

## **HEALTH & SAFETY POLICY**

Millennium Aero Dynamics Pvt. Ltd. is committed to providing and maintaining a working environment that ensures the health and safety of all its employees and sub-contractors.

The Company aims to prevent accidents and sickness by ensuring health and safety is at the centre of all activities. Everyone is encouraged to actively take part and support this policy.

Specifically, the Company shall:-

- ✓ Provide and maintain a health working environment
- ✓ Effectively assess risks and apply measures to control them
- ✓ Identify substances that are hazardous to health and ensure that the manufacturer's recommendations are followed to control the risk.
- ✓ Provide information and training to ensure everyone is able to perform their work safely.
- ✓ Consult with employees on health and safety issues and encourage their cooperation.
- ✓ Ensure effective arrangements are in place to deal with incidents that could result in injuries, ill health or have environmental impact.
- ✓ Ensure that sub-contractors comply with the Company's health and safety systems.
- ✓ Investigate incidents, accidents and work related illnesses and where necessary modify working practices to prevent reoccurrences.
- ✓ Audit health and safety procedures for effectiveness and identify areas for improvement.

The success of this policy relies on everyone being involved, and ensuring everyone has a role to play in all health and safety issues.

This policy will be reviewed annually or as deemed necessary and any revisions will be brought to the attention of employees.

### **Responsibilities of the Company**

Millennium Aero Dynamics Pvt. Ltd. is responsible for the Health & Safety of its employees and sub-contractors while engaged in official company activities.

This is achieved by the training of its people to understand its operations and functions carried out in the course of its business.

- ✓ Any Health & Safety incident whether resulting in injury or not, shall be reported to the Company's Management for investigation and appropriate action.
- ✓ Training requirements are identified during routine Health & Safety meetings.
- ✓ Training is to be carried out by suitably experienced personnel.

- ✓ Additional specialist training requirements as identified by the Clients, Management of the Company or at routine Health & Safety meetings will be performed by specialist training organizations.
- ✓ A record of all Health & Safety meetings is kept in the Employee Welfare File.
- ✓ A record of all Health & Safety Training is kept in the Employee Training File.
- ✓ The Company will appoint a staff member who will be responsible for coordinating Company HSE matters. This HSE Appointee will be identified on the company notice board.
- ✓ Personal Protective Equipment is provided by the Company to each individual employee. A record of Personal Protective Equipment issued to employees will be kept in the Employee Welfare File.
- ✓ If any Special Safety Equipment is required to carry out a special task or duty then it will be provided by the Company. A record of Special Safety Equipment is kept in the Employee Welfare File

### **Employee and Sub-Contractor Responsibilities**

Employees and Sub-Contractors also have a duty to support the company by :-

- ✓ Adhering to any and all of the requirements, laid down within the Health & Safety policy and procedures.
- ✓ Accepting responsibility that each individual employee or sub-contractor have to perform their duties and carry out work in a safe manner.
- ✓ Prior commencing any task or procedure, an assessment of risk should be made and appropriate safety precautions put into place to remove any risk.
- ✓ Reporting any accidents, incidents that may have occurred or any defects or other deficiencies in any plant or equipment in use.
- ✓ Whenever a risk is identified and cannot be easily removed, then reporting the same to the Company's HSE Appointee or Site Facility HSE Appointee for appropriate action.
- ✓ Commencement of work only once all risks have been removed
- ✓ Engaging and proactively participating, in any of the communication, consultation, training procedures that the company uses, for betterment of self and those at large.

### **Responsibilities at Customer Work Site**

- ✓ Where work is carried out on a Customer's site facility then Millennium Aero Dynamics Pvt. Ltd., its employees and its sub-contractors will abide by the Health & Safety regulations of the Customer.
- ✓ The Company's Employees and Sub-Contractors will attend Site Induction Program, Health & Safety Instruction and any other training as deemed necessary or required by the Customer site regulations.
- ✓ Where a permit to work system is in place, then the Company's Project Manager or Site Supervisor will coordinate with the Customer's HSE to obtain the appropriate documentation

enabling work to commence. Under no circumstances will work commence without obtaining appropriate authority from the Customer.

- ✓ Should an HSE incident or injury occur on a Customer's premises then the Customer's HSE officer will be notified immediately together with the Company's HSE Appointee and the Management.
- ✓ An enquiry into the incident will be made by both parties.

### **Enlisting of Sub-Contractors**

- ✓ Prior to a Sub-Contractor Purchase Order being placed for site work then the Sub-contractor must complete a Health and Safety Preparedness Audit.
- ✓ The HSE Preparedness Audit is reviewed by the Company's HSE Appointee to ensure that the Sub-Contractor will comply with the Health & Safety Plan of Millennium Aero Dynamics Pvt. Ltd.
- ✓ Any Health & Safety incident involving the Sub-Contractor, whether resulting in injury or not, shall be reported to the Company's HSE Appointee and the Management, for investigation and appropriate action.

### **Hazardous Waste**

- ✓ Any hazardous waste produced by work or procedures performed by Millennium Aero Dynamics Pvt. Ltd. will be handled in an appropriate manner.
- ✓ The disposal of any hazardous substance will be handled by an appropriately qualified contractor.
- ✓ The Company's Management together with the HSE Appointee will identify a suitable contractor to handle and dispose of the waste.
- ✓ A hazardous material register will be kept in the Company's site office to record material movements from source to disposal.

### **Non Hazardous Waste**

- ✓ General office waste is disposed of by local municipal authority waste collection contractors.
- ✓ Materials removed from site are generally confined to scrap metal which is sent to a waste management company.

**Date : 1<sup>st</sup> September 2010**



**Milan Zatakia**  
Chairman & CEO