# MSAFE Safety Policy

**MSAFE — Protect the People** · www.msafegroup.com

This policy sets the safety standard every MSAFE employee, contractor and visitor follows: minimise workplace hazards, prevent accidents and build a culture where safety comes first.

## Document control

| Item | Details |
|---|---|
| Prepared by | Gaya Prasad Singh, Safety Officer |
| Approved by | Ashish Rai, Chief Operating Officer |
| Applies to | All employees, contractors and visitors at MSAFE sites |
| Related document | MSAFE Scaffolding Erection Manual |

## Quick reference — in an emergency

| Situation | Remember | What it means |
|---|---|---|
| Fire | **PASS** | Pull the pin · Aim at the base · Squeeze the handle · Sweep side to side |
| Casualty | **DRABC** | Danger · Response · Airway · Breathing · Circulation |
| Not breathing | **CPR 30:2** | 30 chest compressions (5 cm deep, 100–120/min), then 2 rescue breaths if trained |
| Evacuation | **Stairs, never lifts** | Follow marked exits; stay low if there is smoke |
| Any hazard or near miss | **Report it** | Tell your supervisor immediately — do not fix it unless trained |

# Part A — General workplace safety

## 1. Introduction & objectives

This manual is the guideline for a safe working environment for all employees. Its three objectives:

1. Minimise workplace hazards.
2. Prevent accidents and injuries.
3. Promote a culture of safety and shared responsibility.

## 2. General safety rules

**2.1 Follow policy and know your site.** Follow all company safety policies, attend mandatory safety training and wear the PPE your task requires. Know where the fire extinguishers, emergency exits and first aid stations are, and how to evacuate.

**2.2 Spot it, report it.** Report unsafe conditions immediately — spills, exposed wires, faulty equipment, blocked exits. Use the reporting system or tell your supervisor. Do not try to fix a hazard unless you are trained to.

**2.3 Keep it clean and clear.** Keep work areas organised and dispose of waste properly. Walkways, staircases and emergency exits stay clear at all times. Secure cables to prevent trips, and store hazardous substances, labelled, in designated areas.

**2.4 Stay focused.** No horseplay or pranks. Avoid excessive conversation and mobile phone use while working, and follow company rules on music and headphones.

**2.5 Lift correctly.** Check the load's weight before lifting and make sure you can handle it. Bend at the knees, keep your back straight and lift with your legs. Hold loads close and do not twist. Use dollies or forklifts, or ask for help, for heavy loads.

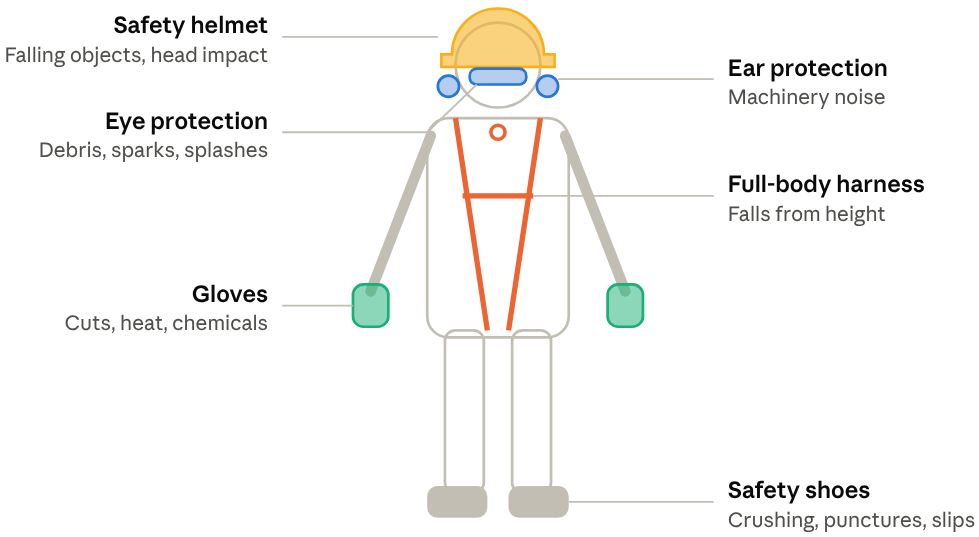
**2.6 Why it matters.** Following these rules protects you and your colleagues, reduces accidents and builds a culture of responsibility and well-being.

## 3. Personal Protective Equipment (PPE)

PPE is specialised clothing or gear that forms a barrier between you and hazards such as chemicals, sharp objects, extreme temperatures, electricity and airborne contaminants. Wear the right PPE for your task and keep it maintained.

| PPE | Protects against | Typical use |
|---|---|---|
| Safety helmet | Falling objects, head impact | All site and scaffold work |
| Gloves | Cuts, abrasion, chemicals, heat | Material handling, machinery |
| Safety shoes (steel toe) | Crushing, punctures, slips | All site and warehouse areas |
| Full-body harness | Falls from height | Work at height, unprotected edges |
| Ear protection | Noise damage | Machinery and high-noise areas |
| Eye protection (goggles) | Debris, sparks, splashes | Cutting, grinding, chemicals |

**Six items of PPE protect you head to toe**




Required PPE · head to toe

PPE training covers:

- Correct usage and maintenance
- Legal compliance and company policy
- Recognising damaged or faulty PPE — report and replace it, never use it
- Consequences of PPE non-compliance

- Practical demonstration of PPE fitting

# Part B — Emergency response

## 4. Fire safety

Fires start from electrical faults, flammable materials, open flames, overheating equipment or negligence. Prevention, early detection and a practised response protect lives and property.

**4.1 Prevention.** Inspect wiring, circuit breakers and appliances regularly. Do not overload outlets; use only approved electrical equipment. Store fuels, chemicals and paper in designated, well-ventilated areas away from heat.

**4.2 Detection and alarms.** Install and regularly test smoke detectors, heat sensors and fire alarms. Raise the alarm immediately on discovering a fire. Keep emergency lighting and exit signs clearly visible.

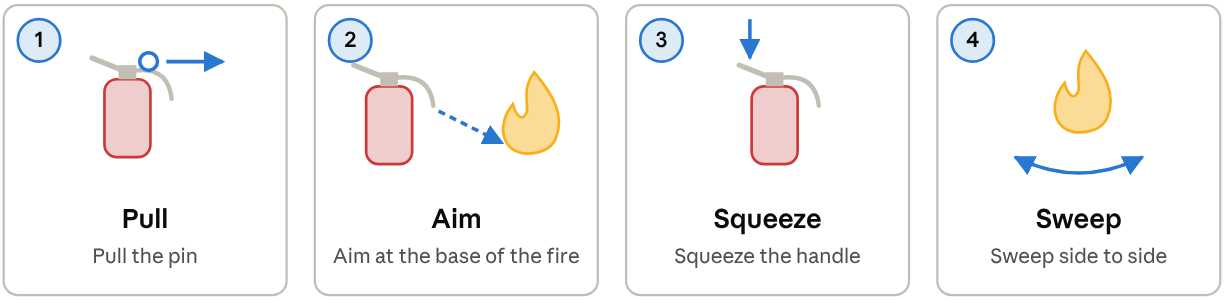
**4.3 Firefighting equipment.** Keep extinguishers readily available and train employees to use them. Match the extinguisher to the fire:

| Fire class | Burning material | Examples |
|---|---|---|
| Class A | Ordinary combustibles | Wood, paper, cloth |
| Class B | Flammable liquids | Petrol, diesel, oil |
| Class C | Electrical | Wiring, appliances |
| Class D | Combustible metals | Magnesium, aluminium |
| Class K | Cooking oils | Oil and grease fires |

**Using an extinguisher — PASS:**

1. **Pull** the pin to unlock the extinguisher.
2. **Aim** the nozzle at the base of the fire.
3. **Squeeze** the handle to release the agent.
4. **Sweep** side to side until the fire is out.

**Four steps to use a fire extinguisher: PASS**




PASS · four steps

**4.4 Evacuation.** Stay calm and follow the evacuation plan along clearly marked exit routes. Never use lifts — use the stairs. If there is smoke, stay low to the ground. Evacuation drills are held regularly.

**4.5 Training and awareness.** Regular fire training covers using firefighting equipment, knowing evacuation routes and practising emergency drills.

## 5. First aid

First aid is immediate help given before professional medical care arrives. Every workplace keeps a well-equipped first aid kit and trained first aiders. The goals: **preserve life, prevent the condition worsening, promote recovery.**

**5.1 Assess with DRABC.** Stay calm and assess before acting.

| Step | Check | Action |
|---|---|---|
| **D** — Danger | Is the area safe? | Make it safe for you and the casualty first |
| **R** — Response | Is the person conscious? | Tap gently and ask if they are okay |
| **A** — Airway | Is the airway clear? | Tilt the head back, lift the chin |
| **B** — Breathing | Normal breathing? | Look, listen, feel; if not breathing, start CPR |
| **C** — Circulation | Pulse, bleeding, shock? | Control bleeding and treat shock |

**5.2 CPR** — if the person is unresponsive and not breathing:

1. Place them on their back on a firm surface.
2. Kneel beside them; place one hand over the other in the centre of the chest.

3. Press down firmly, about 5 cm (2 in) deep, at 100–120 compressions per minute.
4. After every 30 compressions, give 2 rescue breaths if trained: tilt the head, pinch the nose, breathe into the mouth.
5. Continue until medical help arrives.

**5.3 Bleeding**

- Apply direct pressure with a clean cloth or bandage.
- Raise the injured area above heart level if possible.
- If bleeding continues, add more bandages on top and keep pressing.
- Never remove an embedded object — pad around it and get medical help.

**5.4 Fractures and sprains**

- Do not move the injured limb unless necessary.
- Immobilise it with a splint or sling.
- Apply an ice pack wrapped in cloth to reduce swelling.
- Get medical attention immediately for a suspected fracture.

**5.5 Burns**

- Cool minor burns under cool running water for at least 10 minutes.
- Never apply ice, butter or creams.
- Cover loosely with a clean, non-fluffy dressing or cling film.
- For severe burns, do not remove clothing stuck to the skin; get emergency help.

**5.6 Shock**

- Lay the person down with their legs raised.
- Keep them warm and comfortable.
- Give no food or water.
- Monitor breathing and pulse; get medical help immediately.

# Part C — Hazards, equipment & materials

## 6. Workplace hazard management

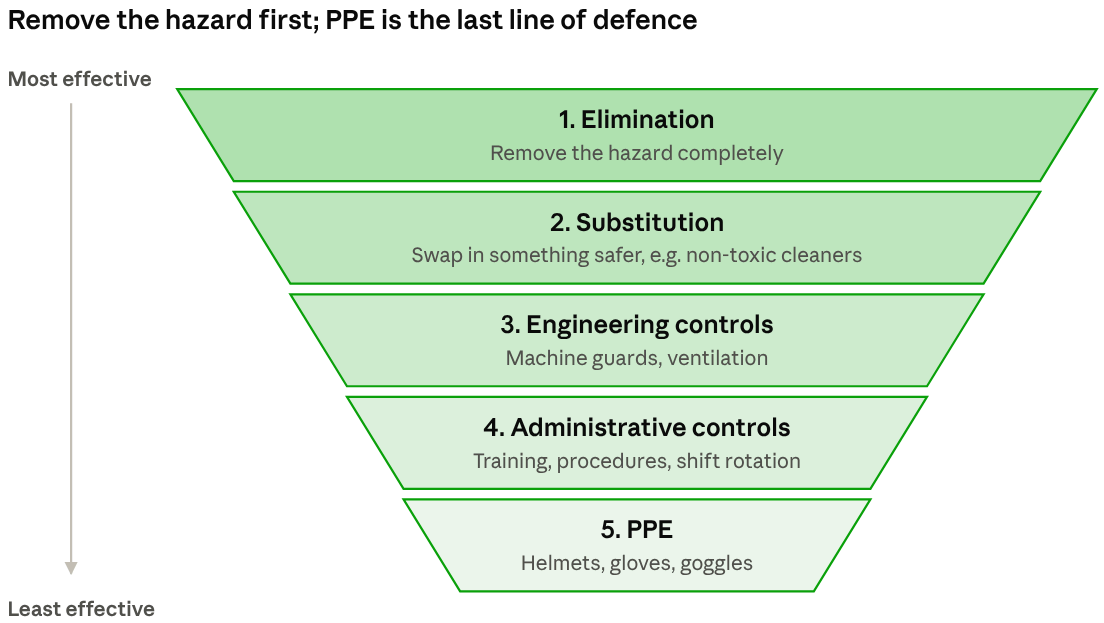
**6.1 Identify hazards.** Hazards fall into five types: physical, chemical, biological, ergonomic and electrical.

**6.2 Assess the risk** by its likelihood and severity:

1. Identify who is at risk — employees, visitors, contractors.
2. Evaluate the probability of an incident.
3. Rate the severity of potential harm — minor, moderate or severe.
4. Prioritise hazards by risk level.
5. Document findings and develop an action plan.

**6.3 Control the hazard.** Apply controls in this order, most effective first:

| Priority | Control | Example |
|---|---|---|
| 1 | **Elimination** — remove the hazard | Replace a hazardous material entirely |
| 2 | **Substitution** — use something safer | Non-toxic cleaning agents |
| 3 | **Engineering controls** — redesign equipment or space | Machine guards, ventilation |
| 4 | **Administrative controls** — policies, training, procedures | Rotating shifts to reduce fatigue |
| 5 | **PPE** — protect the person | Helmets, gloves, goggles, masks |




Hierarchy of controls · 5 levels

**6.4 Training and awareness** covers safe use of equipment and machinery, emergency response (fire drills, first aid, evacuation), safe handling and disposal of hazardous materials, and ergonomics to prevent musculoskeletal disorders.

**6.5 Monitor and review.** Hazard management is continuous. Regular audits, inspections and employee feedback reveal new risks and test whether controls work. Every accident or near miss is investigated for its root cause and corrective action.

## 7. Equipment & machinery safety

**7.1 Why it matters.** Unsafe machinery causes cuts, burns, amputations, crushing and electrocution — usually through poor training, missing guards, malfunction or skipped procedures. Safe use also improves efficiency and extends equipment life.

### 7.2 Common hazards

| Hazard | Source | Risk |
|---|---|---|
| Moving parts | Gears, belts, blades, conveyors | Entanglement, amputation |
| Electrical | Exposed wires, short circuits, poor earthing | Electrocution |
| Pinch & crush points | Where machine parts meet | Trapped fingers, hands, clothing |
| Flying objects | Debris, sparks, broken parts | Eye injuries |
| Heat & fire | Overheating, flammables, welding | Burns, fires |
| Chemical exposure | Chemical-processing equipment | Toxic fumes, spills |

### 7.3 Safety measures

- Only trained, authorised personnel operate machinery.
- Know each machine's controls, emergency stop and safety features.
- Refresher training is held periodically.
- Machine guards stay in place at all times.
- Emergency stop buttons stay easily accessible.
- Wear the required PPE: safety goggles, gloves, steel-toe boots, hearing protection.

## 11. Safe material handling

### 11.1 Safe lifting

1. Check the weight and size of the object.
2. Clear the pathway before moving the load.
3. Adopt the correct lifting posture (see 2.5).
4. Carry and move the load steadily, close to the body.
5. Set the load down with the same care, bending at the knees.

### 11.2 Carrying and stacking

- Use both hands to carry loads evenly.
- Never carry loads above shoulder height — keep your view and control.
- Place heavier items at the bottom of stacks.
- Keep stacks stable and secured against toppling.
- Store materials in designated areas with clear access.

# Part D — Scaffolding & work at height

Topics marked **EM** are covered in detail in the MSAFE Scaffolding Erection Manual, which must be followed alongside this policy.

## 8. Scaffolding safety & erection

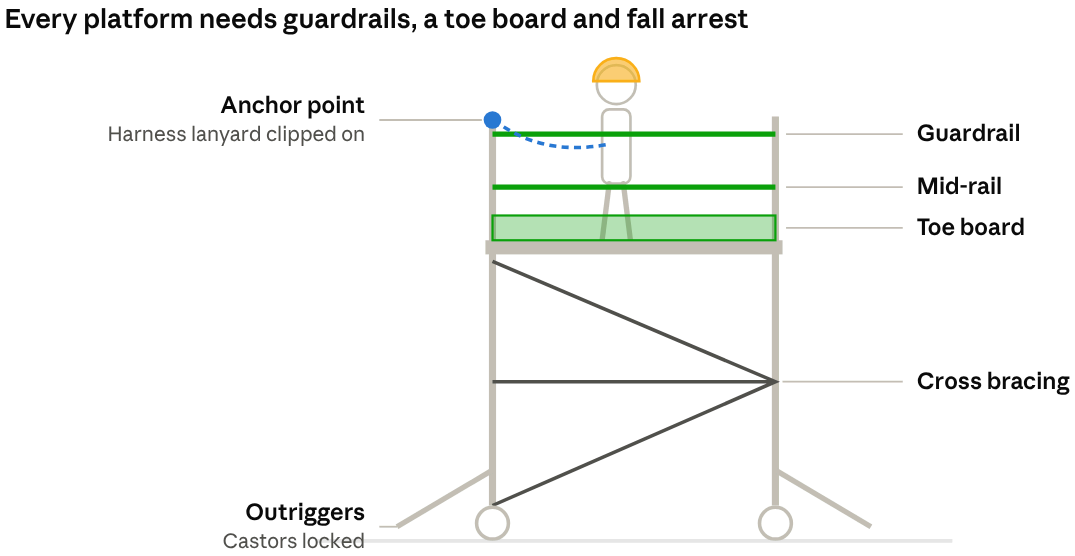
| Ref | Topic | Detail |
|---|---|---|
| 8.1 | Introduction to mobile scaffolding | EM |
| 8.2 | Step-by-step erection process | EM |
| 8.3 | Stability checks and securing scaffolds | EM |
| 8.4 | Load capacity and weight distribution | EM |
| 8.5 | Inspection requirements and maintenance | See 12.3 |
| 8.6 | Personal protective equipment | See Section 3 |

## 9. Scaffolding usage & movement

| Ref | Topic | Detail |
|---|---|---|
| 9.1 | Proper access method | EM |
| 9.2 | Secure entry and exit | EM |
| 9.3 | Stairway usage | EM |
| 9.4 | Guardrails and fall protection | EM |
| 9.5 | Stability and load limits | EM |
| 9.6 | Safe practice while working on the platform | EM |
| 9.7 | Moving the scaffold | EM |

## 12. Work at height regulations

Work at height is one of the most hazardous activities in construction, maintenance and warehousing; falls cause serious injuries and fatalities. These rules apply to every task above ground level.




Safe mobile scaffold tower · key features

### 12.1 Key principles

1. Avoid work at height wherever possible.
2. Carry out a risk assessment before any work at height.

3. Choose the right equipment — scaffolding, ladders or aerial lifts.
4. Ensure every work platform is stable, secured and fitted with guardrails.
5. Use harnesses, lanyards and anchor points in unprotected areas.
6. Train every worker in safe work-at-height practice.
7. Supervise and monitor work regularly.

**12.2 Common safety measures**

- Fall protection systems: guardrails and toe boards.
- Personal Fall Arrest System (PFAS): safety harness, lanyard and anchor point.
- No work at height in strong winds, heavy rain or icy conditions.

**12.3 Inspection and maintenance**

- Inspect all height equipment regularly for defects.
- Repair or replace damaged ladders, scaffolds and harnesses immediately.
- Complete a pre-use inspection checklist before every work-at-height task.

# Part E — Incident reporting & sign-off

## 10. Incident reporting & investigation

Every incident is reported and investigated so hazards are identified, root causes found and corrective measures put in place. Good records also demonstrate compliance and strengthen the safety culture.

**What to report**

| Type | Definition |
|---|---|
| Accident | Any event resulting in injury, illness or damage |
| Near miss | An event that could have caused an accident but did not cause harm |
| Unsafe condition | A situation that poses a risk to worker safety |
| Property damage | Damage to equipment, machinery or materials from an incident |
| Environmental incident | Spills, leaks or hazards affecting the environment |

### How to report

1. Make the area safe and give first aid if needed.
2. Inform your supervisor immediately.
3. Record what happened, where, when and who was involved.
4. Support the investigation into the root cause.
5. Implement and follow up the corrective actions.

## Approval

| | Prepared by | Approved by |
|---|---|---|
| Name | Gaya Prasad Singh | Ashish Rai |
| Designation | Safety Officer | Chief Operating Officer |
| Signature | | |
| Date | | |