

Health and Safety Policy

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Introduction

Health and Safety of employees plays a vital role in any business. Work-related hazards that impact the health of workers and the safety related hazards that cause injury or loss of life are concerns and organisations must address them with zero tolerance. It is good practice to keep workers healthy and safe, which also makes business sense due to lower absence, attrition and lower instances of disabilities. Societal expectations as well as legal and regulatory requirements do require to be followed. Occupational health and safety (OHS), focuses on promoting and maintaining the physical, mental, and social well-being of workers. It deals with identifying and controlling workplace hazards and risks to prevent work-related injuries, illnesses, and accidents.

Occupational health is a collaborative effort that involves employers, employees, clients, occupational health professionals, government agencies, and other stakeholders. By prioritizing the health and safety of workers, organizations can create a more productive and sustainable work environment while reducing the societal and economic burden of work-related injuries and illnesses.

Purpose

The Occupational Health and Safety policy of Quality Austria Central Asia is to ensure that work carried will be with due proactive attention to health and safety hazards with no adverse health impacts and no accidents. The primary goal is to create a safe and healthy work environment that fosters employee well-being and productivity.

Scope

This policy applies to all employees, contracted employees, agency workers, and service provider's personnel (called staff) who perform work for Quality Austria Central Asia. The coverage of this policy shall cover all locations where staff perform their work for the company. This includes client locations, QACA offices, offsite events, and travel within and outside the country for work.

Objective

1. **Protect the health and well-being of employees:** We emphasize the importance of providing a safe and healthy work environment for all employees and the implementation of necessary measures to prevent workplace accidents and illnesses.
2. **Ensure the safety of operations:** We conduct a hazards analysis and develop, implement, maintain and improve safety procedures, emergency response plans, and provide training to

minimize the potential for accidents and injuries. The effort shall be to build in behavioural change training.

3. **Comply with legal and regulatory requirements:** We comply with all applicable health and safety laws and regulations.
4. **Continuous improvement:** We are committed to continually improving our OHS performance through regular assessments, audits, and feedback mechanisms.
5. **Communication and training:** The OHS policy is communicated to all staff and through training we ensure that all staff are aware of their roles and responsibilities in maintaining a safe and environmentally conscious workplace. The OHS policy is communicated to external stakeholders and is posted on the website.
6. **Leadership commitment:** Quality Austria Central Asia Leadership is fully committed to the principles of OHS and supports it by providing necessary resources to achieve the OHS objectives. Leadership ensures that the policy is communicated effectively throughout the organization and that all employees understand and adhere to its principles. The OHS policy should be regularly reviewed and updated to remain relevant and aligned with any changes in the organization's activities, industry regulations, or best practices.

Definitions

Occupational Health

Promote and maintain the highest degree of physical, mental and social well-being of workers.

Occupational Safety

It is the discipline dealing with the prevention of work-related incidents that cause injuries and deaths.

Incident

Work-related event(s) in which an injury or ill health or bodily harm (regardless of severity) or fatality has occurred or could have occurred.

Hazard

A situation or source which has potential to cause injury, ill health or bodily harm.

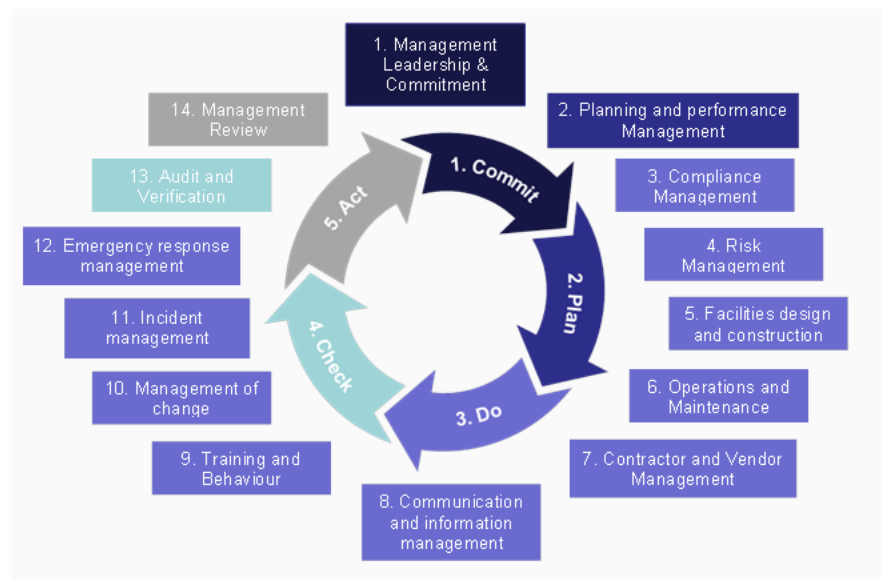
Fatality

Work-related injury that results in a loss of life, with no time limit between the date of the incident and the date of the death.

OHS Management System

QACA has established, implemented, maintains and improves a management system to address Occupational Health and Safety.

The model for OHS Management System is:



Safety, Health and Environment (SHE) Policy

- Promoting a positive culture by effective implementation of system and achieving continual improvement in SHE performance.
- Complying with all applicable SHE legislation and relevant standards.
- Identify and eliminate/reduce/control hazards and pollution that can cause accidents, illness, or environmental harm.
- Provide training and awareness to all employees and subcontractors to maintain SHE systems effectively.
- Developing new ways of improving the environmental effects of our products during construction and while they are in use.
- Provide an energy efficient management system & Recycling of waste by adopting environmentally friendly methods and processes.

The policy is communicated to all concerned through notice boards, displayed at prominent places for creating awareness and conveys the intent towards occupational health, safety and environmental performance.

The policy is made available to interested parties on request from the Management Appointee.

The policy is reviewed once a year in the Management Review meeting to ensure that it is suitable, relevant and appropriate.

12 Oct 2017

Pankaj Rai

New Delhi

Managing Director

Key aspects of occupational health and safety

Hazard Identification and Risk Assessment: Occupational health professionals assess workplaces to identify potential hazards and evaluate the risks they pose to workers' health and safety. This involves evaluating factors such as physical, chemical, biological, ergonomic, and psychosocial hazards.

Preventive Measures: Based on the identified hazards and risks, occupational health experts work with employers and employees to implement appropriate preventive measures and controls. This may involve the use of personal protective equipment (PPE), engineering controls, work process modifications, and employee training.

Health Promotion and Education: Occupational health programs often include health promotion and education initiatives to raise awareness among workers about the importance of maintaining their health and safety. These initiatives may cover topics such as proper lifting techniques, stress management, healthy lifestyle practices, and early detection of health issues.

Workplace Ergonomics: Occupational health experts study the relationship between workers and their work environment, including the design of workstations, equipment, and tools. Ergonomic interventions aim to optimize working conditions to reduce the risk of musculoskeletal disorders and other ergonomic-related issues.

Injury and Illness Management: Occupational health professionals are involved in managing and treating work-related injuries and illnesses. They may provide medical care, rehabilitation, and advice to help employees recover and safely return to work.

Compliance with Regulations: Occupational health practitioners ensure that workplaces comply with relevant health and safety laws, regulations, and industry standards. They may conduct audits and inspections to verify compliance and address any non-compliance issues.

Occupational health plans include provisions for emergency preparedness and response. This includes having procedures in place to handle accidents, injuries, and other emergencies effectively.

Responsibilities

Safety Manager

1. Assist the Project Manager/ Circle Heads in the management and execution of health and safety plan.
2. Conduct regular SITE inspections and prepare reports for Project Manager/ Circle Heads for corrective actions.
3. Check and advise on each work plan or procedures for health and safety prior to work commencement.
4. Coordinate with health and safety section on matters regarding health and safety.
5. Liaise with SUBCONTRACTORS Safety Manager on matters regarding the health and safety of all workers under SUBCONTRACTORS.
6. Act in the capacity of secretary to Health and Safety Committee.
7. Provide advice and guidance such as may be needed in accident prevention.
8. Establish and maintain a proper health and safety administrative system.
9. Investigate all incidents and accidents and submit reports complete with remedial actions to Safety team of head office through Construction Manager for corrective action.
10. Ensure that the Safety Supervisor conducts their safety activities.
11. If safety violations are determined high risk, then stop the work as necessary.

Safety SPOC

1. Assist Safety Manager and perform the safety activities under the direction of Safety Manager
2. Check each Subcontractor's work plan or work procedures from the view of safety point and report to Safety Manager
3. Advise the supervisory personnel of each function for safety activities.
4. Patrol the construction site daily to check that all subcontractor's works are executed in accordance with the Safety Construction Procedures.
5. Report immediately to the safety manager any violations that may require work to be stopped.

Employee

1. Comply with safety rules and regulations.
2. Work safely and shall not do anything that can cause injury to himself.
3. Ensure work tools, apparatus, appliances, materials, and/or equipment including Personal Protective Equipment (PPE) are used correctly and maintained in good serviceable conditions.

4. Report any unusual occurrences and all defects of plant and equipment to your immediate supervisor.
5. Attend all desktop meetings, other meetings and/or training relating the safety.
6. Observe all written and verbal safety instructions issued from time to time by the Safety Manager and/or Safety Supervisor.
7. Observe and obey all safety signs/notices.
8. Develop a personal concern.
9. Keep the workplace clean and tidy.
10. Seek medical assistance for all injuries.
11. Report to the medical Centre

Staff training

Safety induction training

QACA has a Safety Induction program for each of their newly joined & existing employees. A set of 9 safety videos is published on the employee portal. Induction training is organized on these videos & after that each employee needs to take a test & secure passing marks to qualify before deployment on site.

Refresher training

QACA shall arrange training program for their employees to reach the required level of competency in: OHS requirements Use of PPE's Work Permit System Safe Equipment Operations Fire Fighting & Control Emergency Procedures. Electrical Safety Work at height First Aid Fire Safety & others 9 Safety videos.

Sl. No.	Topic	Duration	Trainee	Frequency
1	Toolbox Talk	1 Hour	Supervisor, Quality Engineer	Annually
2	Work at height	2 Hour	Supervisor, Quality engineer, TSP, Climber	Quarterly
3	Use of PPEs	1 Hour	Supervisor, Quality Engineer, TSP	Quarterly
4	Safety in excavation	2 Hour	Supervisor, Quality Engineer, TSP,	Annually
5	Electrical safety	2 Hour	Electrical, Supervisor	Quarterly
6	Fire safety	2 Hour	Quality engineer, Field staff	Annually
7	Reporting of near miss	1 hour	Field Staff	Annually
8	Hot work	2 hours	Welder and Field Staff	Annually

9	Road Safety	2 Hour	Everyone	Quarterly
10	Material handling	1 hour	Banks man, Supervisor	Annually
11	DDT	2 hours	Field staff	Every six month
12	9 safety videos	45 Minutes	Field Staff	Quarterly and during HSE Induction

Safety Inspections and Audits

In order to monitor effective implementation of HSE requirements at site, the following periodic inspections, audits and review shall be carried out.

Daily site inspection

Inspections at site shall be carried out regularly, prior to the commencement of daily activity/while executing a new activity or during any time of the day by the Safety SPOC/Safety Manager. The high potential HSE deficiencies shall be recorded and forwarded to the Circle for immediate action.

Site safety audit procedure

Safety audit is a detailed and organized process. It could be time-consuming and require money, but it is more beneficial in the long run. It also helps improve the overall health and safety performance and safety culture.

The audit procedures follow five (5) simple steps:

1. Prefer for audit: Here you will determine who will do the audit, the scope/objective of the audit, review applicable standards, and the result of previous audit.
2. Conduct audit: As highlighted in the audit technique above.
3. Create an audit report with recommendations: The report should highlight the findings. The findings should be both positive and negative. The summary of the audit report should include recommended actions and areas that need improvement pointed out.
4. Publish the audit result: The recommendations and corrections should be adequately communicated. This will help everyone understand the necessary changes and how the change could affect them and their work.
5. Set priorities for corrective action: Recommended actions should be prioritized and execution time attached to it. Some may need immediate action while others may not.

Accident and Incident Management

The main purpose of these investigations and reports is to determine the underlying causes of the accident or near-miss and to provide for corrective measures in order to avoid recurrence as well as

occurrence of a similar incident elsewhere on the project site. An additional purpose is to determine the responsibility for the incident and disciplinary measures to be taken if required.

The Scope of incidents that are covered in this are:

1. All work-related incidents which have occurred at sites or workplace.
2. All incidents that have occurred while travelling to & from home to work.
3. All incidents which have occurred even outside normal working/odd hours during activities.

Safety habits

Safety habits are the most important aspect of preventing accidents or creating unsafe conditions.

1. Building safe work habits is like turning on an auto pilot in your body that helps you function with less mental stress and avoid accidents to yourself and others.
2. A habit of checking tools for burrs, cracked handles, etc. and seeing that they are all in good condition before using them, will not only do better work with them, but will do it safer too. The habit of always checking the machine before starting it will save a lot of grief and at the same time, may save the company an expensive repair bill.
3. Make safety a force of habit. Once a habit is firmly established, you can't forget it, or ignore it even if you want to. It becomes your second nature almost.
4. How we go about forming the habit. That is why safety rules should always be followed-made into good work habits without exceptions. Steady, unbroken safety rules with constant repetition fixes them firmly as a habit and makes them a part of you.

Safety habits should cover.

1. Habit of clean neat work environment
2. Safe and defensive driving
3. Use of Personnel Protective Equipment

First Aid

The first golden hour is the most important and giving first aid plays a significant role. First aid is the immediate care given to the victim of an accident or sudden illness before the arrival of a qualified expert. The purpose of First aid is to preserve life, assist recovery, prevent aggravation and minimize complications later with the help of such material as may be available. Training of First Aiders is of utmost importance and Quality Austria Central Asia trains and maintains their training.

Various first aid response include:

1. Artificial respiration
2. Wound care
3. Fracture
4. Burn
5. Shock
6. Electric shock
7. Eye Injury
8. Heat Stroke
9. Chemical burns
10. Unconsciousness
11. Poisoning

Stop Work

All authorized personnel who have been trained in this policy have the right to stop their own work or the work of others if they deem that the task poses an imminent danger to themselves, their co-workers, property, or the environment. There will be no reprisals by anyone for issuance of a stop-work order. Any person receiving a stop-work order must stop work immediately, if that can be done safely, or at the first opportunity to stop safely.

The person issuing a stop-work order must not verbally or physically interfere with whether the recipients of the stop-work order continue to work. If someone refuses to stop work, the employee issuing the stop-work order will immediately contact his/her supervisor, the customer, or the QACA Safety SPOC. The person initiating a stop-work order also shall contact his/her own supervisor.

After the work is stopped, the recipient of the stop-work order notifies his/her supervisor that (s)he has been ordered to stop work and describes the reason why the work was stopped. The QACA SPOC determines the conditions that must be met before work may resume. Authorization to restart work will be given by QACA Safety SPOC and only after corrective actions and safety reviews are completed.

Nonadherence to policy

This Consequence Management Matrix specifies the consequence against Non-Adherence regarding Safety & Health.

Each member of staff needs to follow OHS policy and procedures while working for Quality Austria Central Asia in offices, at site, while travelling and any offsite company related work or social gathering. Any Non-adherence observed must be taken under strict scrutiny by Safety Council of QACA.

1. Safety Council comprises of: -
2. Safety Manager
3. IS Division Head
4. Regional Manager
5. Circle Head/Project Head
6. Safety SPOC

Consequence Matrix

Nature	Warning Letter	Penalty	Training	Loss of employment
1 st Offence	√		√	
2 nd Offence	√	√	√	
3 rd Offence		√		√

Revision Number	Date	Revised by	Approved by	Summary of changes
QACA-P-04-Rev00	04 Aug 2023	Venkataram Arabolu	QACA Board	-