



SAFETY HAND BOOK

For a better workplace

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1. Overview

1.1. Safety Policy

One of the principles of sound business management is the control of all factors which have a bearing on "incidents of loss". Whenever there is a personal injury or damage to property, from whatever cause, it is a direct reflection on our ability to perform our work in a correct and conscientious manner.

To help insure your continued good health and that of visitors to our offices/facilities, we are adopting and sponsoring a program of action dedicated to the reduction or elimination of causes for loss. In accepting this responsibility, management requests cooperation from every employee

Policy statement:

"KPPL is unequivocally committed to ensuring safe and healthy environment for workers. This commitment recognises that every person has the right to a safe and health working environment and that each individual has a prime responsibility to co-operate in the prevention and improvement of all work health and safety measures of KPPL activities"

We recognize our responsibility in safety matters and shall endeavour to do our part in maintaining a safe and healthy place to work. The employer has the legal and moral obligation to provide a safe and healthful work environment, consequently each and every employee, as a condition of employment, has the obligation to work in a safe and healthful and productive manner. Safety is a team effort, requiring the diligence of all levels of management, supervision and employees

1.2. Safety Coordinator

A safety coordinator will be nominated for managing Kohinoor's safety program. The duties of the Safety Coordinator are to consult with management and other employees, on all aspects of safety and health, and to properly maintain records, training documentation and hazard identification/correction as deemed necessary by management. Specific duties are to be outlined by management in an appropriate job description or other method prescribed by management. The Safety Coordinator's job is to coordinate safety efforts, however, the responsibility for safety remains upon management and supervision, with individual safety the responsibility of each employee

1.3. General safety duties for employees

Each employee should be the person most concerned for his/her own safety.

In addition, each employee has a responsibility to assure safety and health on the job, for the general public and other employees. By accepting employment, safety responsibility is a condition of continued employment:

- Knowing his/her job and always applying safe work practices.
- Recognizing the hazards of the job and taking precautions to assure the safety of the employee and others.
- Informing your department head or the Safety Coordinator of hazards and recommending how to eliminate them or improve performance.

- Actively participating and cooperating in the overall safety program.
- Maintaining cleanliness and good personal health habits.
- Each employee has the responsibility to communicate with management, openly and without fear of reprisal, any aspect of safety and health, specifically to make recommendations for safety and health improvement in the facilities, equipment and procedures. Each employee has the responsibility to report to management any safety or health hazard, so it may be corrected to prevent injury or illness.
- Each employee has the responsibility to work and act safely at all times, on all jobs, every day.

1.4. Basic safety requirements

- **Personal Hygiene:** Be fit for the job, through good healthy habits, proper meals, sufficient rest, and cleanliness.
- **Know Your Job and Responsibilities:** You learn the proper way by asking, not by trial and error. Communicate suggestions to management, on better and safer methods of improving job safety and health. Always be conscious of the safety of others, as well as your own. If you see a hazard, correct it if possible, even if it's not in your department. For those hazards you cannot immediately correct, notify your supervisor so the hazard can be corrected.
- **Clothing:** Wear proper, acceptable clothing for the job. If you're not sure of what clothing is acceptable, ask your supervisor. Long hair must be kept tied back or confined under a cap or hat to prevent long hair from entanglements with machinery or equipment.
- **Protective Clothing or Equipment:** Although routine tasks performed by employees may not require personal protective equipment, there may be times on the job, in the facilities or off site, where personal protective clothing/equipment is necessary for special hazards. When this personal protection is provided, each employee has an obligation to use this personal protective clothing or equipment, as prescribed by management.
- **Housekeeping:** A place for everything and everything in its place. Keep equipment, tools, materials and work areas clean and orderly. Particular attention must be paid to electrical and cables/wires and other tripping hazards. If debris, leaks or other potential hazards are identified, it's up to each individual who notices such hazards to correct them, or if this is not possible, to notify supervision or management so the hazard may be corrected. All hazardous materials must be properly stored, according to their requirements.
- **Machine Guarding:** Any machine that has exposed hazardous parts must be properly guarded. Should any machine or equipment have guards removed, or require guarding, that equipment will not be used until it has been properly guarded. Employees are not to use equipment or machinery that is not adequately guarded. Should equipment or machinery be locked or tagged out, with words such as: "Danger Do Not Start Machine", this indicates that the machine is being repaired, serviced or otherwise out of service and must not be started or tampered with while the lock or tag is in place. Only the person installing the lock or tag is authorized to remove the lock or tag.

- **Movement:** Walk - never run. Use handrails on stairs. Be cautious when approaching swinging doors, corners or congested areas. Particular attention should be devoted to the prevention of slips and falls, particularly when carrying materials, equipment or tools. Most slips and falls are the result of not watching where a person is walking or inattention to footing.
- **Safe Lifting:** Each employee has been or will be trained in the safe lifting method and each employee must exercise these techniques and methods when lifting anything. If at any time, an employee believes an object is too heavy or awkward to be lifted by one person, then get help or move the object by mechanical lifting means. Each employee should maintain adequate fitness to keep the back healthy, thereby reducing the exposure to back injuries.
- **Horseplay/Practical Jokes:** Practical jokes, horseplay and similar activity are strictly prohibited. Each employee has the responsibility to his/her behaviour in a professional manner at all times.
- **Fire and Emergency Preparedness:** Know what to do, what action to take and where to go in the event of an emergency. In the event of a fire, life safety is of paramount importance. If you have been trained and can safely extinguish a fire, use portable fire extinguishers or hoses, but only if there is no danger to your life. In the event of a fire, always call the fire department, even if the fire can be extinguished. It's best to have the fire department notified, in case the fire gets out of control. In the event of an earthquake, tornado or similar emergency, the best advice is to DUCK, COVER AND HOLD. Duck under a desk or sturdy workbench, cover to protect your head, eyes and other body parts from falling equipment or broken glass. Never run out of the building, since power lines are located in the proximity of our facilities. Flying glass from windows could be another hazard. **Follow emergency procedures** and use common sense to protect yourself and property.
- **Accident/Injuries/Illnesses:** Report all work-related accidents, injuries or illnesses to management when they occur. First aid facilities are available and when required, competent medical assistance will be provided. Worker compensation insurance will cover all medical costs for injuries that are work related. Report all accidents, injuries and illnesses when they occur, even if you don't think medical treatment is required.

1.5. Safety Training

Management will provide safety training, as necessary. Employees are responsible for obtaining proper training as may be necessary to adequately educate themselves in the safe work practices required to prevent all accidents, injuries and illnesses. Generally, safety training includes, but is not limited to the following:

General Hazard to Which Exposed

- Employee Safety Orientation
- Fire Extinguisher Operations and Safety
- Chemical Safety

Specific Hazards to Which Exposed

- Hazard Communications/Right to Know

- Ladder Safety
- Eye Protection
- Personal Protective Equipment.
- Office Safety.
- Specific Equipment/Machinery Operations.

2. Walking-Working Surfaces

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities.

2.1. General Requirements

Housekeeping

Some of the most frequently overlooked general requirements involve housekeeping:

- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.
- The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained and gratings, mats, or raised platforms shall be provided.
- Every floor, working place and passageway shall be kept free from protruding nails, splinters, holes, or loose boards.

Aisles and Passageways

- Aisles and passageways shall be kept clear and in good repair with no obstruction across or in aisles that could create a hazard.
- Permanent aisles and passageways shall be appropriately marked.
- Where mechanical handling equipment is used, aisles shall be sufficiently wide.
- Improper aisle widths coupled with poor housekeeping and vehicle traffic can cause injury to employees, damage the equipment and material, and can limit egress in emergencies.

Covers and Guardrails

Covers and/or guardrails shall be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, and the like.

Floor Loading Protection

Load rating limits shall be marked on plates and conspicuously posted. It shall be unlawful to place, or cause, or permit to be placed, on any floor or roof of a building or other structure, a load greater than that for which such floor or roof is approved

3. Electrical

Electricity has become an essential of modern life, both at home and on the job. Some employees work with electricity directly, as is the case with engineers, electricians, or people who do wiring, such as overhead lines, cable harnesses, or circuit assemblies. Others, such as office workers and salespeople, work with it indirectly. As a source of power, electricity is accepted without much thought to the hazards encountered. Perhaps because it has become such a familiar part of our surroundings, it often is not treated with the respect it deserves.

Examination, Installation and Use of Equipment

Electrical equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees. Safety of equipment shall be determined using the following considerations:

- Suitability for installation and use in conformity with the provisions of this subpart.
- Suitability of equipment for an identified purpose may be evidenced by listing or labeling for that identified purpose.
- Mechanical strength and durability, including, for parts designed to enclose and protect other equipment, the adequacy of the protection thus provided.
- Electrical insulation.
- Heating effects under conditions of use.
- Arcing effects.
- Classification by type, size, voltage, current capacity, and specific use.
- Other factors which contribute to the practical safeguarding of employees using or likely to come in contact with the equipment.

4. Safety Inspection Checklist

Safety audit shall be done by the health and safety team once in a month.

A	Organisation & Administration
1	Whether the safety policy is displayed, understood and made known to all.
2	Whether the safety committee meeting is conducted on monthly basis and its records are available.
3	Are all near-miss incidents and accidents are reported and investigated. Report is objective evidence
4	Whether the accident investigation control measures / recommendations are implemented.

5	Compliance of statutory requirements of pressure vessel testing, Lifting machines and tackles, mobile equipment, safety belts, electrical insulations and building stability certificate. (Competent person TC's must be available and valid).
6	Is first aid box is available with adequate requirements and whether the first aiders name list is available at security point.
7	Whether Onsite emergency plan is available and its disaster management team is selected/displayed.
B	Industrial Hazard control
8	Housekeeping of the unit
9	Machine Guarding and condition
10	Hazardous waste collection, quantification and disposal (Entry in form 3), Specified storage area for hazardous waste in the unit.
11	Availability of MSDS for all chemicals used in the unit
12	any oil and chemical spillages found in the shop floor.
13	Safe operating procedures displayed and trained to all
14	Damaged floor condition and other points regarding to slips, trips and falls.
15	warning sign and cautionary notices display at critical areas
16	Follow up of work permit system and required PPE's availability.
17	Emergency switches and its conditions
18	Safety Audit observation and its implementation status
19	Whether Lock out /Tagout device is followed.
20	Following proper dress code for the relevant processes.
C	Fire protection
21	Any Accumulation of materials in path ways, before electrical points and before fire equipment
22	Condition of fire extinguishers/Identification/Maintenance and must be with in due dates of refilling and servicing.
23	Fire hydrant in working condition and with proper accessories.
24	Emergency exit identified and kept free at any point of time.
25	Display of Plant layout with Fire extinguisher and emergency exit
26	Are all personnel conversant with the fire prevention and protection measures?
27	Cautionary notice (No smoking and restricted areas)
28	Are the fire alarms adequate and free from obstruction?
29	Follow up of Hot work permit system