



# WTE Infra Projects Pvt. Ltd.

For Water And Waste Water Treatment System



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PAP-S 77, NR BRIDGESTONE COMPANY, MIDC PHASE II,  
CHAKAN, VILLAGE SAWARDARI, TQ KHED, DIST PUNE -410501



### Customer Safety Policy.

	Employee Name	Designation	Signature
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**Customer safety** is a priority when you work in the service industry. Even the smallest thing can pose a **safety** hazard. This puts your business and livelihood at risk. Here are some ways to ensure **customer safety** at your business.

## Use Tools to Prevent Accidents

Customers naturally shop around in many retail stores or wait patiently in service departments. Employees should use safety tools provided by the company to indirectly protect the customer from an accident or acknowledge that a spill has occurred in an aisle or foyer. Ladders should never be left open unattended

Yellow or orange caution cones should inform customers of a spill on the floor, with the cones placed in the center of the spill until it can be mopped up.

These two policies will keep customers safe while shopping or waiting.

## Notify and Assist Customers During an Emergency

Customers should be the first ones out of the store or service area during an emergency, such as a fire. During an emergency, all employees should notify and assist customers out of the store in a safe, timely fashion.

Signs around doorways should identify emergency exits.

## Fix Damages Quickly

A policy that should always be in effect for all businesses is to fix damages as quickly as possible so that customers are not injured while shopping or waiting for a service.

Damages including water leaks, faulty electrical outlets, broken shelves and loose flooring are just some examples. Employees must write down the workplace damage and notify a manager as quickly as possible.

The manager must try to fix the damage or call a certified handyman who is qualified to fix whatever damage may need repair.

If the damage is not fixed, a customer can get injured and cost the company money through injuries and lawsuits.



## Place Signs

An adequate amount of signs around the store or work zone will show the potential risks while shopping or waiting for a service.

The signs should be placed in areas that are easily seen by people, such as next to doorways  
Equipment

### PURPOSE :

To establish procedures which will ensure that all surplus and salvageable non-capital material and equipment are first utilized to the fullest and most reasonable extent possible within the university; then to regulate the disposal and re-use of surplus, salvageable, scrap, and worthless non-capital material and equipment no longer needed or useable within Plant Operations "Plant Ops" or the university. The policy provides fair, economical, and ecological transfer or sale of materials and items and accounts for all financial entries.

Transport of all scrap, valuable waste, and salvageable material shall be properly recorded when disposed of, or inventoried when stored for later use.

### I. CLASSIFICATION OF NON-CAPITAL EQUIPMENT

**A.** Shop Supervisors, with the assistance of the Plant Ops Directors and Area Managers, must ensure all Non-Capital Equipment is utilized to the fullest and most reasonable extent possible within the University before assigning a classification of Surplus, Salvageable, Scrap or Worthless Equipment.

**B.** Only Supervisors and Managers can classify non-capital equipment and materials as Reuse, Surplus, Salvageable, Scrap and Worthless Equipment.

### II. SALE OF NON-CAPITAL EQUIPMENT

**A.** Non-Capital Equipment classified as Reuse cannot be sold.

**B.** Non-Capital Equipment no longer in active use and classified as Surplus, Salvageable, or Scrap can be sold by the Plant Ops Recycling Shop to various local recycling centers for current market value in exchange for cash or check. Materials are sold on a regular non-scheduled basis. (This is managed by the Supervisor of solid waste who will be responsible for all program aspects)

**C.** Proceeds from any sale of Non-Capital Equipment are deposited in the Plant Operations Recycled Products cost center and credited by the Shared Services member responsible for deposits.

**D.** Only security sensitive employees as defined in MAPP 02.03.05 may handle cash or check from any sale. Compliance with MAPP 05.01.01 for cash handling is required.

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**E..** Unsold Surplus must be taken to the University's Surplus Materials Disposal. A supervisor must transport the items.

1. Materials and equipment deemed to be worthless equipment by Plant Ops Directors will be disposed of appropriately.
2. No individual employee may personally benefit from the sale of university or contractor owned material or equipment. Individuals or groups who take, sell, or benefit from the sale of such items will be subject to corrective action up to and including termination and/or criminal prosecution.
3. Items owned by another entity, but located on university property, cannot be re-used, salvaged or sold by any university employee or department unless specifically stated under the contract between the University and contractor.

### **III. PROCEDURES TO HANDLE OR DISPOSE OF REUSE, SURPLUS, SALVAGEABLE, SCRAP & WORTHLESS NON-CAPITAL EQUIPMENT**

#### **A. REUSE ITEMS:**

- Spare equipment can be reused within Plant Ops departments. Each item taken from surplus storage will be assigned to the applicable shop. The Supervisor of that shop will then become responsible for that asset. An inventory record should be maintained by each department delegate to notify employees when items are released for use on other Plant Ops projects.
- Departments or shops may maintain Reuse in their own shop or area.

#### **B. SALVAGE ITEMS :**

- Items that have been deemed salvageable, scrap or worthless non-capital equipment by Directors within Plant Ops will be the responsibility of the Recycling Shop to dispose of properly. All proceeds will be sent to the office of Plant Ops Business Services for deposit into the Recycled Products cost center.

