

## SAFETY, OCCUPATIONAL HEALTH & ENVIRONMENTAL POLICY

**Vision: To Sustain Zero Incident, Zero Occupational Health Hazard and Pollution Free Working Environmental organization.**

### **SAFETY, OCCUPATIONAL HEALTH & ENVIRONMENTAL POLICY:**

Management of the organization recognizes people as the most important assets and commits to provide a Safe, Healthy and Pollution free environment include climate change mitigation and adoption, sustainable resource use and protection of bio diversity and related ecosystems for those who are working in the premises / precincts, for those who are visiting our operations / premises as business associates for business purposes and common visitors as well. Positive challenge will be demonstrated by overall leadership and commitment by the management towards this end. At the same time, it is the duty of every employee to work in a safe manner so as not to endanger himself and his colleagues at the workplace.

#### **1.0 OBJECTIVE:**

Constructively challenge the Organisation, to create and sustain a work environment that prevents occupational ill health & accidents and minimises environmental impact.

- 1.1 Provide and maintain Equipment's and Systems of work, which, as far as reasonably practicable and encompassing all available knowledge and information, are safe, and without risk to health of employees.
- 1.2 Operate and maintain plants within the designated Safety, Occupational Health & Environmental criteria throughout their working life.
- 1.3 Develop and maintain Safety, Occupational Health, & Safety Management Systems across the Company to integrate Safety, Occupational Health & Environment in all decisions concerning purchase of Plant, Equipment's, Machines, Material and Selection and Placement of Personnel.

- 1.4 To meet and fulfill all the Statutory Requirements for Safety, Occupational Health & Environment.

To proactively share information with business partners towards inculcating world-class Green Supply Chain standards across the value chain

- 1.5 Provide safe and healthy working conditions for prevention of work-related injury and / or ill health. Eliminate Hazards & reduce OH&S risks.
- 1.6 Consultation and participation of workers and where they exist worker representatives.
- 1.7 To monitor the corporate sustainability development initiative and report as per the Global Reporting Initiative (GRI), Science Based Target (SBT) and Sustainable Development Goals (SDG) commitment for rejuvenating the environment.
- 1.8 Continual improvement of the Safety, Occupational Health & Environment System.

## 2.0 STEPS TO ACHIEVE THE OBJECTIVES:

- 2.1 Verify compliance with the requirements through regular auditing.
- 2.2 Demonstrate Leadership and commitment with respect to Management Systems and Annual Improvement in Objectives and Targets. Review them periodically to ensure that those are achieved at the Individual Unit and at Corporate Levels.
- 2.3 Involve all employees in the implementation of this policy and provide appropriate organizational knowledge, resources, competence, awareness, communication, & Supervision required for this purpose.
- 2.4 Provide for appropriate dissemination of information, guidance, policy and instruction of Safety, Occupational Health & Environment at work through suitable communication networks both within the company and with external bodies.

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## 3.0 RESPONSIBILITIES:

### 3.1 CORPORATE (Sector)

- 3.1.1 To set Mandatory Standards and establish Safety, Occupational Health & Environment improvements, Objectives and planning to achieve them for the company as a whole and for Individual Plants and ensure those are included in the Annual Operating Plans.
- 3.1.2 To evaluate & review Safety, Occupational Health & Environment performance by evaluating all legal and other obligations.
- 3.1.3 To nominate Factory Manager at the Individual Plant as the person responsible for Safety, Occupational Health & Environment.

*The Management, through the nominated Factory manager will:*

- (i) Ensure implementation of the Safety, Occupational Health & Environment Policy and Compliance with the standards stipulated under International/National/Local Legislation and other requirements as subscribed by the organization.
- (ii) Arrange for all employees, appropriate training to implement Safety Occupational Health & Environment Management Systems at work.
- (iii) Ensure that all employees are made aware of individual and collective responsibilities towards Safety, Occupational Health & Environment at work.
- (iv) Establish appropriate systems to impart adequate induction training to all personnel including business associates on the company sites Also ensure proper systems and instructions are provided to the one-time visitors to the premises.
- (v) Encourage development of inherently Safer, Healthier and Cleaner manufacturing processes to further raise the standards of Safety, Occupational Health & Environment.
- (vi) Arrange for expert advice on all Hazards & aspects of Safety, Occupational Health & Environment as & when required.
- (vii) Maintain close liaison with appropriate Industry and Government bodies to update on the latest changes in the techniques, legislations and legal requirements.

Prepare an Annual performance report on Safety, Occupational Health & Environment. Submit the same to Group Executive Board for approval & incorporate it in Annual Report of the company.

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## 3.2 INDIVIDUAL UNITS:

The overall responsibility of Safety, Occupational Health & Environment will rest with the Manufacturing Location Head (Factory Manager) who will ensure implementation of the Safety, Occupational Health & Environment Policy through his Plant Level Organisation.

In order to fulfill the requirements of the Safety, Occupational Health & Environment Policy at each Location, the Factory Manager will:

- 3.2.1 Specify Safety, Occupational Health & Environment improvement objectives and targets for the unit and ensure that those are incorporated in the Annual Objectives of the concerned Managers and Officers.
- 3.2.2 Designate Safety, Occupational Health & Environment coordinator(s) / Safety Officer(s) who will be responsible for coordinating Safety, Occupational Health & Environment activities for achieving Objectives and Targets for the Unit.
- 3.2.3 Ensure that Plant Safety Committees are constituted with equal representation from workmen / Union and Management
- 3.2.4 Ensure that the Plant complies with the Company's mandatory standards and statutory regulations with respect to Safety, Occupational Health & Environment through periodic Audits & Inspection.
- 3.2.5 Arrange appropriate awareness training for all employees on Safety, Occupational Health & Environment Management Systems and Standards.
- 3.2.6 Review & report periodically on Safety, Occupational Health & Environment performance of the Plant against set objectives.
- 3.2.7 Ensure formal task and process reviews to identify associated hazards / aspects and take appropriate steps to control risks / impacts at acceptable levels.
- 3.2.8 Ensure that all new operations are subjected to a systematic and formal hazard identification and risk assessment, Aspect Impact Analysis exercise. Findings of such exercises should be implemented prior to commencement of the activity.

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- 3.2.9 Manage change in People, Technology and Facilities through planned regular promotional campaigns and employee participation through Training, Safety Committees, Emergency Preparedness & Response, etc.
- 3.2.10 Ensure dissemination of necessary information guidance, policy and instructions on Safety, Occupational Health & Environment within the Plant and with outside bodies. Establish appropriate systems to impart adequate induction training to all personnel including business associates on the company sites particularly at initial employment and change of jobs. *Also* ensure proper systems and instructions are provided to the onetime visitors to the premises.
- 3.2.11 Fix responsibility of contractors and other entering plant and ensure the compliance by them to Plant Safety Standards.
- 3.2.12 Conduct compliance audits periodically and submit the report to Group Executive Board.

This Policy and its effectiveness will be reviewed periodically & in any event:

1. Whenever any expansion or modification having implications on safety and health of a person at work is made. Or
2. Whenever new substances or articles are introduced in the manufacturing process, which may have implications on health and safety of the persons exposed to such substances.

The Key aim of this policy should be to continually improve the suitability, adequacy and effectiveness of this Policy.

It is expected of every employee to take sincere efforts to make this Safety, Occupational Health & Environment Policy effective and ensure that our workplace is Safe, Healthy & Pollution free.

For MAHINDRA & MAHINDRA LIMITED

  
**Rajesh Jejurikar**  
Executive Director  
Occupier - AFS

Date: 1<sup>st</sup> April 2020



