



## TeamLease Services Ltd HEALTH AND SAFETY POLICY

Version Control					
Version	Date	Author	Reviewer	Approver	Notes
1.2	2019	Karthikeyan	Ravi Vishwanath	CFO	Third version of the document

### 1.0 Goals

This policy is based on the Workplace (Health, Safety and Welfare) Regulations as per shops and Establishment act of respective states. TeamLease is committed to creating a safe, healthy and secure workplace for all its employees and visitors. The goals of the Health and Safety policy are:

- to remove or reduce risks to the health, safety and welfare of all employees, contractors and visitors, and anyone else who may be affected by our business operations, and
- to ensure smooth day to day operations and business continuity.

### 2.0 Scope:

The policy applies to all existing as well as new workplaces that TeamLease may create due to expansion of its operations. It sets out general requirements in four broad areas:

- Working environment. Including temperature, ventilation, lighting, emergency lighting, suitability of workstations and seating.
- Safety, including, windows, floors, doors,(their construction and obstructions and slipping and tripping hazards), falls from height and falling objects.
- Facilities, including toilets, washing, eating facilities, seating and rest areas for women.
- Housekeeping including, maintenance of workplace, equipment and facilities, cleanliness and removal of waste materials.

### 3.0 Governance and Responsibilities

The Administration department is accountable for the implementation of the policy across all locations of TeamLease and for ensuring health and safety of employees, contract employees, contractors working with in the office premises within applicable limits (which are described by the policy and applicable as per appropriate law referred and

circumstances (physical circumstances within the premises, not including Man made blunders, actions which are out of control and God's acts):

A committee has been formed to ensure (to be added). Management review shall happen once a year along with ISO 27001 management review to review policies and procedures and approve recommendations done by management representative.

Committee reviews shall happen twice a year to review the policy and procedures along with implementation. Recommendations of members and will be submitted by the management representative to the MD for approval.

The responsibilities of different agents are outlined in the following table:

Role	Responsibility	Metrics / Success measures
Management		
Employees		
ERT team		
Security personnel		
Admin supervisors		

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

- A safe working environment
- A safe system of work place and substances in safe condition
- Facilities for the welfare of all employees
- Any information, instruction, training and supervision needed to make sure that all employees are safe from injury and risks to their health
- Not to store any chemicals / material which causes damage to the health and safety of employees
- Maintain a list of contact numbers of health and safety agencies and make information available all the time in the office premises
- Instruct visitors / guests about emergency procedures
- Train / instruct employees who escort visitors and guests in the production floors about how to guide visitors and guests in case of emergencies to save themselves

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) given by management for health and safety
- Participate in trainings provided by the company time to time
- Guide guests and visitors in case of eventualities , emergencies or safe evacuation of them in case of emergencies
- Reporting system in case of emergencies

ERT team is responsible for:

- To be aware of emergencies employees may face
- Involve in trainings given by the company time to time
- Use fire-fighting equipment in case of fire
- Guide employees to evacuate the premises in case of emergencies
- To guide and evacuate specially abled employees and women with pregnancies in case of emergencies

We expect visitors and contractors to:

Go through instructions provided by the company on how to evacuate the premises in case of emergencies

ERT Team Members:-

All ERT members are bound to certain responsibilities. As a management process we follow certain process to add an employee in the Emergency rescue team,

Selection Criteria:

- The person responsible for should be able to drive independently a team or a group of employees and able to support and train them on how to act in case of real emergency ,
- Able to Communicate Clearly and Sensitively with internal and External stake holders.
- Integrity : Work with trustworthiness and integrity and have a clear commitment to TeamLease Core Values and humanitarian principles,
- Knowledge of TeamLease Policies and Procedures.

- Report any incident they come through which is potential threat to health and safety in the premises to the employee they are engaging in the company

<b>Name</b>	<b>Designation</b>	<b>Responsible for</b>
Ashok Reddy	Managing Director	Management who has authority for approving the recommendations of management representative
Ravi Vishwanath	CFO	Accountable for EHS policy through management representative
Karthikeyan	Asst GM – Administration and Facility	Member who is jointly responsible for drafting policy , procedure , implementation and continual improvement along with Management representative
Archit Rajesh	IT - Information Security	Member who is jointly responsible for drafting policy , procedure , implementation and continual improvement along with Management representative
Padmini	General Manager – HR	Member who is jointly responsible for drafting policy , procedure , implementation and continual improvement along with Management representative
Venkat Krishnamurthy	VP –Operations	Member who is jointly responsible for drafting policy , procedure , implementation and continual improvement along with Management representative
Asma	AVP –CR	Member who is jointly responsible for drafting policy , procedure , implementation and continual improvement along with Management representative
Yogesh Nandakumar	Assitant Manager – Administration	Floor Member who is responsible for implementation
All other ISO 27001 champions are default members		Floor Member who is responsible for implementation

## Health:

- **Drinking water:** Water provided is tested for international standards and testing is carried once in a quarter in a private laboratory for it's purity.
- **Clean Air:** Air conditioning is provided in the office with air exhaust facility to pump fresh air in to the production floor and regular conditioning of A/c units is taken place.
- **Ventilation:** Sufficient ventilation is provided to employees
- Installed air purifier in printing area of dispatch desk to further purify air
- **Wellness room:** A wellness room is created in Bangalore facility with a cot and bed , wheel chair, first aid kit and few magazines for employees who are fell sick on the job to take rest before consulting doctor or get on to the job depending on the condition. A small procedure is followed to use the facility and circulated.
- **First aid kit:** First aid kits are maintained at front office and security so that first aid cab be carried to employees who need it.
- **Emergency contact numbers:** Nearby hospital is identified to office and contact numbers the hospital along with fire, police and administration employees contact numbers which are displayed in designated areas.
- **Lighting:** Sufficient lighting is provided in the office for employees to function
- **Work stations and seating:** Work stations and seating is provided to employees keeping health aspects in to mind
- **Cleaning and maintenance:** Cleaning of the office and toilets are done by a professional house-keeping agency and maintenance of office equipment is carried out by professional agencies
- **Pest control:** Pest control is taken is carried out as per the scheduled time
- **Hand driers:** Hand driers are installed in all toilets and cafeteria
- **Not store hazardous chemicals:** Hazardous chemicals are not stored to clean the office
- **Dish washing facility:** Dish washing with hot water is provided in the cafeteria.
- **Canteen:** Canteen has to be maintained clean and hygiene all the time
- **Food vendors to make sure ,** food is cooked in a professional manner and supply in an appropriate manner
- Food vendor shall have food making and selling license
- Packaged drinking water shall be used for cooking
- TeamLease shall make hand sanitizers available at front officers for employees to use
- **Clear desk policy :**Clear desk policy is implemented to avid gathering of paper in the floor
- **DMS:** Document scanning and management solution is implemented to make sure documents are scanned and sent to a professional warehouse

## **Office equipment/Area:**

The below are the possible hazard's which can happen in the office equipment and areas. Admin team has required checklist and process in place to address the below issues.

- Poor ventilation in photocopying areas
- Poor Housekeeping
- Incorrect height of workbenches
- Equipment hazards :- Sharp edges, moving parts, Heat, Pinch pointsInks and toners.

## **ACTIONS FROM ADMIN TEAM:-**

- We Ensure the areas is kept clean and tidy and that cables are kept clear of walkways
- Workstation tables should be at waist level
- We Ensure adequate ventilation for photocopying areas.
- We do not allow employees operate equipment such as shredders and laminators with loose clothing or jewellery. People with long hair must tie it back.

## **Office Risk Assessments:**

- Working in office Environment:- including workstations with Computers and office Equipments.
- Social Functions
- Offsite Travel

## **First Aid**

All areas have first aid officers available to treat any minor injuries that occur. The names and contact numbers of these first aid officers should be displayed in the workplace.

Depending on the severity of the injury and the injured party's preference, the injured party to seek appropriate first aid/medical attention from one or more of the following:

1. A First Aid Officer
2. CALL For An Ambulance (Dial 108)
3. A Hospital or the nearest available medical facility – .
4. Doctor on call

**Safe work procedures –**

Employees are instructed to use standardized safety practices. TeamLease as an employer ensure that workers follow these practices. Work procedures are periodically reviewed with workers and updated.

**Supervision and training –**

Initial training on safe work procedures and refresher training are offered during Induction. Post that Periodical training and supervision is done to assist workers in identifying possible hazards and evaluating work procedures.

Date: 05th July 2019

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