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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 7th Jul 2021 at 1430 hrs. Following individuals remained absent;

* Faisal Altaf Deputy Manager LMD Production
* Sheroze Lab Assistant PCC

New member of Safety committee, MS Nisha was welcomed in this form and significance of this meeting explained to her. The progress at previous month actions were not good. 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 | HKQ | 30 Jul 21 |
| 2 | Line managers to identify MSL of all PPEs and ensure its availability all times. | Ahmed/Faisal/ Shaheed Ullah/Abu Bakar |  |
| 3 | To overcome the potential of slip hazard at front stairs, anti-skid tape to be applied where missing. | M Yaqoob |  |
| 4 | Extraction with ducting is required in DPM room. | 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. | M Yaqoob |  |
| 6 | Discipline of first aid box to be improved, currently found empty in emergency. | HKQ | 30 Jul 21 |
| 7 | A standard list of first aid box items to be procured and inserted in all first aid boxes. | HKQ/Ali Goher | 20 Jul 21 |
| 8 | Stretchers are required to shift patients during emergencies | M Yaqoob |  |
| 9 | Ms Nisha indicated accumulation of acidic, glass & chemical waste. Disposal policy is required. | HKQ | 30 Jul 21 |

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