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| Title: Monthly Safety Committee Meeting | Date (held on): 8th Jul 2021 |

Monthly Safety Committee meeting was held in first floor conference room on 4th Aug 2021 at 1430 hrs. Following individuals remained absent;

* Saddir Hussain LMD operator
* Ashiq Maseeh Sweeper In charge

The progress at previous month actions were poor. It was emphasized to complete these actions. Committee members highlighted issue of uniform, safety shoes and PPEs.

Following are the minutes:

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| **Sr. No** | **Decision** | **Responsibility** | **Target date** |
| 1 | PPEs shortage was discussed and it was agreed to prepare a SOP for PPEs availability.  Draft procedure prepared and is at approval stage. | HKQ | 20 Aug 21 |
| 2 | Line managers to identify MSL of all PPEs and ensure its availability all times.  Action is pending. | Ahmed/Faisal/ Shaheed Ullah/Abu Bakar |  |
| 3 | To overcome the potential of slip hazard at front stairs, PR to be raised for anti-skid tape to be applied where missing.  Action is pending. | HKQ | 20 Aug 21 |
| 4 | Extraction with ducting is required in DPM room.  Action is pending. | Abu Bakar |  |
| 5 | Workers requested nomination of site in-charge during off hrs for decision of emergency services eg shifting of patient to hospital etc.  Action is pending. | SSB |  |
| 6 | Discipline of first aid box to be improved, currently found empty in emergency.  System of strapping the box agreed. Strapping machine etc is under procurement. | HKQ | 20 Aug 21 |
| 7 | A standard list of first aid box items to be procured and inserted in all first aid boxes.  Action Completed. | HKQ/Ali Goher | **Completed** |
| 8 | Stretchers are required to shift patients during emergencies. HKQ to raise PR for the purchase of two stretchers.  Action is pending. | HKQ |  |
| 9 | Ms Nisha indicated accumulation of acidic, glass & chemical waste. Disposal policy is required.  Action Completed. | HKQ | **Completed** |
| 10 | Uniform and safety shoes requirement was raised by the participants. Aamir Khan to ensure on time delivery | Aamir Khan |  |
| 11 | PCC representative pointed out that emergency exit of PCC is occasionally locked from outside. Maintenance section to ensure the locking arrangement at outer side are removed. Exit should be locked from inside at shift close. | Abu Bakar |  |
| 12 | PCC operator indicated that cable to weigh scale is not properly laid. Maintenance to ensure that cable is properly clamped. | Abu Bakar |  |

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