

Occupational Health & Safety Management System Manual



OHS POLICY

Doc No.-OHSM/09

Rev No.- 00

Date : 01/01/2017

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OCCUPATIONAL HEALTH AND SAFETY POLICY

Nagata Auto Engineering India Pvt. Ltd.

Policy objectives: -

- To ensure health, safety and wellbeing (HS&W) is an integral part of our business and is actively supported through management leadership and commitment.
- To protect the Company from any legal charges by applying national legislation.

The policy

It is the Health & Safety Policy Statement of the Nagata Auto Engineering India Pvt. Ltd.

Our statement of general policy is to:

- Provide adequate control of the Health & Safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe equipment;
- Provide and maintain adequate personal protective equipment's (PPEs);
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work related ill health;
- Maintain safe and healthy working conditions;
- Review and revise this policy as necessary at regular intervals



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Responsibilities

Overall responsibility is that of Mr. Mittul Soni, Director Cum CEO, Nagata Auto Engineering India Pvt. Ltd. Day to day responsibility for ensuring this policy is put into practice is delegated to Mr. C S Sharma Manager under Factories Act, 1948. They are authorized to take help from Competent Persons. They are also responsible to ensure Health and safety standards are maintained and improved.

Company responsibilities

The Directors have responsibility for developing an overall policy for staff training incorporating health and safety awareness. Factory manager/Safety officer has a key role in promoting awareness of, and developing positive attitudes to health and safety at Nagata.

With the help of designated staff, Director Cum CEO shall be responsible for drafting, developing and updating policy, instruction and guidance on behalf of the company.

Employee responsibilities

- Must co-operate with Directors on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Have a duty to report all health and safety concerns to an appropriate person as detailed in this policy statement.

Management of Health & Safety

Key areas of Health & Safety risks arising from our work activities:

- Regular computer use
- Electricity
- Hot work activities
- Manual handling & Solo working
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Smoking
- Hygiene & welfare

Risk assessments will be undertaken by Factory manager/Safety officer and the finding of the risk assessment will be discussed at Directors meeting and any corrective action undertaken.



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Action required to remove / control risks will be approved by the Directors. Director Cum CEO & Factory manager/Safety officer are also responsible for ensuring that the action required be implemented and for checking that the actions have removed / reduced the risks.

Assessments will be reviewed every twelve months / or when the work activity changes.

Consultation with employees

Employee representatives are designated on rotation basis and consultation with employees is provided via the monthly staff meeting and monthly Directors meeting.

Safe plant & equipment

All staff & Directors are responsible for identifying equipment needing maintenance and report to the board of Directors.

The Directors are also responsible for:

- Ensuring that effective maintenance procedures are drawn up.
- Ensuring that all identified maintenance is implemented.
- Checking that new equipment meets health and safety standards before it is purchased.

Safe handling of substances

The Directors are responsible for identifying substances requiring a COSHH (Control of Substances Hazardous to Health) assessment, for undertaking COSHH assessments, for ensuring that all actions identified in the assessments are implemented and for ensuring that all relevant employees are informed about the COSHH assessments.

Assessments will be reviewed every six months or when the work activity changes, whichever is the soonest.

Information, instruction and supervision

The Health & Safety law poster is displayed on the staff notice board and leaflets are issued as part of the new employee induction process. Health & Safety advice and responsibility for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information is the job of the Directors.

Health & Safety induction training

Will be provided for all employees by the Personnel Department responsible for induction and training and this induction training will be recorded on individual staff training records.

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Reporting accidents & first aid

All accidents and cases of work-related ill health are to be recorded in the accident book, which is kept at the office of Factory manager/Safety officer. The first aid boxes are kept under the supervision of the First Aid trained personnel.

Monitoring

- To check our working conditions and ensure our safe working practices are being followed, spot checks will be undertaken between risk assessments by Manager Maintenance. He is also responsible for:
- Ensuring the fire risk assessment is undertaken and implemented
- Ensuring that escape routes are checked and clear every week
- Checking that fire extinguishers are checked and maintained
- Ensuring that emergency evacuation / fire drills are tested every quarter.

Signed on behalf of Nagata Auto Engineering India Pvt. Ltd. by Mr. Mittul Soni (Director Cum CEO)