



HEALTH & SAFETY POLICY

OF

STOVE KRAFT LIMITED



Table of Contents

S.NO	PARTICULARS	PAGE NO
1.	Purpose and Scope	3
2.	Policy Statement	3
3.	Responsibility & Accountability	3
4.	References	3
5.	Procedures	3
6.	Records	6



1. Purpose & Scope

The purpose of this document is to describe the Company's Health and Safety management principles so as to provide general guidelines & directions to organization in order to provide a safe and healthy workplace environment and reduce health hazards, accidents, and injuries. The principles include policy statement, responsibility & accountability, health & safety training and other safety requirements.

2. Policy Statement

Company believes in a Health and Safety Management System to achieve its ultimate goal of reducing the impact of Health and Safety hazards in its operations, activities to manufacture products in its work place and in company-controlled residences 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.

3. Responsibility & Accountability

3.1 The company has appointed one **Management Representative (Health and safety)** 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 for all the personnel and for implementing the Health and Safety elements of this standard and applicable law.

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



3.3 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 as safety work instructions and use the personal Protective equipments provided to them.

3.4 Health & Safety Committee meets **at least once in three months** to discuss safety matters. Minutes of the meeting are maintained and displayed for information of all.

3.5 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.

4. References

The Factories Act 1948

5. Procedures:

5.1 General Safety Rules

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

5.1.2 No intoxicating drinks, drugs or alcoholic drinks are allowed to be consumed in the factory premises.

5.1.3 No gambling is allowed in the factory premises.

5.2 Fire Safety

5.2.1 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.

5.2.2 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.



5.2.3 Evacuation plans, showing the emergency exit routes, fire extinguishers positions, fire alarm position, and first aid position are prepared & displayed at various locations in the factory.

5.2.4 Effective emergency alarm system is installed to alert the employees in case of an emergency such as fire.

5.2.5 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.

5.2.6 Sufficient numbers of personnel are trained for the operation of the fire extinguishers and record of such training is maintained in personnel department. All the trained personnel are suitably identified.

5.2.7 Fire Evacuation Mock drills are carried out once in 2 months. The record of the same is maintained.

5.3 Health Safety

5.3.1 The Company has its own medical room with and also tied up with nearest hospital working round the clock for any emergency need.

The Hospital is fully equipped to provide all kind of Medical services. Workers are provided free treatment for any injuries suffered during course of working in the factory premises.

5.3.2 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.

5.3.3 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. All the first aid trained personnel are suitably identified

5.3.4 Potable drinking water is made readily available at the workplace. Drinking water points are clearly marked.

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

5.3.6 Sufficient toilet facilities are provided for the working people. The toilet area is appropriately marked separately to distinguish between Gents & Ladies toilets. The list of toilets with location is maintained.

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

5.3.8 A rest room is provided for the use by employees.

5.3.9 Lunch area is provided for the workers. Lunch Area is kept clean with clean drinking water and washing facility.

5.4 Work Safety

5.4.1 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.

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



5.4.3 All the operators are provided with personal protective equipment's at company expense 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.

5.4.4 Rubber matting is provided for all electrical panels/switch boards, pressing tables' etc.

5.5 For new and expectant mothers (If Any)

- The company maintains a record of new and expectant mothers, if any, working in the factory 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 and safety,-
 - It is ensured that no expectant mother is exposed to hazardous work or any work that endangers her health.
 - If work endangers their health, they are transferred to another safe work
 - If women are transferred from one kind of work to another. They are paid the same pay scale as they were paid.
 - 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.



5.6 Accident/ Incident Reporting

The company maintains written records of all accidents/injuries that occur in the workplace and in company-controlled residences. 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 the victim is taken to the nearest hospital.

5.7 Safety Work Instructions

5.7.1 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.

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

5.8 Fire protection

5.7.1 Sufficient number of fire extinguishers is provided all across

5.7.2 Sufficient number of personnel are trained on fire fighting

5.9 Company controlled residences

Currently company is not providing any residential facility to its personnel, however in case it is so done, it shall be ensured that health and safety precautions for the company controlled residences and properties as appropriate are available. Adequate number of fire fighting equipments, first aid boxes and evacuation plan is provided wherever required.



6. Records

- List of fire extinguishers with no. and location
- List of first aid boxes
- list of fire fighting trained personnel
- List of first aid trained personnel
- Accident registers
- List of emergency lights
- List of ladies and Gents toilets
- Fire evacuation drill
- Training record of fire fighters and first aid trained personnel

The Board had adopted this Policy at its meeting held on 29th March 2023.