

Making employees interested in their own safety and well-being is the responsibility of the safety professional who plans the programme and the supervisors who carry it out. The safety professional must realise that a safety promotion programme can succeed only through the combined efforts of management and employees, and must therefore use every available means to maintain their enthusiasm. Interest in safety programme can be created in various ways. In many companies, safety contests have been very effective; usually such contests are held for the purpose of reducing the frequency of accidents. Any good idea about safety promotion can be used as the basis for competition.

✓ Safety Committee

A safety committee is most useful mechanism for facilitating the necessary co-operative effort that is essential for success in accident prevention.

Safety Promotion

Although safety can to some extent be engineered into equipment and processes, it is still necessary to motivate employees to perform their work safely. Safety promotion is persuasion through motivation. An effective safety programme must be persuasive; it must provide a stimulus to which employees will respond positively. The goal of any such programme is active participation by employees.

Direct safety promotion approach involves intervention into the system, such as:

- (Modification of safety training programmes, including retraining.
- Providing short safety talks either at the start of each shift, following lunch, or during coffee breaks.
- Holding safety meetings led by the line manager or the top executive officer in the facility explaining management's concerns over declining safety performance.
- Development of a safety information programme.
- Evaluating safety performance on a regular basis.)

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It should consist of representatives from top management, supervisors and from the workers. It should act as an advisory body and meet regularly.

Safety Committees should draw up terms of reference and a list of agreed objectives, one of which should be the promotion of cooperation between employees and employer in instigating, developing and carrying out measures to ensure the health and safety of all employees. The functions of a safety committee will normally include the following:

1. To consider safety performance.
2. To monitor the effectiveness of the organisation's health and safety policy.
3. To study disease and accident statistics to:
 - (a) look for trends,
 - (b) highlight unsafe and unhealthy conditions and practices, and
 - (c) recommend corrective action.
4. To consider safety inspection and audit reports and recommend action for improvements.
5. To undertake safety audits.
6. To consider reports of factual information provided by enforcing authority inspectors.
7. To consider proposals for future developments put forward by management.
8. To assist in the development of written safe systems of work and work safety rules.
9. To consider revisions of the organisation's health and safety policy.
10. To keep a watch on the effectiveness of the safety training programmes.
11. To monitor the adequacy of health and safety communication and publicity in the workplace.

The model rules framed under the Factories (Amendment) Act, 1987 suggest the following functions of the safety committee:

- * Assisting and co-operating with the management in achieving the aims and objectives outlined in the "Health and Safety Policy" of the occupier.
- * Dealing with all matters concerning health, safety and environment and to arrive at practicable solutions to problems encountered.
- * Creating safety awareness amongst all workers.
- * Undertaking educational programmes, training, and promotional activities.

- * Discussing reports on safety, environmental and occupational health surveys, audits, risk assessment, emergency and disaster management plans and implementation of the recommendations made in the reports.
- * Carrying out health and safety surveys and identifying causes of accidents.
- * Looking into any complaint made on the likelihood of an imminent danger to the safety and health of the workers and suggesting corrective measures.
- * Reviewing the implementation of the recommendations made by it.

Besides the above functions, few more areas can be considered by the safety committees:

- Assisting in enforcement of safety norms by safety department.
- Notification of any exposure that are potentially dangerous.
- Reducing the number of safety related plans without infringing on workers' rights.
- Arrangements for celebrations of safety day in the organisation.
- Need for introducing of various types of respiratory and non-respiratory personal protective equipments.
- Modifications and changes to personal protective equipments for elimination of hazards caused by the introduction of new technological process.
- Administration and handling of suggestions and recommendations obtained through the safety suggestions scheme.
- Publicising safety within the organisation members.
- Documentation of health and safety records.
- Establishment of communication channel for improvement of safety and health within the organisation.

It must be remembered that safety committees can only make recommendations on the matters discussed in committee; it is the management's responsibility to take decisions on the implementation of any of the recommendations made. All members of the safety committee should receive training in health and safety and made fully aware of their role.

There are a number of specialised safety functionaries known by different designations such as safety officers, safety engineers, safety advisers, safety directors, who are mainly appointed to administer the organisation's safety policies and programmes. Their role and functions are given below:

Safety Officer

The Maharashtra Safety Officers (Duties, Qualifications and conditions of service) Rules, 1982 laid down the duties of a safety officer, which are as follows.

(i) The duties of a safety officer shall be to advise and assist the factory management in the fulfilment of its obligations, statutory or otherwise, concerning prevention of personal injuries and maintaining a safe working environment. These duties shall include the following namely:

1. To advise the concerned departments in planning and organising measures necessary for effective control of the personal injuries.
2. To advise on safety aspects in all job studies and to carry out detailed job safety studies of selected jobs.
3. To check and evaluate the effectiveness of action taken or proposed to be taken to prevent personal injuries.
4. To advise the purchasing and stores departments in ensuring high quality and availability of personal protective equipments.
5. To advise on matters related to carrying out plant safety inspections.
6. To carry out plant safety inspections in order to observe the physical conditions of work and the work practices and procedures followed by workers and to render advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers.
7. To render advice on matters related to reporting and investigation of industrial accidents and diseases.
8. To investigate selected accidents.
9. To investigate the dangerous occurrences reportable under rule 115 of the Maharashtra Factories Rules, 1963 and the cases of industrial diseases contracted by any of the workers employed in the factory reportable under rule 116 of the said rules.
10. To advise on the maintenance of such records as are necessary relating to accidents, dangerous occurrences and industrial diseases.
11. To promote setting up of safety committees and act as adviser to such committees.
12. To organise in association with the concerned departments, campaigns, competitions, contests and other activities, which will develop and maintain the interest of the employees in establishing and maintaining safe conditions of work and procedures.

13. To design and conduct either independently or in collaboration with the training department, suitable training and educational programmes for the prevention of personal injuries.
- (ii) No safety officer shall be required or permitted to do any work which is inconsistent with or detrimental to the performance of duties mentioned in Sub-rule (1).

In fulfilling his role the safety officer at all times work in close harmony and collaboration with line management executives and with employees and their representatives, with the object of ensuring a safe and healthy workplace in tune with the organisation's health and safety policy.

② Safety Director

The director of safety performs a number of significant tasks. They include the following:

1. The formulation and administration of the safety programme.
2. The acquisition of the latest and best hazard control information.
3. The representation of management to the public, employees, insurance companies, and governmental agencies as the company's safety resource.
4. The communication on safety-related issues to managers at all levels.
5. The collection and recording of pertinent data on safety-related operational matters, including work injury causes and statistics.
6. The reporting to top management periodically, on a regular basis on the safety of the organisation's safety effort.
7. The coordination with the organisation's medical department on the safe placement of new or convalescing employees.
8. The inspection of the facilities for compliance with central, state, and local regulations.

③ Safety Adviser

The functions of the safety advisor is advisory, leaving executive decisions for line managers. The role and function of the safety adviser will normally include:

1. Monitoring the implementation of the organisation's health and safety policy.
2. Advising line management to assist them in meeting some of their health and safety responsibilities.
3. Assisting in the formulation and implementation of safe systems of work.
4. Recommending suitable protective equipment.

5. Checking compliance with all statutory requirements affecting health and safety.
6. Monitoring the necessary safety registers, records and accident books.
7. Promoting health and safety education programmes to develop safety awareness at all levels.
8. Disseminating information on accident prevention techniques.
9. Investigating, reporting and recording injury and damage accidents to: (a) establish the causes, (b) recommend remedial action to prevent a recurrence, (c) monitor performance, and (d) examine trends.
10. Providing meaningful information on accident statistics.
11. Liaising with outside bodies.
12. Keeping abreast of modern techniques and developments in health and safety.

Safety Department

For effective safety and health management, a well organised safety department is very essential. The safety department has to be assigned with the following tasks:

1. To establish the norms and guidelines for the provision of safety of sites, employees, materials, equipment and structures.
2. To prepare checklists, manuals, and other documents for use by the line management in carrying out their functions.
3. To supervise safety at site and within the organisation.
4. To give advice on all safety matters in accordance with the safety policy.
5. To maintain all safety records, prepare reports and monitor the same to all concerned.
6. To conduct safety training in the organisation.
7. To carry out safety audit periodically.
8. To discharge all statutory obligations of the organisation regarding safety, and maintain liaison with the government safety machinery and other industry associations.
9. To organise competitions, posters, melas and such other activities that promote safety consciousness amongst employees.
10. To carry out plant safety inspections for removing the unsafe physical conditions and preventing unsafe actions by employees.

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