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| Title: Monthly Safety Committee Meeting | Date (held on): 6th Oct 2021 |

Monthly Safety Committee meeting was held in main conference room on 6th Oct 2021 at 1100 hrs. Following individuals remained absent;

* Nazeer Ahmed Operator PCC

The progress at previous month actions was reviewed and responsible persons were advised to complete the actions.

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.  Procedure prepared, get approved and is at approval stage. | HKQ | **Completed** |
| 2 | Line managers to identify MSL of all PPEs and ensure its availability all times.  Action is still pending. | Ahmed/Faisal/ Shaheed Ullah/Abu Bakar | **Pending** |
| 3 | To overcome the potential of slip hazard at front stairs, Anti-skid tape is arranged. Maintenance to apply this tape at main stair steps (from ground to PCC floor). | Abu Bakar | In Progress |
| 4 | Extraction with ducting is required in DPM room.  Action is pending. | Abu Bakar | EDC Required |
| 5 | Discipline of first aid box to be improved, currently found empty in emergency.  First Aid items purchased and boxes strapped. | HKQ | **Completed** |
| 6 | Stretchers are arranged for both units. Maintenance section to install at agreed location. | Abu Bakar | EDC Required |
| 7 | Vendor of uniform is changed due to non-commitment and failing to provide on time delivery. New vendor is selected and he has promised to provide uniform during first week of Nov 2021 | Ali Raza Gohar | 10 Nov 21 |
| 8 | Safety shoes received and issued to 95% staff. Shoes for remaining staff will be arranged and issued within 2 week time. | Ali Raza Goher / Aamir Khan | In Progress |
| 9 | It was highlighted that heap of files are dumped near tandoor which has potential fire hazard.  **ACTION:** A note circulated to concerned record owners. No response yet. Will be discussed with Moazzam Sb. | Management |  |
| 10 | The lift platform level is about two feet higher that basement floor level. Safe material handling arrangements are required. | Top Management |  |
| 11 | Light switches of LMD/PCC stairs are inside production halls. It is difficult to switch off lights and safe exit. Suggested to provide stair light switches at stairs entry point at ground floor. | Ab Bakar |  |
| 12 | Install an eye wash shower (developed in house) in PMD lab on trial basis | Ab Bakar |  |

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