

PROCEDURE FOR EMERGENCY RESPONSE PLAN & PREPAREDNESS

Prepared By	Approved by	Revision Status
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Procedure for Emergency Preparedness and Response

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Revision Control Page

Rev.No	Date	Amended Pages	Nature of revision	Approved by
0	01-Oct-2022	All	QHSE procedure prepared to comply with the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018	GM

1 Purpose

This plan provides basic guidelines for actions necessary in emergency situations where incidental causes may threaten life or property. The purpose of this emergency preparedness and response plan is to guide personnel in an accident or emergency, prevent or minimize injury, damage, and property loss, and prevent or reduce the environmental impact of an accident or emergency. This procedure also outlines the SMME preparation and safe work practice guidelines to help reduce the likelihood of an emergency situation occurring.

2 Scope

The procedure outlines the actions & responsibilities required to deal with the emergencies and the effective use of all resources with complete liaison and coordination with outside agencies to minimize the effect of such an Emergency. This procedure will cover the following 04 aspects:

- Response in any emergency
- Mock drills & Training
- Emergency equipment
- Safe work practice

3 Circulation Of The Emergency Plan

This plan shall be kept in reception, Admin office, store office and it shall be published on SMME sharepoint and all personnel are made aware of the contents. It is also essential that this document be amended when there are change in arrangements or personnel changes that impact the procedures herein.

4 Procedure for Emergency Response Plan

4.1 Potential Emergency Situations

Considering the scope of Store Makers, **the** following are the potential emergencies **that** could occur:

- a) Fire
- b) Chemical/ Oil Spills
- c) Collapse Of Building Elements, Shed Or any Structure

- d) Sand Storm
- e) Electric Shock
- f) Medical Emergency
- g) Vehicle Catches Fires

4.2 Emergency Response Team & Responsibilities

A specially trained team is put in place to control and limit the effects of various types of potential emergencies or any unexpected situation. This plan defines clear responsibilities and alternatives to make it adaptable to different situations.

Designation in SMME	Role in Emergency	Alternatives in case of absence
Production Manager	Manage the resources / requirement	QHSE Manager Admin Manager
HSE Officer	Lead the action on ground	QHSE Officer Production Manager
Admin Manager	Communication with agencies	HR Manager QHSE Manager
Approved Firefighters, First Aiders, COSHH trained personnel Security guard.	Act to control the situation	

In addition to the above personnel, any person who is capable of assisting in the a specific emergency and is not vulnerable to that emergency must take immediate action to control the situation or assist the affected person. The organization chart and responsibilities of each individual are detailed below.

4.3 Responsibilities of Production Manager in case of Emergency

The Production Manager will be in charge of ensuring that emergency management is maintained and that all Emergency Management Plan requirements are met. If any person is absent or unable to perform designated emergency duties, the production manager will immediately delegate the role to another suitable person.

With the assistance of the Safety Officer and the emergency response team, production manager is responsible for the evacuation of the entire facility or any specific area.

During the emergency Production Manager will perform the following actions:

- Goes to the location of the emergency and communicates with the HSE Officer to assess the situation.
- Maintaining contact with the HSE Officer, making plans to control and limit the emergency that has occurred.
- Ensures that the HSE Officer communicates with the Admin to ensure that the outside ambulance and Fire Brigade are called (if required). If it is safe to do so, this should be done via cell phone direct call.
- Notifies the management about the incident and requests guidance.
- Turns off appropriate machinery as needed.
- Assist the HSE officer and make arrangements to provide the resources/details needed by the HSE officer.

4.3.1 Alternates:

If Production Manager is not available in the event of an emergency following persons will perform the above duties:

- QHSE Manager
- Installation Manager

4.4 Responsibilities of HSE Officer in case of Emergency

The HSE Officer is in direct control of the emergency with the assistance of the emergency response team. The HSE Officer is in charge of efficiently leading the emergency management plan and controlling the emergency response team on the ground. The HSE Officer will decide whether to call the ambulance, Fire Brigade or police. The admin Manager will make the call to external agencies. However, if the admin manager is unavailable and the situation is critical, anyone can call an ambulance or the fire department.

During the emergency Production Manager will perform the following actions:

- Goes to the location of the emergency and communicates with the Production Manager to assess the situation.
- Plans to rescue the affected individual.
- Maintains contact with the Admin Manager to ensure that the outside ambulance or Fire Department is called (if required). This will be accomplished through a direct mobile call (No teams or Whatsapp).
- He will also decide whether or not to evacuate the area and will communicate this decision to the production manager in order to have the area evacuated other than emergency response team members.
- Lead the emergency response team in various tasks.
- Responsible for shifting the injured personnel, if any, for the first aid.

4.4.1 Alternates:

If HSE Officer is not available in the event of an emergency following persons will perform the above duties:

- QHSE Manager
- Installation Manager

4.5 Responsibilities of Admin Manager in case of Emergency

Admin Manager is the only authorized spokesman to deal with external agencies. In the event of an emergency, Admin Manager will act as the coordinator, in case of absence Admin Manager, HR manager will take this role.

During the emergency Production Manager will perform the following actions:

Responsible to approach external agencies such as fire brigade, ambulance, police, landlord or hospital and provide them required information. Company addresses to be informed to external agencies is follow:

- Name of the Company : Store Makers Interior (Formaly Umdasch)
- Nature of Emergency: Fire, Chemical spill etc.

- Address: Unit 5, 48th Street, Dubai Investment Park (DIP) 2, Dubai, UAE
- Nearby Landmark: Romana Water, Pepsi Roundabout

Continuously in touch with HSE Officer & Production Manager and manage if any resource is required.

4.6 Emergency Response Team

In case of any emergency in SMME facility following members are responsible to deal with emergency under the instruction of HSE Officer.

- a) Trainer Fire Fighters
- b) First Aiders
- c) On Duty Security Guard
- d) COSHH Trained Personal

4.7 Duties Of Emergency Response Team Members:

Emergency Response team is responsible to deal/assist with all type of emergencies; the role for the different nature of emergency is described in next sections.

4.7.1 In Case of Fire

Trained Fire Fighters:

- Reach immediately at the Fire hose reel & Fire Extinguisher and start fire fighting operation.
- Control the fire from a safer side or location; **DO NOT RISK YOUR LIFE**
- All attempts to be made to rescue the affected & injured personnel but one should not put his life in risk.
- Prevent the fire from spreading around by cooling the surrounding by spraying water (if possible).
- Remove the flammable or combustible substances from the site, if possible without risk.
- Rescue the person from the affected area and provide first-aid to the injured due to fire.
- Assist for rushing casualties to hospitals and report details of casualties to Main Controller.

- Evacuate non-essential personnel and visitors.
- Check if any one is in toilet or pantry and evacuate them.

First Aiders

- Be available at the emergency place or the suitable place as advised by safety coordinator for ensuring immediate first aid attention
- Organize for transporting the injured to the hospitals wherein arrangements are made to handle such emergencies. The nearby hospitals are listed in the contact list at the end of this document.
- Communicate with safety coordinator or emergency coordinator for requisitioning for extra ambulances for movement of the injured to Hospital.

4.7.2 In Case Of Chemical Spills

Spill:

A spill is the accidental discharge of a chemical to the surrounding environment.

Coash Trained Personnel Responsibility

- The first respondent shall ensure that he informs any of the emergency number (Internal) & the team leader.
- Activate Spill kit and wear all PPPs such as proper gloves and respiratory mask.
- COASH trained personal shall collect the spilled chemical/oil by using spill kit. If required a dip tray/ bucket will also use to collect the chemical,
- Final disposal will be the responsibility of HSE officer, which will be done as per MSDS
- In case of nights, the concerned team leader shall inform HSE officer and act as advised.

4.7.3 In Case Of Collapse Of Structure Member (Due to earthquake or any other reason)

In the event of a building, shed, or structure collapsing, raise the nearest emergency alarm, notify the HSE officer, and evacuate the area. The HSE officer or production manager will assess the situation and determine the next course of action. Work in the emergency area must be halted until an HSE officer inspects the area and declares it safe to work.

4.7.4 In Case Of Sand Storm

Shift team leader will take the following actions in case of storm.

- All loose, light objects will be removed from the outer premises, which could become hazardous during high winds.
- Buckets, ladders, maintenance materials and other like things are to be placed in the safe place
- All materials which can not be moved to a safe location, they are to be lashed in place in the best possible manner known.

4.7.5 In Case Of Electric Shock

In case of electric shock, emergency response team or anyone how is trained to do so shall follow the below listed procedure:

- Shut off the electricity. Do not enter the area until the electricity has been turned off.
- Inform to HSE Officer
- Move people in immediate danger to safety, and ensure their continued safety and care.
- Care for injured personnel
- Ask admin manager/HSE officer to Call for first aid assistance
- Await instructions from the HSE officer or First Aider
- Stand by to provide assistance, and await further instructions
- If situation is very critical and HSE officer, production manager, and admin manager are not approachable, concern person can call an ambulance or any other authority directly

4.7.6 In Case Of Medical Emergency

- In case of any medical emergency such as cardiac attack, bleeding, wound etc. the first aider will provide immediate First aid treatment to ill person
- HSE officer or First aider will call the Ambulance Services if required
- If situation is very critical and HSE officer, production manager, and admin manager are not approachable, concern person can call ambulance or any other authority directly.

4.7.7 In Case of Vehicle Fire

- If any vehicle in SMME premises catches fire, the person who noticed the fire shall call security guard or HSE officer.
- If the fire is relatively small and in the interior, use your extinguisher. If there's a small amount of smoke coming from under the hood, pop the release but don't lift the hood. Quickly spray through the gap, from several feet away, aiming at the base of the fire rather than the flames
- Security guard shall Stop all type of vehicle maneuvers near the burning vehicle
- Ensure that unnecessary personals are not near the vehicle
- If an combustible material is near the fired vehicle, remove it if it is safe to do.
- If fire is out of control, call the HSE Officer and follow instruction
- If due to any reason, HSE Officer is not approachable, security shall call the authorities if required.

4.7.8 Security And Access Control

In case of an emergency, one of the tasks of Security is to direct the flow of the incoming response teams and resources and to let them converge on the appropriate assembly or staging areas. Admission to contaminated areas should be restricted to response personnel.

4.7.9 Emergency Occurs In Night, After Hours And On Holidays

If the Emergency has occurred in the late hours (when Emergency response team is not available), anyone who sees fire or emergency situation, inform to Security personal by mobile call.

- Shift team leader will coordinate with the HSE officer and follow the instructions.
- Security personal will communicate/coordinate the situation with the management and pass necessary instruction to shift incharge.

5 Mitigation Procedure

- All burnt and hot parts to be cooled and removed from the site.
- Remove the waste water, chemical discharge and dispose in environmentally friendly manner
- Take precaution ware does not enter the drains or soil.

- Site to be cleaned.
- Clarence from production Manager &HSE Officer to for restarting the work
- Employees shall be back to work only after instruction from HSE Officer
- Refilling of consumed fire extinguisher.

6 Procedure for Emergency Evacuation

Whenever there is an alarm, either for an emergency or for a drill, everyone except the emergency response team shall evacuate toward the assembly area. The Response team will perform duties assigned in the previous section. The evacuation procedure is as follows:

- Whenever an emergency alarm sounds in the area you are in, start walking toward the emergency exit route. Do not wait for others to start leaving.
- If the alarm is not activated but there is a fire, the person who first detects the fire, shouts loudly - Fire, Fire, Fire or Aag... Aag... Aag; and start walking toward the exit route
- If the alarm is not activated, activate the emergency alarm manually by pressing the alarm button (Manual Control Panel).
- Always Walk – DO NOT RUN!
- Follow only the emergency route, don't go toward any short route, jump from stairs or run toward any other exit or any other location except the assembly point.
- If the fire warden is not present in the area, only a trained person will try to extinguish the fire; if safe to do so, meanwhile others evacuate and arrange to inform the concerned floor warden and safety coordinator.
- Close all the Doors behind you, if it is safe to do
- Don't push anyone or shout, it will create panic.
- Those employees who may be in the toilet, Pantry, meeting room, or any other place, on hearing the alarm shall come out and walk toward the exit route.
- The person setting closest to the toilet should check the toilets and pantry and ensure no one is stained there.
- If wearing high-heel shoes, better to off the shoe for a smooth walk in a panic situation.
- If the emergency door is not working, be calm and try again, if it is still not working use an alternate exit and inform all by calling loud.

- If there is fire on the exit route, use an alternate exit route prefer to go from the open passage instead to go from inside the building.
- Office staff will be assembled at the designated assembly area department wise and each department will roll call and notify to emergency coordinator about the missing person (if any).
- Factory works will be assembled as per teams established for that day and each team leader will roll call for his team if any person is missing, the team leader will inform to the emergency coordinator.
- Do not engage communication channels/telephones except for handling the emergency
- Do not move unnecessarily.
- Do not carry any item which causes hinderers while walking.
- Only 1 person from each department will roll call for his department and ensure no one is missing.
- Overall Roll call is the responsibility of the HR /Admin manager.
- If an employee with a disability, illness, or pregnancy and unable to walk smoothly, the Person sitting closest to the needy person is responsible to assist them in an emergency. In case need to carry any person, immediately coordinate with the emergency coordinator and follow the instructions.

6.1 Personnel Of The Affected Area

- Evacuate as directed by the above procedure
- Remove unwanted persons from the affected area and direct them toward the nearest assembly area.
- Stop all non-essential operations

6.2 PERSONNEL OF NON-AFFECTED AREAS

- In case of any emergency in another part of the facility and your alarm is not sounding, do not panic and follow below guideline:

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- Promptly relieve the Emergency response team and direct them to rush to the scene of the incident.
- Those employees who may be in the toilet, Pantry, meeting room or any other place, on hearing the alarm/sound of another area shall
- Immediately rush back to their work area
- Act as per the instructions of the HSE officer
- All the employees shall confine themselves at the place of work and wait for further instructions.
- If you are at unaffected area do not rush toward the incident. Instead, stay at your place if evacuation is not required.
- Take adequate steps to safeguard important documents in case their areas are likely to.
- Do not re-enter the factory until the HSE Officer gives the all clear.

Location of Assembly point and exit routes, First Aid Boxes, Eye Wash & Spill kit is mentioned in the layout plan attached at the end of this document.

7 Procedure for Emergency Exercise & Drills

No Emergency Management Plan, no matter how carefully prepared, cannot be fully effective if it is not accompanied by a training programme and by periodic exercises and drills.

Drills and exercises constitute the basic component of Emergency management. They both refer to a re-enactment, under the assumption of a mock scenario, of the implementation of the response actions to be taken during an emergency. Drills are more limited in scope than exercises, and are intended to test a limited aspect of the whole response capability (e.g. a fire drill). Exercises are more comprehensive, and are aimed at testing the whole response organizations, including communication with, and the intervention of, off-site response organizations

The objectives of such approach to Emergency Preparedness and Response & Safety Plan are to:

- provide hands-on experience with the procedures to be implemented during an emergency
- familiarize personnel with the contents of the plan and its implementation
- periodically test emergency equipment
- test the preparedness of the response personnel
- test the validity of the plan and procedures
- maintain a high training level and good emergency response capability
- train specific response function personnel in particular duties that require greater skills
- Expose personnel to new equipment, techniques, and concepts of operation
- keep personnel informed of any changes in the plan
- test the validity, effectiveness, timing, and content of the plan, and of the specific implementing procedures
- train new personnel, or personnel who may have moved within the facility organization
- update and modify the plan on the basis of experience acquired through exercises and drills

- maintain a good co-operation capability with local response departments, organizations, and agencies
- In addition, the plan itself undergoes periodic maintenance in order to ensure its current validity, incorporate modifications that may improve its effectiveness, and update it as a result of newly introduced regulations.
- Drills shall be unannounced.

After the drill or exercise is concluded, the evaluators should review it to determine the effectiveness of:

- the overall plan structure
- prompt notification to external agencies
- communications
- the line of command and direction
- the overall strategy for an approach to the emergency
- the response personnel preparedness
- emergency equipment quality, quantity, and effectiveness
- detailed implementing procedures
- emergency response implementation
- co-ordination among the different functions
- One or more meetings should then be held to critique the results. A written report should be prepared, pointing out:
 - specific weaknesses and strengths of the plan and its implementation
 - areas where immediate action is required to ensure preparedness
 - suggestions for improving the effectiveness of the plan and/or procedures

- suggestions for the acquisition of additional materials and equipment
- areas where additional training is recommended

8 HSE & Emergency Trainings

Store Makers will conduct regular awareness training to ensure that all employees are aware of potential emergency situations and act in a prescribed manner to minimize the impact on the environment. Competence in dealing with emergencies will be developed through mock drills, which must be conducted at least once every six months.

8.1 Inductions For Staff & Workers

All new employees shall receive detailed instructions on safety and security from the HSE officer which include all points within this document plus Safety Plan.

8.2 Posters, Signage And Communication

Posters and signage will be located at the gate security post and throughout the facility summarizing the HSE requirements by graphic illustration – including required PPEs,

8.3 First Aid Training

First Aid training shall be provided to sufficient employees from different teams & working location. It will be considered that a first aider shall be available in each warehouse and 1 in the office building.

A List of the first aider and contact number is at the end of this document.

8.4 Fire Fighting Training

Fire Fighting training shall be provided to sufficient employees from different teams & working location. It will be considered that a firefighter shall be available in each warehouse and 1 in the office building.

List of trained fire fighter and contact details is at the end of this document.

8.5 COSHH Training

COSHH training shall be provided to persons working in paint section, in case of any chemical spill, trained person will be available to deal properly.

9 Emergency Preparedness Facilities

9.1 Fire Fighting Hose Reel

Firefighting hose reel is installed at each warehouse and office building, in case of any fire emergency, it will be available for fire fighting. Sufficient number of trained personnel is available to extinguish any fire and to attend emergency.

9.2 FIRE EXTINGUISHERS

Fire extinguishers are placed in each warehouse, office building, and security room.

9.3 FIRE ALARM SYSTEM

There are audible alarm systems install in SMME office & warehouses. In case of fire or smoke, Alarm will detect it will make sound. For any other emergency if need to make sound, it can be manually operated simply just by pressing alarm pad button.

9.4 PERSONAL PROTECTIVE EQUIPMENT

This equipment is used mainly for three reasons; to protect personnel from a hazard while performing rescue/accident control operations, to do maintenance and repair work under hazardous conditions, and for escape purposes.

The list of Personal Protective Equipment provided at the facility and their locations are available at the end of this document.

9.5 FIRST AID BOX

The First aider will be responsible to ensure that a fully stocked first aid kit, proportionate to the number of workers engaged on site, is always readily available at the first aid post in case of emergency. A portable first aid Box shall be kept by the security personal for treatment if required in assembly area. The location of First Aid boxes are mentioned in the evacuation map.

Following items are available in First Aid kit.

SR	Content
1	Adhesive Plaster
2	Betadine Ointment
3	Betadine Solution
4	Crepe Bandage

SR	Content
5	Calamine Lotion
6	Cotton Roll Bandage
7	Cotton Bundle
8	Depressing Pack
9	Eye Lotion
10	Eye Pad
11	Gauze Pad
12	Triangular Bandage

9.6 Spill Kit

In SMME facility 04 spill kits have been provided to control the chemical spill. Location of each is mentioned in emergency evacuation map, attached at the end of this document. 01 Number spill kit is available is store to use it as portable spill kit.

9.1 Other Arrangements

Following emergency preparedness facilities have been provided at the site:

- a) Means of quick and efficient transport are available
- b) Sufficient number of Personal Protective Equipment like helmets, Safety shoes, gloves, safety goggles, are available
- c) All key personnel are provided with communication mean such as telephone / mobiles. Messages can be communicated immediately.
- d) There are Emergency lights and Torches available in store & security cabin.
- e) All exit doors are kept unobstructed
- f) Welding and cutting equipment & pipes are checked before and after use
- g) Escape routes are well defined and suitably marked

10 Precautions

10.1 Housekeeping

- a) Proper storage of materials and tools
- b) Removal of loose materials, which are not required for use to be ensured.
- c) Access to the facility shall be kept clear at all times and fire extinguishers shall be kept clear and readily accessible

10.2 Fire Prevention & Protection

The best way to fight a fire is to prevent it from starting. The following are some fire prevention measures.

- Store flammable liquids in approved containers, cabinets and designated areas only, and use the proper procedures.
- Even small quantities of flammable liquids must be kept in approved, properly marked safety containers away from the source of ignition.
- Never pour flammable liquids into sewers or drains.
- Do not use a portable electric tool, spark-producing tool, ordinary electrical equipment, especially extension lights, where flammable vapors, gases or dusts may be present or generated.
- Under no circumstances shall fire be lit in the facility. Any person found lighting a fire will be instantly dismissed from company

10.3 Refusal Disposal

Combustible refuse such as, packing materials, paper, rags soaked in flammable solutions and the like shall be collected at the end of working each day and be removed from site or placed in the designated skip. Team Leader is responsible to ensure all waste is being disposed in designated skip/bins.

10.4 Fire Fighting Equipment Maintenance

- HSE & Admin Manager will be responsible for the maintenance of all fire extinguishers & equipment's

- Regular checking of fire equipment shall be done by the contracted 3rd party & record shall be kept.
- All associates are advised to inform any observations on fire safety to line manager.

10.5 Temporary Electricity Supply (Extention Cables)

Temporary electric services shall be carefully routed and protected to avoid damage and shall be maintained in good condition. Production manager & team leaders are responsible to ensure no faulty cable is use to provide power to tools.

10.6 Smoking

Smoking is prohibited at all times except the designated smoking area, and shall be rigidly enforced. In the event of emergency smoking is prohibited in smoking area in too. In the SMME smoking area for office staff is adjacent to the entrance gate and for workers it is at back side near water tank. Both smoking areas are marked in annexure.

10.7 Fire Extinguishers

Store Makers Shall ensure that suitable means of fighting fires of every nature are available near the Works and supervisor in charge knows the extinguishers locations and understands how to use them.

10.8 Escape Routes

- a) They are kept clear free of all obstacles at all times.
- b) Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the Site at any time.
- c) Stairways and passages that are designed for means of escape from fire are not to be used as places for storage or places where refuse is allowed to accumulate.

10.9 Rain Precaution

- Proper drainage network and drains are open / clear.
- Proper storage arrangement for chemicals
- Ensure materials stacking over sleepers.
- Safe operation of forklift

- General instruction not to move near to excavated area if any.
- Rain coat, gumboot and rubber (electrical) hand gloves to all electrical personnel if working in open area.
- Careful movement of workers between factory and accommodation.

10.10 MSDS – CHEMICALS

Material safety data sheet for all type of chemicals/paints shall be available at the place of chemical utilization and a soft copy shall be available online.

10.11 First Aid in case of chemical contact

- a) Eye: On contact with the eye, immediately wash the eyes with large amounts of water, occasionally lifting the lower and upper lids. Get medical attention immediately. Avoid using Contact lenses while working with this chemical.
- b) Skin: If this chemical contacts the skin, promptly wash the contaminated skin with soap and water. If this chemical penetrates the clothing, promptly remove the clothing and wash the skin with soap and water. Get medical attention.
- c) Breath: If a person breathes in a large amount of this chemical, move the exposed person to fresh air immediately. If breathing has stopped, perform mouth-to-mouth resuscitation. Keep the affected person warm and at rest. Get medical attention as soon as possible.
- d) Swallow: If this chemical is swallowed, get medical attention immediately.

Personal Protection

Clothing : Wear proper protective equipment to avoid prolonged contact

Respiratory : Provide proper respiratory devices

Eyes : Wear goggles that give complete protection to eyes

Gloves : Use plastic or rubber gloves

11 SAFETY PRACTICES AT FACTORY & SITES

11.1 LOADING/ OFFLOADING

Packaging & Dispatch team leader should ensure safe loading/offloading activity to protect the material and workers.

In sites outside the SMME factory, installation team leader should ensure safe loading & offloading.

1. Load the bulky materials first and carefully fasten them to the truck or Trolley with help of ropes, packing material:
2. The material should not exceed the length & breadth of the vehicle;
3. Driver to drive the vehicle carefully and to avoid fast turns;

In case of any accident / incident, the driver should immediately inform logistics Manager on his/her mobile no.

Ensure that all loadings on respective vehicles leaving the factory or site are securely lashed, strapped or tied down in such a manner that no material will loosen or fall after exiting the factory.

11.2 LIGHTING

- a) Where natural lighting is not adequate, working light fittings or portable hand-lamps should be provided.
- b) The cables of portable electrical lighting equipment should be of adequate size & characteristics for the power requirement and of adequate mechanical strength withstand severe conditions.

11.3 HAND TOOLS

- a) Use right tools for right job.
- b) Be provided with adequate guard shields or other protective devices.

11.4 ELECTRICAL TOOLS

- a) Tools should be switched off when not in use and isolated before any adjustment, cleaning or maintenances are done.

- b) Experiences persons should repair electrical tools
- c) Tools should be kept in the trolley, tools on floor is not permitted in any case.

11.5 WORKING AT HEIGHTS

- a) While working at height of more than 2 meters, safety belt shall be used.
- b) All tools should be carried in tool kits to avoid their falling.
- c) Additional safety measures like providing fall arrestor type safety belt safety net should be provided depending upon site conditions, job requirements.

11.6 VEHICLE MOVEMENT

- a) Driver with proper valid driving license shall only be allowed to drive the company vehicle.
- b) Don't overload the vehicle.
- c) Drive carefully during adverse weather and road conditions.
- d) Reverse parking is only allowed in SMME Factory
- e) Maximum speed in SMME premises is 15km/h

11.7 ELECTRICAL

- a) Electrical "Tag out" procedure MUST be followed for carrying out maintenance job.
- b) Don't work wet on electrical system.
- c) Don't overload the electrical system.
- d) Use only proper rated fuses.
- e) Illuminate suitably all the work areas
- f) At most care should be taken while excavating earth from cable trench to avoid damage or any accident.
- g) Electricians should be provided with approved and tested tools and personal protective

- h) At must care should be taken while excavating earth from cable trench to avoid damage or any accident
- i) Electricians should be provided with approved and tested tools and person protective equipment such as rubber gloves mats etc.

11.8 ACCESS AND EGRESS

All staff and workers will be shown the appropriate access routes to and from the working areas by the HSE Officer. The SMME shall regularly plan and coordinate its material and personnel movements and access/egress routes throughout the facility as required suiting the programme of the works.

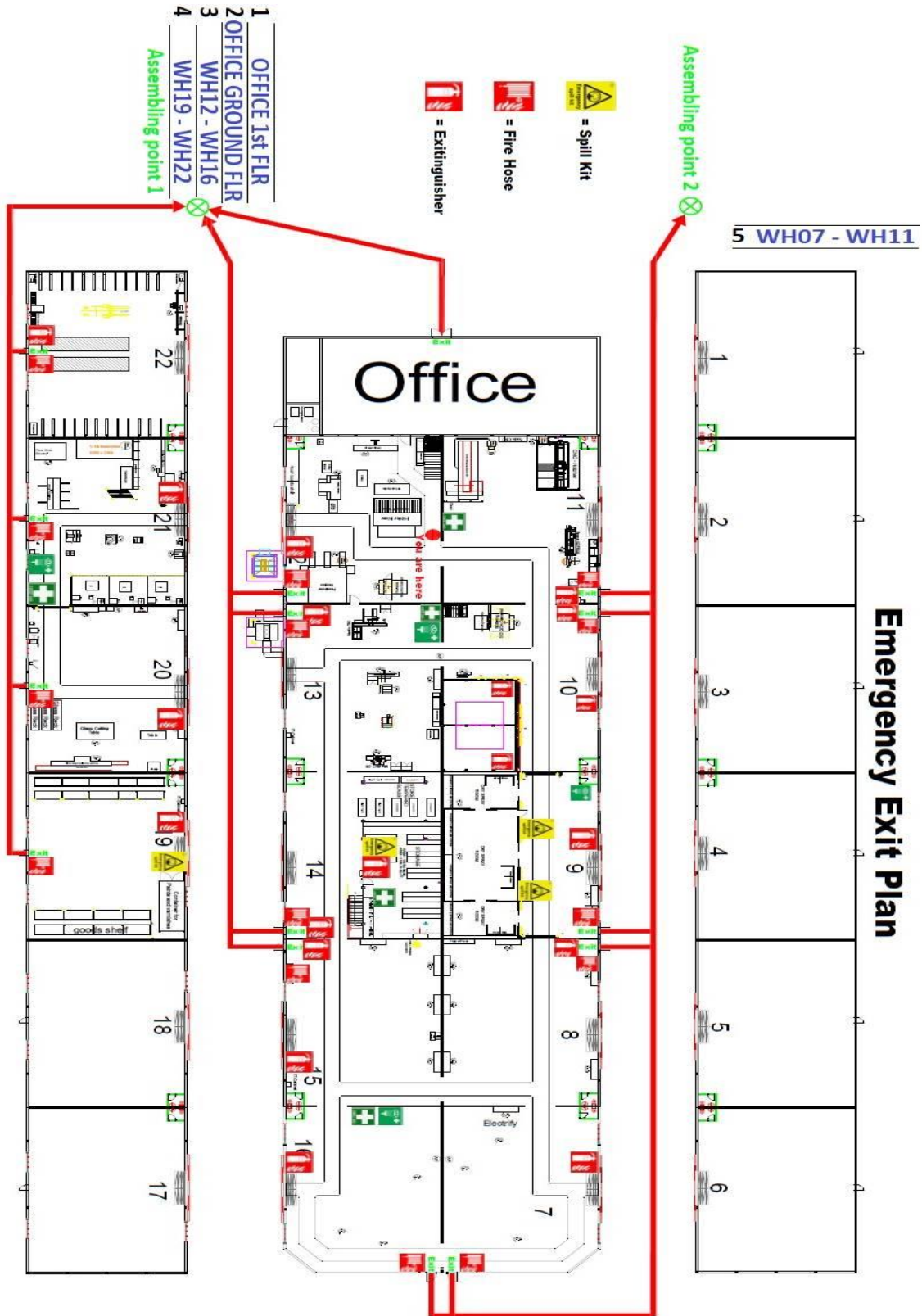
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