



HEALTH AND SAFETY MANAGEMENT SYSTEM

OHS-Vertexplus Technologies Ltd
(Noida)

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VTL	Health and Safety Plan
	Vertexplus Health and Safety Plan

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Health and Safety Plan

>Executive Summary

Vertexplus Technologies Ltd is engaged with Nokia as a technology partner to offer Telecom TI work as defined in the SOW for the business.

>Background

Outside Plant (OSP) services cover the infrastructure needed to connect telecommunication networks, including fiber optics, copper cables, and other essential components for network reliability. We specialize in the design, installation, and maintenance of outdoor telecom infrastructure. Our team ensures a seamless integration of both aerial and underground telecom installations to meet the most challenging network requirements. We leverage advanced technology, adhere to safety standards, and ensure timely delivery.

Company Values

Values

We value **RELATIONSHIP** more than anything and we always strive to ensure that our dedication reflects in everything that we do.

We value **INTEGRITY** and we always follow honesty, and transparency in all our business transactions.

We value **COMMITMENT** and we always endeavor to deliver desired output in the best equations of time and cost.

We value **RESPONSIBILITY** and we always try to induce excellence and innovation to surpass our clients' expectations

We value **COLLABORATION** and we always adopt our clients' work as our own which helps us in working beyond the apparent requirements, and creating winning solutions.

Safety Standards

We prioritize safety by following strict industry standards and safety protocols for all outdoor plant installations, ensuring secure and risk-free operations.

Vertex Health and safety Policy-



VERTEXPLUS QHSMS POLICY

VERTEXPLUS is committed to Quality and Occupational Health & Safety of our employees and other stakeholders.

Guiding Principle-

Improve customer satisfaction by consistently delivering high-quality services that meet or exceed customer expectations and requirements.

Provide safe and healthy working conditions tailored to the nature of our Operational Services and Maintenance activities, addressing quality, health, and safety (QHS) risks and opportunities to prevent work-related injuries and illnesses.

Comply with all applicable workplace safety and health laws, regulations, industry standards and codes of practice relevant to the operations.

Continually enhance the effectiveness and performance of our Quality, Health, and Safety Management System (QHSMS) through regular monitoring, evaluation, and annual policy and objective reviews to ensure ongoing relevance and suitability.

Our top management is committed to safeguarding the health and safety to our employees and other stakeholders and providing the necessary support, leadership, and resources appropriate to the purpose, nature, and scale of our operations.

Our QHSMS policy and objectives is communicated to all personnel in the company and to our suppliers, customers, public and any other interested parties upon request or whenever necessary.

The objectives of QHSMS are as follows, but not limited to:

- Impart structured training, augment skills and promoted right behaviour for effective OHS Performance.
- Meet or exceed all applicable legal and other compliance obligations in every region of operation.
- Strive for zero workplace injuries and illnesses each year through proactive hazard identification, mitigation and employee engagement.
- Ensure full compliance with all relevant environmental, health, and safety regulations, codes, and industry best practices.

Director



Date: 03-05-2025

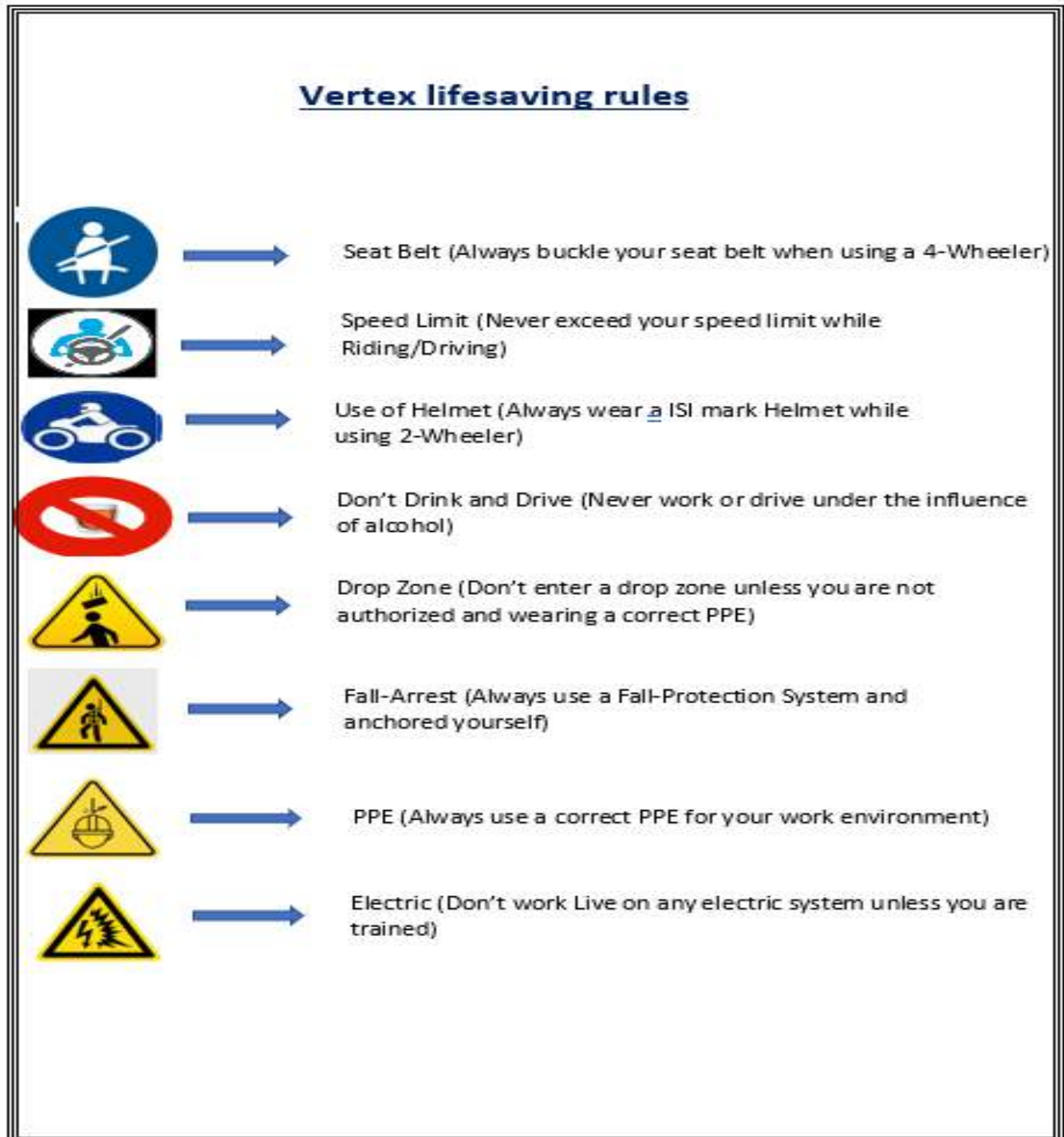


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Vertex Lifesaving Rule-



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Purpose and Scope

This H&S Plan is prepared to declare the positive commitment of Vertexplus Technologies in ensuring the Health and Safety performance.

The content of this Health and Safety Plan & the related standards and policies shall be obeyed at all times. Violations against the requirements set out can result in the most severe consequences to the persons, safety supervisor and the managers.

The purpose of this plan is to provide a brief detail of the high-risk activities, the organization and the preparations put in by Vertexplus Technologies to ensure that safe process that would be adhered to by the organization during the activities.

Vertexplus Technologies Management shall update, upgrade and review the document at least once annually to align with the company safety objectives.

Scope

The scope of work assigned to Vertexplus Technologies is

- Installation and Commissioning of 2G,4G,TDD,5G
- Dismantling of 2G,4G, TDD,5G
- Installation and Commissioning of Microwave Antennas
- Dismantling of Microwave Antennas
- BTS Installation and Deinstallation
- Lifting and Lowering of Material
- Antenna installation /Feeder cable laying
- GSM Antenna, MW Antenna, GPS Antenna installation. Feeder installation GSM Antenna to BTS.
- GSM Antenna replacement.
- Feeder cable laying proper guideline.

BTS /MW Installation

BTS installation. RF module replacement.

CPRI cable replacement.

MW Antenna installation. MW antenna alignment.

IF cable installation & laying proper way of Quality. ODU replacement.

Unpacking

➤ Dismantling of BTS with its accessories & MW HUAWEI BTS dismantle including BBU, CPRI cable. GSM Antenna dismantle.

RF module, RF jumper, RF cable dismantle MW Antenna dismantle.

ODU & IDU dismantle.

➤ RF or IF cable connector installation/replacement/maintenance

Indoor & outdoor Feeder cable & IF cable connector making. Outdoor Feeder & IF cable replacement.

Feeder cable & IF cable maintenance of proper way so as not to damage.

➤ Relocation of BTS and /or MW with its accessories

BTS & GSM antenna relocate.

Feeder cable, RF module, RF Jumper relocate. IDU & ODU relocate.

MW antenna, IF cable, IF connector relocate.

➤ Swapping of RF Antennae and MW Antennae

GSM antenna swapping. RF module swapping.

RF jumper swapping.

MW antenna & ODU swapping. IF connector swapping.

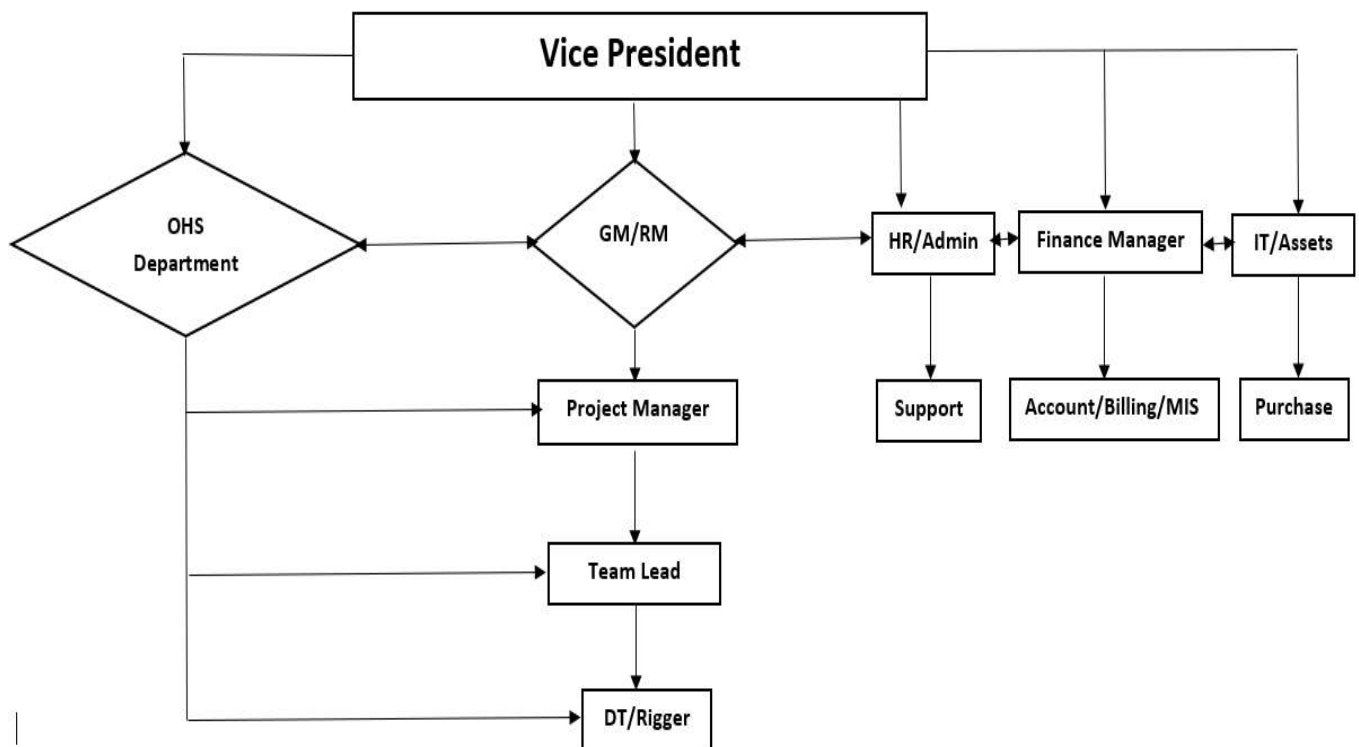
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- Laying or Removal of feeder & IF cable Feeder cable laying with cable ties & cable clump. Damage Feeder cable remove. IF cable laying with cable ties. Damage IF cable & cut cable remove.
- Alarm rectification
IDU alarm or MW alarm rectification. BTS alarm rectification.
VSWR alarm rectification.
- RF
Drive test with tools. Swap drive test & tools.
- Transportation & logistics
Packaging of Goods
Packaging goods moving to Site location to warehouse location.
- Material Lifting up/Down
GSM Antenna lifting
MW antenna lifting GSM antenna & MW antenna put down
RF module, RF cable & IF cable lifting & put down

Some of the high risks and hazards that the activities would involve are

1. Work at height
2. Fall from Height - man and material
3. Lifting & lowering of material
4. Mechanical Work

1. Organization Chart:



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Escalation Matrix

Sr. No	Designation	Name	Contact No	Email ID
1	Vice President	Md. Zeegham Khan	7230986986	Zeegham.khan@vertexplus.com
2	NPO Head	Vishwas Yadav	9990035731	vishwas.yadav@vertexplus.com
3	Business Manager	Souvik Ghosh	9958298819	souvik.ghosh@vertexplus.com
4	Regional Manager	Chatter Singh	7696043414	chatter.singh@vertexplus.com
5	OHS Lead	Abhishek Sharma	9166235000	abhishek.sharma@vertexplus.com
6	OHS Inspector	Abhishek Sharma	9712503402	abhishek.sharma@vertexplus.com
7	Coordinator Cum RNO	Mohit Kumar	7017036219	mohit.kumar@vertexplus.com
8	Coordinator Cum RNO(KTK)	Md. Amjad Pasha	9901844482	amjad.pasha@vertexplus.in

The complete installation team at site will be reporting to Project Manager –

2. The roles and responsibilities of key persons of the organization are as below:

Project Manager:

- Implement the engineering delivery Health & Safety Management regulations in the projects.
- Primary owner for the project Health & Safety Management
- Communicate with customers, subcontractors, and project teams on the health & safety status in a timely manner.
- Establish the project Health & Safety Management System and provide proper
- Resources to ensure safe project performance.
- Health & Safety Management System is effectively constructed, implemented, retained, and will constantly improve.
- Organize Health & Safety trainings to project teams and subcontractors and convene
- H&S regular meetings.
- Organize the H&S control and sampling, accident investigation and reporting, and punishment upon violations during the engineering delivery process.

Central H&S Lead:

- Immediate owner for the project Health and safety management.
- Organize, coordinate, and monitor the establishment, implementation, and
- Retaining of the Health & Safety Management System, ensure that the project management complies with the H&S requirements, and ensure the occupational health and safety of employees.
- Recognize and control the risk sources in the project delivery, make emergency response plan, and popularize the H&S knowledge to employees by training and publicizing.
- Organize the evaluation and checking and report to the project manager about the operation status and improvement requirement of the Health & Safety
- Management System.
- Assist the project manager in communicating with customers, employees, and give the publicity about the Health & Safety Management System.

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- Establish a comprehensive documentation system for the H&S management and record and document the management process.
- Perform timely and effective handling on the H&S accidents to minimize the impacts of the accidents.
- Weekly governance meeting to be done.

3. Employees and 1@Risk: {this is for resources directly involved in delivering the job}

- Clearly understand the Health & Safety risks involved in the work, take adequate risk-preventive measures, and perform operations strictly according to the Safety Regulations to ensure the personal safety of himself/herself and others.
- Report Health & Safety risks to H&S managers and request for professional trainings and adequate protection equipment.
- Call the Emergency number (Abhishek Sharma 9166235000) if get aware of any serious accident and first aid till emergency team arrives.

EMERGENCY CONTACT NUMBER

Sr. No	Designation	Name	Contact No	Email ID
1	OHS Lead (Central)	Abhishek Sharma	9166235000	abhishek.sharma@vertexplus.com
2	OHS Inspector	Abhishek Sharma	9166235000	abhishek.sharma@vertexplus.com
3	Coordinator Cum RNO	Mohit Kumar	7017036219	mohit.kumar@vertexplus.com
4	Coordinator Cum RNO(KTK)	Md. Amjad Pasha	9901844482	amjad.pasha@vertexplus.in

Promptly report to the H&s manager and immediate director when accident occurs and take appropriate emergency measures and protect the accident scene.

4. Relevant H&S Accreditation

The Vertexplus Technologies Ltd has an adopted the system of ISO 45001:2018 and ISO 14001:2015 for all its operations. The ambit of the Certification also covers the H&S being delivered to their costumers

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ISO Certifications-



5. Risk assessments and safe systems of work

Based on the delivery scope, a preliminary hazard identification and risk assessment is conducted and the potential risks have been listed with the detail of controls measures to be adopted. The Hazard Identification & Risk Assessment process would be a twofold activity. The final assessment of work shall be done at the site thru an Onsite risk assessment and work permit process aligned to the customer requirements.

- A task specific 'pre work' (before starting on site) hazard identification audit must be
- Undertaken

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- iii. Highlight control measures intended to minimize risks to acceptable safe levels
- iv. All resources are medically fit - annual medical fitness check will be conducted as per company safety process
- v. Only a competent person will evaluate & identify the risks, apply for a permit to work and shall supervise the safe system of work.

Activity	Hazards & Risks	Control Measures/ Mitigation plan	Residual risk Yes/No	Acceptable /Not Acceptable remarks
Travel to & from site	1. Highway travel- Fog, Rain and Hail Storms 2. Road accident- Over speeding, Pit Holes 3. Vehicle breakdown 4. Natural disasters- Land-slides, heavy Rain.	1. Use of safe vehicles, 2. Use of seat belts by all passenger 3. Journey management 4. Having emergency kit in vehicle 5. Using trained driver for Travel.	Yes	Acceptable
MW Radio I&C, 2. MW Deinstallation 3. Antenna Alignment, 4. BTS Installation, 4. BTS Dismantling.	Work at height concern, Lighting visibility Working in Social disturbed Area Risk fall from Height, injury, Causality	Supervisor must be authorized and trained, and competent to work at height. Supervisor must be trained on safety compliance (Filling PTW) All 1 @risk must be medically fit SOW and Associated risk to be communicated to all 1 @risk. Any high-risk job must be performed in group in presence of Supervisor In case of work is carried in area which required isolation, need to ensure PTW issued by Qualified Supervisor and Rigger All 1 @Risk must be equipped with applicable PPE (EN Standard Authorized by latest telecom company trend) that are fit for use Presence of relevant tool and equipment at site in working condition and pre inspection will conduct Barricading Signage tapes/markings to be provided in WIP Area and Drop zone Permission must be in place from all Concern authorities. No height work in dark hour/ night, our Proper PTW filling with putting relevant Snap	Yes	Acceptable

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Material unboxing and cable cutting	1. Sharp edge objects (Knife) 2. Heavy item movement (without team Help)	1. Use of protective gloves 2. Training on safe unboxing 3. Follow OEM SOP(standard operating process) 4. Take help with Team while Shifting the material.	Yes	Acceptable
Lifting of material	Slippage of tool of tool Fall of material injury /fatality	Use EN standard customer Approved Material Lifting Kit and Process Use of proper tool bag Presence of lifting plan	Yes	Acceptable
Climbing on GBT Tower /roof top / unprotected edges	1. Fall of person from tower while climbing and working (without anchoring and not using Proper PPE) 2. Injury /fatality (Major Injury) 3. Fall of person from edge (while working on Roof top where there is no railings) 4. Heat & other environmental hazards (between the month of April to June(Peak Summer season))	1. Use of approved EN standard PPE 2. Presence of Supervisor 3. Work after Approved PTW and ensure proper barricading and make the drop zone. 4. We will deploy only Farm tocli training trained resources. 5. Summer tool box talk training to be imparted 6. Plan the work according to low effect of heat.	Yes	Acceptable

In addition to the above the following H&S Standard of Nokia Shall be observed and implanted to carry out the activity in safe manner. We agree to abide customer policy and procedure on high-risk activity i.e. HSW policy.

We will comply with all safety standard mentioned below for every project in current and Future as per their applicability:

- VTL Work at height standard
- VTL lifting control standard
- VTL Road safety standard
- Incident reporting and investigation standard
- VTL consequence management matrix

Work at height standard

The control measure for working at height that would be considered and reviewed before the start of job are

- Planning new activities involving W@H must start with a formal risk assessment.
- A drop zone must be identified, demarcated and controlled to prevent unauthorized entry within drop zone.
- Minimum of two trained individuals must be available on site for all W@H to issue work permit, monitor the job and support in case of emergencies

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- At least two anchorage points must be available for regular tasks.
- Wood and bamboo must not be used for scaffolding or ladders
- Ladder used for W@H must be suitable for the purpose and must not pose any additional risk e.g. for electrical works, fiber reinforced plastic (FRP) ladders would be used.
- For access/ short work on ladders limited up to 4 meters, the following requirements would be additionally ensured:
 - a. Pre-use physical inspection by user to check any damages on ladders,
 - b. A person to support the ladder when person is working on it,
 - c. Safety helmets with chin strap and shoes worn by all. Safety harness to be used whenever there is an independent anchorage point.
 - d. Area cordoned off to prevent fall of material/ injury to passerby.
 - e. Personnel trained on module for safe working on ladders.
- If W@H is to be undertaken on street/ any location with vehicular and/or pedestrian traffic, control measures like hard barricading, cordoning off, warning signs, signal man, etc. As appropriate must be in place before commencement of job to prevent any stoppage of work, danger to people and also to restrict unauthorized access. The barricading/ warning signage must be such that they are visible at day and night
- Only trained personnel must work at height. The training must be refreshed once in every 2 years. The training module must cover aspects of fall arrest and rescue management and the training service providers must be approved as per customer HSW team.
- All personnel who work at height must be certified medically fit by a medical practitioner every year.
- A permit to work (PTW) must be issued, on site, prior to commencing W@H. PTW for W@H is not required to be issued for short/ access work on ladders or where there is a possibility of fall of less than 1.8 meters high. For more details of PTW requirements refer to customer permit to work guidelines.
- A new PTW must be raised for every change in Man, Method, Machine, Material and Process. Old PTW must be closed in case of any changes w.r.t Man, Method, Machine or Process while working at the site and new PTW must be raised.
- A toolbox talk must be given prior to the start of W@H by Supervisor on the real time risk mitigation controls
- Some further control measures for working at height that would be considered during the job are
 - i. Only partner Approved personal protective equipment (PPE) must be used for W@H. Especially full body adjustable fall arrest & rescue harness with two front attachments, 2-meter polyamide lanyard with energy absorber & scaffold hook, confirming to European Standards e.g. EN:361, EN 354, EN 355 and EN 358 must be used while working at height. Other PPEs like safety shoes, helmet, gloves, and Reflective wear must be used as appropriate for the task
 - ii. Personnel working at height must be anchored during the entire course of ascending, descending as well as during work at height.
 - iii. W@H must not be done during extreme weather condition and must be restricted during hours of darkness and would be conducted only with due approvals in
 - iv. Business-critical scenarios
 - v. Ensure that the climbing path and the working environment sufficiently illuminated by a stationary lighting
 - vi. Mobile Elevated Working Platforms (MEWPs) to be used for W@H where necessary and must be fit for purpose, operated by authorized personnel
 - vii. Journey management/ lifting work/ street work involved while undertaking W@H must be in accordance with the requirements of customer

Guideline on Working at Height

Ladders are commonly used in most work places. However, the risks involved in using ladders are usually underestimated. Falls from ladders account for many serious work-related injuries each year. Lifting or carrying ladders and ladders collapsing or falling also cause many injuries. Ladders should only be used where the risk assessment shows other work equipment is not suitable and where the work activity is light work, low risk and of short duration.

Do's:

- Do ensure to wear helmet if the height is more than 1.8 meters.
- Do a daily pre-use check PPE's
- Do secure your PPE's
- Do set up the ladder on firm ground, never on a moveable surface, e.g. pallets, blocks, etc.

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- Do have a strong upper resting point while climbing tower
- Do have ladder at a safe angle (1 out for every 4 units up)
- Do use for short duration work only
- Do use for light work only
- Do grip the stiles while climbing

Don'ts:

- Don't overreach, keep your belt buckle between the stiles, both feet on same rung
- Don't carry out work which causes sideways loadings
- Don't work on top three rungs, or top two steps for stepladders
- Don't straddle an A frame ladder
- Don't move a ladder while standing on the rungs
- Don't slide down the stiles
- Don't extend a ladder while standing on the rung Anchor points in 6 steps

A competent person well-versed in identifying hazards and evaluating safety equipment must inspect permanent anchor points annually, though more frequent checks may be necessary. Anchor points and fall arrest systems often have unique inspection requirements. The user manual will contain manufacturer recommendations for inspections, including the ideal inspection schedule. Ensure proper documentation of these inspections by keeping the following information:

- The name of the competent person performing the inspection
- The date the inspection was completed
- The inspection's findings, including any changes made to the system

Lifting controls standard

Various precautionary measures must be put in place to control the risk associated with heavy material handling and lifting and before commencing work. All material lifting activities must be undertaken following applicable lifting method statements covering aspects

- Anchor points
- Load anchoring and slinging methods
- Rigging principles with a controlling device in the system
- Rope knots
- Lifting and lowering techniques using pulley systems
- Manual handling including machine and tools handling, lifting techniques
- Material fall protection.

Loads more than 100 kgs must be lifted through mechanized lifting by means of lifting machines like cranes, etc.

- Each material lifting activity must be supported by a site-specific lifting plan as per the template in 'Appendix 1-Site Material Lifting Plan'.
- Additional risks including but not limited to contact with electrical wires (LT/HT), stuck with tree / branches / other fixed structure, unstable substances, must be Considered and mitigated appropriately.
- A drop/ exclusion zone must be defined, demarcated and access restricted with consideration of vehicular and pedestrian movement during any lifting operations.
- When using mechanized lifting equipment, working load limit (WLL) must be clearly marked on the hoist or sling tag and must never be exceeded.
- Lifting activities must be undertaken after ensuring that all lifting tool/ equipment are visually inspected by lifting supervisor prior to use for load lifting.
Various precautionary measures must be put in place to control the risk associated with heavy material handling and lifting during the work
- lifting operations must be carried out by authorized, trained and physically fit resources using a permit to work (PTW)
- All material lifting activities must be supervised by authorized and trained lifting supervisors

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- Only low stretch kernmantle ropes must be used for lifting operations.
- All personnel must use Approved standard lifting equipment and personal protective equipment (PPE) while lifting the loads. The following PPEs, compliant with applicable EN/IS standards need to be used by all persons
Undertaking lifting activity:
 - a. Full body safety harness as EN standard and Work at Height Standard
 - b. High visibility weatherproof clothing
 - c. Safety footwear
 - d. Hard hat
 - e. Eye protection
 - f. Gloves
 - g. Noise protection where required
- Right combination of lifting method and pulley system, as decided by lifting supervisor with consideration of the load and the manpower available and as specified in the lifting plan, must be followed.
- It is preferable to avoid assembly of multiple loads during lifting. Any lifting activity must have at least 02 persons.
- The center of gravity must be considered during the load tie-off and slinging phase.
- Nobody including the rigging team should work under suspended loads during lifting operations.
- For common and or public facilities/pathways which fall under the drop/ exclusion zone and cannot be barricaded and cordoned off during lifting operations, applicable precautions like supervising, announcement, alert must be conducted at the time of material movement/ lifting to prevent harm to the member of public/ property.

Occupational Road Risk & Driving Safety

This section gives a basic understanding of the Road Safety provisions that would be implemented for movement of man and material

Vehicles hired for the work purpose must be maintained in roadworthy conditions & must be less than 4 years old (tenure requirement is exempted for warehouse vehicles and buses). If the road worthiness of the vehicle is proved through Authorized agencies on annual basis, then the vehicle age up to 6 years can be hired.

1. All vehicles must carry a valid Taxi-permit
2. All hired vehicles must have well maintained emergency kits
3. All vehicles hired for business for more than 30 days must have mandatory telematics (GPS to monitor - over speeding, night driving between restricted hours of 2200 hours to 0500 hours & Continuous driving for > 3 hours)
 - Drivers are instructed not to carry unauthorized load/ passenger in vehicles deployed for employee/ material transportation
 - Driving during dark/restricted hours must be with due approvals and with Travel @ Dark Hours Permit
 - Driver must have a valid driving license (learning license is not allowed) for the kind of vehicle to be driven.
 - Drivers must be trained on defensive driving as per approved module and from Approved training companies
- All vehicles must have manufacturer provided seatbelts installed and functional for all seats / occupants. All seatbelts must be of retractable type. Lap seat belts are prohibited.

Permit to Work (PTW system)

A permit would be issued only to a trained and competent person after due risk assessment at site. In absence of an internal Work Permit process, Vertexplus will follow the Nokia procedure for Permit to Work through CIAT portal. PTW request must be made for every change in Man, Method, Machine and Process.

Tool Box Talks (TBT)

Team leader should conduct tool box talk every day morning following topics, as per applicability for the days' work:

1. Discuss the days' work to be completed
2. Discuss the tools and PPEs to be used
3. Discuss the required permits to be issued.
3. Review Safe Work Method statement and ensure control aspects are followed during the day

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Training requirements

It is of utmost importance to VTL that every employee including its subcontractor

Employee is given induction training before commencing work on the project site for the first time. Besides the H&S Induction training there would be specialized training for each area of operation for high-risk activities like Work at Height and driving. All safety training will be executed before project implementation, VTL Project H&S Manager and Sub-contractor Project Manager is the training owner.

Medical Fitness certificate:

New Medical Fitness certificate format to be used for all 1@risk resources for medical check-up and medical certificate validity is one year.

Training matrix detailing mandatory training

Following mandatory training will be ensured

Type of Training	Responsibility	Frequency	When	Target
Induction training on basis safety including expect the unexpected (ETU)	Partner (through Safety Manager /Line Manager of Partner)	Monthly	During Joining	All Member
Tool Box Talk	Site Supervise	Every Day	Before starting of activity	All 1@risk involved in the activity
Annual Medical Fitness Check (Standards to be followed)	Partner through certified medical practitioner	Yearly	Yearly	All 1@risk involved in the activity

Aside to that, following specialized Training requirement for various Jobs will be ensured depending On Job type.

Type of Training	Responsibility	Frequency	When	Target
Fall arrest Rescue Management Training - Tower Climber	Partner (through Customer approved 3rd party training Vendor)	Once in Two year	Before starting work@ height	1st time rigger

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Fall arrest Rescue Management Training – Refresher	Partner (through Customer approved 3rd party training Vendor)	Once in Two year	During Job	Certified rigger and once in two years for FARM ToCli certified rigger
Material Lifting Training (MLT)	Partner (through Customer approved 3rd party training Vendor)	Once in Two year	During Job	At least 1 person in a team
Defensive Driving training	Partner (through Customer approved 3rd party training Vendor)	Once in 2 Year	Before starting job	As per Guidelines
First Aider	Partner (through Customer approved 3rd party training Vendor)	Once in Two year	Before starting job	As per Guidelines

Roles/	Types of Training						
Resources	General Induction, ETU & effective Supervision	Life Saving Rules	2w Defensive Driving (as per applicability)	4W defensive driving	Electrical	Work at Height (FARM Training)	First Aider
Engineer	Yes	Yes	NA	NA	NA	Yes	Yes
Project Manager	Yes	Yes	NA	NA	NA	NA	NA
Supervisor	Yes	Yes	NA	NA	Yes	Yes	Yes
Technician	Yes	Yes	NA	NA	Yes	Yes	Yes

Personal Protective Equipment (PPE)

For all high-risk activities involved in the Project, suitable and appropriate PPE shall be put in use. **Vertex plus Technologies** would ensure that all its Sub-contractor's PPE is aligned with the PPE requirements and risks to which they are exposed. Subcontractors shall keep records of the regular maintenance checks planned and carried out on their PPE as required by law. PPE shall be to the

Standards identified in the following table:

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Personal protective equipment		Applicable EN Standards	Karam	UFS	Abrigo/Acme	Heapro
1	Hard hat	EN397	Yes	Yes	Yes	Yes
2	Safety shoe (steel toe)	EN 20345:2011	Yes	Yes	Yes	Yes
3	Full body harness	:2002 EN358 EN813	Yes	Yes	Yes	Yes
4	Shock absorbing twin lanyards	EN 354/355(Lanyard w Energy absorber, EN 362(Hook) EN 364(testing)	Yes	Yes	Yes	Yes
5	Work positioning lanyard	EN 354/355(Lanyards) 362(Hook) EN 364(testing)	Yes	Yes	Yes	Yes
6	Cotton Hand gloves	NA	Yes	Yes	Yes	Yes
7	Safety goggles	EN166	Yes	Yes	Yes	Yes
8	High visibility wear With reflector strips - as per approved pattern-	EN-471	Yes	Yes	Yes	Yes

Material lifting kit		Applicable EN Standards	Karam/UFS/Abrigo/Heapro
1	Kernmantle Rope	EN1891	Yes
2	Pulleys	EN12278	Yes
3	Karabiners	EN362	Yes
4	ID's / Descender	EN341	Yes
5		EN 12481-Class B / C	Yes
6	Rope clamp - Zumar	EN567	Yes

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7	Rigging slings with Both D ring	6, (mountaineering slings), EN795 (anchorage)	Yes
8	Round slings		Yes
9	Paws /rigging plates - Optional	EN362	NA
10	Crawl - optional	EN567	NA

	Material lifting kit	
1	Kernmantle Rope - lengths	Yes
2	Pulleys	Yes
3	Karabiners	Yes
4	ID's / Descender	Yes
5	Rope clamp - Zumar	Yes
6	Rigging slings with Both D ring	Yes
7	Round slings	Yes
8	Paws /rigging plates (optional)	NA
9	Crawl (optional)	NA

Monitoring, Auditing & Inspection

1. **Vertexplus Technologies** shall ensure that the site supervisor is present at all times and always ensures a proper check.
2. Also conduct audit at 10% sites randomly selected (**WIP** sites) to check the H&S adherence by the team
3. PM or HSW SPOC must visit site when team is working on the site and must submit findings and observations with Central HSW Team which **will be** used in trainings (if any gap identified) and for knowledge sharing purpose
4. **Vertexplus Technologies** shall also facilitate and support any audit or inspection by Vi authorities and shall implement any corrective action

As an internal process, **Vertexplus Technologies** would deal with violations/ unsafe practices in the following way

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Action ownership	Employees of Vertex	Supplier	Suppliers monitored by SCM	Vertexplus Technologies Ltd. SCM / User Function head
1st Violation	1 st written warning, counselling by reviewing manager.	1 st written warning, counselling by Supplier representative	1 st written warning, counselling by supplier representative.	Supplier will submit a declaration on corrective action, preventive action in 3 days and action within 7 days.
2nd Violation or (In case of same violation)	2 nd written warning, counselling by FH/BH/Corp FH, and 25% deduction in the actual increment in the next cycle	2 nd written warning, discussion with Supplier Manager, consideration for termination/ suspension for a week from Vertexplus Technologies Ltd. account.	2 nd written warning to Supplier, Monitoring for 1 month	Warning from Vertexplus Technologies Ltd. and Vertexplus Technologies Ltd. SCM will issue Show Cause Notice for Multiple Violation and Conduct meeting with Supplier and User department
3rd Violation or (In case of different violations) Or upto	Termination.	Disassociation of individual supervisor from Vertexplus Limited assignment (no further Vertexplus Technologies Ltd. engagement).	3 rd written warning and consideration for movement of Supplier Supervisor (no further Vertexplus Technologies Ltd. engagement)	Vertexplus Technologies Ltd may hold back 5% of Payable in Circle/Project till satisfactory action taken by Supplier and Vertexplus Technologies Ltd. may exclude Supplier from participating in future business opportunities for a number of events or for a time period of 12 months.
4th Violation Or upto	NA	NA	Removal of Supplier Supervisor from Supplier Roles & No further Vertexplus Limited engagement.	Vertexplus Limited may hold back 10% of Payable in Circle/Project till satisfactory action is taken by the Supplier

Site Access Requirements

All 1@risk people are enclosed in CIAT Portal and Online PTW approval will be taken mandatory before commencing any high-risk job (Work@height) Also, necessary site access system of IPs will be followed as per process.

Welfare Provision

Welfare is defined as looking after people basic needs. We ensure following welfare facilities provided to our employees:

- Availability of drinking water
- Toilets/Washing and changing facilities
- Availability of First Aid Box as per VTL standard

Emergency preparedness

- Emergency contacts should be available at site
- Coordination with IP for nearby hospital /emergency facilities e.g., Police, Hospital, fire brigade etc.
- Transportation availability for any emergency
- Nearest ambulance service details will be communicated to all before work at site (during Tool box talk)
- Emergency Response Plan to include the key contact numbers of the following personnel who are involved in the day-to-day management of the warehouse
- **Emergency Nos**

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No	Name	Organization	Contact Details
1)	Circle Support Team – Leader	XYX	
2)	Function Support Manager – Circle	XYZ	

Tool Box Talks

Team leader should conduct tool box talk every day morning on following topics, as per applicability for the days' work:

- Discuss the days' work to be completed
- Discuss the tools and PPEs to be used discuss the required permits to be issued.
- Review Safe Work Method statement and ensure control aspects are followed during the day
- A tool box talk must be given prior to the start of W@H by Supervisor on the real time risk mitigation Controls

First Aid Arrangement

A first aid arrangement would be available at site during WIP. A minimum of 1 team member must be first aid trained and have knowledge of treating casualties within the environment they are working. Nothing except first aid contents are to be kept in the first-aid box or container. It is recommended that the first aid kit contains, but is not limited to, the following items contents list including expiry date of each item

1. Antiseptic cream or solution, alcoholic swabs, iodine solution
2. Triangular, cotton crepe, roller, finger bandages
3. Analgesic cream Adhesive plasters (various sizes), adhesive plaster tape
4. Dressing scissors, tweezers, forceps
5. Cotton wool, absorbent gauze, first aid dressings
6. Eye wash and eye wash bottle, eye drops
7. Safety pins

Assigning responsibility of each first-aid box to a responsible person (usually team leader)

Emergency Procedure	
Purpose	To handle emergencies arising out of many unforeseen incidents occurring at work at Height Site.
	An Emergency can arise at work at height Site due to any of the following reasons.

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Emergency Descriptions	1. Falls of Tool/Equipment
	2. Honeybee/ Eagle attack
	3. Slip and Fall from Height
	4. Structural Collapse (Tower/Pole/Antenna)
	5. Heat Strokes
	6. Extreme Weather Condition
Responsibility	Field Engineer/ Team Lead/ Circle Manager
Plan Descriptions	1. Initial Treatment of First Aid at site
	2. Immediately transport the victim to the Nearest Hospital
	3. Team should have nearest Hospital details, contact number, and regional SPOCs Contact number
	4. Field Engineer/Technician to inform Circle SPOC immediately for necessary support from his side.
	5. In case the Victim needs special support (Such as oxygen Support), ambulance needs to be called at accident Locations as soon as possible
	6. As a Part of Emergency Preparedness, First Aid Kit will be available with all the Team.
Emergency Numbers	Emergency contact details according to site locations

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Emergency Preparedness

- Identification of trained first-aiders of the company (in-case of minor cuts, contusion, injuries, burns etc. both at work-shop and at site)
- Personnel identified below should be contacted in-case of an emergency
- Use the under mentioned numbers for assistance and to report –

Immediately on requirement	Police	NA	100
Immediately on requirement	Fire	NA	101
Immediately on requirement	Ambulance	NA	108

To handle any emergency which may arise at site, following steps will be ensured

- Rescue team in place before the outset of street works activity
- The rescue team must have trained and competent individuals
- Emergency vehicle must be in place
- In case of any extreme case where emergency vehicle is not available, alternate mode of transport will be identified before commencing activity
- Availability of standard first aid box
- Contact number of other available utility sources must be available in case emergency
- Emergency Contact number of local health Centre/hospital must be available with Rescue team
- In case of any sever injury, injured persons will be taken to the nearest hospital/ health center on immediate basis without wasting any time
- For any vehicle/journey related emergency, local people will be contacted and the affected people will be taken to the nearest health center/hospital accordingly.

Report any accident / emergency situation immediately as per the below mentioned level

Level	Name	Designation	Contact No.
Immediately	To reporting manager/Senior	Project Manager	NA
Immediately	Customer SPOC	Circle Safety Head	NA
Identified Personnel from the	OHS	OHS Lead	9166235000

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Company in HO			
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Accident/Incident reporting, Emergency and Investigation procedures

Major Incidents will be reported to Nokia, within 24 hrs.

#	Name	Organization	Contact Details
1	Technology Line Manager	Nokia	XYZ
2	Project Vertical Head	Nokia	XYZ
3	HSWSPOC	Nokia	XYZ
4	HSW Lead	VTL	Abhishek Sharma

1. All incidents will also be reported to Project manager, Nokia Manager and EHS Manager.
2. Will support a detailed investigation in case of major or fatal incidents and implement all corrective actions as suggested by Nokia

Accident/Incident: means any fatality, major incident or other high potential incident (where loss or injury could have occurred) which will or could result in adverse consequences:

- Multiple fractures or fracture of the skull, spine or pelvis;
- Amputation of hand or foot, fingers or toes;
- Loss of sight or penetrating injury to an eye;
- Chemical/biological /environmental exposure requiring medical treatment;
- Any other life-threatening injury;
- Major events impacting health/safety e.g., fire, explosion, structural collapse, collapse of lifting or construction plant;
- Electrocution or electric shock
- Drowning
- Fall from height of above 2 meters

Incident/Accident Reporting and Investigation Process

Incident Category-

Near Miss	Unplanned event that did not result in injury, illness, or damage—but had the potential to do so.
Minor	Low severity, Minimal or no medical treatment

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	needed, Little to no property damage, No significant operational impact
Major	That does not necessarily result in injury but has the potential to do significant harm (Significant loss of process, Major cost for repair or reinstatement, Failure of lifting process, electrical shock or electrical burn, Breach of VTL LSR, Vehicle damage, Major Injuries, Amputation
FIRE	A combustion reaction that results in heat and flames; sometimes purposefully and beneficially (for cooking purposes, or for heating purposes), but sometimes unintentionally (a spark which starts a wildfire, or burns down a house).
Fatality	Any Work-related fatality

Providing First Aid

Staff available with injured person should give immediate first aid treatment to the injured person, with first aid kit available at site.

Communication

This procedure of communicating Incident/Accident to the OHS department on its occurrence has been regularly communicated to all the managers, supervisors and employees through training sessions conducted by OHS department at sites, Regions, Head office and also details were posted in company's Notice boards. This procedure is also reviewed annually through applicable performance reviews.

Any kind of incident / accident happening on the way to site, at site or from site to way back to home/office needs to be reported by the superior of the team immediately in following ways. Soon after happening of incident to the nearest OHS person and also to HO OHS department over telephone

- Lead H&S
- To the nearest Ambulance service provider for getting ambulance at site.
- To the nearest Govt. hospital, Private hospital or medical clinic.
- To the nearest police station.

Reporting

- As per statutory requirement of **Vertexplus Technologies**; all the serious injuries and other incidents need to be reported to HO OHS team within 2 hours of the incident. This applies to injuries involving anyone while at work, including visitors or contractors.
- Incident need to be also reported to the OHS HO through email as per Incident format within 24 hours of the incident. Same should have attachment of factual and accurate records of the incident.

Investigation

Investigation of the incident/accident need will be done by HO OHS team on the basis of factual and accurate records submitted by site head. In case of need OHS team will also visit to site for proper investigation of the

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case. Properly investigated and analyzed incidents will assist in administration of potential claims/lawsuits, and protecting property by locating causes of incidents, so corrective action can be taken. The responsible site head shall take immediate corrective action necessary to eliminate any hazardous conditions and/or work practices. Then OHS will determine the risk.

Evaluation

Employee compliance with the injury/illness reporting procedures are monitored regularly as part of the manager/supervisor's responsibilities and as part of an overall review of the OHS system. The procedure will be reviewed annually to ensure it remains current.

Annexure I Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or illness. Send completed form to the HO OHS team.

This is documenting: Workplace accident, incident, Road Accident, Near Miss, Close call, First Aid, illness, etc.

Report for (Choose any of above appropriate)- Incident

Details of person reporting about Incident – Accident to OHS

Date & Time Reporting	
Full Name	
Designation & Employee ID	
Contact No. & Email ID	
Total employees involved in Incident-Accident	
Total person - other than our employee involved	

Details of person injured or involved: (Need to Add, if more than one person injured / involved in incident / Accident) No. 1

Full Name of Person	
Designation & Employee ID	
Person(s) Involved	
Employee ID	
Person working on which project	
person was on duty or off duty	

Details of person injured or involved: (Need to Add, if more than one person injured / involved in incident / Accident) No. 2

Full Name of Person	
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Designation & Employee ID	
Person(s) Involved	
Employee ID	
Incident / Accident Details	
Date & Time	
Full Address	
Name, Contact No. of person Informed you about Incident / Accident	
Description of Incident - Accident (As reported):	
Investigation report by OHS SPOC (Describe in sequence)	
Root Cause of the Incident:	
Corrective Action:	
Preventive Action:	
Closing Date:	
TO BE COMPLETED ONLY IF LOST TIME / INJURY OR FIRST AID WAS REQUIRED/GIVEN	
Type of injury sustained:	
Cause of lost time/ injury or first aid:	
Details of Hospital (Name, Full Address, Contact No.), wherein medical treatment was given/ undergoing:	
Whether family members of injured person have been informed (Yes/No):	
Condition of injured person/s, while sending this report:	

Welfare Provision

Welfare is defined as 'looking after people's basic needs. We ensure following welfare facilities are provided to our employees:

- Availability of drinking water
- Toilets / Washing and changing facilities ☐ Insurance cover to Employees.
- Availability of First Aid Box
- Safe transport option

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Appendix 4-Revision History

REVISION HISTORY				
Date.	Designation	Reviewed & Approved By	Signature	Description of Change
01.00	Head OHS and Quality	Abhishek Sharma		
01.01	Business Head	Souvik Ghose		
01.02	NPO Head	Vishwas Yadav		
01.03	Vice President	Zeegham Khan		

COVID-19 Precaution

- All the resources are using Arogya Setu app if status is red, they are not allowed to work
- All the resources are taken Covid vaccine as a precautionary measure
- Maintaining social distance
- Hand sanitizer & Face mask to be available with team
- Avoid using public transport