

# Galaxy Cardinal Rules

## ➤ Use of PPEs :-

Usage of PPE in all work areas is must & should be as per the PPE Policy & specific job requirement defined in the work instructions.



## ➤ Lock out-Tag out:

Whenever servicing or performing maintenance of machines and equipment, Lock out Tag out procedures must be followed.



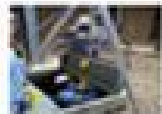
## ➤ Pathways:

Use only demarcated pathways in the plant area for walking.



## ➤ Work Permits:

Applicable regulations must be followed when issuing and accepting a permit.



## ➤ No falsifying records:

Alteration or fudging of SHE related records in order to deceive or forge is prohibited.



## ➤ Seat Belts:

Wearing seat belts in all company vehicles while driving or travelling as passengers is mandatory.



## ➤ Use of Hard Hats:

Wearing hard hats/ helmets while driving or travelling as passengers in two wheelers is mandatory.



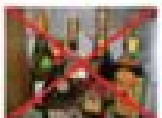
## ➤ No Substance Abuse :

Using Tobacco (Smoking and Chewing tobacco) and all tobacco containing products are prohibited in the plant area.



## ➤ Prohibition of Drug & Alcohol:

Carrying, consuming and storing alcohol, drugs and other intoxicants in the work area is prohibited.



## ➤ Use of Mobile:

Usage of Mobile phones in the plants to be strictly followed as per the Mobile Policy. Use of mobile phones while driving is strictly prohibited.



## ➤ Prohibition of weapons:

Carrying weapons, arms or sabotage in the work area is prohibited.



## ➤ No sleep in workplace:

Sleeping while on duty is strictly restricted.

