



NASHIK AUTOTECH PVT. LTD.

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1.0 Fire safety procedure

Purpose:

The purpose of this fire safety procedure is to ensure the safety and well-being of all employees, visitors, and assets within NAPL in the event of a fire emergency.

Scope:

This fire safety procedure applies to all employees, contractors, visitors, and stakeholders present within NAPL premises. It encompasses entire facilities and work areas operated by NAPL.

Procedure:

I. Fire Prevention:

- Ensure compliance with fire safety regulations and standards, including maintaining clear access to fire exits, keeping fire doors unobstructed, and providing proper storage for hazardous materials.
- Implement measures to promote fire safety awareness among employees, such as fire safety training and drills.
- Establish protocols for the safe handling, storage, and disposal of flammable substances, chemicals, and waste materials.
- Electrical Inspection and safety audits are conducted annually.

II. Fire Detection:

- Fire detection is through visually.
- Maintain clear lines of sight and unobstructed access to emergency exits and firefighting equipment facilitates visual detection and rapid response to fire emergencies.

III. Fire Response:

- Assess the size and nature of the fire to determine if it can be safely extinguished using a fire extinguisher.
- If the fire is small and contained, proceed to extinguish the fire using a fire extinguisher or fire hydrant.
- Otherwise, evacuate the area immediately and alert others to do the same.
- Select the nearest fire extinguisher with the appropriate classification for the type of fire.
- Maintain clear communication with the other team members to ensure coordinated efforts and safety.

By implementing this procedure, we aim to minimize the risk of fire incidents, mitigate potential damage, and facilitate safe evacuation procedures to protect lives and property.

Reference: NAPL-F-FEC



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2.0 Emergency preparedness plan

Purpose:

The purpose of this Emergency Preparedness Plan is to ensure the safety and well-being of all employees, visitors, and stakeholders of NAPL in the event of emergencies such as fires, natural disasters, medical emergencies, and chemical spills.

Scope:

This fire safety procedure applies to all employees, contractors, visitors, and stakeholders present within NAPL premises. It encompasses entire facilities and work areas operated by NAPL.

Procedure:

I. Risk Assessment and Hazard Identification:

- Conduct regular risk assessments to identify potential hazards and vulnerabilities within the workplace, including physical, environmental, and operational risks.
- Document and prioritize identified hazards based on their likelihood and potential impact on personnel, property, and operations
- Ensure the use of leak-proof containers and bags for waste containment.
- Avoid spillages during handling activities.
- Adhere to specific handling instructions for diverse types of non-hazardous waste materials.

II. Emergency Response Team:

- Establish an Emergency Response Team (ERT) composed of trained personnel responsible for coordinating emergency response efforts, implementing emergency procedures, and aiding employees and visitors during emergencies.
- Display clear signage to designate areas and restrict unauthorized access.
- Use standardized labelling for waste containers, ensuring visibility and comprehension.
- Labels should be durable and weather-resistant to maintain effectiveness.

III. Emergency procedure:

- Designate specific assembly points a safe distance away from the building. Ensure that these points are easily identifiable and known to all employees.
- Clearly mark primary and secondary evacuation routes throughout the facility.
- Establish communication channels to provide updates and instructions to employees during natural disasters.
- Display emergency contact information prominently in common areas and provide employees with access to this information. This should include contact numbers for emergency services, nearby hospitals, and designated medical personnel.
- Follow Fires safety procedure during fire emergencies.

IV. Training and Drills:

- Train designated employees in first aid procedures, including CPR, treating wounds, and responding to allergic reactions. Ensure that first aid kits are readily available throughout the facility.
- Conduct drills to familiarize employees with emergency procedures.
- Training employees in the proper use of fire extinguishers and fire hydrants is essential for effective fire response and mitigation.

IV. Documentation and Review:

- Document all aspects of the emergency preparedness plan, including procedures, training records, drills, and incident reports.
- Regularly review and update the plan to incorporate lessons learned from drills.