



Health, Safety and Environment (HSE) Policy

M/s SHREE BALAJI CARGO CARRIER commitment to follow and practice all HSSE rules & regulations in conduct of all business activities. It is the foremost priority of the company to comply with all HSSE requirements of our customers as well as local authorities.

Ensure that all the drivers and vehicles are fit and well equipped. Conduct tool box meeting with drivers & provide trainings. Prevent harm from its activities to employees and others Comply and cooperate fully with all laws and statutes of the public authorities relating to safety regulations and standards Encourage those who contribute to improve HSSE performance. Ensure drivers report near misses, potential incident and accident

Alcohol and Drug Policy

The Company desires all its employees free from the dependency of alcohol and drugs. It is the responsibility of every person to keep themselves away from addict able substances for the benefit of their own health and their families

POLICY

- All employees and drivers when driving company vehicles at any time should be totally free from the influence of alcohol and drugs
- All employees during working should be totally free from the influence of alcohol and drugs.
- Any employee who is found under the influence of alcohol during work will be suspended from the service immediately and rehabilitation will be carried out and second violation of drugs / alcohols, employee will be terminated.
- HSSE Manager give details about drug abuses during tool box meeting

PPE Policy

Personal protective equipment plays an important role in reducing the effects of an incident on people involved in it. M/s. SHREE BALAJI CARGO CARRIER committed to provide P.P.E to all employees whenever there is an exposure to potential hazards.

After thorough analysis of transportation operation the company has recognized following areas where PPE is required in our business:

- **Head Protection:** This shall be provided when there is a danger from impact or penetration from falling and flying objects. Helmets will be provided for this purpose.
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- **Foot / Instep Protection:** When there is a potential for foot injury, protection will be provided. The footwear (Safety Shoes) shall be provided meeting the HSSE standards
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- **Eye Protection:** This shall be provided whenever there is a potential of injury to eyes. Mandatory use of safety goggles shall be implemented.
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- **Hand Protection:** When there is a potential of handling corrosive, hydrocarbon or toxic to touch material, this protection is necessary Cotton, leather, rubber gloves are most common hand protection items which shall be implemented.
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Road Safety Management Policy

It is the top priority of the company to ensure compliance of RSM policy by the employees.

1. Checking of all vehicles to ensure that vehicles are fit for transportation business and all vehicles are equipped with proper emergency accessories (fire extinguisher, first aid box, TREM Card etc) and these are in serviceable conditions.
2. Ensure that all drivers go through ROADD course. Obey all traffic rules.
3. Drivers are firmly instructed that any violation of the rules (e.g., speed limits, excess idling, vehicle stoppage time etc) will result in disciplinary action.
4. Drivers shall be trained to comply with company emergency response plan.
5. Comply to use safety seat belt during driving and keep safe distance from front vehicle and high alert driving during raining or wet roads

Operation Policy

1. Operation is main activity of company. Safe and efficient operation is necessary to improve company performance M/s SHREE BALAJI CARGO CARRIER is committed to safe and efficient operation. Ensure Drivers appointed for vehicle are medically and mentally fit for driving.
2. Before loading to check the fitness of vehicle by drivers and supervisors
3. Ensure the drivers have necessary information about the journey total time ,duty hours ,routes ,rest areas and potential hazards of journey
4. To check the drivers activities by tracking, spot checking and trip log.

If vehicle has defect of maintenance or safety and cannot continue safe operation then refuse the load

5. Smoking Policy

According to medical evidence smoking is injurious to health. Ministry of Health, Government of India has also declared that smoking is injurious to health. We have therefore decided to introduce No-Smoking policies in the place of work as there is a growing expectation among employees that they should be able to work in an atmosphere that is clean and smoke free.

Furthermore, it is realized that the Company should be more proactive in encouraging NO-Smoking Zone at the work places. Besides, smoking is also a Safety (fire) hazard. To achieve these objectives, all staff and visitors are asked to cooperate in making all public areas of the Company's premises smoke-free.

In recognition of the above, we shall:

- Prohibit any smoking in all M/s. SHREE BALAJI CARGO CARRIER. Offices and worksites except at designated areas only.
- Require our visitors and staff to abide by this policy.
- Take disciplinary action on any employee or contractor who violates this policy. Assistance will be considered through Medical Centre to any members of the staff who would like to give up smoking.

Seat Belt Policy

All company-owned vehicles should be fitted with front and rear seat belts.

- All drivers and passengers traveling by vehicles on Company business or otherwise, including those occupying rear seats, should wear seat belts where provided.
- All drivers whilst driving on company business or otherwise should ensure their passengers use seat belts

Vehicles Tracking System

- Vehicle Tracking System are installed in our vehicles.
- Strict action will be taken on the driver who tried to shut down the device.



Mobile Phone Policy

M/s. SHREE BALAJI CARGO CARRIER is committed to the goal of no harm to people.

Mobile phones have become an essential business tool for most staff; however the use of a mobile phone, or other communication equipment, while driving presents a significant safety hazard.

Therefore, as a minimum within our business, the use of Mobile phones in motor vehicles is as follows:

For safety purpose, the use of a hands-held mobile phone while driving is forbidden and should be treated as a case of serious misconduct. If there is no hands free facility available, the phone must be switched off while driving and a messaging service should be used to take incoming calls.

When the vehicle is equipped with a hands-free kit, the phone should only be used to receive calls and conversations kept. To an absolute minimum while driving. If there is a need for a longer discussion, the driver should explain his situation and offer to call the caller back when a safe place to park is available. It is not safe to stop on the hard shoulder of a motorway.

Outgoing calls should not be made while driving and dialing must not take place whilst the vehicle is in motion.

Standard Maintenance Policy

The maintenance of vehicles is the shared responsibility of the driver, maintenance staff and organization.

Routine maintenance

Drivers shall routinely check their assigned vehicles to ensure proper oil level, water and antifreeze for radiators, water for battery, wear on belts, and proper inflation of tires. This service should be performed at least weekly.

Vehicle cleaning & House keeping

It is the responsibility of driver to keep the vehicle clean and cabin in tidy condition. Vehicles should be washed as and when required. No loose objects are allowed in the cabin.

Preventive maintenance

Preventive maintenance on vehicles is to be performed at scheduled intervals. If maintenance is not performed

Within plus or minus 500 km of the schedule, the concerned staff should be asked for written explanation of this non compliance.

Repairs and maintenance

All maintenance and repairs must have prior authorization by maintenance manager or any person designated, with the complete details of the maintenance on the repair order.

Regular safety / roadworthiness inspections

All vehicles must be inspected regularly for safety and roadworthiness as well as any inspections required by law. It is the responsibility of the maintenance department to ensure that all vehicles are inspected regularly. Non compliances should be reported to senior management with in three days of such occurrences.

Wages and Hours, Working Conditions

Suppliers must comply with all applicable wage and hour laws, including minimum wage, overtime, maximum hour rules, meal and rest periods, and to provide legally mandated benefits. Where local industry standards exceed applicable legal requirements, suppliers are encouraged to provide wages and ensure working conditions that meet the higher local industry standards.



Driver Recruitment Policy

Applicants for the slot of TL drivers shall comply with the following age and experience criteria:

1. Applicant must have at least two years driving experience.
2. Applicant's age should be at least 22 years at the time of recruitment.
3. Applicant's age should not exceed the official retirement age of the company i.e.58 years.
4. At the time of recruitment, if the above selection criteria could not be met then emphasis shall be laid on driving skills and personality. Moreover, additional care during training will be taken through the added support of Monitor drivers.

Someone who must be aware and determined to practice all safety rules, methods and procedures.

1. Non Smokers shall be preferred.
2. No attitude towards drugs.
3. No physical deformity & capable of controlling the vehicle (reaching and operating the controls).
4. Someone with the ability to perceive hazards & able to react rationally in normal and emergency situations

Driving Skills

1. **Practical Driving Test:** Each driver should go through a practical driving examination before recruitment. An experienced driver / monitor driver shall conduct this test under typical operating conditions. He will confirm that applicant is fully competent to drive the type of vehicle he would use on company business.
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3. **Appropriate Driving License:** The applicant to be recruited must have an appropriate valid License for the vehicle to be driven by him. A Xerox copy of license must be placed in his personal file.

Intelligence and General Education (Pre-Recruitment Test)

1. Intelligence tests shall be conducted if the applicant has limited education. This shall ensure that the prospective driver demonstrates minimum level of intelligence required to fulfill his duties.
2. Preferable level of education for a prospective driver is a Matriculate; if not, Middle level would meet the criteria.
3. If an applicant is not meeting the above education standards, then he should be literate and numerate at a level where he is able to:
4. Follow written work instructions.
5. Read maps.
6. Safety bulletins.
7. Fill out trip log.
8. Other forms required to report about journey details etc

During the selection process in addition to the above mentioned requirements the under mentioned elements are also very important and the driver selection shall encompass the following:

1. Driving record (no serious offences and no more than three accidents or violations in the last 5 years).
2. Knowledge of defensive driving.
3. Attitude to alcohol and drugs.
4. Understanding of the Highway Code.
5. Awareness of key road safety issues.

