

# ASHOKA CATTLE AND POULTRY FEEDS LIMITED

Darbhanga, Bihar

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## WORKPLACE SAFETY AND COMPLIANCE POLICY

Governing Health, Safety, Environment & Regulatory Compliance

### 1. Preamble and Policy Statement

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Ashoka Cattle and Poultry Feeds Limited (hereinafter referred to as “the Company”) is committed to providing and maintaining a safe, healthy and compliant working environment for all its employees, contractual workers, visitors and other stakeholders at all its facilities located at Darbhanga, Bihar and any other locations where the Company conducts its operations.

The Company, being engaged in the manufacture and distribution of cattle and poultry feed products, recognises that its operations involve inherent hazards pertaining to handling of raw materials, chemical additives, feed processing machinery, dust generation, loading and unloading activities, and the storage of bulk materials. The Company shall take all reasonably practicable measures to eliminate or control such hazards.

#### COMMITMENT

The Company commits to: zero tolerance for unsafe acts; compliance with all applicable laws; continuous improvement of safety standards; and active employee participation in safety programmes.

### 2. Scope and Applicability

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This Policy applies to:

- All permanent employees of the Company across all departments and grades
  - Contractual and casual workers engaged at any Company facility
  - Transporters, suppliers, vendors and their personnel while operating on Company premises
  - Visitors, inspectors and government officials while present on Company premises
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- All operations including manufacturing, warehousing, despatch, quality control, administration and support functions

This Policy covers all Company premises in Darbhanga, Bihar, and shall also apply to off-site activities carried out on behalf of the Company, including field visits, delivery operations and third-party facility visits by Company personnel.

### 3. Applicable Laws and Regulatory Framework

The Company shall comply with all applicable central and state statutes, rules and regulations, including but not limited to:

Legislation	Regulatory Authority	Relevance to Operations
Factories Act, 1948	Bihar Factory Inspectorate	Factory safety, welfare & health
Bihar Factories Rules, 1950	State Labour Department	State-level implementation
Employees' State Insurance Act, 1948	ESIC	Health insurance & medical benefits
Employees' Provident Funds Act, 1952	EPFO	Retirement benefits compliance
Minimum Wages Act, 1948	Labour Department, Bihar	Wage standards for workers
Payment of Wages Act, 1936	Labour Department	Timely wage disbursement
Contract Labour (Regulation & Abolition) Act, 1970	Labour Commissioner	Contractor workforce regulation
Prevention of Food Adulteration Act / FSSAI	FSSAI	Feed quality & food safety
Environment Protection Act, 1986	CPCB / BSPCB	Environmental compliance
Water (Prevention & Control of Pollution) Act	BSPCB	Effluent management
Air (Prevention & Control of Pollution) Act	BSPCB	Dust & emission control
Weights & Measures Act, 1976	Legal Metrology Dept.	Packaging & labelling norms
Building & Other Construction Workers Act	Labour Dept.	Construction site safety

The Company shall maintain a Statutory Compliance Register and ensure all licences, registrations and returns are current and updated.

## **4. Roles and Responsibilities**

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### **4.1 Management and Board**

- Provide adequate resources, budget and infrastructure for safety and compliance
- Approve and periodically review this Policy
- Set safety objectives and monitor performance through management review meetings
- Ensure that safety is integrated into all business decisions

### **4.2 Plant Manager / Works Manager**

- Implement and enforce this Policy at the plant level
- Conduct periodic safety inspections and take corrective actions
- Ensure all statutory returns (Form 21, Annual Returns under Factories Act, etc.) are filed on time
- Maintain accident/incident records and ensure timely reporting to authorities
- Preside over the Safety Committee meetings

### **4.3 Safety Officer**

- Designated as required under the Factories Act for establishments meeting the prescribed threshold
- Carry out hazard identification and risk assessment for all operations
- Conduct safety induction for new employees and periodic refresher training
- Investigate accidents and near misses; prepare investigation reports
- Maintain all safety-related records and documentation
- Liaise with Inspector of Factories and other regulatory authorities

### **4.4 Supervisors and Department Heads**

- Ensure safe operating procedures are followed by their team members
- Report any unsafe condition or incident to the Safety Officer immediately
- Ensure that all workers under their supervision wear appropriate Personal Protective Equipment (PPE)
- Not permit unsafe work to proceed; authority to stop work in case of imminent danger

### **4.5 All Employees and Workers**

- Follow all safety rules, procedures and instructions
- Report hazards, unsafe conditions and near-misses to their supervisor without delay
- Use all PPE as required and maintain it in proper condition
- Not tamper with or disable any safety device, guard or warning system
- Participate in safety training, drills and safety committee activities

## 5. Hazard Identification and Risk Management

The Company shall adopt a systematic approach to hazard identification, risk assessment and risk control (HIRAC) across all its operational areas, including:

Work Area / Activity	Primary Hazards	Control Measures
Raw Material Handling (grains, bran, oil cakes)	Dust inhalation, slips, manual handling injuries	Dust masks, housekeeping, mechanical aids
Feed Milling & Grinding	Machinery entanglement, noise, dust	Machine guards, hearing protection, dust extraction
Pelletising & Extrusion	Heat burns, steam exposure, moving parts	Heat-resistant gloves, guarding, SOP adherence
Chemical Additives & Premix Handling	Chemical exposure, skin/eye irritation	MSDS compliance, chemical-resistant PPE
Boiler and Steam Systems	Explosion risk, burns, pressure hazards	PESO certificate, trained operators, relief valves
Electrical Systems	Electrocution, fire	Periodic inspection, lockout/tagout, qualified electricians
Warehouse & Storage	Stack collapse, fall of material, forklift hazard	Stacking limits, pedestrian lanes, trained operators
Loading & Unloading (trucks, tractors)	Vehicle movement, fall from height	Spotters, dock levellers, PPE
Housekeeping & Cleaning	Slips, trips, chemical exposure	Wet floor signs, chemical PPE, proper disposal
Administrative Areas	Ergonomic strain, fire	Ergonomic assessment, fire extinguishers

Risk assessments shall be reviewed at least annually, or whenever there is a change in process, materials or equipment, or following any accident or incident.

## 6. Personal Protective Equipment (PPE)

The Company shall provide all necessary PPE free of cost to employees and contractors. The following PPE matrix shall be the minimum standard:

Work Area	Mandatory PPE	Additional PPE as Required
Production / Milling	Dust mask (N95), ear plugs, safety shoes, helmet	Safety goggles, full face shield
Chemical / Premix Handling	Chemical-resistant gloves, apron, goggles	Full face shield, respirator
Boiler / Steam Area	Heat-resistant gloves, face shield, safety shoes	Flame-retardant coveralls

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Electrical Maintenance	Insulated gloves, safety shoes, hard hat	Arc flash PPE for HT work
Warehouse / Loading	Safety shoes, high-vis vest, hard hat	Back support belt for heavy lifting
General Facility	Safety shoes	Dust mask in dusty areas

- PPE shall conform to BIS standards wherever applicable
- PPE shall be inspected before each use; damaged PPE shall be replaced immediately
- Refusal to wear mandatory PPE shall be treated as a disciplinary violation

## 7. Machine Safety and Equipment Maintenance

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- All machinery shall be fitted with proper guards, interlocks and warning signs as per the Factories Act, 1948
- A Lockout/Tagout (LOTO) procedure shall be strictly followed before any maintenance or servicing activity on any machinery
- Electrical installations shall be inspected by a certified electrical contractor at least once every twelve months
- The boiler(s) shall be operated only by persons holding a valid certificate of competency under the Bihar Boilers Act and shall be subject to annual inspection by the Inspector of Boilers
- All pressure vessels, steam pipes and safety valves shall be inspected and certified as per applicable rules
- A Preventive Maintenance Schedule shall be prepared and maintained for all critical equipment
- No machine shall be operated by an untrained or unauthorised person

## 8. Fire Safety and Emergency Preparedness

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### 8.1 Fire Prevention

- The Company shall maintain an adequate number of fire extinguishers of appropriate type (DCP, CO2) at all locations as per NBC and TAC norms
- All fire extinguishers shall be inspected monthly and serviced/refilled annually
- Smoking is strictly prohibited inside all plant and warehouse areas
- Hot work (welding, cutting, grinding) shall be performed only under a valid Hot Work Permit
- Electrical short circuits are a primary fire risk in feed milling environments; all wiring shall conform to IS standards

### 8.2 Emergency Response Plan

The Company shall maintain a documented Emergency Response Plan (ERP) covering:

- Fire emergency

- Explosion or boiler burst
  - Chemical spillage
  - Dust explosion
  - Structural failure
  - Medical emergency / serious injury
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- Emergency evacuation maps shall be displayed at all prominent locations
  - Emergency assembly points shall be clearly designated and communicated to all personnel
  - At least one fire drill shall be conducted every six months; records to be maintained
  - First Aid boxes shall be available at each department with adequate and valid supplies
  - At least one trained First Aider per shift shall be available at all times

## 9. Health and Hygiene

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- The Company shall maintain all welfare facilities as mandated under the Factories Act, 1948, including canteen (where applicable), restrooms, drinking water, washing facilities and rest rooms
- Workers exposed to dust shall undergo periodic medical examination including pulmonary function tests, at intervals not exceeding twelve months
- Workers handling chemical additives and premix shall undergo skin and eye examinations periodically
- All new employees shall undergo a pre-employment medical examination
- Adequate and clean drinking water shall be provided; water quality shall be tested at least once every six months
- The plant and its surroundings shall be maintained in a clean and hygienic condition at all times; a formal housekeeping schedule shall be followed
- Pest and rodent control measures shall be implemented in all storage and production areas to comply with FSSAI/feed quality requirements

## 10. Working Hours, Rest Periods and Overtime

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- No adult worker shall be required or permitted to work for more than 48 hours in any week, or more than 9 hours in any day, except as permitted under the Factories Act
- Overtime shall be sanctioned only by the Plant Manager and shall not exceed the limits prescribed under the applicable law
- Overtime wages shall be paid at twice the ordinary rate of wages as mandated under the Factories Act
- Adequate rest periods shall be provided during shifts; no worker shall be required to work continuously for more than five hours without an interval of at least half an hour
- Night shift workers shall be given special attention with regard to health and safety risks

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## 11. Contractor and Visitor Safety Management

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- All contractors and their workers shall be briefed on the Company's safety rules before commencing work
- Contractors engaged for high-risk work (construction, electrical, confined space entry) shall provide evidence of their own safety policy and trained workforce
- Work Permits (Hot Work, Confined Space Entry, Height Work) shall be mandatory for all high-risk contracted activities
- The Company shall ensure that contractor employees are covered by insurance as required under applicable law
- All visitors shall register at the gate, receive a safety induction briefing and be escorted within the plant premises at all times
- The Company shall retain the right to stop the work of any contractor whose activities are found to be unsafe and to remove them from the premises

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## 12. Accident and Incident Reporting

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The Company shall maintain a formal Accident and Incident Reporting System as follows:

Event Type	Reporting Requirement
Fatal Accident	Immediate oral notice to Inspector of Factories; written report within 12 hours (Form 18A)
Serious Bodily Injury	Written notice to Inspector of Factories within 4 hours (Form 18)
Dangerous Occurrence	Immediate report to Inspector of Factories
Near Miss	Report to Safety Officer within 24 hours; internal investigation to be completed within 7 days
Minor Injury / First Aid Case	Record in Accident Register maintained under the Factories Act
ESIC Reportable Accident	Report to ESIC Branch Office as per ESI (General) Regulations

- All accidents and near misses shall be investigated to determine root cause
- Corrective and preventive actions shall be implemented and tracked to closure
- The Plant Manager shall present a monthly accident/incident summary to the Management

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## 13. Environmental Compliance

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The Company acknowledges its responsibility towards the environment and shall:

- Operate within the conditions stipulated in the Consent to Operate (CTO) issued by the Bihar State Pollution Control Board (BSPCB)

- Monitor effluent discharge and stack emissions at the frequency prescribed by BSPCB and submit returns accordingly
- Maintain dust suppression and dust extraction systems in all milling and grinding areas in proper working condition
- Keep a log of all environmental monitoring data, and make the same available for regulatory inspection
- Avoid burning of any waste material within the plant premises; all waste to be disposed of through authorised channels
- Maintain a green belt within the plant premises wherever feasible, in compliance with local regulations

## **14. Product Safety and Feed Quality Compliance**

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Given the nature of the Company's business, product safety is an integral component of its compliance framework:

- All feed products shall be manufactured in compliance with the Prevention of Cruelty to Animals (Regulation of Livestock Feed) Order (as applicable) and relevant BIS standards for cattle and poultry feed
- Raw materials shall be sourced from approved suppliers and subjected to quality testing before use
- The Company shall maintain batch-wise manufacturing and quality records to ensure traceability
- Labelling of all feed products shall comply with the requirements of the Legal Metrology (Packaged Commodities) Rules, 2011
- The Company shall not knowingly use adulterated, sub-standard or banned substances in its products
- All customer complaints relating to product quality shall be investigated and remedial action taken within a defined timeframe

## **15. Safety Training and Competency Development**

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- All new employees shall receive a structured safety induction covering this Policy, emergency procedures, hazards specific to their work area and use of PPE, before commencing independent work
- Refresher safety training shall be provided to all employees at least once every year
- Training on specific topics (fire fighting, first aid, chemical handling, machine operation) shall be provided to identified personnel
- Training records shall be maintained for all employees and made available for inspection
- The Company shall nominate eligible personnel for external safety training programmes organised by the National Safety Council, DISH (Bihar) or other recognised bodies

## **16. Safety Committee**

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The Company shall constitute a Safety Committee as required under Section 41-G of the Factories Act, 1948 (as applicable based on worker strength). The Committee shall:

- Comprise equal representation of management and workers
- Meet at least once every quarter
- Review accident/incident records, inspection findings and the status of corrective actions
- Recommend improvements to safety practices and procedures
- Facilitate the participation of workers in the Company's safety programme

Minutes of all Safety Committee meetings shall be maintained and circulated to all members. Recommendations accepted by the Management shall be implemented within agreed timeframes.

## 17. Disciplinary Framework for Safety Violations

Non-compliance with safety requirements is a serious matter and shall be dealt with under the Company's disciplinary procedure:

Category of Violation	Examples	Consequence
Minor Violation	Not wearing PPE in designated areas; housekeeping lapses	Verbal warning; retraining
Major Violation	Bypassing machine guards; working without work permit; ignoring lockout/tagout	Written warning; disciplinary action; suspension
Gross Misconduct / Wilful Unsafe Act	Tampering with safety equipment; deliberate disabling of safety devices; working under influence of alcohol/drugs	Termination of employment; legal action if applicable
Repeat Violations	Any category of violation repeated after prior action	Enhanced disciplinary action up to termination

Management personnel who fail in their safety responsibilities shall also be subject to appropriate action.

## 18. Internal Audits and Management Review

- An internal safety and compliance audit shall be conducted at least once every six months covering all departments and operational areas
- The audit findings shall be documented, shared with respective departmental heads, and tracked for closure
- The Plant Manager shall conduct a formal Management Safety Review at least once annually to assess the overall effectiveness of the safety management system
- The outcome of the Management Review shall be recorded and used as input for the revision of safety objectives and this Policy

## 19. Policy Review and Amendment

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This Policy shall be reviewed annually by the Management. The review shall consider:

- Changes in applicable laws and regulations
- Significant changes in operations, processes or materials
- Findings from accident investigations and safety audits
- Recommendations from the Safety Committee

Amendments to this Policy shall be approved by the Board of Directors or an authorised representative thereof. All employees shall be notified of material changes.

## 20. Acknowledgement and Communication

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This Policy shall be:

- Displayed on the notice boards at all prominent locations within the plant and office premises in Hindi and English
- Explained to all employees during induction and periodically thereafter
- Made available on request to any employee, contractor, regulatory authority or auditor

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**Approved By:**

**Acknowledged By:**

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Managing Director  
Ashoka Cattle and Poultry Feeds Limited  
Date: \_\_\_\_\_

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Plant Manager / Safety Officer  
Ashoka Cattle and Poultry Feeds Limited  
Date: \_\_\_\_\_