



Safety Committee Operation Standard

Purpose

“Safety Committee” is to bring together management and workers through regular scheduled meetings to help create and maintain a safe workplace. The aim is to address safety issues and build a good safety culture. Every manufacturing unit engaging 50 or more workmen, must have a “Safety Committee” consisting of equal number of representatives of workers and management to promote co-operation between the workers and the management in maintaining proper safety.

Scope:

This Standards is applicable to all manufacturing units of **Himadri Specialty Chemical Limited (HSCL)** engaging 50 or more workers, including employees of contractors, who are working directly or indirectly. The main functions include:

- Help management to enforce safety rules, norms and better workplace safety.
- Report unsafe conditions and acts with stipulated time frame for mitigation.
- Handle safety suggestions/recommendation and corresponding actions.
- Conduct risk assessment, safety audits, inspections or tours and safety walk

Guideline of Formation of Safety Committee:

- Membership on the Safety Committee is to be voluntary or nominated.
- The Safety Committee will represent all departments and shall include a representative from Management, Operations, Process, Maintenance (mechanical, electrical, instrumentation) and HSE.
- The Committee will consist of equal number of representatives of cross-section of workers and management staff.
- HSE Officer will serve as a facilitator for Safety Committee Meetings and agenda development under guidance of HoD-HSE (Secretary).
- The Committee Secretary shall report activities and actions of the committee to the senior facility manager.
- The committee's other members represent a cross-section of employees from various departments with membership rotated on an annual basis with staggering terms to ensure continuity.

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