



WORK SAFETY & ACCIDENTAL POLICY

**ALWAYS
ON THE
MOVE**



WORK SAFETY & ACCIDENTAL POLICY

1. Policy Statement

SSRC Logistics is committed to providing a safe, healthy, and accident-free working environment for all employees, drivers, contract workers, vendors, and visitors. The Company recognizes that safety and health are integral to operational excellence and is committed to preventing work-related injuries, illnesses, incidents, and fatalities through proactive risk management and continuous improvement.

2. Objectives

- To prevent workplace accidents, injuries, and occupational illnesses
 - To promote a strong safety culture across offices, warehouses, and transport operations
 - To comply with all applicable occupational health and safety laws and regulations in India
 - To identify, assess, and mitigate safety and health risks in all operations
 - To continuously monitor, measure, and improve safety performance
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3. Scope

This policy applies to:

- All permanent and contractual employees
 - Drivers and fleet operators
 - Warehouse and yard personnel
 - Third-party vendors, contractors, and visitors at SSRC Logistics premises
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4. Roles & Responsibilities

Management

- Ensure implementation of this policy across all locations
- Allocate adequate resources for safety infrastructure and training
- Review safety performance metrics at regular intervals

Employees & Drivers

- Follow safety procedures, SOPs, and instructions at all times
- Use personal protective equipment (PPE) as prescribed
- Immediately report unsafe conditions, near misses, and incidents

Supervisors

- Conduct regular safety inspections and risk assessments
 - Investigate incidents and recommend corrective actions
 - Maintain safety records and compliance documentation
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5. Incident Classification

A. Minor Incidents

Events causing no serious injury, no loss of life, and minimal operational or property impact, typically managed through immediate corrective action and first-aid measures.

Incidents that result in:

- First-aid cases without loss of workdays
- Minor vehicle damage without injury
- Small property damage
- Near-miss events with no injury or operational disruption

Examples: minor cuts, slips without injury, small warehouse handling errors

B. Major Incidents

Events resulting in serious injury, loss of life, significant property damage, operational disruption, or environmental harm, requiring immediate escalation, investigation, and regulatory reporting.

Incidents that result in:

- Serious injury or hospitalization
- Fatality
- Fire or explosion
- Significant vehicle accidents
- Loss of workdays or permanent disability
- Major environmental damage

Examples: road accidents causing injury, warehouse fire, machinery accidents

6. Preventive Measures & Controls

General Safety Measures

- Mandatory safety induction for all employees and drivers
- Periodic safety training and refresher programs
- Use of PPE including helmets, safety shoes, reflective jackets, and gloves
- Clearly marked emergency exits and assembly points

Transport & Fleet Safety

- Regular vehicle fitness and maintenance checks
- Driver fatigue management and regulated driving hours
- Speed monitoring and adherence to traffic laws
- Alcohol and substance abuse prohibition

Warehouse & Office Safety

- Safe material handling practices
- Fire detection and firefighting systems at all locations
- Adequate lighting, ventilation, sanitation, and hygiene facilities
- Electrical and equipment safety audits

First Aid Preparedness

SSRC Logistics ensures that selected employees at each office, warehouse, and operational premise are formally trained in first aid and basic emergency response. Adequate first-aid kits are maintained at all locations, and trained personnel are available during working hours to provide immediate assistance in case of injury or medical emergencies.

7. Incident Reporting & Investigation

- All incidents and near misses must be reported immediately to the supervisor
 - Major incidents shall be escalated to senior management without delay
 - Root cause analysis will be conducted for all major incidents
 - Corrective and preventive actions (CAPA) shall be implemented and monitored
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8. Safety Performance Metrics

SSRC Logistics monitors safety using the following metrics:

- **Lost Time Injury Frequency Rate (LTIFR)**
- **Total Recordable Incident Rate (TRIR)**
- **Number of near-miss incidents reported**
- **Number of minor vs major incidents**
- **Vehicle accident rate per million kilometers traveled**
- **Percentage of employees trained on safety annually**

These metrics are reviewed periodically to assess performance and drive continuous improvement.

9. Continuous Improvement

SSRC Logistics is committed to:

- Regular review and updating of safety policies
 - Adoption of safer technologies and work practices
 - Encouraging employee participation in safety programs
 - Transitioning towards sustainable and eco-friendly operational practices
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10. Disciplinary Action

Non-compliance with safety rules, negligence, or willful violation of this policy may result in disciplinary action in line with Company HR policies.

11. Truck Driver Safety & Road Accident Management

SSRC Logistics recognizes that truck drivers are critical to its operations and is committed to ensuring their safety, health, and well-being at all times. The Company adopts strict road safety standards and provides comprehensive support to drivers in the event of accidents or emergencies.

Driver Safety Measures

- All SSRC Logistics drivers shall be provided with trucks that are **fully road-worthy, regularly maintained, and supported by valid fitness certificates**, insurance, permits, and statutory compliances as required under Indian law
- Vehicles shall be equipped with essential safety features and reflectors in accordance with applicable transport and road safety regulations
- Drivers shall be trained on **safe driving practices, defensive driving, fatigue management, and emergency procedures**
- Alcohol, substance abuse, and reckless driving are strictly prohibited

AI-Based Driver Safety Scoring

SSRC Logistics uses AI-enabled dashboard cameras and telematics systems to assess driving behavior and assign safety scores to drivers. Drivers receiving low safety scores shall be counselled and provided corrective guidance or additional training.

Continued poor safety performance or repeated violations may result in formal warnings and, if no improvement is demonstrated, disciplinary action including disengagement, in accordance with Company policies.

Accident & Emergency Coverage

- Every truck driver engaged with SSRC Logistics shall be **covered under a life insurance policy** arranged or facilitated by the Company
- In the unfortunate event of a driver's death arising from a road or work-related accident, **SSRC Logistics shall bear all reasonable expenses for the transportation of the deceased's mortal remains**
- The Company shall **cover accidental medical expenses, hospitalization, and emergency treatment** for drivers injured during the course of duty, in accordance with applicable insurance coverage and Company policy
- In the event of any accident, injury, or mishap involving a driver, **SSRC Logistics shall ensure that the driver's immediate family members are informed promptly**, and necessary assistance is extended without delay.

Accident Reporting & Legal Compliance

- **All road accidents shall be immediately reported** to the nearest police station in accordance with applicable Indian laws and motor vehicle regulations
- Drivers and supervisors must promptly inform Company management and cooperate fully with law enforcement authorities and insurance providers
- A detailed accident investigation and root cause analysis shall be conducted to prevent recurrence

Post-Accident Support

- SSRC Logistics shall provide operational and administrative support to affected drivers and their families, including insurance coordination and documentation
- Corrective actions and retraining shall be implemented where required to enhance road safety standards

12. Policy Review

This policy shall be reviewed annually or earlier if required due to changes in laws, operations, or safety risks.



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