

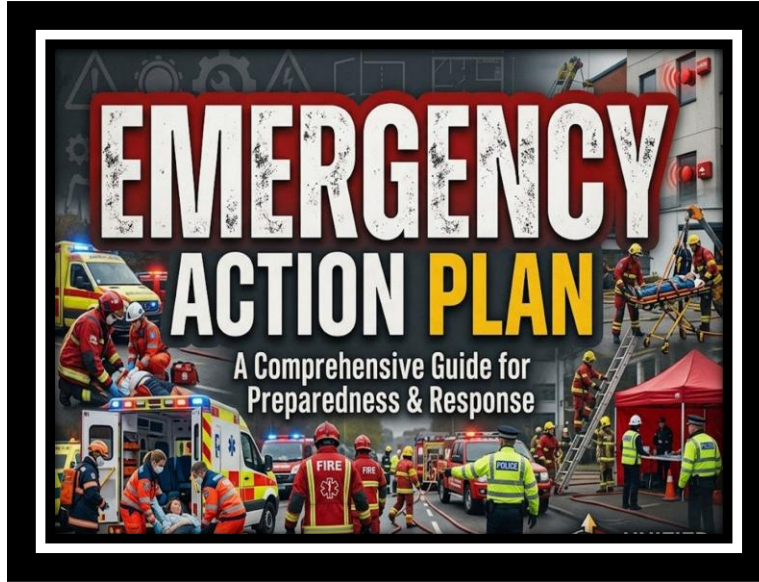


SHOVON KNITWEAR LTD.

Manufacturer & Exporter of Quality Knitwear.

(A concern of Shovon Group of Companies Limited)

EMERGENCY ACTION PLAN



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INTRODUCTION

The garments sector of Bangladesh is a major export-oriented industry that has built a strong global reputation for quality. It plays a crucial role in the country's economy, contributing significantly to foreign exchange earnings. The rapid expansion of the industry during the 1990s led to considerable growth in production capacity, workforce size, and technological advancement. However, in recent years, incidents involving fire and workplace accidents have raised concerns regarding worker safety. Recognizing these risks, Shovon Knitwear Ltd. is committed to the highest standards of fire safety and emergency preparedness.

OBJECTIVES

To provide clear guidance and awareness to all employees and management regarding fire and accident prevention, and to ensure that the company can respond rapidly and effectively to minimize harm and loss in the event of an incident

SCOPE & APPLICABILITY

This Emergency Action Plan applies to all departments and personnel of Shovon Knitwear Ltd., including staff, contractors, and visitors operating within the premises of West Masdair, Fatullah, Narayanganj, Bangladesh. It covers all operational areas including production floors, warehouses, utility zones, chemical storage rooms, administrative blocks, and external perimeters.

CAUSES OF FIRE OR ACCIDENTS

- Fire and Smoke Emergencies.
- Earthquakes and Structural Collapse.
- Flooding and Water Ingress.
- Boiler Explosions and Steam Hazards.
- Chemical Spills and Explosions.
- Hazardous Substance Exposure and Reactions
- Electrical Accidents (Short Circuits, Electrocution).



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- Mechanical Malfunctions and Equipment Failure.
- Nighttime Emergencies (Theft, Sabotage, Vandalism).
- Labor Unrest and Strikes.
- Natural Disasters (Storms, Lightning, Landslides).
- Infrastructure Failures (Power/Gas Outages, Communication Breakdowns).
- Medical Emergencies (Sudden Illness, Injuries).
- Evacuation of Vulnerable Groups (Pregnant Workers, Disabled Workers, Children).

PREVENTIVE MEASURES

To minimize fire hazards and ensure a safe working environment, the following precautions are mandatory:

A. Prevention First: The most effective safety measure is to eliminate fire risks altogether.

B. Fire Extinguisher Accessibility: Maintain sufficient, strategically placed fire extinguishers across the facility and ensures they are functional.

C. Training and Confidence: Train staff to use extinguishers correctly and respond without panic.

D. Strict No-Smoking Policy: Smoking, including the use of bidi, cigarettes, or vaping devices, is strictly prohibited throughout the premises.

E. Ban on Ignition Devices: Matches, lighters, and other flammable devices are not allowed inside the factory.

F. Routine Safety Inspections: Conduct regular checks of all electrical wiring, gas lines, machinery, and fittings. Maintain proper records of inspections and any rectifications.

G. Chemical Safety Measures: Follow appropriate handling, storage, and labeling procedures for all chemicals used in the facility.

H. Regular Drills: Conduct frequent fire drills and evacuation exercises to train all employees in emergency preparedness.

I. Dedicated Teams: Form a Firefighting Team and a Rescue Team for each floor or department, with clearly defined roles.



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J. Accessible Emergency Exits: All gates and doors must remain unlocked during working hours. The keys must be deposited with the administrative officer, who is responsible for daily verification.

K. Post-Shift Checks: At the end of each working day, an inspection of the factory should be carried out by representatives from administration, security, electrical, and store departments.

L. Emergency Lighting: All staircases and the two ends of every floor must be equipped with emergency lights or chargeable lights to aid evacuation during power outages.

M. Vehicle Parking Orientation: All factory vehicles must be parked facing outward to facilitate a quick and unobstructed exit during emergencies.

N. Communication Equipment: Public Address (PA) systems or handheld microphones must be installed on each floor for quick and clear communication during incidents.

Actions to be Taken During Fire or Accident

A. Immediate Warning: On detection of a fire or accident, activate the fire alarm system, sound the gong bell, or use the PA system to notify everyone without delay.

B. Power Cut-Off : The main electrical switch must be turned off immediately to reduce further risk and enable safe firefighting operations.

C. Evacuation Procedure: All personnel, except the designated firefighting and rescue teams, must evacuate the building calmly and swiftly, aiming to do so within 2-3 minutes.

D. Gate Control and Crowd Management: Security personnel must immediately take up posts at both gates to prevent unauthorized entry and ensure that emergency responders can access the premises without delay. The main road in front of the factory must be kept clear for the movement of ambulances, fire engines, or other emergency vehicles.

E. Floor-Level Fire Equipment Use: Each floor must have clearly marked fire extinguishers that are maintained and easily accessible. It is the responsibility of the Firefighting Team to ensure proper and timely use of these extinguishers in accordance with the type of fire involved.

F. Team Confidence and Professionalism: All designated Firefighting and Rescue Team members must carry out their duties with calmness, courage, and precision. Panic or hesitation during emergencies must be avoided.



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G. Rescue and Medical Transfer: Once general evacuation is completed, the Rescue Team must re-enter floors/sections to locate and extract any injured or immobilized individuals. These persons must be handed over to the First Aid Team for initial treatment or immediately transferred to the medical center via stretcher or ambulance if needed.

H. Clothing Fire Response: If an individual's clothes catch fire, they must follow the "Stop, Drop, and Roll" protocol. Running while on fire is strictly prohibited, as it intensifies the flames and increases the risk of injury to others.

I. Facility Search Protocol: Rescue Teams are required to check all bathrooms, toilets, stairwells, and rooftop areas to ensure no one is trapped or unconscious before declaring the evacuation complete.

EMERGENCY RESPONSE TEAMS

To manage different aspects of any emergency efficiently, **Shovon Knitwear Ltd.**, has formed specialized emergency teams with clearly defined responsibilities and member counts. Each team undergoes regular training and is activated immediately upon the occurrence of an incident.

1. Communication Team

Purpose: Maintain seamless internal and external communication during accidents or disasters.

Responsibilities:

- Inform all department heads immediately after an incident occurs.
- Liaise with local authorities, emergency services, and utility companies.
- Coordinate updates and instructions through PA systems and mobile networks.
- Team Size: 20 members

1.2 Security Team

Purpose: Ensure the physical safety and security of factory premises and personnel.

Responsibilities:



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- Maintain order during evacuations and block unauthorized entry.
- Provide perimeter security at all entry/exit gates.
- Assist in containing unrest or preventing theft/sabotage.
- Team Size: 33 members

1.3 First Aid Team

Purpose: Deliver immediate medical response to injured or sick individuals.

Responsibilities:

- Stabilize injuries using on-site first aid boxes and stretchers.
- Transfer serious cases to the medical center or hospital.
- Maintain medical supplies and documentation of treatment.
- Team Size: 150 members

1.4 Rescue Team

Purpose: Conduct search and rescue of trapped, unconscious, or injured individuals.

Responsibilities:

- Sweep all floors after evacuation for missing persons.
- Assist individuals with mobility issues or who are in distress.
- Cooperate with the First Aid and Evacuation Teams.
- Team Size: 150 members

1.5 Evacuation Execution Team

Purpose: Supervise and support organized evacuation of all employees.

Responsibilities:



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- Direct workers to assembly points using pre-assigned routes. * Prevent bottlenecks and panic during the process.
- Ensure floor-wise headcounts are complete.
- Team Size: 15 members

1.6 Accident Report & Record-Keeping Team

Purpose: Investigate incidents and maintain complete incident records.

Responsibilities:

- Document causes, effects, corrective actions, and timeline of the event.
- Preserve photos, videos, and eyewitness reports.
- Submit reports to management and safety auditors.
- Team Size: 2 members

1.7 Material Maintenance Team

Purpose: Safeguard vital company assets and inventory during emergencies.

Responsibilities:

- Secure sensitive equipment, raw materials, documents, and electronics.
- Relocate valuable items if time permits.
- Team Size: 15 members

1.8 Vehicle Control & Arrangement Team

Purpose: Manage all transport-related logistics during an emergency.

Responsibilities:

- Clear entry and exit routes for emergency vehicles.
- Ensure no vehicle blocks access to the building.
- Arrange company vehicles for patient or personnel transport.
- Team Size: 5 members



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FIRE INCIDENT COMMUNICATION & ESCALATION PROTOCOL

In the event of a fire or related emergency, the following step-by-step procedure must be followed to ensure swift action, clear coordination, and maximum protection of life and property.

1. Daytime Fire Incident Response

1.1 Immediate Situation Assessment

Any employee who detects a fire must first assess the severity and determine if it is manageable with on-site firefighting equipment or if large-scale evacuation is required.

1.2 Prompt Notification to Reception

The individual responsible must immediately notify the Reception Desk, clearly stating the location, nature, and severity of the fire.

1.3 Internal Escalation

Upon receiving the information, the Receptionist will alert:

- The Factory Security Department,
- The Internal Electrical Unit/Power Station to cut power, and
- The Fire & Safety Committee members stationed in key factory zones.

1.4 Activation of Factory Fire & Safety Committee

The designated committee members will attempt to bring the fire under control using:

- CO2 or water-based extinguishers (based on the fire type),
- Fire blankets and fire hoses,
- And by initiating floor-wise communication via PA systems.



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1.5 Evacuation Management

Simultaneously, the Evacuation Execution Team will begin guiding all personnel toward designated exits and assembly points in an orderly and swift manner, ensuring headcounts are maintained floor-by-floor.

2. Night-time Fire Incident Response

2.1 First Responder (Mobile Security Guard)

During off-hours, the mobile security guard on duty is the first responder. Upon noticing a fire or smoke, they must:

- Assess the scale of the fire,
- Attempt to extinguish small flames using nearby fire extinguishers, and
- Immediately report the incident to the Security Department and relevant senior officials.

2.2 Emergency Escalation by Security Department

Once informed, the Security Department will:

- Alert the Fire & Safety Committee,
- Call the nearest Fire Service Station and provide the full factory address and gate access instructions,
- Coordinate with on-site personnel to clear the area, shut off power, and ensure the main road and factory gates are accessible for emergency vehicles.

2.3 Maintaining External Communication

The Communication Team will ensure that all critical stakeholders, including local law enforcement, utility providers, and fire services are updated in real-time and that all teams receive consistent and accurate information.



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2.4 Post-Incident Follow-up

Once the fire is under control, the Accident Report & Record-Keeping Team will:

- Conduct a formal investigation,
- Preserve physical evidence,
- Record testimonies, and
- Submit a comprehensive report to senior management for further safety review.





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EMERGENCY MEDICAL RESPONSE & SECURITY PROCEDURES

1. First Aid and Medical Treatment Protocol

To ensure the prompt and effective treatment of any injuries or health issues that arise during factory operations or emergencies, **Shovon Knitwear Ltd.**, has implemented the following structure:

1.2 Availability of First Aid Boxes

Every production floor is equipped with a First Aid Box stocked with government-approved and company-prescribed medical supplies.

The contents are routinely inspected and replenished by the medical team.

1.3 Trained Medical Responders

Each First Aid Box is assigned to two trained staff members capable of administering immediate assistance to employees suffering from minor injuries, illness, or distress.

1.4 In-House Medical Unit

The factory has a dedicated medical room staffed by a qualified doctor and supported by trained nurses.

The facility is equipped with a patient bed, basic diagnostic equipment, oral and injectable medicines, and a stretcher for safe patient transport.

1.5 Emergency Patient Transfer Procedure

In case of moderate to severe medical conditions (e.g., burns, fainting, serious injuries, or illness), the First Aid Team will:

- Secure the worker on a stretcher.
- Transfer them to the in-house medical room for evaluation.



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- If further care is needed, coordinate with management to send the worker to a designated external clinic or hospital under company arrangements.

2. Emergency Safety and Threat Response Procedures

To maintain a secure working environment and safeguard employees and assets from external and internal threats, the following security protocols are in place:

2.1 Random Security Screening

Employees and visitors may be subjected to random inspections while entering the factory.

Any restricted item (e.g., matchsticks, lighters, weapons) will be confiscated, and disciplinary action may follow.

2.2 Suspicious Activity Monitoring

If an employee, visitor, or outsider exhibits suspicious behavior, they will be discreetly monitored, and information will be relayed to management and security.

2.3 Reporting External Disruptions

Any unpleasant or abnormal incident occurring outside the factory premises must be immediately reported to the Administrative Department and Security Chief.

2.4 Handling Internal Worker Discontent

In case of visible signs of worker dissatisfaction or agitation, the HR & Compliance team must proactively engage to resolve the situation peacefully and respectfully.

2.5 Gate Security and Illegal Intrusion

If a miscreant or armed intruder attempts to breach the facility, the Security Team must activate lockdown protocols and notify senior management and local police.



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2.6 Nighttime Emergency Protocol

For incidents that occur after operational hours, the on-duty security personnel must:

- Contact the police administration without delay.
- Alert the Top Management.
- Take containment action under the guidance of authorized decision-makers.

2.7 Display of Emergency Numbers

Updated emergency contact numbers must be visibly displayed at all key locations (security gate, reception, medical room, control panel) and provided to all emergency team leaders.

Emergency Contact Directory:-

Responsible Person	Section	Phone Number
Md. Towfiq Islam	Emergency (All Types)	+8801711566551
Dr. tamim Chowdhory	Emergency (Medical)	+880743407998
Md. Khairul Islam	Emergency (Fire)	+8801844184853
Md. Rabiul Islam	Electrical/Mechanical	+8801844184806
Md. Abu Bokkor	Security	+8801725768138

Nearest Police Stations:-

Sl/No	Contract Person	Police Station Name	Phone Number
1	Md. Arefin Haider	Fatullah, Narayanganj	7602999
2	Md. Ikbali Chowdhory	Narayanganj Sadar	9750088



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Nearest Hospitals:-

Sl/No	Contract Person	Hospital Name	Phone Number
1	Md. Bipul Hossain	Narayanganj Government Hospital	9750045
2	Md. Badho Khan	Medistar General Hospital	02-763077

Electrical Service Providers:-

Sl/No	Contract Person	Electricity Office Name	Phone Number
1	Md. Himu Ali	Narayanganj Electrical Board	975004243

Fire Station Contact List:-

Sl/No	Name Of Person in Charge	Fire Station Name	Phone Number
1	Md. Halim Sarkar	Fire Services Head Coater	02-22335555
2	Md. Rashed Ali	Haziganj, Narayanganj	01730002311
3	Md. Lingkhon Mondol	Mondolpara, Narayanganj	01901020828



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CRISIS MANAGEMENT POLICY

1. General Policy for Disaster Preparedness

To ensure maximum protection of life and property during any form of disaster, **Shovon Knitwear Ltd.**, has implemented a formal, written disaster management plan. A Disaster Management Committee is in place, consisting of trained members from various departments who will play a coordinated, responsible role during emergencies.

The plan emphasizes pre-planning, resource allocation, and role clarity to minimize chaos and enable a structured response during any disruptive event.

2. Fire-Related Disasters

A Coordinated Response Committee exists to address fire emergencies. Its responsibilities include:

- Immediate response to contain the fire.
- Safe evacuation of workers and personnel.
- Protection of factory assets, equipment, and sensitive areas
- Executing all fire safety measures as outlined in the factory's official Fire Safety Plan.

3. Electrical Accident Disasters

To manage accidents caused by electrical hazards:

- The Electrical In-Charge will lead the response team.
- The team will include a designated person to disconnect the main power supply immediately if an accident occurs.
- The first priority is to rescue the injured worker(s). Rescue operations must involve not only the Electrical Team but also other support teams, such as Medical, Security, and Rescue.
- The factory's medical officer must be informed instantly to begin treatment.



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- If the situation escalates beyond internal control, government agency support must be requested without delay.

4. Mechanical Accident Disasters

For machinery-related accidents:

- A team led by the Mechanical In-Charge will be responsible for executing immediate control actions.
- The injured workers must be rescued immediately, with help from the Medical and Rescue Teams.
- All injuries must be reported to the factory medical unit for emergency response.
- As with electrical emergencies, outside help must be sought if the situation becomes unmanageable.

5. Riot or Civil Unrest Disasters

In case of internal unrest or riots:

- A Joint Emergency Committee will be activated to take control of the situation.

This committee will coordinate with Security, Admin, and HR to ensure:

- Protection of employees,
- Prevention of damage to property, and
- Restoration of peace within the shortest time possible

The Committee must work in alignment with legal and disciplinary procedures, and external law enforcement will be contacted if required.



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RIOT AND UNREST RESPONSE PLAN

In the event of any riot, protest, or violent unrest affecting the workplace, the Disaster Management Committee is authorized to act swiftly to contain the situation, ensure employee safety, and protect property.

Committee Actions During Riot-Related Disaster

A. Immediate Notification

Any Committee member who becomes aware of a riot-related issue must immediately inform the General Manager and the Head of the Security Department.

B. On-Site Coordination

The Security Officer, with approval from the General Manager, must visit the incident location along with Committee members and concerned Department Heads to assess and de-escalate the situation.

C. Widespread Unrest Response

If the unrest spreads across multiple sections of the factory, the Committee will work together with all Department Heads, Personnel in-charge, and the General Manager to find a peaceful and practical resolution.

D. Collaborative Protection

Other designated factory teams (Rescue, Security, First Aid, etc.) must support the Committee by ensuring protection of all workers and factory assets.

E. Role of Security and Ansar Members

Deployed Security Guards and Ansar members must actively maintain order and protect employees, property, and factory infrastructure.

F. Escalation to Legal Authorities

If factory authorities are unable to restore control, legal action must be pursued immediately by contacting law enforcement or government officials.



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RESPONSE TO UNEXPECTED OR ROUTINE ACCIDENTS

Besides major disasters, there may be unusual or isolated incidents (e.g., individual injuries, small equipment malfunctions, and isolated electrical faults). These situations must be handled by a team led by the Personnel In-Charge, in coordination with the General Manager.

Action Protocol

The Personnel In-Charge, with necessary approval, will coordinate response with the relevant team members.

All designated emergency teams will function under the direct command of factory management.

Each team will perform its assigned duties to normalize the situation and ensure safety of people and property.

All employees are instructed to follow this disaster plan strictly whenever an incident occurs.

CHEMICAL SPILL RESPONSE PROCEDURE

In the event of a chemical spill, the following steps must be taken to minimize health risks and environmental harm:

Raise the Alarm: Immediately inform the designated safety officer and evacuate non-essential personnel from the affected area.

Secure the Area: Ventilate the area if safe to do so. Do not allow unauthorized personnel to enter.

Use Spill Control Kits: Contain and absorb the spill using available materials (e.g., absorbent pads, neutralizers, spill containment trays).

Wear PPE: All responding personnel must wear appropriate personal protective equipment (PPE), including gloves, boots, aprons, eye protection, and masks.

Prevent Contamination: Prevent the spill from reaching any drains, open water, or soil.



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Waste Disposal: Collect all contaminated materials in a designated hazardous waste container. Dispose of according to applicable environmental and hazardous waste regulations.

Decontaminate Area: Clean and disinfect the affected surfaces after the spill is contained.

Incident Reporting: Complete an incident report, including type of chemical spilled, quantity, response taken, and corrective actions. Submit to the Compliance and Safety departments within 24 hours.

EARTHQUAKE RESPONSE PLAN

Shovon Knitwear Ltd., is fully committed to protecting employees from natural disasters, including earthquakes which may occur due to natural or artificial causes during working hours.

1. Emergency Protocol for Earthquake Events

A. Alarm Activation and Evacuation

As soon as an earthquake begins, the fire alarm on each floor will activate. All workers must immediately stop operations, line up, and evacuate the building using the nearest designated exit gates.

B. Assistance to Injured Workers

If any worker is injured or unable to move, the Rescue Team will escort them to a safe location. The First Aid Team and company doctor will provide medical care.

C. Power Shut-Off

During any earthquake, the main electrical supply must be turned off immediately to prevent secondary hazards.

D. Safe Distance



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All workers must relocate to a safe assembly zone away from the building structure.

2. Vibration or Noise from Machinery

In cases where mild tremors or vibrations are caused by equipment (such as generators or suction systems), the following steps apply:

Workers must use earplugs or earmuffs during operation of high-vibration machinery like sewing machines, suction pumps, or industrial generators.

Machines producing consistent noise or vibration must undergo routine maintenance and follow the Noise and Vibration control SOPs.

CHEMICAL STORAGE, HANDLING & WASTE MANAGEMENT POLICY

Shovon Knitwear Ltd., is committed to minimizing harm to human health and the environment from the use of chemicals in its manufacturing processes. This section outlines the company's chemical safety policy in line with applicable legal obligations, the Bangladesh Factory Act, and best industrial practices.

1. Policy Objectives

- Prevent injury, illness, and environmental damage from chemical exposure.
- Ensure compliance with legal requirements for chemical safety.
- Maintain a safe and healthy workplace by implementing proper identification, handling, storage, and disposal systems.

1.2 Legal and Employee Responsibilities

Legal Requirements:

- All chemicals must be accompanied by proper identification, labeling, and safety information, clearly visible to workers.
- Employees working with chemicals must receive training, and such training must be documented and periodically refreshed.



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- Regular monitoring of worker health and the chemical work environment must be conducted by the company.

Employee Duties under the Factory Act:

- Workers must not endanger themselves or others.
- Health and safety protocols must be respected at all times.
- Refusal to undergo medical examinations or violate PPE requirements is strictly prohibited.
- No act of negligence or abuse related to chemical handling will be tolerated.

1.3 Identification and Labeling

- Each chemical container must display the manufacturers or supplier's name and address.
- Labels must include hazard symbols, health risks, and PPE usage instructions.
- Workers must be trained to understand and follow the label instructions.
- Unlabeled or unapproved containers must never be used.

1.4 Chemical Storage Guidelines

Chemical warehouses must be:

- Cool, dry, well-ventilated, and adequately lit.
- Located away from heat, flames, or explosive sources
- Fully roofed and enclosed (no chemicals left exposed).
- Highly flammable containers must be tightly sealed and stored away from ignition sources.
- Incompatible chemicals must be stored separately.
- Use a secondary containment system with a capacity of at least 110% of stored volume.
- Empty containers must not be reused or filled with other substances.
- FIFO (First-In, First-Out) must be followed to avoid expired stock accumulation.
- No smoking or eating in chemical storage or usage areas.



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1.5 Safe Handling Procedures

- PPE (gloves, goggles, rubber boots, aprons, masks) must be always worn when handling chemicals.
- Hands must be washed thoroughly with soap before meals or after chemical exposure, solvents are not to be used for cleaning skin.
- Contaminated clothing must be removed immediately.
- Workers must never take chemicals outside the work area for personal use.

1.6 Hazardous Waste Identification & Handling

- Responsible personnel must distinguish hazardous from non-hazardous waste and store them in clearly marked, restricted areas.
- When cleaning containers, PPE must be worn and waste must be sent to approve disposal areas.
- Empty containers must not be repurposed for any use.

1.7 Special Waste Management Guidelines

- Used oil must be stored in leak-proof containers on a sealed surface to prevent spills or accidents.
- Oil storage areas must be away from restaurants, walkways, or storm water drains.
- Used tube lights must be stored securely to prevent breakage they contain toxic gases.
- Dry waste must be bagged and stored so that it cannot be dispersed by wind or rainwater.
- Any health symptoms possibly related to chemical exposure must be reported immediately to the medical team.



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HAZARDOUS WASTE MANAGEMENT AND HANDLING PROCEDURES

Effective waste management is critical to protecting workers' health, maintaining environmental integrity, and complying with legal and sustainability requirements. **Shovon Knitwear Ltd.**, has implemented a structured hazardous waste identification, handling, and disposal system.

1.1 Waste Recordkeeping

All hazardous waste must be recorded in a dedicated Waste Register.

The register must include:

- Type of waste (e.g., sludge, used oil, chemical residues)
- Quantity (weight or volume)
- Water content or moisture level, where applicable

1.2 Definition of Hazardous Waste

- Any solid by-product removed during chemical treatment, particularly sludge extracted from water, is classified as hazardous waste.
- Other hazardous wastes may include used oil, chemical-contaminated containers, and fluorescent tube lights.

1.3 Waste Handling Protocol

Before handling hazardous waste, all personnel must wear complete Personal Protective Equipment (PPE) including:

- Rubber gumboots
- Safety goggles
- Aprons or coveralls
- Gloves



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- Face masks or respirators

Handling Steps:

1. Sludge or grease is to be collected using an immersion-type bucket and transferred into plastic drums.
2. Drums should be sealed and carefully loaded into transport vehicles.
3. Waste is to be deposited at the designated sludge dumping area, in accordance with municipal or regulatory guidelines.

1.4 In Case of Exposure to Hazardous Waste

1) If inhaled / difficulty breathing:

- Move to an area with fresh air immediately.
- Seek medical attention without delay.

2) If in contact with eyes:

- Hold eyelids open and rinse eyes with clean, cold water for at least 15 minutes.
- Consult an eye specialist if irritation persists.

3) If in contact with skin:

- Wash the affected area thoroughly with soap and water.
- If clothing is contaminated, remove it promptly to prevent chemical absorption.
- Clean chemical stains using citric acid or a diluted nitric acid solution under supervision.



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4) If swallowed or enters mouth:

- Rinse mouth thoroughly with clean water.
- Drink plenty of water to dilute.
- Visit a hospital or consult a physician immediately.

EMERGENCY MEDICAL TREATMENT POLICY

1.1 Policy Statement

Shovon Knitwear Ltd., recognizes that a healthy and physically fit workforce is essential to consistent production and ethical responsibility. A comprehensive Emergency Medical Treatment Policy has been established to ensure prompt and proper care for employees in case of medical issues or accidents.

1.2 Emergency Treatment Scenarios Covered

- Sudden fainting or unconsciousness
- First aid team will stabilize the worker, hydrate, and arrange stretcher transfer if needed.
- Severe abdominal pain
- The medical team will evaluate the worker for food-related, digestive, or infectious-related issues and act accordingly.
- Severe headache or migraine
- Treated with medication after checking vitals and assessing potential causes (fatigue, dehydration, light sensitivity, etc.).
- Immediate response to diarrhea or dysentery
- Rehydration therapy, oral saline, and medication provided under medical supervision.



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- Sudden rise in blood pressure
- Blood pressure is monitored; antihypertensive are administered based on doctor's advice.
- Burn injuries (e.g., from ironing or machinery)
- First-degree burns are treated with antiseptic and bandaging; serious burns are referred to a hospital.
- Injuries from sharp objects (e.g., snap buttons, needles, scissors)
- Injuries are sterilized, bandaged, and monitored.
- Tetanus shots or antibiotics are administered when necessary.
- Pregnancy-related health concerns
- Pregnant employees receive immediate access to the factory doctor and, if necessary, are transferred to the nearest hospital.
- Children in Childcare Center falling ill

The company doctor provides medical treatment onsite or arranges external care when required.

COMPANY POLICY FOR EMERGENCY MEDICAL TREATMENT

Shovon Knitwear Ltd., places utmost importance on ensuring the health and safety of its employees during working hours. The company maintains a dedicated medical team and well-equipped medical room to provide immediate care for a wide range of work-related or natural medical emergencies.

This policy outlines the standard procedures followed by supervisors, first aid staff, and doctors during different emergency medical scenarios.

1.1 First Response Protocol

Trained floor supervisors and first aid responders immediately assist in stabilizing the injury or medical condition.

For cuts or bleeding wounds, are bandaged at the spot, and the patient is promptly escorted to the on-duty company doctor for further treatment



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The company doctor assesses the situation and provides either on-site treatment or referral to a partnered hospital, as needed.

1.2 Specific Emergency Treatment Scenarios

A) Sudden Fainting or Collapse

The affected worker is placed on a stretcher and taken to the medical room. The doctor checks all vital signs and, if stable, arranges saline infusion or further observation with assistance from a trained nurse. Based on the recovery status, the worker may be advised rest, medical leave, or referred to a hospital.

B) Severe Headache

The patient is examined and given tablets or injections. If needed, the doctor may request further diagnostic tests and provide treatment based on results. In the event of a surgical or neurological concern, the employee is referred to a specialized hospital.

C) Diarrhea or Dysentery

The company ensures immediate rehydration therapy, medication, and rest for affected workers.

D) Sudden Rise in Blood Pressure

- Blood pressure is measured immediately.
- Antihypertensive medication is provided under supervision.
- The worker is kept under observation until stable.

E) Burn Injuries (e.g., from Ironing)

- Minor burns are cleaned, treated, and bandaged on site.
- For major burns, the doctor arranges for hospital transfer, and the company bears the full treatment cost.



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F) Sharp Instrument Injuries (e.g., from snap buttons, needles, and scissors):

- The injury is cleaned and bandaged immediately.
- The on-duty doctor performs the following actions:
- Check for embedded foreign objects (e.g., broken needle tips); remove if found.
- Clean wound with Provisep Solution and apply Povisen Ointment.
- If stitching is required, refer to the hospital.
- Provide tetanus injection, antibiotics, and painkillers.
- The injured worker is allowed rest in the medical room until stable.

G) Pregnant Workers

(This section is listed but its content is not detailed on page 20, suggesting it may be on the next page, or the content on page 19 covers the protocol for this scenario.) All pregnant female workers receive minimum three prenatal check-ups by the company doctor. Reports are recorded in the medical register. If any health deterioration is observed, the worker is immediately referred to a hospital to ensure maternal and fetal health.

H) Children in Childcare Center

The company doctor provides first-level treatment to children staying in the factory's childcare facility. If the condition exceeds in-house treatment capacity, the child is referred to the nearest health center or hospital immediately.

1.3 Policy Review

The Emergency Medical Treatment Policy is reviewed annually by senior management.

All updates are based on:

- Incident reports
- Medical audit findings



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- Changes in legal or industrial health standards
- Staff or nurse feedback

EMERGENCY DRILLS & TRAINING

Shovon Knitwear Ltd., conducts regular emergency evacuation drills, firefighting simulations, and medical emergency response exercises. All employees, including new joiners, receive training on emergency protocols. Fire drills are conducted at least twice per year. Evacuation route knowledge and muster point attendance are verified through headcounts. Records of all drills and trainings are maintained and reviewed by Compliance. Feedback from each drill is used to improve preparedness.

DOCUMENT CONTROL AND APPROVAL

This Emergency Action Plan has been carefully developed by the concerned departments of **Shovon Knitwear Ltd.**, reviewed by internal stakeholders, and formally approved by senior management. It affirms the company's strong commitment to ensuring employee safety, regulatory compliance, and effective crisis management. All employees and emergency response team members are expected to follow the procedures and responsibilities defined herein. This document shall be reviewed annually by the Compliance and HR departments to ensure it remains aligned with: Applicable laws and regulatory changes Industry standards and best practices, and Lessons learned from drills, audits, or real incidents Updates will be issued promptly if any operational, legal, or structural changes necessitate reasons.