

Safety, Health, Safety & Environment Policy Manual

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1. Introduction

This manual establishes the Safety, Health & Environment (SHE) framework for [ESSA], a manufacturing enterprise committed to sustainable operations and the protection of employees, visitors, and the environment.

2. SHE Policy Statement

Our policy is to operate in a responsible manner that protects people, property, and the environment. We aim to:

Eliminate workplace hazards through proactive identification and mitigation.

Maintain full compliance with applicable SHE legislation and standards.

Continuously improve SHE performance and integrate it into every aspect of operations.

3. Objectives

Ensure a zero-accident workplace.

Minimize emissions, waste, and environmental footprint.

Ensure SHE practices are understood and followed by all employees.

Maintain preparedness for emergencies.

4. Roles & Responsibilities

Management:

Provide leadership and resources for SHE.

Review SHE performance regularly.

Supervisors:

Enforce SHE procedures.

Train and guide employees in safe practices.

Employees:

Comply with all SHE procedures.

Report hazards and incidents promptly.

5. Risk Management

Conduct Job Safety Analyses (JSA).

Maintain and update a Risk Register.

Regularly inspect machinery and equipment.

6. Incident Reporting & Investigation

All incidents must be reported within 24 hours.

Investigations will identify root causes and corrective actions.

Maintain records for continual improvement.

7. Emergency Preparedness

Fire drills conducted quarterly.

Emergency Response Plans (ERP) in place for fires, chemical spills, and medical emergencies.

Signed by: Naushad

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