

	Document No.: YIND-R-MR-QM-01	Version No.: 9.0
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5.2 Quality and OH&S Policies

The management of YIND-R has developed the Quality and Occupational Health and Safety Policies in line with the section 3.0 of this document that governs day-to-day operations.

5.2.1 Quality Policy

The Quality Policy is released as a standalone document as well, and is communicated and implemented throughout the organization. These policies have the support and commitment of the COO, Dy. COO, and other Senior Management team and it will be reviewed on an annual basis.

The Quality Policy of *YIND(R), Gurgaon* is as follows:

Quality Policy

"We, at Yaskawa India Pvt. Limited (Robotic Division), are committed to:

Deliver on time qualitative product & Services, to our customers, which meet and exceed customers' expectation through total involvement of its people and continual improvement of processes.

This, we strive to achieve through continual improvement and adherence to the ISO 9001:2015 standard."

5.2.2 Occupational Health and Safety Policy

The Occupational Health and Security Policy is developed by the management after consultation with the employees of all the departments of YIND-R. This policy is also released as a standalone document as well, and is communicated and implemented throughout the organization.

The Occupational Health and Safety Policy of *YIND(R), Gurgaon* is as follows:

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OH&S Policy

We, at Yaskawa India Pvt. Limited (Robotic Division), are committed to:

- Adopt & Maintain effective OH & S Management System
- Ensure that OH&S Management System remains relevant and available to all interested parties.
- Provide a safe workplace for all employees, customers, contractors, suppliers, and visitors by reducing Occupational Health and Safety Risks.
- Follow safe and healthy working practices
- Fulfilment of legal and other OH&S compliance obligations.
- Continual improvement through Consultation and Participation of our staff members.

This, we strive to achieve by adhering to the ISO 45001:2018 standard.

5.3 Organizational Roles Responsibilities and Authorities

COO has assigned responsibilities and authorities for all relevant roles in the company. See Department-wise Work description Sheet (in softcopy).

In addition, the following overall QMS responsibilities and authorities are assigned as follows:

Responsibility	Assigned To
Ensuring that the management system conforms to applicable standards	Mr. S.K. Singh, Manager
Ensuring that the processes are delivering their intended outputs	Process heads
Reporting on the performance of the management system and providing opportunities for improvement for the management system	Mr. S.K. Singh, Manager
Ensuring the promotion of customer focus throughout the organization	COO / Dy. COO
Ensuring that the integrity of the management system is maintained when changes are planned and implemented	Mr. S.K. Singh, Manager
Ensuring that Health and Safety related processes are followed in the organization	Safety Officer along with safety committee
Analyze Action Plans coming out of HIRA exercise and prioritize those in order to seek necessary approvals from the management	Safety Committee
Evaluate Risks and identify opportunities w.r.t. Occupational Health and Security Management Systems (OHSMS)	

OH&S: Emergency Preparedness and Response Process

Authored by	Verified / Approved by	Authorized by	Approved Version #
SK Singh	Sanjay Tiwari	SK Singh (MR)	2.0
Date: 31-Jan-20	Date: 31-Jan-20	Date: 31-Jan-20	

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1. Introduction

The purpose of this document is to define the process for effective emergency response that mitigates the potential consequences of an Incident to employee and enables normal operations to be resumed efficiently.

This Emergency Preparedness and Response process provides the details of tasks to be done by identified people in an emergency situation. This process also lists the tasks to be performed so that the organization is well prepared to handle any emergency situation thereof.

2. Abbreviations

- ❖ OH&S: Occupational Health and Safety
- ❖ OHSMS: Occupational Health and Safety Management System
- ❖ PPE: Personal Protective Equipment
- ❖ HSO: Health and Safety Officer

3. Entry Criteria

- ❖ To be ready to handle any emergency situation that might negatively affect health and safety of the people in YIND-R
- ❖ When an incident (causing risk to health and safety of the people in YIND-R) occurs.

4. Inputs

- a) First-Aid Box
 - Having necessary medicines for the identified hazards in the HIRA sheets of respective departments
 - For example, medicines, bandages, and ointments for headache, nausea, burning sensation in eyes, cuts or minor burns on skin, injuries due to falling of objects etc.
- b) Alcohol based hand sanitizer
- c) Access to Doctor, Hospital

- d) Access to Ambulance
- e) Access to Insurer
- f) Access to affected person's health record (if any)
- g) Access to the contact details of the affected person's family
- h) Training to individuals, so that:
 - They could avoid the risks on the health and safety of their own and their colleagues and
 - Be able to handle any emergency situation around them

5. Roles and Responsibilities

- a) HR
 - Train people (including Security Guard) on:
 - Health and Safety related hazards and risks
 - What to do in case any emergency situation arises
 - Keep (handy) the daily attendance to ensure roll-call in the event of Fire
- b) Admin
 - Preserve a sample of all the food items supplied in the canteen for one day
 - This will help to analyze if there is any incident of food-poisoning happens
 - Ensure the availability of:
 - First-Aid Box
 - Alcohol based hand sanitizer
 - Ambulance
 - Fire Brigade

- Personal Protection Equipment (PPE)
- Ensure that:
 - fire alarms are in working conditions
 - Appropriate Fire Extinguishers at appropriate locations and in working condition
 - fire related mock-drills are conducted (at least) once in a year
- c) HSO
 - Enter the details of the incident (if any) in the Incident Register
 - Analyze the incident in detail and capture it in the Incident Investigation Report
 - Ensure the availability of:
 - Doctors, Hospitals
 - Insurer
- d) Each Department Manager to ensure:
 - The usage of scientifically-based, sound engineering tools and techniques
 - That his/her team members have attended trainings and mock-drills (as & when conducted) related to health and safety emergency preparedness and response
 - That their visitors are advised about safety related precautions
 - That their visitors are provided with PPE depending on their areas of visit
 - To escort their visitors out to the assembly areas in case of fire / earthquake
- e) MR
 - Conduct periodic audits on to ensure that emergency preparedness is adequate – if necessary, update the processes

f) Senior Management (Dy. COO Level)

- Provide funds (if needed) to conduct trainings, mock-drills, and implement the identified preventive measures
- Enable formation of H&S Committee

6. Tasks – In Case of Emergency / Incident

1. The below table captures the typical emergency situations and their respective response levels:

Scenario	Response Level – 1 (Within 10 Minutes)	Response Level – 2	Response Level – 3
<p style="text-align: center;"><u>At YIND-R Facility</u></p> <p>Physical Injury / Burn / Headache / Nausea / Burning Sensation in Eye</p>	<p>Give First-Aid to the injured / affected person</p> <p>Inform HR/Admin/HSO</p>	<p>Take the injured person to nearby clinic / doctor</p> <p>OR</p> <p>Call a doctor in the premise to inspect the injured</p> <p>Inform HR / Admin / HSO (Within 1 hour)</p>	<p>Inform HR / Admin / HSO</p> <p>Take the injured to hospital in ambulance</p> <p>Inform the family members of the injured person</p> <p>Call insurance Company (Within 1 hour)</p>
<p style="text-align: center;"><u>At YIND-R Facility</u></p> <p>Food Poisoning</p>	<p>Give First-Aid to the affected person</p> <p>Inform HR/Admin/HSO</p>	<p>Take the affected person to nearby clinic / doctor</p> <p>OR</p> <p>Call a doctor in the premise to inspect the injured</p> <p>Inform HR / Admin / HSO (Within 1 hour)</p>	<p>Inform HR / Admin / HSO</p> <p>Take the affected person to hospital in ambulance</p> <p>Inform the family members of the affected person</p> <p>Initiate the analysis of the preserved food in the</p>

			cafeteria. (Within 1 hour)
At YIND-R Facility Fire	Small spark / fire on secluded area: Douse Fire Using Fire Extinguishers Inform HR/Admin/HSO (Immediate)	Fire with potential to spread and not controllable using fire extinguishers: Inform HR / Admin / HSO Call Fire Brigade (Within 10 Minutes)	Fire rapidly spreading, could lead to blasts: Inform HR / Admin / HSO Call Fire Brigade Call Ambulance(s) Call Insurance Company (Immediate)
At YIND-R Facility Cough, Sneezing, Running Nose, Cold along with fever	Inform YIND-R HR	Safely isolate the person in a room.	Safely transfer the person to a health facility. Follow the Business Continuity Plan-Pandemic.
At Customer Site Physical Injury / Burn / Headache / Nausea / Burning Sensation in Eye And / Or Food Poisoning	Get First-Aid to the injured/affected person Inform YIND-R HR	Take the injured person to nearby clinic / doctor Inform YIND-R HR / HSO (Immediate)	Inform YIND-R HR/HSO Call an ambulance (or seek customer's help in getting an ambulance) Take the injured to hospital in ambulance YIND-R HSO / HR (or the department manager of the injured) to visit the hospital YIND-R HSO/HR shall inform the family members of the injured person Call insurance Company

			(Immediate)
<p><u>At Customer Site</u></p> <p>Fire</p>	<p>Get aside to a safe location</p> <p>Take your colleagues as well with you</p> <p>(Immediate)</p>	<p>Leave the site</p> <p>Inform Customer</p> <p>Inform Department Manager</p> <p>(Immediate)</p>	<p>Leave the site</p> <p>Inform Customer</p> <p>Inform Department Manager</p> <p>(Immediate)</p>
<p><u>At Customer Site</u></p> <p>Cough, Sneezing, Running Nose, Cold along with fever</p>	<p>Inform the supervisor as well as YIND-R HR; leave the customer premise.</p>	<p>Request to work from home</p>	<p>If the person is tested positive for a contagion (e.g. COVID-19) HSO to investigate the trail (who all contacted the person) and take necessary actions.</p> <p>Follow the Business Continuity Plan- Pandemic</p>

Note: Refer to business continuity plan and evacuation plan for detailed procedure.

2. In case of fire, the HR / Admin / H&S POC shall lead everyone from the facility to the assembly area
 - a. Ensure that nobody remains inside the facility – use the roll call using the daily attendance data
3. Once the emergency has been handled and normal work resumes, the HSO shall record the incident in the Incident Register.
4. The HSO will also analyze the incident and fill the Incident Investigation Report

7. Output

- a) Related to Training:
 - o Training Plan / Calendar
 - o Training Attendance Records
 - o Training Feedback
 - o Training Material

- b) Incident to Incident
 - Updated Incident Register
 - Incident Investigation Report
- c) Related to Preparedness
 - Evidence of Mock Drills
 - List of medicines, types of bandages and ointments with their purpose and expiry date
 - List of Fire Extinguisher Equipment, their purpose, and evidence of calibration
- d) Monthly status report to the management
- e) Evacuation Plan

8. Verification

- a) Internal reviews and audits to check the preparedness and its effectiveness
- b) Evidences such as incident register, Incident Investigation Reports, regular updates in the training programs, regular mock-drills, and regular updates in the process are some instruments for verification.

9. Exit Criteria

- a) It is an on-going process whereby emergency preparedness is to be there on a continual basis.
- b) However, this process will have a logical exit when (upon happening of) an incident has been addressed, recorded in the incident register, its analysis (with corrective action) has been done, and all these records are stored in the common location for reference purpose and as evidence for audits.

10. References

- a) "1. COVID - 19 YIND Guidelines.PDF"
- b) "2. WHO guidlinelines on Getting-workplace-ready-for-covid-19.PDF"
- c) OHS-Emergency Evacuation Plan
- d) Business Continuity Plan - Pandemic

11. Document Amendment Record




A – Added, M – Modified, D – Deleted

S. No.	Date	Version No.	Change Mode (A/M/D)	Brief description of change	Reason for Change
1.	3-Oct-19	1.0	A	Initial Release	OH&S Initiation
2.	31-Jan-20	2.0	M	Included a reference to the Evacuation Plan	As per Stage-1 Findings

OFFICE LAYOUT



LEGENDS

-  GANG WAY
-  STEPS
-  FIRE EXTINGUISHER

YASKAWA

YASKAWA PVT. LTD. 408 PHASE-A SECTOR 13/14A, GURGAON

TITLE

OFFICE LAYOUT

A2