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

**Small Scale - Manufacturing & Power Generation**

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| 1. **Policy and Commitment 20 Marks**
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| **7.1** | **Does the organization/unit have a Safety Policy? If so, please attach the same**  | * Whether the unit/organisation have a Safety Policy. If yes, does it address limited issues only or has comprehensive coverage of issues related to employees, their families, contact workers, suppliers, community around
* Is the safety policy signed by Head of organisation
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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
* Leaflets for employee families.
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| **7.3** | **Do the organization’s/unit’s provide any additional benefit/compensation over the legal requirement in cases of fatality/partial or 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 like Employee Compensation Act (ECA)
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| **7.4** | **What is your Organization’s policy for contractor’s safety management?** | Whether organization considers safety of contract workers as an issue* To be dealt with by the contractor and at best has made 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 include safety related clauses which also form a part of contract and ensures that the contractor fulfils his responsibilities
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| **7.5** | **Commitment of top management for safety in****your Organization/Unit**  |
| **7.5.1** | **Who has the primary responsibility for safety in the organization/unit?**  | How primary responsibility of safety is defined in the organisation. Is it * HR/Admin,
* Safety manager for the overall responsibility
* And for the production head

Or* the responsibilities are defined at various levels in the organization/unit
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| **7.5.2** | **Is Safety part of any review meeting of the management?**  | Whether it has any specific system for the review of safety issues in the organisation exists or it is as and when issue come up. Does it have a system of review at various levels? If so, at what frequency?  |
| **7.5.3** | **Does the organization/unit provide adequate budget and personnel for safety? If so, then who has the authority to utilize the fund for Safety?**  | Whether it has any specific budget earmarked for safety. If so, whether it is prepared by the HR/Admin, by 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 proposals include a budget for safety provisions. |
| **7.5.4** | **Whether management encourages employees to take active part in maintaining a safe and healthy workplace.** | Whether any formal process exists. If so, how participative it is. Does it involve* cross functional teams
* safety In-charge,
* Production manager and actions are taken on suggestions which are evident.
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| 1. **Safety Systems 25 Marks**
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| **8.1** | **Describe the Safety systems followed in the organization/unit**  | What is the coverage of the safety systems? * Does it include only ‘work permit’ systems OR
* It is more comprehensive encompassing
* Work permit system,
* safety violation
* Chemical safety system
* Strong process safety system
* Process change management system
* Near miss reporting system
* Joint safety committees

Is the organizations certified to any Safety Management systems? If yes, please provide details  |
| **8.2** | **Does the organization/unit have system for checking fulfilment of Legal requirements from safety angle?** | * Does the company have documentation of legal requirements and are these reviewed? If so, how inclusive is it?
* Does it address maintaining a manual for legal requirements, defining of responsibilities, system of internal checking of compliance?
* What is the frequency of checking internal compliance?
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| **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** | **Does the company/unit have any incident/accident investigation system? If so, please give details.** | * Whether any incident/accident investigation system is followed.
* If so,
* whether only major accidents are investigated
* does the 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, corrective and preventive actions
* Are findings of investigation (post-accident) recorded, responsibilities are fixed; actions taken are 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.
* Are initiatives taken to provide budget & other resources for CAPA
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| **8.5** | **Does the company/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.

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| **8.6** |  **What is the arrangement in the company/unit to handle accidents /emergency situation?**  | Whether any laid down procedure exist. If so, Is it the responsibility of the shift in-charge to handle the emergencies or there is more elaborate arrangement in which back teams like security or other personnel in shifts are trained to handle emergency. Are mock drill or fire drills carried out with the involvement of Senior officers to assess the preparedness |
| 1. **Safety Awareness and Training** **20 Marks**
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| **9.1** | **Does your Company/Unit observe safety occasions? If so, please give details of activities carried out**  | Is there any specific programme to celebrate ‘Safety Day’? What is the involvement level? Is Safety celebrated round the year with participation from all levels of employees including the top management, mock drills, programme for employee’s families and the Community around  |
| **9.2** | **Describe the type of Safety Signages used in your Company/Unit**  | Whether any Safety Signages exists. If so,* Are these are well exhibited and easily understandable by all?
* Does it have extensive signage including in local language and in 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 company/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 involving who all?
* Does it has a comprehensive approach of organizing mock drills once in a month simulating various scenarios including combination of worst case scenarios and by the participation of cross section of employees, contractors worker.
* Are the learning’s of mock drill is analyzed and corrective steps taken including modifying safety SOPs, if applicable?
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| **9.4** | **Safety training programme for employees -** |
| 9.4.1 | **Has the company/unit identified hazardous operations? If yes, please provide the list** | Whether hazardous / critical operations have been identified and risks involved evaluated. |
| 9.4.2 | **Has the company/unit developed training module for the same? If yes, please provide one/two modules.** | Whether the organization has identified the training needs and developed Training modules to address the same? |
| 9.4.3 | **Safety trainings provided to employees** | What is the coverage of staff, quality and frequency of the safety trainings provided?  |
| 9.4.4 | **Who provides training?****HR Dept., External trainer, Line Manager** | What is the extent of involvement of shop floor manager in the safety trainings provided?  |
| 9.4.5 | **Safety training programme for contract workers** | What is the percentage of contract workers covered under safety training? What are the content, quality and frequency of such trainings? |
| 1. **Safety Inspection, Audits and Performance 20 Marks**
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| **10.1** | **Describe the system of safety inspection in the company/unit**  | Whether any specific system of safety inspection exists. If so, * What is the frequency of such inspection and who carries out such inspection?
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| **10.2** | **Describe the system of Safety Audits in the company/unit**  | Whether any specific system of safety audits exists. If so, * Whether it is internal or by external agency. What is the frequency of such audits?
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| **10.3** | **Describe briefly the system of implementing the findings of safety audits including corrective & preventive actions (CAPA)**  | Does the organization carry out Safety audits? Whether any structured system exists for actions on such audit findings, corrective and preventive actions taken and reviewed for compliance.  |
| **10.4** | **Safety performance-****Frequency & severity rates** | Assessment on the basis of Lost Time Incident Frequency rate (LTIFR) LTIFR = (No. of LTI accidents\* 10 ^6)/Total Man-Hours |
| 1. **Occupational Health 10 Marks**
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| **11.1** | **a) Does your organization/unit have an Occupational Health Surveillance Program? If yes, what components of OH surveillance programs 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? |
| 1. **Safety Organization/ Initiatives/Awards 5 Marks**
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| **12.1** | **Has the company/unit undertaken any new safety initiative during the year? If yes, describe briefly the initiative.** | What type of initiative taken? Does it have a systematic approach, involvement of various levels of employees, inclusion of contract workers, monitoring mechanism for effectiveness of implementation? |
| **12.2** | **Mention safety recognition/awards received, if any.** | Whether unit has received any Safety Awards from State/National Govt, Industry Association, International bodies. |