



PHARMA DEVILS

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: General Safety Guidelines	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1. PROCEDURE:

To provide general guidelines on safety.

2. SCOPE:

The procedure is applicable in all departments

3. RESPONSIBILITY:

All employees.

4. PROCEDURE:

- 4.1. Safety shoes and helmets are mandatory for the personnel who are entering in service area.
- 4.2. Smoking is strictly prohibited inside the plant premises.
- 4.3. Walk within the plant. Run only in case of extreme emergencies.
- 4.4. When climbing staircase, walkover using handrails and go upstairs one at a time.
- 4.5. Do not walk on the wet surface.
- 4.6. While moving in the plant, stay in marked pedestrian walkways and use pedestrian doors only.
- 4.7. A general condition of good housekeeping must be maintained in all work areas at all times. Materials must be neatly stored, and scrap materials must be kept in designated containers.
- 4.8. All work areas must be cleaned as per defined procedures and left in a neat and orderly condition at the end of the work shift. This includes immediate cleanup of materials spilled onto the floor or ground that could pose a slip hazard or an environmental hazard.
- 4.9. Inspect glass tubing, flasks and all other glass equipment for cracks before using them. Any of these glass equipments with a crack chip or flaw of any kind must be discarded.
- 4.10. Each personnel shall be familiarized with the specific area safe practice before starting to do any work.
- 4.11. Never bypass/nullify safety devices such as equipment guards, disconnects, fuses, circuit breakers, relief valves, pressure gauges and interlocks. Put off all the mains, electrical supply by removing the fuses before doing any preventive maintenance work.
- 4.12. Material Safety Data Sheet (MSDS) file to be kept near the work place to access easily. Read the MSDS to know the hazards and emergency response plans.
- 4.13. Personnel protective equipment must be worn in the designated areas written in the operating procedure.
- 4.14. Safety showers and eye wash fountains function should be tested daily before working with hazardous chemicals.



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- 4.15. All electrical tools and cards and extension cards must have ground fault protection. Each employee should ensure that ground fault protection is provided to electrical power tools before starting it.
- 4.16. In case of fire, all personnel in areas shall evacuate along the corridor and assemble outside the building at designated assembly points.
- 4.17. Only qualified first aid employees should provide emergency first – aid treatment incase of life threatening situations and in situations, such as chemicals spills on the body or in the eyes, where immediate first – aid treatment is necessary to prevent further damage until professional assistance can be obtained.
- 4.18. All contractors must understand and adhere to our safe practice while working in plant premises.
- 4.19. All employees should report all injuries, near misses, incidents, leakages and unusual conditions to concerned department heads immediately for corrective actions.
5. **MASTER SOP** – Retained by Head – QC & A/Management Representative.
6. **NUMBER OF CONTROLLED COPIES:** 07
7. **DISTRIBUTION LIST:**

Copy No.	Distributed To
01	Head – QC & A
02	GM- Personnel
03	GM- Operations
04	Manager- Electrical
05	Technician
06	Manager – Production
07	Manager – Warehouse

8. REVISION HISTORY:

Date of Preparation	Revision History	Change Details	Reason for Revision
	00	New SOP	Not applicable