

Star Health and Allied Insurance Company Limited

OCCUPATIONAL HEALTH AND SAFETY POLICY

(OHS Policy)

Version 1.0

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Document Summary

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Revision History

Version No	Date	Description	Author	Reviewed by	Approved by
1.0	Sep 27 th 2023	New Policy Created	Head of Fire & Safety	Risk, HR, Admin, Company Secretary, Legal & Compliance	Board

Revision Details

Change reference	Change details	Date
SHAIC - OHS	New Policy Created	Sep 27 th 2023

1. Purpose:

At Star Health and Allied Insurance Company Limited., we are committed to providing a safe and healthy work environment for all our employees, contractors, visitors and stakeholders. We acknowledge the importance of complying with all relevant laws and regulations in India to ensure a safe and healthy work environment. This policy is our commitment towards preventing workplace injuries, accidents, occupational illness and hazards by implementing continual improvement of our health and safety standards and promoting a culture of safety throughout the organization.

2. SCOPE:

The policy applies to all individuals working in the premises of Star Health and Allied Insurance Company Limited, including but not limited to employees, contractors, supplier, clients and visitors.

3. COMMITMENTS:

We at Star Health and Allied Insurance Company Limited, commit to the following principles:

Safety as the Top Priority: The safety and well-being of employees, contractors, clients, and visitors shall always be the highest priority in all aspects of the organization's operations.

3.1. Compliance: We will comply with all applicable health and safety related Local, State and Central laws and regulations. We will regularly review and update our practices to remain in accordance with the latest safety guidelines, international standards and best practices.

3.2. Risk Assessment and Controls: We will proactively identify, assess and prioritize potential health and safety hazards in our workplace. We will implement relevant controls to eliminate or minimize the identified risk and strive to create a safer working environment.

3.3. Employee Involvement: We will encourage active employee participation in health and safety matters by identifying hazards, assessing risks, and proposing safety improvements. Our employees have the responsibility to report safety concerns, incidents and suggestions for improvement without fear of retaliation. Their participation will be encouraged and valued.

3.4. Training & Awareness: We will provide relevant safety training to all employees, vendors and associates working in our premises. The training will empower them to proactively recognize hazards, ensure minimum safety requirements are met for a premise and to effectively respond to emergency situation.

3.5. Incident Management: Any reported incident including near misses, will be investigated, root cause analysis will be done and corrective and preventive action/s will be implemented.

3.6. Emergency Preparedness: The potential emergency scenarios will be identified, emergency response protocol and emergency contact numbers will be prepared and displayed in our premises.

Periodically, safety and emergency related advisories will be circulated to all employees. We will develop Emergency Response Team for the offices and continually improve the preparedness level.

3.7. Continuous Improvement: We are committed to continually improve our health and safety performance. We will set measurable objectives, regularly review our progress, and adapt our practices to ensure ongoing enhancement.

4. RESPONSIBILITIES:

4.1. Top Management and Functional Heads: The Top Management is committed for ensuring the effective implementation and compliance of this Policy. They will allocate adequate resources and support to maintain a safe working environment and setting an example for all employees.

4.2. Branch Head and Department Head: Head of the Branch and Department Head are accountable for ensuring minimum safety requirements in their workplace, safety and emergency preparedness training of their workforce.

4.3. Employees: Every employee has a duty to prioritize their safety and safety of others. They must follow health and safety policies, protocols, report hazards, incident and near miss and actively participate in training and safety programs.

Function	Responsibility
Admin	• Maintaining a safe, clean and hazard free working environment • Identifying legal and regulatory compliance requirements for premises from people safety point of view • Ensuring securing of employees, visitors, contractors inside SHAI facility • Maintain records of people entering the facility • Safety and hygiene of food served, where ever applicable
HR	• Ensuring a safe, clean and hazard free working environment • Addressing employee needs related to work environment
Risk Management	• Ensuring SHAI premises are compliant with legal, and regulatory requirements concerning fire safety • Maintenance of fire safety equipment • Conducting periodic evacuation drills • Identifying and training emergency response team members • Displaying information in SHAI premises necessary for people safety such as numbers of fire fighters, ambulance, police etc.
Emergency response Team	• Ensuring safety of people in emergency situation at SHAI premises

5. COMMUNICATION:

The Occupational Health and Safety Policy will be communicated to all employees and relevant stakeholders. It will be made readily available on our Company Website and other internal communication channels. Updates to the policy will also be communicated as necessary.

6. PERIODIC REVIEW

The policy shall be reviewed at least once annually or in case of any major changes to existing processes where required, to ensure it remains up to date, relevant and aligned with the evolving landscape of Occupational Health And Safety. By adhering to this, we aim to protect the well being of our workforce, enhance productivity and contribute to the success of our Organization.