



# PHARMADEVILS

EHS DEPARTMENT

## MANUAL

**Department:** EHS

**Manual No.:**

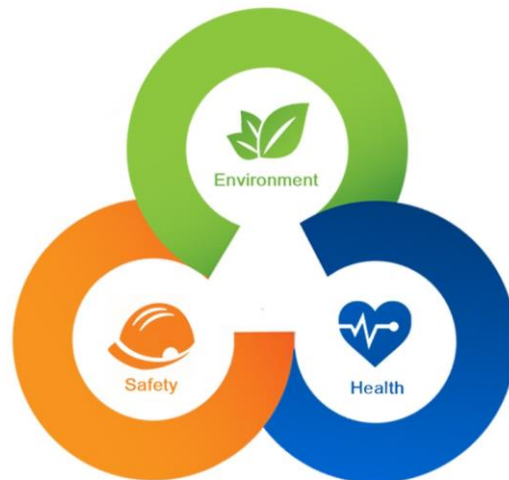
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# SAFETY MANUAL





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### 1.0 APPROVALS

This page indicates that the **Safety Manual** has been prepared, reviewed & approved by representatives of the following departments:

#### PREPARED BY:

NAME	DESIGNATION	SIGNATURE	DATE
	ENGINEERING OFFICER/EXECUTIVE		

#### REVIEWED BY:

NAME	DESIGNATION	SIGNATURE	DATE
	EXECUTIVE/MANAGER QUALITY ASSURANCE		
	HEAD-ENGINEERING		
	HEAD-PRODUCTION		
	HEAD-HUMAN RESOURCE		
	HEAD-QUALITY CONTROL		

#### APPROVED BY:

NAME	DESIGNATION	SIGNATURE	DATE
	HEAD-QUALITY ASSURANCE		



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### 2.0 INTRODUCTION:

The Management of .....is virtually interested in the Safety & Health of all employees, volunteers and subcontractors involved in Production & other activities and Environments.

The Employees being human are most valuable resources and asset of company. To save a human life and to prevent accidents is the responsibility of .....

To take care of the lives of people at work and ensuring their safety and prevention of damage to natural resources is the responsibility of the management. Hence it is important to have a well-defined Safety Policy and Guidelines to follow, in case of Emergency as well as in normal course of work. Once any major or minor accident occurs, one should be very well aware about the management of such situation.

.....is committed to its Mission to save earth's most precious resource by providing a safe and healthy work place for all. In an effort to achieve this goal.....has implemented safety procedures and work related rules for all employees. These rules are to be followed strictly to prevent any untoward incidences leading to accidents, it is necessary for all to follow the defined rules in order to have a safe working atmosphere.

Every Employee should be well aware of basic First Aid Techniques and proper use of First Aid Medicines. First Aid Boxes are kept at various defined places in the plant.

This Safety Manual includes procedures and measures to be followed for management of Accidents & Emergencies that occurs frequently during working and also in personal life.

This Safety Manual may not cover every possible adverse situation that employees may encounter while at work. Therefore all employees must exercise Current Good Manufacturing (cGMP) Practices all the times at work and be responsible for their own safety. They must be well aware of rules of all areas of the plant and should follow the rules strictly while they are at any place in the premises of the Company. Not following safety regulations can lead to serious and sometimes fatal consequences.



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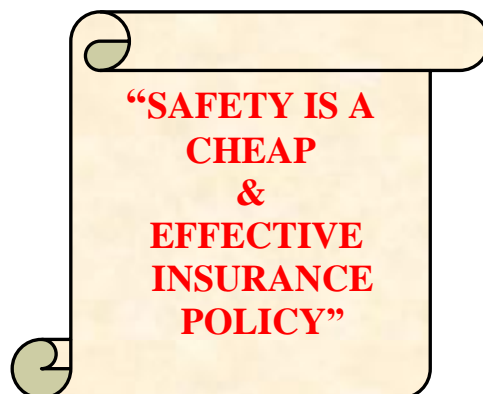
### 3.0 ENVIRONMENT HEALTH & SAFETY POLICY:

We, at .....manufacturer & supplier of Pharmaceutical Formulations to Domestic and International Markets, strongly believe that only an organization with internationally acceptable standards of environmental performances is capable of producing quality products to satisfy the customers and thereby improve business performance. We are thereby committed to protect the environment and contribute to sustainable development as a business practice.

The operational Health and Safety of our employees and the sections of society affected by our operations are essential components of our Management and Technology Operations.

The highlights of our operations, clearly focusing on continuous improvement in our Environmental Performances and Prevention of Pollution are:

- Assured & Consistent compliances to applicable statutory, regulatory and other requirements related to Land, Air & Water Pollution.
- Training & Empowerment of Employees.
- Conservation of Raw Material and other resources.
- Review and Provisioning of financial resources for technological up-gradation to achieve set environmental objective and targets.





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### 4.0 OBJECTIVE:



- Aiming to achieve beyond statutory requirements.
- Process improvement to minimize the adverse effect on Environment Health & Safety.
- Using and maintaining Equipment, Systems and Facilities to provide a Safe and Hygienic working Atmosphere.
- Conservation of Natural Resources and Prevention against Pollution.
- Conducting Management Programs, Audits and Reviews towards improving Health Safety and Environment aspects.



- Maintain Good Housekeeping in our Plant Premises.
- Seeking participation of employees to achieve Environment Health & Safety (EHS) Policy.
- To prevent the unforeseen events leading to loss / damage to Personnel / Equipment / Property.



- To aware the personnel about Safety, Safety Measures and First Aid.
- Strike to reduce the probability of the accidents which have the potential to cause Injury, Disablement & Loss of Life & Property.



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- Take measure to minimize health impairment of people involved in carrying out the Manufacturing Activities in the Plant.
- To minimize degradation of the General Environment in & around the location, by controlling probable situations which have the potential to adversely affect the Environment.



- To minimize undue wastage of the material resources including Water, RM & other solvents required for the manufacturing of the products as well as Electrical Energy which help in preventing environment pollution.
- To ensure compliances with all Environment Health & Safety related statutory Laws, Rules & Regulations and be a good responsible corporate citizens.



- To educate the employees so that they can be aware of their own Safety, Health & well being as well as their responsibility towards the environment.
- To train, retrain & thereby motivate the employees so that they will be able to identify & eliminate prevailing unsafe practice as well as to improve, upgrade & maintain their workplace free of unsafe action & condition.



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### 5.0 RESPONSILBITY:



- Everyone working at .....has the right to expect safe working condition and is responsible to help ensure safety for themselves and others. Everyone has an important role in safety.
- To attend the regularly scheduled meetings and special meetings on Safety.
- To establish a Safety Committee consisting member's from different areasof the Plant. The size and structure of this Committee shall be dictated by the types of activities, the potential hazards inherent in those activities, and the number of persons who may be exposed to these hazards.
- To assist in the investigation of all serious accidents, and all other accidents when requested by the Safety Committee.
- To initiate proper follow-up measures and ensure corrective actions are implemented when unsafe conditions, practices, or equipment are reported or observed.



### 6.0 SAFETY PRINCIPLE:







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This Safety Manual incorporates four essential principle of safety. These principles are:

- ❖ Practice Safety
- ❖ Be Concerned about the Safety of Others
- ❖ Prevent Accidents
- ❖ Respond to Emergencies

### ❖ Practice Safety:

Because practicing safety may mean different things to different people, it is the Purpose of this manual to define a standard for Safe Work Practices. Practicing safety means integrating safety seamlessly into everything we do. Practicing safety means doing something the right way, not the quick way.



### ❖ Be Concerned About the Safety of Others:

Concern for safety must include alerting others in the area in the events of an accident or emergency, as well as adhering unsafe behavior. This may consist of reminding a friend to wear ..... is responsible for reporting hazards and hazardous conditions.



**“DO YOUR WORK WITH  
PRIDE, PUT SAFETY IN  
EVERY STRIDE.”**

### ❖ Prevent Accidents:

Prevention is the key to safety. Prior to beginning any project, using any piece of equipment, or handling materials, it is essential that the potential hazards and safety precautions necessary to



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perform the work be considered. Hazards may include exposures to Toxic Substances, Electrical Circuits, Mechanical Equipment, or Waste Chemicals.



A safety precaution includes correct materials acquisition and Storage, Proper Ventilation and Proper Grounding of Equipment. Equipment should be in good working order. This may include ensuring that periodic maintenances is performed. The work area should be kept neat and clean.

Information and Training on hazards is presented in a manner readily understood by employees. Whenever possible, Information about the unique hazards and precautions necessary for any type of work should be prepared and made readily available.



### ❖ Respond To Emergencies:

Everyone must be prepared to respond quickly and effectively in an emergency. Become familiar with the Work Area, Available Exits, and associated safety equipment such as Eyewash Stations, Fire Extinguishers & Sinks. Just a few moments spent in training and learning the locations and use of these type of equipment prior to an emergency could save a life.



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### 7.0 BASIC SAFETY RULES:



- All employees are expected to wear Clean Primary / Secondary Gown (as applicable) uniform and caps while on duty.
- Smoking / Eating Tobacco / Chewing are strictly prohibited in the Plant Premises.
- Safety Helmet, Goggle, Masks and Hand Gloves are issued to all concerned and these must be worn all the time while working.
- All Materials used in the factory are very expensive so make sure that there is no spillage & wastage.
- Do not enter any vessel or equipment, without proper vessel entry permit.
- No welding or hot work without a fire permit.
- For doing any maintenance work, work permission is necessary.
- Do not start any work without work permit.
- For doing any Excavations Work (Construction related work), Excavation Permission is necessary.



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- Do not block any Safety Shower, Fire Appliances or Exhaust.
- Job safety analysis to be followed.
- Work as per instruction only; know the instruction to be followed in case of emergency.
- Keep Personnel Protective Equipment (PPE) in clean and suitable condition.
- Report any abnormal condition, sound or vibration to your supervisor. Do not enter any other area without instructions or permission of the supervisor.

### 8.0 GENERAL SAFETY RULES:



- ❖ Known and anticipated hazards are considered for all materials or equipment being used. Labels and manufacturer's information are reviewed before using unfamiliar Chemicals, Equipment or new products.
- ❖ Training is provided for all Employees when hired or when given a new job assignment for which training has not been received, and when new hazards are introduced by new substances, processes, or equipment.
- ❖ Material Safety Data sheets (MSDS) are reviewed for product specific handling and storage information.
- ❖ Proper Equipment, in good condition, is used and only for its intended use.
- ❖ A Box, Chair, Carton, Shelves, or anything other than a ladder is not used as a ladder.



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- ❖ Emergency Equipment (e.g. Fire Extinguishers, Emergency Eyewash etc.) are unobstructed and in good working condition.
- ❖ First Aid Kits are available in designated area and stocked.
- ❖ Eating, Drinking, or applying cosmetics in areas where hazardous materials are used is not permitted.



### 8.1 HOUSE KEEPING:

- Work place, rooms, office blocks and other surrounding area etc. shall be kept clean and free from obstructions.
- Area should be free from Insects & Rodents.
- On Completion of activity all tools, equipment and left over material shall be collected at designed storage place.
- Waste oily material and other intermediate material shall be removed and kept in covered metallic container.
- Slipping substances such as grease or oil spilled on floor, shall be wiped and cleaned immediately.
- The floors should be maintained clean, dry and non-slippery.
- All the toilets, washbasins, drinking water points and tea/ coffee centers shall be maintained in hygienic conditions. Snacks inside the plant shall not be allowed except in canteen & refreshment points.
- An adequate number of waste containers shall be provided at all places. All wastes refuses and residual matters shall not left on the floors but shall be put in waste container.
- Ensure safe and free passage to / from all places of work.
- Match box, lighters, etc. shall not be permitted inside the factory premises.

### 8.2 GOWNING:

- All persons working in Plant shall wear gown of their respective department.
- No person shall be moving near machinery with loose clothing.
- All persons engaged in oily or cleaning of machinery shall put on tight fitting clothes & shoes. The boots must be properly laced.



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- Contaminated clothing shall be immediately removed and sent for washing before reuse.

### 8.3 PERSONNEL PROTECTIVE EQUIPMENT (PPE):

- Personnel Protective Equipment Like Goggles, Face Shields, Aprons, Gloves, Safety Shoes, Helmet, Dust and Face Mask, Ear Plugs, Personal Fall Protective etc. are issued to personnel for production jobs where special hazards exhausts there usage as specified in the clearance certificate is mandatory by the personnel while engaged on such work.
- Ear Plugs/ Earmuffs should be used where sound levels are more than permissible limits such as Diesel generator area, utility block.
- Employees should know where Personnel Protective Equipment are stored and should learn how to use them.



### 8.4 STACKING:

- All materials shall be stacked tightly and up to safe height to prevent them from falling or causing some other piles to fall.
- No material shall be stacked in passages and in front of **Emergency Exit**.
- “DO NOT” store material with sharp edges, in dark places.
- “DO NOT” stack material on uneven floor.



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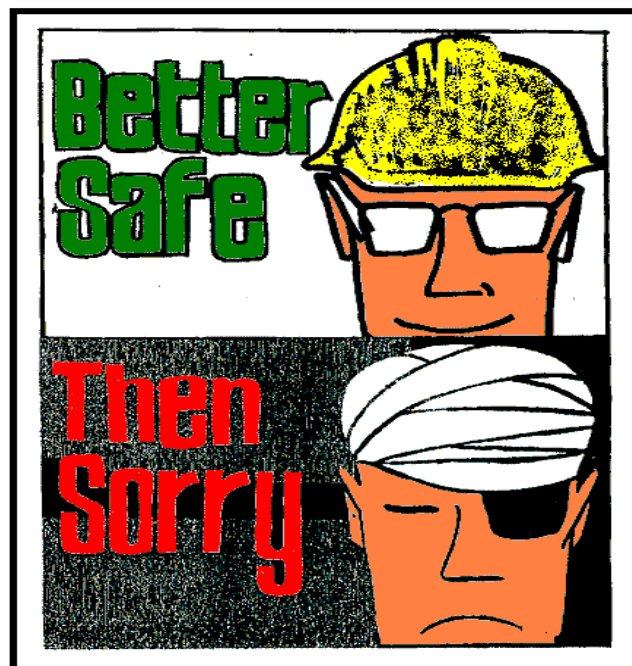


*"Do Not Stack  
Material in  
Corridors"*

### 8.5 EYE PROTECTION:

- Goggles or face shields must be used by all personnel engaged in operations involving hazards to eyes. These operations shall be identified by the Safety Committee along with respective department Head.

**BETTER SAFE – THEN SORRY:**





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### 8.6 SAFETY BELT:

- All employees in elevated places which are not adequately protected by railing on suitable enclosure shall have safety helmet and safety belt with lifeline tied nicely to firm structure or other support independent of equipment on which they are working.



### 8.7 DEFECTIVE TOOLS:

- All defective tools like chisels with irregular heads, spanners with worn jaws, broken hammers shall be brought to the notice of the supervisor and discarded.

### 8.8 GUARDS:

- Machine Guard and other safety devices shall not be removed except for making repairs, lubricating or cleaning by authorized person. These must be replaced before starting machines.







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### 8.9 PLANT CLEARANCE SYSTEM:

- Incidents often occurs when maintenance work or project work is carried out in a half hazard way. Before taking any maintenance work each job should be analyzed in details to find out what are possible hazards involved in the executing job identifying methods to be adopted to prevent incidents.
- Plant Clearance System includes:
  - ✓ Clearance for Hot Work
  - ✓ Clearance for Excavation
  - ✓ Clearance for Stacking
  - ✓ Clearance for Temporary Electrical Connection
  - ✓ Clearance for Work on Height
  - ✓ Clearance for Work on High Voltage

### 8.10 PLANT MODIFICATION AUTHORIZATION:

- Any modification to plant or Equipment shall be carried out only after obtaining Authorization from Head Quality Assurance.

*“SAFETY SHOULD BE THE  
WAY OF LIFE”*

### 8.11 STARTING AND REPAIRING MACHINERY:

- No person shall attempt to operate or try to repair equipment unauthorized.
- Oiling, Cleaning and repairing of machinery shall be carried out only when itis stopped completely.
- No person shall switch ON Electricity, turn ON Gas Steam, Air Supply, Acid or certain motion and machinery without first making sure that no one is, in position to be injured.
- All exposed moving parts of machinery such as Pulleys, Belts, Coupling, Chains & Flywheels etc. shall have protecting shield and shall be properly guarded.



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### 8.12 ELECTRICITY:

- No work shall be done in close proximity to electric supply line and operations without the approval of the competent authority.



- The use of defective Plugs, Sockets and flexible Cables shall be avoided.
- No one except a person duly authorized by electrical section should operate any switch gear or other electric equipment except for routine starting and stopping motors and switching on or switching off lights, fans etc.



### DO NOTS:

- Do not renew blown fuse until you are satisfied to the cause and have rectified the irregularity.
- Do not close any switch unless you are familiar with the circuit, which it controls and know the reason for its being opened.
- Do not touch or tamper with any electrical gear or conductor unless you have made sure that it is DEAD & EARTHED.



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- d) Do not Work on the live circuit without the express orders of the Supervisor. Make certain that all safety precautions have been taken and you are accompanied by a second person competent to render First Aid and Artificial Respiration.
- e) Do not open or close switch or fuse slowly or hesitantly. Do it quickly but safely and positively.
- f) Do not touch an electrical circuit when your hands are wet or bleeding from a cut or an abrasion.
- g) Do not work on energized circuits without taking extra precautions Such as use of rubber insulated gloves.
- h) Do not disconnect a plug by pulling a flexible cable when the switch is on.
- i) Do not throw water on live electrical equipment in case of fire.

### 8.13 LADDER & SCAFFOLDS:

- All ladder components must be cut from lumber free of defects, and must be construction grade or better.
- Rungs must be nailed directly onto the edge of the side rails.
- Ladder with broken and missing rings or split side rails or otherwise defective shall not be used.
- No metallic ladders shall be used for electrical work or any work to be executed in close proximity to the electric supply lines or apparatus unless it has rubber shoes.
- The use of defective scaffolds shall be strictly avoided. All scaffolds shall be inspected by the person in charge of the work before commencement of work.



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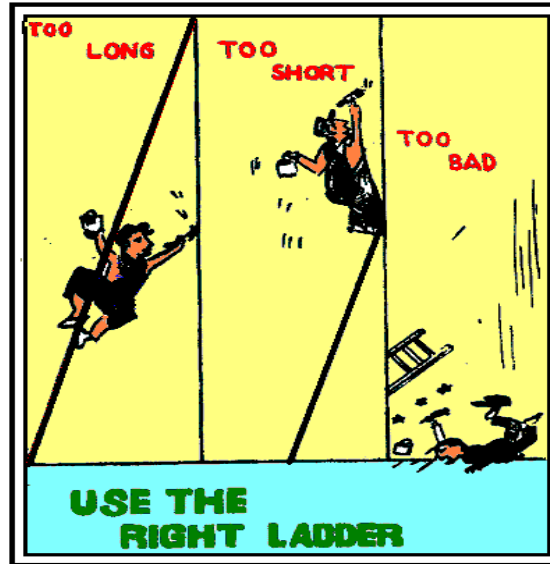
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- All types of Ladders should be supported securely by lashing to nearby equipment or by other suitable means.
- The top of the stepladder should never be used to stand on.
- Use the ladder, in the position of body facing the ladder while ascending and descending.
- Obtain firm grip on the ladder with two hands and ensure proper foot contact with the rungs.
- Return Ladders to designated storage site when job is finished

### 8.14 HANDLING AND STORAGE OF GAS CYLINDERS:

#### GENERAL:

- Cylinder of Gases either flammable or otherwise can be lethal if they are mishandled or misused. Care must be taken in all aspects of their use; particular attention must be paid to the case of valves and regulators.
- During careless handling of cylinders, damage occurs to the valves or regulator, an innocuous cylinder can turn into a deadly missile.
- The vast store of energy contained in a gas cylinder can culminate into a powerful jet propulsion unit if there is nothing to control its release.



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- Flammable gases and other gases Ammonia, chlorine, etc. if leakage occurs instant recognition of cylinders is vital for the correct course of action to be followed.



The following precautions are mandatory:

- ✓ The Oxygen and Acetylene Cylinders shall not be stored together except during use.
- ✓ Gas cylinders shall be stored upright.
- ✓ Full and empty cylinders shall be kept separate in designated area to prevent confusion & mistake.
- ✓ No valve or lading on a gas cylinder shall be lubricated. The cylinders and lifting shall be kept away from oil and grease during storage and handling.
- ✓ The LPG cylinders shall be stored under cover, away from the direct rays of the sun and the Store Room shall be properly ventilated.
- ✓ Filled gas cylinders shall not be rolled on the ground. These shall be moved on cylinder carts or trolleys.



**Individual Secured Group Chain with Identification**



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- The operators engaged in handling of cylinders must wear clean uniform, proper gas mask, specified for the gases in use e.g. Ammonia Cartridge Respirator for Ammonia, Air Breathing Mask for Chlorine Gas, if necessary Goggles, Apron, Safety Glasses and Gloves etc.
- Cylinders should be protected against direct sun when in use or under storage.
- Transportation within the factory premises must be done by means of a cylinder trolley etc. specially meant for cylinder transport. It is strictly prohibited to carry on shoulders or rolling on the ground.
- Welding on any cylinder is strictly prohibited.
- The cylinders are to be used only for filling of the gas for which it is specified.
- Similarly all cylinders should be protected against excessive rise in temperature and extremes of weather, they should not be exposed to continued dampness.

### 8.15 WELDING & CUTTING OPERATION:

- Welding and gas cutting operations, soldering shall be prohibited in proximity to materials and plant where inflammable liquids, gases etc. are likely to be present or given off, except with special precautions after obtaining clearance for hot work. No naked flame shall be introduced except in Canteen, Laboratory Bunsen flame and welding operations in the premises of Engineering Work shop.





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- **GENERAL PRECAUTIONS TO BE TAKEN FOR WELDING:**

- Purge regulator after welding work is over and then turn off.
- Never use matches, hot metal or welding arc.
- Remove combustible materials from work area or cover them with fire resistant blankets, before starting the welding operations.
- For work in a confined place, fasten cylinders / welding machine securely outside and provide proper ventilation.
- Use all personal protective equipment.
- Keep fire-fighting equipment ready for use in case of emergency.

### 8.16 SAFETY AT RAW MATERIAL, PACKAGING MATERIAL STORES, LOADING & UNLOADING POINTS:

- Handling of Material like Glass Bottles, Bags, Drums, Hazardous Chemical Containers, Solvents, Acids and Alkalies etc. should be handled cautiously while transfer. Care should be taken when such chemicals are under transfer.



- Fire Extinguisher should be in the easy accessibility limit of the storage of materials.
- Transferring trolleys should be well functioning and wheels of the trolleys should be properly oiled for smooth and effortless operation. Mechanical problems of the trolleys should be corrected at the earliest and malfunctioning trolleys should not be used till repair. Care should be taken to avoid manual accident with a moving trolley.
- Proper care should be exercised in handling glass doors. Collision of any type must be provided.
- Proper training should be given to all personnel for handling various types of Material, Chemicals and Containers.





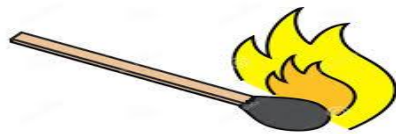
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- Any spillage of chemicals or material must be cleaned immediately.
- Inflammable and Hazardous chemical must be properly labelled.



- Pallets / stacks must be in order.
- All containers must bear a legible label. Unidentifiable or unlabelled containers must be discarded.
- Sufficient space to be provided for movement of pallets.

### 8.17 SAFETY IN PRODUCTION AREAS:



**“SAFETY FIRST  
WORK LATER”**

- Care must be taken to prevent splash of caustic solution on face and arms. Safety goggles must be put on during preparation of NaOH solution and care must be taken in handling all such chemicals. Protective gloves should be put on while handling chemicals.
- Keep away from hot surface, all pipe lines should be colour coded to identify the material these are carrying.
- Compressed Air lines must be used with caution during bubble point test.
- Always avoid direct contact of skin with toxic chemicals.
- Do not insert hand in any running Machine.
- Always follow manufacturer’s instruction manual for safe operation of all instruments. Safety guards must not be bypass under any circumstances.
- Care must be taken before climbing on ladders to look into tanks for inspection to avoid slipping. This should be done in the group of the persons.
- Never bypass Safety Barriers, Safety Guards, and Safety Switches of any instrument.
- Do not touch or handle any material without prior permission of the area supervisor.





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- Proper training and knowledge of products should be given to all personnel working in the area so that any possible hazard is avoided.

### 8.18 STERILIZATION IN QUALITY CONTROL DEPARTMENT:

- Do not enter inside sterilizer. However, if situation demands, switch off the machine and enter inside after enough safety measures. Always have a stand by trained person outside the sterilization unit.
- Do not insert hand in sterilizer during closing of the door.
- Always follow Standard Operating Procedure of the department while handling the Sterilizer.
- Always wear non slippery footwear in the Sterilization area.

### 8.19 SAFETY DURING PREVENTIVE & BREAKDOWN MAINTENANCE:

- At the time of electric isolation of any instrument is done, it must be labelled “Do Not Switch On” or “Under Maintenance” and inform technical department and Utility. Only authorized person is allowed to work during maintenances.



- Always wear rubber sole footwear while working with electric wires.
- Safety gloves and goggles must be used whenever required.
- Wear protective heat resistances gloves while working on hot equipment.
- Allow the object to cool down if heat resistances gloves are not permitted in area like Microbiology Rooms.

### 8.20 DURING ANALYSIS & TESTING (QC):

- Change LPG gas Cylinder tube annually or whenever required.
- Proper care must be taken while heating any solution so that no fumes or boiling solution splashes on face, eyes or skin. Test tubes should be kept in opposite direction of face while boiling. Clamps should be used for lifting hot glass objects.



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- All Toxic, Inflammable Liquids and Gases and irritating chemicals must be kept in an isolated and labelled area in proper storage conditions and in vicinity of Fire Extinguishers.
- Protective Safety Instruments like Goggles, Gloves, Masks, Plastic Gowns, Aprons and Shoes etc. must be put on whenever required.
- No sophisticated instrument should be handled without proper knowledge and training. Always refers to safety in operation manuals of all instruments.
- Do not use cell phones near any Electronic Instrument or Inflammable Chemical.
- All electric switchboards must be properly covered and no loose wires should be kept exposed inside the department.
- Keep the laboratory floor dry at all times. Immediately attend to spills of chemicals / water and notify other lab workers of potential slipping hazards.
- All Machinery / Instrument under repair and maintenance should be properly tagged prior to servicing. All service work should be done by authorized personnel.



- Wash hands before leaving Laboratory.
- Pour more concentrated solution into less concentrated solution to avoid violent reactions.



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### 8.21 UTILITIES:

- Steam Lines – High Temperature Steam flow. Direct contact must be avoided.
- HT yard- Only authorized personnel are permitted to go in the area. There is high voltage electricity line and there are chances of electrical shock. Area should properly covered and should be under lock & key.
- Always wear Safety Helmet, Face Masks, Safety Shoes, Gloves& Goggles for Protection.
- Proper Fire Extinguishers should be available around diesel tank and furnace oil storage areas. Fire hydrant should also be available and it should be properly maintained.
- Regular personnel of the area must wear safety shoes. Only authorized person should be allowed to enter in their areas.
- Rubber foot mat should be available in Electric Panel Room.

### 9.0 OUR AIM ZERO ACCIDENTS:



**OUR AIM ZERO ACCIDENTS**

### 9.1 VEHICLES:

- All vehicle shall comply with traffic regulations within the factory and they shall not exceed the speed limit of 10 Km/Hr.
- Riding on Hand trolleys, battery trucks is strictly prohibited.
- Riding on a running vehicle or any part of the vehicle except on a proper seat is strictly prohibited.
- Sitting on the side laps or standing in a truck while in motion is strictly prohibited.



**Vehicle Safety**





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### 9.2 SMOKING:



- Smoking / Eating Tobacco / Chewing are strictly prohibited in the Plant Premises and shall be a punishable offence. All the personnel shall deposit the match box and lighters at the gate with security in case of visitors.



### 9.3 FIRST AID BOXES:

- First-Aid boxes shall be provided at suitable place in every department.





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### 9.4 HEALTH:

- Any contagious or communicable disease suffered by the employee shall be intimated to the management by the individual. Food, Water and Beverages shall be taken at designated places only.



### 9.5 REPORTING OF ACCIDENTS:

- Whenever an injured person is required to be sent to the hospital for treatment, the executive ON DUTY should prepare three copies of Accidents form & send as per the procedure. In case of serious accident information should be sent at once to location head or his designee



### 9.6 INVESTIGATION OF ACCIDENTS:

The essential requirements of successful accident prevention practice are:

- Every accident is investigated expeditiously and cases are analyzed critically.
- Corrective measure to avoid reoccurrences are recommended and applied.





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### 9.7 UNUSUAL OCCURENCES:

- ✓ These are learning incidents which have the potential of accidents / mishaps / spillages. These shall be reported, investigated and remedial actions there shall be expeditiously implemented to prevent reoccurrence.

### 9.8 HORSE PLAY:

- ✓ Horse play of any kind is prohibited inside the factory. Do not distract the attention of others at work.



### 9.9 EMERGENCY:

- ✓ An Emergency shall be declared if an untoward incident (Fire, Major Solvent / Inflammable material spill or Major injury Accidents) occurs and requires the mobilization of all possible resources to tackle it. Regular drills shall be conducted to familiarize everybody on their roles in the event of such emergency. Participation in these drills is mandatory as per procedure.





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### 9.10 EMERGENCY INSTRUCTION:

In the case of an emergency like Fire, Gas Leak etc.

- ✓ Pay attention on hearing the sound of Fire Alarm.
- ✓ Control the Emergency appropriately.
- ✓ All Officers, Supervisors and other members of core group to rush to the site of Emergency.
- ✓ Affected area Supervisors/Shift- In-charge to guide core group members in mitigating the emergency. If required, as per the instructions of Shift- In-charge shut down operations in an orderly manner.
- ✓ In the event of a fire follow the following general rules:
  - Do not Panic
  - Cut off electrical supply to the affected area
  - Remove any flammable materials from the area
  - Extinguish the fire using appropriate extinguishing equipments
  - Cool the surrounding equipment with water spray

### 9.11 IMPORTANT TELEPHONE NUMBERS:

- In case of Accident / Emergency, it is essential to inform such incidents/ situation immediately to the concerned authorities, so that necessary instructions can be received and immediate action can be taken accordingly.
- So it is important that List of all concerned authorities numbers are displayed and are useful in Emergency. The list includes authorities of the Company, Police Station, Hospital and Fire Station.



Mentioned below are the numbers, which are useful in Accidents / Emergency.



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### Internal Contact Number

S.No.	CONTACT PERSON	MOBILE No.
1.	In House (Security & Reception)	
2.	Head- Production	
3.	Head- Quality	
4.	Head- QA	
5.	Head- QC	
6.	Head- Engineering	
7.	Head- Warehouse	
8.	Head- IT	
9.	Head- HR	

### External Contact Number

S.No.	CONTACTS	CONTACT No.
1.	Police Helpline	
2.	Control Room	
3.	C.O.	
4.	Police Station	
5.	Police Station	
6.	Fire Brigade	
7.	District Magistrate Office	
8.	District Hospital	
9.	Local ESI (Dispensary)	

#### 10.0 ACCIDENT INTIMATION AND POST ACCIDENT MEASURES:

Inspite of taking maximum care and caution to prevent accidents, it is not possible to eliminate accidents totally. In case of any accident occurring in the premises, immediate requirement is to provide first aid to the victim and transfer the victim to a medical centre for treatment, if first aid is insufficient to cure. Therefore, information of the accident has to be sent to higher authorities for necessary management of the case, proper treatment at a proper place like a hospital or nursing home and intimation of the accidents to the Insurance Company to meet with the expenses of treatment and financial compensation to the victim if the accident causes temporary or permanent disability. All accidents, which requires more than 3 days medical treatment, should be informed to Head HR.





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### 10.1 IMMEDIATE MEASURES TO BE TAKEN AFTER AN ACCIDENT:

- Inform to any one member of Safety Committee immediately, who will communicate with Head HR to receive further instruction on the spot.
- Provide first aid to the victim as early as possible.
- Transfer the victim to the hospital as early as possible if injury is serious.

### 10.2 FIRST AID:



- In spite of precautions, accidents do occur many times and thus need for urgent medical attention arises. This first aid availability given for immediately relief to the injured. First Aid is essential till the person gets specialized treatment. First Aid boxes are kept in the campus at the following locations mentioned below.

- ✓ HR & Security Office
- ✓ Administration Block
- ✓ QA & QC Department
- ✓ Production Office (First Floor)
- ✓ Production Office (Second Floor)
- ✓ Entry/Exit to Production Area

Boxes are supplied with following items:

Name of the Medicine	Use of it
Cotton	Cleaning of Wounds
Povidone-Iodine Lotion	Dressing
Povidone-Iodine Ointment	Dressing
Diclofenac, Paracetamol, Chlorzoxazone Tablets	Analgesics (Pain Killer)
Skylon	Antiseptic Solution



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Name of the Medicine	Use of it
Band-Aid	For Small Cuts
Surgical gloves	As Protective barrier against Germs
Scissor	Dressing
Surgical Blade	Dressing
Bandages	Supportive Aid

### 10.3 SAFETY MEETINGS:

Safety meeting is held every three months. The purpose to hold the meeting is to discuss all safety related issues. Personnel from various departments meet and discuss recent safety related matters, analyze recent accidents, design action plan for prevention of such accidents of same type and identify training requirements for prevention of such accidents of same type and implement rules and regulations for safe working atmosphere for all. However, if there is any specific safety related requirement, the issue is discussed during the meeting.

### 10.4 MEMBERS OF SAFETY COMMITTEE:

Safety meetings are always attended by Staff members. If any person from the safety committee is not available at the time of safety meeting, any other staff member(s) from the department can attend safety meeting on initiation of the coordination. No safety meeting takes place if there are less than six members and decision is taken in the meetings. Safety Team is shown in **Annexure-I**.

### 11.0 DISASTERS:

Disasters can be natural or man-made. Proper management of disasters is essential.

#### ➤ NATURAL DIASTERS:

- ❖ Cyclone
- ❖ Heavy Rain & Flood
- ❖ Earthquake

<b>Cyclone</b>	:	can result in damage to the property and loss of human lives.
<b>Heavy Rain &amp; Flood</b>	:	are likely to damage the assets of the Company and cause harm to material and human beings.
<b>Earthquake</b>	:	is unpredictable and can come at any moment without prior notice and cause unexpected loss.



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### ➤ **MAN MADE DISASTERS:**

- ❖ Fire
- ❖ Power Failure
- ❖ Riots

All above situations can lead to damage of property and personnel. It is necessary in all cases to protect loss of human lives primarily and secondarily to protect the property of the Company and its assets.

### **11.1 GENERAL SAFETY MEASURES DURING ALL DISASTERS:**

- Transfer of the trapped persons inside the plant / place to a safe and open place will be the first thing to be done.
- First Aid should be given to the affected persons.
- External help should be sought from neighbor organizations, private persons, Police Fire Brigade and Municipal Authority of town including external medical help.
- Immediate provision should be carried out to transfer seriously injured persons to hospital.
- In case of Riots or Theft Police should be informed immediately. Primary information must be given immediately to the concerned authorities like Director, Head-HR and Department Head for further action.
- One vehicle is to be always available in the campus all the times for emergency or unforeseen circumstances.

### **12.0 EMERGENCY EXITS FROM PLANT:**

To guide an unknown person to go out in adverse situation, “**Emergency Exit**” boards are kept at various locations in the plant to find out the way for **Emergency Exit**.

### **12.1 CAMPUS SAFETY POINTS:**

To keep safe and well-disciplined working environment in the premises, Security Guards are on duty and keep continuous watch on activities. They report incidences related to safety, discipline and order inside the campus to the security officer on duty.



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### 13.0 FIRE EXTINGUISHERS:



Fire is the greatest man-made Disaster responsible for causing serious damage to human lives, property and economy. Therefore fighting effectively against it and saving lives, property and economics damage is necessary. The campus is very well equipped with fire extinguishers in all areas of operation. A Fire Extinguisher is always kept in a marked place designated on the floor or wall mounted in all areas of the factory, always bears a sticker mentioning filling date & next due date which cannot be more than one year pasted on fire Extinguisher.





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Fire Extinguisher are mainly of five following types:

- ❖ “A” Type - (Acid, Water, Soda) for controlling fire of Wood, paper and cloth.
- ❖ “AB” Type - (Foam and Water) for Controlling Oil, Chemical & Solvents fire.
- ❖ “ABC” Type - (CO<sub>2</sub> gas) for controlling all type of Fires.
- ❖ “BC/CO<sub>2</sub>” Type - (Dry Chemical Powder) for Controlling Liquid, Gas& Electrical Appliances etc.
- ❖ “BC/DCP” - Controlling of Metal, Liquid, Gas and Electrical Appliances fires etc.

### 14.0 SAFETY TRAINING:

To increase safety awareness at the individual level, it is essential to provide safety training. Mainly it consists:

- First Aid Training
- Training on Handling of Fire Extinguisher & Fire Hydrants
- Storage and disposal of Hazardous Materials

### 14.1 FIRST AID TRAINING:

First Aid training is provided to all employees and people working in the plant including workers. Trained employee conducts sessions of first aid training in coordination with Human Resources Department to Staff, Campus Personnel and Security Personnel etc. Training session of various First Aid drugs, procedures and practical demonstrations are conducted.

### 14.2 TRAINING ON HANDLING OF FIRE EXTINGUISHER & FIRE HYDRANTS:





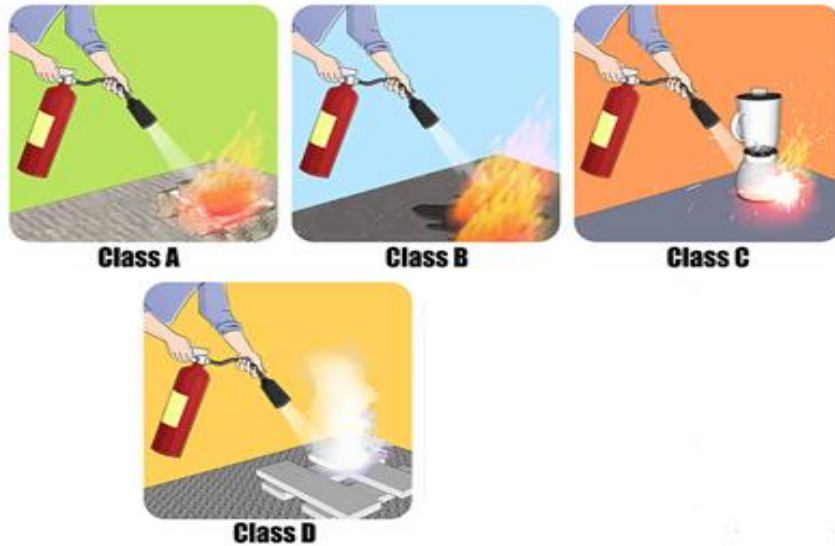
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Member of Safety Committee arranges the training sessions in coordination with Human Resources Department. All staff members are gathered in an open and safe area, well away from all manufacturing units where artificial fire is created and staff members are given practical training of using all types of Fire Extinguishers & Hydrants.



### 14.3 STORAGE AND DISPOSING OF HAZADROUS MATERIALS:



Employee receives training on the proper procedure to be followed when storing or disposing of hazardous materials.

- ❖ Training shall be given by Audio Visual tools and through Power Point Presentation.
- ❖ Mock Drill and Evacuation shall be performed to educate the people.



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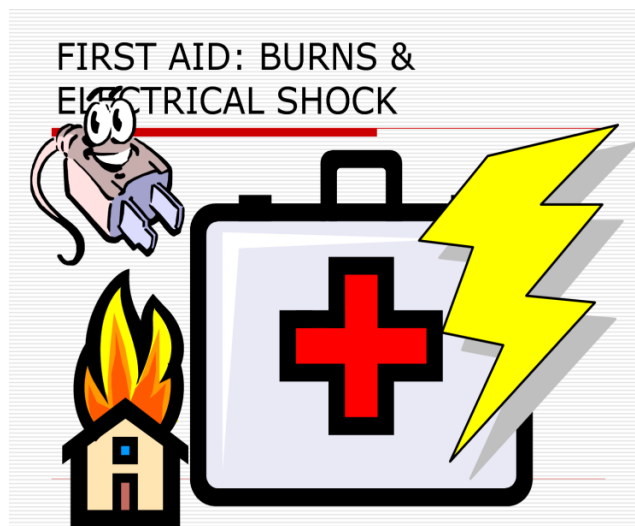
### 15.0 ACCIDENT AND EMERGENCIES:



Peoples shall be trained for various measures to be taken in case of accidents:

#### 15.1 FIRST AID IN CASE OF ELECTRIC SHOCK:

- ✓ Switch OFF the source of Electricity.
- ✓ Isolate the Victim from sources of Electricity.
- ✓ Transfer the victim to an open area. Let the victim breathe fresh air.
- ✓ Give external cardiac massage and Artificial Respiration.
- ✓ Dress the affected part with Silver sulphadiazine cream after giving a wash with Cold Water.
- ✓ Ensure that vital functions like consciousness and breathing are restored.
- ✓ Reassurance of the patient is also helpful in electric shock victims.



#### 15.2 FIRST AID IN CASE OF BURNS / BURNS WITH WFI AND STEAM:

- ✓ Pour Cold Water or immerse the affected part in Cold Water for at least 30 minutes.

#### 15.3 CHEMICAL BURNS WITH ACIDS AND ALKALIES AND OTHER CHEMICALS:

- ✓ Wash the affected part thoroughly with simple tap water and remove all residual chemical from affected part.



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- ✓ Dress the part after applying skin cream or ointment.
- ✓ If the chemical has affected eyes, transfer the victim to eye hospital or seek advice of a Consultant Ophthalmic Surgeon.

### 15.4 FIRE BURNS:

- ✓ Pour Cold water or immerse the affected part in cold water till such time that the burning sensation reduces. Cover the wound with clean dry cloth.
- ✓ Seek medical help immediately.
- ✓ Wash the affected part with cold water immediately and transfer the person to ambulance for further treatment.
- ✓ Ensure to take steps to prevent the victim going into a state of shock. If the victim is unconscious do not administer anything orally.



### 15.5 SNAKEBITE, SCORPION BITE, INSECT BITE AND ANIMAL BITE:

#### SNAKEBITE:

Arrange for transfer of the victim immediately to hospital emergency. Apply tourniquet between trunk and injury site. Release tourniquet pressure every 10 minutes during transfer. Wash the wound under fast running tap to remove excess venom from the patient's body.

#### SCORPION BITE:

Wash wound with water and remove excess venom from wound site. Give Oral Antihistaminic tablet- Pheniramine or Promethazine. If pain persists, transfer the patient to nearest doctor.

#### INSECT BITE:

Multiple honeybee bites on face and hands are most common. Apply soothing ointment and administer oral Antihistaminics as above.





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### **ANIMAL BITES:**

Dog Bites, Cat Bites and Monkey Bites are most common. Wash the Wound thoroughly. Stitching of wounds must not be done. Simple Pressure dressing with gauze and cotton may be applied to control bleeding. Send the person to the hospital.

### **15.6 FIRST AID IN BLUNT INJURIES, FRACTURES, DISCLOSURES:**

- Immobilize the affected limb/part.
- Put ice packs on affected part.
- All blunt and bone injuries must be subjected to X -ray.
- Do not massage the affected part.

### **15.7 FIRST AID IN FINGER DETACHMENT BY ACCIDENTAL INSERTION IN MACHINE:**

- Isolate the patient from the machine gently.
- Wash the detached finger with antiseptic (diluted Dettol) and wrap with sterile gauze.
- Dress the affected limb with plain gauze and carry the patient immediately to any medical facility.
- Ask the doctor on duty about possibility of joining the finger surgically.

### **15.8 FIRST AID OF WOUNDS:**

- Cover wound with clean cloth/ sterile gauze and apply pressure.
- Clean the wound with cotton and antiseptic solution.
- Apply thick sterilize gauze and cover the wound.
- Apply Pressure Bandage.
- Use antiseptic cream in repeat non-bleeding wounds.
- If injury is serious, insist to take an Injection of Tetanus Toxoid if not immunized in last one year.
- If a Body part is severed, seek medical help immediately.

### **15.9 FIRST AID OF ACUTE BLEEDING:**

- Cover the wound with a gauze or cotton.
- Apply gentle pressure on wound through gauze.
- If gauze gets soaked with blood, change.
- Repeat the same procedure with a fresh piece of gauze.
- Once under control, apply tight bandage.
- In case of excessive bleeding, keep the patient lying down position and elevate feet so that blood supply to brain can remain normal.



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### 16.0 ENVIRONMENT- POLLUTION & CONTROL:

The surrounding in which we live is called environment. It is basically constituted of the air we breathe, the water we drink and the soil from which we get our food. The heat and rays of the sun also have a bearing on the environment. Due to various human activities and over population our environment is being adversely affected. This is called Pollution. It is a serious threat to very existence of human life on the earth. In order to tackle pollution, each one of us should know how actually pollution takes place and what can be done to prevent it.

#### ❖ **Air Pollution:**

Emissions from Industries, Automobiles etc, Pollutes the Air. We can get sick if we breathe Polluted Air.

#### ❖ **Water Pollution:**

Effluents and discharges from Industries, Domestic Sewage etc. mixes with the Natural & Ground Water causing Water Pollution. If we drink water without proper treatment we can fall sick.

#### ❖ **Soil Pollution:**

Waste from Industries, Human Consumption etc. contain material like Plastics, Metals, Glasses and Chemicals etc. When the waste is disposed ruthlessly it damages the soil. This causes loss of vegetation. The food products growing on such soil can harm our health if we eat these.

#### ❖ **Global Warming:**

Due to increase in Carbon-di-oxide content of Air the temperature of the atmosphere is increasing gradually. This causes discomfort to the living beings. The polar snow caps would melt due to the rise in temperature, as a result there is a fear of land masses getting submerged when the level of water in the oceans rises.

#### ❖ **Ozone Depletion:**

There is a protective layer of ozone at the uppermost portion of our atmosphere. which protects the entry of harmful ultraviolet rays coming to earth. Due to increase of chlorinated hydrocarbon gases in the atmosphere, this ozone layer is getting damaged. Exposure of ultraviolet rays is harmful to



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living being and is a serious threat to the life on earth. Various forms of pollution listed above if not checked will increase human sufferings and our future generation will have a miserable life. We can help in preventing further pollution by contributing in the following ways:

- ✓ Avoid Wastage of Water, Energy, Chemicals & usable.
- ✓ Grow more and more Trees, Plants etc.
- ✓ Avoid over consumption of materials.
- ✓ Use everything to the maximum extent possible.
- ✓ Use only environment friendly Goods & Materials.
- ✓ Follow all Pollution Control Rules and Regulations in a Systemic Manner.
- ✓ Air Emissions, Water Discharges & Solid Wastes should be minimized as far as possible. Before throwing away, these should be treated and made innocuous.
- ✓ As far as possible recycle & reuse water, waste & natural resources.
- ✓ Share environmental awareness & manage for pollution prevention with all and one, as far as possible.

**Note:** Revision history of Safety Manual shall be maintained in the manual itself and Annexure's revision history shall be mentioned in the respective Annexure. Safety Manual shall be updated through change control procedure whereas any updation in the Annexure do not require change control only revision history of respective Annexure shall be updated.

### 17.0 REFERENCES:

- Habitat for Humanity Habitat Pour 'I' humanity Canada Affiliate SHE Manual 2006.

### 18.0 GLOSSARY:

<b>ACCIDENT</b>	:	Any incident leading to damage of Personnel/ Equipment/ Property
<b>EMERGENCY EXIT</b>	:	A door meant to leave the Area in case of fire or Accident to save life or to prevent serious accident.
<b>FIRE EXTINGUISHER</b>	:	The fire-fighter device used for extinguishing fire.
<b>FIRST AID</b>	:	Immediate treatment and measures employed to help an accident victim.
<b>SAFETY</b>	:	Those activities that seek either to minimize or to fully eliminate Hazardous conditions that can cause bodily injury.



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**EVACUATOR** : Temporary but rapid removal of employee from building or disaster (or threatened) area as a rescue or precautionary measure.

**COLLECTOR** : Temporary but rapid collection of employee coming outside the building / area at assembly point.

### 19.0 ABBREVIATION:

cGMP	:	Current Good manufacturing Practice
Ltd.	:	Limited
MSDS	:	Material Safety & Data Sheets
PPE	:	Personnel Protective Equipment
Pvt.	:	Private
QA	:	Quality Assurance
QC	:	Quality Control
IT	:	Information Technology
SOP	:	Standard Operating Procedure
HT	:	High Tension
HR	:	Human Resources
ESI	:	Employee State Insurance

### 20.0 ANNEXURES:

S.No.	Title of Annexure	Annexure Number
1.	Safety Committee	Annexure-I

### 21.0 REVISION HISTORY:

Revision No.	Change Control No.	Detail of Changes	Reason for Change	Effective Date	Done By
00	NA	NA	New Document		



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## ANNEXURE-I

**EFFECTIVE DATE:**

**REVISION No.:** 00

### SAFETY COMMITTEE

S.No.	Name of Member	Designation	Department	Contact Number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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### REVISION HISTORY:

S.No.	Effective Date	Revision No.	Reason for Revision
1.		00	New Safety Manual