

**ENVIRONMENT / HEALTH & SAFETY / SOCIAL COMPLIANCE GUIDELINE FOR THE
EXTERNAL SERVICE PROVIDER****1. Purpose:**

To develop and communicate EHS compliance guidelines for external service providers of goods and services with unacceptable environmental aspects, occupational health and safety risks and social impacts. This is an agreement between the organization and the service providers for sustainable development.

2. Scope:

This guideline is applicable for key external service provider like raw materials, packing materials, chemical service providers, service providers like contractors including security, manpower etc.

- Suppliers of capital equipments and machinery
- Suppliers of hazardous chemicals / inflammable chemicals
- Incoming / outgoing transporters
- Supply of Gas cylinders
- Electrical, civil, mechanical contractors
- Waste disposal service providers

3. Responsibility:

Purchase team communicate this guideline to approved external service Providers

4. Description:

To develop EHS guidelines for communication to external service providers of goods and services as mentioned in the scope of work

EHS guidelines for communication shall be given as below:

A) External Service Providers of capital equipment & machinery

- Provide consumption benchmarks related to output, key input resources (energy / fuel / chemicals as applicable).
- Competence / maintenance / calibration requirement if any.
- Comply with applicable EHS legislation
- Providing Operational Manual with respective of EHS

B) Suppliers of Chemicals and Gases

- To comply with applicable EHS legislation for manufacture, storage, transportation, and possession of hazardous chemicals / Inflammable liquids / Gas cylinders Rules
- MSDS guidelines shall be followed by organization for proper storage, transportation of hazardous material / gases and others as applicable
- Provide MSDS at the time of first consignment or whenever any update is there to the company
- Fire extinguisher to be maintained in working condition
- Avoid leakage or spillage of material
- Provide TREM cards to drivers for handling transportation emergencies
- Providing appropriate PPE's to drivers or respective people

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- To comply with applicable provisions of the Central Motor Vehicles Rules
- To maintain valid PUC certificates and produce while vehicle is in this company premises
- To make aware concerned drivers about hazardous material
- To train drivers to handle emergency situation during transportation
- To maintain the vehicle as per users instruction and ensure that no leaking oil or diesel is there when the vehicle is entering the premises.
- No overload material unload in vehicle, Size of vehicle as per material
- Speed of Vehicle shall mention and maintain by driver
- Fire extinguisher and first aid kit shall be mandatory in vehicle
- Vehicle shall fit in all condition

D) Electrical, Civil and Mechanical Contractors

- To ensure optimal usage of resources
- People shall well competent, trained and aware about their work
- To dispose the generated waste material outside of premises as per state or country legal procedures applicable.
- To use the appropriate personnel protective equipment and follow safe work procedures as specified by the company.
- Taking work permit when working in **INTEGRA Engineering India Ltd.** premises.
- To strictly follow the electrical isolations as informed by the company personnel during the maintenance
- To use the MSDS guidelines for storage, handling transportation of hazardous material as applicable
- Contractors to explain their workers about potential hazards, accidents emergencies, environmental impact and explain to all precautions to be taken
- To maintain fire extinguishers / protection systems in working condition
- To ensure that the testing certificate of the lifting tools and tackles are brought by the contractors in case the contractors are using any lifting tools and tackles of their own
- To ensure that the welding machines are in proper conditions in case the same is brought by the contractors
- To ensure that all the ladders are in proper conditions in case the same is brought by the contractors.

E) Disposal by contractors for scrap, waste oil, used lead acid batteries, other waste

- To obtain authorization as applicable for the hazardous waste from the state pollution control board and maintain record accordingly as applicable
- To ensure environmentally safe disposal / reuse of waste lifted by them such as misc scrap, waste oil / coolant lead acid batteries, etc
- To ensure that waste oil / coolant, chemicals and other substances are stored, handled and disposed properly so that they do not find their way into the industrial drain or the atmosphere
- To use the MSDS guidelines for storage, handling, transportation of hazardous material as applicable

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- To explain about potential hazards, accidents, emergencies, EHS impacts, and explain to all precautions to be taken to working personnel
- To ensure proper awareness of workers to maintain, improve and ensure no damage to the green / clean environment at any location.
- To maintain fire extinguishers / protection systems in working condition
- To ensure that the testing certificate of the lifting tools and tackles are brought by the contractors in case the contractors are using any lifting tools and tackles of their own
- To ensure that all the ladders are in proper conditions in case the same is brought by the contractors.

F) Contractor of Manpower: -

- Contractor shall obtain labour license if manpower more than 50nos
- Contractor should follow and comply applicable state rules and regulation related to social compliances like wages act, remuneration act, leave act etc.
- Contractor should submit deputed manpower details like Adhar card, pan card, WC policy and other required manpower personal details
- Contractors should ensure deputed manpower are not engaged in any criminal activities and follow the organization ethics rules regulation
- Contractors should deputed competent and trained manpower as per requirements of the organization
- Contract people should follow the EHS guidelines as suggested and trained by them
- Peoples can raise the complaint to HR person if any violation or harassment found in the organization

General Terms and condition: -

- Follow the **INTEGRA Engineering India Ltd.** emergency rules and regulation like emergency siren code, emergency evacuation plan, assemble at the emergency point at the time of emergency; this all rules and regulation are guided by the security or safety person at the time of enter in premises
- Follow the visitor safety guideline
- Taking safety work permit from the maintenance people if work perform like height at work, confined space work, hot work, electrical work etc.; without permit people should not start the work otherwise it shall be punishable.
- People should come with PPE's if any special PPE requirements with the work perform
- External service providers should not engage and deputed child labour in the premises, no forced labour.
- People shall report to safety person if any environment and safety incident identified in during the work

Place: - HALOL
Date: - 01/05/2022
Rev.: - 00


Bhavin Kariya
CEO

**ENVIRONMENT / HEALTH & SAFETY / SOCIAL COMPLIANCE GUIDELINE FOR THE
EXTERNAL SERVICE PROVIDER****FOR SUPPLIER**

I accept the supplier guidelines of INTEGRA Engineering India Limited. I have read and understood the guide contained therein. I assure you that I will follow the guidelines of INTEGRA Engineering India Ltd.

Company Name: _____

Company Stamp: _____

Authorised Person Sign: _____

Date: _____