLATION**

Verbal warning with written confirmation in personal file.

### **SECOND VIOLATION**

Written warning (written confirmation in personal file).

### **THIRD VIOLATION**

Written warning and suspension for 1(one) week (written confirmation in personal file).

### **FOURTH VIOLATION**

Termination (written confirmation in personal file).



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**Safety Director**