**FICCI AWARDS FOE EXCELLENCE IN SAFETY SYSTEMS EXCELLENCE AWARD 2024 - ASSESSMENT CRITERIA**

**Large & Medium Sector – Manufacturing & Power Generation**

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| 1. **Policy and Commitment** **24 Marks**

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| **7.1**  | **Does the Organization/Unit have a Safety Policy? If so, please attach the same**  | * Whether the unit/organization 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, contact workers, suppliers, community around
* Is the safety policy signed by head of organization?

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| **7.2**  | **How is Safety Policy communicated to the employees and other stakeholders?**   | Whether genuine efforts have been made to communicate the Safety policy through  * Mandatory safety training of all employees
* Displaying prominently in Posters/Notice boards,
* Through e mails
* As a part of the employee hand book,
* Training of contract workers and
* Leaflets for employee families

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| **7.3**  | **What is your Organization’s/Unit’s policy for employees involved in fatality cases and who has/have suffered partial/permanent disability?**   | Whether applicant unit has:  * A specific policy or addresses 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 unit
* For Partial disability: retraining and relocation to suitable posting apart from the compensation under Employee Compensation Act
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| **7.4**  | **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 the arrangement of safety training for contract workers or goes beyond
* As a principal employer owns up the overall responsibility for contract workers
* Has a detailed programme of safety training for contract workers, selection criteria for contractors includes safety related clauses which also form a part of contract and ensures that the contractor fulfills his responsibilities

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| **7.5**  | **Commitment of top management for safety in** **your Organization**     |
| **7.5.1**  | **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?   |
| **7.5.2**  | **How is the budget provision for Safety made in your Organization/Unit?**  | 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    |
| **7.5.3**  | **Is safety a part of performance appraisal in your Organization/ unit?**   | Whether any specific reference is given to safety 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**
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| **8.1**  | **Describe the system of Hazards Identification and Risk Assessment (HIRA) and Risk Control in the Organization/unit**   | 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
* Processes are documented, reviewed, updated periodically and necessary control measures implemented?

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| **8.2**  | **Describe the Safety systems followed in the Organization/Unit**  | 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,
* Chemical safety system
* Process safety
* safety issues at design stages as well
* During modifications and are mentioned in the Safety manual

Is the organization certified to any Safety Management Systems? If yes, please provide details     |
| **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?

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| **8.4**  | **Describe incident/accident investigation system followed in your Organization/Unit?**   | Is any incident/accident investigation system followed?  If so, * Are only major accidents investigated?
* Does organization have 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 Unit Head level including training, provision/modification of facilities etc.
* The reports are reviewed at the joint safety committees and learning’s are shared amongst all sections of the unit and also with the other units of the organization if applicable
* Are initiatives taken to provide budget & other resources for CAPA

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| **8.5**  | **Does your Organization/Unit 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 please elaborate

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| **8.6**  | **Does your organisation/unit have a comprehensive Disaster Management Plan including On-site & Off-site emergency plans?** **If so, please  furnish salient features of the same**  | If such plan exists, how clear and practical these plans are and whether any training and mock drills are carried out.    |
| **8.7**  | **Describe safety emergency handling system in your Organization/Unit**   | Whether the Organization/unit 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**
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| **9.1**  | **Does your Organization/Unit observe safety occasions? If so, give details of activities carried out**   | Whether any specific programmes are organised. If so, how often and involving who all in the programme. Is it celebrated  round the year with participation from all levels of employees including the top management, representatives from various functions, mock drills, programme for employee’s families and the community    |
| **9.2**  | **Describe the type of Safety Signages used in your Organization/Unit**  | Whether any safety signages 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
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| **9.3**  | **Are mock drills for safety held in your Organization /Unit? 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/unit/mine have a comprehensive approach of organizing mock drills once in a month simulating various scenarios including combination of worst case scenarios and participation by cross section of employees, contractors’ worker?
* Are the learning’s of the drill analyzed and corrective steps taken including modifying safety SOPs, if applicable?
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| **9.4**  | **Does your Organization/Unit 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 as community around the unit as well
* How frequently such programmes are organized?

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| **9.5**  | **Type of safety training programmes followed for employees; including sections of employees involved, frequency, subjects covered, training imparted in hours/person/year**  |
| **9.5.1**  | **Does the organization 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 it and which all levels it covers? If any system is followed, please attach a report     |  |
| **9.5.2**  | **Does the organization draw up a Safety training calendar for employees at all levels based on skill gap analysis? If yes, please attach the calendar for the year 2019-20**  | 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.      |  |
| **9.5.3**   | **How are various levels of employees covered by Safety training in your Organization/unit?**   | Which levels of employees are covered under safety trainings and how often such trainings are imparted?   |  |
| **9.5.4**  | **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?     |  |
| **9.5.5**  | **Safety training organised for contract workers/transporters in your unit/Organization**   |
| **9.5.5 (a)**  | **Is there mandatory induction training for contract workers on safety?  If yes, please describe briefly the training module followed**  | Whether such mandatory safety trainings are organised for all contract workers. If so, how comprehensive is the coverage of such safety training?   |  |
| **9.5.5 (b)**  | **Is any safety training provided for transporters of hazardous materials engaged by the Organization? If yes, please describe briefly the training module followed**  | Whether such trainings are organised for transporters. If so, how comprehensive is the coverage of such training modules?    |  |
| 1. **Safety Inspection, Audits and Performance** **21 Marks**
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| **10.1**  | **Describe the system of safety inspection in your organization/unit** **including frequency, by whom and corrective action methodology**  | Whether there is any system for -  |  |
| **10.1.1**  | **For unsafe conditions/practices**  | Inspection for ‘Unsafe condition-unsafe practices’? If so, at what level and in what frequency? Is there any review of the findings of such inspection followed by corrective and preventive actions?   |  |
| **10.1.2**  | **For equipment/ instrument**  | Inspection of Equipment/instruments?  Whether SOPs exist giving scope of inspection, frequency, composition of inspection team, methodology for corrective actions  etc.  |  |
| **10.1.3**  | **For vehicles entering & leaving your premises** **carrying hazardous substances**  | Whether all vehicles are checked and training imparted to drivers and cleaners on various aspects including on TREM cards etc  |  |
| **10.2**  | **Describe the system of Safety Audits (Internal & External) in your Organization/Unit including  frequency, scope  and the  agency carrying out the audits**  | Whether audits are by in-house or external teams and Is there is any specific periodicity of audits. If 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 actions i.e. CAPA  are  reviewed by top management  |  |
| **10.3**  | **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)

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| 1. **Safety Organization/ Initiatives/Awards** **5 Marks**
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| **11.1**  | **Safety set up in your Organization/Unit, 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    |  |
| **11.2**  | **How is the responsibility of safety defined in your Organization/Unit? 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    |  |
| **11.3**     | **Has the Organization/Unit  taken any major safety initiative last year to improve safety culture like behaviour based safety, zero tolerance initiative, ergonomics interventions etc**  | What types of initiatives have been taken? Does it have a systematic approach, involvement of various levels of employees, inclusion of contract workers, monitoring mechanism for effectiveness of implementation?  |  |
| **11.4**  | **Mention the details of Safety awards/recognitions received by your  Organization/Unit**   | Whether any Safety Awards received from State/National Govt, Industry Association, International bodies.  |  |
|  **12 Occupational Health Management System 8 Marks**  |  |
| **12.1**  | **a) Does your organization/ unit 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 and 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?   |  |
| **12.2**  | **Give the percentage compliance of Pre-employment medical examination and periodic Medical examination (PME) of employees and contract workers for last 3 financial years in your organization/unit.** **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.      |  |
| **12.3**  | **What are the Occupational Health Promotional activities in your organization / unit? E.g. Workplace wellness program, canteen hygiene inspections, stress management program, hearing conservation program etc.**  | Pl. give details of such programs taken by your organization  * Amongst family members of employees
* Amongst family members of contractors
* Amongst nearby villages, both in core (5km radius) and buffer zone (10 km radius)

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