



## **SPECTRON**

### **Workplace Safety Policy**

**Date:** 05.01.2026

**Revision:** 01

**Approved By:** Management

**Applicability:** All eligible employees across functions and locations

#### **1. Purpose**

The purpose of this policy is to ensure a safe and secure workplace by preventing accidents, injuries, unsafe acts, and unsafe conditions, and by promoting a culture of safety awareness and responsibility.

#### **2. Scope**

This policy applies to:

- All Company premises, offices, factories, sites, and work locations
- All employees and contract labour
- Visitors, clients, and vendors while on Company premises
- All work-related activities, including fieldwork and off-site assignments

#### **3. Policy Statement**

The Company is committed to:

- Providing a safe working environment for all persons at the workplace
- Identifying and minimizing workplace hazards
- Preventing occupational injuries and accidents
- Complying with applicable workplace safety laws and regulations

Safety is a **shared responsibility** of Management and employees.

#### **4. Legal Framework**

This policy is framed in accordance with applicable laws, including but not limited to:

- **Factories Act, 1948**
- **Shops & Establishments Act** (State-specific)
- **Occupational Safety, Health and Working Conditions Code, 2020** (as applicable)
- Applicable rules, notifications, and guidelines

## **SPECTRON ENGINEERS PRIVATE LIMITED**

*An ISO 9001 : 2015 Certified Company*

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In case of any inconsistency, **statutory provisions shall prevail.**

### **5. Hazard Identification & Risk Control**

The Company shall:

- Identify workplace hazards and unsafe conditions
- Implement appropriate control measures
- Display safety signage and instructions
- Conduct periodic inspections to ensure safety compliance

### **6. Safe Work Practices**

Employees must:

- Follow all safety instructions and procedures
- Use tools, machinery, and equipment safely and correctly
- Avoid shortcuts that may compromise safety
- Refrain from engaging in unsafe or reckless behavior

### **7. Personal Protective Equipment (PPE)**

- PPE shall be provided where required based on job risk.
- Employees must use PPE correctly and consistently.
- Failure to use PPE may result in disciplinary action.

### **8. Fire & Emergency Safety**

- Emergency exits shall be clearly marked and kept unobstructed.
- Fire-fighting equipment shall be maintained and accessible.
- Employees must familiarize themselves with evacuation procedures.
- Mock drills may be conducted periodically.

### **9. Incident & Near-Miss Reporting**

- All accidents, injuries, near-misses, and unsafe conditions must be reported immediately.
- Incidents shall be investigated to prevent recurrence.
- Reporting incidents will not attract retaliation.

### **10. Roles & Responsibilities**

#### **Management**

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- Provide a safe working environment
- Ensure availability of safety resources and training
- Enforce compliance with this policy

### **Employees**

- Take reasonable care for personal and co-worker safety
- Report hazards, incidents, and unsafe conditions
- Cooperate with safety inspections and investigations

### **Contractors & Visitors**

- Comply with safety instructions while on Company premises
- Use PPE and follow site safety rules

### **11. Training & Awareness**

- Workplace safety training may be conducted periodically.
- New employees and contractors shall be oriented on basic safety practices.

### **12. Prohibited Acts**

The following are strictly prohibited:

- Tampering with safety devices
- Working under the influence of alcohol or drugs
- Unauthorized operation of machinery
- Blocking emergency exits or safety equipment

### **13. Non-Compliance & Disciplinary Action**

Violation of this policy may result in:

- Disciplinary action as per Company policy
- Removal from site (for contractors or visitors)
- Legal action where applicable

### **14. Continuous Improvement**

The Company is committed to continuously improving workplace safety through:

- Regular reviews
- Employee feedback

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- Preventive and corrective actions

## 15. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy to align with legal requirements or operational needs.

### Employee–HR Communication on Workplace Safety Policy

**Employee:** What is expected from me under the Workplace Safety Policy?

**HR Representative:** You are expected to follow safety procedures, use PPE where required, and report any unsafe conditions or incidents immediately.

**Employee:** Will I be penalized for reporting safety issues?

**HR Representative:** No. Reporting safety concerns is encouraged and protected. There will be no retaliation for genuine reporting.

**Employee:** Does this policy apply to visitors and contractors?

**HR Representative:** Yes. Anyone entering our workplace must comply with applicable safety rules.

**Employee:** Thank you. This makes safety expectations clear.

**HR Representative:** You're welcome. Safety is everyone's responsibility, and your cooperation helps keep the workplace safe.

Yours Sincerely,

For **Spectron Engineers Pvt. Ltd.**

**Authorised Signatory**

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