|  |  |
| --- | --- |
| Title: Third Meeting of Safety Committee \_\_\_\_\_\_\_\_\_ | Date (held on): 12/11/2020 |

Following are the minutes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Description** | **Decision** | **Responsibility** | **Target date (if any)** | **Sign of Resp. Person (If any)** |
| 1 | Compliance of PPEs | 1. Delay occurring in purchase and deliverance of PPEs which will be discussed with accounts and purchase department. 2. All sections in charges will put compliance team in CC when sharing PPEs requirement with Admin. 3. Safety goggles should be added in next monthly PPEs demand by all section in charges. | 1. Compliance Team   b. & c. Section In Charges |  |  |
| 2 | Weekly Safety talk | 1. Safety topics will be shared by compliance team to all section in charges. 2. Section in charges will conduct safety talks on weekly basis according to schedule (From upcoming Monday to onward) and retain its evidence in form of attendance sheet and pictures. 3. Compliance team will inspect frequently for compliance of this task. | a. & c. Compliance team  b. Section Incharges | b. From upcoming Monday |  |
| 3 | Corona Virus Precautions | 1. Cloth/Medical mask will be provided to all employees 2. Section in charges will be responsible to ensure its compliance. 3. Employees at work area will maintain distance of atleast 3-6 feet and where possible avoid gathering. | a. Compliance Team  b. & c. Section In Charges | a. 20th Nov |  |
| 4 | Spill Control awareness | 1. 06 Plastic drums will be cut by EMD to make it as spill tray and provide to LMD & PCC production section. 2. Pallets of specific shape (As discussed in meeting) from waste yard will be taken by production in charge through sweeper to use under liquid containers for spill control purpose. 3. Awareness on spill handling will be provided to workers by respective floor incharge in next safety talk. | a. EMD (Abu Bakar)  b. & c. Section In Charges | a. 20th Nov |  |
| 5 | Floor Marking in operational areas | 1. Floor marking layout will be designed by operational area incharge and share with compliance team. 2. After layout finalization, floor marking will be done. | Section In Charges | 17TH Nov |  |
| 6 | Emergency Evacuation | As per findings regarding last emergency evacuation drill:   1. Each area incharge will develop a list of his/her area employees and place on appropriate place. 2. On assembly point, each area incharge will count the present employees by this list and mark on it the missing ones. 3. Area incharge will share missing employee (If any) to ERT leader. 4. For effective and instant communication, ERT leader at assembly point will communicate to Fire fighting leader (Who will inside the building) on phone call. | a. b. & c. Area In charge  d. Emergency Response Team |  |  |

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By (Chair Person):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_