



TRANSFORMERS & RECTIFIERS [INDIA] LTD.

	Document No. IMS-808C003	No. 9	Date 10/01/24
	EMERGENCY PREPAREDNESS PLAN (ON SITE)	Page	1 OF 33


1.0	<u>OBJECTIVE:</u>																						
	<p>The objective is to reduce the possible consequences of the emergency by:</p> <ul style="list-style-type: none"> ➤ Preventing and reducing any incidents or its severity during emergency ➤ Reducing damage to buildings, equipment and other properties. ➤ Accelerating the resumption of normal operations. ➤ To inform employees, the general public and the authority about the hazard/risks assessed, safeguards provided, residual risk if any and the role to be played by them in the event of emergency 																						
2.0	<u>DEFINITION:</u>																						
	<p>Emergency : A serious situation or occurrence that happens unexpectedly can lead of serious damage to man and materials and demands immediate action. Emergencies are of two types: (1) Man Made Emergency (2) Natural Emergency.</p>																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th style="text-align: center;">Man Made Emergency</th> <th style="text-align: center;">Natural Emergency</th> </tr> </thead> <tbody> <tr><td>Fire</td><td>Earth Quake</td></tr> <tr><td>Explosion</td><td>Sand Storm</td></tr> <tr><td>Building Collapse</td><td>Flood</td></tr> <tr><td>Major Structural Failure</td><td>Cyclone</td></tr> <tr><td>Spills of Hazards Chemicals</td><td>Heavy Rain</td></tr> <tr><td>Accidental Release of Toxic Substances</td><td>Other Natural Calamity</td></tr> <tr><td>Terrorist Activities</td><td></td></tr> <tr><td>Electrical Power supply cut off in night</td><td></td></tr> <tr><td>Collapse/Rapture/Damage of Fuel/Oil Tank</td><td></td></tr> </tbody> </table>	Man Made Emergency	Natural Emergency	Fire	Earth Quake	Explosion	Sand Storm	Building Collapse	Flood	Major Structural Failure	Cyclone	Spills of Hazards Chemicals	Heavy Rain	Accidental Release of Toxic Substances	Other Natural Calamity	Terrorist Activities		Electrical Power supply cut off in night		Collapse/Rapture/Damage of Fuel/Oil Tank			
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3.0	<u>IMPLEMENTATION RESPONSIBILITY:</u>																						
	All Line Managers, Section in charge, HOD's of all area are responsible to implement this plan inside company premises of TARIL plant.																						
4.0	<u>AUTHORITY:</u>																						
	Emergency Controller with consultation of Safety, Security & HR department, is authorized to change this plan and defined responsibilities under this Plan.																						
5.0	<u>IMPORTANT CONTACT NUMBERS :</u>																						
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6.0	ROLE, RESPONSIBILITY & RESPONSE UNDER EMERGENCY PREPAREDNESS PLAN:
6.1.0	EMERGENCY MANAGEMENT TEAM:
6.1.1	The Emergency Management Team is a structured group of people employed within TARIL, which shall take command in the declaration of an emergency in a building, area, or campus till the arrival of the fire brigade or other emergency service.
6.1.2	The role of the Emergency Management Team includes the following:
	a. Drafting, implementation and continual review of the Emergency Management Plan
	b. Develop and implement procedures for conduct of emergency evacuation exercises and review the effectiveness of the exercises
	c. Effective and timely control of response operations
	d. Assessment of emergencies for priority response action
	e. Collection and dissemination of information
	f. Effective and timely use of resources
	g. Continual review of operations.
6.1.3	The Emergency Management Team [Doc. No. IMS-701C004] shall consist of:
	a. Safety In-charge (Lead Emergency Coordinator)
	b. Plant Head/Production Head/HR & ADMIN Head (Site Emergency Controller)
	c. Maintenance In-charge (Emergency Coordinator)
	d. Security In-charge (Emergency Communicator/ Emergency Coordinator)
	e. Section/Department In-charge (Emergency Coordinator)
	f. On duty Trained Fire-fighters (Emergency Coordinator)
	g. On duty Trained First aiders (Emergency Coordinator)
6.1.4	External Emergency services involved are
	a. Emergency Ambulance Service- 108
	b. Fire Brigade-101
	c. Police-100
	d. Doctor
	e. PNG/Acetylene Gas Suppliers-
6.2.0	EMERGENCY EVACUATION PROCEDURE:
6.2.1	Emergency Evacuation is required in case of following:
	a. Chances/In case of Building Collapse due to Earthquake or Any reason
	b. Chances/In case of Flammable Gas leakage
	c. Uncontrolled/Based on severity of Fire on the shop-floor area
	d. Chances/ In case of Explosion
	e. Chances/ In case of heavy leakage of fuel/oil/chemicals in plant premises.
	f. Chances of Electrocutation
	g. Medical Emergency
6.2.2	Declaration of Emergency:
	In case of emergency (As defined in-6.2.1) evacuation of employees from plant shall be necessary, to evacuate all occupants from plant, emergency siren shall be raised as per the procedure: (30 sec continue - 10 sec breaks - 30 sec continue - 10 sec break - 30 sec continue). For evacuation from Moraiya plant Administration building, employees shall be evacuated by sending them information by the help of P.A System (Public Address System), installed at reception of each floor.

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6.2.3	On hearing the emergency siren, all concerned department in-charge in shop-floor area shall evacuate the area by:										
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6.2.4	Rescue of Injured person(s) from the site of emergency shall be done as follows:										
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6.2.5	Assembly points and evacuation paths are shown in plan (Annexure: 01) for Moraiya, Moraiya Admin Building, Changodar and Odhav Units:										
6.2.6	There are four emergency assembly points (1,2,3 & 4) for Moraiya Unit, 2 assembly point for Changodar & Odhav Units as shown in plan as per (Annexure:01)										
6.2.7	Evacuation path in drawing clearly indicates way of evacuation for personnel of different sections. In case assembly point is not habitable due to fallout from the emergency site or may be affected due to the emergency, Emergency controller may determine alone or in conjunction with Emergency Management Team an alternative assembly point.										
6.3.0	PROCEDURES FOR SPECIFIC EMERGENCIES:										
6.3.1	BUILDING COLLAPSE DUE TO EARTHQUAKE/ANY OTHER REASON:										
	If necessary, evacuation for an earthquake should proceed as soon as possible after the tremor has passed. Depending on the severity of the earthquake normal evacuation procedures may not be possible, and designated assembly points may be changed. However, the role of section in-charges will still be to organize the evacuation, keeping calm and acting on their own initiative where necessary to minimize injury to building/plant occupants. The Emergency Management Team will oversee all responses required in this situation under the guideline of Emergency Controller.										
	If once building is evacuated, no-one is to re-enter any building unless declared by the Emergency Controller.										
	Area of emergency must be barricaded by security personnel to restrict unauthorized entry.										
	Emergency team member shall ensure that all persons are evacuated and available at assembly point and no one is inside the building. For any missing if found during head count must be informed to emergency controller/Lead emergency coordinator.										

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	<p>No any rescue work shall be performed to keep any employees in danger or if not adequate for trapped casualty.</p> <p>No any internal manual/mechanical equipment (Hydra, excavator, Axe etc.) shall be used to remove debris or to search for trapped casualty under building collapse.</p> <p>Immediate help will be asked on External Fire emergency Number-101 by Security In Charge/Emergency Controller.</p> <p>Emergency controller shall ensure all the basic need (Illumination/water/first aid medicines/Internal available lifting equipment's/Man power etc.) must be given to external agencies to assist them to mitigate the emergency situation.</p>
6.3.2	FLAMMABLE GAS LEAKAGE:
	<p>Individual who observes the gas leakage should:</p> <ol style="list-style-type: none"> a. Inform Emergency Management Team member immediately; b. Keep all personnel away from area and c. If safe to do so, isolate gas supply. <p>Emergency Management Team member shall</p> <ol style="list-style-type: none"> a. Isolate gas supply if not already done; b. Ensure no naked flames in the area; c. Ventilate the affected area; d. Notify the Fire Brigade if required; e. Do not allow operation of electrical equipment; f. If major leak, evacuate the building/area as per clause 6.2.0 and <p>Emergency Management Team, if a major gas leak is detected, shall:</p> <ol style="list-style-type: none"> a. Provide plan and resources to remove/limit risk and provide action as requested by Emergency Services and b. Ensure no re-entry into the area until declared by Emergency controller.
6.3.3	UNCONTROLLED/MAJOR FIRE :
	<p>Individual, on discovering a small fire, shall:</p> <ol style="list-style-type: none"> a. Remove any man and materials if in danger of the fire. b. On duty fire fighting personnel shall extinguish the fire using an appropriate fire extinguisher or by Fire Hydrant system; c. Inform the use of Firefighting equipment's on fire to Safety In charge and investigate the cause of fire to deal with the root cause. d. If the fire cannot be extinguished, or if it cannot be controlled, isolate the area, and if required, evacuate everyone to a safe area as per clause 6.2.0 and e. When the concerned Section In-Charge/On duty Security officer/ Emergency Controller or Fire Brigade Officer arrives, advise them of his/her involvement and actions. <p>Emergency Management Team, on discovering a large fire, shall:</p> <ol style="list-style-type: none"> a. Immediately ring the Emergency Siren to inform all persons of Emergency; b. Remove anyone in danger of the fire; c. Isolate the area and evacuate everyone to a safe area as per clause 2.0; d. Deploy on duty firefighting personnel in nos. as required to extinguish the fire using an appropriate method, till Fire Brigade arrives; e. On arrival of Fire Brigade officers, hand over the charge of situation to them and provide appropriate support in their functioning.

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6.3.4	CHANCES/ IN CASE OF EXPLOSION
6.3.4.1	<p><u>CHANCES OF EXPLOSION:</u></p> <p>Heating of the cylinder from heat source including fire or an impact to the pressure vessel, may lead to a catastrophic rupture resulting in a rapid and large release of gas and flying shrapnel. An uncontrolled release of a flammable gas (e.g. LP gas, hydrogen, Oxygen) may lead to a fire or explosion, particularly in a confined area where potential ignition sources are present. So in case while dealing with pressure cylinders only safe storage and safe handling can minimize the potential of risk.</p>
	<ul style="list-style-type: none"> • If the condition of chances of explosion of pressure cylinder is noted by any one due to fire or damage during handling or any other reason immediately will clear the vicinity by raising siren as per clause 6.2.0 or by shouting to inform about the danger of explosion to other working person. • Information must be given to Security In charge and Safety In charge as well to deal with such emergency. • Security In charge will call to the suppliers of Pressure cylinder and ask for immediate help. • Employees shall be sent to the safest place or far from the range of damage due to explosion. • Nearby pressure cylinders or flammable materials shall be removed or shielded by metal plate or as per the guide line of emergency controller (If safe to do so). • Entire nearby pressurized pipe line for oil/gas/air shall be isolated to minimize the risk. • Traffic movements shall be restricted to the area by Security In charge. • All clear information shall be given by Emergency Controller/Lead Emergency Coordinator after mitigation of emergency situation. <p><u>IF A GAS CYLINDER IS DIRECTLY INVOLVED IN A FIRE:</u></p> <ul style="list-style-type: none"> ➤ Evacuate the area to a minimum of 200 meters from the cylinder. ➤ Call the fire service on 101. ➤ Advise neighbors within the 200-metre hazard zone area about the danger ➤ Cylinders which are not directly involved in the fire and have not become heated should be moved as quickly as possible to a safe place, provided this can be done without risk to personnel. Make sure the cylinder valves are closed. ➤ When the fire service arrives, explain the location and number of gas cylinders directly involved in the fire and the names of the gases they contain. The fire service cannot enter your premises to deal with the situation without this information.
6.3.4.2	<p><u>IN CASE OF EXPLOSION:</u></p> <p>If subjected to sustained heat from a fire, a cylinder may in some circumstances rupture with explosive force. If it contains fuel gas or oxygen it will cause the fire to burn more ferociously and may cause it to spread.</p> <p>The force from a cylinder rupture may create flying debris which could cause damage to property and injury to personnel.</p>
	<ul style="list-style-type: none"> • If after explosion it seems the emergency situation falls under any of emergency category as per clause – 6.2.1 follow the plan accordingly. • If explosion lead to fire follow the clause 6.3.3 to deal with the same. • If any casualty or injured due to explosion carry out safe rescue, if it is safe to do so. • Security In charge/Emergency Controller shall communicate for the assistance to external agencies as required.

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6.3.5	SPILLAGE/LEAKAGE OF TRANSFORMER OIL/FUEL/HAZARDOUS CHEMICAL:
	<p>On discovering spillage/leakage of Transformer oil/Fuel/Hazardous Chemical:</p> <ol style="list-style-type: none"> a. Individual shall immediately inform operator of machine to shut off the machine; b. Operator shall stop the flow of oil to the machine by closing it at the main or isolating it by intermediate shutoff valve; c. Affected area shall be barricaded to restrict the unwanted movement around the spillage/leakage area. d. Operator shall inform Section In-charge/On Duty Supervisor/Housekeeping In-charge about the leakage/spillage and communicate about the danger of slippery surface and chances of Land/water pollution. e. Housekeeping In-charge shall arrange to clean the spilled/leaked oil by using saw dust and collect it in gunny bags for safe disposal at TSDF site. f. Excess flow/spill will be collected in containment container/tray, by housekeeping employee. g. If required, Section In-charge/On Duty Supervisor shall arrange to remove all the material from that area and shall keep at safe location. h. If required, Section In-charge/On Duty Supervisor shall ask all persons to evacuate from nearby that area. i. In case of land contamination, all contaminated soil shall be dig out till the fresh soil is observed and all contaminated soil shall be collected in gunny bag and send to TSDF Site for safe disposal. j. In case excess flow of oil went through drainage line and reached at STP plant, STP Operation immediately shall be shut off, all the drainage shall be flushed by tanker water and mixed oil in main collecting tank shall be skimmed out by using skimmer from external and collected oil shall be given to authorized recycler. STP shall not be operated unless and until the final approval of EHS In charge and Emergency Controller.
6.3.6	ELECTROCUTION:
6.3.5.1	Electrical Short Circuit:
	<p>Individual, on discovering any case of electrical short circuit, shall:</p> <ol style="list-style-type: none"> a. Immediately inform Maintenance In-charge/Section In-charge/On duty Supervisor; b. Shall try to shut off the power supply, if it is safe to do so and c. Shall inform other persons to move away from that area. <p>Maintenance In-charge/ Emergency Management Team, on discovering any case of electrical short circuit, shall:</p> <ol style="list-style-type: none"> a. Arrange to cut off the power supply of the affected area; b. Shall provide appropriate First Aid to the affected person; c. If required, shall cut off the power supply of the entire plant; d. In case of any fire, deploy firefighting team to extinguish the same and e. Only after the situation is under control, restore the power supply.
6.3.5.2	Electrical Shock to person(s):
	<p>Individual, on discovering any case of electrical shock to person(s), shall:</p> <ol style="list-style-type: none"> a. Immediately inform Maintenance In-charge/Section In-charge/On duty Supervisor/On duty first aid provider; b. Shall try to shut off the power supply, if it is safe to do so and c. Shall inform other persons to move away from that area.

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Maintenance In-charge/ Emergency Management Team, on discovering any case of electrical shock to person(s), shall:

- a. Arrange to cut off the power supply of the affected area;
- b. Shall provide appropriate First Aid to the affected person;
- c. If required, shall cut off the power supply of the entire plant;
- d. In case of severe shock, arrange for ambulance services and
- e. Only after the situation is under control, restore the power supply.


6.3.7 MEDICAL EMERGENCY:

On discovering any medical emergency due to food poisoning, snake bite, epilepsy, Flu, Anthrax, Asthma, heart attack etc:

- a. Any one observed medical emergency, immediately call Security In charge for ambulance and other necessary help.
- b. Individual shall immediately inform On duty first aid provider/Section In-charge/On duty supervisor;
- c. Type of medical emergency must be known while carrying and shifting of the patient to ambulance.
- d. Patient shall be treated as according of medical emergency at nearest hospital.
- e. A first aider will must go with the patient, while shifting him to the hospital for further treatment.
- f. In case of food poisoning due to canteen food, employees shall be shifted by bus facility or will call on emergency number- 108, as per guided by Emergency Controller.
- g. In case of snake bite, acid burn, electric shock, inhalation of gases, swallowing chemical, exposure of gases etc. internally first aid shall be provided by first aider as per various first aid techniques and immediately victim shall be shifted to nearest hospital for further treatment.
- h. In case of food poisoning due to canteen food, services of food for other employees shall be stopped immediately by emergency controller/Safety In charge.


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7.0 IMPORTANT DO'S AND DONT'S FOR EMERGENCY MANAGEMENT TEAM:			
	AGENCIES	DO'S	DONT'S
	PLANT HEAD (EMERGENCY CONTROLLER)	<ul style="list-style-type: none"> Directs the activities of the facility during emergency. Ensure the Emergency Control Centre is operational. Activates the Emergency Response Plan. Ensure notification of the appropriate local government authorities of the emergency situation. Implement decision/directives for the site. Organize housing and/or feeding arrangements for personnel isolated at the site due to the emergency situation. 	<ul style="list-style-type: none"> Don't hesitate to take correct decision in favor of employees during emergency.
	SECURITY SERVICES (EMERGENCY COMMUNICATOR)	<ul style="list-style-type: none"> Restrict unwanted Vehicle movement. Carryout search and rescue operation. Conduct Head Counting at Assembly Point. Follow this sequence - Inform concerned HOD/Section Head, Safety In-charge and other key persons. Assist in controlling emergency. 	<ul style="list-style-type: none"> Take only Emergency calls. Do not allow visitor to move around. Do not leave the site unless asked to do so
	EMERGENCY VEHICLE DRIVER	<ul style="list-style-type: none"> Take vehicle near to emergency site as directed. Keep vehicle engine running. Always be on Driver's seat of the vehicle. Take the injured to the nearest hospital as directed at the earliest. 	<ul style="list-style-type: none"> Do not leave the vehicle. Do not take the vehicle very near to the site.
	ON DUTY SUPERVISOR/ SECTION IN- CHARGE (EMERGENCY COORDINATOR)	<ul style="list-style-type: none"> Interact with all concerned departments as the situation demands. Keep Section In-charge/G.M. [Production] /Safety In-charge informed about the latest emergency situation on continuous basis. Consult On duty Emergency Management Team members. Decide upon need for evacuation and blow 'Emergency Siren'. After getting satisfied with the situation, give instruction for re-starting the work. 	<ul style="list-style-type: none"> Don't evacuate the entire plant unless the situation demands. Do not allow persons to re-enter the area unless the situation is fully under control.
	FIRE FIGHTERS	<ul style="list-style-type: none"> Inform fellow employees/Officers. Report to concerned section in-charge/ on duty supervisor. Find out emergency location. Approach emergency site immediately. Take quick action as per the instructions from on duty supervisor/safety in-charge. Bring emergency under control earliest. 	<p>Do not leave process/ equipment in UNSAFE CONDITION. Do not use improper fire extinguisher Do not be panic.</p>


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	AGENCIES	DO'S	DONT'S
	FIRST AIDERS	<ul style="list-style-type: none"> Report to concerned section in-charge/ on duty supervisor. Approach emergency site quickly with First Aid box. Follow instructions of section in-charge/ on duty supervisor. Render first aid to the injured, hospitalize, if required. Accompany him/her to hospital and assist Doctor / Nurse. 	<ul style="list-style-type: none"> Do not provide first aid, if unsure about the medicine/ injury. Do not be panic
	MAINTENANCE DEPARTMENT	<ul style="list-style-type: none"> Control facility systems (i.e. start-up and shutdown). Coordinate operation and repair of utility systems. Provide emergency repair services, as needed. Provide debris clearance and clean up. Provide damage inspection and facility re-entry guidelines. Replenish, repair and/or replace emergency equipment after the emergency. Organize for barricades and other traffic access control devices. Take all environmental mitigation majors. 	Do not be panic.


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8.0	GENERAL INSTRUCTIONS NEED TO FOLLOW IN CASE OF EMERGENCY:
	<p><u>IMPORTANT DO'S:</u></p> <ul style="list-style-type: none">➤ Operate the Siren to declare any emergency in case of Emergency Situation only by following the procedure of: 30 sec-10sec break-20sec-10sec break-20sec continue...➤ Clear and quick communication must be done to the emergency team by Emergency Communicator/ or by the person delegated by him.➤ Guide the employees/visitors/other interested parties to the way of Emergency Assembly point.➤ Help to other for evacuation and if needed carryout rescue of trapped or unconscious person with the help of emergency team.➤ Always keep clear the escape route and your work area to the emergency exit route.➤ Emergency exit route must be clearly marked in yellow color and guide arrow with green colour must be painted along with path way at certain interval to guide the employees to the Emergency assembly point.➤ Security personnel must guide to emergency agencies at the site of emergency.➤ Before evacuation employees must ensure that all machines, motors and other energy equipment's have been switched off or de-energized to avoid any unwanted incidents.➤ Fire Fighters & First Aider must report to incident controller and support to Fire and Rescue Team in his work as per the guide line of incident controller.➤ At assembly point all area In charge are responsible to carryout head counting and report to the incident controller for missing/available employees.➤ Employees carefully have to listen and get the instructions at Assembly point and have to act accordingly.
	<p><u>IMPORTANT DON'TS:</u></p> <ul style="list-style-type: none">➤ Don't operate the siren without getting confirmation of emergency.➤ Don't communicate to external agencies unless it is instructed by Incident controller.➤ Don't be panic – Don't crowd at work place, move fast towards the assembly point.➤ Don't operate fire extinguishers or other emergency control equipment's if not well trained.➤ Don't get trapped to yourself while doing rescue or firefighting or any of emergency control activity.➤ Don't disturb to emergency team while they are working to control the situation.➤ Don't hesitate to do help or to ask for any help.➤ Don't obstruct the access of emergency and firefighting approach way.➤ Don't escape to other place or don't get hid in office cabin/corners etc.➤ Don't take any short cut route for evacuation.➤ Don't hide any information related to emergency situation.➤ Don't leave assembly point area unless it is instructed to do so.

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9.0	EVACUATION WAY TOWARDS ASSEMBLY POINTS:
	Evacuation route as per Annexure-01
10.0	FIRST AID PROVIDING PERSONNEL:
	List of First Aiders as per Annexure-03 (Doc. No. IMS-808C002) who are the persons trained in providing first aid and are responsible for providing first aid treatment in case of emergency.
11.0	FIRE FIGHTING PERSONNEL:
	List of Fire Fighters as per Annexure-02 (Doc. No. IMS-808C001) who are trained in fire-fighting and are responsible for initial fire-fighting in case of emergency.
12.0	EMERGENCY SIREN:
12.1	Emergency Siren is different from the routine siren used for shift timings. When the Emergency Siren is blown, it lasts for 30 seconds continuously three times with the gap of 10 seconds. Emergency Siren is located in the shop-floor only, so that everybody in the shop-floor can hear the same. The switches for Emergency Siren are located at the following places:
	For Moraiya Unit:
	a. Insulation Supervisor Cubicle
	b. Winding Supervisor Cubicle
	c. Assembly Supervisor Cubicle
	d. Main VPD Control Panel Cabin
	e. Testing Office
	f. Testing Shop-floor below Office
	g. Dispatch Supervisor Cubicle
	h. Security Office at Main Gate
	For Changodar Unit:
	a. Winding Supervisor sitting place
	b. Maintenance Department
	c. Stores Dept.-Opposite to stores cabin
	d. Tanking Supervisor sitting place
	e. Outside Testing Cabin
	f. Dispatch Department
	g. Security Office at Main Gate
	For Odhav Unit:
	a. Near Winding Department Entrance
	b. Near Fire Extinguisher No. 8 in Assembly Area
	c. Stores Dept.-Opposite to stores cabin
	d. Security Office at Main Gate
	For Moraiya Admin Building:
	In Moraiya Admin building PA (Public Address) System has been installed at reception area under the supervision of reception employee, has been installed to communicate with building occupants during emergency. If employee/s got trapped inside lift, speaker communication media attached with telephone to lift cabin has been provided on each floor.

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**Plan for COVID-19
Exposure Prevention, Preparedness, and
Response**
*Developed by Transformers and Rectifiers (India) Limited
(TARIL)*

Transformers & Rectifiers (India) Limited takes the responsibility of health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. The Company is a proud part of the transformer industry, which many have deemed "essential" during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites. The Company has also identified a team of employees to monitor the related guidance that Ministry of Health & Family Welfare ("MoFHW") continue to make available.

This Plan is based on information available from the MoFHW at the time of its development, and is subject to change based on further information provided by the MoFHW, and other public officials. The Company may also amend this Plan based on operational needs.

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I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our all plants, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our plants. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact HSE & HR Head.

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;

- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

III. Work Place Protective Measures

The Company has instituted the following protective measures at all plants.

A. *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the work place and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company has provided the foot operated hand wash basin, liquid soap dispenser. Company has also provided alcohol-based hand sanitizers.

- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, it should be disinfected before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Do not use alcohol based sanitizer to disinfectant of vehicles and facility near hot surfaces and open flames.
- Employees are encouraged use the face mask inside the plant whether they are working or not.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

[Additional Jobsite Safety Precautions Include: Additional Precautions that May be Appropriate for Specific Companies, Business Operations or Projects].

B. Office Building and Production Plant

- Office buildings and production plant have been sanitized by the housekeeping team twice or thrice a day as per their convenience and they also maintain checklist of the same duly signed by area incharge by 1% solution of Sodium Hypo chloride.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Visitors

- The number of visitors to the plant, including the trailer will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving at plant. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the plant:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the Company will also provide:

- Mask: Mask should be worn at all times while on work place.

IV. Work Place Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, mask.
- Any trash collected from the work place must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Toilets should be cleaned by assigned toilets at least twice per day and disinfected on the inside. The Company will ensure that hand Sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- MHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.² Notwithstanding this, the Company will clean those areas of the work place that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).

-
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

V. Work Place Exposure Situations

- **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (14) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;³ and (2) at least seven (7) days have passed since symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert to the company and their recovery at (1)Resolution of fever without the use of fever-reducing medications and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

Manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

VI. Recordkeeping of confirmed Covid-19

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under MoFHW rule. MoFHW requires employers to record work-related injuries and illnesses that meet certain severity criteria. For purposes of COVID-19, MoFHW also requires employers to report to MoFHW any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

MoFHW has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, MoFHW is considering it an “illness.” However, MoFHW has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would *not* be work-related, and thus not recordable.

The Company’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to DISH if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

VII. Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

VIII. General Questions

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis.

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COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

COVID-19 Toolbox Talk

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

How is COVID-19 Spread?


COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. Spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

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COVID-19 Prevention and Work Practice Controls:


Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [MoFHW Guideline](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the jobsite where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
 - Any trash collected from the jobsite must be changed frequently by someone wearing gloves.

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Preparedness plan in case of sudden shut down of the plant for more than a week.

If there will be any necessity for production facilities or industrial plants to be fully or partially shut down, remain mostly unoccupied for a period of time, or operate with reduced staff. The following precautions should be taken to ensure the proper level of protection in these idle or partially idle facilities is being maintained.

Maintain all fire protection systems in service and good conditions. All fire protections systems must remain in service even when the plant is shut-down. There should be no planned impairment of fire protection during idle plant periods.

Maintain a core staff on site that could respond to an emergency. Even with automatic protection in service, manual response is needed to control and extinguish a fire. The core staff should include members from the various departments. Arrange and test communication equipment available to team members on and off-site as dictated by the situation. Ensure that the team has written plans to deal with any possible natural hazard.

Maintain adequate management control programs including weekly fire equipment inspections and loss prevention tours. Fire protection equipment must be properly tested, inspected and maintained even when the plant is shut-down. This includes testing of the fire pumps and sprinkler systems. These tests should be performed by an in-house pre-trained core team. Prepare to have minimal reliance on external fire contractors.

Take proper security measures (watchman, etc.) to prevent unauthorized access and vandalism. When the plant is not operating it may become the target of intruders.


Safe shut-down production equipment such as ovens, furnaces, etc. Follow the proper procedures to execute the safe and proper shut-down of all equipment and machinery. Take special precautions for fired equipment and machinery and equipment using flammable and combustible liquids.

Eliminate all controllable sources of ignition such as hot work, smoking etc. When the plant is only occupied by a core staff, all activities that create potential ignition sources should not be permitted.

Ensure that utilities such as electricity, natural gas, and water remain in service. Continuous supply of utilities is important to supply key equipment such as heating, lighting, etc.

Discuss the situation with the fire department and develop response plans taking into account the minimum level of employees available on site. With only a core staff

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on site, the fire department needs to consider these circumstances in their pre-emergency and response plans.

Monitor external risk such as flood and extreme weather. It is important to monitor the external situation and notify additional staff to prepare for a major incident such as a storm or flood event.

Interact with neighbours or adjacent property owners to keep them informed. Keep your neighbours informed of the situation in your plant and also communicate with them to keep yourself up to date with their situation.

Ensure the intranet is completely isolated from the public network or the firewall is impenetrable. There should be no cyber risk during the idle period. Ensure that the UPS is functional.

Develop plans and procedures for a safe start-up of the plant once the situation is back to normal. Follow the proper procedures for the safe start-up of machinery and equipment. Don't take short-cuts to speed up the start-up process.

ISSUED BY	APPROVED BY	DATE OF APPROVAL
SHARVIN PATEL	MANSUKH SOLANKI	10/01/2024

REVISION HISTORY:

ISSUE	1	2	3	4	5	6	7	8	9	10
DATE YEAR	01/09 2017	16/01 2019	01/07 2020	01/09 2021	20/01 2022	10/08 2022				

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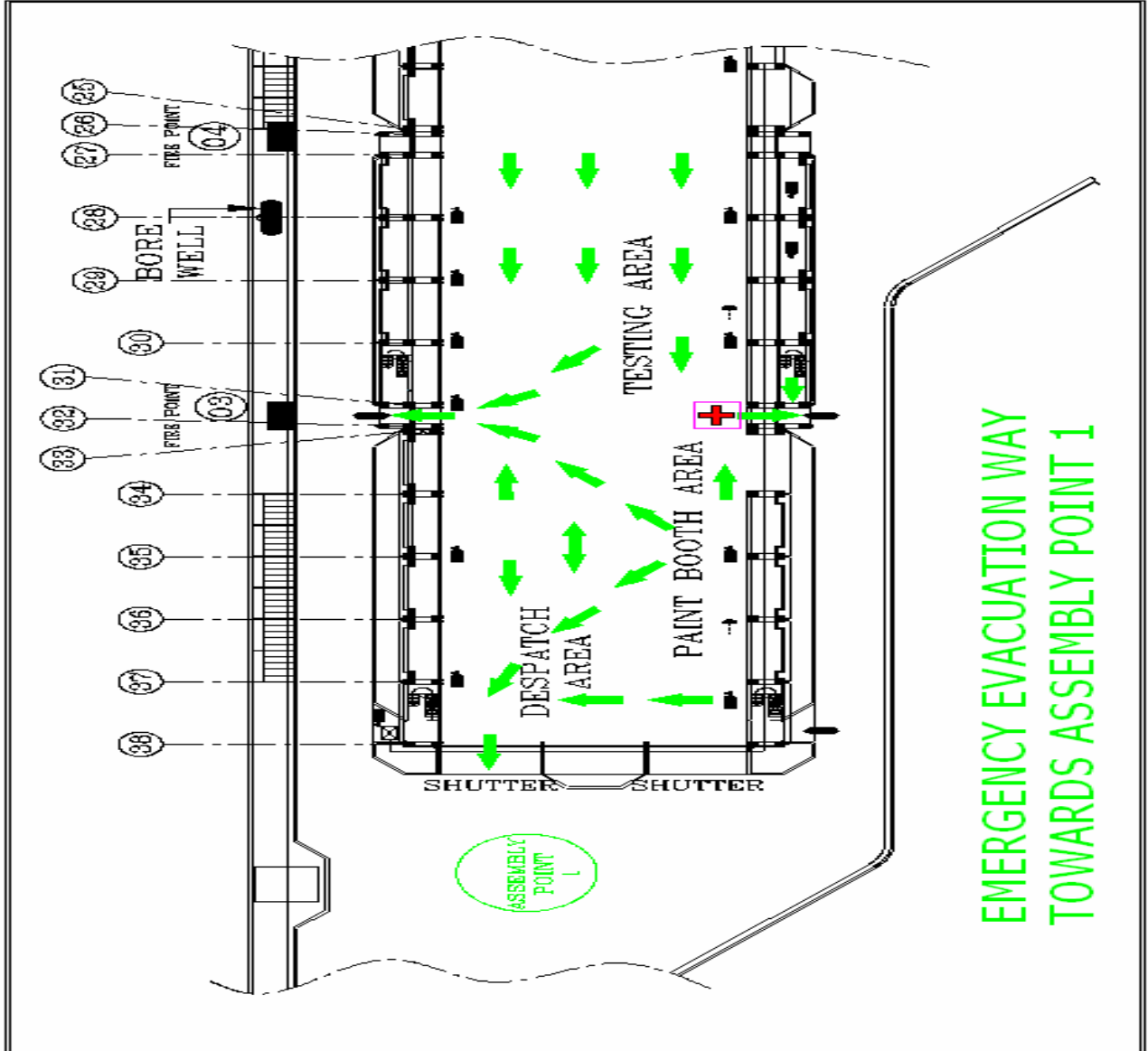
Document No. IMS-808C003

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ANNEXURE -01



**MORAIYA PLANT
(EMERGENCY EXIT TOWARDS ASSEMBLY POINT-01)**

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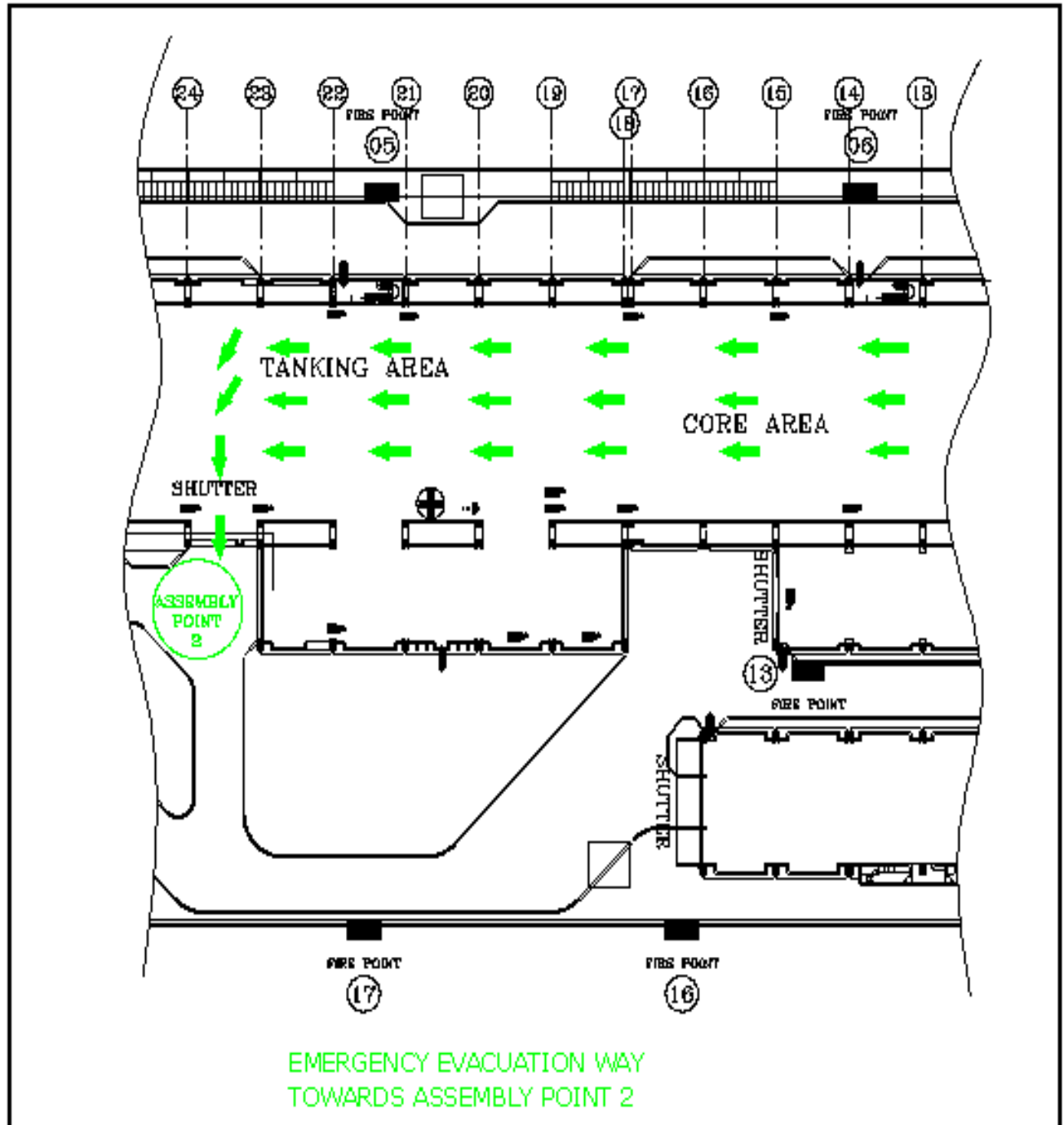


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MORAIYA PLANT
(EMERGENCY EXIT TOWARDS ASSEMBLY POINT-02)

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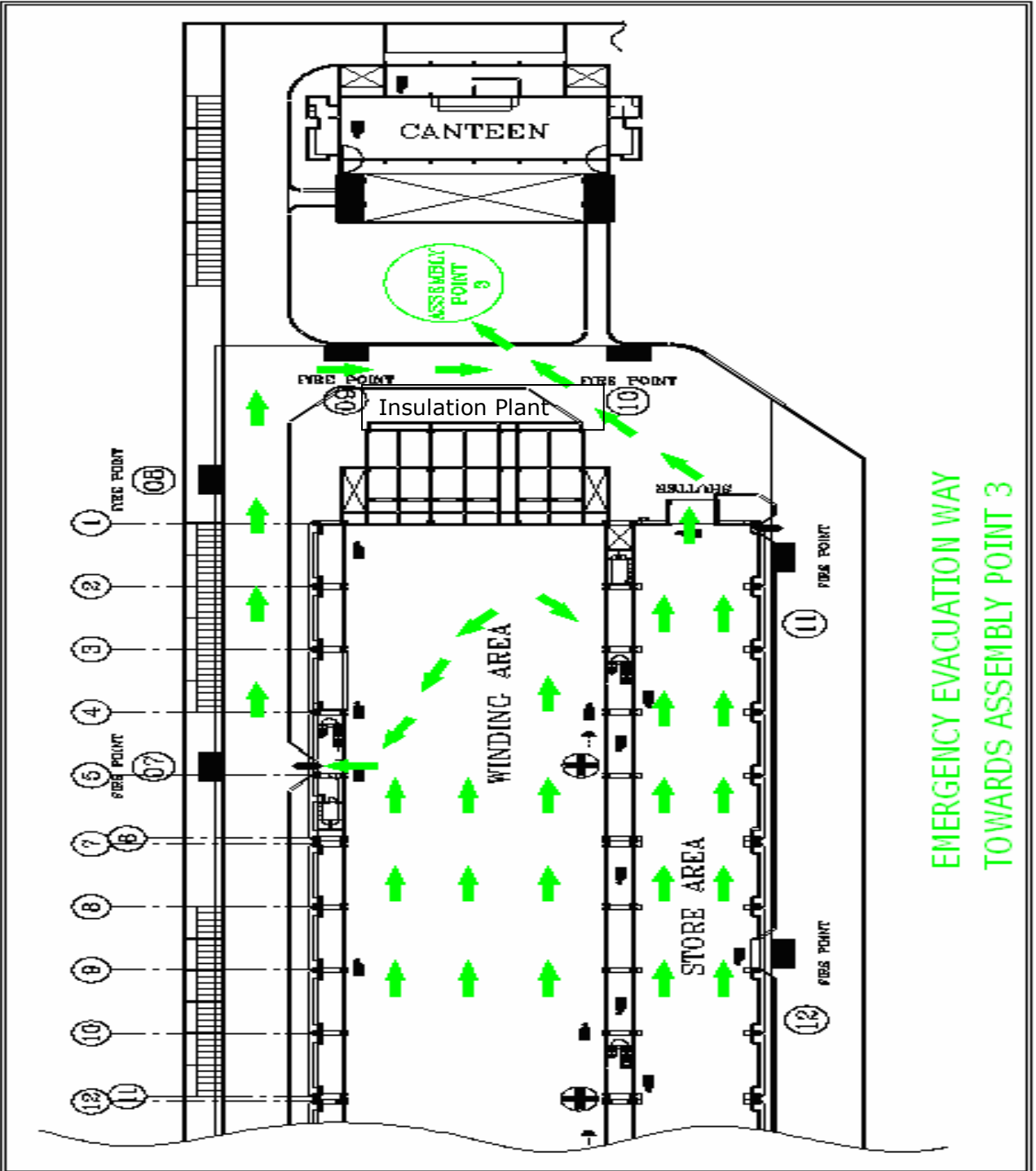


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MORAIYA PLANT

(EMERGENCY EXIT TOWARDS ASSEMBLY POINT-03)

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NOTE : ← TOWARDS FACTORY → TOWARDS MAIN GATE

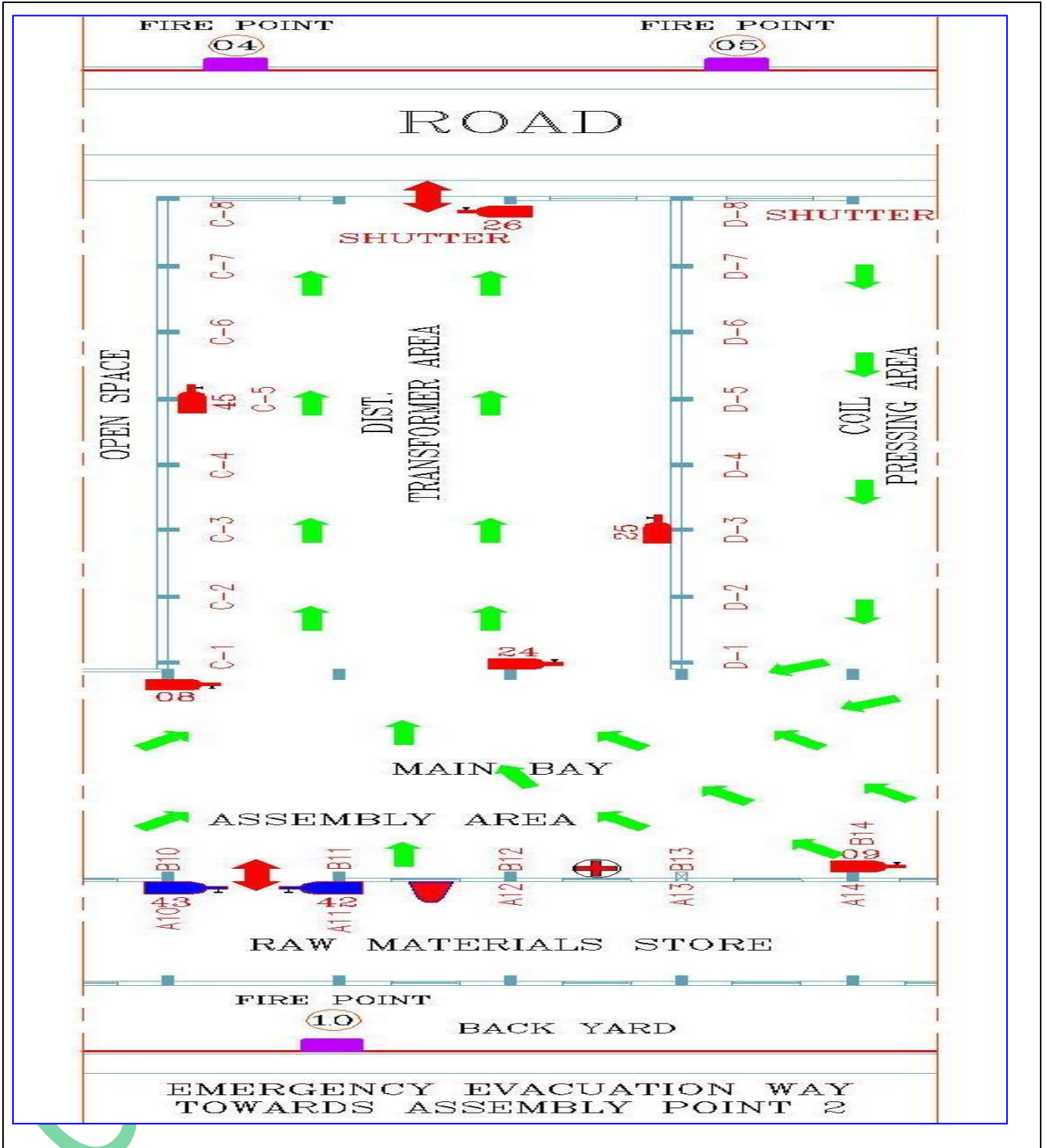
1. ASSEMBLY POINT IS OUT SIDE MAIN EXIT AT GROUND FLOOR TOWARDS PARKING AREA
2. PLEASE USE PA SYSTEM TO ANNOUNCE THE EMERGENCY

			AS ON DATE : 01/05/2014	GROUND FLOOR PLAN MORAIYA ADMIN BUILDING		TRANSFORMERS & RECTIFIERS (INDIA) LTD. MORAIYA, AHMEDABAD UNIT
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MORAIYA PLANT-ADMIN BUILDING (GROUND FLOOR)
(EMERGENCY EXIT TOWARDS ASSEMBLY POINT-04 NEAR MAIN GATE)


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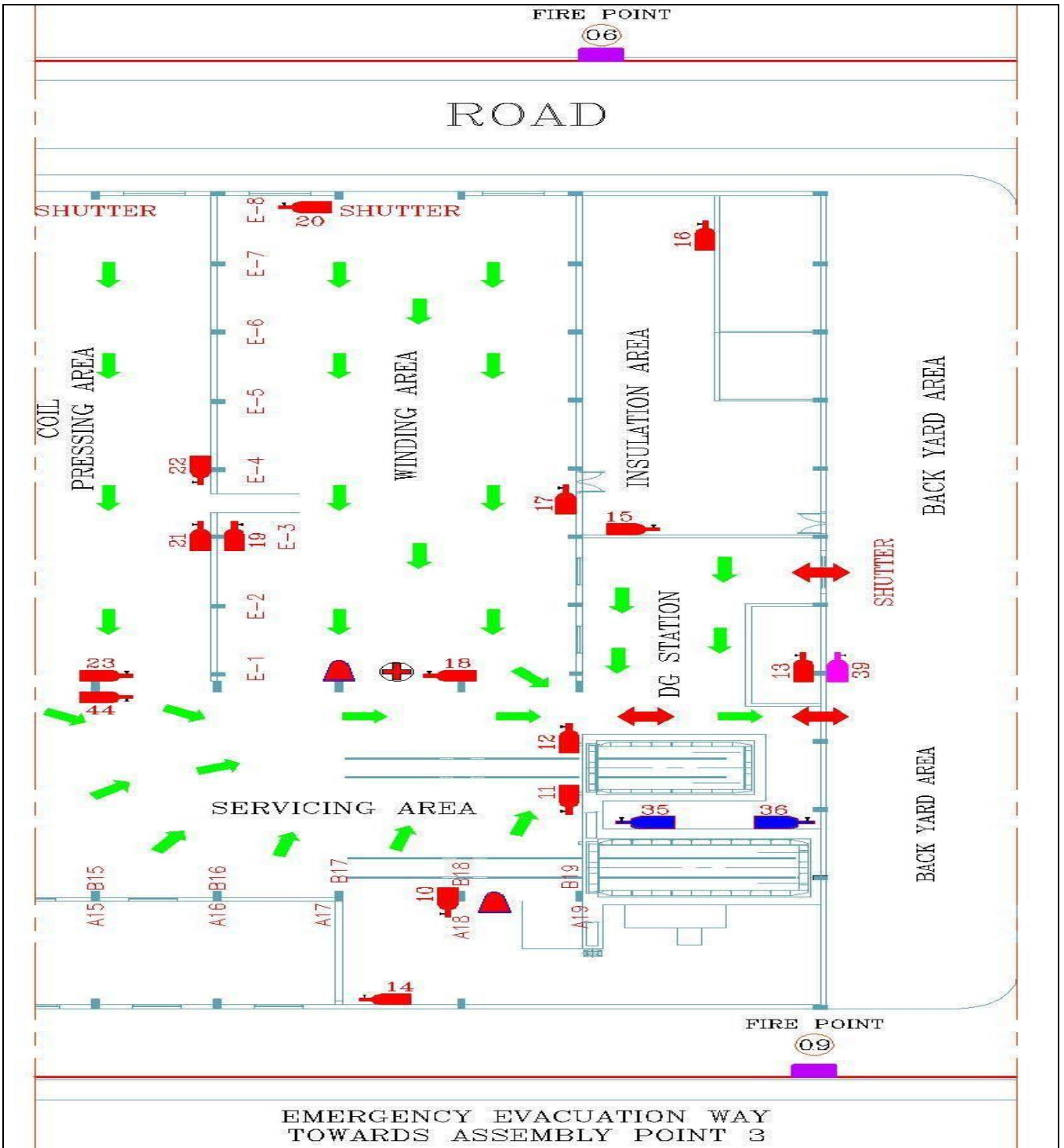
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**CHANGODAR PLANT
(EMERGENCY EXIT TOWARDS ASSEMBLY POINT-02)**


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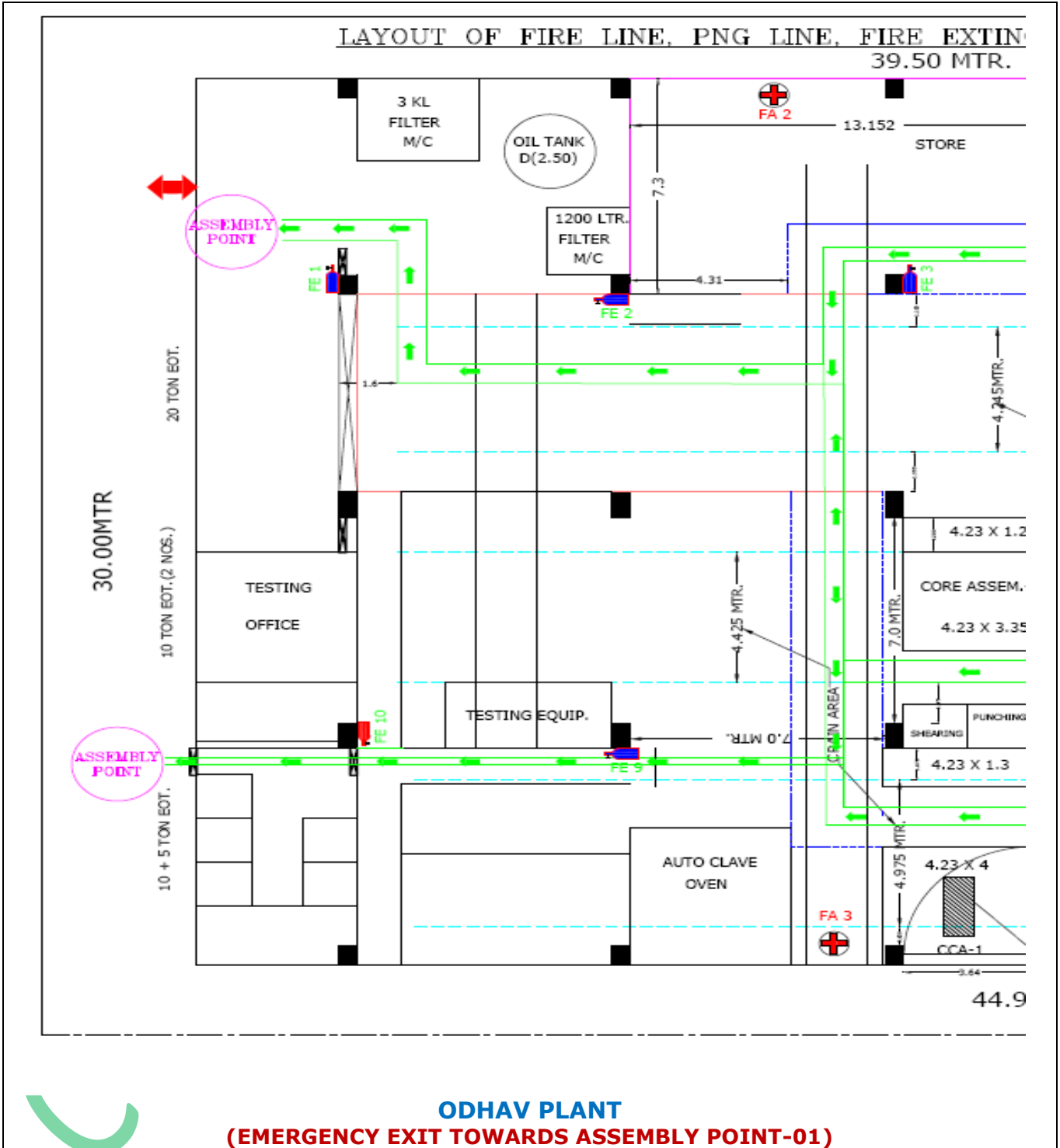
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CHANGODAR PLANT
(EMERGENCY EXIT TOWARDS ASSEMBLY POINT-03)

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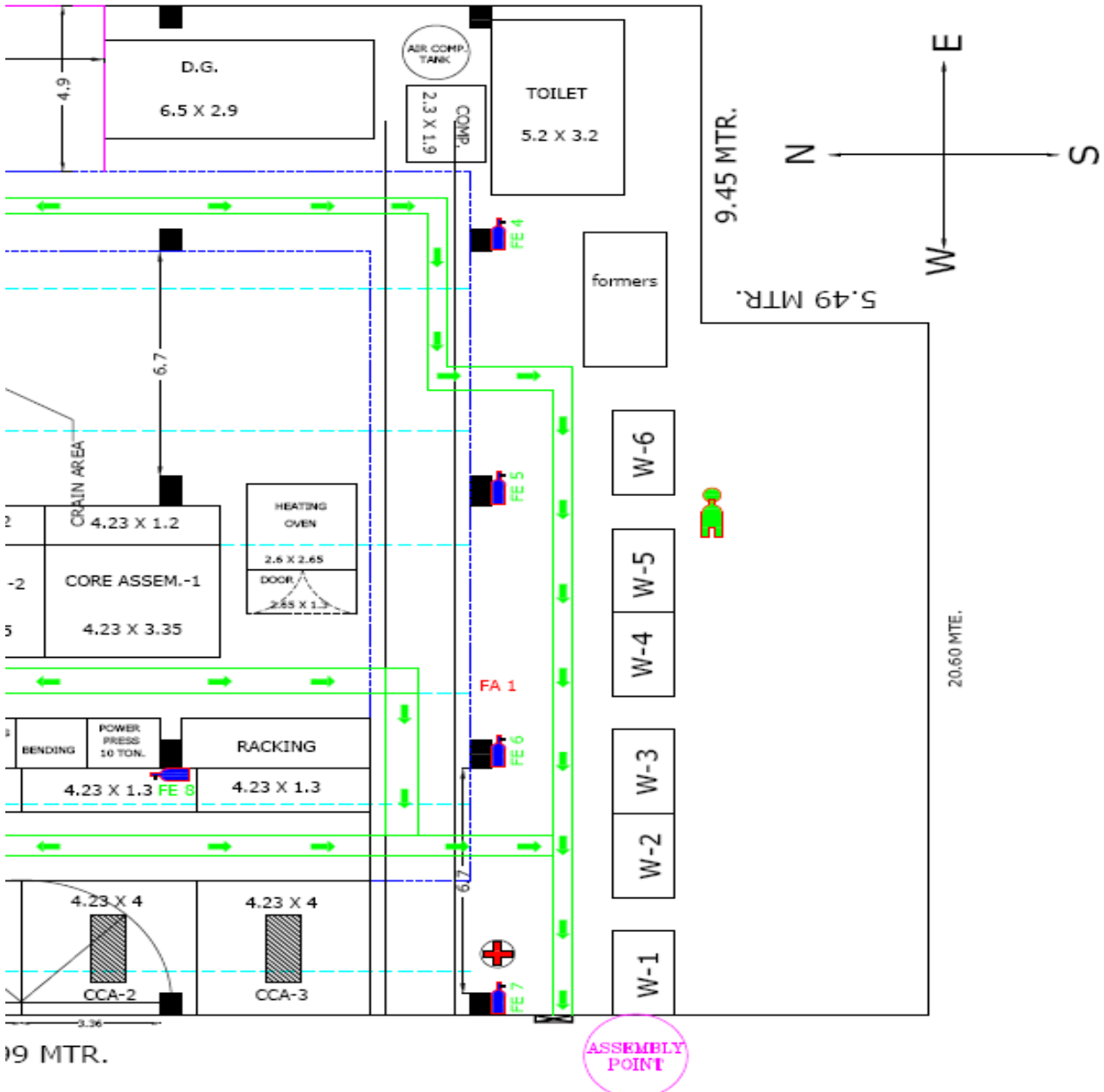
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GUISHER, FIRST AID BOX & ASSEMBLY POINTS



ODHAV PLANT

(EMERGENCY EXIT TOWARDS ASSEMBLY POINT-02)