

FORMATION OF SAFETY COMMITTEE

On, Friday, 25th day of October, 2024 in the presence of Top Management Sh. Sandeep Jain, a Safety Committee has been formed in our organization SANDEEP ENTERPRISES (A unit of Vision Vanijya Ltd.). Employee's representatives have been nominated by the works employees themselves. Safety Committee will be effective from 1st November, 2024.

Composition of Safety Committee is

S.NO	NAME	DESIGNATION
1.	Mr. Samyak Jain	Chair Person
2.	Mr. Sunil Anand	Vice Chair Person
3.	Ms. Renu	Secretary
4.	Arjun	Workers
5.	Vikram	Workers
6.	Vikash Sharma	Management
7.	Ramesh Kumar	Management

- **Tenure of Safety Committee:** Two Year.
- **Meeting of Safety Committee:** every month

(Detail of Safety Committee objects, functions and Procedures enclosed)

For VISION VANIJYA LIMITED

Director/Authorised Signatory

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SAFETY COMMITTEE

In our organization Steel Engineering process takes place. We set up a Safety Committee consisting of equal number of representatives of workers and management to promote co-operation between the workers and the management in maintaining proper Health and Safety and to comply as per Factory Act, 1948 as well.

I. Purpose:

- Recognized work place hazards.
- Risks cause Incident, Injuries & Illness.
- Workers Health & Safety.
- Minimize Health Risk.

II. Responsibility: HR Department

III. Duration:- 2 Years

IV. ROLE OF EACH COMMITTEE MEMBER:

1. Chair Person

Will Guide the Safety Committee, Pass Safety Committee recommendations and suggestions, Head the Safety Committee Meetings, arrange budget for Safety, Agenda review, Action Items Review, suggest minimize accident and losses, Accidents reviews

2. Vice Chair Person

Coordinate between Safety Committee Members, Proper management of Resources, Arrange Safety Trainings, Guide Safety Committee members, proper allocation and use of Safety Budgets. Heads the Safety Committee Meeting in absence of Chair Person, Hazards Risk and safety Assessment (impact/aspect), Guide & Participate in accident investigation and review, set agenda, ensure work instructions, Identify and fix potential hazards, implement methods for review and refinement, Develop a library of document templates,

3. Members (Workers)

Represent the workers, Highlight the Safety Risks, Communication to the Management Representative, participate in accident investigation, ensure workers involvement in PPE use, report unsafe acts and conditions, proper use of safety tools and instruments, proper use of gang ways and exits, Safety assessments, Implement a safety schedule.

4. Members (Management)

Recognize safety agenda, participate in accident Incident investigation, ensure full participation in meeting, evaluate department safety plan, participate in accident investigation and review, gather agenda items, enlist

support employees, encourage participation of employees, proper allocation of safety tools & instruments, Employees education, Build manager-staff relationships, Comply with federal and state standards, Comply with federal and state standards, Develop a library of document templates, Increase safety awareness.

5. Secretary

Records the Safety Committee minutes, Roll call of Members, Maintain members attendance, provide administrative supports to the members of Safety Committee.

V. Standard procedures

Meetings: Set a regular meeting time and day each month, and notify all employees. Meetings should be semi-formal and last no more than an hour.

Committee members: Each department should have a representative on the committee, and a chairperson and secretary should be elected.

Safety concerns: Encourage employees to bring safety and health concerns to the committee before the meeting.

Safety and health concerns: Address employee safety and health concerns, and make recommendations to correct them.

Incidents: Review incidents that have occurred since the previous meeting, and determine the causes. Discuss recommendations to reduce or eliminate the incidents from happening again.

Inspections: Conduct safety inspections at least quarterly to identify hazards and unsafe work practices.

Safety assessments: Conduct walkthroughs and assessments to identify potential hazards and implement safety measures.

Compliance: Ensure that the committee operates in compliance with legal requirements and industry guidelines.

Training: Provide training to committee members to equip them with leadership skills.

VI. The Committee Task

- Identify current safety information, information gaps, and current practices.
- Identify the nature and scope of hazards and risks posed to the fire investigator during a fire investigation.

- Identify areas where research is needed to increase industry knowledge of the nature and scope of any of the hazards or risks identified.
- Discuss and develop ideas and methods to promote investigator health and safety.
- Develop publicity materials and messages, to the extent finances permit, such as paper materials, social media messages, magazine articles, and web pages, to promote messages of health and safety.
- Work with the Trainer and encourage investigator fire health and safety.
- Discuss and develop a budget, other methods and knowledge about best practices, health and safety threats, and recommended actions to the investigation.
- Examine and explore ideas and methods to industry, to sponsor and publicize safety messages, research, and knowledge.
- In addition with the Training and Education Committee, develop training on fire, health and safety, including an exploration of whether such a course could be paired with meetings or round table discussions, course materials that promote fire, health and safety.
- In addition with the Advocacy committee, develop potential legislative actions that promote future fire health and safety, include in access to medical treatments and medical assistance for injuries and illnesses sustained.
- Undertake any other related duties and actions as directed.

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