

Complying with (Health and Safety at
Work etc. Act 1974) & OSHA standards
and recommendations

SSTE-HSE Policy & Procedures

Version 1.0

Quality Department

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SAFE AND SECURE HSE POLICY

Our Goals

We hereby dedicate ourselves for ensuring health and safety of all stakeholders associated with us in any form.

Nothing is more important than health and safety of our workers so must ensure all work activities are done safely.

To accomplish this policy we have instituted an active, progressive and effective safety and loss prevention program designed to protect all personnel from occupational injury and illness, and equipment from misuse or damage. We realize that our most valued asset is our employees and their safety is of utmost importance to our business.

Our Responsibilities

Safe and secure is responsible for providing and maintaining:

A safe working environment.

Safe systems of work.

Plant and substances in safe condition.

Facilities for the welfare of all workers.

Any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.

Workers Responsibilities

Ensuring their own personal health and safety, and that of others in the workplace.

Complying with any reasonable orders (such as safe work procedures, PPE wearing policy) given by management for health and safety.



SSTE Safety Responsibilities

1. Employee safety on the job is the primary responsibility of every company. The Safety Department acts only as a coordinator. Employee safety cannot succeed without the company's utmost sincerity and effort. The Company has gone to great expense to provide safe working conditions throughout the plant. It is the supervisor's duty to see that there is complete safety in his area at all times.
2. The contributing factor in over 60% of all accidents involves both the employee and his/her environment. The company must, therefore, be constantly on the alert for incidents of human error and mechanical failure. The company must take the initiative to make corrections where it has such authority.
3. The company must be convinced that accidents are caused; they don't just happen. An act of negligence, disregard for established rules or procedures, being in a hurry, improperly guarded machinery, lack of or improper maintenance, all can cause an accident.
4. The Company must also be convinced that an accident does not affect the employee alone. Accidents cost money and have a direct impact on Company profitability. Accidents affect production and directly reflect on the efficiency of the company.

SSTE Actions

To make the policy effective, every member of management shall ensure that:

1. Work is not assigned which is hazardous or located in a hazardous area until all steps have been taken to provide for the safety of the employee.
2. All employees have received proper job instruction and are familiar with safety and health rules and regulations.
3. Work areas are frequently examined to ascertain that the work environment is safe and that employees are working in a safe manner.
4. All safety and health deficiencies are corrected immediately and not repeated.
5. Accidents are investigated and corrective action is initiated where necessary.

Reporting Injuries

Injuries, no matter how minor, are to be reported to the Medical Department or the local authorities immediately. If circumstances permit, the employee should be given a First Aid pass. In no case shall the injured be moved before examination by Medical or Safety Department if the injury is serious. It is equally important that all spectators be kept away from the scene of an accident. Failure to report injuries or illnesses may result in a delay or denial of workers' compensation benefits.



Personal Protective Equipment

All employees should wear proper safety gear, glasses, and clothing for their job position while at work. They are safety gear because they keep people from getting injuries. Employees should report when their safety equipment is damaged so it that be replaced. Whether it's Production or using a machine, safety gears are vital in reducing accidents at the workplace.

The Company must provide the necessary personal protective equipment to ensure the well-being of the employee. These items include:

- 1 .Safety glasses
- 2 .Gloves
- 3 .Overalls
- 4 .Safety shoes
5. Helmet
- 6 .Respiratory equipment.

Managers must review operation and provide or request to be provided the necessary protection. Employees are expected to wear such personal protective equipment. Failure to do so may lead to discipline up to and including termination.

Keep the Workspace Clean and Organized

A cluttered work area is prone to lead to accidents. Keep work areas well lit and clutter-free to prevent tripping and to ensure our employees can see what they are working on. Equipment should always be stored in the proper area after use. Ensure all exits are clear of clutter to aid in safe evacuations in case of an emergency.

Slips and trips

Slips and trips are the second most prevalent cause of nonfatal occupational injuries. It is vital to keep isles dry and clean to prevent employees from slipping and tripping. Ensure there are no holes, nails projecting from the floor, and loose boards that could fall on someone.



Prevent Risks by Early Reporting

As soon as there's something that is potentially unsafe, or at least you think might be — don't take chances and report it to your supervisor or the responsible manager .

It is our moral and legal obligation as a company to keep our people and their working environment safe and take immediate actions to guarantee it.

A dripping hose, an open window, a loose bolt, or even a wet floor might cause incidents, damages, or even injuries — so we make sure every hazard possibility is taken seriously and reported right away.

We stimulate people to be alert and report anything they are unsure about, in order to locate possible hazards before they bring damages.

Take Regular Breaks

It's important that employees always take their regular breaks. OSHA has put them in place for a reason: tired workers are the most prone to an incident. The more tired employees are, the less aware they are of surroundings, and the more at risk they are for an injury. So we advise our employees to take the breaks they are given on a regular schedule to keep fresh.

Operating and using machines

We strictly prohibit our employees to operate tools or machinery that they haven't been trained for. While some tools or equipment may seem pretty intuitive, it's always best to avoid using items unless you've been trained in proper handling.



Employee safety Precautions

1. General

- Following safety rules is everyone responsibility
- Reporting unsafe actions or equipment's for risk assessments
- Following established procedures
- Don't perform unsafe actions
- Report an injury/illness – no matter how slight, so the actions should re-examined
- Employee should wear PPE while operations and warehouse sites
- Individuals should be trained for using fire extinguisher and FIRST AID

2. Machine safety

- PPE should be worn all times
- Machine should be analyzed before using for any errors or hazards
- Don't wear loose clothing's or jewelry for while working with machines
- Service should be noted and cleaning machining area after operation by individuals
- Using of guards/ by passing guards in machining area.

3. Hand tools

- Using the right tools for work
- Keeping the tools clean
- Don't use faulty/damaged tools
- Cleaning tools routinely

4. Personal protective equipment (PPE)

- use the rights tools is a part of safety precaution
- using PPE; gloves, overalls safety shoes, helmets and safety glasses
- replacement request should be followed, if there is any damaged equipment or PPE



5. House keeping

- Keeping your work area clean and organized)
- Do not store materials in aisles or passageways
- Look out for other members while moving the material or when working with fork lifter

6. Material handling

- Stack material safely, use fork lifter and wagons to transport heavy materials
- Employer should not lift heavy materials by himself
- While moving the material make sure the material is stable during lifting operation and not tilted

7. Electrical and fire safety

- Do not tamper or service the equipment by yourself
- Make sure circuit is at break, cross check with electrical tester.
- Immediately report exposed wire or short circuit.
- Check your main connections monthly.
- Handle and store flammable material at safe place.
- Know the location of fire extinguisher and first aid.

8. Personal conduct

- Do not run in operational areas
- Be aware of hazards around
- For individual's safety do not throw stuff on the way
- Observe warning signs
- Don't use machine or tool which you are not properly trained to use or operate.