

Ref. No.: CCPL/CSR/HR-08

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A. Purpose & Scope:

At Cooper Corporation Pvt. Ltd., we prioritize the health, safety, and well-being of our employees, contractors, and visitors. We are committed to creating and maintaining a safe and healthy work environment in our manufacturing operations. This Policy outlines our dedication to preventing workplace injuries, promoting a culture of safety, and complying with applicable health and safety regulations.

1. Compliance with Health and Safety Regulations:

We will comply with all applicable health and safety laws, regulations, and standards related to product manufacturing. We will stay updated on health and safety requirements and ensure that our operations meet or exceed the standards set by regulatory bodies in the jurisdictions where we operate.

2. Risk Assessment and Hazard Control:

We will conduct thorough risk assessments and hazard identification processes to proactively identify and evaluate workplace hazards. Based on these assessments, we will implement appropriate controls to eliminate or minimize risks. Employees are encouraged to actively participate in identifying and reporting hazards to ensure a safe working environment.

3. Safe Work Practices and Procedures:

We will establish and enforce safe work practices and procedures to prevent workplace accidents, injuries, and illnesses. All employees, contractors, and visitors are expected to adhere to these practices and procedures. We will provide necessary training, instructions, and supervision to ensure that work is performed safely and in accordance with established protocols.

4. Emergency Preparedness and Response:

We will develop and implement comprehensive emergency response plans to effectively address potential emergencies, such as fires, natural disasters, or chemical spills. Emergency procedures will be clearly communicated, regularly tested, and updated as needed. Employees will be trained in emergency response protocols and evacuation procedures.

5. Safety Training and Competence:

We will provide comprehensive safety training to all employees and contractors. Training programs will be tailored to specific job roles and responsibilities, focusing on hazard recognition, safe work practices, proper use of personal protective equipment (PPE), and emergency response procedures. We will ensure that employees and contractors have the necessary knowledge and competence to perform their tasks safely.

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6. Incident Reporting and Investigation:

We will establish a systematic incident reporting system to promptly report all workplace incidents, near misses, and hazards. Each reported incident will be thoroughly investigated to identify root causes and implement corrective and preventive measures. Lessons learned from incident investigations will be shared across the organization to prevent similar incidents in the future.

7. Health and Wellness:

We will promote the health and well-being of our employees through various initiatives, including health promotion programs, ergonomic assessments, and access to necessary health resources. We will encourage a healthy work-life balance and provide support for employee well-being.

8. Workplace Ergonomics:

We are committed to promoting ergonomic practices to enhance the comfort and physical well-being of our employees. We will assess workstations, tools, and equipment to minimize repetitive strain injuries and other musculoskeletal disorders. Employees will be provided with guidance on proper posture, work techniques, and the use of ergonomic equipment.

9. Adequate Facilities:

We will provide clean, safe, and well-maintained facilities that meet the basic needs of our employees. This includes access to clean drinking water, sanitary restrooms, appropriate ventilation and lighting, and comfortable rest areas. We will regularly inspect and maintain facilities to ensure they meet the required standards.

10. Work-Life Balance:

We recognize the importance of work-life balance and will strive to create an environment that supports it. We will establish reasonable working hours and overtime practices, allowing employees sufficient time for rest, leisure, and personal commitments. We will encourage open communication and flexibility to accommodate the diverse needs of our workforce.

11. Safety Committees and Employee Participation:

We will establish safety committees or similar mechanisms to foster employee engagement and participation in health and safety matters. Employees will have the opportunity to contribute their expertise, raise safety concerns, and collaborate on safety improvement initiatives. Regular safety meetings and open communication channels will be encouraged.

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12. Contractor Safety:

We will ensure that contractors and subcontractors working on our premises adhere to the same high health and safety standards as our own employees. We will communicate our safety expectations, provide necessary guidance, and verify that contractors have appropriate safety programs in place. Contractors will be held accountable for complying with our safety policies and procedures.

13. Continuous Improvement:

We are committed to a process of continuous improvement in our health and safety performance. We will establish measurable objectives and targets, regularly monitor our progress, and implement corrective actions where necessary. We will conduct regular audits, inspections, and assessments to identify areas for improvement and ensure compliance with this policy.

Review and Update:

We will periodically review and update our Health and Safety Policy to reflect advances in technology, changes in regulations, and emerging best practices. We will engage with employees, stakeholders, and experts to ensure the policy remains effective and relevant in promoting a safe and healthy work environment.

B. Contact Information:

For questions or comments about this policy, contact Chief Human Resources Officer (CHRO)

C. Created / Approved By:

Signed,

Nitin Deshpande

Chief Human Resources Officer (CHRO)

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🌿 DOCUMENT REVISION HISTORY DETAILS:

Sr No	New Rev. No / Date	Reason for change	Brief details of change	Issue to	Issued By	Approved By
01	00/ 14.07.2023	New released	Global ECOVADIS requirement	Issue all user department – Portal / Website, all suppliers, all employees etc	AGM	NPD