



EMPLOYEE HEALTH & SAFETY POLICY

Workplace Safety, Occupational Health, Emergency Preparedness & Incident Prevention

Document Type	Policy
Revision	01
Effective Date	01.04.2026
Review	Periodic review and review following significant changes, incidents or identified risks
Owner	Safety / EHS with Management
Approval	Managing Director
Applicability	Ziran India operations, employees, contractors and relevant persons working at or visiting the workplace
Status	Controlled Document

1. Purpose

Ziran India is committed to providing and maintaining a safe and healthy working environment and to preventing work-related injury, ill health, unsafe conditions and avoidable incidents. The policy establishes the management framework for identifying occupational health and safety risks, implementing controls, preparing for emergencies, reporting and investigating incidents, and continually improving workplace safety.

2. Scope

This policy applies across Ziran India operations and is relevant to employees, contractors and other persons whose activities may be affected by workplace health and safety conditions. It is implemented through the Safety Department procedures, risk assessments, training, inspections, maintenance activities, emergency preparedness and related management-system records.

3. Health & Safety Commitments

- Identify workplace hazards and assess occupational health and safety risks before and during activities.
- Implement appropriate preventive and protective controls and monitor their effectiveness.
- Provide safe working conditions, appropriate safety information, training and required personal protective measures.
- Maintain emergency preparedness for fire, medical emergencies, chemical incidents and other identified workplace emergencies.
- Promote timely reporting, investigation and corrective action for incidents, unsafe conditions and near misses.
- Maintain relevant safety records and review safety performance through the established management system.
- Encourage employees and relevant workers to raise safety concerns and participate in workplace safety activities.

4. Risk Assessment & Safe Work Controls

Health and safety risks shall be identified and assessed for relevant activities, equipment, chemicals, utilities, work areas and non-routine work. Controls shall be implemented according to the assessed risk. Where applicable, work shall be controlled through permits, defined operating instructions, competent personnel, preventive maintenance, inspections and appropriate protective equipment.

- Work permit controls shall be applied where the established work-permit procedure requires them.
- Safety risks associated with machinery, utilities, chemicals, compressed gases and other hazardous activities shall be controlled through approved procedures and operating practices.



- Changes to processes, equipment or work conditions shall be reviewed for relevant health and safety implications.

5. Incident Reporting, Investigation & Corrective Action

Incidents, accidents, near misses, unsafe acts and unsafe conditions shall be reported through the established incident reporting and investigation process. Investigations shall identify immediate and underlying causes and shall lead, where required, to correction, corrective action and follow-up.

- Incident information shall be recorded and retained as required by the management system.
- Serious or significant events shall be escalated to responsible management without undue delay.
- Corrective actions shall be assigned to responsible persons, followed to completion and reviewed for effectiveness.
- Lessons learned from incidents and identified hazards shall be communicated to relevant personnel.

6. Fire & Emergency Preparedness

Ziran India maintains emergency preparedness arrangements appropriate to identified workplace risks. These include fire protection and response arrangements, first-aid provisions, fire alarm systems, fire hydrant arrangements and mock-drill procedures.

- Fire extinguishers, hydrant systems and fire alarm arrangements shall be maintained and operated according to approved procedures.
- First-aid boxes shall be maintained and made available as established by the Safety Department.
- Mock drills shall be conducted according to the established procedure and observations shall be recorded and followed up.
- Emergency response arrangements shall be periodically reviewed for suitability and effectiveness.

7. Chemical & Hazardous Material Safety

- Chemicals shall be handled and stored in accordance with established safety controls and applicable information available for the material.
- Safety information and material safety information shall be made available as required for relevant hazardous substances.
- Hazardous waste shall be handled and disposed of through the established hazardous-waste procedure.
- Chemical incidents, leaks, unsafe storage or other hazards shall be reported and addressed through the incident and corrective-action process.

8. Compressed Gas Cylinder Safety

Compressed gas cylinders shall be handled, stored and used according to the established Safety Department procedure. Controls shall address safe handling, storage and use and shall be supported by competent personnel and appropriate precautions.

9. Occupational Health & Workplace Conditions

Ziran India shall maintain occupational health and safety guidelines and workplace controls relevant to employee health and safe working conditions. Health-related records and workplace safety observations shall be maintained where applicable. Safety requirements shall be communicated through induction, training, toolbox or other relevant awareness activities.

10. Safety Inspections, Area Audits & Safety Committee

- Safety area audits shall be conducted according to the established procedure to identify unsafe conditions and opportunities for improvement.
- Safety observations and identified nonconformities shall be recorded and addressed through the applicable corrective-action process.
- The Safety Committee shall support consultation, review of safety concerns and follow-up of relevant safety actions in accordance with its established procedure.

11. Training & Competence

Personnel performing safety-sensitive work shall receive information, instruction and training appropriate to their responsibilities. Training needs shall be identified through roles, risk assessments, procedures, incidents and other relevant sources. Training records shall be maintained and competence shall be reviewed where required.

12. Maintenance & Safety Equipment

Safety-related equipment, utilities and workplace controls shall be subject to appropriate inspection, maintenance and follow-up. Preventive maintenance and relevant maintenance records shall be maintained in accordance with the established management-system procedures.

13. Responsibilities

- Managing Director / Management: provide direction, resources and oversight for health and safety.
- Safety / EHS Function: coordinate risk assessment, safety procedures, inspections, incident management, emergency preparedness, training and safety records.
- Department Heads / Supervisors: implement safety controls within their areas, ensure personnel follow procedures and escalate hazards and incidents.
- Employees and Contractors: follow safety instructions and procedures, use required protective measures, report hazards/incidents and participate in safety training and drills.

14. Monitoring, Records & Management Review

Health and safety performance shall be monitored through available incident records, safety inspections, training records, mock-drill records, maintenance records, risk assessments and other relevant records. Significant findings, recurring issues and corrective actions shall be reviewed through the established management-review and continual-improvement processes.

15. Corrective Improvement Priorities

The policy shall be supported by effective implementation and evidence. Where internal reviews, audits, incidents or other assessments identify weaknesses in accident recording, incident reporting, training, emergency preparedness or other safety controls, the responsible functions shall establish and track corrective actions through the management system.

16. Controlled References

- ZIR/SOP/SD/001-00 – SOP for Work Permit – 01.04.2021
- ZIR/SOP/SD/002-02 – SOP for Incident Reporting and Investigation – 01.04.2021
- ZIR/SOP/SD/003-00 – SOP for Operation of Fire Extinguisher – 01.04.2021



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- ZIR/SOP/SD/004-00 – SOP for Fire Hydrant System – 01.04.2021
- ZIR/SOP/SD/005-00 – SOP for First Aid Box – 01.04.2021
- ZIR/SOP/SD/006-00 – SOP for Fire Alarm System – 01.04.2021
- ZIR/SOP/SD/007-00 – SOP for Compressed Gas Cylinder – 01.04.2021
- ZIR/SOP/SD/008-00 – SOP for Hazardous Waste Handling & Disposal – 01.04.2021
- ZIR/SOP/SD/009-00 – SOP for Safety Committee Meeting – 01.04.2021
- ZIR/SOP/SD/010-00 – SOP for Chemical Handling & Storage – 01.04.2021
- ZIR/SOP/SD/011-00 – SOP for Area Audit Procedure – 01.04.2021
- ZIR/SOP/SD/012-00 – SOP for Mock Drill Procedure – 01.04.2021
- ZIR/SOP/SD/013-00 – SOP for Occupational Health and Safety Guidelines – 01.04.2021
- Risk assessments, accident/incident records, safety training records, fire drill/mock-drill records, maintenance records and safety inspection records maintained within the Ziran management system.

17. Approval

Prepared By – HSE/Admin coordinator	Approved By – MD
	