PRATIBHA

Name of Document	Environment, Health & Safety
Version	1
State whether Policy/ Manual/ Guideline	Policy
Company	Pratibha Syntex Limited
Issuing Authority	Vice President – L&D & IR
Owner of the Document	DGM – HR
Effective date of document	March 15, 2024
Release Date	March 15, 2024
Last review date	April 01, 2025
Next review date	March 31, 2026
Prepared by	DGM – HR
Checked by	Vice President – L&D & IR
Reviewed #1 by	Vice President – HR & ESG
Reviewed #2 by	JMD
Document Reference Number	PSL/HR/CG/06

Objective:
To ensure healthy and safe work environment.

Stakeholders Impacted
Employees, Service providers business associate.

Who is at risk?
Employees and service providers.

References:

- Factory Act, 1948
- ILO (Occupational Health & Safety) convention, 1981(no.155)
- Employee State Insurance(General) Regulations, 1950
- Workmen Compensation act, 1923.

Policy:

- Healthy and comfortable work areas are maintained in the facility.
- All required safety parameters are met with and maintained in the facility.
- All employees are covered under medical insurance scheme as applicable.
- All documentation pertaining to health & Safety parameters is maintained.
- Pregnant Women will be given job sitting and job role accordingly after analyzing Health & Safety risk assessment

Procedures:

- Potential hazards and risks in the facility are analyzed periodically so that appropriate preventive measures are taken.

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Structural safety of factory building, Housekeeping & Pest Control.

- Building structure is checked periodically for damages. Certificate to prove stability of factory building is obtained from concerned government department and conduct annual building inspection from charted engineer & maintained in records.
- Building roofs and roof drains are kept cleaned and unclogged.
- Housekeeping standards in the factory are well maintained. It includes general cleanliness of the factory, state of floors and toilets, outside premises of the building and waste storage at dedicated areas.
- Lint and other combustible fibers are thoroughly and regularly cleaned off building and equipment surfaces.
- Scrap materials in sewing areas is cleaned up daily to prevent scraps accumulating on floors, aisle ways, table tops and other areas.
- Pest control of the factory premises is carried out by the third party agency on weekly basis and the same is monitored/inspected by the company representative. The Pest control log is maintained by the third party agency and the same is signed by the company representative after monitoring/inspecting the pest control job perform by the third party agency representative.

Medical facility /First aid

- Fully stocked first-aid boxes are installed at all essential locations. In case, stock of first aid contents falls less than prescribed contents, these are re-stocked.
- First-aid trainings are provided to adequate number of employees and each first aid box is under custody of at least two first aid responders.
- Factory has well equipped Ambulance room. Medical attendant is available during all working hours of the factory. Doctor pays visits to Ambulance room twice in a week.
- Minor Injury record is maintained in cases of small pricks, cuts, etc. to workers.
- ESIC dispensary is situated nearby the factory, which is 3KM away from factory location.
- Medical checkups are done for canteen workers, stain removing workers and chemical handling workers at least once in 12 months. These tests include routine blood /bacteriological examinations and chest X-rays.
- Audio logical evaluation for all embroidery section, washing section & D.G, Boiler operator at least once in 12 months.

  All eligible employees are covered under Employee State Insurance scheme so that they can approach nearby dispensary and hospital for treatments /monetary benefits if required.
- Rest employees who are not covered by Employee State Insurance scheme are covered through third party insurer against injury, accidents and sudden illnesses.

Chemical management

- Personal Protective Equipment's such as gloves, eye gear, gum boots, respirators and rubber aprons are provided to workers for handling and dispensing

chemicals/hazardous materials.

- Emergency eye wash station is installed near dispensing areas or at storage areas of hazardous / chemicals.
- Hazardous chemicals are stored in separate room designed to contain chemicals and prevent fire. Exhaust fans are installed to ensure proper ventilation and disallow combustion. "NO Smoking" signs are posted outside entry to chemical storage area.
- Secondary containers are provided to all primary chemical containers to avoid spillages due to leakages in primary containers, if any.
- MSDS, chemical safety information and products are labeled with information on hazardous ingredients, characteristics and properties and special precautions to be followed while using, handling and storing chemicals/ hazardous materials. MSDS sheets are posted at chemical usage and storage areas in English as well as in local language.

Fire Safety

- "No Smoking" signs etc. are displayed at prohibited areas.
- Adequate numbers of fire extinguishers and fire alarms are installed for use in cases of emergency. These are inspected internally on a monthly basis and by professional team annually. The inspections/ visits are entered into fire safety equipment's inspection register.
- Adequate Fire/ Emergency exits are provided and remain open during working hours for safe and easy evacuation in cases of emergency.
- Aisles are marked with yellow lines and arrows are leading towards nearby emergency exits for safe evacuation in cases of emergency.
- Emergency lights are installed above all exits to ensure safe evacuation in cases of emergency.
- Emergency Evacuation drills are conducted once in every 02 months. Records are maintained to document these Evacuation drills.

Machine safety

- Operational and safety instructions are posted for all machineries and equipment's in local language.
- Safety guards are properly installed, adjusted and maintained, wherever applicable.
- These guards are made up of durable materials and these do not create additional hazards such as sharp edges, pinch points between the guard and moving machine parts.
- These guards are monitored for use and required awareness for benefits of usage is also provided to employees.

Electrical Safety

- All electrical switches are marked.
- No taped/hanging wires are allowed.
- All electrical wiring is safety covered inside insulated pipes and electrical junction

boxes are used to connect wiring.

- No open/ loose electrical wires on floor / across walkways.
- No open/ broken electrical switch boxes.
- Insulating foot-mats are provided in front of electrical panel boards.
- Distribution panels for electricity is firmly anchored and placed to prevent damage from live exposed electrical parts.
- Precautionary areas are marked to reduce the risk of electrical injury.
- Appropriate awareness posters are posted in the factory to create awareness on electrical safety.
- Appropriate PPE is provided and used by electricians/employees.
- Preventive maintenance on machineries and electrical wiring are conducted to ensure safety and to prevent from electrical shocks.
- Conduct annual electrical inspection & obtained certificate from appropriate authority or charted engineer-electric.

Fall Protection

- All raised platforms have been provided with hand-rails
- All staircases have been provided with handrails to avoid accidental slips.
- All ladders used in the factory are of permanent type and have been installed with hand-rails.

Sanitation

- Appropriate rest rooms facilities are provided for both sexes separately.
- Restrooms are cleaned regularly and have water, soap and hand drying facilities.
- Canteen (cafeteria) is away from factory production floors and employees are not allowed to have their food at production areas.
- Food preparation area is cleaned regularly to prevent the spread of bacteria and to control diseases due insects and rodents.
- Refrigerators are cleaned regularly to prevent spoiled foods and bacteria/fungal growth.
- All drains which carry effluents are cleaned off properly and maintained in a sanitary condition.

Drinking water

- Purified drinking water is available during all working hours in the factory. Same is cooled before distribution in summer season.
- Drinking water test report is obtained for portability and is available with HR section.
- Drinking water and hand wash stations are cleaned regularly to prevent it from flies and bacteria/ fungal growth.

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Trainings on health & safety

- Health & Safety committee meetings are conducted once in every 2 months to request feedback from employees related to Health & Safety.
- Key employees are trained in the proper use of fire extinguishers and annual refresher training is provided to them.
- Employees are trained on proper storage, handling, use and disposal of chemicals/ materials that they work with.
- Periodic training is provided to all employees on Health & Safety parameters.

Blood borne pathogens procedure

Purpose

- The purpose of this section is to minimize or eliminate exposure to blood or other potentially infectious materials that may be encountered during response to medical emergencies.

Definitions

- Blood. Human blood, human blood components and products made from human blood.
- Blood Pathogen. Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV), the etiologic agent which causes acquired immunodeficiency syndrome (AIDS).
- Contaminated. The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- Decontamination. The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- Exposure Incident. A specific eye, mouth, other mucous membrane, non-intact skin, or through the skin contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Other Potentially Infectious Materials

- The following human body fluids: semen, vaginal secretions, and cerebrospinal, synovial, pleural, amniotic fluids, saliva, and anybody fluid that is visible contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead).
- Personal Protective Equipment. The specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment. Sterilize means the use of a physical or chemical process to destroy all microbial life including highly resistant bacterial endospore.

- Universal Precautions. An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Exposure Control Procedures

- Universal Precautions shall be observed in order to prevent contact with blood or other potentially infectious materials. In circumstances which make it difficult or impossible to differentiate between body fluids, all body fluids shall be considered potentially infectious materials.

Engineering and Work Practice Controls.

- Engineering controls reduce exposure by either removing or isolating the hazard or isolating an individual from a known hazard. Examples include, but are not limited to, puncture resistant disposal containers for sharps or resuscitation bags/shields. Engineering controls must be inspected and maintained or replaced on a scheduled basis.
- Work practice controls alter the way in which a task is performed. For the purposes of this section, work practice controls include:
  a) Responders with non-intact skin should perform tasks which preclude contact with blood or other potentially infectious materials, such as paperwork
  b) Hands, face and other exposed skin are thoroughly washed with soap and water immediately or as soon as possible upon removal of gloves and other personal protection equipment, regardless if there was contact with blood or other potentially infectious materials.
  c) Immediately or as soon as possible after contact with blood or other potentially infectious materials, hands, face or and other skin should be washed with soap and water for a least 15 minutes. Deluge mucous membranes with water.
  d) In the event suitable washing facilities are not available, waterless soap or antiseptic towelettes should be used to cleanse hands, face, or any other skin that may have been exposed to blood or other potentially infectious materials, this should be followed by a thoroughly washing affected skin with soap and water once these facilities become available.

Personal Protective Equipment (PPE)

- Personal protective equipment (PPE) is considered appropriate if it does not allow blood or other potentially infectious materials to pass through or reach an employees work clothes, street clothes, under garments, skin, eyes, mouth, or mucous membranes under normal conditions or use. Appropriate PPE includes, but is not limited to, impervious gloves, gowns and lab coats, eye protection, face shields or masks, and respiratory protection. PPE is to be used when there is any possibility of exposure to blood or other potentially infectious materials.

Responsibilities

- Although the EHS Coordinator has the overall responsibility in the implementation of the Bloodborne Pathogen Exposure Control Plan

Pressure Vessel Safety Procedure

Definition: Pressure Vessel means an unfired vessel that may be used for containing, storing,

distributing, transferring distilling, processing or otherwise handling any gas, vapour or liquid under pressure greater than the atmospheric pressure and include any pipeline fitting or other equipment attached thereto or used in connection there-with.

Safety Measures:

Every pressure vessel or plant in service shall be thoroughly examined by a competent person:

- externally, once in every period of six months;
- internally, once in every period of 12 months. If by reason of the construction of a pressure vessel or plant, a thorough internal examination is not possible, this examination may be replaced by a hydrostatic test which shall be carried out once in every period of two years.
- hydrostatically tests once in every period of four years.

Child Care facility safety procedure

- The building in which the creche is situated shall be soundly constructed and all the walls and roof shall be of suitable heat resisting materials and shall be waterproof. The floor and internal walls of the creche shall be so laid or finished as to provide a smooth impervious surface.
- The height of the rooms in the building shall be not less than 12 feet from the floor to the lowest part of the roof and there shall be not less than 20 square feet of floor area for each child to be accommodated.
- Effective and suitable provision shall be made in every part of the creche for securing and maintaining adequate ventilation by the circulation of fresh air.
- The creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or cradle with the necessary bedding for each child (provided that for children over two years of age it will be sufficient if suitable bedding is made available) at least one chair or equivalent seating accommodation for the use of each mother while she is feeding or attending to her child, and a sufficient supply of suitable toys for the older children.
- A suitable fenced and shady open-air playground shall be provided for the older children:

Powered Motor Vehicles (PMV)Procedure

- Only authorized vehicles entered in the factory premises.
- Vehicles parked in the factory premises in designated area.
- Speed limit while entered in the factory premises is less than 10 Km/hours.

Raw Material Storage Procedure safety procedure:

Raw Material storage safety procedure are as below:

1. All the ceiling fans must be switched off before staging the raw material in the stores.
2. Staging of raw material at a defined height (ie. 5 feet).
3. Use a platform-type ladder to store the material on the racks.
4. Safety locks/devices must be applied before using the ladder.
5. All the raw materials are stored on wooden/plastic pallets.
6. Raw materials need to be stored in such a way that the space/gap between the two

racks/pallets is proper.

7. Raw materials must be stored in polybags to avoid any damage, stains & dust.
8. Update the fabric detail on the board.
9. Raw materials must not be stored underneath the switch board, electrical panels & fire extinguishers.

Nanomaterials handling and storage procedure-

Here are some guidelines for handling and storing nanomaterials:

- **Avoid contact:** Avoid inhaling nanomaterials and contact with your eyes and skin.
- **Closed containers:** Store nanomaterials in closed containers, especially if they are dispersible and in liquid or dry powder form.
- **Cool, dry, and ventilated:** Store nanomaterials in a cool, dry, and well-ventilated area.
- **Gloves:** Wear gloves that are suitable for the liquid you're handling. Disposable nitrile gloves are recommended, and they should cover your wrists and any skin on your arms that your lab coat doesn't cover.
- **Fume hood:** If you're handling free nanomaterial powder, do so in a closed fume hood or glove box.
- **Respiratory filters:** If you can't avoid handling nanomaterials outside of a closed environment, wear class P3 respiratory filters, which filter at least 99.95% of airborne particles.
- **Clean up:** Clean up your work area at the end of each shift using a HEPA-filtered vacuum cleaner or wet wiping. Avoid using air hoses or dry sweeping. Clean up in a way that prevents you from coming into contact with nanomaterials.

Contractor Safety Procedure-

- A meeting at the start of each contract involving all contractor employees to discuss OPGC safety standards and the specific safety requirements for the contracted work.
  - Incident reporting: Helps companies reduce accidents by keeping employees safe and well
  - Define expectations: Before hiring a contractor, research the tasks they'll need to complete and any regulatory standards the business needs to follow
  - Regular inspections: Hire an independent inspector to conduct regular site inspections during construction
  - Risk assessment: Identify potential hazards and implement procedures to control them
    - Safety induction: Ensure contractors are ready to work safely on site before they start
    - Contractor selection: Choose a qualified contractor who is compatible with the client's safety management system

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Standard operating procedures (SOP)-

A standard operating procedure is a set of step-by-step instructions or guidelines that explain how to perform a specific task or activity. It's like a recipe book: it helps people complete work correctly, consistently, and safely every time. A great standard operating procedure removes the guesswork necessary to complete the work at hand, whether in a lab, office, or factory floor.

Also SOPs can help ensure operations run smoothly and safely by providing guidelines for frontline workers. They can also help with on boarding and training staff, and maintain consistency in task execution.

- Follow safety rules and dress appropriately.
- Wear the right safety gear and use the right tools for the job.
- Be mindful of surroundings and put away equipment after use.
- Conduct regular safety audits and inspections.
- Avoid unnecessary hazards and evaluate any changes for potential safety concerns.
- Revisit safety guidelines annually.

Worker can raise their voice against any health and safety related issues on hotline number displayed at notice board.

Our Environmental Responsibility

- **Compliance with Environmental Laws**
  We commit to complying with all applicable local, state, and national environmental regulations.
- **Resource Efficiency**
  We aim to minimize the use of natural resources including water, energy, and raw materials through efficient practices and technologies.
- **Water Conservation & Recycling**
  We promote water conservation across operations and reuse treated water wherever possible.
- **Waste Management**
  We ensure proper segregation, handling, storage, and disposal of all types of waste—hazardous and non-hazardous—as per legal requirements.
- **Zero Landfill Commitment**
  We aim to divert all operational waste away from landfills through recycling, reuse, or responsible disposal.
- **Pollution Prevention**
  We strive to prevent air, water, and soil pollution by controlling emissions, discharges, and leaks from our processes.
- **Sustainable Chemical Management**
  We use approved chemicals responsibly and maintain Material Safety Data Sheets (MSDS) for safe handling and emergency reference.

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1. **Climate Action & Energy Reduction**
   We are committed to reducing our carbon footprint by adopting renewable energy, improving energy efficiency, and phasing out fossil fuel usage.
2. **Environmental Training & Awareness**
   We regularly train employees to increase awareness about environmental responsibilities and promote environmentally sound behavior.
3. **Monitoring & Continuous Improvement**
   We monitor key environmental indicators (e.g., water, energy, waste) and set measurable targets to drive continual environmental improvement.
4. **Biodiversity & Green Space Preservation**
   We support initiatives that protect biodiversity, maintain green cover, and enhance the ecological balance around our facility.
5. **Supplier and Contractor Responsibility**
   We encourage our suppliers and contractors to follow sound environmental practices aligned with our policies.
6. **Emergency Preparedness**
   We have procedures to respond effectively to environmental incidents such as chemical spills, fire, or leakage to minimize environmental damage.

Furthermore, No action will be taken against anyone who raise health and safety issues.

Reviewer	Prepared by	Checked by	Reviewed #1 by	Reviewed #2 by
Signatory				
Designation of Signatory	Manager – HR	Vice President – L&D & IR	Vice President –HR & ESG	JMD