



2026

COMPANY POLICY DOCUMENT



ISO 9001:2015 Certified
Certified by TÜV SÜD South Asia Pvt Ltd
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D1007-1008, West Gate, Near YMCA Club, Makarba,
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Policy Name - Health, Safety & Environment (HSE) Policy

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Policy Number – P/HR/010
Review Date – 01.10.2025

Rev. Number – 00
Approve Date – 01.10.2025

Policy Name - **Health, Safety & Environment (HSE) Policy**

Purpose of Policy

Pratham Transolutions India Pvt. Ltd. is committed to maintaining high standards of Health, Safety, and Environment (HSE) across all its operations.

The company expects every employee, including drivers and staff, to take responsibility for their own safety, the safety of others, and protection of the environment.

In a logistics business, where operations involve vehicles, road travel, and field activities, safety risks are higher. Therefore, this policy ensures a structured approach to prevent accidents, injuries, and environmental damage.

Scope of the Policy

This policy applies to:

- Office staff
- Drivers and field staff
- Maintenance team

It covers all work areas:

- Office premises
- Parking yards and vehicle movement areas
- On-road operations

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Company Commitment (Zero Tolerance)

The company follows a Zero Tolerance approach towards unsafe practices.

This means:

- No compromise on safety
- No acceptance of unsafe behavior
- Immediate action on violations

The company is committed to:

- Providing safe working conditions
- Preventing injuries and accidents
- Protecting the environment

Safe Working Conditions

The company ensures that all employees work in a safe and secure environment.

This includes:

- Clean and organized workplace
- Safe equipment and tools (free of charge)
- Proper lighting and ventilation
- Hazard-free working conditions

Any unsafe condition must be reported immediately.

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Driver Safety (Most Critical Section 🚚)

Drivers must strictly follow safety rules as they represent the highest risk area.

Drivers must:

Follow all traffic rules

- Avoid over-speeding and rash driving
- Never drive under alcohol or drugs
- Avoid mobile phone use while driving
- Take rest minimum 30 minutes after 4.5 hrs of work

Drivers must also ensure:

- Vehicle condition is checked before trip
- Goods are handled safely
- Any issue is reported immediately

Unsafe driving will lead to strict disciplinary action.

Use of PPE (Safety Equipment)

The company provides necessary safety equipment (PPE) free of cost to drivers.

Drivers must:

- Use PPE properly (when Needed)
- Maintain & Store safety equipment properly
- Not ignore safety gear

Failure to use PPE will be treated as a safety violation.

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Vehicle & Maintenance Safety

The maintenance team must ensure:

- Regular vehicle servicing (Only on Authorize Service Center)
- Use of genuine spare parts
- Immediate repair of faults

Vehicles must not be used if they are unsafe.

Environmental Responsibility

The company is committed to protecting the environment.

Employees must:

- Reduce paper and plastic usage
- Avoid fuel wastage
- Prevent oil leakage and pollution
- Follow proper waste disposal methods

The company supports national initiatives for pollution reduction.

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Roles & Responsibilities

HR Department

- Conduct safety training
- Maintain safety records

Operations Department

- Monitor driver safety
- Ensure safe trip execution

Maintenance Department

- Ensure vehicle safety
- Vehicle Service Only at Authorize Centers

Admin Department

- Maintain office safety

Employees & Drivers

- Follow safety rules
- Use PPE
- Report hazards
- Dispose Waste Properly (Use Dustbin Only)

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Continuous Improvement

The company will continuously improve safety standards by:

- Conducting Random Checks
- Reviewing incidents
- Implementing best practices
- Using technology support (if Needed)

Safety is a continuous process, not a one-time activity.

Disciplinary Action

Violation of safety rules will lead to strict action:

- Warning
- Suspension
- Termination

Serious violations (e.g., drunk driving) may lead to immediate termination.

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Conclusion

This **Health, Safety & Environment Policy** reflects the company's strong commitment to employee safety, operational discipline, and environmental protection.

Every employee, including drivers and staff, plays a critical role in maintaining a safe workplace. By following this policy and complying with laws such as the **Motor Vehicles Act, 1988**, the company ensures safe operations, reduces risks, and builds a responsible work environment.

Approval & Acknowledgement

This Policy is approved and issued under the authority of the Director, Pratham Transolutions India Pvt. Ltd.

Date	Description of Change	Approved By
01.10.2025	Initial Issue	Tushar Gorasiya (Director)

Tushar Gorasiya
Founder & Director

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