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Discovery Labs	

STANDARD OPERATING PROCEDURE			
SOP No.:	SOP-EHS-008-02	Effective Date:	
Supersedes:	EHS-008-01	Next Review Date:	
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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 / incharge 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.

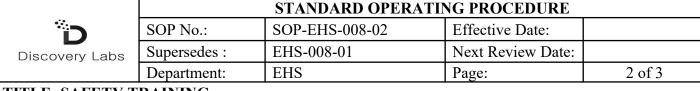
#### 5.3 New Recruits:

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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