



Where Innovation Meets Solutions

Company Name: Andnetics

Effective Date: 01.10.2024

Prepared by: Tanupriya Sharma

Approved by: Ramesh Sharma

Last Updated: 02.11.2024

Doc. No.: AND/POL01/0008

Workplace Safety Policy

Purpose

To provide a safe, secure, and healthy working environment for all employees, contractors, and visitors at Andnetics. This policy outlines measures to prevent workplace accidents, injuries, and illnesses and encourages a culture of safety awareness and responsibility.

Scope

This policy applies to all Andnetics employees, contractors, freelancers, and visitors, regardless of location or position. It covers safety protocols in physical workspaces and guidelines for remote work environments.

Policy Guidelines

1. Commitment to Safety

- Andnetics is dedicated to providing a safe and hazard-free workplace. All team members are expected to adhere to safety procedures and guidelines, actively contributing to a secure environment.
- Management will regularly assess workplace conditions and implement changes to minimize risks and ensure compliance with applicable health and safety laws.

2. Roles and Responsibilities

- **Management:** Responsible for establishing, implementing, and enforcing safety policies, conducting safety inspections, and providing necessary resources for a safe workplace.
- **Employees:** Expected to follow all safety protocols, report hazards, use protective equipment, and participate in safety training sessions.
- **HR and Safety Officer:** Facilitates safety education, conducts routine safety audits, and addresses safety concerns raised by employees.

3. Hazard Identification and Risk Assessment

- Regular risk assessments will be conducted to identify potential hazards in the workplace.
- Employees are encouraged to report any unsafe conditions, hazards, or incidents immediately to the Safety Officer or HR.

4. Emergency Procedures and Response

- **Emergency Exits:** All employees must be aware of the location of emergency exits and evacuation routes.
- **First Aid Kits:** Accessible first aid kits will be maintained at designated locations, and at least one trained first aid responder will be available on-site.
- **Emergency Contact Information:** Emergency contacts and procedures will be displayed in prominent areas.
- **Fire Safety:** Fire drills will be conducted annually, and fire extinguishers will be regularly inspected and maintained.

5. Health and Hygiene

- Andnetics promotes good hygiene practices, including clean workstations and common areas. Sanitation supplies, such as hand sanitizers, should be available and used frequently.
- Employees are encouraged to stay home if experiencing any symptoms of illness to prevent the spread of infections.
- The company will provide access to ergonomic furniture and equipment to reduce strain and prevent musculoskeletal issues.

6. Personal Protective Equipment (PPE)

- If required by the nature of their work, employees will be provided with necessary personal protective equipment, including gloves, masks, and safety glasses.
- Employees must use PPE correctly and report any defective or damaged equipment to their supervisor.

7. Remote Work Safety

- Employees working remotely are expected to set up a safe and ergonomic work environment and take regular breaks to avoid strain.
- Andnetics encourages remote employees to implement safety measures, such as secure internet connections, and to follow digital security guidelines.

8. Accident Reporting and Investigation

- Any workplace accident or injury must be reported immediately to a supervisor or HR. Andnetics will investigate the cause and take appropriate measures to prevent future incidents.
- All accident records will be maintained and reviewed to identify trends and areas for improvement.

9. Safety Training and Education

- Regular safety training will be provided to all employees, covering emergency procedures, first aid basics, hazard identification, and workplace ergonomics.
- New hires will receive safety orientation as part of their onboarding process.

10. Mental Health and Well-Being

- Andnetics recognizes the importance of mental health in overall workplace safety. Employees are encouraged to seek support through the company's available mental health resources.
- Open communication and a supportive culture are promoted, with a zero-tolerance policy for harassment, discrimination, or any behaviour that may negatively impact team well-being.

11. Compliance and Disciplinary Action

- Non-compliance with safety policies may result in disciplinary action, as maintaining a safe workplace is a priority at Andnetics.
- Tampering with safety equipment, failure to report hazards, or engaging in unsafe behaviour will be addressed accordingly.

Responsibilities

- **Employees:** Must follow safety guidelines, report hazards, and use protective equipment where required.
- **Managers:** Responsible for enforcing safety protocols, ensuring access to resources, and supporting employees in maintaining a safe work environment.
- **HR and Safety Officer:** Ensure policies are up-to-date, conduct safety training, and facilitate communication on safety practices.

Review and Continuous Improvement

This Workplace Safety Policy will be reviewed annually or as needed to reflect changes in safety regulations or workplace conditions. Andnetics is committed to continuous improvement, ensuring a safe, healthy, and positive environment for all team members.