



**APEX COCO AND SOLAR ENERGY LIMITED**

**Doc No : APEX/POL/01**

**Rev No : 0.0**

**POLICIES**

**Date: 01/04/2023**

## **HEALTH, SAFETY & ENVIRONMENT POLICY**

### **Purpose**

Apex Coco is committed to providing a safe and healthy working environment for all employees, contractors, and visitors. We recognize that effective health and safety management is essential for the well-being of our employees and the success of our business.

To achieve this, we integrate health and safety considerations into strategic planning, daily operations, and change management. Safety performance is treated as a core business metric alongside quality, delivery, and cost.

### **Policy Statement**

#### **Compliance**

We will comply with all relevant health and safety laws, regulations, and standards applicable to our operations in Tamilnadu.

Compliance obligations will be identified and tracked in a legal register; site leaders will ensure permits, statutory inspections, and certifications are current (e.g., lifting equipment, pressure vessels, electrical systems, fire protection). Any regulatory updates will trigger a documented impact assessment and timely policy/procedure revisions.

#### **Risk Assessment**

We will conduct regular risk assessments to identify and mitigate potential health and safety hazards in the workplace.

Risk assessments will follow a structured methodology (hazard identification, likelihood–severity evaluation, control hierarchy application, and residual risk sign-off). Assessments will be refreshed: annually; when processes, equipment, or materials change; and after any incident or near-miss.

#### **Prevention of Accidents and Illnesses**

We will implement measures to prevent accidents, injuries, and illnesses by providing adequate training, supervision, and personal protective equipment (PPE) to our employees.

Engineering controls and safe systems of work will be prioritized over PPE. Job Safety Analyses/Permit-to-Work systems will govern high-risk tasks (confined space, hot work, working at height, energy isolation/LOTO). Occupational health programs will address noise, dust, chemical exposure, ergonomics, and heat stress.

#### **Emergency Preparedness**

  
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We will develop and maintain emergency response plans to ensure a timely and effective response to any health and safety emergencies that may arise.

Plans will cover fire, medical emergencies, gas/chemical releases, natural disasters, and security threats. Drills will be conducted at defined intervals; learnings will be captured and actions tracked. Emergency equipment (alarms, extinguishers, eye-wash/showers, first-aid kits) will be maintained and inspected per schedule.

### **Health Promotion**

We will promote the health and well-being of our employees by providing access to health promotion activities and initiatives.

This includes periodic health screenings, wellness campaigns, mental health support, vaccination drives where applicable, and programs on nutrition, hydration, and fatigue management.

### **Communication and Consultation**

We will communicate our health and safety policies and procedures to all employees and consult with them on health and safety matters that affect them.

Safety communications will include toolbox talks, safety alerts, and digital postings. Employees and contractors will be encouraged to raise concerns, improvement ideas, and near-miss reports without fear of retaliation. Safety committees will meet regularly to review performance and actions.

### **Continuous Improvement**

We will regularly review and update our health and safety policies and procedures to ensure their effectiveness and compliance with BAP requirements and best practices.

Leading and lagging indicators (observations, audits, training completion, near-misses, TRIR/LTIFR) will inform improvement plans. Management will allocate resources and track corrective/preventive actions to closure.

### **Responsibility**

- All employees are responsible for complying with health and safety policies and procedures and reporting any health and safety hazards or concerns to their supervisors.
- Senior management is responsible for providing leadership and resources to support the implementation of health and safety policies and procedures.
- Supervisors will ensure safe work planning, pre-job briefings, and competency verification. Contractors must meet Company H&S requirements; contract terms will include compliance obligations, induction, supervision, and performance monitoring. Visitors will be briefed on site rules and accompanied as required.

  
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**Training**

We will provide appropriate health and safety training to all employees to ensure they are aware of and understand their responsibilities.

Training will be role-specific and competency-based, covering induction, task risk controls, LOTO, first aid, manual handling, working at height, chemical safety, and emergency response. Refresher training will be scheduled; attendance and effectiveness will be recorded.

**Monitoring and Review**

We will monitor our health and safety performance regularly and review our policies and procedures to ensure their effectiveness.

Monitoring will include inspections, behaviour-based safety observations, exposure measurements, medical surveillance (as applicable), and internal audits. Findings will be documented; high-risk issues will be escalated to management with defined timelines.

**Implementation**

- This policy applies to all employees, contractors, and visitors to our premises.
- This policy will be communicated to all employees and made available to relevant stakeholders.
- Documented procedures, SOPs, and checklists will operationalize the policy. PPE standards, equipment guarding, housekeeping, traffic management, and signage will be enforced. Incident reporting and investigation will follow root-cause analysis and action tracking.

**Review**

This policy will be reviewed periodically to ensure its continued relevance and effectiveness in meeting our health and safety objectives.

Reviews will occur at least annually or following significant operational changes, incidents, or regulatory updates. Revised versions will be approved by senior management and communicated across the organization

  
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