



Vehicle Management Standard

Purpose:

Himadri Speciality Chemical Limited (HSCL) implemented this policy considering minimum requirements for the safe operations of vehicles which include any equipment or machinery used for moving people or materials within the plant premises, whether operated by Company’s employees or by contractors. The main aim is to minimize risk of coactivity or collision between vehicles and between vehicles and pedestrians.

Scope:

This standard is applicable to all **Light Motor Vehicles- LMV** (cars, tempos, forklift trucks, mini trucks) and **Heavy Motor vehicles- HMV** (trucks, containers, tankers, tyre mounted excavators), operated by Company’s employees or by contractors who are directly and indirectly supervised by Company including visitors. It applies to Company’s manufacturing plants premises, warehouses, R&D centers, and locations controlled by Company.

Vehicles operations

- All vehicles must be roadworthy.
- Vehicles must comply with local laws and regulations, particularly as these apply to the transport of hazardous materials.
- Vehicles must be subject to an appropriate pre-operation safety check.
- A formal inspection and preventative maintenance system must be in place to ensure that vehicles are maintained in a safe and roadworthy condition.
- The driver and all passengers must wear their seat belts at all times.
- The drivers of heavy equipment and those driving in areas of heavy equipment activity must undergo induction and training covering the specific hazards pertaining to their role and must be authorized as competent.
- A detailed Risk Assessment is required to make an Internal traffic rule.
- Maximum speed limit:
 - 10 km/h for vehicles outside buildings for vehicles, excluding lifting equipment.
 - 10 km/h for lifting equipment outside buildings and inside buildings 7 km/h
- Mobile phones are strictly prohibited whilst driving any vehicle.
- Cars must be parked in reverse direction.
- Pedestrian Walkway shall be clearly defined and separated from vehicle movement zones.

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Issue No.: 01

Rev. No.: 0

Date of issue: 11.09.2022

Doc. No: HSE/Standard/ 12

TITLE: Vehicle Management Standard

- Movement of vehicle at main approach road ways must be unidirectional. Excluding some of the process area where both directional movement of process vehicle/ equipment is permitted maintaining speed limit.
- A risk assessment shall be conducted to identify the conditions and behavioral factors that impact vehicle and driving safety. The risk assessment must cover all aspects of vehicles and driving and will have updated action plans in place to manage identified issues
- Vehicle selection must be based on a risk assessment considering tasks, application and environmental conditions.

All Plants must clearly display a vehicle and pedestrian route plan. The plan must clearly indicate the following:

- Traffic directions
- Overtaking protocols
- Parking areas
- Charging and refueling areas
- Pedestrian pathways
- Vehicle movement zone shall not cross pedestrian walkway
- Pedestrians and vehicles will not share the same path for movement.
- Forklift ways,
- other vehicles ways
- Speed limits
- Blind Spots
- Rules for hazardous or restricted areas
- Minimum safe distances between moving vehicles
- Road safety signs
- Pre-operation safety check

Vehicles must be fitted with the following minimum features as appropriate to the vehicle's purpose:

1. Fixed seats and safety belts for driver and all passengers, unless a risk assessment specifies otherwise;
2. A speedometer;
3. Fire extinguisher
4. First aid kit
5. Emergency Triangle

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Issue No.: 01

Rev. No.: 0

Date of issue: 11.09.2022

Doc. No: HSE/Standard/ 12

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6. Hi-Vis Jackets
7. Vehicles working within plant boundaries must have an audible reversing alarm and audible/visible systems alerting vehicle movement.
8. Vehicles should not have:
 - a. Seating that is side mounted;
 - b. Externally mounted fuel containers or carrier.

Internal roads must be in good condition and maintained regularly. Pedestrians must always use reflective cross – belt jacket or high visibility jackets. Visitors must always wear high visibility jackets in plant premises. Where forklifts and pedestrians operate together, high visibility clothing or jackets is mandatory for both.

Safe loading and unloading of trucks

- There must be an ear-marked place for loading and unloading of trucks.
- When a truck is parked in the loading and unloading area the following rules shall be applicable:
 - The ignition keys must be removed and kept in a designated box which shall be under lock & key and key shall be with supervisor.
 - Wheel chocks are to be inserted under the wheels-ensuring complete immobilization.
 - The driver will be out from cabin and shall be in Driver’s rest room or in a safe distant place.
 - While removing or fixing tarpaulin on truck, life- line with fall protection is mandatory.
 - Spark arrestor must be fitted to tankers carrying inflammable material.
 - Flagman/Helper shall be deputed for all heavy vehicles.
 - Signal man shall be deputed for all lifting vehicles.

Fitness of drivers (for LMV & HMV)

- Must be medically fit duly certified by a registered practitioner.
- Must undergo Health Check-up once in every years by a registered medical practitioner.
- Must hold a valid driving license
- Must be authorized by Company
- Must receive refresher training at least every 6 month.
- Must have a system and procedures in place to manage driver fatigue

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Issue No.: 01

Rev. No.: 0

Date of issue: 11.09.2022

Doc. No: HSE/Standard/12

TITLE: Vehicle Management Standard

A zero-tolerance policy and procedures must be in place for driving a company vehicle under the influence of alcohol, illicit drugs or prescription medicines that forbid driving. A zero-tolerance policy must be in place for driver's texting, talking or reading a cell phone in a moving vehicle.

Forklifts must be:

- Safe by design and in good condition,
- Used only for the purposes as defined in the manufacturer's manual,
- Equipped with safety belts or side protections (bars or doors),
- Equipped with warning lights or audible signalization automatically switched on when operated,
- Equipped with speed limiters or systems to control speed,
- Regularly inspected and properly maintained. Inspections and repairs must be documented,
- Checked before use during the shift.
- Inspected before use every shift; the checklist should include safety critical items (condition of tires, handbrakes)
- Immobilized if not found fit to use under OK TO START.
- Diesel Forklift trucks can be used inside buildings only if they are suitably ventilated.

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