


OSWAL INDUSTRIES LTD (VALVE DIVISION)			
QUALITY PROCEDURE	Health, Safety & Environment (HSE) - Principles		
REF No: OL/HSE/02	DATE: 01.10.2005	REV No: 00	DATE:

Health, Safety and Environmental (HSE) Commitment

- Oswal Industries’ Health, Safety and Environmental Policy applies throughout the Organization at all locations and levels.
- All workshops and offices shall deploy Health, Safety and Environmental policies and standards consistent with Oswal Industries’ HSE Policy and as necessary to at least comply with, and where possible exceed local statutory requirements.
- The appropriate organization and accountabilities to implement Oswal Industries’ HSE Policy shall be established.


Management and Resources

- Management shall implement Oswal Industries’ HSE Policy and shall establish and monitor programs aimed at the continual improvement of performance.
- Responsibilities and authorities of those personnel charged with the implementation of these Principles shall be defined.
- Appropriate resources and facilities shall be made available to assist line management.

Communication

- To maintain ongoing communication channels with regulatory agencies, the media, and other stakeholders.
- To maintain ongoing communication channels with the workforce and neighboring communities in order to keep them informed of the risks that may be caused by corporate activities, as well as the measures adopted to mitigate those risks.
- To guarantee that complaints, claims and suggestions relating to HSE will be registered, analyzed and answered.
- To comply with hierarchical and competent standards regarding the disclosure of information that may be a risk to any company activity.
- To periodically present reports on consolidated information on HSE performance.
- Relevant information shall be made available to facilitate continual improvement in performance.
- There shall be consultation and communication with staff to promote involvement in improvement programs.

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Training

- Training needs shall be identified and implemented to allow managers and employees to work with proper regard for the health and safety of themselves and others and for environmental protection.
- Training and validation arrangements shall be reviewed regularly.

Hazardous Materials

- A complete and current inventory of all products, wastes, and other materials present in the workplace shall be maintained for the identification and assessment of hazards.
- Appropriate information shall be maintained to enable all materials used in the office and / or on site to be properly handled, stored, transported, used, and disposed.
- Appropriate limits for workplace exposure to relevant materials and physical agents shall be established and disseminated.

Management of Change

- Changes in processes shall be implemented complying with HSE performance requirements.
- Proposals for change shall be registered and assessed, and changes shall be authorized. The implementing Authority will certify that HSE Principles are not compromised during this process.


Procurement and Contracts

- Health, Safety and Environmental considerations shall be taken into account prior to selection and procurement of materials, equipment, products, and contractors.
- The Health, Safety and Environmental factors associated with any order / purchase or contract from conception through to ultimate use shall be managed responsibly and ethically.

Incident Reporting & Investigations

- All locations shall have procedures for reporting HSE performance and for investigating and recording all incidents / complaints and for taking appropriate corrective action to avoid recurrence.
- Records shall be maintained and information and statistics shall be reported to Oswal Industries' Management Committee and unit HSE Management.
- The Health, Safety and Environmental considerations shall ascertain whether the unit has established a system to record and investigate every incident in the workplace involving the handling and storage of material, equipment and work areas, and to promptly address the investigation's findings and to implement the recommendations.

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Emergency Situations

- The nature and scale of all reasonably foreseeable emergencies, including transport emergencies, shall be identified.
- Emergency handling guidelines shall be developed to address identified hazards and risks.
- Emergency handling guidelines shall be developed in association with the public emergency services and appropriate voluntary cooperative schemes, wherever applicable.
- Plans shall be communicated and regularly rehearsed and reviewed.

Contractors and Suppliers

- HSE implications of work performed by third parties shall be considered.
- Procedures for the selection and monitoring of contractors and suppliers and for the supply of information to those parties allowing them to implement applicable HSE principles to promote the health and safety of their employees, shall be established.
- The contractor / supplier shall be required to provide sufficient information and to take all necessary measurements so that the health and safety of all employees is not at risk and that environmental standards are not compromised.
- The purchase and supply of materials, equipment, and services shall be specified and monitored so that HSE requirements are met.


Environmental Impacts

- Each location shall prepare and maintain a location-specific HSE management plan with an environmental section, including an up-to-date assessment of the environmental impact of its activities.
- This assessment shall take into account, but not be limited to, waste produced and the measures for its disposal, as well as any soil contamination issues and / or any releases of products, materials, or energy.
- Procedures will be implemented at each location for the proper management and disposal of wastes and for the maintenance of records of any wastes generated.

Maintenance of Facilities

- The audit shall ascertain whether a maintenance system to ensure that all facilities used for the handling and storage of material, equipment and work areas, are maintained in sound and good order at all times.

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Auditing

- Formal auditing procedures shall be defined and implemented.
- Deficiencies identified during audits shall be recorded formally, their implications shall be assessed, and corrective action closure shall be prioritized.

Reference Documents

OL / HSE / 01 :	HSE Policy
OL / HSE / 02 :	HSE Principles
OL / HSE / 03 :	HSE Plan
OL / HSE / 04 :	Check List for HSE Inspection
OL / HSE / 06 :	General Workshop Safety Guidelines
OL / HSE / 07 :	First Aid Guidelines & Emergency Handling
OL / HSE / 08 :	Safety Manual for Over Head crane operators
OL / HSE / 09 :	Welding Safety guidelines
OL / HSE / 10:	Painting and Grit blasting Safety Guidelines
OL / HSE / 11 :	Safety in Testing, including special testing (cryogenic, oxygen etc.)
OL / HSE / 12:	Fitness guidelines for Office executives
OL / HSE / 13 :	Accident Report Form
OL / HSE / 14 :	Accident Record Register
OL / HSE / 15 :	Site Safety Audit Form
OL / HSE / 16 :	HSE Audit Report
OL / HSE / 17 :	Critical Material / Equipment Report
OL / HSE / 18 :	PPE Register

OIL – M – 01: ISO 9000 Quality Management System Manual

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