



SEEDWORKS


OHS MANUAL

(Occupational Health and Safety Manual)

ISO 45001:2018

VERSION 2.0

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Approved by:


Managing Director & CEO

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1.0 Introduction

SeedWorks International is committed to providing and maintaining a safe and healthy workplace for all employees, reducing any impact our operation might have on the environment and providing the information, training and supervision to all employees and contractors needed to achieve this.

Company will take responsibility for Occupational Health & Safety (OHS) procedures, however employees need to be aware of their responsibilities and shall comply with the company policies and procedures.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace and caring for our environment through:

- Being involved in the workplace Health & Safety system.
- Sticking to correct procedures and equipment use.
- Wearing protective clothing and equipment as and when required.
- Ensuring all accidents and incidents are reported immediately.
- Helping new employees, trainees and visitors at the workplace to understand the right procedures and why they exist.
- Telling your manager immediately of any health, safety or environmental concerns, if any.
- Keeping the work place clean and organized to minimize the risk of any accidents or mishaps.

2.0 OHS Management System

SeedWorks International, values its employees, contractors, customers and the environment and communities in which we operate and live. We are committed to complying with Health, Safety and Environment (HSE) laws and the voluntary OHS standards to which our organization subscribes. We act on our responsibilities to identify and remove potential and recognized risk to a healthy and safe workplace. To achieve this, we developed and implement OHS management system.

The SeedWorks International, OHS management system is to support the company ESG Policy (Integrated policy of Safety, Health, Environment & Social Governance) and provide the basic guidelines to ensure that the OHS system is successfully implemented throughout organization. Below are the key elements of our OHS management system, by which we conduct our operations across the company to ensure that the OHS is successfully implemented.

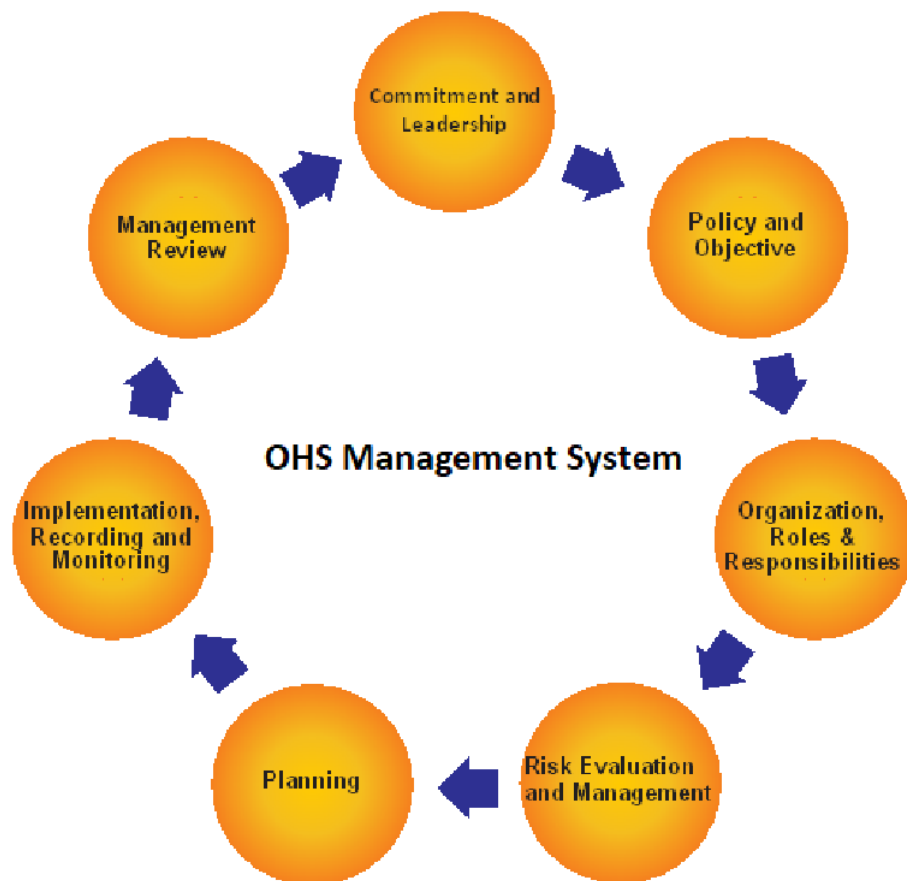


Fig: Showing OHS Management system

2.1 Commitment and Leadership

- 2.1.1 Management shall provide strong visible commitment, leadership and personal involvement in Health, Safety and Environment.
- 2.1.2 OHS Manual is reviewed once in every two years by SeedWorks Leadership Team (SLT) and approved by the Managing Director & CEO.
- 2.1.3 All the functions will integrate the OHS requirements into their business and site management systems and standard operating procedures (SOPs).
- 2.1.4 Management shall make available the resources necessary to achieve our OHS objectives.
- 2.1.5 Management will understand how they influence the OHS culture within their area of responsibility, demonstrate that OHS issues are important to them, seek to continually improve OHS performance and lead by example.

2.2 Policy and Objective

2.2.1 Objective

This policy sets out **SeedWorks International Pvt Ltd (SWIPL)**, commitment to providing a safe, healthy environment and experience for its employees, contractors, consultants and visitors. It sets out the minimum requirements to ensure compliance with applicable legislation and related codes of practice and industry standards.

2.2.2 Scope

This policy applies to all **SWIPL** employees, visitors, consultants, contractors, employees of contractors, persons employed through labor hire agencies and volunteers.

2.2.3 OHS Policy

At **SWIPL**, we believe in sustainable development and are committed to effective management of Health, Safety and working environment as an integral part of our business.

Integrated ESG Policy: The health and safety of our employees who may be impacted by the company's operations is of paramount importance and our aim is zero incidents/injury to the employees and minimizing damage to the environment, where we operate.

To achieve aforesaid commitment, **SWIPL** will implement systems in its workplace that accord with the requirement of health and safety standards and strive to

- 2.2.3.1 Comply with applicable national, regional and local Health, Safety and Environment regulations and statutory obligations and other requirements as appropriate.
- 2.2.3.2 The company develops, implements, and maintains OHS management systems aligned with our sustainable commitments and beliefs which are consistent with required standards.
- 2.2.3.3 We will drive continuous improvement in OHS through setting and reviewing targets, assessing and reporting OHS performance, using appropriate best available practices and providing all employees with appropriate training.
- 2.2.3.4 Prevent injury and ill health to all the employees by providing a safe and healthy work environment and by minimizing risks associated with occupational hazards.
- 2.2.3.5 Identify hazards, near misses, assess the risks and implement appropriate controls to protect safety of all personnel involved in the activities.
- 2.2.3.6 Promote a positive OHS culture within our organization through effective communication, participation and consultations with employees at the workplace.
- 2.2.3.7 Influence our contractors and suppliers to adopt principles and practices adopted by us and in accordance with our own policies.
- 2.2.3.8 Communicate with all our stakeholders on the progress and performance of OHS management.
- 2.2.3.9 The content and robustness of implementation of this policy will be reviewed periodically and revised accordingly and would include sharing best practices throughout the company.

2.2.3.10 We will also measure progress against this policy and review performance on a periodic basis to ensure ongoing management of Occupational Health & Safety.

2.3 Organization, Roles and Responsibilities

The OHS guidelines are applicable in every operational area, offices, sites and farms where **SWIPL** operates and must reflect in every employee's behavior toward Occupational Health & Safety.

In order to ensure that employee health and safety is successfully managed within the organization, the following responsibilities have been allocated (Ref Clause numbers 2.3.1.1 & 2.3.1.2). Each function is headed by the SLT member and each function is represented by different levels of managers & staff (Ref Clause numbers 2.3.1.3 & 2.3.1.4).

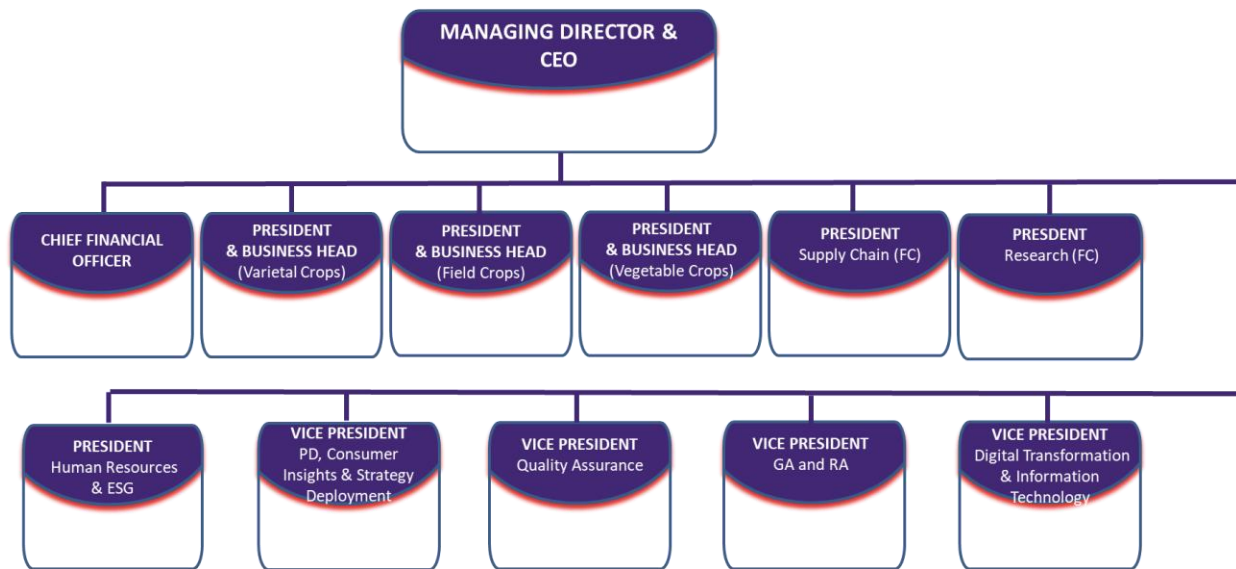


Fig: Showing OHS Organization structure with all functions

2.3.1 OHS Roles and Responsibilities

2.3.1.1 Managing Director & CEO:

2.3.1.1.1 The MD & CEO has the overall responsibility for effective implementation of the OHS policy and OHS management system across the entire company.

2.3.1.1.2 Setting targets for OHS performance and improvements for the company.

| S No | Objective | Target |
|------|--|---------------------------------|
| 1. | Reduce Loss Time Injury events to | Zero |
| 2. | Reduce incidents by | 50 % |
| 3. | Implementation of Safety gadgets in respective areas | 100 % |
| 4. | Legal Compliance | 100 % |
| 5. | Safety Trainings | One man day per person per year |
| 6. | Reduce Hazards by | 50 % |

2.3.1.1.3 Include health and safety matters on the agenda of SLT and Town Hall meetings on regular intervals and ensure that follow-up action is reported back to the group and communicated to others as appropriate.

2.3.1.1.4 Reviewing OHS performance and OHS Management System implementation to drive continual improvement.

| S No | Review Meeting | Agenda |
|------|--------------------------------------|--------------------------------|
| 1. | Town Hall – Quarterly | Status of Objectives & Targets |
| 2. | Safety Committee Meeting – Quarterly | Status of Objectives & Targets |
| 3. | Team Meetings – Monthly | Status of Objectives & Targets |

2.3.1.2 SeedWorks Leadership Team (SLT):

2.3.1.2.1 The SLT is responsible for setting expectations and providing resources for successful implementation of the Policy and OHS Management System within their functions.

2.3.1.2.2 Providing clear definition of all sites and/or activities within their functions where this system applies, including transient sites, where employees or contractors undertake work or where the company owns plant, property or equipment.

2.3.1.2.3 Ensure appropriate target setting, communication and performance monitoring for the respective functions.

2.3.1.2.4 Constitute committee comprising safety champions and provide necessary support for efficient functioning.

2.3.1.2.5 SLT will delegate the responsibility of achieving targets to safety champions

| S No | Objective | Target | Resources planned |
|------|-----------------------------------|--------|---|
| 1. | Reduce Loss Time Injury events to | Zero | Incidents reporting & implementation of corrective measures |
| 2. | Reduce incidents by | 50 % | Incidents reporting & implementation of corrective measures |

| | | | |
|----|--|---------------------------------|---|
| 3. | Implementation of Safety gadgets in respective areas | 100 % | Hazard assessment and selection of PPE |
| 4. | Legal Compliance | 100 % | Legal compliance application software - KOMRISK |
| 5. | Safety Trainings | One man day per person per year | Corporate Training Calendar |
| 6. | Reduce Hazards | 50 % | Internal Audit/ Self Assessment |

2.3.1.3 Managers:

2.3.1.3.1 Act as safety champion for their respective work areas.

2.3.1.3.2 Managers are responsible for implementing the OHS requirements in their respective work areas.

2.3.1.3.3 Put the safety and security of themselves and subordinates on the highest priority.

2.3.1.3.4 Ensuring that employees, contractors and visitors are aware of safety procedures.

2.3.1.3.5 Targeting Zero Incident at workplace.

2.3.1.3.6 Establishing that all equipment and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.

2.3.1.3.7 Providing adequate training, information, instructions and supervision to ensure that work is conducted safely.

2.3.1.3.8 Assess and identify risks proactively.

2.3.1.3.9 Taking immediate and appropriate steps to investigate and rectify any risk to health and safety arising from the work activity.

2.3.1.3.10 Bring to attention of senior management any health and safety issue that requires their prompt attention.

2.3.1.3.11 Ensuring that all accidents and 'near misses' are properly recorded and reported to the SLT and corrective measures are implemented.

| S No | Objective | Target | Resources incorporated |
|------|--|---------------------------------|---|
| 1. | Reduce Loss Time Injury events to | Zero | Incidents reporting & implementation of corrective measures |
| 2. | Reduce incidents by | 50 % | Incidents reporting & implementation of corrective measures |
| 3. | Implementation of Safety gadgets in respective areas | 100 % | Hazard assessment and selection of PPE |
| 4. | Legal Compliance | 100 % | Legal compliance application software - KOMRISK |
| 5. | Safety Trainings | One man day per person per year | Corporate Training Calendar |
| 6. | Reduce Hazards | 50 % | Internal Audit/ Self Assessment |

2.3.1.4 Employees:

2.3.1.4.1 All employees must take personal responsibility and co-operate in preventing harm to themselves, others and the environment.

- 2.3.1.4.2 Comply with set OHS procedures.
- 2.3.1.4.3 Promptly report any incidents or near misses in their work area to the supervisor.
- 2.3.1.4.4 Participate in health initiatives, health check-ups and organizational safety initiatives.
- 2.3.1.4.5 Co-operate and participate in all the emergency response exercises carried out at the location.
- 2.3.1.4.6 As a condition of employment, employees must become familiar with, observe and obey OHS guidelines and established policies by the company and prevent incidents while at work.

2.3.1.5 Committee of Safety Champions (Safety Committee):

The primary objective of this Committee is to provide support to enhance the Company's Safety Program. The key responsibilities include

- 2.3.1.5.1 Identifying workplace hazards,
- 2.3.1.5.2 Enforcement of Safety Rules,
- 2.3.1.5.3 Measuring safety performance,
- 2.3.1.5.4 Reducing frequency/severity of injuries,
- 2.3.1.5.5 Creating safety guidelines / instructions specific to work areas,
- 2.3.1.5.6 Developing and monitoring safety programs,
- 2.3.1.5.7 Conducting self-inspections of the workplace,
- 2.3.1.5.8 Review employee reports of hazards,
- 2.3.1.5.9 Assist in safety training and
- 2.3.1.5.10 Act as Safety champions of their functional areas.

Annexure - 1:

| S No | SLT | Name of champion | Observation | Corrective measures | Recommendations | Remarks |
|------|-----|------------------|-------------|---------------------|-----------------|---------|
| 1. | | | | | | |
| 2. | | | | | | |

The details of the Committee Members are mentioned in Annexure 6.

2.4 Risk Evaluation and Management

2.4.1 Risk Evaluation

The risks associated with any existing activity, new activity or change to an existing activity must be assessed. All risks must be reviewed at appropriate intervals. The below steps need to be followed in assessing risks,

- Identify the hazards,
- Identify who or what might be harmed and how,

- Estimate the scale of each risk based on severity and its likelihood
- Control risk to an acceptable level,
- Regularly review risk assessments to ensure that they are still valid,
- Look ahead – the full consequences of risk may take months or years to appear and
- Make a written record of the findings.

Those involved in risk assessment must have sufficient experience to make valid judgments. If in doubt seek advice from the supervisor.

Reference Procedure: Procedure for Hazard Identification, Risk Assessment and Implementation of Necessary Control Measures

Annexure - 2:

| Activity | Potential Hazards & Consequences/ Injury Details | Present Controls | Risk Level with Present Controls | | | | | | Proposed Controls | Risk Level after proposed controls | | | |
|----------|--|------------------|----------------------------------|----|----|------|----|----|-------------------|------------------------------------|----|----|----|
| | | | P1 | E1 | S1 | Risk | R1 | L1 | | P2 | E2 | S2 | R2 |
| | | | | | | | | | | | | | |

2.4.2 Risk Management

SWIPL manages its OHS risks to acceptable levels. The level of acceptable risk is determined by relevant laws and expectations of the company. Regular assessments must be conducted on Occupational Health & Safety including security risks and steps taken to control them to an acceptable level. While making risk management decisions

- Act quickly when an unacceptable risk is recognized,
- Consult the respective safety champion or supervisor,
- Decide what precautions or controls need to be in place to reduce the risk to an acceptable level,
- Ensure everyone involved knows how to implement and maintain the required precautions and controls,
- Review decisions to ensure that they remain valid and
- Use incident investigations to improve risk management assumptions and judgments.

| Risk Level | Control Plan |
|---|---|
| Highly Significant (Points Above 151) | Stop or prohibit activity immediately until risk has been reduced Prepare risk control plan/ Eliminate Hazards and Work should not be started without reduction of risk level to moderate level. Strict monitoring at HOD level is must. |

| | |
|---|---|
| Significant (Points Between 76-150) | Propose New Controls/ Eliminate Hazards to bring risk level to moderate. Strict monitoring by in charge of the workplace is must. |
| Moderate (Points Between 26-75) | Follow operational control procedures (SOP/ Work Instructions) & persons to be trained. Strict supervision is must. |
| Insignificant (Points Less than 25) | Normal precautions/ present controls to be adhered to. |

2.5 Planning

- 2.5.1 The Managing director & CEO will set OHS target for the company.
- 2.5.2 Where objectives and targets are established, plan(s) will be implemented to ensure that they are delivered. Plan(s) will include designated responsibility for delivery and the means, milestones and timeframes by which they are to be achieved.
- 2.5.3 Objectives, targets and plan(s) will be communicated to relevant stakeholders.
- 2.5.4 Progress against objectives and targets will be reported to and monitored by SLT.

2.6 Implementation, Recording and Monitoring

Creating sufficient awareness is the first step in implementation.

2.6.1 Training

- 2.6.1.1 OHS awareness session should become part of new employee induction. All new employees and contractors must be provided with a specific induction appropriate to their needs to ensure an understanding of the site OHS requirements, the hazards they may be exposed to and mandatory rules including emergency response and expected behaviors. This is decided by the respective supervisor.
- 2.6.1.2 All site visitors require a Business Unit visitor's induction so that visitors understand the rules, hazards and emergency procedures specific to each Business Unit and area of visit.
- 2.6.1.3 OHS refresher induction training must be undertaken atleast once in every two years for all employees and contractors.
- 2.6.1.4 Specific training shall be based on the needs of individual employees to meet their work and OHS competency requirements.
- 2.6.1.5 All relevant training records must be retained to demonstrate training attendance and successful attainment of competencies.

2.6.2 Implementing

- 2.6.2.1 Management shall ensure adequate and appropriate resources are provided to comply with OHS implementation.

2.6.2.2 Managers are authorized to develop specific OHS guidelines for their functional area depending on the broader guidelines stated in this manual.

2.6.2.3 It is the responsibility of every manager to implement this OHS guidelines within his or her area of functional responsibility, to lead by example, demonstrating safe, healthy and environmentally responsible behavior and to provide guidance to associates reporting to him or her.

Annexure - 3:

| S No | Activity | Title of Operating Procedure | Remarks |
|------|----------|------------------------------|---------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

2.6.3 Recording

2.6.3.1 Managers will identify the observations / indicators to be measured and duration to meet the OHS performance and regulatory requirements and get it approved by Safety Head & ESG Head.

2.6.3.2 The findings will be recorded at specified intervals.

| S No | Leading Indicators | Lagging Indicators | Records |
|------|--------------------|--------------------|------------------------------|
| 1. | Trainings | - | Topic, Period, Attendees... |
| 2. | - | Incidents | Frequency rates |
| 3. | Internal Audit | - | Audit Observations |
| 4. | Meetings | - | Topic, Minutes, Attendees... |

2.6.4 Monitoring

2.6.4.1 OHS performance of the function is monitored by respective SLT member as and when required.

2.6.4.2 OHS performance of the company is discussed at SLT meeting and the improvement or corrective actions are initiated if required.

2.6.5 Self-Assessment and Internal Audits

2.6.5.1 Each functional manager conduct the self-assessment against the set OHS management standards at frequencies appropriate to assessed level of OHS risk.

2.6.5.2 Self-assessment results are reported to concerned SLT member and discussed for corrective or improvement actions.

2.6.5.3 Safety committee nominates the internal audit team for different functions.

2.6.5.4 Internal audit team, conducts the audits on the OHS performance of the functions as per the formal audit process and report the findings.

2.6.5.5 Corrective actions to address non-conformance with these standards are prepared, executed, tracked and their status regularly reported. Corrective actions must have allocated time for completion and responsibility for each corrective action.

Annexure - 4:

| S No | HAZARD CATEGORY | CHECK LIST |
|------|---|--|
| 1. | FIRE PROTECTION SYSTEM SAFETY | Check the access to Fire Extinguishers is easy and free from obstructions |
| 2. | | Check whether the Extinguishers are well installed |
| 3. | | Check for No Overdue for Refill on Cylinder |
| 4. | | Check the Signage of Fire Extinguisher Exists |
| 5. | ELECTRICAL SAFETY | Check all the Electrical equipment's (Distribution boards, panels etc) is properly grounded/earthed |
| 6. | | Electrical panel doors and junction boxes are closed/locked |
| 7. | | No storage of combustible items near live electrical panel and battery chargers. |
| 8. | | Check no electrical cables are on the pathways |
| 9. | | Check there is no wire without plug tops |
| 10. | | Cables are properly fixed and no hangings |
| 11. | | Switch and panel boards are easily accessible |
| 12. | | EQUIPMENT SAFETY |
| 13. | Guards are interlocked or secured with a tool. Bolts & Nuts are rightly placed in all the equipment's | |
| 14. | Interlocks are working properly. All the rotating parts are well guarded | |
| 15. | Check No equipment is servicing under Live power | |
| 16. | CHEMICAL SAFETY | The chemicals stored inside the chemical storage room or designated place in well-organized manner |
| 17. | | The Chemical's MSDS are displayed/file is readily available |
| 18. | | All the chemical containers are properly labeled |
| 19. | EYE WASH EQUIPMENTS | Availability of Eye wash bottle |
| 20. | | There is no obstructions to access the Eye wash bottle |
| 21. | | Check of water change in eye wash bottles |
| 22. | FIRST AID EQUIPMENTS & SNAKE ANTIVENOM | The First aid kit available in the respective area is well maintained and no overdue of its inspection |
| 23. | | There is no Expired Medicines/Items in the First aid kit |
| 24. | | Check the first aid kit is provided with Signage posted |
| 25. | | Check Snake Anti Venom located is not expired |
| 26. | | Working and walking surfaces are clear, in good condition, tidy and slip-resistant |

| | | | |
|-----|---|---|--|
| 27. | WORKING & WALKING SURFACES | Standard railings are provided where necessary and are in good condition | |
| 28. | | All the floor markings like Pathways, Forklift movement are adequately marked | |
| 29. | AMENITIES | Check for good house keeping is maintained in washrooms, hand wash areas, etc. | |
| 30. | | Inspect for air quality, water quality, noise levels, illumination levels | |
| 31. | MATERIAL HANDLING & EQUIPMENT SAFETY | Hand pallet trucks are adequate and in good repair | |
| 32. | | Forklifts are in good condition and parked in designated areas | |
| 33. | | Check forklift is driving by Authorized persons only | |
| 34. | SITE SURROUNDINGS PREMISES SAFETY | All the Vehicles inside the site premises are well parked | |
| 35. | | Ensure all the floor are clean and tidy | |
| 36. | | Check the Diesel storage area is well maintained and located away from fire/open flames | |
| 37. | | Check whether fuel signages are exists at diesel storage | |
| 38. | | Check the Assembly point is well maintained | |
| 39. | | Check the House cleaning and keeping at surroundings of premises | |
| 40. | | Check the scrap yard is well maintained and in good condition | |
| 41. | | HOUSEKEEPING | Storage and stacking of material are neat and orderly |
| 42. | Waste disposal is provided at all locations | | |
| 43. | Work area is clean and orderly | | |
| 44. | Aisles and passageways are kept clear of obstructions | | |
| 45. | PERSONNEL PROTECTIVE EQUIPMENTS (PPE) | Check all the personnel at site are wearing the PPEs as per PPE matrix | |
| 46. | | Check the physical condition of PPEs using | |
| 47. | | Check all are wearing safety shoes inside the site premises | |
| 48. | KITCHEN / CANTEEN / CAFETERIA SAFETY | Check the Hygiene condition inside the Kitchen | |
| 49. | | Check the LPG cylinders are protected from sunlight exposure | |
| 50. | | Check availability of fire extinguisher | |
| 51. | | Check all workers in kitchen are wearing disposable Head caps, Aprons | |
| 52. | | Check the electrical appliances using are in good condition | |
| 53. | | Check the Refrigerator used inside the kitchen is not store with NON Food Items | |
| 54. | | Check all the personnel are aware of Emergency procedure | |
| 55. | | Check the LPG hope pipes condition. Ensure there is no leakage. | |
| 56. | | OTHERS | Ensure the Safety Notice boards are updated with latest information |
| 57. | | | Check all the Emergency contact numbers are posted at different parts of the site premises |
| 58. | | | Check the Warning/Caution signs are well maintained across site premises |
| 59. | Check whether used PPE are disposed separately/having separate bin for disposal | | |

2.7 Management Review

- 2.7.1 OHS management systems will be periodically reviewed (at least every two years or sooner if there is a business need or change in legislation/regulations) to ensure their continuing suitability, adequacy and effectiveness in order to meet the OHS requirement.
- 2.7.2 The review will consider any need for changes to policy and objectives and other elements of the OHS management system, in light of any OHS compliance assessment and audit results, accidents and incident analysis, legal changes, changing circumstances and the commitment to continual improvement.
- 2.7.3 Reviews, significant findings and actions will be documented and implemented within agreed timelines.

3.0 General Safety Guidelines

3.1 Conduct

Employees are required to work in an incident-free manner displaying accepted levels of behavior and conduct that puts the employee or others at risk or which threatens or intimidates others, should be avoided.

3.2 Housekeeping

3.2.1 The following areas must remain clear of obstructions:

- Exits,
- Fire extinguishers and emergency equipment,
- All electrical breakers, controls, and switches,
- Eye wash/safety showers and
- Staircases.

3.2.2 Employees are responsible to keep their work area clean, safe and Hygiene. Clean-up as many times needed and disposing of trash/ waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as soon as work is finished must be made a practice.

3.2.3 Keep the caution sign boards while cleaning / repair / renovation works.

3.3 Incident Reporting

3.3.1 All work-related injuries must be reported to your supervisor immediately. Incident reporting shall be done digitally to Safety Head marking to functional superiors. (Eg: Mails, Safety application, etc.)

3.3.2 After each medical treatment resulting from a work-related incident, employees must produce before HR the proof of fitness.

Annexure - 5:

| Date of incident | Nature of incident | Details of location/section | Reported by | Details of Injured & Damage | Description of Incident/occurrence | Root cause of incident | Correction & Corrective action | Remarks |
|------------------|--------------------|-----------------------------|-------------|-----------------------------|------------------------------------|------------------------|--------------------------------|---------|
| | | | | | | | | |

3.4 Personal Protective Equipment (PPE)

All PPE must be procured from reputed brands. Damaged PPE may not be used at any time. Maintenance and cleanliness of the PPE in use is the employee's responsibility. Each manager should develop the PPE matrix relevant to their work area and get it implemented.

- Safety glasses – must be worn at all times in designated areas.
- Hard hats – must be worn at all times in designated areas.
- Field caps – must be worn at all times in designated areas.
- Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, performing other jobs viz Seed treatment with chemicals, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- Respirators/Masks – must be worn at all times in designated areas.
- Hearing Protection – is required in areas where noise exposure is more than 85dBA.

3.5 Equipment Operation

3.5.1 Employees must specifically be trained and authorized by the supervisor to operate the following:

- Seed treatment machines, power tools, packing machines, seed cleaning machines, etc.
- Driving vehicles viz., Tractors, Stacker, 2 wheeler and 4 wheeler (must possess the valid license).
- Handling chemicals.
- Using Drones.
- Pesticides sprays at fields etc.
- Working at laboratories.

- 3.5.2 When operating machines - loose clothing must not be worn, long hair should be tied up and pulled back and sleeves should either be rolled the way down or way up.
- 3.5.3 Operation of damaged or defective equipment is prohibited. Machine must be turned off and marked and incident must be reported to the supervisor immediately.
- 3.5.4 Never tamper with, remove or deactivate machine guards or controls, designed to ensure safe operations. Never reach into an machinery in motion or moving machine part.
- 3.5.5 Inspect all ladders prior to each use and only one person is allowed on a ladder at a time.
- 3.5.6 Never use metal ladders / stools/ stands when working on or around electrical equipment.

3.6 Hazard Communication and Chemical Handling

- 3.6.1 All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:

Example:

FIRE (red background color) – is the material flammable?

HEALTH (blue background) – is the material dangerous to body?

REACTIVITY (yellow background) – is the material dangerously unstable?

- 3.6.2 Follow all instructions mentioned in label for the chemicals.
- 3.6.3 Do not mix chemicals unless recommended.
- 3.6.4 Keep all chemicals in closed containers.
- 3.6.5 Store all flammable liquids in safety cabinets/cans.
- 3.6.6 Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
- 3.6.7 Wear required PPE and minimize contact with the chemical.
- 3.6.8 Do not eat, drink or smoke while handling chemicals. And always wash hands after handling chemicals.
- 3.6.9 Maintain MSDS.

3.7 Precautions while Handling Pesticides

- 3.7.1 Do not purchase leaking containers, loose, unsealed or torn bags.
- 3.7.2 Do not purchase pesticides without proper/ approved Labels.
- 3.7.3 Avoid storage of pesticides in the house premises.
- 3.7.4 Never carry/ transport pesticides along with food materials.
- 3.7.5 Avoid carrying bulk - pesticides (dusts / granules) on head, shoulders or on the back.
- 3.7.6 Always protect your NOSE, EYES, MOUTH, EARS and HANDS with appropriate PPE while spraying.
- 3.7.7 Don't blow/clean clogged- sprayer nozzle with mouth. Use brush to remove the block and clean with water.

- 3.7.8 Never re-use empty pesticide container for any purpose.
- 3.7.9 Do not apply pesticides against the wind direction.
- 3.7.10 Avoid entry of animals and workers in the fields immediately after the spraying.
- 3.7.11 Left over spray solution should not be drained in ponds or water lines etc. Throw it in barren isolated area, if possible.
- 3.7.12 Used/ empty containers should be crushed with a stone / stick and disposed off safely.
- 3.7.13 Wash the sprayer and bucket etc., with soap water after spraying.

3.8 Field Safety

- 3.8.1 Ensure safe passage for entering the fields.
- 3.8.2 Wear field shoes, avoid wearing sandals during field visits.
- 3.8.3 Watch the surroundings carefully for snakes or any other harmful insects or sharp structures.
- 3.8.4 After field visit, wash face and hands thoroughly before having food.

3.9 Road Safety

- 3.9.1 Only authorized drivers are permitted to operate vehicles deployed for business purpose.
- 3.9.2 Maintenance of vehicles and keeping them in good condition will be the responsibility of the persons authorized to drive the company cars with facilitation by Administration department.
- 3.9.3 Always check the vehicle particularly before a long trip. It is necessary to check the documents, emergency support, and other necessities in the vehicle (for four wheeler additionally Fire extinguisher, hammer, torch and Umbrella).
- 3.9.4 In case of four-wheeler seat belts/shoulder harnesses on all seats must be worn whenever the vehicle is in motion. Person(s) seating in rear seat also needs to wear seat belts.
- 3.9.5 Helmet wearing is compulsory for Rider & pillion in case of two-wheeler driving.
- 3.9.6 Follow all the traffic rules and regulations while driving a vehicle. This include knowing and following road signs and markings. Obey traffic control indications.
- 3.9.7 Turning Indicators should be used well in advance. It is strongly recommended that indicator should be turned on atleast 10 seconds in advance.
- 3.9.8 As a good practice, use M-S-M rule while turning or even changing the lane. M-S-M means Mirror – Signal – Maneuver while changing the course of the journey. The maneuver can commence after Position – Speed –Look of the position of your vehicle.
- 3.9.9 Never turn your head while talking to fellow passengers. It might take away your attention from the road and delay split second decision.
- 3.9.10 No unauthorized riders, Drivers, hitchhikers, etc., are allowed on company vehicles.
- 3.9.11 Driving under the influence of alcohol or other drugs is prohibited.
- 3.9.12 The long journey should have regular breaks. For long journey, the driver must stop for every 2-3 hours of travel & relax for few minutes to get convenient body movement. Have a sound sleep if proceeding for long distance travel. Keep in mind that any deficiency in the sleep cannot

be compensated by coffee, drink or any other medicine. Stop driving and park the vehicle at a safe place.

- 3.9.13 Talking on mobile phone, texting or operating any related gadget while driving is strictly prohibited.
- 3.9.14 Never use mobile phone while filling the fuel. It may be dangerous.
- 3.9.15 Listening to music must be avoided while driving.
- 3.9.16 Be cautious while driving in monsoons, especially at hill side and village side roads. Anticipate the animals entry in the roadway.
- 3.9.17 Do not apply sudden brakes. This may result in vehicle skid or may collide with other vehicle near to it.

3.10 Electrical Safety

- 3.10.1 Never operate or tamper with the electrical main switch or breakers unless authorized.
- 3.10.2 All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.
- 3.10.3 Inspect all plugs, cords and portable equipment prior to use.
- 3.10.4 Report for any damaged electrical equipment to the technician and get it rectified and notify your supervisor. Only authorized personnel are permitted to carry out repairs.
- 3.10.5 Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.

3.11 Fire Prevention Plan

- 3.11.1 Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated external smoking areas.
- 3.11.2 No open flames are allowed within the facility. Contractors performing hot work / jobs (welding, grinding, flame cutting, brazing, soldering, etc.) must contact Admin Officer / site incharge for approval prior to the start of the work. Need to follow Work permit system.
- 3.11.3 No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact safety champion for guidance.
- 3.11.4 Diesel being used as fuel for DG Set operation will be procured as per the requirement. Authorized person will bring the required quantity of diesel to site and fill it in the DG . Diesel will not be stored in containers at any site.

3.12 Staying Safe

- 3.12.1 Report any unsafe conditions or situations immediately to supervisor. In case of suggestions on improving any aspect of safety in the facility, discuss it.

- 3.12.2 If unsure of how to operate a piece of equipment or complete an assignment, ask for help. Asking for help when unsure reduces the chance of injury.
- 3.12.3 In case caught in an incident even after office hours or affected by natural calamity like earthquakes and floods, immediately report to the supervisor of your safety.

3.13 Toolbox Talks

Toolbox talks provide the forum for the Supervisor or the 'Person In Charge' of Work Team to ensure that everyone involved in the activity fully understands the tasks, hazards involved, hazard control measures to be employed and procedures to be followed. Depending on the risk associated with the work area decide the frequency of toolbox talks. Safety Champions shall conduct toolbox talks.

4.0 Guidelines for Emergency Situations

Follow the below guidelines in case of emergency situations to stay safe and to prevent any injury.

- Stay calm and follow the guidelines,
- Know the emergency contact numbers specific to the location. Location incharge or admin incharge of the location is responsible for displaying all the emergency contact numbers related to that location.
- Know where the emergency exits are located and use the closest exit.
- In the event of any emergency, do not take elevators, use the stairs and
- Do not hesitate to call/alert safety committee members if you believe that an emergency is occurring.

4.1 Evacuation due to Fire or Other Emergencies

- 4.1.1 Employees will be notified of a fire or other emergency either by the fire alarm system or by a public-address system.
- 4.1.2 Upon notification, employees should immediately evacuate the building using the closest stairs. Never use elevators in case of fire.
- 4.1.3 Immediately after exit from the facility assemble near the designated assembly point for headcount. Each manager / admin incharge will complete the headcount as per present employee attendance.
- 4.1.4 The employees should resume to work only after the clearance from the site incharge or safety champion.

4.2 Medical Emergency

- 4.2.1 Upon discovering a medical emergency, call relevant emergency contact number.

- 4.2.2 Call the relevant Location Admin officer / Manager and report the nature of the medical emergency and location.
- 4.2.3 The affected person should be taken immediately to nearest medical care facility for the further treatment.
- 4.2.4 Maintain first aid kit in each location.
- 4.2.5 Anti Dote: Maintain Anti-venom for all the first aid kits at Farm areas.

5.0 Office Safety Guidelines

- 5.1 Running in offices must be prohibited.
- 5.2 Employees should not attempt to carry stacks of materials that are high enough to obstruct vision.
- 5.3 Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
- 5.4 Proper attention should be given to the act of ascending or descending stairs.
- 5.5 Fall hazards can be prevented through good housekeeping in the office. Spilled liquids should be cleaned up promptly, and loose objects and broken glass should be removed when first noticed.
- 5.6 Poor sitting habits can also lead to falls. Sit with proper posture to maintain good ergonomics and to prevent from falling down.
- 5.7 Employees using lounges and eating areas should follow good housekeeping and safe operating procedures to prevent exposure to microwaves and burns from hot plates and coffee makers.
- 5.8 When leaving for meetings or leaving finally for the day, ensure that the air conditioning, lights, fans, heaters of the office are switched off for the time the office is not occupied.
- 5.9 Visitors may only enter the office building or company premises after checking with the reception/gate security and receiving a visitor's tag and knowing the visitor safety guidelines.

These rules / guidelines are established to help employees stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted work standards, will result in disciplinary action against the employee.

When working at remote locations like production fields, farms etc., employees are required to follow the above rules and work in a manner that reflects positively on the company's reputation.

Annexure 6 : Committee of Safety Champions (Safety Committee)

| S.No. | Name | Department | Designation |
|--------------|----------------------------|-----------------------|--------------------|
| 1. | Mr. Ghanshyam Singh | ESG | Head |
| 2. | Mr. Manoj Kulkarni | Parent Seed & Mustard | Member |
| 3. | Mr. Anwar Md | Processing - Cotton | Member |
| 4. | Mr. BS Yadav | R & D – M&M | Member |
| 5. | Mr. Vinay Gaikwad | VC Processing | Member |
| 6. | Mr. Gopal Bharadia | Finance & Accounts | Member |
| 7. | Mr. Harsha A | VC Production | Member |
| 8. | Mr. Milton Fernandes Moses | R & D - Cotton | Member |
| 9. | Mr. Channappa Goud Patil | R & D - Rice | Member |
| 10. | Mr. Muniraju H | R & D - VC | Member |
| 11. | Mr. Samrat Thoom | Sales - FC | Member |
| 12. | Mr. Sathyanarayana Patluri | Processing - Rice | Member |
| 13. | Mr. Vilas Ganpat Jadhav | QA | Member |
| 14. | Mr. K. M. Jha | PD - VC | Member |
| 15. | Mr. Sameer Sawe | Sales - VC | Member |
| 16. | Mr. Prafulla Tayade | Processing – M&M | Member |
| 17. | Mr. Praveen Shelar | Supply Chain - Cotton | Member |
| 18. | Mr. Subba Narsa Raju | Supply Chain - Rice | Member |
| 19. | Mr. Ramesh . B | Supply Chain - Millet | Member |

Note: This Annexure is only a specimen format and the list can be updated with available members and with deputed teams by the section heads.

6.0 Definitions:

- 6.1 **Organization:** A person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.
- 6.2 **Stakeholder:** Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity.
- 6.3 **Worker:** Person performing work or work-related activities that are under the control of the organization.
- 6.4 **Workplace:** Place under the control of the organization where a person needs to be or to go for work purposes.
- 6.5 **Contractor:** External organization providing services to the organization in accordance with agreed specifications, terms and conditions.
- 6.6 **Requirement:** Need or expectation that is stated, generally implied or obligatory.
- 6.7 **Management system:** Set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives.
- 6.8 **Occupational health and safety management system:** OH&S management system management system or part of a management system used to achieve the OH&S policy.
- 6.9 **Top management:** Person or group of people who directs and controls an organization at the highest level.
- 6.10 **Policy:** Intentions and direction of an organization, as formally expressed by its top management.
- 6.11 **OHS policy:** Policy to prevent work-related injury and ill health to workers and to provide safe and healthy workplaces.
- 6.12 **Objective:** Result to be achieved.
- 6.13 **OHS objective:** Objective set by the organization to achieve specific results consistent with the OH&S policy.
- 6.14 **Injury and ill health:** Adverse effect on the physical, mental, or cognitive condition of a person.
- 6.15 **Hazard:** Source with a potential to cause injury and ill health.
- 6.16 **Risk:** Effect of uncertainty.
- 6.17 **OHS risk:** Combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of injury and ill health that can be caused by the event(s) or exposure(s).
- 6.18 **OHS opportunity:** Circumstance or set of circumstances that can lead to improvement of OH&S performance.
- 6.19 **Competence:** Ability to apply knowledge and skills to achieve intended results.
- 6.20 **Process:** Set of interrelated or interacting activities which transforms inputs into outputs.
- 6.21 **Procedure:** Specified way to carry out an activity or a process.
- 6.22 **Performance:** Measurable result.
- 6.23 **OHS performance:** Performance related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces.
- 6.24 **Outsource:** Make an arrangement where an external organization performs part of an organization's function or process.

- 6.25 Monitoring:** Determining the status of a system, a process or an activity.
- 6.26 Measurement:** Process to determine a value.
- 6.27 Audit:** Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.
- 6.28 Nonconformity:** non-fulfilment of a requirement.
- 6.29 Incident:** Occurrence arising out of, or in the course of, work that could or does result in injury and ill health.
- 6.30 Corrective action:** Action to eliminate the cause(s) of a nonconformity or an incident and to prevent recurrence.
- 6.31 Continual improvement:** Recurring activity to enhance performance.
- 6.32 Participation:** Involvement in decision-making.
- 6.33 Environment:** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships. (Ref: ISO 14001)

Revision History

| Version. Revision | Nature of changes | Remarks |
|------------------------------|--|----------------------------|
| 1.0 | Original release. | NIL |
| 1.1 | Safety Champions list incorporated | NIL |
| 2.0 | HSE incorporated with OHS | Ref. Standard ISO:45001 |
| | Safety Champion list Updated | Periodic revision |
| | Effective date & Revision History incorporated | For Tracking the update |
| | Definitions Incorporated | For understanding |