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| Title: Monthly Safety Committee Meeting | Date (held on): 22nd Dec 2021 |

Monthly Safety Committee meeting held in main conference room on 22nd Dec 2021 at 1430 hrs. Following individuals remained absent;

* Faisal Altaf Deputy Manager LMD Leave
* Sadir Hussain Operator LMD Absent
* Ashiq Maseeh Sweeper In charge Leave
* Touqeer Ahmed Worker Store Leave
* Sheroze Lab Assisstant Leave

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 | 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** |
| 2 | Extraction with ducting is required in DPM room.  Action is pending. | Abu Bakar | **Over-Due** |
| 3 | 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 | **Pending** |
| 4 | The lift platform level is about two feet higher that basement floor level. Safe material handling arrangements are required. | Top Management | **Management Decision** |
| 5 | Install an eye wash shower (developed in house) in PMD lab on trial basis | Ab Bakar | **Pending** |
| 6 | Roti waste is accumulated near tandoor resulting ingress of rats (This creature is damaging AC wiring etc)  **Action:** Prohibit storage of food stuff near tandoor. | M Yaqoob |  |
| 7 | Due to current environmental assessments, exhaust fans are urgently required for PCC and Store. | Ahmed Raza/ Shaheed Ullah |  |

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