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**Training of All Employees on Safety and Safety Requirements**

**1. Introduction**

This document outlines the mandatory safety training program for all employees within the food manufacturing facility (NIC Code 10101). Adherence to this training program is crucial for maintaining a safe working environment, complying with relevant health and safety regulations, and preventing accidents and incidents. This training program is designed to equip employees with the knowledge and skills necessary to perform their duties safely and responsibly.

**2. Training Objectives**

Upon completion of this training program, all employees will be able to:

* Identify and understand potential hazards within the food manufacturing environment.
* Implement appropriate safety procedures and protocols to mitigate risks.
* Use personal protective equipment (PPE) correctly and effectively.
* Recognize and respond appropriately to emergencies (e.g., fire, spills, injuries).
* Understand and comply with all relevant health and safety regulations.
* Report accidents and incidents promptly and accurately.
* Understand the importance of good hygiene practices in food manufacturing.

**3. Training Content**

**The training program will cover the following key areas:**

* Hazard Identification and Risk Assessment: Employees will learn to identify potential hazards in their work areas, including physical hazards (machinery, slippery floors), chemical hazards (cleaning agents), biological hazards (bacteria, viruses), and ergonomic hazards (repetitive movements). They will be trained on conducting simple risk assessments and implementing control measures.
* Safe Operating Procedures (SOPs): Detailed SOPs for all machinery and equipment will be reviewed, emphasizing safe operating practices and lockout/tagout procedures. Specific training will be provided based on the employee's role and responsibilities.
* Personal Protective Equipment (PPE): Proper use, maintenance, and storage of PPE, including gloves, safety glasses, hearing protection, and protective clothing, will be covered. Employees will be fitted for appropriate PPE and will be assessed on their ability to use it correctly.
* Emergency Procedures: Employees will be trained on emergency evacuation procedures, fire safety protocols, first aid response, and reporting procedures for accidents and incidents. Fire drills and emergency response simulations will be conducted.
* Hygiene and Sanitation: Thorough training on maintaining personal hygiene, adhering to food safety regulations, and practicing proper sanitation procedures will be provided. This includes handwashing techniques, proper clothing and footwear, and the prevention of cross-contamination.
* Legislation and Compliance: Employees will receive training on relevant health and safety legislation and regulations applicable to the food manufacturing industry.

**4. Training Methodology**

Training will be delivered through a combination of methods, including:

* Classroom instruction: Lectures, presentations, and interactive discussions.
* Practical demonstrations: Hands-on training with machinery and equipment, focusing on safe operating procedures.
* On-the-job training: Supervised practical experience in the workplace.
* Quizzes and assessments: Regular assessments to evaluate employee understanding and retention of information.

**5. Compliance Notes:**

* Training records must be maintained for all employees.
* Training must be repeated annually or as required by changes in procedures or regulations.
* Training materials must be readily available and updated regularly.
* All training must comply with relevant health and safety legislation and industry best practices.

**6. Practical Guidelines:**

* Ensure all training materials are clear, concise, and easily understandable.
* Provide adequate time for training and allow for questions and discussions.
* Regularly assess employee understanding through quizzes and practical demonstrations.
* Provide ongoing support and guidance to employees after training.

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