HEALTH AND SAFETY POLICY

Donavalli Consulting Limited

Document ID: DCL-HSE-POL-002
Version: 1.2
Effective Date: 09/06/2025
Reviewed By: Naga Deepthi Donavalli
Approved By: Rajesh Donavalli

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1. Purpose

Donavalli Consulting Limited is committed to providing a safe, healthy, and hazard-free work environment for all employees, contractors, clients, and stakeholders. Our goal is to prevent injuries, illnesses, and environmental harm by integrating health and safety best practices into all SCADA and automation activities.

This policy aligns with ISO 45001:2018 (Occupational Health and Safety Management System) and complies with all applicable health, safety, and environmental regulations.

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2. Scope

This policy applies to all employees, contractors, visitors, and business operations, including:

- Design, engineering, and implementation of SCADA and automation systems.

- On-site commissioning, testing, and maintenance activities.

- Industrial control system cybersecurity and IT infrastructure handling.

- Workplace ergonomics, electrical safety, and emergency response protocols.

- Fieldwork at customer sites, industrial plants, and hazardous locations.

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3. Health & Safety Commitments

Compliance with Regulations

- Adherence to ISO 45001:2018, Occupational Safety and Health Administration (OSHA), UK Health and Safety at Work Act 1974, and other relevant laws.

- Compliance with industry-specific safety standards, including IEC 60204 (Electrical Safety for Machinery) and IEC 61508 (Functional Safety of Automation Systems).

- Regular risk assessments, safety audits, and internal/external inspections to ensure compliance.

Risk Management & Hazard Control

- Identifying, assessing, and mitigating risks associated with electrical hazards, confined spaces, heights, mechanical movements, and fire hazards.

- Implementing Lockout/Tagout (LOTO) procedures to prevent accidental machine activation.

- Providing personal protective equipment (PPE), such as safety helmets, gloves, insulated tools, and protective eyewear for field personnel.

- Maintaining SCADA and automation systems with built-in safety interlocks, alarms, and fail-safe mechanisms.

Employee Training & Awareness

- Regular health and safety training programs on fire safety, first aid, electrical safety, and emergency response.

- Conducting simulated emergency drills (fire, electrical failure, cyber incidents) at least twice a year.

- Ensuring that all personnel are trained in hazard identification and risk assessment before working on SCADA systems.

Workplace Safety & Ergonomics

- Ensuring a safe working environment in offices, workshops, and field sites.

- Promoting ergonomically designed workstations to reduce fatigue and repetitive strain injuries.

- Implementing safe electrical wiring, proper grounding, and voltage protection systems to prevent shocks and equipment damage.

Incident Reporting & Emergency Response

- Implementing a zero-tolerance policy for unsafe work practices.

- Establishing an incident reporting system where employees can report near misses, injuries, and hazards.

- Ensuring emergency response plans are in place for electrical faults, cyberattacks on automation systems, and hazardous material exposure.

- Appointing trained first-aiders and fire marshals in all workplaces.

Environmental Health & Sustainability

- Implementing safe disposal of electronic waste (e-waste) from automation systems and control panels.

- Reducing the use of hazardous chemicals and promoting energy-efficient automation solutions.

- Encouraging sustainable work practices to reduce carbon footprint and improve workplace air quality.

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4. Health & Safety Responsibilities

Senior Management

- Establishing, maintaining, and continuously improving the Health and Safety Management System.

- Allocating necessary resources for safety training, protective equipment, and risk control measures.

- Reviewing safety performance regularly and taking corrective actions.

Health & Safety Manager

- Conducting regular safety audits, risk assessments, and compliance checks.

- Investigating accidents, near misses, and hazardous incidents, ensuring corrective actions are implemented.

- Keeping records of safety compliance, equipment inspections, and emergency drills.

Employees & Contractors

- Following all health and safety procedures, site rules, and risk control measures.

- Reporting unsafe conditions, hazards, and incidents immediately.

- Using PPE correctly and adhering to electrical safety guidelines.

Visitors & Clients

- Adhering to Donavalli Consulting Limited's safety rules when visiting sites.

- Reporting any safety concerns to the designated safety officer.

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5. Monitoring & Continuous Improvement

Internal Audits & Safety Inspections

- Conducting bi-annual workplace safety audits and hazard analysis.

- Reviewing and updating risk assessments before deploying SCADA and automation systems.

- Performing pre-job safety briefings and tool-box talks for high-risk activities.

Performance Measurement & KPIs

Key Performance Indicator (KPI)	Target
Workplace injuries and lost time incidents	Zero
Compliance with safety training completion	100%
Number of safety audits per year	At least 2
Incident reporting & resolution time	48 hours
Emergency response drill participation	100%

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6. Emergency Response Plan

Fire & Electrical Hazards

- Fire extinguishers and emergency exits must be clearly marked and regularly inspected.

- Electrical panels and SCADA control systems must have surge protection and proper grounding.

First Aid & Medical Assistance

- First aid kits are available at all work locations.

- All employees must know emergency contact numbers and procedures for seeking medical help.

Cybersecurity Emergency Plan

- Cyberattack contingency plans must be in place for SCADA systems to prevent data breaches and system failures.

- Multi-layer authentication and network segmentation must be implemented in all control systems.

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7. Communication & Awareness

- This Health and Safety Policy is communicated to all employees, contractors, and stakeholders.

- It is displayed in offices, worksites, and control rooms.

- Employees are encouraged to provide feedback and suggestions for improving workplace safety.

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8. Document Control

Document Management

- This policy is controlled under Donavalli Consulting Limited's Health and Safety Management System.

- Any revisions must be approved by the Health & Safety Manager and Managing Director.

Version Control & Review Process

Version	Date	Description of Changes	Reviewed By	Approved By
1.0	01/06/2024	Initial Release	Naga Deepthi Donavalli	Rajesh Donavalli
1.1	07/01/2025	No Updates	Naga Deepthi Donavalli	Rajesh Donavalli
1.2	09/06/2025	Logo Updated	Naga Deepthi Donavalli	Rajesh Donavalli

9. Approval & Authorization

This policy is approved and authorized by senior management.

Authorized by:

Rajesh Donavalli
Managing Director
Donavalli Consulting Limited