

INOXGFL GROUP HEALTH SAFETY AND ENVIRONMENT MANUAL FOR CORPORATE OFFICE, NOIDA



Corporate Human Resources
2nd Edition
1st April 2023

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I. PURPOSE:

To define the responsibility of the Company for Environmental Health and Safety at Corporate Office Noida.

II. SCOPE:

This policy applies to all Employees of Gujarat Fluorochemical Ltd. And Wind Business along with its subsidiaries, Visitors, Vendors, Customers, and Contractors. The Company also believes that improvement in workplace's safety and health result in significant improvements in the employees' morale and engagement, organization's productivity, financial performance, and Company's reputation as a good corporate citizen and an 'employer of choice'.

III. PURPOSE OF HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT FRAMEWORK

- i) This framework shall ensure planning, implementation, measurement, review and improvement in the safety of our employees and at workplace.
- ii) This framework shall ensure that safety and health issues are not seen as stand-alone. They need to be integrated into existing safety and health management systems and support overall safety and health policy of the organization.

IV. PRINCIPLES

All Health, Safety and Environment Management proactive, processes and policy in the Company shall be based on the HSE Principles as stated below

- a) All Accidents and Incidences are preventable
- b) Everybody is responsible for the safety of himself and around him
- c) Safety is an overriding priority and a Company Value

V. BROAD OUTLINE OF HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT FRAMEWORK

- i) The Framework shall ensure an integrated approach towards safety, health and environment management of the Office and shall have the following 17 Health, Safety and Environment elements, which have been put into a guideline for implementation -

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ii) The above elements shall be implemented in an integrated manner following the PDCA cycle model to ensure a sustainable Safety and Health Culture in the Company with Leadership Commitment at the center.



- iii) Each element shall have an exclusive policy document and implementation procedure which shall be applicable to Corporate Office Noida to ensure standardization of processes and systems. Such documents collectively shall comprise the Corporate Office Noida Safety and Health Management Manual.
- iv) The Framework shall be reviewed annually to make it more effective as the Safety and Health culture matures over a period of time

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1. BACKGROUND:

The Corporate Office Noida HSE Management Organization structure describes the company's commitment to HSE management. This manual specifically gives the outline of the roles and responsibilities of Corporate Office HSE personnel for ensuring safe & healthy work environment at Corporate Office Noida.

2. CORPORATE OFFICE SAFETY COMMITTEE:

Corporate Office Noida Safety Committee plays a very important role in the field of implementation of safety culture at Corporate Office Noida It provides the platform for the functioning employee and Management jointly. Corporate Office Noida Safety Committee would meet periodically to review the safety cultures developed amongst the employees as per the company's HSE program and also to identify any hindrances which are come across during developing such culture.

The Corporate Office Noida Safety Committee shall meet as often as necessary but at least once in every month. The minutes of the meeting shall be recorded; the Signature of all safety committee members at Noida shall be taken on the attendance sheet and circulated among the committee members at Noida as per Annexure 1.1.

The major function of the Corporate Office Safety Committee Noida shall be:

- a. Identify unsafe acts & conditions and suggest remedies
- b. Develop a safety culture and comply with the company's HSE policy & standards requirements
- c. Encourage and enforce the use of PPE's
- d. Educate all employees for the use of PPE's & safe practices.
- e. Direct, coordinate, and orient the safety activities.
- f. Promulgate the spread of policy, objectives, rules and/or regulations.
- g. Look for, detect, and identify unsafe conditions.
- h. Perform a thorough investigation of all accidents and review the recommendations to avoid any repetition.

3. CORPORATE OFFICE SAFETY COMMITTEE – CHAIRMAN:

The Chairman of the Corporate Office Noida HSE Committee will be CEO. The minimum number of members of safety committee shall be 4 (Four). The committee shall meet once in a month & issue MOM.

The Ultimate responsibility for the safety, health and environmental performance at Corporate shall be to meet office safety requirements. His role shall be as under.

- a. Chair all Corporate Office Noida Safety Committee meeting
- b. Review on a regular basis the HSE performance of Corporate Office Noida
- c. Hold people accountable for the compliance of HSE guidelines in respective work area
- d. Review Safety Guidelines and propose changes

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- e. Have HSE rounds and surprise inspections of the Office. Conduct safety communication meetings with company and contract employees at periodic intervals.
- f. Ensure that HSE targets are part of the team KRA.

4. CORPORATE OFFICE SAFETY COMMITTEE – SECRETARY:

The Head of HSE at Corporate Office Noida shall be the CEO and Safety Committee Secretary and shall drive the day to day HSE activities at Corporate Office Noida. His role shall be as under.

Serve as a communication liaison between management and the committee.

- a. To record and disseminate minutes of each meeting, problems and issues and corrective action proposed and actions taken to address each issue.
- b. Actively promote health and safety by this communication with employees and supervisors.
- c. To present accident /incident statistics to the Corporate Office Safety Committee.
- d. To present data of HSE training conducted /planned to the Corporate Office Safety Committee.
- e. To present HSE activities conducted /planned.
- f. Conduct HSE portion of contractor pre-qualifications.
- g. Interact with agencies and community regarding HSE issues.

5. FUNCTIONS AND DUTIES OF SAFETY COMMITTEE MEMBERS AT CORPORATE OFFICE:

The functions and duties of the Corporate Office Noida Safety committee shall include-

- a. Assisting and cooperating with management in achieving the aims and objectives outlined in the Health Safety & Environment Policy.
- b. Dealing with all matters concerned to Occupational Health and Safety and to arrive at Practicable solutions of the problems.
- c. Involving other employees/departments in various projects and functions to reaffirm everyone's responsibility for health and safety.
- d. Creating Safety awareness among all employees.
- e. Undertaking educational training and promotional activities like safety competitions, safety day celebrations, world environment day celebration injury prevention campaigns etc...
- f. Discussing reports on safety, environment and occupational health surveys, safety audits, risk assessment, emergency and disaster management plans and implementation of the recommendations made in the reports.
- g. Carrying out health and safety surveys and identifying causes of accidents.
- h. Identifying high-risk job tasks and developing written safe operating procedures.
- i. Looking into any complaint made on the likelihood of an imminent danger to the Safety and health of the employees and suggesting corrective measures.
- j. Reviewing implementation of the recommendations made by it.

6. AGENDA OF CORPORATE OFFICE SAFETY COMMITTEE MEETING:

- a. Review status of legal compliance and action plan.
- b. Review and confirmation of unfinished items from the previous meeting(s) and/or activities.

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- c. Reports the action taken to correct observed hazards.
- d. Discussion of how to improve the issue from the last months.
- e. Ensure that the work is being performed safety and smoothly, complying with safety rules, regulations and method statement.
- f. Review of accident/incidents sustained since the previous meeting and a discussion of measures to prevent similar accidents and incidents.
- g. Review of the status of current action plans.
- h. Review of outstanding recommendations developed by outside loss control consultants, auditors.
- i. Review the concern raised by the members during meeting.
- j. Review activities related to future action plans and /or training programs.
- k. Review future agenda items, projects and meeting dates.

7. RIGHT OF CORPORATE OFFICE SAFETY COMMITTEE:

Safety committee shall have the right to be adequately and suitably informed of-

- a. Potential safety, health & Environment hazards to which the employees may be exposed at work place.
- b. If any repeated safety violation founds by contractors then safety committee has right to issue warning note/penalty note or can implement consequence management policy.
- c. Data on accidents as well as data resulting from surveillance of the working environment and of the health of employees exposed to hazardous substances at offices, provided that the committee under takes to use the data on a confidential basis and solely to provide guidance and advice on measures to improve the working environment and safety of the employees.

8. POWER TO AMEND:

- a. Any change of the manual shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the manual at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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CONSTRUCTION OF CORPORATE OFFICE SAFETY COMMITTEE

We have Reconstructed a Corporate Office Safety Committee Noida member on <date> consists of representatives from all categories. The structure of the Safety Committee as follows:

STRUCTURE OF THE COMMITTEE: -

Sr. No.	Name of the Member	Designation and Dept.	Role/Position in committee.

DUTIES OF CHAIRMAN:

The primary duties of the position are to:

- a. Chair all Safety Committee meeting
- b. Review on a regular basis the HSE performance of Office
- c. Hold people accountable for compliance of HSE guidelines in respective work area
- d. Review Safety Guidelines and propose changes
- e. Have HSE round and surprise inspections of Office.
- f. Ensure that HSE targets are part of the individual KRA.

DUTIES OF SECRETARY:

The primary duties of this position are to:

Serve as a communication liaison between management and the committee.

- a. To record and disseminate minutes of each meeting, problems and issues and corrective action proposed and actions taken to address each issue.
- b. Actively promote health and safety by this communication with employees and supervisors.
- c. To present accident /incident statistics to the Safety Committee.
- d. To present data of HSE training conducted /planned to the Safety Committee.
- e. To present HSE activities conducted /planned.
- f. Conduct HSE portion of contractor pre-qualifications.
- g. Interact with agencies and community regarding HSE issues.

FUNCTIONS AND DUTIES OF CORPORATE OFFICE SAFETY COMMITTEE MEMBERS:

The functions and duties of Safety committee shall include-

- a. Assisting and cooperating with management in achieving the aims and objectives outlined in the Health Safety & Environment Policy.
- b. Dealing with all matters concerned to Occupational Health and Safety and to arrive at Practicable solutions of the problems.

- c. Involving other employees/departments in various projects and functions to reaffirm everyone's responsibility for health and safety.
- d. Creating Safety awareness among all employees.
- e. Undertaking educational training and promotional activities like safety competitions, safety day celebrations, world environment day celebration injury prevention campaigns etc...
- f. Discussing reports on safety, environment and occupational health surveys, safety audits, risk assessment, emergency and disaster management plans and implementation of the recommendations made in the reports.
- g. Carrying out health and safety surveys and identifying causes of accidents.
- h. Identifying high risk job tasks and developing written safe operating procedures.
- i. Looking into any complaint made on the likelihood of an imminent danger to the Safety and health of the workers and suggesting corrective measures.
- j. Reviewing implementation of the recommendations made by it.

AGENDA OF CORPORATE OFFICE SAFETY COMMITTEE MEETING:

- a. Review status of legal compliance and action plan.
- b. Review and confirmation of unfinished items from the previous meeting(s) and/or activities.
- c. Discussion of how to improve the issues from the last months.
- e. Ensure that the work is being performed safely and smoothly, complying with safety rules, Regulations and method statements.
- f. Review of accident/incidents sustained since the previous meeting and a discussion of measures to prevent similar accidents and incidents.
- g. Review of the status of current action plans.
- h. Review of outstanding recommendations developed by outside loss control consultants, auditors.
- i. Review the concern raised by the members during meeting.
- j. Review activities related to future action plans and /or training programs.

PERIODICITY OF CORPORATE OFFICE SAFETY COMMITTEE MEETING:

The Safety committee shall meet as often as necessary but at least once in every month. The minutes of the meeting shall be recorded; Signature of all safety committee members shall be taken on MOM and circulated among the committee members.

RIGHT OF CORPORATE OFFICE SAFETY COMMITTEE:

Safety committee shall have the right to be adequately and suitably informed of-

- a. Potential safety, health & Environment hazards to which the workers may be exposed at work Place.
- b. If any repeated safety violation found by contractors then safety committee has right to issue warning note/penalty note or can Implement consequence management policy through Corporate HR.
- c. Data on accidents as well as data resulting from surveillance of the working environment and of the health of workers exposed to hazardous substances so far as the site location is concerned, provided that the committee under takes to use the data on a confidential basis and solely to provide guidance and advice on measures to improve the working environment and safety of the

Prepared By:

Approved By:

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1. OBJECTIVE:

To ensure that all employees receive appropriate training which would enhance knowledge, skill, experience & behavior or ensure their competency to execute their duties & responsibilities related to Safety, Health and environment aspects in their work activities because, Training must meet the needs of an office location in addition to complying with all National / Local requirements; specific training needs may include safe working Procedures, firefighting, evacuation, implementation of health and safety for site work, workplace emergencies and first aid procedures.

2. SCOPE:

It covers activities of identification of training needs based on competency requirements and mapping, carrying out on the job training, classroom trainings, to assess & evaluate the effectiveness of training programs, to document & preserve the training records, to carry out training programs as per schedule to all employees including Permanent employees , Contractual employees, etc.

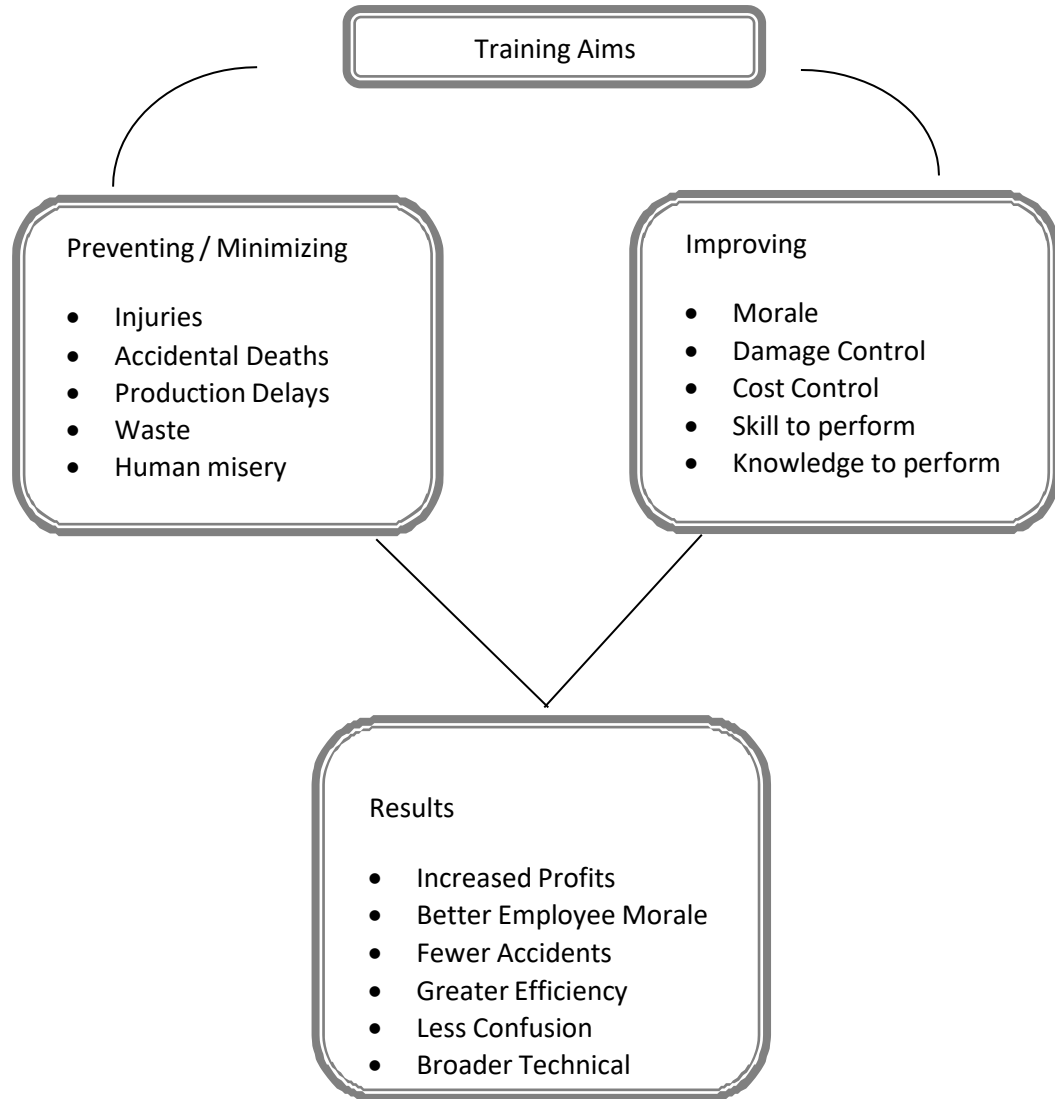
3. GENERAL GUIDELINES:

- I. Training should be conducted in accordance with approved and written training program / plan schedule.
- II. Training program should cover specific duties to be performed by the individuals.
- III. The training plan should include induction training and follow up training at regular intervals.
- IV. During on job training proper instructions should be given to take necessary precautions required during performing the job.
- V. Personnel working in areas prone to hazards should be given specific training.
- VI. During practical training, use of PPEs, proper devices such as rescue kit to be done
- VII. Training may be conducted by way of class-room / practical (fire extinguisher / rescue training at / tool box discussions / train the trainer sessions.

Need based external trainings can be conducted by HSE, HRD & Concerned Department.

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4. IDENTIFICATION OF TRAINING NEEDS:

- a. Identification of training needs is the basis of all the training activities. The same is also a part of Performance monitoring system of individual employees. The Training Plan shall be captured in the Competency Matrix as per Annexure 2.1.
- b. The Functional heads in consultation with HR will analyze need of training.
- c. Also the competency of the employee needs to be analyzed, especially of those employees

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whose work/activity is causing / can cause significant environmental impacts / safety hazards. For example, the workers involved in the working of Effluent Treatment Plant.

- d. Establish competency criteria for jobs that are highly hazardous (e.g. working at heights) or can cause significant impacts as objectively as possible.
- e. Verify the present available competency by checking the education, experience, training and incident records of the employees.
- f. Do the gap analysis between required competence and available competence.
- g. Plan the training based on above gap analysis.
- h. Contractors engaged in activities which may cause significant environmental impacts / potential safety hazards also need to be covered in competency-based training.
- i. The effect of the training imparted depends on the accurate identification of training needs and design of the training program.

5. NEW EMPLOYEE TRAINING ORIENTATION:

As well, inexperienced employee are generally involved in more accidents than veteran employee. Although experience increases safety awareness, early education in health and safety and job skills can improve the safety record for new employee right from the start.

- a. A brief safety induction module for employees and supervisors shall include but not limited to;
 - i. Safe working procedures.
 - ii. Company's HSE Policy.
 - iii. Role & Responsibilities.
 - iv. When and how to use personal protective equipment
 - v. Emergency procedures (Fire drill, Rescue drill etc.)
 - vi. Electrical safety
 - vii. Incident & accident reporting procedure
 - viii. Reporting of substandard conditions, unsafe conditions and unsafe acts.
 - ix. Health & Hygiene
 - x. Housekeeping
 - xi. Materials Handling

6. HSE PROMOTION:

The objective of safety promotion is to develop and maintain safety awareness amongst all personnel at Corporate Office Noida. Commitment to safety and ensure active participation of every employee in the management HSE implementation program.

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a. POSTERS AND SIGNS

Posters and signs shall be adopted as visual aids for accident and fire prevention. Posters published by the National Safety Council and other agencies carrying topical message on HSE will be displayed at prominent locations.

And location specific mandatory posters and signage must be there in site.

b. SAFETY HANDBOOK AND BROUCHURES

To increase safety awareness and as part of personnel safety training, safety handbook or brochures will be issued.

7. HSE TRAINING:

The objective of safety training is to equip personnel with the knowledge, skill and attitude, which will enable them to perform duties in a safe manner.

a. PROCEDURE

All employees and supervisors are required to be trained in the potential hazards that may exist at Corporate Office Noida, elimination of hazards and the procedure to be followed to perform all work safety.

b. HSE INDUCTION PROGRAM

All the personnel engaged at Corporate Office Noida shall undergo a Safety Induction training on basic safety requirements which is applicable at Corporate Office Noida as per Annexure 2.2 and the attendance of the training to be recorded as per Annexure 2.3.

c. OBJECTIVES

- i. The primary objectives of the HSE induction training are to:
- ii. Stress the importance of safety
- iii. Basic principles of accident prevention.
- iv. Guide employee in exercising safe working conditions.
- v. Stress the importance of good housekeeping.
- vi. Instruct on the proper use of personnel protective equipment.
- vii. Inform employees of the Emergency Evacuation Procedure.
- viii. To explain Safety Rules & Regulation implemented at Corporate Office Noida.
- ix. The safety induction training will also serve to inform all personnel that failure to work safely and follow safe practice will result in disciplinary action, which may include expulsion from the Job.

8. POWER TO AMEND:

- a. Any change of the manual shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the manual at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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GUJARAT FLUOROCHEMICALS LIMITED
ENVIRONMENT HEALTH & SAFETY
TRAINING CALENDAR



Annexure – 2.1

INOXGFL SITE / PROJECT NAME:

LOCATION:

SL NO	TRAINING TOPIC	PROPOSED DURATION	PROPOSED FACULTY	PROPOSED PARTICIPANTS	2020 SCHEDULE												REMARKS	
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
1																		To all new joining at site
2																		
3																		
4																		
					A													

P = Planned, A = Achieved

SAFETY IN CHARGE

CEO / HSE Secretary



Induction Training Format

INOXGFL/SAFETY/

Annexure – 2.2

Date & Time		Location	
Name of the Trainer		Duration	


Topics Covered:

1. Introduction with employee.
2. Induction about company.
3. Office Safety rules.
4. Use of PPE's.
5. Knowledge about first aid.
6. Previous experience details.

Sl. No	Name of the Employee	Designation	Department	signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Signature of Safety Member

Signature of Department Head

Doc. No.: INOXGFL SAFETY/ Date:	ENVIRONMENT HEALTH & SAFETY MEETING ATTENDANCE SHEET	 BEYOND INFINITY
------------------------------------	---	--

PROJECT: _____
 LOCATION: _____
 DATE: _____

MONTH

INDUCTED BY: _____
 INDUCTED BY: _____

TOPIC: _____

Sr No.	NAME	DESIGNATION	SIGN
1			
2			
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Signature of Safety Member

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1. OBJECTIVE:

It's Company policy that all employees working at Corporate Office Noida shall follow safety rules.

2. SCOPE:

This guideline shall be applicable all employee of Gujarat Fluorochemical Ltd. And Wind Business along with its subsidiaries at Corporate Office Noida.

3. COMMON OFFICE HAZARDS:

- Slips, trips and falls
- Collision with poorly positioned furniture or other items
- Exposure to chemicals used in the office
- Fire
- Electricity

A. Computer workstations / Display Screen Equipment

The potential hazards associated with the use of Computer Workstations / Display Screen Equipment are as follows:

I. Poor Posture

Poor posture or work space set up can give rise to serious and significant musculoskeletal disorders in persons utilizing computer workstations. To minimize the risk poor posture both the correct equipment must be used and this equipment must be set up in an appropriate

II. Visual Discomfort

Visual discomfort may be due to a number of factors, including:

- User eyesight problems
- screen glare
- Inadequate lighting in the work area
- Screen brightness
- Poor clarity of characters on the screen

B. Workstation Equipment

I. Office Chair

The chair used for sitting when working at a workstation must comply with minimum standards which include:

- Both the seat height and the backrest of the chair must be adjustable
- The base of your spine should be supported by the back of the chair
- The chair seat should reach to within a hand width of the back of your knees

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- Arm rests are optional but if they are present they should be adjustable to ensure that the chair can get close to the desk.
- You should be able to place your feet flat on the floor when sitting; if you are not able to do this then a foot rest is required.
- There should be sufficient knee and thigh clearance beneath the worktop to comfortably allow you to get your upper leg under the desk.

II. Monitor Position

To make sure that your workstation monitor is set up in the optimum position to ensure good posture you should ensure that:

- The monitor is positioned directly in front of you
- Your eyes should be level with or just below (5cms approx.) the top of the screen
- The monitor should be as far away from you as possible – arm’s length is ideal
- If a document holder is in use it should be within 100mm of the screen on the side of your dominant eye
- The monitor should have a swivel and tilt facility

III. Screen Characteristics

- As well as the monitor being posited correctly it is also essential that the screen is functioning correctly and is not contributing to poor posture or eye fatigue.
- There should be no screen flicker
- The screen should be clean and the images on the screen should be sharp
- The screen brightness / contrast should be adjusted by the user depending on their preferences

IV. Keyboard

- The keyboard should be tilt able (i.e. have little 'legs' underneath to allow you to raise it to an angle)
- The keys should be easily readable
- Keep a 10cm space in front of the keyboard for resting wrist

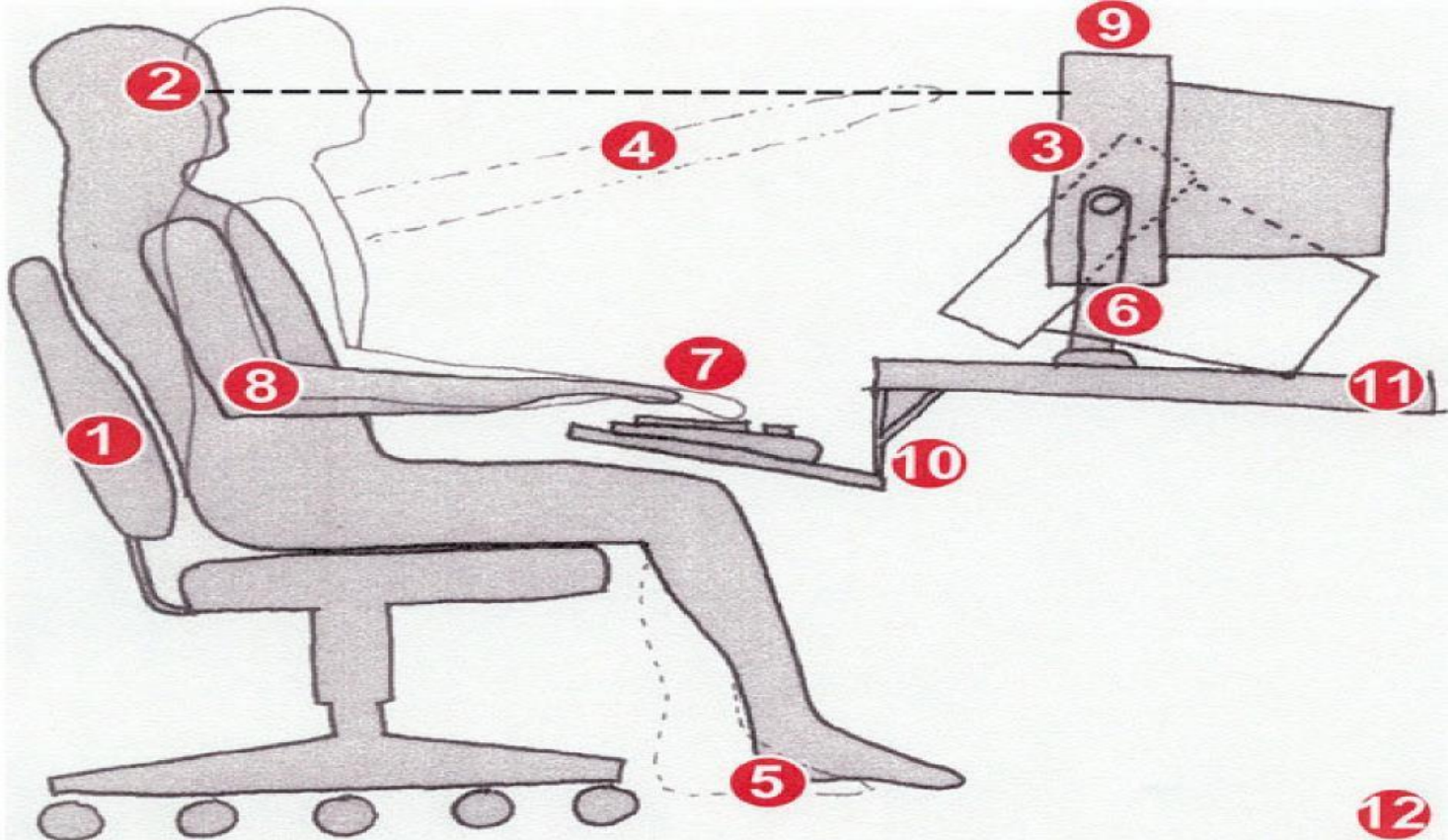
4.

C. Workstation

- The workstation desk should be large enough to comfortably accommodate all computer hardware; paperwork; document holder; telephone and any other material that has to be positioned on it.
- All materials placed on the desk should be positioned so as to allow a comfortable position to be adopted.
- The desk should be high enough to allow you to get your thighs comfortably underneath when sitting.
- Adequate space should be maintained to the front of keyboard in order to allow your hands and wrists to rest on the desk top.

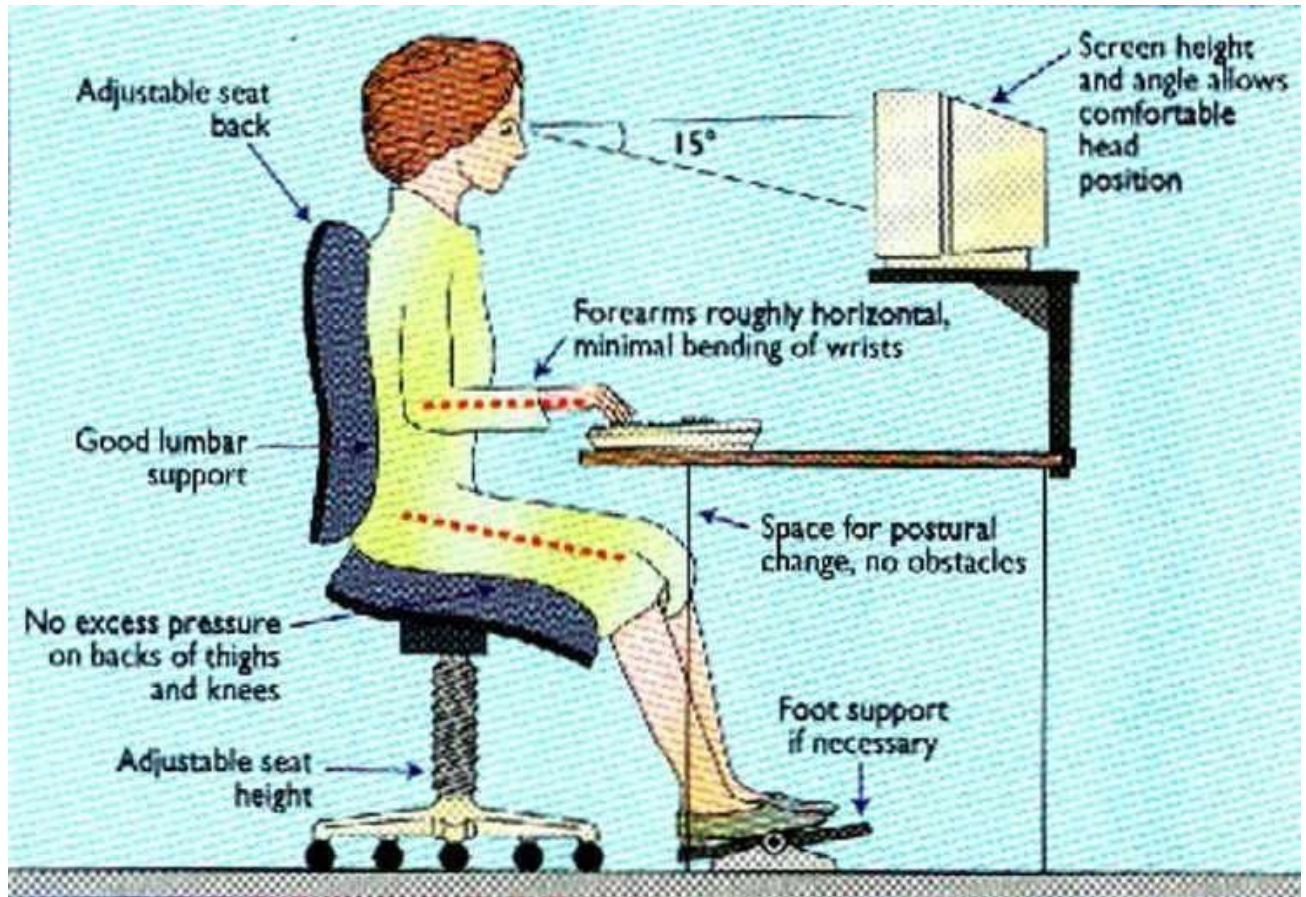
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FIGURE 1. WORKSTATION QUICK SET UP GUIDELINES



- i. Use an adjustable chair
- ii. Top of monitor casing 5-8 cm approximately above eye level
- iii. Ensure no reflections or glare on screen
- iv. Sit at arm's length from monitor
- v. Place feet flat on floor or footrest
- vi. If using a document holder keep in-line with the computer screen
- vii. Keep wrists flat and straight in relation to forearms to use keyboard and mouse
- viii. Keep the arms and elbows relaxed and close to the body
- ix. Centre the monitor and keyboard in front of you
- x. Use a tilt able keyboard
- xi. Use a stable work surface
- xii. Take frequent short breaks (micro breaks)

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Visual Discomfort

D. Eye Comfort

Working at a display screen can also give rise to eye problems including eye fatigue, drying of the eyes, etc. Blinking is an automatic function which we do on average to 15 -20 times per minute under normal circumstances. However we blink less frequently when reading or concentrating thus allowing our eyes to become relative dry. It is therefore important that when working at a display screen that users 'remember' to blink. In addition to this frequent 'eye' breaks should be taken.

E. Laptop Use

When working with laptops away from the office or when docking stations are not available then the following guidance should be adhered to.

Always use a chair that gives you good lower back support, consider propping a pillow, rolled-up towel or other soft object against the back of your chair. Sitting on a soft object such as a cushion is an easy way to adjust an otherwise non-adjustable chair such as those typically found in a conference room or hotel room. Keep your forearms, wrists and hands in a relaxed, neutral position. This can be accomplished by adjusting the height of either the work surface or your chair.

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INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT	SAFETY RULES FOR CORPORATE OFFICE	Guideline No INOXGFL/HSE/003
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F. Office Equipment Safety

1. Photocopiers

When using photocopiers the following must be adhered to:

- i. Photocopiers must be positioned in adequately ventilated areas.
- ii. The photocopier should not be used when the lid is open.
- iii. When opening the copier doors to clear a paper jam be aware that there are hot surfaces inside the machine.
- iv. If a paper jam requires to you place your hands deep into the machine then the power must be turned off and the machine allowed to cool.
- v. Do not try to manoeuvre a photocopier on your own.

2. Shredders

When using shredders the following must be adhered to:

- i. Do not place fingers inside the shredder.
- ii. Turn off the power supply when clearing blockages or emptying bags.
- iii. Be aware that loose clothing can catch in the shredder, be especially careful of ties and loose sleeves.

G. Office Chemicals

Within the office environment small quantities of hazardous chemicals are found in inks, toners, cleaning chemicals and correction fluids. Hazardous chemicals can cause injury through contact with skin and eyes, or the inhalation of vapours.

Office staff must observe good hygiene practices at all times. Persons should always wash their hands after changing toner or print cartridges; using cleaning agents or handling inks and correction fluids. If required gloves should be worn when handling these agents.

Any employee who develops a reaction to a substance at work, e.g. skin irritation, or experiences breathing difficulties, etc. must stop immediately from using that substance and inform their manager.

5. POWER TO AMEND:

- a. Any change of the guideline shall have to be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	ELECTRICAL SAFETY AT CORPORATAE OFFICE	Guideline No INOXGFL/HSE/004
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1. OBJECTIVE:

To provide Corporate Office Noida with proper & safe usage of Electricity.

2. PURPOSE:

Safety related work practices are employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contact when work is performed near or on equipment or circuits which are or may be energized, with regard to the safety requirements at office.

3. GENERAL ELECTRICAL SAFETY CRITERIA AT CORPORATE OFFICE:

The main hazard from electricity in the office environment is electric shock, which can lead to electrical burns, shock, asphyxia and death. Electricity is also a major cause of fire. Electrical wiring can also present a trip hazard.

- To ensure safe working with electricity in the office all persons should adhere to the following precautions:
- All faults concerning electrical equipment and wiring must be reported to maintenance.
- Damaged cables, sockets and plugs must be removed from service immediately.
- Under no circumstances must insulation tape be used to protect any repair or join in extension cables.
- Electrical equipment must not be pulled or lifted by the cable, the connections may become broken and create a hazard.
- The use of multi socket boxes is to be avoided wherever possible.
- The mains power supply must be disconnected before attempting to move electrical equipment.
- Where electrical wiring must run across floors it should be protected by saddles, or other safety features. Extension cables, when used, must be routed so as not to cause tripping hazards.
- Only CO2 or dry powder fire extinguishers can be used to fight electrical fires.
- All electrical equipment should be turned off when not in use and overnight, unless this is not possible for safety or operational reasons. Electrical sources powering equipment that cannot be turned off under normal circumstances for safety or operational reasons must be clearly signed as such at the power supply point.
- Under no circumstances must untrained employees attempt to carry out repairs to electrical equipment, please inform maintenance of requests.
- In the event of an electrocution the victim must not be touched until the power supply has been disconnected. Alternately the victim and the power supply may be separated by using an insulating rod, i.e. a wood.
- All apparatus and conductors should be sufficient size and power for the work they are intended to do.
- Electrical joints and connections should be of proper construction as regards conductivity,

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INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	ELECTRICAL SAFETY AT CORPORATAE OFFICE	Guideline No INOXGFL/HSE/004
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insulation, mechanical strength and protection.

- Efficient and suitably located means should be provided for cutting off from every part of the system these are- Switches, Switch fuses, Isolating link or circuit breakers.

Inspection to be done as per Annexure 4.1

4. SAFE WORKING DISTANCE IN ELECTRICAL HANDLING:

Voltage Range V	Minimum Safe Distance in mm
750 – 3,500	307
3,500 – 10,000	614
10,001 – 50,000	921
50,000 – 100,000	1535
100,001 – 250,000	3070

5. POWER TO AMEND:

- a. Any change of the guideline shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding

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GUJARAT FLUOROCHEMICALS LIMITED

ELECTRICAL SAFETY INSPECTION CHECKLIST

INOXGFL/SAFETY/

Name of Site :
Inspected By :
Date :

Sl. No.	POINTS	Observation	Measures
	CABLES		
1	Whether the condition of Cable is checked?		
2	Are Cables received from other site checked for Insulation Resistance before putting them into use?		
3	Are all main Cables, taken either underground / Overhead?		
4	Are welding Cables routed properly above the Ground?		
5	Are welding & Electrical Cables overlapping?		
6	Is any improper jointing of Cables wires prevailing at Site?		
	DBs / SDBs		
1	Is earth conductor continued upto DB / SDB?		
2	Whether DBs & extension boards are protected from rain / water?		
3	Is there any overloading of DBs / SDBs?		
4	Are correct / proper fuses & CB's provided at main boards & sub-boards?		
5	Is energised wiring in junction boxes, CB panels & similar places covered all times?		
	RCBO / RCCB		
1	Whether the connections are routed through RCBO / RCCB?		
2	Is RCBO/RCCB sensitivity maintained at 30 mA?		
3	Are the RCBO/RCCB numbered & tested periodically & test results recorded in a logbook countersigned by competent person?		
	EARTHING		
1	Is neutral earthing ensured at the source of power (Main DB at Gen. or Transformer)?		
2	Whether the continuity & tightness of earth conductor are checked?		
3	Mention the gauge of earth conductor used at site.		
4	Mention the value of Earth Resistance.		
	ELECTRICALLY OPERATED MACHINES / ACCESSORIES		
1	Whether the plug top provided everywhere?		
2	Are all metal parts of electrical equipment's & light fittings / accessories grounded?		
3	Is there any shed / cover for welding machines?		
4	Are Halogen lamps fixed at proper places?		
5	Are Portable power tools maintained as per norms?		
6	Any other Information		

Safety In-Charge

Electrical In-Charge

INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	ELECTRICAL PANEL SAFETY AT CORPORATE OFFICE	Guideline No INOXGFL/HSE/005
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1. OBJECTIVE:

The basic objective is to save employees from shock which can happen from electrical circuit or appliances installed at Corporate Office Noida.

2. PURPOSE:

The occupational Safety and Health Administration (OSHA) requires electrical installation and equipment to be free of recognized hazards that may cause death or serious harm to employees, provide control over the energy that keeps machines operating, lights buzzing, and computers running, yet they're easy to ignore during the day-to-day routine.

3. GENERAL SAFETY PRECAUTION FOR ELECTRICAL PANELS:

- i. All connections to portable equipment or machines from the panel/distribution board/extension board shall be taken using 3 core double insulated PVC flexible copper wires in one length. No joints shall be allowed in this flexible wire. In case single length of wire is not sufficient for a particular location then the supply can be tapped by providing another extension board comprising of switch and socket.
- ii. Flexible cables for portable lamps, tools and apparatus shall be regularly examined, tested periodically and maintained to ensure safety.
- iii. Sufficient access and working space must be provided around an electrical panel.
- iv. The width of the space in front of an electrical panel must be the width of the equipment or 30 inches, whichever is wider.
- v. The working space must allow for a hinged panel or equipment door to open at a 90° angle.
- vi. The vertical space must extend from the grade, floor, or platform immediately in front of the electrical panel.
- vii. The area of the electrical equipment should generally be kept clear of any other material, equipment, piping, or ducting systems.
- viii. This clear space should include the entire footprint of the equipment, and extend upwards to six feet above the top of the equipment (or to the structural ceiling, if that is lower).
- ix. Pipes, ducts, and other equipment may not be located in this "headroom" space unless there is effective physical protection in place, including drip-proofing or leak-proofing, as appropriate.
- x. **Striped hazard tape:** The bright colors and stark contrast of striped hazard tape makes it easy to see from a distance; most facilities use red-and-white striped tape or black-and-yellow striped tape for outlining clearance areas around electrical equipment.
- xi. **Solid color floor marking:** Solid floor marking tape can denote areas when striped floor marking is used elsewhere as part of a wider color-coded system; yellow floor marking typically signals caution and indicates pedestrian paths and work areas, while white tape is most often used for general purposes.

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- xii. **Floor signs:** Use large, durable floor signs to alert workers to electrical panels, and remind them to keep the area clear; this can clarify and reinforce the messages communicated with floor marking tape.
- xiii. Other marking giving voltage, current, wattage or other ratings as necessary.
- xiv. Electrical panels contains breakers designed to trip and stop the flow of current to specific circuits and appliances.
- xv. Easy access to electrical panels is essential for the protection of employees in the workplace and panel should never be blocked or inaccessible.
- xvi. Electrical panels contain multiple junction of live wires and other components, they are required to be accessible at all times.
- xvii. Proper signages to be displayed in front of all electrical panels.

4. POWER TO AMEND:

- a. Any change of the guideline shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding

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INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	DG ROOM & WATER PUMP SAFETY	Guideline No INOXGFL/HSE/006
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1. OBJECTIVE:

Generators contribute to both air and noise pollution. Most of the Domestic and Industrial Gensets run on diesel. With the view of ensuring a healthy and feasible environment nation-wide, the Central Pollution Control Board has come up with specific guidelines that Genset users should follow at Corporate Office Noida.

2. PURPOSE:

The purpose of Genset is for standby power that can be used in case there is power cut in office. The alternative source is required for making office function in effective way.

3. GENERAL SAFETY GUIDELINE FOR DG ROOM:

- i. Personnel engaged in the DG Set Installation, commissioning, operation and maintenance must be competent and experienced in these fields. They must also be conversant with all relevant, current statutory requirements and local regulations. Before installing the DG Set, read this manual carefully to get familiar with the equipment and its operation. (Including all systems and controls, manually operated valves and shut down devices). He should follow the Permit to Work Annexure 6.1.
- ii. There are many potential hazards that can occur during operation of DG Set which cannot always be anticipated. Therefore a warning cannot be included in this manual for every possible circumstance that might involve a potential hazard.
- iii. While unloading, shifting of DG Set please ensure proper care is taken so that no damage to men and material is done. Please use proper unloading equipment's, tools and tackles.
- iv. DG room should have proper escape routes. An escape map may be displayed in the DG room which should be clearly visible to all would be helpful during any accident or fire.
- v. Please provide proper Fire Extinguishers in DG Set room area.
- vi. Please put Hazard Signs for Electricals Panels, Fuel and Lubricants etc.
- vii. Personal Protection gadgets like -Safety hand gloves, goggles and ear plugs for protection of all operators, engineers and staff would make them safe, while working in DG Set room. Should follow the safety audit checklist as per Annexure 6.2.
- viii. Use of proper tools and tackles is recommended in the DG Set Room.
- ix. Electrical cables are fire Hazards during short circuits / failures - Please take proper care while routing of cables particularly power cables and ensure electrical work permit is taken as per Annexure 6.3.
- x. DG Set exhaust gas temperature will be about 450-550 Deg. centigrade and exhaust pipes need proper cladding and insulation.
- xi. Ensure there is no fuel and lubricating oil leakages in the DG set room, as they are fire Hazards.
- xii. Diesel Fuel handling need proper care, as they are also fire hazards.
- xiii. Please ensure proper care is taken while lifting Heavy parts of the DG Set. The capacity of the lifting cranes should be suitable.
- xiv. Earthing of the DG Set is recommended and please refer to the specific recommendations.

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- xv. Keep tools & other metallic objects away from uncovered batteries. Use tools covered with vinyl electrical tapes or suitable non - conducting material to avoid possibility of shorting battery connections while working near batteries.
- xvi. In case of bulk diesel storage and liquid gas storage, proper signage like “NO SMOKING’ boards should be prominently displayed.
- xvii. Engine lubricating oil, engine coolant and grease are to be disposed at site as per site regulation requirement and considering MSDS (Material Safety Data Sheet).
- xviii. Engine consumables replaced during maintenance like filters, are to be disposed at site as per site regulation requirement.
- xix. Batteries are to be disconnected, in case of persons working on the DG Set.
- xx. Disconnect all harness connections to the PCC & Engine control system before doing any welding work on DG set. Controller & PCB can get damaged due to welding currents. DG Set starting batteries to be disconnected at battery end before any welding work or maintenance.
- xxi. During transportation of DG set with AVMs in-between sub base and engine generator ensure AVMs have shipping brackets (solid restraints) to prevent transit damage. Ensure to remove the shipping bracket before starting the DG Set.
- xxii. Safety lockout and tag out process to be followed during maintenance.
- xxiii. Exhaust fumes emitted by generator sets contain poisonous gases like carbon monoxide that can be life threatening and result in death. Exhaust systems must be properly installed, adequate ventilation must be provided to ensure unobstructed flow of cooling and ventilating air, and emissions must be directed away from inhabited zones.
- xxiv. The area around the generator must be clean and free of clutter and any combustible material that can be hazardous.
- xxv. The equipment must be regularly inspected and defective or damaged parts must be replaced in a timely manner.

4. GENERAL SAFETY GUIDELINE FOR PUMP ROOM:

I. Safety points before starting the pump

- i. The pump rotates freely by hand.
- ii. The direction of rotation, it should correspond to the direction of rotation of the pump.
- iii. The pump and suction pipe are fully primed with the liquid.
- iv. Sluice valve on delivery side is closed.
- v. The cock for pressure gauge connection is closed.
- vi. The stuffing box packing is properly tightened.

II. Safety point before starting the pump

- i. Start the pump and ensure prime mover pick up its full speed.
- ii. Open the valve on delivery side slowly.
- iii. Open the cock of pressure gauge connection.

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III. Safety point during running pump

- i. If the pump is running smoothly.
- ii. Power consumption is within the limit.
- iii. The bearing should not get heated up excessively.
- iv. Ensure there is no Mechanical friction in the pump.
- v. Leakage through stuffing box is normal.

IV Safety point during stoppage of pump

- i. Close the valve on delivery side.
- ii. If the pump is not required to be operated for long time, drain the casing completely.

5. POWER TO AMEND:

- a. Any change of the guideline shall have to be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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PERMIT TO WORK

Format No.:
INOXGFL/SAFETY/
Annexure 6.1

Valid only when signed by an authorised issuer, delegated by management. This permit must be issued before specified work is started, it must be closed / cancelled immediately after completion of the work or at the end of the shift as agreed by parties identified on this permit. File closed / cancelled permits in chronological order in a file, which will be kept in site / unit. Permit will be issued only in presence of both concerned engineer and work supervisor.

Issue Date : _____ Site : _____ Section : _____
 Permit No. : _____ Lock out No. : _____ Validity : _____
 Location : _____ Issued for work in: _____ (e.g. WTG /HT/ Substation etc.)

Job description: _____

Following safety measures taken to carry out work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1. Proper approach i.e. scaffolding / ladder etc. provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Underground / overhead cables checked for intervention	<input type="checkbox"/>	<input type="checkbox"/>	
3. Held Tool Box Talk (TBT)			
4. Following PPE's required to be used:	<input type="checkbox"/>		<input type="checkbox"/>
a) Eye / Face	<input type="checkbox"/>	b) Safety belt & fall arrester	<input type="checkbox"/>
d) Hand / Head / Leg Protection		e) 33 KV Hand Gloves	
5) Any other work permit issued for same WTG / Feeder / Substation on same date and time Yes / No if Yes, Permit No. _____			
6. Any other safety precaution required	<input type="checkbox"/>		<input type="checkbox"/>

Following isolation carried out _____ Isolation not required _____

Sr. No.	Equipment / Device Name	Description of isolation / LOTO	Sign.	Description of normalization of isolation / LOTO	Sign.

This certifies that as per JSA / JHA /TRA I have personally completed inspection of the area where this work is to be done , As well as the surrounding area. I have reviewed all necessary precaution to be taken to protect the personnel engaged in this work from accident and injury. I have made sure that the assigned personnel know the applicable safety rules and that they know what to do in an EMERGENCY.

Responsibility (Permit) accepted by : _____ Date & Time: _____ Sign. _____
 Responsibility (Permit) issued by : _____ Date & Time: _____ Sign. _____
 Permit valid from : _____ : _____ Hrs. _____ / _____ / _____ (Date) & expires at : _____ : _____ Hrs. / _____ / _____ (Date)

Details of work done: _____

SAFETY WORK PERMIT CLOSURE

WORK SATISFACTORILY COMPLETED.
 WORK AREA AND EQUIPMENT RELEASED IN PROPER CONDITION FOR NORMAL USE.
 WORK NOT FINISHED, to be continued with a new work permit issued by another competent person
 WORK SUSPENDED, as present conditions are not conducive for carrying the work safely.
 Details of any other reason for closure / cancellation _____

Name of authorized person _____ Date & Time : _____ Signature _____



INOXGFL/SAFETY/

Safety Audit Checklist Guide

Date: _____

Fire and Safety Equipment

	Yes	No	N/A
Is the proper fire and safety equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment accessible (i.e. is it unblocked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammables stored in flammable storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Operation of Machinery or Complex Apparatus

Are the indicator lights on the apparatus in an O.K. or safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the apparatus producing normal sounds, odors, parts, or results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the apparatus equipped with data recorders or monitors that track the condition of the apparatus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If necessary, are there maintenance logs or other records that track the condition of the apparatus ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are proper lock/tag techniques being practiced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Common Tools and Equipment

Are the workers using the right tool for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the workers using the tools correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If necessary, have the workers been trained to use the tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the tools in good and safe working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the tools been inspected recently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the tools stored in appropriate locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Area and Housekeeping

Is the work area neat in appearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all aisles and walk-ways sufficiently wide for personnel and moving equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all aisles used by moving equipment have clear line-of-sights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all walking/working surfaces have barricades or hand guards to protect personnel from hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the chemicals properly inventoried and stored away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the exits clearly marked and easy to find?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all overhead items secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all stairs in good and safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all ladders properly secured or stored away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the overall building in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Procedures

- Do the personnel and building occupants know evacuation procedures for fire and weather alarms?
- Do building occupants such as lab visitors have point-of-contacts within the building?
- Is the area manager sufficiently aware of work being done by lab visitors or employees from other areas?


Personnel Ergonomics, Focus, Training, and PPE

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Are the personnel working in a manner that is free of unnecessary physical exertion? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the personnel practicing good ergonomics? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the personnel seem sufficiently focused on their job, especially jobs where there are hazards present? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the personnel trained to do the job and are aware of the hazards and mitigations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the job appear suited to the personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If necessary, are the personnel using PPE? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For work near machinery, are the personnel wearing proper clothing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If necessary, are the personnel wearing TLD badges in radiation areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

Name of Auditor _____

Signature _____

		<h2 style="margin: 0;">Electrical Work Permit</h2> <p style="margin: 0;">INOXGFL/SAFETY/</p>	
Description of Work:-			
Permit No:		Location:	
Location :		Equip. Name/No:	
Receiver:		Designation:	Department:
Permit valid From: Date:		Time	To: Date: Time:
S. No	Checklist	Yes/NA	S. No
Checklist	Yes/NA	Checklist	Yes/NA
By Issuer:		By Receiver:	
1) Area isolated by opening MCCB/ACB/SFU -----		a) Following personal protective equipment to be used -----	
2) VCB/AB Switch is isolated and locked -----		Helmet () Electrical Gloves 440V/33KV () Fuse Puller ()	
3) Concerned fuses were removed -----		Insulated Safety Shoes () Goggles () Insulated ladder ()	
4) All possible back feeding supplies are disconnected -----		Scaffolding () Safety Full Body Harness () Clamp/Multi-	
5) Line/ equipment is disconnected, If required -----		Meter () Discharge rod ()	
6) Line/equipment is earthed -----		b) Line/Equipment is to be properly earthed -----	
7) Line/equipment /area barricaded -----		c) Portable tools are to be inspected -----	
8) Danger boards/Safety tags displayed -----		d) Production authorities are to be informed -----	
9) Rubber mat provided -----		e) Instruction no.4 of overleaf to be complied -----	
10) Capacitors were discharged -----		f) Pep talk to be organized -----	
11) Electrical Hand Gloves inspected -----		g) Special precautions, if any: -----	
12) Proper lighting & Ventilation provided -----			
13) Man trained in first aid posted. Name: _____			
14) If electrical works involved are at height, Work at height permit no: _____			
15) Adequate working space and necessary access which is free from danger is provided. -----			

Specific Risk Assessment if any:		Attach separate sheet - Yes() No ()	
		Safety Officer	
Voltage	: _____ V	Conducted By:	
Capacitors	: _____ V	Name: _____	E. Code _____
Earthing	: _____ Ω	Time: _____	Signature: _____
We have personally checked and satisfied ourselves that the above particulars are correct and it is safe to carry out the above mentioned work.			
Prepared By _____		Verified By _____	Signature of issuer _____

INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	FIRE PREVENTION AND EMERGENCY PREPAREDNESS PLAN	Guideline No INOXGFL/HSE/007
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1. OBJECTIVE:

The basic objective of Emergency Preparedness Plan is to provide a systematic approach to the protection of employees, assets and the environment from the impact of serious incidents at Corporate Office Noida. It can be defined as a plan that encompasses organizing, coordinating and implementing a range of procedures to prevent, mitigate, respond to and recover from the consequences of an emergency event.

2. OBJECTIVE:

The preliminary objective of the Emergency Preparedness Plan is to establish general guidelines and response procedures for the management of emergency events.

The overall objectives of Fire Prevention and Emergency preparedness are:

- a. To control the emergency, localize it and if possible, terminate it
- b. To avoid confusion / panic and to handle the emergency with clear instructions
- c. To minimize the effects of the incidence on people and property and also to minimize the damage to the environment in and around our premises.
- d. To preserve records and take appropriate steps to prevent recurrence
- e. To restore normalcy.

3. GENERAL SAFETY GUIDANCE FOR FIRE AND RELATED EMERGENCIES:

- i. Notify the local fire department.
- ii. Notify CDS Physical Security or Building Security Forces.
- iii. Activate the building alarm (fire pull station); if not available or operational, verbally notify people in the building.
- iv. Isolate the area by closing all windows and doors and evacuate the building, if you can do so safely.
- v. Shut down equipment in the immediate area, if possible.
- vi. If possible and if you have received appropriate training, use a portable fire extinguisher to
 - Assist oneself to evacuate
 - Assist others to evacuate
 - Control a small fire
- vii. Do not collect personal or official items; leave the area of the fire immediately and walk, do not run, to the exit and designated gathering area.
- viii. Alert the persons nearby by shouting Fire! Fire! Fire!
- ix. Try to extinguish the fire with available means (fire extinguishers, fire hoses etc.) from upwind direction, if the same can be done without endangering yourself.
- x. Don't venture in to rumors spreading or unauthorized statements to outside agencies.
- xi. If the fire alarms are ringing in your building, you must evacuate the building and stay out until notified to return.
- xii. If an individual is overexposed to smoke or chemical vapors, remove the person to an uncontaminated area and treat for shock.

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- xiii. If your or another person's clothing catches fire, extinguish the burning clothing by using the drop and roll techniques, wrap the victim in a fire blanket, or douse the victim with cold water.

4. EMERGENCY FIRE EVACUATION PLAN FOR CORPORATE OFFICE:

- i. Determine and mark the fastest and safest paths to safety. Post maps (with "you are here" marks) in break rooms and near exits — which should be clearly indicated with signs.
- ii. Emergency exit routes and information whether the evacuation includes the entire building or just selected floors to be displayed at each floor in office.
- iii. Procedures for employees and occupants should meet and how they should be accounted for after the evacuation.
- iv. The assignment of person responsible for assisting others and rendering medical emergencies aid and how they will be identified during the emergencies.
- v. The preferred and an alternate method of reporting and emergency or fire.
- vi. The assignment of personal who can be contacted for additional information or explanation of duties under the plan and how they will be identified during the emergency.
- vii. A description of the emergency voice alarm communication system. Put up reminders that elevators cannot be used during most emergencies.

5. EMERGENCY FIRE SAFETY PLAN FOR CORPORATE OFFICE:

- i. A procedure for reporting a fire or other emergency.
- ii. The life safety strategy and procedure for notifying, relocating or evacuating occupant, including occupant who need assistance.
- iii. Site Plan indicating the following:
 - a. Where occupants assembly point after evacuation.
 - b. Accessible exit route.
 - c. Fire alarm pull station.
 - d. The location of fire hydrants.
 - e. Area separation walls (fire walls).
 - f. The normal route of fire department vehicle access.
- iv. Floor plan identifying the locations of the following:
 - a. Exits and the routes to get exits.
 - b. Primary evacuation route.
 - c. Secondary evacuation route.
 - d. Accessible egress routes.
 - e. Areas of refuge (special areas designed into the building for the location of people that have accessibility needs).
 - f. Manual fire alarm boxes.
 - g. Portable fire extinguisher. The checklist to be maintained as per Annexure 7.1.
 - h. Occupant use hose station.
- v. A list of major fire hazards associated with the building, its use, and processes.

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- vi. The identification and assignment of personal responsible for the maintenance of systems and equipment installed to prevent or control fire.
- vii. Using of elevator can be dangerous, as the elevator doors could open up on the fire floor resulting in injury or death.

6. EMERGENCY MOCK DRILL FREQUENCY:

Success of an OEP depends on planned and unplanned MOCK DRILLS, if conducted regularly. MOCK drill helps all employees to get familiarized with the OEP and also check the accuracy of their roles.

Procedure for Mock Drills (planned):

- a. Inform all employees about MOCK DRILLS.
- b. Fix a date and location of the emergency site for MOCKDRILL as per Annexure 7.2
- c. MOCKDRILLS will be monitored by observers giving due importance to response time and proper procedure (Who would be senior officers not involved in the exercise). As per Annexure 7.3.
- d. All members would follow instructions as per OEP.
- e. After emergency clear the all employees shall return to their respective work place and take the supervisor's instructions.

When fire drills are conducted, the orderly evacuation of the building shall receive priority over the speed of evacuation.

Records of the fire drill shall be maintained on the premises for review.

7. FACILITIES / EQUIPMENTS FOR EMERGENCIES:

a. Emergency Control Centre (ECC):

Emergency Control center is arranged at office as per the availability of resources.

List of Equipment's shall be provided in ECCs.

Sl. No.	ITEMS
1	On Site Emergency Plan
2	Barricade Tape
3	PPE's
4	First Aid Box
5	Fire Extinguisher
6	Emergency Contact Numbers Displayed on Board
7	Internal and External Communication Mode

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b. Fire Fighting Facilities:

Different types of fire extinguishers are strategically located at Periodical firefighting training shall be provided for Site personnel.

c. Medical facilities:

First aid boxes are available at Office locations. The stock of First Aid material shall be replenished by a designated person. In case of emergencies, the affected personnel can also be transported to near-by hospital and Annexure 7.4 to be filled. Periodical First Aid training is provided to all site personnel.

d. Rescue System:

Periodical training for rescue is provided for office staff. During emergency, ambulance or available vehicle at office shall be used for transport the injured persons to the First aid center or nearby hospital.

e. Emergency Vehicle:

One vehicle must be available at office around the clock.

8. INCIDENT REPORTING:

Anybody seeing an incident situation shall report to his colleagues or corporate office safety committee members.

9. ASSEMBLY POINT:

Assembly points shall be identified at Corporate Office Noida for assembly of persons during emergency. A board is to be provided for easy identification of assembly point, wherever feasible.

10. Do's and Don'ts:

a. Do's

- I. On seeing an incident / abnormal fire / situation shall report to concern person.
- II. Do evacuation or need help for evacuation, follow supervisor instructed.
- III. Assembled in assembled point if required.
- IV. Take head count if required.

b. Don'ts

- I. Do not panic.
- II. Do not communicate with any external agency, unless instructed.
- III. Do not spread rumors.

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IV. Do not keep any telephone engaged for a long time.

V. Do not approach the emergency site as a spectator.

11. POWER TO AMEND:

- a. Any change of the guideline shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding

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Annexure – 7.1

GUJARAT FLUOROchemicals LIMITED

INSPECTION CHECK LIST FOR FIRE EXTINGUISHER

**INOXGFL/SA
FETY/**

Name of the site:

Sr. No.	Inspection Points	Yes	No	Not Required
1	Identification Mark like Sr. No is marked			
2	Type of Fire Extinguisher is properly marked			
3	All the Accessories of Fire Extinguisher are in good condition			
4	Pressure in the Fire Extinguisher is sufficient			
5	Pressure Indicator is in Good condition			
6	Date of inspection is marked			
7	Recharges if any			

Action to be taken:

Inspected by: _____ **Signature of Site Representative** _____

Date: _____

ANNEXURE -7.2

REPORT OF TIME PERFORMANCE OF EMERGENCY / MOCK DRILL

1. DATE
2. SITE INCHARGE / HEAD ON DUTY
3. ADMIN & SECURITY HEAD ON DUTY
4. MOCK DRILL EMERGENCY SCENARIO
5. EMERGENCY ON SITE EMERGENCY / OFF SITE EMERGENCY
6. TIME OF – START
7. TIME OF – FINISH

SR. NO.	DESCRIPTION OF EVENT	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	START OF EMERGENCY REVIEW MEETING	

REMARKS: _____

SIGNATURE:

MOCK DRILL CONDUCTING OFFICER

ANNEXURE -7.3

REPORT OF OBSERVATIONS DURING EMERGENCY / MOCK DRILL

1. DATE
2. SITE TEAM
3. TEAM MEMBERS
4. MOCK DRILL EMERGENCY SCENARIO
5. EMERGENCY ON SITE EMERGENCY / OFF SITE EMERGENCY
6. TIME OF – START
7. TIME OF – FINISH

SR. NO.	DESCRIPTION OF EVENT	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

REMARKS: _____

SIGNATURE OF HSE OFFICER:

ANNEXURE – 7.4

NEAREST HOSPITALS

1	HOSPITAL NAME		TEL. NO.
2	CONTACT DOCTOR NAME		MOB.NO.
3	LOCATION ADDRESS		
4.	DISTANCE FROM SITE		

LIST OF FIRST AIDERS

SR. NO.	NAME & EC NO.	MOBILE NO.	SR. NO.	NAME & EC NO.	MOBILE NO.
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

LIST OF FIRST AID EQUIPMENTS

1	FIRST AID BOX	NOS.
2	STRETCHER	
3	FIRST AID AWARENESS CHARTS	
4	RESPIRATORS	
5	RESCUE DEVICE	
6	EMERGENCY VEHICLE	

INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	ACCIDENT / INCIDENT INVESTIGATION & REPORTING	Guideline No INOXGFL/HSE/008
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1. SCOPE:

The Corporate Offices Noida shall keep records of all work accident including investigation. This applies to all incidents on the facility with regard to Gujarat Fluorochemicals Ltd. & Wind Business along with its subsidiaries employees and third parties (contractors, inspectors, visitors etc.).

2. OBJECTIVE:

The purpose of these guidelines is to provide general steps is to be taken in case of personal injury & procedure to report personal injury & accident.

3. REPORTING:

a. Internal Reporting:

- I. All near misses, Incidents & accidents shall be reported through prescribed format as per annexure 8.1. It is the responsibility of all GFL / GFCL EV / IWL / IGESL employees and contractors on the facility to ensure that all near misses, Incidents & accidents are reported to their supervisors. The supervisors must ensure that those then are reported to the Safety officer this applies to all Employees of GFL / GFCL EV / IWL / IGESL.

b. External Reporting:

- I. Notification of accidents or dangerous occurrences to external authority is legally to be done by the Safety Member designate of the facility to the authorities under the local regulations within stipulated time limits. In such cases, accident forms of such agency should also be filled.
- II. If the facility being worked is under license to GFL / GFCL EV / IWL / IGESL, the Safety Committee designated shall beresponsible for external communication according to local regulation.
- III. Safety Committee is responsible for the regular communication to third parties like local authorities, fire brigades, medical centre, hospitals, mutual aid organization contractors, client / customer EHS Dept. etc.

c. Accident / Incident Investigation:

All accidents including first aid report shall be initially investigated by Safety Committee Members upon the seriousness and local requirements a decision for a full-fledged investigation shall be forwarded to Chairman & Committee Members as per Annexure 8.2 and Annexure 8.3. The purpose of Accident Investigation & Reporting is:

- I. To meet the relevant statutory Employers requirements for injury and accident reporting.
- II. To identify the immediate basic causes of Accident / Incident.
- III. To prevent recurrence of similar accident / incident by applying suitable control measures.
- IV. To find facts i.e. exact causes of Accident / Incident.
- V. To make hazard known to management, co-workers and supervisors to direct their attention to Accident prevention.
- VI. To find out injury rates to comply Safety performance.
- VII. To develop safety rules, procedures, bulletins, posters, material for safety meeting and motivating the employees.

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d. Corrective Actions and Follow-up:

- I. All accidents and incidents shall be discussed in the routine EHS Meetings. Lessons to be learned and progress with follow-up corrective actions should be covered during the discussion.
- II. The Safety Coordinator should report in the Safety Committee Meetings all major and high potential loss accidents and incidents that have occurred since the previous meeting. Progress of the follow-up actions should also be discussed. Supervisors should discuss accidents and incidents occurring within their areas and those relevant from other areas at the day-to-day briefing meetings.
- III. The EHS Coordinator should prepare in co-operation with safety committee a monthly follow-up/progress report on outstanding recommendations.

e. Reporting injuries/near misses:

I. All injuries:

In the event of work related emergencies or injuries, however small, notify your supervisor/advisor and the Human Resources Department as soon as possible.

II. Near Misses:

All "near miss" accidents not causing injury must be reported to supervision, in order to investigate the cause and eliminate potential hazards. A Near Miss is an incident which could have resulted in a fatality or serious injury.

III. Consequences of Failure To Report:

Failing to report an injury results in a loss to investigate the cause, thus, the chance to eliminate a recurrence is lost. Other consequences may include: the possibility for infection of even a small wound and delay or loss of injury benefit to which the employee may be entitled.


IV. Proper Attention to Injury:

Injury treatment must be carried out by the qualified medical staff. Incorporating with human resources department the concerned supervisor/advisor will make the necessary arrangements for injury treatment.

4. POWER TO AMEND:

- a. Any change of the manual shall be approved by the Head – GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the manual at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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		<h2>Near Miss / Incident Report</h2> <p>INOXGFL/SAFETY/</p>	
S. No.	Parameter	Information / Description	
1	Date, Shift & Time of Incident		
2	Name of the injured person: (Incident/Near Miss Person)		
3	Designation: (permanent / temporary / contract / supplier / visitor)		
4	Name of the Shift In-charge		
5	Section of department and exact place where the incident took place		
6	Did the person wear suitable PPE during the incident		
7	If the injured is caused by Machinery/Name of the machinery/Part of the machinery/Any other specify		
8	State exactly what the person was doing at that time		
9	Describe briefly how the incident occurred (use additional sheet if required)		
10	i) Nature and extent of injury (Fracture, Scaled/Bury/Scratch etc.) or Near Miss		
	ii) Location of Injury (Leg/Hand/Head/Fingers/Body/Eye/Nose/Ear etc)		
	iii) Location of Near Miss		
11	What may be the possible cause for the incident & action taken (use additional sheet if required)		
12	What are the steps to be taken to avoid the same in future and Potential Non-Conformities		
13	Name of the witness	1)	
		2)	

This report has to be submitted to the Safety Department within 24 Hours of the incident occurred.

Signature of Shift In-charge

Signature of Department Head

Annexure – 8.2

Accident Investigation and Root Cause Analysis

STEP 1 - BACKGROUND UNDERSTANDING AND DATA COLLECTION

Date		Time		Location	
BRIEF ABOUT THE OCCURANCE (Who was involved, what machinery was involved, what was the work being done, what exactly happened, what was extent of injury/damage					
Exact Sequence of events					
Evidence collection and witness testimony					
Photographs taken				Yes	No
Witness testimony taken				Yes	No
Supervisor’s Testimony taken				Yes	No
Name of Supervisor					
Name of witness 1					
Name of witness 2					
Extent and nature of Damage/Injury					

STEP 2 – IDENTIFICATION OF DIRECT AND CONTRIBUTING CAUSE

Use the following listing as an aid for identifying the factors that led to the accident. Don't be limited by the categories listed—add items as needed. Check all that apply.

POLICIES/PROGRAMS		COMMUNICATION	
1	Not Developed or Inadequate	1	Insufficient Planning For Tasks
2	Developed and Communicated	2	Lack of Worker Communication
3	Developed—Not Communicated	3	Lack of Supervisor Instruction
4	Developed-Not Followed/Enforced	4	Sufficient Supervisor Instruction
5	Developed—Not Understood	5	Confusion After Communication
6	Lack of Disciplinary Policy	6	Lack of Understanding of Task
7	Disciplinary Policy Not Enforced	7	Work Team Breakdown
HAZARDS IDENTIFICATION		WORK BEHAVIOR	
1	Unidentified or Not Labeled	1	Shortcuts Taken
2	Known But Not Corrected	2	Deviations-Common, Allowed etc...
3	Known But Not Reported	3	Special Infrequent Task
4	Created by External Factors	4	Tool/Equipment Used Improperly
5	Known But Not Reported	5	History of Accidents/Incidents
6	Condition Changed Not Conveyed	6	Disregard/Refused to Follow Procedure
7	Equipment Repaired Deficiently	7	Staff Assistance Required
8	PPE Not Adequate or Defective	8	Horseplay
PRODUCTIVITY FACTORS		ENVIRONMENT	
1	Heavy Workload	9	Repetitive or Physically Demanding
2	Tight Schedule To Complete Task	10	Going On/Coming Off Vacation
3	Long/Unusual Working Hours	1	Extreme Weather/Temperature Factors
4	Falsely Perceived Need to Hurry	2	Poor Housekeeping
5	Staff Assistance Unavailable	3	Poor Lighting
6	Staff Assistance Inadequate	4	Poor Visibility
7	Changes in Process	5	Inadequate Air Quality
8	Was Employee Ill?	6	Excessive Noise
9	Medication, Drugs, Alcohol Factors	7	Visibility of Labels/Warning Signs
10	Double Shift	8	Lack Visible and Audible Alarms
Personal Protective Equip (PPE)		FACILITIES/EQUIPMENT	
1	Not Available	1	Poor Facility Design
2	Requirement not identifies	2	Poor/Faulty Equipment or Design
3	Required PPE Not Used/Worn	3	Poor Workstation Design
4	Not Trained On How To Use	4	Equipment Not Guarded
5	Inadequate Fit	5	Equipment Repair Deficient
6	PPE Not Used Adequately	6	Lack of Preventative Maintenance
7	Poor Condition	7	Employee Lack of Knowledge
8	Inadequate for Job Performed	8	Equipment Failure
9	Lack of Supervisor Enforcement		Inadequate Inspection Timelines

From the categories identified above, tick the major cause or causes of the accident

POLICIES/PROGRAMMES	COMMUNICATION
HAZARD IDENTIFICATION	WORK BEHAVIOUR
PRODUCTIVITY FACTORS	ENVIRONMENT
PERSONAL PROTECTIVE EQUIPMENT	FACILITIES/EQUIPMENT

Overall comments of the investigation and reason of identify major and contributory cause

STEP 3 –ROOT CAUSE ANALYSIS AND ACTION PLAN FOR EACH CASUAL FACTOR

Why Did This Happen?

WHY...?

WHY...?

WHY...?

WHY...?

Actions	Completion Date	Person Responsible	Actions Completed
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Safety Committee Member	Head of Department	CEO

NAME OF THE SITE:

MONTH:

Annexure 8.3

SI. NO	GROUPING OF CASES BASED ON CAUSATIVES	NUMBER OF CASES
1	Fall from height	
2	Slip & fall on level	
3	Fall into depth	
4	Fall of materials	
5	Pressed between objects	
6	Hit by objects	
7	Breaking of Grinding wheel	
8	Contact with moving Grinding wheel	
9	Contact with moving parts of the machinery	
10	Soil subsidence	
11	Struck against object	
12	Road accident (Vehicle / Equipment)	
13	Electric Shock	
14	Electric Burn	
15	Contact with hot objects	
16	Burn injury due to Fire	
17	Chemical burns	
18	Foreign body in Eye	
19	Welding Flash in eye	
20	Gas poisoning	
21	Asphyxia (suffocation)	
22	Explosion	
23	Blasting of Detonator	
24	Defective tools / wrong tools	
25	Drowning	
26	Others	
27	Total	

Safety in charge

Project Safety In-charge

INCIDENCE RATE* OF FIRST AID CASES: _____

$$* \text{ INCIDENCE RATE} = \frac{\text{No. of Injuries} \times 1000}{\text{Average No. of workmen}}$$

INOXGFL CORPORATE OFFICEHEALTH SAFETY & ENVIRONMENT MANUAL	FIRST AID / MEDICAL TREATMENT / RESCUE	Guideline No INOXGFL/HSE/009
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1. SCOPE:

In the event of accident, all possible effort to keep on lookers from the scene must be made. The only employees required in such areas are directly engaged in assisting that in the emergency. It is known that the quicker the first aid treatment is given, the less impact the injury will have on the patient. For more serious injuries, the purpose of first aid is to maintain the injured in a stable condition until professional help arrives.

2. AIMS OF FIRST AID:

- a. To sustain the life of the casualty.
- b. To prevent his condition from deteriorating.
- c. To prevent the occurrence of further injuries.
- d. To prevent contamination.
- e. To seek medical help.

3. SHOCK:

Shock: Insufficient blood supplies to the brain, which controls the system of the body vital organ. The signs and symptoms of shock are;

- a. **Skin:** Pale, cold & clammy.
- b. **Breathing:** Rapid & Shallow.
- c. **Pulse:** Rapid & weak, Fainting & Dizziness.
- d. **Unconsciousness** (Some times).
- e. Any person who has suffered a severe injury or even someone who has narrowly escaped injury is likely to be suffering from shock.
- f. It is essential that persons administering first aid be aware of the symptoms of shock and tack action to treat these symptoms in addition to the other injuries sustained.
- g. First Aid for Shock are as follow;
 - i. Lay the person down on his back, and raise the lower limbs.
 - ii. Cover him with blanket.
 - iii. Loosen clothing on neck, chest & waist.
 - iv. Do not give any thing by mouth.
 - v. In case of Heart Attack, keep in setting position.
 - vi. Get medical help.

4. ARTIFICIAL RESPIRATION:

- a. Electric shock, gassing, drowning, or suffocation may cause breathing to stop.
- b. In absence of normal breathing, artificial respiration is needed to ventilate the lungs in an attempt to restore the normal function of the lungs / to put oxygen into the blood stream and to remove carbon dioxide from the blood stream.
- c. The technique to be used by mouth to mouth ventilation or by mouth to nose ventilation by Maintaining head tilt, chin-left position.
- d. For the above techniques, you must deliver breaths to the patient at one breath every five seconds, at

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the rate of twelve breaths per minute.

- e. Artificial respiration must be started immediately and continued until the patient recovers or until professional medical aid takes over. If you are alone, do not leave the patient to seek help until his normal breathing has resumed.

5. INJURIES:

A. CHEMICALS

- a. Actions to be taken in the event of worker accidentally comes into physical contact with dangerous chemicals are as follows it should be reported as per Annexure 9.1.
- b. If splashed by chemical, goggles should be left in place until chemicals have been washed off. Unless chemicals have entered the eyes under the goggles, eye protection should be removed only after the chemicals have been washed from the surrounding area.
- c. The eyes should be washed with clean water for at least 15 minutes. Chemicals on the skin should be washed off with water using a safety shower where available. When it is necessary to remove clothing, it should be removed while under shower or water spray medical attention is essential in their cases.

B. HEAD INJURIES:

- a. Act in cases of head injury is to get the patient under medical care without delay.
- b. No head injury should be regarded lightly. Every patient who has had even a mild injury to the head is liable to develop complications that can be serious. Treatment shall be as follows.
 - i. Loose all tight closing around neck, check & waist.
 - ii. Check to see if patient is breathing and initiate artificial breathing if required.
 - iii. Ensure that his throat and air passages are clear of secretions, foreign material and loose teeth
 - iv. Check for other injuries.
 - v. Arrange Ambulance or other transport facility for the patient to be carefully transported to a hospital.

C. BLEEDING:

- a. Every effort should be made to stop bleeding by direct pressure such as by applying a sterilized pad or dressing.
- b. Elevate the bleeding part & support in position unless fracture is suspected.
- c. If bleeding continues, apply further dressing.
- d. Hold firmly the pressure points, if necessary above the wound.
- e. The wound should be firmly bandaged. Applying mild pressure on the artery between the wound and the heart may control arterial bleeding.

D. FRACTURES:

- a. Where a fracture is suspected, the limb must be immobilized. The injured part should be elevated to reduce discomfort and swelling if possible.
- b. Fracture of the spine or pelvis must be treated with great care.
- c. The casualty must not be moved, but should be covered with a blanket and made comfortable. Competent ambulance employee should only remove him.
- d. Signs & symptoms of fracture are;
 - I. Tenderness and pain.
 - II. Swelling & Discoloration.
 - III. Deformity.

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- e. First aid for fracture is as follows;
 - i. Support the lower and upper joint of the injured part with a splint.
 - ii. Don't try to straighten or repair the fracture part.
 - iii. If the patient is unconscious as a result of head or back blows, treat as a spinal injury.
 - iv. Special care to be taken for head or spinal injuries.
 - v. Call for medical help.

E. MINOR WOUNDS:

a. GAPING ABDOMINAL WOUNDS

- i. Gently replace protruding organs.
- ii. Call a physician. Follow the next steps only if professional treatment is not available..
- iii. Cover with a damp dressing.
- iv. Hold the dressing firmly in place with a bandage. The object is to control bleeding with a pressure dressing; the bandage should be firm but not tight.

b. DEEP CHEST WOUNDS

- i. Prevent air from passing through the wounds. The lungs will collapse unless this is done.
- ii. Place a gauze or cloth pad over the wound.
- iii. Hold the pad in place with firm pressure.
- iv. A belt drawn snugly around the chest should be effective in holding the wound closed.
- v. The band around the chest should not unduly restrict breathing.
- vi. All minor wounds, cuts, and scratches should be attended to immediately, as delay increases the risk of infection.
- vii. The wound should be cleaned and then covered with a sterilized dressing or adhesive plaster. If the injury become painful, or is inflamed, medical attention should be obtain

c. IF THE VICTIM IS UNCONSCIOUS

- i. Do not move the victim unless absolutely necessary until professional help arrives.
- ii. Do not give anything by mouth.
- iii. Keep victim lying down and quiet if he regains consciousness
- iv. Keep the victim warm if the weather is cold.

d. HEAT EXHAUSTION

I. SYMPTOMS

- 1) Pale and clammy skin.
- 2) Pulse rapid and weak.
- 3) Victim complains of weakness, headache or nausea.

II. WHAT TO DO?

- 1) Have the victim lie down with his head lower than his body.
- 2) Move the victim to a cool place but protect him from chilling.
- 3) Give the victim salt water (1 teaspoon common salt dissolved in 1 quart of water) to drink.

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4) Call a physician.

e. HEAT STROKE

Some of our locations are based in western India i.e. hot area So extra efforts to be implemented towards individuals and company level.

I. SYMPTOMS

- 1) Rushed and hot skin.
- 2) Pulse rapid and strong.
- 3) Victim often is unconscious.

II. WHAT TO DO?

- 1) Call a physician.
- 2) Cool the body by sprinkling cold water or by cold applications.
- 3) If the victim is fully conscious and can swallow, give him salt water to drink.
- 4) DO NOT GIVE ALCOHOL IN ANY FORM

6. FIRST AID EQUIPMENTS:

A. FIRST AID BOXES:

- a. First aid boxes and first aid equipment must comply with local legal requirements. It should be located at defined places in Corporate Office Noida like office buildings, guard rooms and every major work places.
- b. The first aid box should be regularly checked by the Administrative Department for completeness and for replacement of out-of-date materials as stated in Annexure 9.2.
- c. A booklet shall also be kept in the first aid box detailing basic first aid techniques and the analysis done as per Annexure 9.2.
- d. A list of qualified first aiders and nearby hospitals should also be pasted / stuck on the wall / kept near first aid box.

B. TRAINING:

- a. There shall be a continuous program of first aid training given by qualified persons or recognized institutions. Such training should ensure that there is adequate first aid proficiency available! Locally to work stations at all times.
- b. Records should be kept of training given and the development of proficiency. Training by some recognized authorities does permit certificates to be issued and analysis of first aid to be done as per Annexure 9.3.
- c. Internal training on first aid to worker by the qualified first aiders shall be undertaken with normal training programs.

C. OUTSIDE MEDICAL SUPPORT:

- a. In case of an emergency that involves injured personnel, outside medical support will be required. Contact with relevant medical authorities has to be established and they have to be invited to participate in regular emergency drills in order to get familiarized with the wind site and the particular hazards.

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- b. Name & Telephone numbers of these installations (outside medical services) must be prominently displayed at least in the Corporate Office Building & first aid boxes. Normally, these numbers shall be included in the Emergency Contact List.

7. POWER TO AMEND:

- a. Any change of the manual shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the manual at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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		<h2 style="text-align: center;">Preliminary Accident Report</h2> <p style="text-align: center;">INOXGFL/SAFETY/</p>			
Date		Unit / Site		Location	
Sl. No	Description			Status	
1	Name; Age, Sex,& Designation of the injured				
2	Time of the accident				
3	Location of the accident				
4	Brief Description of the accident:				
5	Nature of Injury				
6	Unsafe Acts/Conditions which caused				
7	Safety appliances (Relevant) used				
8	Remedial measures taken to prevent reoccurrence				
9	Witness			<p>1.</p> <p>2.</p>	

HSE Member: _____

INOXGFL/Safety /	Checklist for recommended Items in First aid Kit	
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Name of Contractor :-	
Name of Site	
Date of Inspection	


**First Aid box Contents List - Annexure
9.2**

Sr.No	Item Description	Unit	Quantity in each box.	Status Available/Not Available /Expired	Remark
1	Cotton Roll – 20 gms.	No.	1		
2	Bandages of Size 2" & 3".	Packet	1 each		
3	Antiseptic ointment	(15 gms)	1		
4	Adhesive Dressing Strips (Band-Aid).	Strip	20		
5	Savalon (50 / 100 ml)(Antiseptic solution)	No.	1		
6	Simple Tourniquet	No.	1		
7	Straight Scissor (small)	No.	1		
8	Antihistaminic cream – 25 ml (Calamine Lotion)	No.	1		
9	Sterile Dressing pads of different Size	Set	2 Each		
10	Triangular bandage with safety pins	No.	1		
11	ORS (Oral Rehydration Solution)	No.	2		
12	Paracetamol – 500 mg(10 tablet strip)	Strip	1		
13	Elastic crepe bandage10 cm x 4 meters	Meters	1		

Norms:-
 Keep the first aid kit in a dry, cool location.
 Make sure the first aid kit is easily accessible and known to plant/site/office workplace.
 Some items, are with expiry dates. Check regularly and replace as necessary.
 If an item is used from the first aid kit, promptly replace it.
 Note expiry dates of the items replaced periodically on this paper.
 Please maintain these useful details in each First Aid box.

Inspection Result & Remark:- If any material not available/ Expired, Immediately refill the First aid Box.

Checked By :-	
Designation :-	
Signature	

		<h2 style="text-align: center;">Analysis of First Aid Cases</h2> <p style="text-align: center;">INOXGFL/SAFETY/</p>			
Date		Office		Location	
Sl. No	Grouping of cases based on Causatives			No. of Cases	
1	Fall From height				
2	Slip & fall on level				
3	Fall into depth				
4	Fall of materials				
5	Pressed between objects				
6	Hit by objects				
7	Breaking of grinding wheel				
8	Contact with moving grinding wheel				
9	Contact with moving parts of the machinery				
10	Soil subsidence				
11	Struck against object				
12	Road accident(vehicle / equipment)				
13	Electric shock				
14	Electric burn				
15	Contact with hot objects				
16	Burn injury due to fire				
17	Chemical burns				
18	Foreign body in eye				
19	Welding flash in eye				
20	Gas poisoning				
21	Asphyxia (suffocation)				
22	Explosion				
23	Blasting of detonator				
24	Defective tools / wrong tools				
25	Drowning				
26	Others				
Total					

Report Prepared By (HSE) _____

INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	CORPORATE OFFICE PARKING AREA SAFETY	Guideline No INOXGFL/HSE/010
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1. OBJECTIVE:

The purpose of these regulations is to establish guidelines that will not impede the flow of traffic. This is to provide parking spaces within the limits available and monitor traffic patterns and avoid congestion in the Parking lot.

2. PURPOSE:

To ensure that all employees eligible for parking lot should maintain proper order as defined in the guideline to avoid chaos.

3. GENERAL CRITERIA OF PARKING AREA:

- i. Parking area should be highly visible and well-lit area.
- ii. Stay in lanes and avoid cutting across lots.
- iii. Drive slowly and use directional signals.
- iv. Anticipate the actions of other drivers.
- v. Obey stop signs and no-parking signs.
- vi. When backing out, be mindful of vehicles and pedestrians.
- vii. Do not use more than one parking spot as it may anger another person.
- viii. Use the main building entrance — avoid rear or scheduled exits.

4. SAFETY PRECUTATION OF PARKING AREA:

- i. Always look both ways before crossing, and use sidewalks when available.
- ii. Never assume a driver can or will see you.
- iii. Avoid driving in reverse when possible. Instead, pull all the way through a parking spot to avoid backing out and dealing with blind spots.
- iv. Drive slowly – no faster than 10 mph. Drive even slower in bad weather, and remember that vehicles tend to skid in wet weather.
- v. It's best to conduct a quick, 360-degree walk-around before backing, keeping an eye out for low-lying objects
- vi. Don't rely completely on technology; look over your shoulder and use your mirrors as you back up

5. DO AND DON'T OF PARKING AREAS:

- i. Keep your valuables, including purses and recent purchases, out of sight. Always lock them in the trunk if you have to leave them in the car.
- ii. Lock the doors and roll up windows once you are in the vehicle.
- iii. Do not dig in your purse or bag.
- iv. Do not wear headphones or be distracted by a cell phone conversation.
- v. Do not carry heavy briefcases or bags that may get in the way.

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6. POWER TO AMEND:

- a. Any change of the guideline shall have to be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	DRINKING WATER AND SANITATION	Guideline No INOXGFL/HSE/010
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1. OBJECTIVE:

To ensure that employees at Corporate Office Noida are provided with potable and sufficient Drinking water and adequate sanitation facilities.

2. SCOPE:

This guideline shall be applicable employees working at Corporate Office Noida.

3. BUDGETARY ALLOCATION and RESPONSIBILITY

It shall be the responsibility of the Administration Head to include the cost of drinking water & sanitation in Office budget while formulating it. It shall be responsibility of the Office Administration to ensure availability of all such facilities at the Office as per the budget available.

4. DRINKING WATER & SANITATION FACILITIES TO BE PROVIDED AT OFFICE:

Following facilities to be provided at site is mentioned below:

a. Drinking Water

Adequate cold drinking water must be provided or made available at readily accessible and suitable places. All water supply or storage shall be at a distance of not less than 50 feet from any latrine drain or other source of Pollution. Regular testing and analysis of water shall be done through Government authorized lab to ensure its quality. Microbiological test of water to be done on periodic basis and a copy of the same is to be maintained by Administration Department.

b. Washing Facilities

- i. Clean running water should be provided for washing facility.
- ii. Soap or other suitable means of cleaning should be available.
- iii. Towel or suitable means of drying should be there.

c. Pre – Monsoon Activities

- i. Cleanliness of all drains and ensures all drains are covered near the work locations.
- ii. All the manholes shall be covered.
- iii. Proper storage of oils / chemicals.

d. Latrines & urinals

Latrines shall be provided in every work place on the following scale namely:-

- i. There shall be at least one latrine for every 25 employees.
- ii. Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.

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- iii. Construction of latrines: The inside walls shall be constructed of masonry or some suitable heat-resisting nonabsorbent materials and shall be cement washed inside and outside at least once a year. Latrines shall not be of a standard lower than borehole system.
- iv. There shall be at least one urinal for male employees up to 50 and one for female employees up to fifty employed at a time, provided that where the number of male or female workmen, as the case may be exceeds 500, it shall be sufficient if there is one urinal for every 50 males or females up to the first 500 and one for every 100 or part thereafter.
- v. The latrines and urinals shall be adequately fit and shall be maintained in a clean and sanitary condition at all times.
- vi. Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the Statutory Authorities.
- vii. Water shall be provided by means of tap or otherwise so as to be conveniently accessible in or near the latrines and urinals.

5. POWER TO AMEND:

- a. Any change of the guideline shall have to be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	WASTE MANAGEMENT AT OFFICES	Guideline No INOXGFL/HSE/012
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1. OBJECTIVE:

The Company is committed to managing activities to reduce the resources we use and, where possible, to re-use, recycle or recover resources. The Guideline provides a general procedure for Waste Management at Offices.

2. PURPOSE:

Managing waste properly also has undeniable for the environment, and for the community. Knowing more about the waste you generate, and how you can manage them can help you free up more space, time and even resources.

3. GENERIC SEGRIGATION OF WASTE:

- i. **Dry/Recyclable Waste**
- ii. **Organic Waste Management**
- iii. **Reject Waste/Sanitary Waste**
- iv. **E-Waste**
- v. **Hazardous Waste**

4. GENERATION, STORAGE AND DISPOSAL OF WASTE MATERIALS:

- a. Where hazardous waste is involved separate containers must be provided appropriate to the material being stored, used, transported or disposed of.
- b. Material storage areas will be clearly located and signed. Space permitting, key waste streams should be segregated. The segregation scheme should include appropriate training, monitoring and enforcement with clear signage and using the National Color Coding Scheme
- c. All waste will be transported from site at an appropriate frequency by a registered waste carrier to prevent overfilling of waste containment facilities and will be reused/recycled where practical.
- d. Segregation at source is to be maintained. Avoid usage of disposables, use reusables and avoid littering in public places.
- e. Handling & storage of the waste in the office premises shall be carried out as mentioned in the table.

SL. NO	WASTE DESCRIPTION	STORAGE	HANDLING
1.	Bio-degradable	Designated area	Manual
2.	Non bio degradable- Plastic	Designated area	Manual
3.	Non bio degradable- Metallic	Designated area	Manual
4.	E-Waste & Discarded Lamps	Designated area	Manual
5.	Liquid waste	Designated area	Manual
6.	Lead Acid Batteries	Designated area (Returned to Dealer/ authorized by pollution control board)	Manual

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5. E-WASTE AND HAZARDOUS SUBSTANCES STORAGE AND HANDLING:

- a. To ensure the risks associated with the use of hazardous substances are minimized, no hazardous substance will be brought on site without approval from Safety Committee. Its subsequent use will be subject to appropriate controls to ensure personnel know how to use the substance safely and only use the substance with the correct PPE.
- b. It is mandatory that before any substance likely to affect the health or safety of persons is brought to the site, a Material Safety Data Sheet (MSDS) shall be provided at least seven days prior to the product arrival and a copy maintained at the following locations:
 - i. Officer and Site Head HR & facilities
- c. The control of hazardous substances transport, storage and use must comply as per the requirements of "Hazardous Wastes (Handling and Management) Rules 2003 (as amended from 1989)" and the "Manufacture, Storage and import of Hazardous wastes Rules 1989".
- d. Usage of yellow bins for E-waste collection and E-waste should be handed over to authorized E-Waste vendor / recycler.
- e. Avoid breakage of tube light / bulbs as it contains mercury/phosphorus and is harmful. Different component of E-waste contains hazardous substances such as Lead, Mercury, Phosphorus, Lithium and cadmium need to be handled safely.

6. ANTICIPATED CONSTRUCTION WASTE STREAMS:

A number of difference waste streams are likely to arise during construction at offices. As per the requirements of Section 2 herein, the Contractor shall identify all waste streams and provide an estimate of expected waste volumes for each waste type generated within the waste stream.

7. WASTE FROM WELFARE FACILITIES AND ORGANIC WASTE MANAGEMENT:

This will primarily be food waste, paper, plastics, glass and other typically domestic refuse generated in the offices and canteen areas within the site compound, as well at office. All waste of this type shall be stored in an appropriate location, protected from wind, rain and wild animals. Facilities will be provided to segregate waste into appropriate waste streams (glass, paper etc) and minimize volumes of material stored (e.g. folding and baling of cardboard waste).

8. PACKAGING:

This includes waste materials arising from packaging of equipment or materials brought onto site, including paper, plastics and wood used for packaging turbine components, reinforcing rods, concrete formwork, cement and other raw materials. Wherever possible, packaging will be returned to originator for reuse ahead of recycling or disposal. Or they will be stored on site in a sealed skip within the construction compound and disposed of.

9. WASTE METALS:

Where there is residual metal such as from steel reinforcing rods for concrete and cabling, it is expected to have some commercial value and be suitable for re-use or recycling.

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10. CLEANING ACTIVITIES:

Cleaning activities (e.g. for plant, vehicles, wheel washes, concrete truck wash out etc) can produce large volumes of polluted water. No cleaning activities must therefore be carried out in the wind site.

11. POWER TO AMEND:

- a) Any change of the guideline shall be approved by the Head - GCHR.
- b) The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding

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INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	VISITOR SAFETY POLICY	Guideline No INOXGFL/HSE/013
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1. OBJECTIVE:

It is the policy of Gujarat Fluorochemicals Ltd. & Wind Business along with its subsidiaries that visitors are made to feel welcomed and are not subjected to unacceptable risks to their health & safety. The Company not only believes in the safety & security of its personnel's, but is also equally committed to the safety and security of the visitors who visit its various wind site locations. With these objectives the visitor's safety policy is being rolled out.

2. SCOPE:

This guideline shall be applicable all employee of GFL / GFCL EV / IWL / IGESL working at Corporate Office Noida.

3. WHO CAN BE CATEGORISED AS VISITORS:

Following can be considered as visitors:

- a. Representatives of Customers, Developers, Suppliers, Vendors, Insurance Companies, Agencies who are in business dealing with the Company.
- b. Visitors from other locations of GFL / GFCL EV / IWL / IGESL, IWL & IRL for official visits.
- c. Visitors from Government agencies & various regulatory agencies.
- d. Visitors from different organization and local villagers
- e. Visitors from Educational Institutes & Schools.
- f. Visitors from the Press.
- g. Personal visitors of employees.
- h. Ex-employees.

4. GENERAL SAFETY GUIDELINE FOR ALL VISITORS:

- a. No visitors shall be allowed to carry any firearms, stick, knife or any pointed articles inside any locations under any circumstances.
- b. All Visitors shall have to fill in the Visitors pass, make necessary entry in the Visitors Register and shall be handed over a "Visitor Identity card", which the visitor shall display during all the time during his visit in the location.
- c. All visitors, in general, shall be subject to frisking by the Security Personnel at the time of entry.
- d. No Photography shall be allowed inside the premises, only with prior permission of the Site Head.
- e. The visitors must wear the prescribed personal protective equipment's at all times while entering the office.
- f. All our facilities are "NO SMOKING ZONES". Chewing tobacco, betel nuts, pan masala and alcohol is strictly prohibited.

5. GENERAL PROCEDURE FOR ENTRY OF VISITORS:

The procedure to be followed for the visitors entry, in general shall be as follows:

- a. Visitors to be received at the main gate of Office and informs the security guard his desire to meet the concerned Employee.
- b. The Security shall allow parking of the car at the designated area only. If the vehicle is parked inside the premises, vehicle shall be checked, while visitor leaves the premises.

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c. Visitor shall be asked to fill in the visitor's register maintained at the main entrance in the prescribed format (Annexure-13.1) and declare the items he/she is carrying. Items, which are usually carried, are as

follows:

- I. Laptop
- II. CD/Pen drive/Floppy disc etc. – these items shall not be allowed in case of an unaccompanied visitor
- III. Camera - this item shall not be allowed in case of an unaccompanied visitor
- IV. Mobile phone
- V. Samples of items etc.

All these items shall be entered into the visitor's pass in the prescribed format (Annexure-13.2) and a visitor's pass handed over to the visitor. Along with this, a visitor card in the prescribed format (Annexure- 13.3). The Security shall brief each and every Visitor of the 'General Guidelines for All Visitors' as given in Clause 5 above before the Visitors Card is handed over.

d. While returning, the security guard shall ensure that the visitor hands over the visitor's card & visitor's pass duly signed by the person he has met before he leaves the premises. Security guard shall also check the items, if any, which being taken by the visitor out of the office. His personal belongings shall be matched with those as mentioned in the visitor's pass.

6. POWER TO AMEND:

- a. Any change of the guideline shall have to be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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VISITOR'S PASS

Gujarat Fluorochemicals Limited

Inox Towers, Plot No 17, Sector – 16 (A)
Noida 201301, UP

Note: Visitors must get this pass signed from the persons visited at the time of departure and return to security.

No.: _____ Date: _____

Mr./Ms. _____

Address _____

To meet Mr./Ms. _____

Deptt. _____

Purpose of Visit _____

Item being carried by the Visitor:

Laptop

Mobile Phone

Other Material

Please specify: _____

Item being deposited by the Visitor:

Fire Arm

Hazardous Material

CD/Pendrive/Floppydrive

Camera

Luggage

Other Material

Please specify: _____

Time In	Time Out	Signature
		Visitor
		Visited Person

VISITOR CARD



V

**VISITOR INOXGFL
– 001**

If found return to:
Gujarat Fluorochemicals Limited
Inox Tower, Plot No 17, Sec. 16 (A)
Noida, Gautam Buddh Nagar
Uttar Pradesh, Pin: 201301

General Safety Guideline For All Visitors

A. No visitors shall be allowed to carry any firearms, stick, knife or any pointed articles inside any locations under any circumstances.

B. All Visitors shall have to fill in the Visitors pass, make necessary entry in t

General Safety Guideline For All Visitors

A. No visitors shall be allowed to carry any firearms, stick, knife or any pointed articles inside any locations under any circumstances.

B. All Visitors shall have to fill in the Visitors pass, make necessary entry in the Visitors Register and shall be handed over a "Visitor Identity card", which the visitor shall display during all the time during his visit in the location.

C. All visitors, in general, shall be subject to frisking by the Security Personnel at the time of entry.

D. NO Photography shall be allowed inside the premises, only with prior permission of the Admin. Dept.

E. The employees organizing the visit are responsible for obtaining the permission.

F. All our facilities are "NO SMOKING ZONES". Chewing tobacco, betel nuts, pan masala and alcohol is strictly prohibited.

G. After signing the Visitors Register he shall be handed over a "Visitor Identity card", which the visitor shall display all the time during his visit in the location.

H. All visitors, in general, shall be subject to frisking by the Security Personnel at the time of entry.

INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	ELEVATOR AND STAIRCASE SAFETY	Guideline No INOXGFL/HSE/014
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1. OBJECTIVE ELEVATOR:

A lift (or elevator) is a form of vertical transportation between building floors, levels or decks, commonly used in offices, public buildings and other types of multi-story building. Lifts can be essential for providing vertical circulation, particularly in tall buildings, for wheelchair and other non-ambulant building users and for the vertical transportation of goods.

2. PURPOSE:

Elevators are one of the safest forms of transportation. It's important to all our employees not only know how to properly ride elevators, but also what to do if the elevator becomes stalled. Please reference the elevator safety tips below in any situations.

3. ELEVATOR SAFETY TIPS:

When waiting for elevators:

- Know your destination
- Push the elevator call button once for the direction you want to go in
- Look and listen for the signal announcing your car's arrival
- Be aware of health conditions that could contribute to falls or accidents
- Stand clear of the elevator doors and stand aside for exiting passengers
- If the arriving car is full, wait for the next car
- Don't attempt to maneuver in or stop closing doors, wait for the next car
- In the event of a fire or other situation that could lead to a disruption in electrical services, take the stairs

When boarding elevators:

- Allow passengers exiting the elevator to clear before boarding
- Watch your step - the elevator car may not be perfectly level with the floor
- Stand clear of the doors - keep clothes and carry-ons away from the opening
- Hold children and pets firmly
- Passengers nearest to the doors should move first when the car arrives
- Push and hold the DOOR OPEN button if doors need to be held open, or ask someone to push the button for you
- Never try to stop a closing door, wait for the next car
- Once on board, quickly press the button for your floor (not required on destination dispatch elevators) and move to the back of the car to make room for other passengers

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When riding elevators:

- Hold the handrail, if available
- Stand next to the elevator wall, if available
- Pay attention to the floor indications and announcements when provided
- If the doors do not open when the elevator stops, push the DOOR OPEN button

When exiting elevators:

- Exit immediately at your floor. Do not wait for others behind you
- Do not push the people in front of you when exiting
- Watch your step - the elevator car may not be perfectly level with the floor

In the event of an elevator emergency:

- If the elevator should ever stop between floors, do not panic, there is plenty of air in the elevator
- Never climb out of a stalled elevator
- Use the ALARM or HELP button, the telephone or the intercom to call for assistance
- Above all, wait for qualified help to arrive and never try to leave an elevator that has not stopped normally
- Emergency lighting will come on in the event of a power failure

If you are Stalled in an Elevator


1. Push the "Door Open" Button 

- If you are near the landing the door will open. You can slowly and carefully step out of the elevator. Be sure to watch your step as the elevator floor may, or may not, be level with the landing.

2. Remain Calm




- If the door does not open, you are still safe. Do not try to exit the elevator. Wait for trained emergency personnel to arrive. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and its hoistway.

3. Press the Alarm or Help Button, and Use Any Available Communication Systems

- Push the alarm button  and wait for someone to respond to you.

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- In newer elevators, there will be a phone button  instead of an alarm button . When pushed, this will place a call to a party that is trained to take action (i.e. elevator company, alarm company, etc.). It will give the exact location of the building and elevator you are in.
- Some elevators have a two-way speaker system or telephone  that will allow for communication between you and the building or rescue personnel. Do not be alarmed if you cannot be heard or if the phone does not work. Some phones are designed to only receive calls. Trained personnel should call when they arrive at the building.

4. Relax, and DO NOT Try to Extract Yourself from the Elevator

- NEVER try to exit a stalled elevator car. It is extremely dangerous. ALWAYS wait for trained emergency personnel.
- Your best course of action is to relax, get comfortable, and wait for professional assistance.
- You may be inconvenienced but you are SAFE.

Elevator Checklist to be followed as defined in Annexure 14.1

4. OBJECTIVE STAIRCASE:

A **staircase** or **stairway** is one or more flights of stairs leading from one floor to another, and includes landings, newel posts, handrails, balustrades and additional parts. Stairways are a very common walking surface in most workplaces. Falls from stairs may lead to serious injuries or even death. Employers must take measures in their workplaces to protect employees from slip, trip and fall hazards on any walking/working surface and employees have a responsibility to use stairways correctly, as intended.

5. PURPOSE:

Stair use is a simple, easy and effective way for employees to increase the amount of physical activity that employees engage in during working hours.. There is no extra cost, and often no extra time, for employees. Using the stairs is easily integrated into daily activities and associated with various health benefits.

6. BENEFITS OF USING STAIRCASE:

Benefits for employees include improved energy levels and productivity as well as increased fitness levels. Stair use also contributes to better mood, concentration, memory and self-confidence. Risk of injury and absenteeism is reduced and the risk of cardiovascular disease, diabetes and some cancers is reduced. Using the stairs reduces electricity use and supports organizational commitments to environmental sustainability.

7. PRECAUTIONS FOR USING STAIRCASE

All employees should take the following precautions when stairways are used in the workplace:

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- Always keeps one hand free to use the handrail, both going up and down the stairs.
- Avoid talking with other people or congregating on stairs.
- Be aware of the stairs and watch where you're going, even when the stairway is familiar to you.
- Wear correct and appropriate footwear, and keep your shoes tied.
- Be cautious of environmental conditions such as ice, snow, or rain accumulation that may build up on the steps of stairways.
- Stairs must be kept clean and free of trash, debris, and anything that could cause the steps to be slippery.
- Never use stairways or landings as a storage place, even temporarily.
- Only take one step at a time when ascending or descending the stairway.
- Never carry a load with both hands while going up or down the stairs.
- Never run up or down the stairs and avoid distractions like reading a newspaper or looking at your cell phone.
- Tread surfaces and floor surfaces leading to the stairway should be slip-resistant

POWER TO AMEND:

- a. Any change of the guideline shall be amended by the Head GCHR
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own in creations it deems fit from time to time. The decision of the management shall be final and binding.

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GUJARAT FLUOROCHEMICALS LIMITED

Elevator Safety Checklist

	Yes	No
Is the elevator in good working order as far as it relates to		
1. Proper leveling.	[...]	[...]
2. Door reopening device.	[...]	[...]
3. Button function.	[...]	[...]
4. Indicator.	[...]	[...]
5. Alarm bell.	[...]	[...]
6. Emergency telephone if available?	[...]	[...]
7. Is the floor in each elevator and hoistway area well-maintained and free of slipping hazards?	[...]	[...]
8. Is each elevator area well-lit so that passengers can view misleveling easily?	[...]	[...]
7. Are all internal fire doors closed (not wedged open)?	[...]	[...]
8. Are final exit doors clear and unobstructed on both sides?	[...]	[...]
9. Do final exit doors open easily?	[...]	[...]
10. Are external pathways from the exits away from the building clear?	[...]	[...]
Signs		
11. Are escape route signs clearly visible and legible?	[...]	[...]
12. Do signs indicate the nearest escape route from all workplaces?	[...]	[...]
13. Are internal fire doors labelled?	[...]	[...]
14. Do external fire doors have opening instructions shown?	[...]	[...]
Emergency lighting (if present)		
15. Are all emergency light indicators illuminated (if present)?	[...]	[...]
16. Are all covers, diffusers, etc. present and fitted?	[...]	[...]
17. Do emergency lights illuminate for a minimum of 10 minutes when the electricity supply is disconnected (must be done each month)?	[...]	[...]

Fire Alarm (if present)

18. Is the alarm sounded weekly? [] []
19. Do all break glass call points have covers / glass / plastic panel fitted? [] []
20. Are all call points clearly visible and unobstructed? [] []
21. Are signs present over each call point? [] []

4. Is the elevator in good working order as far as it relates to:

- Proper leveling YES NO
- Door reopening devices YES NO
- Button function YES NO
- Indicator YES NO
- Alarm bell YES NO
- Emergency telephone if available? YES NO

5. Is the floor in each elevator and hoistway area well-maintained and free of slipping hazards?

YES NO

6. Is each elevator area well-lit so that passengers can view misleveling easily?

YES NO

7. Does the elevator have working emergency lighting? (Request elevator mechanic to test when on site)

YES NO

8. Are you familiar with the elevator control buttons that passengers may need to use? (Door open, Alarm, etc.)

YES NO

9. Are plants or furniture close enough to the elevator that they may present a tripping hazard?

YES NO

10. Is the elevator clearly marked?

YES NO

11. Are the elevator interiors and hoistway entrances clean?

YES NO

12. Are the stairways clearly marked for use during a fire or when the elevator is out of service?

YES NO

Date of Inspection: _____

Inspected by : _____(Electrician)

Reviewed by : _____(Administration Executive)

INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	HOUSEKEEPING SAFETY AT THE CORPORATE OFFICE	Guideline No INOXGFL/HSE/015
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1. PURPOSE:

Housekeeping and workplace hygiene means providing adequate sanitation and hygiene facilities that are regularly cleaned and maintained so they do not pose a health and safety risk to employees.

2. OBJECTIVE:

Good housekeeping practices also help you control problems by eliminating tripping hazards, making sure floors are never slippery and keeping exit routes clear. Furthermore housekeeping should be made a habit as it triggers the health and safety to the workplace.

3. GENERAL CRITERIA OF OFFICE HOUSEKEEPING:

Poor housekeeping poses a variety of risks to the health and safety of workers. Workers may slip, trip, trip, or fall over material and / or they may collide with inappropriately placed Poor housekeeping poses a variety of risks to the health and safety of workers. Workers may slip, trip, or fall over material and / or they may collide with inappropriately placed material. The obstruction of exit routes by poorly stored material can result in delayed escape in an emergency whilst improper stacking of objects can lead to objects falling on persons. Inadequate and infrequent disposal of combustible.

To help guard against these hazards in the office the following should be adhered to:

- i. All furniture, fittings and equipment should be arranged so that staff can move about without collision with desk corners, filing cabinets, etc. Edges that are frequently collided with should be cushioned.
- ii. Filing cabinets should be arranged so that their drawers can be fully opened when in use.
- iii. Only one drawer of a filing cabinet should be opened at any one time. All drawers must be closed after use.
- iv. Electrical or telephone cables must not trail unprotected across the floor. Where required cable covers or ramps should be requested or to install additional sockets in a suitable location.
- v. Chairs, desks or drawers should never be used to access shelving or any other elevated area. Stepladders or kick stools must always be used.
- vi. All items stored above head level must be positioned properly to prevent falling.
- vii. The mains power supply must be disconnected before attempting to move electrical equipment.
- viii. All damaged floor coverings, furniture equipment or other office equipment should be removed from use if required and replaced or

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- repaired as necessary.
- ix. Defects in lighting fixtures must be reported to office management / departmental management
 - x. All signs of vermin should be reported at once to your departmental manager.
 - xi. Washrooms and Floor areas must be kept clear of materials and litter as per Annexure 15.1.
 - xii. The areas around workstations must be kept tidy as per Annexure 15.2.
 - xiii. All spillages must be cleaned up immediately. If you spill any liquids e.g. coffee, clean it up yourself immediately.
 - xiv. Sufficient refuse bins should be provided in office areas and emptied on a regular basis
 - xv. Dangerous wastes, e.g. broken glass, must be carefully disposed of.
 - xvi. No staff member may attempt to repair or modify any equipment for which they have not received the proper training; please make a maintenance request and inform your superior.
 - xvii. All walkways, exit routes and emergency exit doorways must be kept free and clear from obstruction.
 - xviii. While cleaning at height proper safety gears and procedures need to be maintained as per Annexure 15.3.

4. HIGHT WORK SAFETY

Working at heights means that an individual is working in a place that requires necessary precautions to prevent them from falling at a distance, resulting in serious injury. Falls from ladders, scaffolding, and lifts onto debris can cause serious injury even when the height is perceived to not be dangerous.

THE DO'S AND DON'TS OF WORKING AT HIGHTS

DO as much work as you can while you are on the ground.

DO make sure that the employees can safely move to and from the area where they are working at height.

DO ensure that the equipment that you're using for the job is strong, stable and suitable enough to get the job done. Inspect and maintain them regularly.

DO be careful when you are working near to a fragile surface.

DO ensure that you are protected from falling objects.

DO make preparations for emergency evacuations and rescues.

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DON'T overload the ladders that they are working on, with equipment or materials.

DON'T try to reach too far when you're on a ladder or stepladder.

DON'T use ladders or stepladders to do work that entail heavy or strenuous tasks. Only use them to do work that's quick and light.

DON'T allow incompetent workers do any work at height.

DON'T lean or place the ladder on or fragile upper surfaces.

DON'T stay quiet when you feel someone is compromising their own safety or the safety of others.

POWER TO AMEND:

- a. Any change of the guideline shall be amended by the Head GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the guideline at its own discretion it deems fit from time to time. The decision of the management shall be final and binding.

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GUJARAT FLUOROCHEMICALS LIMITED

WASHROOM CHECKLIST

SITE :

Area/Location :

DATE	TIME	 Mirror	 Basin	 Handwash	 W.C	 T/ Roll	 Urinal	 Floor	 Wall	 Dustbin	 Odour	Checked & Remarks by

GUJARAT FLUORO CHEMICAL LIMITED



Daily Cleaning Checklist

Annexure 15.2

Location/Site:

	Description /Area		Cleaning Status	Remarks
	Date			
	Days			
Reception Area, Meeting Room, Ground Floor		Activities	Yes/No	
1	Entrance Glass Door	Clean&Stain free		
2	Sofas&Tables	Clean&well aligned		
3	News Paper & Magzines	Clean &in Proper position		
4	Dustbins	Empaty & Clean		
5	Floor	Cleaned & Buffed		
Meeting Rooms				
6	White Board	Wipe&Clean		
7	Marker & Duster	Check & In working Condition		
8	Flip Chart with stand(on request)	Check & Neatly arranged		
9	Tables & Chairs	Dusting,Wiping&Aligning		
10	window Glass	Cleaned		
11	Blinders	Cleaned		
12	Carpet	Cleaned&Vaccumed		
13	Dustbin	Empaty & Clean		
14	Light & Fixture	Cleaned&Working		
Cafeteria				
1	Entrance Door	Cleaned &Dusted		
2	AC & Exhaust Grills	Cleaned		
3	Cobvebs	Free From Cobwebs		
4	Light & Fixture	Choked & Cleaned		
5	Floors	Cleaned		
6	Wash Basin	Cleaned		
7	Tables & Chairs	Clean		
8	Dust bins	Empaty & Clean		
9	Water cooler	Cleaned & Replanned		
10	Vending Machine	Cleaned		
11	Microwave Machine	Cleaned		
12	Refrigerator	Cleaned		
13	Cupbourds	Cleaned		
14	Telephone	Cleaned & Disinfectent		
Work Station				
1	Tables & Chair Top	Dusting,Wiping&Aligning		
2	System & Key Bourd	Cleaned		
3	Telephones	Cleaned & Disinfectent		
4	Chairs	Cleaned		
5	Dustbins & Liners	Empaty & Clean		
6	Carpet & Floors	Cleaned		
7	AC & Exhaust Grills	Cleaned		
8	Ceiling Fans	Cleaned		
Cabins				
1	Tables & Chair Top	Dusting,Wiping & Aligning		
2	System & Key Bourd	Cleaned		
3	Telephones	Cleaned		
4	Chairs	Cleaned		
5	Dustbins & Liners	Empaty & Clean		
6	Carpet& Floors	Cleaned		
7	AC & Exhaust Grills	Cleaned		
8	News Paper & Magzines	Available & arranged Neatly		

Observation if Any;

Housekeeping Supervisor Sign	GFL / GFCL EV / IWL / IGESL Representative Sign
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CHECKLIST FOR WORKING AT HEIGHTS

This checklist provides the basic requirements for working safely at heights. Occupiers and employers should ensure and maintain a safe working environment for working at heights. This checklist is non-exhaustive and users are recommended to make the necessary customisation to suit the work processes and conditions at the workplace.

S/N	Items		Remarks
Section A: General Requirements			
1	Every open side or opening into or through which a person may fall is covered or guarded by an effective barrier to prevent falls.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Where covers are used for openings, are these covers securely fixed to prevent accidental displacement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Every open side of a staircase is provided with a substantial handrail and lower rail or other effective means and maintained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Secure handhold and foothold is provided for any person who has to work at a place from which he would be liable to fall: (a) a distance of more than 2m; or (b) into any substance which is likely to cause drowning or asphyxiation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If item 1 is not practicable, other suitable means such as travel restraint systems or fall arrest systems should be provided. (Refer to Section D)		
5	Where any work at height is to be carried out, is safe means of access to and egress provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section B: Work Planning and Risk Management			
6	Is there a Fall Prevention Plan (FPP) developed and implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Where hazardous work at height is carried out, is a permit-to-work (PTW) for hazardous work at height available and implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Has risk assessment (RA) been conducted and are safe work procedures (SWP) developed for the works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Are the hazards and risk control measures communicated to all workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section C: Processes and Procedures			
10	Have all workers received the necessary instruction, information and training for them to perform work at heights?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Is there adequate supervision to ensure that safe work practices for working at heights are in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section D: Protection Systems (This section applies to instances where fall arrest or travel restraint systems are employed.)			
12	Is the condition of the workplace suitable for implementation of a fall arrest or travel restraint system? (i.e. sufficient height clearance for fall arrest, distance from anchorage point or static line to the edge of opening and length of safety harness or restraint belt etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Is sufficient and secured anchorage provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	If "yes" for S/N 13, is the anchorage point or lifeline being used by the workers who are working at height?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Are workers instructed on the proper method to wear and use the safety harness or restraint belt, as well as attach it to the lifeline or anchorage point?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Are the anchorage and anchorage line of the travel restraint system or fall arrest system inspected by a competent person before use by the workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section E: Ladders and Step-Ladders			
17	Is every ladder and step-ladder used of good construction, sound material and adequate strength for the purpose for which it is used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18	Where a ladder is used for access or as a working place, are adequate handholds provided to a height of at least one metre above the place of landing of the highest rung to be reached by the feet of any person on the ladder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19	Does the ladder or step-ladder have level and firm footing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20	Is the ladder or step-ladder secured so as to prevent undue swaying?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section F: Formwork Activities			
21	Where formwork erection, dismantling or shifting is to be carried out, is a method statement, safe work procedures and risk assessment for the works available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22	At the fixed edge of the formwork structure, is the open side guarded by effective means to prevent falls?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23	At the moving edge of the formwork structure, is the opening adequately covered or guarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24	If "no" for S/N 23, is a travel restraint or fall arrest system provided? (Refer to Section D)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25	Where openings are present on the formwork structure, is the opening adequately covered or guarded to prevent falls?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

26	<p>Where there are gaps or transitions between two or more formwork structures:</p> <p>(a) Is the gap or transition adequately covered and supported?</p> <p>(b) Has the transition been designed by a Professional Engineer (PE)?</p> <p>(c) Is the transition constructed in accordance to the PE's design?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
27	<p>Are persons involved in formwork (i.e. formwork supervisor, formwork workers) adequately trained?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
28	<p>Where proprietary formwork systems are used, are brand-specific training provided to the formwork supervisor and workers?</p> <p>Are hazards and control measures that are specific to the system (e.g. for erection and dismantling) highlighted to the workers?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Safety Incharge

Housekeeping Supervisor

INOXGFL CORPORATE OFFICEHEALTH SAFETY & ENVIRONMENT MANUAL	CAFETERIA AND PANTRY SAFETY	Guideline No INOXGFL/HSE/016
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1. OBJECTIVE:

The basic objective is to have a common area where in all employee can have their lunch together and work station littering can be avoided. You can inculcate the habit of a healthy lifestyle among your employees by providing them with healthy options to munch on. The common Cafeteria area will develop healthy relationships among your employees

2. PURPOSE:

This is one of the easiest ways you to create awareness about healthy eating. Seeing their colleagues following a healthy lifestyle, employees will be motivated to do the same. They improve cognitive abilities. Employers will thus have the power to influence the lifestyle their employees are leading.

3. GENERAL SAFETY HYGINE RULES FOR CAFETERIA AND CANTEEN:

- i. It's important to inform your employees that the food prepared and supplied in the cafeteria is hygienic and maintain required quality as defined in Annexure 16.1. This ensures trust and confidence in the employees.
- ii. The cutlery such as plates, spoons, forks, and bowls should be properly cleaned every day and kept on clean surfaces. Tissue papers and sanitizers are provided for employee use.
- iii. The ambiance of the canteen areas should not be dull and gloomy. The seating arrangements should be done right so that employees can sit comfortably as per Annexure 16.2.
- iv. Dustbins should be placed at the corner areas and should be cleaned and unloaded regularly.
- v. The washrooms must not be exactly near the cafeteria. It should be constructed at a proper distance.
- vi. The signboards such as 'Don't waste food' can be placed in the cafeterias to warn the employees to not waste the food.
- vii. Water purifiers, dispensers, tea and coffee machines must be cleaned regularly as per Annexure 16.3.
- viii. The company must ensure ventilation in the cafeterias as employees can feel smothered
- ix. Pest Control is done in the cafeteria periodically so as to avoid any food outbreak in the organization.
- x. The house-keeping personnel is entitled to clean the floors, sinks and the tables frequently.
- xi. The lights in the cafeteria should be such that the food eaten can be seen and the other contaminants.
- xii. The personnel serving the food must be informed to be clean and follow personal hygiene.
- xiii. Mosquito killing machines must be stationed in the cafeterias to avoid the contamination.
- xiv. Water Testing must be done at least twice a year.
- xv. Ensure the indoor air quality in the cafeterias is maintained at a decent level.
- xvi. Posters of good eating habits and nutritious healthy food can be stuck on the walls of the cafeteria to spread awareness on food safety and health.
- xvii. Proper training to the personnel on food safety can be helpful in avoiding major food outbreaks.
- xviii. To ensure installation of exhausted fan in the cafeteria.
- xix. Fire extinguisher to be installed in the cafeteria area.
- xx. First aid box to be installed in the cafeteria.
- xxi. Electrical fitting and fixtures should be installed properly in the cafeteria.
- xxii. Proper display on safe use of electrical appliances like Microwave, Induction etc.

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- xxiii.** Please use utensils that are suitable for use in a microwave oven, such as ceramics, heat-resistant glass containers and microwave-safe plastic containers. Do not use metal utensils or containers with metal components for microwave cooking.
- xxiv.** The cooling / heating function or the power of the water dispenser should be turned off when the distilled water in the machine is used up and cannot be refilled in time.
- xxv.** Do not turn on the microwave oven without any food inside.
- xxvi.** Do not microwave any eggs (with or without the shell), nuts or closed containers (such as canned food), otherwise it may cause explosion.

7. POWER TO AMEND:

- a. Any change of the manual shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the manual at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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**Canteen Employees Hygiene Checklist
(Frequency: Daily)**

DOC NO. :

Month of Inspction:

Annexure 16.1

Sr.No.	Name	Check points (For OK - √ For not ok -X)	Date																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
2		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
3		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
4		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
5		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
6		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
7		Hair																															
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		Skin infection																															
		Overall Cleanliness																															
8		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
9		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
10		Hair																															
		Nail																															
		Skin infection																															
		Overall Cleanliness																															
Signature of canteen contractor :																																	

Note: **For OK - √**
For not ok -x

Monthly Reviewed by HR/Admn Executive/Manager :

Canteen Inspection Checklist

(Frequency: Weekly)

DATE : _____

Annexure 16.2

Location: – GFL / GFCL EV / IWL / IGESL, NOIDA
Time: _____

Cleanliness of Canteen.	Observations/ Audit Findings	Remarks
1. How are floors, counters and tables cleaned?		
2. How is the raw food cleaned before preparation?		
3. Is the surface wiped with clean cloth?		
4. Is the wiping cloth washed, disinfected and dried in sun light.		
5. Are utensils cleaned and washed with Luke warm water and detergent?		
6. Are vegetable cleaned first and then washed and cut before preparation?		
7. Is segregation of waste material as wet and dry done?		
8. Are waste containers closed or opened?		
9. Last date cleaning of the fridge.		
10. Date of cleaning of storage racks.		
11. Last date washing of the canteen floor.		
Storage of raw food		
1. Is the raw food kept in tight container?		
2. Are they racked in proper way on the storage racks?		
3. Are vegetable stored properly?		
Storage of cooked food		
1. Is food always kept covered?		
2. Is food steaming hot and properly cooked before serving?		
3. Are separate tongs used for different type of food?		
4. Is food menu displayed on notice board?		
Waste Management Method		
1. Is segregation of canteen waste in dry / wet done.		
2. Are there two separate containers for collection of the waste?		
3. Do the containers have lids and always closed?		
4. How is the disposable of waste done? Recycle/feeding to animals/ compost pit/bury method.		
Water		
1. Is clean water from aqua guard or RO plant used?		
2. Is the drinking water container kept covered?		
3. Is water container kept at height?		
4. Is the surrounding of water sources kept cleaned?		
5. Are the drinking water cooler and washing area separate?		



Canteen Inspection Checklist
(Frequency: Weekly)

DATE : _____

Annexure 16.2

Safety		
1. Are gas cylinders outside building premises?		
2. Dose the gas cylinder have a proper connecting gas pipeline?		
3. Is fly trap in working condition and placed near by the food serving counter?		
4. Is kitchen exhaust in working condition?		
5. Are Aqua guard / RO plant checked frequently for its working condition and maintained properly?		
6. Is fire extinguisher present? Are canteen employees trained for use of the fire extinguisher?		
7. Is there schedule for cleaning of fridge displayed and maintained?		
Personal Hygiene- Food Handlers		
1. Do the food handlers wash their hands with soap after coming from wash room and before cooking and cutting the food material?		
2. Are finger nails of food handler trimmed weekly/ whenever they grow?		
3. Is the food served wearing plastic disposable gloves? Is care taken not to handle other articles during food severing?		
4. Are hair tied and cap worn during food preparation and serving?		
5. Are clothes clean and tidy?		
7. Do all food handlers gone through Medical fitness before placement and periodical checkup?		

Inspected by: _____ (Administration Executive)

Reviewed by: _____ (Head – HR/Administration)

GUJARAT FLUOROCHEMICALS LIMITED

Tea – Coffee vending machine checklist

Date: _____
Floor: _____

General Check List

		Yes	No
A	SAFETY		
1	Effecting Earthing	----	----
2	Good condition of 3 Pin 15 Amp Plug & Socket	----	----
B	HYGIENE	Yes	No
1	Cleaning & Operational Instruction Sticker	----	----
2	Visibility of Insect & cockroaches etc.	----	----
3	No. of Gel spots found:	----	----
C	PART CLEANED	Yes	No
1	Mixing Unit	----	----
2	Silicon Tube	----	----
3	Dispensing Nozzle	----	----
4	Canisters	----	----
5	Machine Body (inner & outer)	----	----
6	Boiler Tank & Water Tank	----	----
7	Working of exhaust fan	----	----
8	Drain Pipe	----	----

Remarks if any: _____

Sign. Of Pantry Boy

Sign. Of Supervisor

INOXGFL CORPORATE OFFICE HEALTH SAFETY & ENVIRONMENT MANUAL	HVAC SAFETY OF OFFICES	Guideline No INOXGFL/HSE/017
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1. OBJECTIVE:

The basic objective of a Heating, Ventilation and Air – Conditioning (HVAC) system is to help in maintaining good indoor air quality through adequate ventilation with filtration and provide thermal comfort. However, sealed buildings with appropriately designed and operated HVAC systems can often provide better indoor air quality than a building with operable windows.

2. PURPOSE:

The purpose of HVAC Safety in office is to make you aware of any hazards that are present and that may cause injury. With the information presented prior to the task, you will develop good quality job habits that will ensure safety.

3. GENERAL SAFETY RULES OF HVAC SAFETY:

- i. **Electrical Safety** – There should be proper match of current flow and if there is mismatch between the capacity of the HVAC unit and demand, it may cause blown fuse and damage the compressor.
- ii. **Toxic Leaks** – Ensure that joint and connection pipes are tightly installed and its leakage proof.
- iii. **Corrosion** – The joint of gas line connected to HVAC unit gets corroded so it need to be checked on frequent intervals to avoid any miss happening.
- iv. **HVAC Filter** – It need to be ensured that air filters are not clogged and properly maintained to avoid fire and save energy.
- v. **Exhaust Rate Monitoring** – It need to be ensured that proper maintenance of exhaust fan to avoid workplace fire.
- vi. **Duct Cleaning** - Regular inspection and cleaning of duct to ensure healthy working environment in office and avoid microorganism.
- vii. **Sensors and Temperature Devices** – Get the sensors and temperature devices checked on regular intervals to avoid damage to HVAC system.
- viii. **Wear right safety gears** – The technician coming for maintenance of HVAC system should use proper safety gears.
- ix. **Air Quality Monitoring** – Checking the quality of air to avoid dust, pollen, gas vapors, harsh chemicals etc.
- x. **Water Outlet** – With water leaks, the biggest danger is the development of mould, mildew and fungi. When your HVAC system’s drain line gets blocked up because of excess water, debris, algae and other contamination ,it can overflow the drill pan and leak out into surrounding areas.

Inspection to be done as defined in Annexure 17.1.

7. POWER TO AMEND:

- a. Any change of the manual shall be approved by the Head - GCHR.
- b. The management shall have the overriding right to withdraw and / or amend the manual at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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SAFETY CHECK LIST OF HVAC SYSTEM

Sl. No	Particular	Good	Atten.	Repair	Remarks
1	Checking of the condenser coil				
2	Checking all electrical wiring and connection of HVAC Device.				
3	Checking of the blower belt wear, tension and adjust				
4	Check compressor contractor				
5	Visual inspect compressor and check amp. Draw				
6	Checking of the starter capacitor and potential relay				
7	Replace air filter or clean reusable type of fitting				
8	Install gauges and check operating pressures				
9	Check refrigerant level and advised if adjustment				
10	Check condenser drains & Pan				
11	Check expansion valve and coil temperature				
12	Checking of all sensors and devices				
13	Checking of all ducts				
14	Checking of all air filters				
15	Checking of all blower fans				

Technician Signature

Safety Coordinator Signature