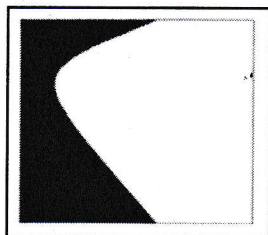


NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003



NKCPL

**ON-SITE EMERGENCY
PREPAREDNESS & RESPONSE
PLAN**

NARESH KUMAR & Co. Pvt. Ltd

CIN:U51109WB1992PTC054475

Opp. Civil Court | Hume Pipe Area |

Sakchi | Jamshedpur - 831001.



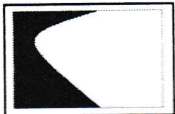
NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

CONTENTS

S L	TOPICS	PAGE NO.
1	ABSTRACT	1
2	EXECUTIVE SUMMARY	2
3	GENERAL EMERGENCY GUIDELINES	3
4	ELEMENTS OF PLANNING	4
5	ON-SITE EMERGENCY MITIGATION ACTION EQUIPMENTS	5-6
6	ON-SITE EMERGENCY TYPES AND ITS PROBABLE EFFECTS	7-9
7	ON-SITE EMERGENCY COMMUNICATION MATRIX AS PER RISK LEVEL	10-11
8	ON-SITE EMERGENCY MITIGATION PROCESS	12-13
9	ON-SITE POST EMERGENCY RESTORATION PROCESS	14



NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

1. ABSTRACT

EFFECTIVE DATE:

1. PURPOSE

The Purpose of the document is to provide a full-proof and established Emergency Preparedness & Planning System at NKCPL Jamshedpur Branch and all the Sites being Operated/Maintained/Managed by the said Branch

2. SCOPE

This Policy shall be On-Site Basis and shall be applicable to anyone/everyone within the premises of the respective sites and the Branch Head Office during any drastic or major emergency period.

3. DEFINITIONS & ABBREVIATIONS USED

3.1 Emergency - Any unexpected event that has significant impact on OH&S and which needs immediate action to be taken is being treated as an Emergency

3.2 Potential Emergency Situations - Shall wherever the context so requires or admits mean any serious, unexpected, and often dangerous situation requiring immediate action.

3.3 Contingency Planning - Shall wherever the context so requires or admits mean a plan for unforeseen events, including back up procedures, emergency response and post event recovery.

3.4 Scenarios - Shall wherever the context so requires or admits mean a documented and written outline of events or situations that might arise due to an emergency condition/period, giving details of the plot and its related process to be followed.

3.5 Hazard - Shall wherever the context so requires or admits mean any/every possible/probable agent/condition/factor, dormant/potential, that can cause/affect in causing relative damage to life, health, property and environment while undergoing/conducting any/every activity/job/task.

3.6 Risk - Shall wherever the context so requires or admits mean the most likely consequence of a hazard, combined with the likelihood or probability of it getting occurred to everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd in any form of its business while undergoing/conducting any/every activity/job/task.

3.7 Risk Level - Shall wherever the context so requires or admits mean the level of risk by considering the category of probability or likelihood against the category of consequence severity.

4. PREPARED BY (Name & Designation)

TILAK BHATTACHARJEE
Asst Manager – CSMS

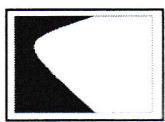
5. APPROVED BY (Name & Designation)

All Members of SAC in consultation with SMC and inputs from SIC

6. REVISION/AMENDMENT HISTORY

REV. NO.	REV. DATE	REV. PROPOSED BY	REV. APPROVED BY	REV. TOPIC
----------	-----------	------------------	------------------	------------

****This is a New Program; hence No Revisions/Amendments are applicable /required.**



NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

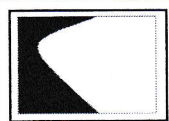
DOCUMENT No.: NKCPL/JSR/EPRP-003

2. EXECUTIVE SUMMARY

This manual or document establishes a comprehensive Emergency Preparedness & Response Plan to be developed, designed and implemented at all the Sites of NKCPL being operated, managed & controlled by NKCPL Jamshedpur Branch and which shall be followed during any/every type of emergency situations as and when arises On-Site Wise as managed/maintained/controlled by NKCPL Jamshedpur Branch

It is aimed to provide and assure effective utilization of life saving features or processes to be applicable and adaptable at the time of any/every emergency.

The management of NKCPL Jamshedpur Branch shall strictly abide/adhere and undergo all the processes mentioned herein to implement the Plan / policy at and among all related to NKCPL Jamshedpur Branch and shall also inculcate in its true form among all its employees, stakeholders, contractors and their employees, visitors and anyone and everyone associated or related to NKCPL Jamshedpur Branch in any forms or means.



3. GENERAL EMERGENCY GUIDELINES

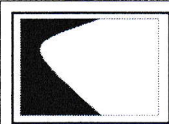
Emergency can be defined any unexpected event that has significant impact on OH&S and which needs immediate action to be taken (as per definition provided Topic Number 1 Abstract SI No. 3.1).

NKCPL understands that being a Logistics company and engaged in works directly related to heavy Loads, Machineries & Equipments etc, it is much more prone towards any sudden Emergency situation, that can arise out of its operational activities.

Hence alongside of having a detailed and structured planning and process for Emergency Preparedness, it also has laid down certain set of basic rules and mandatory requirements for Emergency Mitigation at the Sites and other locations of its operations.

The same are as mentioned below:

- a. All the Sites should be having the copy of the On-Site Emergency Preparedness & Planning System as laid down and followed by the management.
- b. The entire Site SIC SUP1&2 and L2 personals are expected to have the basic training of First Aid and other related Emergency Mitigation Trainings. *(The Criteria can be a mandatory for the L2 personal and optional for the SUP1&2)*
- c. All the Sites/Site Offices must have the basic Emergency Mitigation Tools or Equipments as mentioned further.
- d. All the Vehicles must have a Fire Extinguisher (minimum of 1.5kg maximum 5kg) and should be connected with the GPS control room through GPS.
- e. All the sites must conduct Emergency Preparedness Mock Drills Quarterly, the observation of which shall be recorded in the TSL Form bearing number Form # EHSMSM/WORKS/447/4001.
- f. At the time of any/every emergencies, everyone should be aware of his/her roles and responsibilities (as per Clause Number-6 of this Planning Manual).
- g. Post emergency, the restoration process should be followed as per Clause Number-7 of this Planning Manual.



4. ELEMENTS OF PLANNING

1. PURPOSE

The Purpose of this chapter is to outline & provide the major ways or elements with which the Emergency Preparedness & Response Plan can be/shall be developed at all the sites of NKCPL.

2. SCOPE

All/Any topics described/mentioned in this document shall be regarded as the tools or ways to develop the Emergency Preparedness & Response Plan and shall be applicable for the same.

3. ELEMENTS & ITS DESCRIPTION

ELEMENTS	DESCRIPTION
HAZARD ANALYSIS	It is a critical component in planning emergencies. To analyze the safety of any process as well as its potential hazards a hazard analysis should be carried out including the Risk component attached to the same(Format ASW/OH&S/H02)
CHARTS/MAPS/LAYOUTS	After assessment of the Hazard and its related risk, the Charts/Maps/Layouts should be made in accordance to the Emergency Plans and should be placed at all the strategic points within the company premises.
EMERGENCY MATRIX	A emergency matrix to be developed for the purpose of distinctively defining the tasks/jobs of individuals during any emergency
EMERGENCY COMMUNICATION MATRIX	A level wise communication system to be developed for the purpose of communicating the emergency situation.



5. ON-SITE EMERGENCY MITIGATION ACTION EQUIPMENTS

1. PURPOSE

The Purpose of this chapter is to outline & provide the major and broad guidelines regarding the basic requirement of Emergency Mitigation Tools and equipments required to be maintained at every Sites/Location.

2. SCOPE

Any/Every Site being operated, maintained and managed by NKCPL Jamshedpur Branch

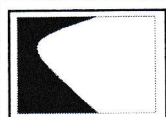
3. PROCESS

i. For On-Site Offices

All the Sites Offices shall be having Basic Emergency Mitigation Tools/Equipments. The concerned individual at the sites needs to be adequately trained and capable of handling and using the required tools/equipments as, when and where applicable.

List of the required Tools/Equipments

SL No.	ITEMS	QUANTITY	
		Minimum	Maximum
1	On Site Display Boards on Emergency Communication Matrix, Risk Level & Related Emergency Categorization, Emergency Mitigation Process	1	1
2	Site/Area Location Layout	1	2 (According to the Site Requirement)
3	Emergency Assembly Point Location with Board and Area Marking with Black-and-Yellow	1	1
4	Emergency Alarm/Hooter	1	1
5	Fire Extinguisher	According to the Site Requirement	According to the Site Requirement
6	Stretcher	1	2
7	First Aid Box	1	2
8	Emergency Light	1	1



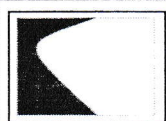
NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

ii. For On-Site Vehicles

SL No.	ITEMS	QUANTITY	
		Minimum	Maximum
1	Fire Extinguisher	According to the Vehicle	According to the Vehicle
2	First Aid	1	1
3	Dala Hoisting Alarm (at the driver's cabinet for Dumpers)	1	1
4	GPS Phone	1	1
5	Small Flex Boards with Emergency Contact Numbers	1	1
6	Stickers of Safety Timing on every Heavy Motor Vehicle Driver's Cabin Doors	1	1



NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

6. ON SITE EMERGENCY TYPES & POSSIBLE EFFECTS

I. TERMINOLOGIES & SCALE CREATION

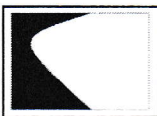
- ✓ RL1 - Risk Level 1- Meant for minor incidents
- ✓ RL2 - Risk Level 2- Meant for Moderate or Average incidents
- ✓ RL3 - Risk Level 3- Meant for Very High and Extreme incidents

II. SITES APPLICABLE

- ✓ RMM - All Units/Locations of Operation
- ✓ CSD - All Units/Locations of Operation
- ✓ MRD - All Units/Locations of Operation
- ✓ BRP - All Units/Locations of Operation

III. EMERGENCY CATEGORIZATION

- ✓ As per Table Below –

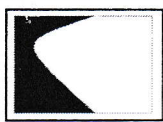


NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

TYPE	POSSIBLE HAZARDS	RELATED RISKS LEVELS	EXAMPLES
A - TYPE FIRE EMERGENCY	▪ Damage to related Machineries & Equipments ▪ Damage to Related Workmen/workwomen/Any other Individual ▪ Damage to any Constructional or under constructional Property	RL1- Minor Sparks or sprinklers causing minor burn injury RL2- Fire damage to Machines/equipments RL3- Massive and fatal damage to man (leading to fatality), machine and property	Gas Cutting or Welding, Grinding Gas Cylinder Leakage, Leakage from Welding or Gas cutting Nozzle, Fire from Inflammable Petroleum products, Electrical Fire etc. Fire explosion from any probable or potential source or Individual/Machinery/Vehicle/Property struck by Fire or Major Short Circuit
B - TYPE MACHINERY OR EQUIPMENT FAILURE	▪ Damage to related Machineries & Equipments ▪ Damage to Related Workmen/workwomen/Any other Individual ▪ Damage to any Constructional or under constructional Property ▪ Road Passage Blockage	RL1 -Normal failure of machines affecting minor injury and damage to the machine & the respective personal. RL3 -Massive &Major machinery failure affecting major damage to man (leading to fatality), machine and property	Sudden minor failure of Machines or equipments Breaking of Rotating Parts of Machineries, Breaking of Machineries or other related risks

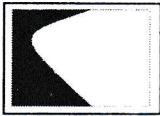


NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

C - TYPE- SLIP, TRIP, FALL	▪ Damage to Related Workmen/workwomen/Any other Individual	RL1- Slip-Trip-Fall resulting in minor cut or scar injury RL2- Slip-Trip-Fall resulting in human bone fracture or massive injury RL3- Slip-Trip-Fall Resulting in fatality	Human Fall due to Slip or Trip (any Near Miss) Human Fall due to Slip or Trip (any Near Miss) Human Fall due to Slip or Trip / Fall from Heights / Falling of weights upon individual
D - TYPE DISASTER OR NATURAL CALAMITY	▪ Damage to related Machineries & Equipments ▪ Damage to Related Workmen/workwomen/Any other Individual ▪ Damage to any Constructional or under constructional Property	RL1- Minor damage RL2- Moderate damage RL3- Massive & fatal damage to man (leading to fatality), machine and property	Minor hampering of resources Wet land due to minor rain, Crumbling of Site Office sheds and other such incidents due to storm or cyclone etc. Earthquake or Hurricane and other such kind of natural occurrences



NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

7. ON-SITE EMERGENCY COMMUNICATION MATRIX AS PER RISK LEVEL

<u>RISK LEVEL</u>	<u>PROCESS TO FOLLOW</u>	<u>COMMUNICATION LEVEL FLOW</u>
RL1	• Ongoing Task or Job to be paused and temporary halting of any related moving machinery or equipment and moving out from the work or job site immediately • Cordoning off the area undertaken, if required	CL1 : Information to nearest available SIC LI/L2/SUP1/SUP2 CL2 : SIC L1/L2 to inform SMC L2/L3 & simultaneously to the required Site or nearest First Aid/ Fire Brigade/ Ambulance etc. CL3 : SMC L2/L3 to inform SMC L1 & simultaneously co-ordinate with the Site or nearest First Aid/ Fire Brigade/ Ambulance etc. CL4 : SMC L1 to inform SAC L2 & L1 (if required-optional)
RL2	• The Emergency Hooter/Alarm to be Hit by any SIC Level personal. • Any/Every Individual at the Sites shall accumulate at the Emergency Assembly Point. • Ongoing Task or Job to be paused and temporary halting of any related moving machinery or equipment and moving out from the work or job site immediately • Cordoning off the area undertaken	CL1 : Information to nearest available SIC LI/L2/SUP1/SUP2 CL2 : SIC L1/L2 to inform SMC L2/L3 & simultaneously to the required Site or nearest First Aid/ Fire Brigade/ Ambulance etc. CL3 : SMC L2/L3 to inform SMC L1 & simultaneously co-ordinate with the Site or nearest First Aid/ Fire Brigade/ Ambulance etc. CL4 : SMC L1 to inform SAC L2 & L1



NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

RI.3

- The Emergency Hooter/Alarm to be Hit by any SIC Level personal.
- Ongoing Task or Job to be immediately stopped and closure/shutdown of any/every machinery or any related moving machinery or equipment and moving out from the work or job site immediately
- Any/Every Individual at the Sites shall accumulate at the Emergency Assembly Point.
- Cordoning off the area undertaken

CL1 :Emergency Alarm sound should mean everyone to vacate the respective job sites and assemble at nearest Assembly

CL2 : Immediate Information to the nearest Fire Brigade and Ambulance by SIC L1/L2/SUP1/SUP2.

***The remaining Communication Matrix can be followed simultaneously*



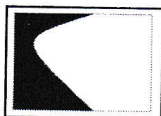
NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

8. ON-SITE EMERGENCY MITIGATION PROCESS

EMERGENCY TYPE	RISK LEVEL	RESPONSIBILITY MATRIX	MITIGATION
T Y P E - A	RL1	SUP1 & SUP2	✓ Attain to the Affected Person (if Human Affected) ✓ Use On-Site Fire Extinguisher according to the Fire Class
	RL2	SUP1 & 2 SIC L2	✓ Use On-Site Fire Extinguisher according to the Fire Class ✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid/Fire Brigade (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix
	RL3	SUP1 & 2 SIC L1 & L2	✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid/Fire Brigade (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix
T Y P E - B	RL0	SUP 1 & SUP 2	✓ Issue of Failure/Shutdown Slips to the concerned
	RL1	SIC L2	✓ Inform the respective Process Owner ✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix
	RL3	SIC L1 & L2	✓ Inform the respective Process Owner ✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid/Fire Brigade (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix

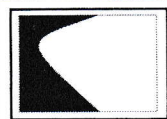


NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

T Y P E - C	RL1	SUP1 & SUP2	✓ Apply First Aid ✓ Follow "Process to Follow" as per Communication Matrix ✓ Follow "Communication Level Flow" as per Communication matrix
	RL2	SIC L2	✓ Apply First Aid ✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix
	RL3	SIC L1 & L2	✓ Apply First Aid (at par to the possibilities) ✓ Inform the respective Process Owner ✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid/Fire Brigade (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix
T Y P E - D	RL1	SUP1 & SUP2	✓ Apply First Aid ✓ Follow "Process to Follow" as per Communication Matrix ✓ Follow "Communication Level Flow" as per Communication matrix
	RL2	SIC L2	✓ Apply First Aid ✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix
	RL3	SIC L1 & L2	✓ Apply First Aid (at par to the possibilities) ✓ Inform the respective Process Owner ✓ Follow "Process to Follow" as per Communication Matrix ✓ Call for the Ambulance/First Aid/Fire Brigade (if and as per requirement) ✓ Follow "Communication Level Flow" as per Communication matrix



NARESH KUMAR & COMPANY PVT. LTD

ON-SITE EMERGENCY PLAN

DOCUMENT No.: NKCPL/JSR/EPRP-003

9. ON-SITE POST EMERGENCY RESTORATION PROCESS

I. PURPOSE

The Purpose of this chapter is to outline & provide the Restoration procedure Post any/every kind of On-Site Emergencies.

II. SCOPE

As per Table below

III. PROCEDURE

As per Table below

Sl No.	ACTION	RESPONSIBILITY
1.	Remove everyone from the area	All staff
2.	Stop the fire by using fire extinguisher to prevent spread of fire.	Fire brigade + All Staff.
3.	Inspect the area and machineries	Maintenance Staff.
4.	Based on Inspection take the corrective action and start the system.	Operation & Maintenance.