



SAP PRINT SOLUTIONS PVT. LTD.

📍 28A, Lakshmi Industrial Estate, S.N. Path, Lower Parel (W), Mumbai - 400 013, Maharashtra, India.
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HEALTH AND SAFETY POLICY

The Main Object of this document is to describe the Company Health and Safety management principles so as to provide general guidance & directions to organization in order to reduce health hazards, accidents, injuries & property damage. The principles include policy statement, responsibility & accountability, health & safety training and other safety requirements.

POLICY STATEMENT

SAP PRINT SOLUTIONS PVT. LTD. believes in a Health and Safety Management System to achieve its ultimate goal of reducing the Health and Safety hazards in its operations, activities to manufacture products, in company-controlled residences and property and services within the framework of this System and applicable Laws.

All personnel have the right to remove themselves from imminent serious danger without seeking permission from the company.

RESPONSIBILITY

The company has appointed one senior management representative with primary responsibility & accountability to ensure that a safe & healthy workplace environment is provided during the working hours in the factory premises and in company-controlled residences and property for all the personnel and for implementing the Health and Safety elements of this standard.

The company has formed also a Healthy & Safety Committee for this purpose with representation of workers and management's representative. It is the responsibility of the Health & Safety Committee, in coordination with head of the department, to ensure that all the employees carry out daily work in accordance with safe working practices documented as safety work instructions.

It is the responsibility of the H O D, to ensure that all the employees under his supervision carry out daily work in accordance with safe working practices documented of safety work instructions.

Health & Safety Committee meets at least once in three months to discuss safety matters. Minutes of the meeting are maintained.

All the employees are responsible to work safely and observe documented & displayed on site and job specific safety instructions, safe working practices & are accountable for their actions, which may cause injuries to other people & property damage.

GENERAL SAFETY RULES

Smoking & Chewing of tobacco is not allowed in the factory premises.

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Plot No. 3, Sector II, The Vasai
Taluka Industrial Co-op. Estate Ltd.,
Gaurai pada, 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.,
Gaurai pada, Vasai (East),
District Palghar - 401 208,
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Works 3:
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No intoxicating drinks, drugs or alcoholic drinks are allowed to be consumed in the factory premises.

No gambling is allowed in the factory premises.

FIRE SAFETY

Adequate numbers of fire extinguishers are provided to take care of emergency fire and are prominently identified by use of Zebra crossings marking. A list is maintained which details about their identification numbers & locations.

All the fire extinguishers are checked monthly by SMR (H&S) & re-filled as and when required. The details of inspection & re-filling are recorded.

Evacuation plans are prepared & displayed at various locations in the factory.

Effective emergency alarm system is installed to alert the employees in case of an emergency such as fire. All the emergency exits are clearly marked & ensured that the same are kept unlocked during the working hours. Emergency lights are provided at all strategic locations Passages and staircases are always kept clear & unblocked.

Sufficient numbers of personnel are trained for the operation of the fire extinguishers and record of such training is maintained in personnel department in Fire Fighting Training Certificates File Mock drills are carried out once in 3 months. The record of the same is maintained.

HEALTH SAFETY

The Company has a tie up with nearest Hospital, working round the clock. The Hospital is fully equipped to provide all kind of Medical services.

Adequate no. of first aid boxes equipped with basic first aid materials are provided in every department of the factory for first aid treatment. The list of items available in the first aid box is pasted near boxes. These boxes are checked regularly for availability of the items and their expiry date.

Adequate numbers of trained personnel for first aid treatment, holding a certificate issued by competent authority, are available in the factory. The list of these persons is prominently displayed near the first aid box of their departments. (First aid training certificate file)

Potable drinking water is made readily available at the workplace. Drinking water points are clearly marked. (Potable water testing certificate)

Water Cooler is provided in the shop floor.

The drinking water is tested at least once in six months to confirm its fitness for human consumption. The test records are maintained.

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Sufficient toilet facilities are provided for the working people. The toilet area is appropriately marked separately to distinguish between Gents & Ladies toilets.

The urinals, latrines & washbasins are cleaned with disinfectants daily at least 2 times

An ambulance/ rest room is provided for the use by employees.

A Crèche is provided for the benefit of the children of female workers.

Canteen is provided for the workers.

WORK SAFETY

All the machines are sufficiently provided with safety mechanism to avoid accidents or injuries to the operators. All the moving parts are covered with guards.

Material Safety Data Sheets (MSDS) of all the chemicals is available in the respective departments. (Material safety data sheet).

All the operators are provided with personal protective equipments such as nose mask, mesh gloves, needle guards etc. Records of distribution of PPEs are maintained by respective production head. The persons are trained for the use of protective equipment. Concerned Supervisors ensure that the PPE is used by all the employees.

Rubber matting is provided for all electrical panels, pressing tables' etc.

The Maintenance in Charge (Manager Production) checks the following once in a month:

Needle & Pulley Guards on all the machines.

- Loose Wiring
- Emergency lights.
- Fire Alarm System.
- Exit & Emergency Exit Blockage

Suitable record of all the above is maintained.

FOR NEW AND EXPECTANT MOTHERS

- We prepare a list of all expectant mothers in the premises.
- The company undertakes to assess all the risks to new and expectant mothers arising out of their work activity and following steps are taken to remove or reduce any risks to their health

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and safety,

- It is ensured that no expectant mothers are exposed to hazardous work or any work that endangers her health.
- If they are in the work which endangers their health, they are transferred to another safe work
- If women are transferred from one kind of work to another, they are maintained at same pay scale as they were on.
- Expectant mothers are provided with proper seating arrangements and are encouraged to take breaks periodically.
- Whenever expectant mothers need to go for a medical checkup they are allowed for the same.
- Maternity benefits are given to all the expectant mothers as per the local rules.

ACCIDENT REPORTING

The company maintains written records of all accidents/injuries that occur in the workplace and in company-controlled residences and property. The First Aid trained personnel treat these minor injuries and assist the worker in obtaining follow-up medical treatment. Major incidents/ accidents if any are recorded and taken to the nearest hospital. (Major Accident registers)

SAFETY WORK INSTRUCTIONS

The company documented health and safety instructions, including on-site instruction and, where needed, job specific instructions. Such instructions are repeated for new and reassigned personnel and in cases where accidents have occurred.

Such Safety work instructions are displayed in the respective departments in local language.

BROKEN NEEDLES

At any time while working, the needle may break. It is the policy of the Company, to retain all the broken pieces of the needle every time it breaks. All the Operators are responsible to return these broken parts to the Incharge. The broken parts of the needles are pasted in a register. (Broken needles register).

RECORDS

Health & Safety Committee Meeting's Minutes Record

Mock Fire drills record

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Fire fighting training certificates

List of Fire Extinguishers with location

List of first Aid boxes with location

First aid training certificate

Potable water testing certificate

MSDS list

Distribution list of P.P. E's

Major Accidents & Injury/ Register

List of fire alarms switches, emergency lights and emergency Exits and Exits

Medical check up reports for canteen workers

Medical check up reports for the employee working hazardous activity

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