



SAP PRINT SOLUTIONS PVT. LTD.

- 📍 28A, Lakshmi Industrial Estate, S.N. Path, Lower Parel (W), Mumbai - 400 013, Maharashtra, India.
- 📞 (O) +91 22 4074 1000, (F) +91 22 4074 1020.
- ✉️ sapprinters@gmail.com • info@sapprints.com 🌐 www.sapprints.com

EMPLOYEES' HEALTH AND SAFETY RESPONSIBILITIES

Employers have legal responsibilities to ensure a safe and healthy workplace.

Employees have rights and responsibilities for their own wellbeing and that of their colleagues.

EMPLOYEES RIGHTS

As an employee, right to work in a safe and healthy environment are given to you by law and generally can't be changed or removed by your employer. The most important of these rights are:

- As far as possible, to have any risks to employees health and safety properly controlled.
- Company has to provide personal protective and safety equipment free of charge.
- Employee can stop work and leave the work area, without being disciplined if employee has reasonable concerns about his/her safety.
- Inform employer about any health and safety concerns they have.
- Employees must have Lunch Break and Tea Break during the working day.
- Employees must have weekly off from work during the working week.
- All employees must have annual paid holiday.

EMPLOYEES RESPONSIBILITIES

The most important responsibilities as employees are:

- Employees must take reasonable care of their own health and safety.
- Female employee if possible must avoid wearing jewelry or loose clothing if operating machinery.
- Female employee having long hair, or wearing headscarf, make sure it's tucked out of the way as it could get caught in machinery.
- Employee need to take reasonable care not to put other people - fellow employees - at risk by what they do or don't do in the course of their work.
- Employees need to co-operate with their employer, making sure they get proper training and they understand and follow the company's health and safety policies.
- Employees will not interfere with or misuse anything that's been provided for their health, safety or welfare.

Works 1:
Plot No. 3, Sector II, The Vasai
Taluka Industrial Co-op. Estate Ltd.,
Gauraiпада, Vasai (East),
District Palghar - 401 208,
Maharashtra, India.
Tel.: 0250 6061222 / 23 / 24

Works 2:
Plot No. 30, Sector II, The Vasai
Taluka Industrial Co-op. Estate Ltd.,
Gauraiпада, Vasai (East),
District Palghar - 401 208,
Maharashtra, India.

Works 3:
Plot No. 27, Sector II, The Vasai
Taluka Industrial Co-op. Estate Ltd.,
Gauraiпада, Vasai (East),
District Palghar - 401 208,
Maharashtra, India.



SAP PRINT SOLUTIONS PVT. LTD.

- 📍 28A, Lakshmi Industrial Estate, S.N. Path, Lower Parel (W), Mumbai - 400 013, Maharashtra, India.
- 📞 (O) +91 22 4074 1000, (F) +91 22 4074 1020.
- ✉️ sapprinters@gmail.com • info@sapprints.com 🌐 www.sapprints.com

- Employee need to report any injuries, strains or illnesses they suffer as a result of doing their job, the employer may need to change the way they work
- Employee need to inform their employer if something happens that might affect their ability to work, like becoming pregnant or suffering an injury - because the employer has a legal responsibility for employee's health and safety. Employer may need to suspend employee while employer find a solution to the issue or problem, but employee will normally be paid if this happens.
- If an employee drives or operates a machinery, then he/she has a responsibility to tell the employer whether he/she is on that makes him/her drowsy - If possible the employer should move the employee to another job to do.
- Safe manual work.
- Accidents in the workplace.

PERSONAL PROTECTIVE EQUIPMENT

- Employer must provide personal protective equipment (PPE) to employees free of charge. Employees must use this correctly and follow the training and instruction they've been given.

In some jobs, failure to use PPE properly can be grounds for disciplinary action or even dismissal. However, employee can refuse to wear PPE if it puts their safety at risk, because it doesn't fit properly for example.

Ask the employer or the firm's safety representative for the right size.

- **EMPLOYER'S HEALTH AND SAFETY RESPONSIBILITIES.**

If employees have concerns about health and safety at work, they should first of all discuss them with their employer. If employer has a safety representative, they might be employee's first point of contact.

Employer should not expose employees to avoidable risks at work, and if employee has pointed out risks without getting an answer, employee can get confidential information and advice from the Health and Safety Committee member.

Health and Safety Committee member have powers to enforce the law and if employee take this course of action, employer must not discipline employee, or put employee at a disadvantage in their job as a result.