

# SUAAN TECHMECHS PVT. LTD.

T-40, MIDC BHOSARI

PUNE – 411 026,

MAHARASHTRA, INDIA

Email: info@suaan.com

## Suaan-EHS-4 Occupational Health & Safety Policy



ISSUE : I

REVISION : 1

ISSUED Date : 1/4/2023

AUTHORIZED BY: CE (Systems)

### REVISION DETAILS

REV NO / DATE	DESCRIPTION	SIGNATURE
00 / 01/10/2022	New Issue	
01 / 01/04/2023	Revised for details and objectives	

## **Suaan-EHS-4 Occupational Health & Safety Policy**

### **Applicability:**

This Occupational Health & Safety policy is applicable to the entire company and its Employees, Contractors & Surrounding Community.

### **Objective:**

To Create & Sustain Zero Incident/ Accident, Zero Occupational Health Hazard And Pollution Free Work Environment in the Company.

### **Commitment:**

Suaan Techmechs Pvt Ltd. and its Management is conscious of its responsibility towards the Health & Safety Of its Employees, Contractors and surrounding community. Suaan is Therefore Committed to:

- Create a Safe & Healthy environment for its workforce, contractors as well as its visitors and the surrounding community.
- Comply with all statutory and regulatory requirements of the Law of the Land as applicable from time to time.
- Provide suitable infrastructure to foster occupational health & safety of its employee and all stakeholders.
- Conduct all activities in such a manner as to avoid harm to its employees, contractors and community.
- Implement Systems to achieve process safety.
- Continually improve the systems by regularly reviewing and updating the systems in place.
- Ensuring Training & awareness of the employees on health & safety Practices
- Provide PPEs as applicable to the processes and ensuring their use on regular basis.
- Periodically audit the external & internal work procedures and practices.
- Recording, monitoring & evaluating safety incidences including near miss, minor and major accidents and formulating and implementing measures to reduce the risks of accidents and injuries.
- Continuously evaluating the emergency response techniques to avoid incidences and reduce their impact.

- Continuously monitoring the work environment and effluent emissions and their impacts on employees, contractors and community.
- Communicate Policy to the stakeholders and share collective responsibilities towards the Environmental Health & Safety Systems.
- Create Occupational health & Safety Committee to ensure the implementation and continual improvement in the organisation of a safe and healthy environment.

## **Organization of Health and Safety Policy**

### 1. Occupational Health and Safety Committee:

The Management shall appoint Occupational Health and Safety Committee, including representation from Management as well as Employees. The committee shall work with the following aim:

- To have a broad overview of Health and Safety matters;
- To keep the Organization's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations I.e. Control of Substances Hazardous to Health 2002);
- To take such action as may be required to ensure that the Organization's responsibilities for Health and Safety are fulfilled;
- To report to the Management Committee on their performance of these responsibilities.
- To Review, Inspect and decide any of the Whistle Blower Issues as and when they arise, with or without reference to outsider agencies.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to any representative of the Committee who will investigate and report to the Organization.

### 2. Safety Tours:

The Occupational Health and Safety Committee shall carry out 6-monthly tours and inspections of the premises and make a report to the next ordinary meeting of the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

### 3. Health and Safety Rules:

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Group/Organization may publish from time to time.

### 4. Accident Forms and Book:

The Accident Recording Register must be updated and reviewed in the Key Performance Indicator Sheet (KPI) on monthly basis.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Groups/Organization's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organization.

### 5. Fire Precautions:

All personnel shall be adequately trained with fire escape routes, mock drills and procedures. Training shall also be imparted to follow the directions of the Group/Organization in incident of fire break out.

### 6. Equipment and Appliances:

No equipment or appliance may be used other than as provided by or specifically authorized by or on behalf of the Group/ Organization and any directions for the use of such must be followed precisely.

# **Occupational Health & Safety Committee:**

## **Management Representative:**

1. Ashwini Nande

## **Staff Representatives:**

2. Anil Tuplondhe
3. Vipin Tripathi
4. Deepali Ambekar
5. Nilesh Khanjode
6. Lata Narwate
- 7 Meenakshi Hinge
8. Narendra Potnis

Approved By:



Date: 01/04/2023