 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: SAFETY TRAINING				

1.0 PURPOSE:

To describe a procedure for EHS training

2.0 SCOPE:

This Standard Operating Procedure is applicable to all employees working at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:

3.1 EHS Department

3.1.1 It is responsibility of EHS Department to implement and educate all employees on safety training

4.0 DEFINITIONS: NIL

5.0 PROCEDURE :

5.1 Internal programs:

5.1.1 On the job EHS training shall be conducted by EHS executive / in-charge and respective Department in charge

5.2 External programs:

5.2.1 The EHS department in co-ordination with HR department shall engage a suitable Consultant/institution to conduct safety, health and environment training programs as and when required.

5.2.2 EHS department shall coordinate with HR department and nominate employee/s to the External training programs conducted at various places.


5.3 New Recruits:

5.3.1 All the new recruits (Induction training) shall be trained on EHS systems on the second day of their joining for one full day.

5.4 Retraining for regular employees & trainees:

5.4.1 All employees are retrained as per functional training schedule on EHS systems.

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5.4.2 Training evaluation shall be assessed by written / oral means, at the end of session.

5.5 Training for contract workers:

5.5.1 New contract worker/s on the first day will be given a brief on EHS related Do's & Don'ts.

5.5.2 All the workers shall be retrained as per functional training schedule on the EHS Systems

5.5.3 Training evaluation shall be performed by oral test.

5.6 Functional training schedule:

5.6.1 The topics for the functional training schedule shall be identified by the EHS Department and it shall be reviewed by EHS Committee for necessary modifications.

5.6.2 EHS Committee members who are representatives of staff & workers shall contribute suggestions keeping in view of training needs of employees

5.6.3 EHS department shall distribute functional training schedule to all departments.

5.6.4 EHS Department Shall will conduct training sessions to all the ERT members

5.7 Training record :


5.7.1 EHS department shall maintain a record that compose list of participants, comments of trainer etc.

5.7.2 The EHS department shall announce the agenda of the training program in case of External programs in advance

5.7.3 Additional sessions may be held on the discretion of EHS In-charge/executive

5.7.4 EHS department may utilize In-house experts for on the job EHS training.

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5.8 List of Training topics were prepared and maintained separately and will be updated as per requirement.

6.0 FORMATS / ANNEXURE(S):

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		Revised as per current SOP & more clear and clarity and training calendar replace with functional training schedule.	---
02		1. SOP format changed in line with QA-SOP-001-05	CCF/GEN/17017

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