

SHAILESH FORGING WORKS

Health, safety and environment policy

• Policy Statement

SFW is committed to providing and maintaining a safe work environment for the health, safety and welfare of our staff, contractors, visitors and members of the public who may be affected by our work.

To do this, **SFW** will continue to:

- develop and maintain safe systems of work, and a safe working environment
- Provide information and training at all levels in the organization to enable all employees to support this policy.
- Require all risks to be assessed prior to engaging in new areas of operation, purchasing new equipment, and implementing new work methods, and that these risks continue to be reviewed.

All persons who are responsible for the work activities of other employees will be held accountable for:

- identifying practices and conditions which could injure employees, clients, members of the public or our environment
- implementing steps to control such situations
- if unable to control such practices and conditions, reporting these to their superiors

SFW demands a positive attitude and performance with respect to health, safety and the environment by all employees, irrespective of their position.

1.1 Smoking

SFW employs a non-smoking policy. Smoking is not permitted on **SFW** property or offices at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive smokers). Consequently, smoking while on company premises will be considered as gross misconduct and will render an employee liable to instant dismissal or fine charge.

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1.2 Alcohol, Drugs (& Other Substance Abuse)

This policy applies to all levels throughout **SFW**. The policy is not concerned with social drinking or the taking of prescribed drugs for medical purposes, the concern is directed to instances where alcohol, tobacco products or other drug dependence or abuse affects the job performance and or/safety of any employee(s)..

SFW is committed to creating and maintaining a safe, healthy and productive workplace for all employees. **SFW** has a zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Attending work under the influence of alcohol will not be tolerated and may result in disciplinary action or ultimately dismissal.

1.3 Work Environment

It is the policy of **SFW** to provide all employees with a safe and healthy working environment by identifying, assessing and controlling manual handling risks within the workplace.

While managerial staff are ultimately responsible for ensuring the health, safety and welfare of all staff, all employees are expected to participate by reporting potential and actual manual handling hazards within the workplace.

In all circumstances, do not lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, ask for assistance.

Prepared By	Approved By	
Operation Manager	Manager Q. A	Page 1 of 2

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