



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.

Issued by:	<i>A. Nandy</i>	Signature:	<i>[Signature]</i>
Approved by:	<i>S. Chakrabarti</i>	Signature:	<i>[Signature]</i>



Issue No.: 01

Rev. No.: 0

Date of issue: 25.05.2022

Doc. No: HSE/Standard/08

TITLE: Safety Committee Operation Standard

Functions and Duties

1. Management Commitment to Workplace Safety and Health -

- Establish procedures for review and management's response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer's safety/health policies and procedures.
- Respond in writing to safety committee recommendations.
- Review corrective action taken by management.

2. Committee Meetings and Employee Involvement -

- Establish procedures for employee input, i.e. to receive suggestions, report hazards and other safety and health information.
- Include employee input on agenda for safety committee meetings.
- Hold quarterly meetings.
- Keep meeting minutes.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.
- Include in the meeting minutes all recommendations

3. Hazard Assessment and Control

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program.
- Appoint an inspection team of at least one employee representative and one employer representative.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections. Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.

Issued by:	<i>A. Nandy</i>	Signature:	<i>A. Nandy</i>
Approved by:	<i>S. Chakraborty</i>	Signature:	<i>S. Chakraborty</i>



Issue No.: 01

Rev. No.: 0

Date of issue: 25.05.2022

Doc. No: HSE/Standard/08

TITLE: Safety Committee Operation Standard

4. Safety/Health Planning

- Establish procedures to review inspection reports and make appropriate implementation of new safety/health rules and work practices.
- Develop/establish procedures for an annual review of the company safety and health program.

5. Accountability

- Evaluate the company safety and health accountability program.
- Make recommendations to implement supervisor and employee account ability for safety and health.

6. Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury accidents, illnesses.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence based on the root cause analysis.

7. Safety/Health Training for Committee Members

- Provide specific training on your type of business activity. Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company for department and work location on safety practices, procedures and emergency response.
- Management should maintain (and make available to the safety committee) records on employee safety training.

Responsibilities

Chairperson

Issued by:	<i>A. Hardy</i>	Signature:	<i>[Signature]</i>
Approved by:	<i>S. Chakrabarti</i>	Signature:	<i>[Signature]</i>



Issue No.: 01

Rev. No.: 0

Date of issue: 25.05.2022

Doc. No: HSE/Standard/08

TITLE: Safety Committee Operation Standard

-
- Prepare agenda for next meeting
 - Arrange for meeting place
 - Notify members of meeting
 - Arrange program
 - Set time schedule for meeting
 - Arrange all seating for members
 - Review previous minutes and material for meeting
 - Conduct meeting

Secretary

- Record minutes of meeting
- Distribute minutes to committee members
- Report status of recommendations

Members (including workmen representative)

- Report serious unsafe conditions, practices and Near Miss
- Attend all safety meetings
- Review injury accidents, illnesses and death investigations
- Contribute ideas and suggestions for improvement of safety
- Influence others to work safely

Actual duties will vary according to company needs.

Agenda Guideline

The agenda should be typed on company letterhead. Limit it to one page in length and include: -

- Title
- Date
- Location
- Starting and ending time
- Topics of discussion/Minutes
- Minutes of previous meeting

Issued by:	<i>A. Hardy</i>	Signature:	<i>[Signature]</i>
Approved by:	<i>S. Chauhan</i>	Signature:	<i>[Signature]</i>

Himadri Speciality Chemical Ltd



Issue No.: 01

Rev. No.: 0

Date of issue: 25.05.2022

Doc. No: HSE/Standard/08

TITLE: Safety Committee Operation Standard

The agenda should be distributed to Safety Committee members at least three to five days prior to the actual meeting. A copy should be attached to meeting minutes for distribution.

Issued by:	<i>A. Nandy</i>	Signature:	<i>[Signature]</i>
Approved by:	<i>S. Chakrabarti</i>	Signature:	<i>[Signature]</i>