



	Activity	Responsibility	Other Processes
PLAN	<p>Define <u>Responsibilities & Authorities</u> for all positions in the organisation chart and circulate to all.Ensure the understanding & use of the same.</p> <p>Prepare <u>infrastructure plan</u> on yearly basis to fullfill the needs of the organisation.</p> <p>Provide First -aid box to provide immediate first aid. Decide the <u>Contents of First aid box</u> and ensure availability of those items in box.</p>	<p>MD</p> <p>MD Manager-HR</p> <p>Manager-HR</p>	<p>Train employees about their responsibilities and authorities.</p> <p>Inform requirements of new assets or any changes needed to improve work conditions , performance etc. to top management.</p> <p>Ensure First aid facilities to all personnel in respective area.</p>
DO	<p>Review the contents every month to check expiry dates of medicines & items having short quantity. Update contents as needed to ensure availability</p> <p>Provide <u>Fire Extinguishers</u> as needed and ensure timely refilling of same. provide easy approach and reach to the Fire Extinguishers.</p> <p>Prepare <u>statutory / regulatory compliance record</u> and various actions to be taken under those laws w.r.t. frequency and period.</p> <p>Ensure timely completion of actions to fullfill those.</p>	<p>Manager-HR</p> <p>Manager-HR</p> <p>Manager- HR</p> <p>MD/Manager-HR</p>	<p>Ensure proper condition of the fire extinguisher in respective area or inform Manager- HR.</p>
CHECK	<p>Every six monthly basis verify if there are any amendments to the acts by contacting consultant. Take actions to fulfill those as needed.</p> <p>Conduct Housekeeping activities on regular basis to ensure proper upkeep of factory.follow '5S' technique to guide employees for same.</p>	<p>Manager- HR</p> <p>Manager-HR Resp Plant Head</p>	<p>Ensure proper housekeeping and implementation of 1S-2S activities .ensure neat ,clean &repair consistent condition of work place.</p>
ACT	<p>Incase of an accident on the premises immediately provide medical or other aid as needed. Record details in accident report and initiate corrective actions as appropriate to avoid repeatation.</p> <p>Promote employee participation in continual improvements through <u>kaizen</u> activity</p>	<p>Manager-HR Resp Plant Head</p>	

Note - Underlined text above indicates documents & records..

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