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| Title: Monthly Safety Committee Meeting | Date (held on):7th Jun 2021 |

Monthly Safety Committee meeting held in main conference room on 7th Jun 2021 at 1430 hrs. Following operators remained absent;

* Nazeer Ahmed PCC operator
* Ashiq Maseeh Sweeper Incharge
* Touqeer Ahmed Store Worker.

Safety committee participants were updated about significance of meeting during current scenario and role of the committee members. Importance of incident reporting was communicated and members were advised to use suggestion box tool for improvement in HSE and productivity related matters.

Following are the minutes:

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| **Sr. No** | **Decision** | **Responsibility** | **Target date (if any)** | **Sign of Resp. Person (If any)** |
| 1 | PPEs shortage was discussed and it was agreed to prepare a SOP for PPEs availability | HKQ | 30 Jun 21 |  |
|  | Line managers to identify MSL of all PPEs and ensure its availability all times. | Ahmed/Faisal/ Shaheed Ullah |  |  |
| 2 | To overcome the potential of slip hazard at front stairs, anti-skid tape to be applied where missing. | M Yaqoob |  |  |
| 3 | Extraction with ducting is required in DPM room. | Abu Bakar |  |  |
| 4 | Fire extinguishers refilling to be expedited | M Yaqoob |  |  |
| 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 | 20 Jun 21 |  |
|  | A standard list of first aid box items to be procured and inserted in all first aid boxes. | HKQ/Ali Raza | 14 Jun 21 |  |
| 7 | Stretchers are required to shift patients during emergencies | M Yaqoob |  |  |

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