HEALTH, SAFETY & ENVIRONMENT POLICY

Protecting people • Preventing harm • Respecting the environment

Document No.	MM/HSE/POL/001	**Effective Date**	24 October 2025
Revision	00	**Review Cycle**	Annual / As required

1. POLICY STATEMENT

Material Mart is committed to conducting its operations in a manner that protects the health, safety and wellbeing of employees, contractors, customers, visitors and other stakeholders, while preventing pollution and minimizing adverse environmental impacts. HSE considerations shall be integrated into planning, procurement, storage, transportation, site execution and day-to-day business decisions.

We believe that work-related injuries, occupational illness, unsafe incidents and environmental harm are preventable through leadership, competent people, effective risk controls, disciplined work practices and continuous improvement.

2. SCOPE

This policy applies to all Material Mart employees, workers, contractors and subcontractors, and to activities under our control at offices, stores, warehouses, customer premises and project sites. It covers industrial supply and handling operations as well as onsite services including welding, painting, protective coating, epoxy and industrial flooring, acid/chemical-resistant lining, waterproofing, power-tool use, material handling and associated support activities.

3. OUR HSE COMMITMENTS

- Comply with applicable legal, regulatory, contractual and client-specific HSE requirements.
- Identify hazards, assess risks and implement appropriate controls before work begins.
- Provide safe systems of work, suitable tools and equipment, and appropriate personal protective equipment (PPE).
- Ensure personnel are competent, trained, authorized and adequately supervised for the tasks they perform.
- Apply permit-to-work, method statements, job safety analysis and toolbox talks where the risk or client requirements demand them.
- Prevent pollution; control spills, dust, fumes, noise and waste; and promote responsible use of energy, water and materials.
- Report, investigate and learn from incidents, near misses, unsafe conditions and environmental events.
- Consult employees and workers on HSE matters and encourage proactive reporting without fear of retaliation.
- Maintain emergency preparedness for fire, medical emergencies, chemical spills and other foreseeable events.
- Continually improve HSE performance through inspections, reviews, corrective actions, training and lessons learned.

4. CORE OPERATING PRINCIPLES

Risk Assessment No work shall start until significant hazards are understood and suitable controls are in place.	**PPE & Safe Equipment** Required PPE shall be worn and tools/equipment shall be fit for purpose, inspected and used only by competent personnel.
Chemical Safety Paints, solvents, epoxies, coatings and other chemicals shall be labelled, stored, handled and disposed of in accordance with SDS and applicable requirements.	**High-Risk Work** Hot work, work at height, electrical work, lifting and confined-space work, where applicable, shall follow approved controls and permit requirements.
Housekeeping Work areas, access routes and storage locations shall be maintained in an orderly condition with spills and waste promptly controlled.	**Environmental Protection** Chemicals, oils, coating residues and contaminated waste shall not be discharged to soil, drains or water bodies.
Emergency Response Personnel shall know relevant alarms, exits, first-aid arrangements and emergency contact procedures.	**Stop-Work Authority** Every person working for Material Mart has the authority and responsibility to stop unsafe work until the hazard is controlled.

5. CONTRACTOR & SUBCONTRACTOR MANAGEMENT

Contractors and subcontractors working on behalf of Material Mart shall meet this policy and all applicable site rules. They shall provide competent personnel, appropriate PPE, safe tools and required statutory or competency documents. Unsafe work may be stopped immediately, and work shall resume only after acceptable controls have been implemented.

6. INCIDENT, NEAR-MISS & HAZARD REPORTING

All injuries, property damage, environmental events, near misses, unsafe acts and unsafe conditions shall be reported promptly. Significant events shall be investigated to identify immediate and underlying causes, define corrective and preventive actions, communicate relevant lessons learned and monitor actions through closure.

7. HEALTH, WELFARE & FITNESS FOR WORK

Material Mart shall promote suitable workplace welfare, hygiene, hydration, rest and ergonomic practices. Personnel shall report for duty fit to work and shall not undertake safety-critical work when impaired by fatigue, alcohol, drugs, medication or any condition that could compromise safe performance. Where applicable, occupational health precautions shall be implemented for exposure to noise, dust, fumes, solvents, coatings or other work-related hazards.

8. ENVIRONMENTAL RESPONSIBILITY

We will seek to reduce waste, encourage reuse and recycling where practical, conserve resources and prevent pollution. Paint containers, chemical containers, contaminated rags, packaging and other wastes shall be segregated and disposed of responsibly in accordance with applicable requirements. Spill prevention and response controls shall be maintained wherever chemicals, oils or coatings are stored or used.

9. TRAINING, COMMUNICATION & PARTICIPATION

Personnel shall receive appropriate induction, toolbox talks, task-specific training and refresher awareness. Employees and workers are expected to participate in HSE activities, raise concerns, suggest improvements and report hazards. Genuine safety concerns raised in good faith shall be treated respectfully and without retaliation.

10. RESPONSIBILITIES

Management	Provide leadership, resources and oversight; integrate HSE into business planning; ensure corrective actions are implemented; and periodically review HSE performance.
Supervisors / Site Leads	Plan work safely, communicate hazards and controls, verify competency and PPE, enforce site requirements and stop unsafe work.
All Personnel	Follow procedures and site rules, use PPE correctly, protect the environment, report hazards/incidents and exercise stop-work authority when necessary.

11. REVIEW & CONTINUAL IMPROVEMENT

This policy shall be communicated to relevant personnel and made available to interested parties. It shall be reviewed at least annually, or earlier when significant operational, legal, client or organizational changes occur. Material Mart will use inspections, audits, incident learning, feedback and management review to improve HSE performance.

OUR HSE OBJECTIVE: ZERO HARM TO PEOPLE • ZERO DAMAGE TO PROPERTY • MINIMUM ENVIRONMENTAL IMPACT

"No job is so urgent or important that it cannot be performed safely."

Approved By	Dibyagyan Jena MATERIAL MART	**Designation**	Proprietor
Signature	_____ Proprietor	**Date**	24 October 2025