 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
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<b>TITLE: SAFETY COMMITTEE</b>				

## 1.0 PURPOSE:

To describe the procedure for EHS – Committee to involve the employees in safety management system and to assess the safety standards and practices.

## 2.0 SCOPE:

This Standard Operating Procedure is applicable to conduct EHS- Committee meetings at Discovery intermediates pvt.ltd.

## 3.0 RESPONSIBILITY:


### 3.1 EHS Department

- 3.1.1 It is the responsibility of EHS department to constitute the EHS-committee to equal representation of workers and staff as per the statute
- 3.1.2 Is the responsibility to monitor the action plan completions and its status

### 3.2 EHS Committee

- 3.2.1 To discuss the sub-committee meeting minutes and other EHS related issues.
- 3.2.2 Dealing with all matters concerning safety health & environment to arrive the practicable solutions to problem encountered.
- 3.2.3 Creating safety awareness amongst all employees.
- 3.2.4 Under taking educational and training activities.
- 3.2.5 Discussing the EHS survey reports, risk assessments, OSEP (On site emergency procedure) and implementation of recommendations made in the report.
- 3.2.6 Looking into the complaint made on the likely hood of an imminent danger to the safety health and environment of the plant and suggests corrective measures reviewing the implementation of the recommendations made.

	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>
Sign & Date			
Name	E G M Tilak	M. Ramesh	Ch. Mahendar Reddy
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#### **4.0 DEFINITIONS: NIL**

#### **5.0 PROCEDURE :**

##### **5.1 Schedule:**

5.1.1 EHS Committee meeting once in a Quarter

##### **5.2 EHS - Committee**

5.2.1 Plant in-charge shall be the chairman of the EHS- Committee. In case of absence of chairmen EHS – head will charge the committee meeting.

5.2.2 EHS – head shall be the secretary of the EHS –committee.

5.2.3 The tenure of the EHS- committee is two years. The list of EHS– committee member is in Annexure – 011

5.2.4 And the committee can reconstitute whenever necessary as per the directions of Chairmen of the committee.

5.2.5 Secretary shall prepare the agenda of the meeting and shall circulate the agenda to all committee members at least three days in advance. EHS- committee will discuss the EHS issues as per agenda and the committee can discuss any other issues related to EHS.


5.2.6 EHS department shall record the recommendations/ minutes of the committee meeting in current version EHS013-FM018

5.2.7 Minutes of EHS sub-committee meeting shall be circulated to all EHS sub-committee members, HODs, and to plant in- charge by EHS department.

5.2.8 Secretary shall review the status of the implementation of the recommendations monthly and communicate the status report to plant in-charge. The committee shall meet once in a quarter.

5.3 List of Safety Committee members were prepared and maintained separately and will be updated as per requirement.

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## 6.0 FORMATS / ANNEXURE(S):

6.1.1 EHS-Committee meeting minutes : EHS013-FM018

## 7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		1. SOP format changed in line with QA-SOP-001-04	---
02		1. SOP format changed in line with QA-SOP-001-05	CCF/GEN/17017

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