



Date: 05-03-2019

## Health and Safety Policy

### Health and Safety Policy Statement

It is the stated policy of Kothari Processors Pvt Ltd that health and safety is critical to our success. A business which has poor management of health and safety is generally one which is poorly managed in all aspects of its undertaking.

In particular, we undertake to:

- ❖ Provide adequate control of the health and safety risks arising from our work activities.
- ❖ Consult with our employees on matters affecting their health and safety.
- ❖ To provide and maintain safe plant and equipment.
- ❖ To ensure safe handling and safe use of substances.
- ❖ To provide information, instruction and supervision for employees.
- ❖ To ensure all employees are competent to do the work required and to give them training where needed.
- ❖ To prevent accidents and causes of ill health arising from their work.
- ❖ To assess the risks to which our employees are exposed at work.
- ❖ To review our health and safety policy, risk assessments and control arrangements as necessary.
- ❖ To comply with the Health and Safety at Work etc. Act 1974 and other applicable legislation.

Prime responsibility for health and safety within the business rests with Mr. Manabendra Das who is the board-level individual who will ensure that all rules and regulations which are pertinent to the business are complied with. Responsibility for performance may be delegated as necessary but overall responsibility rests with the above nominee.

Health and safety performance however is not the sole responsibility of any one person with each employee being required to take all reasonable care to control risks faced by themselves or others who may be harmed by their acts or omissions. The company will support people in these health and safety activities. Further information is given in the Health and Safety Responsibilities, while the arrangements for health and safety are detailed in our Health and Safety Procedures



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## Health and Safety Responsibilities

### **Managing Director**

Overall responsibility for health and safety within Kothari Processors Pvt Ltd rests with the Managing Director. The holder of this office shall ensure that sufficient resources are made available for the implementation, development and sustainability of the health and safety programme. The Managing Director will give equal weight to health and safety considerations when making business decisions, where appropriate.

### **Directors and Managers**

The Directors and managers of the company have a duty to implement Kothari Processors's health and safety policies for the area under their control. In addition, these positions include the following responsibilities:

- ❖ Identify training needs and allocate resources to allow training to take place, including releasing employees from their tasks to enable them to attend training. Records for training must be retained and a system of regular review undertaken to ensure training is relevant to the work.
- ❖ Conduct regular inspections of the workplace under their supervision, collate and review the results and implement changes/improvements as necessary. All managers should keep themselves up to date with industry standards and advances in work equipment, work techniques and legislative changes which may affect the safety of employees.
- ❖ Promote a safety culture within the workplace by always striving to set a good example for others to follow, encouragement of safe working practices and the active discouragement of unsafe working practice.
- ❖ Ensure that risk assessments that cover their area of responsibility are complete, up to date and relevant to the current work.



- ❖ In conjunction with the Managing Director, set targets for the business and individuals where appropriate for the continued improvement in health and safety performance of the company.
- ❖ Provide and maintain a health and safety committee or forum for communicating health and safety information to employees and as a basis for hearing employee ideas and concerns relating to their health, safety and welfare.
- ❖ Identify and nominate competent persons to deal with emergencies, provide health and safety advice and appoint an employee representative or representatives to sit on the health and safety committee or forum

## PERSON RESPONSIBLE FOR H&S

### Employees

All employees have a duty to comply with all company policies, legislation, instructions and warning signs with regard to health and safety matters. Employees are encouraged to speak to their manager or supervisor if they have any concerns regarding any health, safety or welfare concerns while at work. In addition:

- ❖ Employees must use work tools and equipment for the purpose it was designed for and only if they have been trained to do so.
- ❖ Employees must attend training provided by the employer.
- ❖ All employees must use any work related PPE and RPE provided for those tasks that require it and report any damaged or missing equipment to their manager as soon as possible.
- ❖ All work related accidents, injuries, dangerous occurrences, near misses or suspected breaches of policy must be reported to the employees' immediate supervisor as soon as is practical.



## Arrangements

The following section gives detail on how Kothari Processors manages the various aspects of its health and safety arrangements. In some cases further detail is given in additional procedures and where relevant these are referenced for further reading.

## Accident Management

Specific detail is given in the following documents:

- ❖ Procedure: Accident Management
- ❖ Procedure: First Aid
- ❖ Document: First Aid Risk Assessment

Facilities for first aid are as detailed in the above risk assessment and procedures. This also includes provision of an Accident Book, along with RIDDOR reporting.

## Chemicals

Harmful chemicals are not used as part of Kothari Processors undertaking although some basic cleaning chemicals may be present on site. Cleaning is undertaken by contractors but Kothari Processors will hold data sheets (MSDS) for any cleaning chemical used by the contractors or stored on site which has a hazard warning identification.

## Consultation

Kothari Processors has a duty to consult with employees on issues which may affect their health and safety whilst at work. Kothari Processors also recognises that consultation as defined in the regulations is a two-way process and is not limited solely to informing individuals of what is to happen on specific issues. All employees are encouraged to raise health and safety issues with the nominated Health and Safety Co-ordinator as needed and the Health and Safety Co-ordinator will consult with employees directly on health and safety issues as they arise.



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## Contractors

Contractors may be used by Kothari Processors Construction and erection activities. Kothari Processors shall ensure:

- ❖ Work activities are designed to minimise risk.
- ❖ Contractors engaged by Kothari Processors maintain minimum standards of health and safety.
- ❖ Kothari Processors will maintain vigilance and oversight of contractors where engaged.

## Fire

As required by the Regulatory Reform (Fire Safety) Order 2005, Kothari Processors will maintain a fire risk assessment for the premises occupied. Kothari Processors will review this assessment at least annually and will have an ongoing plan in place to manage fire risks as advised by the risk assessment. The initial fire risk assessment will be undertaken by a competent person with further reviews being made in-house or externally as required. Kothari Processors will maintain a monthly inspection of its health and safety provision, including fire safety precautions such as exit doors, routes and extinguishers. Kothari Processors will provide employee fire awareness training as determined by the fire risk assessment.

- ❖ Document: Monthly Health and safety Inspection
- ❖ Procedure: Fire Safety

## Health Surveillance

There are currently no activities undertaken within Kothari Processors which may necessitate health surveillance (e.g. high noise levels, exposure to specific chemicals or skin irritants, fork lift drivers, night workers, etc.). The Health and Safety Co-ordinator will review this periodically and will initiate such surveillance determined as necessary by the risk assessments or legislative requirements.



## Heights

Kothari Processors employees carry out work that involves working at height. Working at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves. In other words, that is if the person:

- ❖ Works above ground level
- ❖ Could fall from an edge, through an opening or fragile surface
- ❖ Could fall from ground level into an opening in a floor or hole in the ground

Kothari Processors maintain a procedure giving specific detail on this. Related procedure: Working at Heights

## Personal Protective Equipment (PPE) and Clothing

On occasion, specific jobs may require the use of PPE and clothing. Where a need for it is required by risk assessment, Kothari Processors will provide all necessary PPE and this will be at no cost to the employee. If PPE is required this will be arranged by the Health and Safety Co-ordinator. When users are given an item of PPE they will be given specific instruction in its safe use and maintenance. E.g. storing hard hats out of direct sunlight to prolong their useful life. Employees are expected to provide suitable standard clothing to enable them to do the job but in specific circumstances Kothari Processors may agree to provision of individual items of outdoor clothing as needed.

## Training

Kothari Processors recognises that health and safety training has a beneficial role to play within the organisation and is necessary to allow various individuals to perform the tasks expected of them. Kothari Processors will provide the necessary resources for training as necessary (e.g. legally required, arising from risk assessments, identified by job reviews, etc.) and will provide all such training during working hours. Kothari Processors will maintain records of all training attended and will provide refresher training where necessary. The Health and Safety Co-ordinator will maintain a record of training requirements for each employee or job function and will ensure that such training is provided.



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## Workplace and Work Equipment

Inspections will be completed monthly using the form assigned by the Health and Safety Co-ordinator and records of all inspections kept for a minimum period of three years. will provide and maintain a safe workplace and to this end will undertake a monthly health and safety inspection programme. This will be overseen by the Health and Safety Co-ordinator. Inspections will be completed monthly using the form assigned by the Health and Safety Co-ordinator and records of all inspections kept for a minimum period of three years.

*Shailendra Kumar Jha*

Shailendra Kumar Jha

General Manager

