



# MODERN TOOLING SOLUTION

## **Occupational Health and Safety (OHS) Policy**

### **1. Purpose and Scope**

This policy affirms Modern Tooling Solution's commitment to providing a safe and healthy working environment for all employees, contractors, and visitors. Our goal is to prevent work-related injuries, illnesses, and incidents through proactive risk management, training, and compliance with safety standards.

#### **Scope:**

This policy applies to:

- All employees (permanent, temporary, contract, apprentices)
- All operational areas, machinery, processes, and departments
- All contractors, suppliers, and visitors on-site

### **2. OHS Objectives**

- Eliminate or minimize occupational health and safety risks
- Promote a zero-accident culture
- Comply with all applicable safety laws and standards (e.g., Factories Act, ISO 45001)
- Continuously improve the safety management system

### **3. Key Commitments**

#### **3.1 Legal and Regulatory Compliance**

- Comply with all applicable OHS laws, rules, and government guidelines

#### **3.2 Hazard Identification and Risk Control**

- Identify and assess workplace hazards
- Implement engineering and administrative controls to minimize risks
- Ensure use of appropriate personal protective equipment (PPE)

#### **3.3 Safe Work Environment**

- Maintain clean, organized, and hazard-free work areas
- Ensure machinery, tools, and safety systems are properly maintained

#### **3.4 Health Protection**

- Conduct regular health check-ups for workers exposed to risk
- Promote good hygiene and wellness practices



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## 3.5 Training and Awareness

- Provide safety induction and regular refresher training
- Conduct mock drills and toolbox talks regularly

## 3.6 Emergency Preparedness

- Maintain fire alarms, emergency exits, safety signage, and first-aid kits
- Display and practice emergency evacuation procedures

## 3.7 Reporting and Incident Investigation

- Encourage prompt reporting of unsafe acts or conditions
- Investigate all incidents and near-misses to identify root causes and corrective actions

### 3.1. Management Responsibilities:

- Ensure compliance with all relevant health and safety regulations as per the **Factories Act, 1948, Tamil Nadu Factories Rules, 1950**, along with international safety standards like ISO 45001.
- Allocate necessary resources, training, and support to implement this policy.
- Conduct regular safety audits and ensure corrective actions are taken promptly.
- Ensure the regular review and update of safety measures, risk assessments, and procedures.

### 3.2. OHS Officer/Manager:

- Lead the implementation of the OHS policy, conduct risk assessments, and take necessary preventive measures.
- Organize safety training programs for all employees.
- Monitor workplace safety, investigate incidents, and maintain accident records.
- Maintain health and safety documentation, ensuring compliance with legal and organizational requirements.

### 3.3. Supervisors/Team Leaders:

- Ensure that employees follow safety protocols and procedures during their daily operations.
- Report any hazards, incidents, or unsafe conditions to the OHS Officer immediately.
- Ensure that employees use personal protective equipment (PPE) as required.



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## 3.4. Employees:

- Follow safety instructions, wear the required PPE, and report any unsafe conditions to their supervisor or the OHS Officer.
- Participate in safety drills and training sessions.
- Ensure proper housekeeping, maintain cleanliness, and avoid clutter in work areas.

## 3.5. Contractors and Visitors:

- Comply with all relevant safety instructions issued by Modern Tooling Solution
- Report any accidents or unsafe conditions to the OHS Officer and supervisors.

## 4. Step-by-Step Instructions

### 1. Identify Hazards

- Conduct a thorough risk assessment for all tasks, machines, and work areas in the facility.
- Focus on potential hazards like chemical exposure, machinery accidents, slips/trips/falls, and ergonomics.

### 2. Implement Controls

- Apply engineering controls (e.g., machine guarding), administrative controls (e.g., shift rotations), and personal protective equipment (PPE) to mitigate identified risks.
- Create signage, barriers, and other visual aids to remind employees of safety practices.

### 3. Safety Training and Awareness

- Provide training on general safety protocols, emergency response procedures, and specific machine-related safety.
- Organize refresher courses periodically.

### 4. Monitor and Inspect

- Conduct regular safety audits, facility inspections, and review safety practices to ensure compliance.
- Investigate any accidents/incidents to identify root causes and implement corrective actions.

### 5. Emergency Procedures

- Prepare emergency response plans, including evacuation drills, fire drills, first-aid kits, and safety equipment.
- Ensure all employees are trained in basic emergency response and first-aid procedures.

### 6. Reporting & Documentation

- Establish clear channels for reporting hazards and accidents.
- Maintain accurate records of accidents, inspections, and corrective actions.



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## 5. Resources and Tools

To ensure the effective implementation of the OHS policy, the following resources and tools will be provided:

- **Personal Protective Equipment (PPE):** Helmets, gloves, goggles, ear protection, and respiratory equipment.
- **First-Aid Kits:** Equipped and easily accessible in all areas of the facility.
- **Safety Signage & Notices:** Clearly displayed throughout the workplace.
- **Safety Equipment:** Fire extinguishers, fire alarms, safety barriers, emergency eyewash stations, and spill kits.
- **Training Materials:** Safety manuals, guidelines, and multimedia tools for training employees.
- **Inspection Checklists:** Regular audits and checklists for health and safety inspections.
- **Incident Reporting System:** Digital or paper-based system for reporting incidents and unsafe conditions.

## 6. Compliance Standards

- Compliance with the **Factories Act, 1948** and the **Tamil Nadu Factories Rules, 1950**.
- Adherence to the **Industrial Disputes Act, 1947**, and **Workmen's Compensation Act, 1923**.
- Follow **ISO 45001:2018** Occupational Health and Safety Management Systems.
- Compliance with relevant **Environment Protection Laws**, including air, water, and waste management regulations.
- Regular reviews of industry-specific standards and best practices.

## 7. Time Frame and Deadline

- **Initial Risk Assessment & Safety Training:** To be completed within 30 days of policy approval.
- **On going Training & Awareness Programs:** To be conducted every 6 months for all employees.
- **Safety Audits:** Conducted quarterly and after any significant incidents or changes in work processes.
- **Review of OHS Policy:** Annually, or after significant changes to legislation or the operational environment.
- **Incident Reporting:** Immediate reporting within 24 hours, with investigations completed within 7 working days.



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## 8. Documentation and Record

- Risk assessments
- Safety audits and inspection reports
- Training records and attendance sheets
- Incident reports and investigation findings
- Emergency drills and simulation records
- Corrective actions and follow-up documentation

## 9. Authorization and Approval

This OHS policy is authorized by the management of Modern Tooling Solution and has been reviewed and approved by:

**[Name of CEO/Managing Director]**

Position: Managing Director

Date: [DD/MM/YYYY]

Signature: \_\_\_\_\_

**[Name of OHS Officer]**

Position: Occupational Health and Safety Officer

Date: [DD/MM/YYYY]

Signature: \_\_\_\_\_