

HSE Training Standard

Purpose:

The purpose of HSE Training Program is to strengthen the employees with knowledge and enhance their skill so that they can perform their tasks with high level of efficiency and safely. Thereby, reducing chance of injuries and illness, waste of material and damage to the property of Company. This also includes refresher training.

Scope:

This Standards is applicable to all employees, contractor, sub-contractors, workmen, service providers, stakeholders who are working or associated with HSCL work at all premises, directly or indirectly.

Procedure

The HSE Training Program is implemented through a two-tier plan involving either or both- On-Job Training and Class Room Training with evaluation and feedback. All Training are given as per the training need identification given by HR.

At Tier-1, general HSE Training is imparted to all shopfloor employees as per preset schedule communicated to all concerned individuals at the first week of month. It covers following topics:

- a. Safety Induction Training
- b. PPE and their usage in industries.
- c. Unsafe Act, Unsafe Condition and Near Miss.
- d. Causes of Accidents
- e. Accident & Incident Reporting, investigation, root cause analysis and mitigation.
- f. Emergency Procedures with Emergency Evacuation method.
- g. Permit-to-Work System
- h. Basics of Fire and its prevention and protection.
- i. Fixed Fire Fighting installations and practical demonstration of Fire Fighting Equipment.

At Tier-2, subject to specific class room training session for employees including workmen of contractors, covering the following topics:

- Safety Induction Training
- Contractor Safety Rules & Regulations
- Use of Personal Protective Equipment (PPE)
- Accident & Incident Reporting, investigation, root cause analysis and mitigation

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Doc. No: HSE/Standard/04

TITLE: HSE Training Standard

- Behavior Bases Safety (BBS) and Near Miss
- Permit to Work (PTW)
- Basics of Electrical Safety and LOTOTO Procedure
- Safety Auditing and Inspection Procedures
- Risk Assessment with Risk Reduction Plan
- Mechanical and Manual Material Handling
- Prevention of Falls and Work at Height Safety
- Fork Lift Safety
- General Construction Safety
- Confined Space Safety
- Fire Hazard and its classification
- Practical use of Fire Extinguisher
- Defensive Driving, 2-Wheeler, 4-Wheeler and Heavy vehicles
- Emergency inside the Plant and Evacuation Procedure
- Process Safety
- Basics of HAZOP Study
- Human Factor in Safety


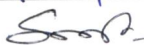
All temporary Contractual workmen engaged for various jobs must undergo Safety Induction at Gate Office. After successful completion and evaluation of Training, Gate Passes will be issued. Further, depending upon the nature of work, they must be given specific on job training at work location, prior to the execution of the work. The aim is to create a safety awareness and the hazards associated with the tasks that is to be performed with mitigation action plan.

Training Evaluation :

- The Company encourages post training assignment and evaluation. Successful participants shall be awarded with a certificate of participation/ completion.

Responsibility

- Managers are responsible for training their employees to match the knowledge and skill required to perform the jobs efficiently and thereby reducing chance of injuries, waste of material and damage to the property of Company.
- Training need identification, will be assessed by Dept. HoDs and Operation Heads. HR and HSE Team will be facilitators for conducting the training.
- HSE Team is responsible for the job specific of employees and contractual manpower.

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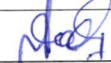
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- Training documentation and the pre-post skill assessment will be monitored by HSE team with involvement of HR dept.

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