**FICCI AWARDS FOR EXCELLENCE IN SAFETY SYSTEMS 2024 – ASSESSMENT CRITERIA**

**Opencast Mine**

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| 1. **Policy and Commitment 24 marks** | | |
| **8.1** | **Does the Organization/Mine have a Safety Policy? If so, please attach the same** | * Whether the mine/organisation has a Safety Policy. If yes, does it address limited issues related to employees only or has a comprehensive coverage of issues related to employees, their families, contract workers, suppliers, community around * Is the safety policy signed by head of organization. |
| **8.2** | **How is Safety Policy communicated to the employees and other stakeholders?** | Whether genuine efforts are made to communicate the Safety policy through   * Mandatory safety training of all employees, * Displaying prominently in posters/Notice boards, * Through e mails, * As part of the employee hand book, * Training of contract workers, and * Leaflets for employee families. |
| **8.3** | **Does your unit/organisation have a system of ensuring adequate lighting level in the workplace, both during day and night shifts?** | * Is the unit aware of lighting requirements for workplace as per the Factories Act? * Which IS Standards are applicable for industrial lighting? * Is there any system of identifying the critical workplaces from lighting angle? * Does the unit/Organization have a system of measuring the lighting levels in the workplaces? |
| **8.4** | **What is your Organization’s/Mine’s policy for employees involved in fatality cases and who has/have suffered partial/ permanent disability** | Does it address:   * Only legal requirements like Employee Compensation Act (ECA) or goes beyond. * For fatal cases and permanent disability: one member of the family is given a job in the Organization. * For partial disability: retraining and relocation to suitable posting apart from the compensation under Employee Compensation Act. |
| **8.5** | **What is your Organization’s policy for contractor’s safety management?** | Whether it considers safety of contract workers as an issue   * To be dealt with by the contractor and at best has arrangement of safety training for contract workers or goes beyond. * As principal employer owns up overall responsibility for the contract workers, * Has a detailed programme of safety training for contract workers; selection criteria for contractors include safety related clauses which also form a part of contract and ensures that the contractor fulfils his responsibilities. |
| **8.6** | **Is your mine complying to THE MINES RESCUE RULES, 1985** | Do you have provision for   * SOP for rescue and relief operations * Rescue Rooms and Stations * Designated officers to handle rescue * Budgetary allocation |
| **8.7** | **Commitment of top management for safety in**  **your Organization** | |
| **8.7.1** | **Level and frequency of review of safety performance** | Whether it has any specific period and level of review. If so, at what level?  Are safety issues reviewed at the Board level and if so, at what frequency? |
| **8.7.2** | **How is the budget provision for Safety made in your Organization/Mine?** | Whether it has any specific budget earmarked for safety. If so, whether it is prepared by the safety officer or it has more broad based systematic approach like for the operating plants there is a laid down procedure for safety budget and for new investments Business heads include safety budget in their investment proposals |
| **8.7.3** | **Is safety a part of performance appraisal in your organization/Mine?** | Whether any specific reference to safety is included in performance appraisal system. If so, up to what level and whether it is part of the Key Result Area (KRA)? |
| 1. **Safety Systems 20 marks** | | |
| **9.1** | **Describe the system of Hazards Identification and Risk Assessment (HIRA) and Risk Control in the Organization/mine** | Whether any specific system exists for Hazard Identification and Risk Assessment (HIRA) in the organisation. If yes:   * What processes and activities are covered? * Does it have a comprehensive approach of a well-established system of HIRA addressing all processes, (existing and new) activities * Are documented, reviewed, updated periodically and necessary control measures implemented? |
| **9.2** | **Describe the Safety systems followed in the Organization/Mine** | 1. Is any specific safety system followed, a Safety Manual established and practised?    Does the Safety Manual address   * accident investigating and reporting system * work permit system, * system for reporting safety violation and near misses, * safety issues at design stages as well * during modifications and are mentioned in the Safety manual * Mine closure and post-closure monitoring.   2. Is the organisation certified to any Safety Management System? If yes, pl. provide details  3. Are the following activities/areas adequately covered in the Safety Manual:   * Design requirements & mine layout * Stripping of overburden * Mining methods * Explosives storage, handling and use * Blasting induced vibrations * Design and safety requirements for ground and surface water control * Operation & maintenance of Heavy Earth Moving Machinery (HEMM) * Protective safety devices * Compressed-air equipment * Electrical installations including Control devices, Insulation and earthing, Distribution boxes, Overload protection, Transformers, Conductors & Switchboards and switchgear * Safety of surface buildings and structures * Fire detection and fire fighting * Provision of First Aid and necessary training |
| **9.3** | **Describe incident/accident investigation system followed in your Mines?** | Is any incident/accident investigation system followed?  If so,   * Are only major accidents investigated * Does organization has a comprehensive system of accident/incident (near misses) investigation by a multi-disciplinary team * Is there a system of conducting root cause analysis, & initiating corrective and preventive actions * Are findings of investigation (post-accident) recorded, responsibilities fixed, actions taken reviewed at Mine head/Mines Manager level including training, provision/modification of facilities etc. * Are the reports reviewed at the joint safety committees and learning’s shared amongst all sections of the unit and also with the other units of the organization if applicable * Are initiatives taken to provide budget and other resources for CAPA |
| **9.4** | **Does your Organization/Mine have a system of ‘Employee suggestion Scheme’ on safety issues? If so, please give details including provision of rewards, if any** | * Whether any such scheme exists. * If so at what level and what appreciation/reward system followed. May pl. elaborate |
| **9.5** | **Does your organisation/mine have a comprehensive Disaster Management Plan including On-site & Off-site emergency plans?**  **If so please furnish salient features of the same** | If such plans exist, how clear and practical these plans are and whether any training and mock drills are carried out. |
| **9.6** | **Describe safety emergency handling system in your Organization/Mine** | Whether the Organization/mine depends on external agencies for emergency handling or it has trained safety squad backed by a Safety and Occupational health centre and an ambulance. |
| 1. **Safety Awareness and Training 22 Marks** | | |
| **10.1** | **Does your Organization/Mine observed safety occasions? If so, give details of activities carried out** | Whether any specific programmes are organised.  What is your record in conducting ‘Mines Safety Week?’  Has your mine bagged any awards in Mines Safety Weeks?  Has your Mine/Mine hosted any regional Mines Safety Week(s)? |
| **10.2** | **Describe the type of Safety Signage used in your Organization/Mine** | Whether any safety signage exists.  If so,   * Are these well exhibited and easily understandable by all? * Are they available in English/Local Vernacular/Hindi * Does it have extensive signage including figure/signs addressing employees and visitors, indicating safety zones (red, orange, green) if applicable, legible instructions at work places and mandatory safety videos/instructions for visitors. |
| **10.3** | **Are mock drills for safety held in your Organization /Mine? If so, please give details of type, frequency, involvement of people and follow up actions** | Are mock drills organised? If so,   * How often and who are involved? * Does the organization/mine have a comprehensive approach of organising mock drills once in a month simulating various scenarios including combination of worst case scenarios participated by cross section of employees, contractors’ workers? * Are the learning’s analyzed and corrective steps taken including modifying safety SOPs, if applicable? |
| **10.4** | **Does your Organization/Mine have any programme for off work safety for employees, their families and community around** | Does it have any specific programme? If so,   * is it only for employees or includes their families as well and * How frequently such programmes are organized? |
| **10.5** | **Type of safety training programmes followed for employees;** |  |
| **10.5.1** | **Does the organization/mine have a system of skill gap mapping for employees from safety angle? If yes, please attach a typical analysis report** | Does it have a system? If so, how comprehensive is this and which levels it covers? If any system is followed, please attach a report |
| **10.5.2** | **Does the Organization/mine draw up a Safety training calendar for employees of all levels based on skill gap analysis? If yes, please attach the calendar for the year 2017-18** | Is the safety training linked to skill gap analysis or it is ad-hoc? Is there a yearly safety training calendar? If so, please attach a copy. |
| **10.5.3** | **How are various levels of employees covered by Safety training in your Organization/mine?** | Which levels of employees are covered by safety training and how often such trainings are imparted? |
| **10.5.4** | **Please provide details about involvement of line managers (senior & middle management levels) in imparting safety training to supervisors & workers** | How often the line managers get involved in safety training, what level of managers are involved, whether classroom or hands on training.  How is your Vocational Training Centre (VTC) structured and what is the training specific to safety standards VTC imparts |
| **10.5.5** | **Safety training organised for contract workers/transporters in your mine/Organization** |  |
| **10.5.5 (a)** | **Is there mandatory induction training for contract workers? If yes, please describe briefly the training module followed** | Whether such mandatory trainings are organised for all contract workers. If so, how comprehensive is the coverage? |
| **10.5.5 (b)** | **Is any safety training provided for operators/drivers of Heavy Earth Moving Machines including trucks/dumpers/loaders**  **/tippers/cranes, Locomotives etc.** | Please Provide details |
| 1. **Safety Inspection, Audits and Performance 21 marks** | | |
| **11.1** | **Describe the system of safety inspection in your Organization/Mine including frequency, by whom and corrective action methodology** | Whether there is any system for - |
| **11.1.1** | **For unsafe conditions/practices** | Inspection for ‘Unsafe condition-unsafe practices’?  If so, so at what level and at what frequency?  Is there any review of the findings of such inspection followed by corrective and preventive actions? |
| **11.1.2** | **For equipment/ instrument** | Are SOP’s established for safe handling of Equipment /instrument? Do the SOPs address scope of inspection, frequency, composition of inspection team, methodology for corrective actions etc. |
| **11.1.3** | **For vehicles entering & leaving your premises**  **Carrying explosives.** | Whether all vehicles are checked and necessary training imparted to drivers and cleaners |
| **11.2** | **Describe system of Safety Audits in your organisation/Mine including frequency and scope.** | Whether audits are by in-house or external teams and if there is any specific periodicity of audits.  Is so, how comprehensive is the system e.g. does it have a system of quarterly internal audit by multi-disciplinary team and annual external audits by expert agencies covering various aspects of safety, followed by closing of NCs and Observations.  Are Audit reports and CAPA and reviewed by top management |
| **11 .3** | **Safety Performance** | |
|  | **Accident free million man hours** | 1. Assessment on the basis of Lost Time Incident Frequency rate (LTIFR)   LTIFR = (No. of LTI accidents\* 10 ^6)/Total Man-Hours   1. Assessment on the basis of calculated Non Lost Time Incident Frequency rate (NLTIFR) |
| 1. **Safety Organization/ Initiatives/Awards 5 marks** | | |
| **12.1** | **Safety set up in your Organization/Mine, including organizational structure, reporting mechanism, number of professionals with their qualifications and experience etc.** | How effective is the safety organizational structure in the Organization?  What is its composition, strength, activities, reporting relationship to top management etc  Pl. indicate if following are covered:  Top Management at HO/Corporate  Mines Manager( First/Second Class)  Designated Safety Officer  Vocational Training Officer  Electrical In-charge  HEMM In-charge  Overman and Foreman  Mining Mate  Mine Surveyor  Geologist/Hydro geologist  Fire Station In-charge |
| **12.2** | **How is responsibility of safety defined in your Organization/Mine? Please Tick (√) the most appropriate answer (one only) with relevant support document** | Whether responsibility for safety is defined for all levels of the organisation and recorded in the Safety Manual |
| **12.3** | **Has the Organization/Mine taken any major safety initiative last year to improve safety culture like behaviour based safety, zero tolerance initiative, ergonomics interventions etc** | What type of initiative taken? Does it have systematic approach, involvement of various levels of employees, inclusion of contract workers, monitoring mechanism for effectiveness of implementation? |
| **12.4** | **Mention the details of Safety awards/**  **recognitions received by your Organization/Mine** | Whether any Safety Awards received from State/National Govt, Industry Association, International bodies. |
| 1. **Occupational Health Management System 8 Marks** | | |
| **13.1** | **Does your organization / mine have an Occupational Health (OH) Surveillance Program? If yes, what are the components of OH surveillance programs that are being carried out** | Whether the organization has any such programme. If so, how comprehensive is the same. Is it a well laid out structured OH surveillance program? Does it cover medical fitness, health surveillance, biological monitoring (if applicable) and Industrial hygiene survey? Are Action plans prepared and implemented?   * Is the OH survey limited to employees only * Does it cover contractors’ workers, daily wage labor etc * Does it cover nearby communities, who get effected by pollution load from the mine, unsafe practices |
| **13.2** | **Give the percentage compliance of Pre-employment medical examination and periodic Medical examination of employees and contract workers for last 3 years in your organization/mine.**  **Pre- employment Medical (PEM) Fitness Compliance** | Assessment is on the basis of coverage of Pre-employment medical (PEM) and Periodic medical examination (PME) of employees and contract workers. |
| **13.3** | **What are the Occupational Health Promotional activities in your organization / mine? E.g. Workplace wellness program, canteen hygiene inspections, stress management program, hearing conservation program etc.** | Pl. give details of such programs taken by your mine/mine   * Amongst family members of employees * Amongst family members of contractors * Amongst nearby villages, both in core (5km radius) & buffer zone ( 10 km radius) |