

MONTH & YEAR	29.08.2025
DC NO:	KEI/HR/010
REV.NO	01

OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY

1. Policy Statement

KUMOH EMS INDIA is committed to ensuring a safe, healthy, and injury-free workplace for all employees, contract workers, trainees, visitors, and business partners. The company adopts a systematic and preventive approach to occupational health and safety, including machine safety, special equipment control, personal protective equipment (PPE), incident prevention, and emergency medical preparedness.

Health and safety are core business responsibilities and integral to KUMOH EMS INDIA sustainability, legal compliance, and ethical governance commitments.

2. Purpose

This policy aims to:

- Prevent occupational injuries, accidents, and work-related illnesses
- Ensure safe design, operation, and maintenance of machines and special equipment
- Establish robust hazard identification, risk assessment, and control mechanisms
- Promote safe behaviour through training, PPE usage, and worker participation
- Ensure effective incident reporting, analysis, and corrective action
- Maintain readiness for first aid and medical emergencies

3. Scope

This policy applies to:

- All KUMOH EMS INDIA manufacturing units, offices, warehouses, and operational areas

- All machinery, tools, and special equipment used in operations
- All employees, contract workers, trainees, visitors, and vendors

4. Legal & Statutory Compliance Management

KUMON EMS INDIA shall comply with all applicable occupational health and safety laws and standards, including:

- Factories Act, 1948 and State Factories Rules
- Occupational Safety, Health and Working Conditions Code
- Indian Electricity Rules, Fire Safety Regulations
- Applicable machinery safety and pressure equipment regulations

Legal requirements shall be periodically reviewed and compliance ensured through audits and inspections.

5. Hazard Identification & Risk Assessment (HIRA)

- Systematic hazard identification shall be conducted for all processes, machines, and work activities
- Risk assessments shall cover mechanical, electrical, ergonomic, chemical, noise, fire, and medical hazards
- HIRA shall be conducted:
 - Annually
 - Before commissioning new machines or equipment
 - After accidents, near misses, or process changes
- Control measures shall follow the hierarchy of controls
- Findings shall be documented and communicated to affected workers

6. Machine Safety & Guarding

6.1 Machine Safety & Guarding Policy

- All machines shall be designed, installed, and operated safely
- Machine guards, interlocks, and emergency stop systems shall be provided and maintained
- Guards shall not be bypassed or removed during operation

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- Lockout/Tagout (LOTO) procedures shall be followed during maintenance and repair
- Only trained and authorised personnel may operate machines

7. Special Equipment Operation & Licensing

7.1 Special Equipment Operation & Licensing Policy

- Special equipment (e.g., lifting equipment, pressure systems, electrical panels, CNC machines) shall be operated only by trained and authorised personnel
- Valid licenses, permits, and operator certifications shall be maintained where required by law
- Training and competency records shall be documented

8. Equipment Inspection, Testing & Certification

8.1 Equipment Inspection, Testing & Certification Policy

- All machines and special equipment shall undergo:
 - Pre-use inspections
 - Periodic inspections and testing
 - Statutory certification where applicable
- Inspection records and certificates shall be maintained and available for review
- Defective equipment shall be immediately isolated and repaired

9. Preventive Maintenance & Breakdown Control

9.1 Preventive Maintenance & Breakdown Control Policy

- A planned preventive maintenance (PPM) program shall be implemented
- Maintenance schedules shall be documented and monitored
- Breakdown incidents shall be analysed to prevent recurrence
- Maintenance activities shall follow safety procedures and permit systems

10. Personal Protective Equipment (PPE)

10.1 PPE Assessment, Selection & Usage Policy

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- PPE requirements shall be identified through risk assessments
- PPE shall be provided free of cost and appropriate to the hazard
- Employees shall be trained on correct use, care, and limitations of PPE
- PPE usage shall be mandatory in designated areas
- PPE condition and availability shall be regularly inspected

11. Incident, Accident & Near-Miss Management

11.1 Incident, Accident & Near-Miss Reporting Policy

- All incidents, accidents, near misses, unsafe acts, and unsafe conditions must be reported immediately
- Reporting shall be encouraged without blame or retaliation

11.2 Accident Analysis & Trend Monitoring Policy

- All incidents shall be investigated to identify root causes
- Data shall be analysed for trends related to injuries, machines, and work areas
- Preventive actions shall be implemented based on trend analysis

12. Corrective & Preventive Action (CAPA) – OHS

- Corrective actions shall address immediate causes of incidents
- Preventive actions shall eliminate root causes and systemic risks
- CAPA responsibilities, timelines, and effectiveness shall be tracked
- CAPA status shall be reviewed in safety committee meetings

13. First Aid & Medical Emergency Preparedness

13.1 First Aid & Medical Emergency Response Policy

- First aid arrangements shall be available at all workplaces
- Emergency medical response procedures shall be defined and communicated
- Emergency contact numbers shall be displayed prominently

13.2 First Aider Training & Certification Policy

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- Adequate numbers of trained and certified first aiders shall be appointed
- First aiders shall receive refresher training periodically
- Training and certification records shall be maintained

13.3 First Aid Facility Inspection & Readiness Policy

- First aid boxes, rooms, and equipment shall be inspected regularly
- Supplies shall be maintained as per statutory requirements
- Inspection records shall be documented

14. Health & Safety Committee & Worker Participation

- A Health & Safety Committee shall be constituted with management and worker representatives
- Workers shall have the right to:
 - Participate in safety discussions
 - Report hazards without fear of retaliation

15. Training & Competency Development

- Safety induction for new employees and contractors
- Job-specific and machine-specific safety training
- Periodic refresher training and emergency drills
- Training effectiveness shall be evaluated and recorded

16. Roles & Responsibilities

Top Management

- Provide leadership, resources, and oversight

HR / Safety Team

- Implement OHS systems, inspections, audits, and training

Supervisors

- Enforce safety rules and safe work practices

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Employees & Contractors

- Follow safety procedures and use PPE
- Report hazards, incidents, and near misses

17. Monitoring, Audit & Continuous Improvement

- Regular internal safety audits and inspections
- Monitoring of safety KPIs and incident trends
- Annual review of this policy or earlier if required

18. Non-Compliance

Failure to comply with this policy may result in disciplinary action as per company rules and applicable law.

19. References & Alignment

This policy aligns with:

- EcoVadis – Health & Safety & Labour Criteria
- RSCI Workplace Health & Safety Requirements
- ISO 45001: Occupational Health & Safety Management Systems
- ILO Occupational Safety & Health Conventions
- Factories Act, 1948 & State Factory Rules
- Occupational Safety, Health and Working Conditions Code

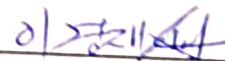
Prepared by



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