

AstraZeneca India SHE

SOP – Issue & Replacement of Helmet / DA Glo Jacket /Working Bag

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AstraZeneca Pharma India Ltd.


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23/02/2024

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1. Purpose

The purpose of this SOP is to lay down the procedure for the issue of helmets / DA Glo Jackets for two wheeler riders and issue of Working Bags to sales force in the four zones. All other SOPs related to this activity (SOP No : SHE-001 & SHE-002 are null and void)

2. Scope

These rules and regulations apply to the issue of helmets / DA Glo Jackets for two wheeler riders, and issue of Working Bags to sales force in the four zones.

3. DEFINITIONS AND ABBREVIATIONS

SHE	Safety, Health and Environment
HOD	Head of the Department

4. RESPONSIBILITIES

Sl.No	Activity	Responsibility
1.	Operation	SHE Manager/Line Manager
2.	Ensure Compliance	Line Managers/HODs

5. Procedure (Issue)

A) Safety Helmets

- ♦ Safety helmets shall be issued to all field employees in the four zones who use their own two wheelers for field work.
- ♦ All 2 wheeler riders and pillion riders shall wear a helmet and ensure the helmet strap is buckled.
- ♦ Line Managers shall stop any two wheeler rider who is attempting to go on field work without a helmet. The employee shall be requested to park the vehicle and either proceed for field work by public transport, or can produce helmet and then proceed for field work. Line Manager shall note down names of defaulters and report the same to SHE department. The pillion rider will also wear a helmet while going on field work.

B) DA Glo Jackets

- DA Glo Jackets shall be issued to all field employees in the four zones who use their own two wheelers for field work.

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- All 2 wheeler riders will wear Day Glo jacket while riding their two wheeler. This is to ensure high visibility of the AZ rider on the road to drivers of other vehicles, which is especially important while riding in the evening dusk / night.

C) Working Bag

- Working Bag shall be issued to all field employees in the four zones.

Issue of helmets / DA Glo Jackets & Working Bags will be tracked by despatch @ depot. Despatch details & stock inventory will be shared to SHE on monthly basis.

6. Procedure (Replacement)

- Helmets may be replaced every 3 years or in case of major accident.
- Jackets may be replaced every 3 years
- Working Bag may be replaced every 3 years
- There shall be no replacement In case of the helmet / jacket / working being lost / damaged. These are valuable company assets, and it is the responsibility of the employee to keep them safe.

Document Approval			
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SOP Issue Helmet Jkt Bag 2024

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