



21, Ramananda Chatterjee Street, Kolkata – 700009 WB. INDIA Email: Info@berryblues.com Website: www.berryblues.com

Broken Needle Policy

At **BerryBlues Export (OPC) Pvt Ltd's** garment factory, we recognize the importance of maintaining a safe working environment for our employees. Broken needles can pose significant hazards to workers, potentially causing injuries and affecting product quality. Therefore, we have established the following policy to minimize the risks associated with broken needles:

1. Preventive Measures:

 We prioritize the use of high-quality needles and regularly inspect them for signs of wear and damage. Needles are replaced proactively to prevent breakage during garment production.

2. Training and Awareness:

- We provide comprehensive training to all employees involved in garment manufacturing on the importance of needle safety and the risks associated with broken needles.
- Employees are trained in proper handling techniques, including safe insertion, removal, and disposal of needles, to minimize the risk of breakage.

3. Immediate Action Upon Discovery:

- If a broken needle is discovered during production or inspection processes, immediate action is taken to remove the broken needle safely and dispose of it properly.
- o Production is halted temporarily in the affected area until the needle is removed, and the workstation is inspected for any remaining fragments.

4. Reporting and Documentation:

- o Employees are encouraged to report any instances of broken needles to their supervisors or designated safety personnel promptly.
- o Reports include details such as the location of the broken needle, circumstances surrounding the incident, and any corrective actions taken.

5. Investigation and Root Cause Analysis:

- Each incident of a broken needle is investigated to determine the root cause, whether it involves equipment malfunction, improper handling, or other factors.
- o Corrective actions are implemented based on the findings of the investigation to prevent recurrence of similar incidents in the future.

6. Continuous Improvement:

- We continually review our broken needle policy and procedures to identify opportunities for improvement in needle safety practices.
- Feedback from employees, safety audits, and performance evaluations are used to enhance our approach to needle safety and minimize risks effectively.