



**GOVERNMENT OF ODISHA
LABOUR & E.S.I. DEPARTMENT**

* * * *

RESOLUTION

Bhubaneswar, dated 21.3.23

No.LESI-LL2-MISC-0024-2017- 3202 /LESI, Pursuant to the recommendations of the 16th Labour Ministers Conference held in June, 1968, the State Government had introduced prizes for factories registered under the Factories Act, 1948 vide Resolution No. 8115-IF/5/35/78-LEH dated 06.06.1978 for best performance in safety with a view to stimulate interest of the management as well as workmen in industrial safety and accident prevention and formulated the modalities for selection of safety awards vide Resolution No. 11357 dated 08.09.1994. Further, the Government in Labour & ESI Department have modified the set of State Safety Awards vide Notification No. 7755/LESI, dated 18.12.2019.

Now, to give due recognition to outstanding safety performance by the factory managements as well as the workmen on “industrial safety and accident prevention”, and to create awareness of the need to protect the health and lives of workers, the State Government, after careful consideration, have been pleased to revise the modalities / stipulations of State Safety Awards as follow.

The State Safety Awards shall be distributed in the following manner:-

Sl. No.	Name of the Awards	No. of Awards
1	Lowest weighted frequency rate of accident	05 (01 award for each category of factories *)
2	Longest accident free period	05 (01 award for each category of factories *)
3	Lowest severity rate of accident	05 (01 award for each category of factories *)
4	Best Surakhita Shramik Bandhu	10 (01 each for regular and contract workers for each category of factories *)
5	Best Safety Buddy	02 (01 for factories having man-hours up to 25 Lakh and 01 for factories having man-hours above 25 lakh)

6	Best Safety Aaina	02 (01 for factories having man-hours up to 25 Lakh and 01 for factories having man-hours above 25 lakh)
7	Best Safety Officer	01 (Irrespective of man-hours worked)
8	Factories where no major accident occurred in last 10 years	01 (Irrespective of man-hours worked)

Note:- Each factory shall be considered for only one out of the three award schemes mentioned at Sl. No. 1, 2 & 3 to avoid repetition of awards.

*** Category of factories:-**

- A. Factories having working man-hours from 20000 to 1 lakh.
- B. Factories having working man-hours above 1 lakh to 5 lakh.
- C. Factories having working man-hours above 5 lakh to 10 lakh.
- D. Factories having working man-hours above 10 lakh to 25 lakh.
- E. Factories having working man-hours above 25 lakh.

Modalities for selection of State Safety Awards:

1. Lowest Weighted Frequency Rate of Accident-

The lowest weighted frequency rate of accident will be the sum of number of nonfatal accident per 10000 man-hours worked plus the number of fatal accidents per 10000 man-hour works multiplied by 30.

2. Longest Accident free period-

The longest accident free period shall be calculated in terms of longest number of man-hours worked subject to minimum 20000 man-hours without a single fatal or non-fatal accident during the period under consideration.

3. Lowest Severity Rate of Accident-

The lowest severity rate of accident shall be calculated in terms of the number of man-hours lost due to accident multiplied by 10,00,000 divided by the number of man-hours worked.

Note - In order to equalize the man-hours worked by different categories of factories during the year, the "Hazard Potential" of a factory shall be computed by considering the equivalent man-hours of different types of factories as per table given below. Man-hours worked to be multiplied by this factor to obtain equivalent man-hours of such factories having potential of hazard.

Hazard Potential	Type of factories
3	: Major Accident Hazard category factories as notified by the Directorate of Factories and Boilers, Odisha.

2	:	All factories coming under section 2(cb) and sec-87 of the Factories Act, 1948
1	:	Factories other than MAH & 2(cb) categories

For the scheme of awards at Sl. No. 1, 2, & 3, each participating factory in addition to the application form, shall also submit the **Format-1** duly filled in, and signed by the Occupier / Manager.

4. Best Surakhita Shramik Bandhu-

To encourage both regular and contract workers to abide by the safety rules and regulations for the cause of safety, Govt. in Labour & ESI Department have decided to recognize one worker each from regular and contract workers from all 5 categories of factories every year which will boost their morale and develop the safety culture. Best Surakhita Shramik Bandhu shall be adjudged by the committee or its authorized sub-committee based on the parameters mentioned in Format-2. Each participating factory in addition to the application form shall also submit the **Format-2** duly filled in, signed by the applicant and Occupier / Manager.

5. Best Safety Buddy-

"Safety Buddy" means a sizable factory having infrastructural facilities supported by trained man-power that has adopted some nearby factories having no or less infrastructural facilities with an intention/ objective to help them to develop a safe work environment and to create safety awareness among their workers to avoid accident. Best Safety Buddy shall be adjudged by the committee or its authorized subcommittee based on the parameters mentioned in Format-3. If felt necessary, the committee or the authorized sub-committee may make a spot visit to the ancillary factories for evaluation. Each participating factory in addition to the application form shall also submit the **Format-3** duly filled in, signed by Occupier / Manager.

6. Best Safety Aaina-

Safety Aaina means a location/ section/ area of a factory, where safety compliance is 100% with reference to relevant laws of the land. Best Safety AAINA shall be adjudged by the committee or its authorized subcommittee based on the parameters mentioned in Format-4. If felt necessary, the committee or the authorized sub-committee may make a spot visit for evaluation. Each participating factory in addition to the application form shall also submit the **Format-4** duly filled in, signed by Occupier / Manager.

7. Best Safety Officer-

Best Safety Officer shall be adjudged by the committee or authorized sub-committee based on the parameters mentioned in Format-5. The applicant shall make a power point presentation on his performance before the committee or authorized subcommittee for evaluation. Each participating factory in addition to the application form shall also submit the **Format-5** duly filled in, signed by the safety officer and Occupier / Manager.

8. Factories where no major accident occurred in last 10 years-

This award shall be given to the MAH factory where there is no loss of life in the factory or no injuries to ten or more people inside the factory. Selection shall be based on the parameters mentioned in Format-6. If felt necessary, the committee or the authorized sub-committee may make a spot visit to the ancillary factories for evaluation. Each participating factory in addition to the application form shall also submit the **Format-6** duly filled in, signed by the Occupier / Manager.

General Guidelines –

1. Accidents as defined under Section 88 of Factories Act, 1948, which are reportable only under the Factories Act, 1948, shall be taken into consideration for this purpose.
2. Information shall relate to the period from 1st January to 31st December of the assessment year.
3. Applications for the Safety Awards shall be invited from registered factories for each calendar year.
4. The applications forms shall be verified and countersigned by the zonal Assistant Directors of Factories & Boilers.
5. The State Safety Award Committee constituted by the Government in Labour & ESI Department shall have the right to cause spot visit to verify the facts furnished by factories and evaluate the potential risk in the factories. The decision of the Committee in this regard shall be final.
6. Chairman of the State Safety Award Committee has the right to suspend the awards for a particular year based on the recommendation of the committee with respect to poor performance of the applicants or in case of less number of applications received for a particular category.
7. The committee shall meet as and when required as decided by the Chairman.
8. The non-official members of the committee shall be entitled to get TA & DA at the rate prescribed in the Finance Department Resolution No. 18937/F dated 06.08.1955

and amended from time to time for attending the meeting of the committee. The Director of Factories and Boilers, Odisha shall be the controlling and countersigning authority.

9. The chairman and any three members will form the quorum.

10. This resolution supersedes the earlier resolutions referred so.

11. The application form and format-1, 2, 3, 4, 5 & 6 are annexed herewith.

By order of the Governor



[R.S. Gopalan]

Commissioner-cum-Secretary to Government

Memo No. 3203 /LESI, dated 21.3.23

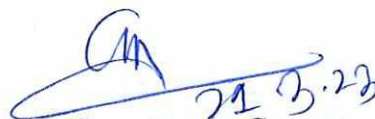
Copy forwarded to the Director, Printing, Stationery and Publication, Odisha, Cuttack with a request to publish this resolution in an extraordinary issue of Odisha Gazette.



Deputy Secretary to Government

Memo No. 3204 /LESI, dated 21.3.23

Copy forwarded to all Departments for information.



Deputy Secretary to Government

Memo No. 3205 /LESI, dated 21.3.23

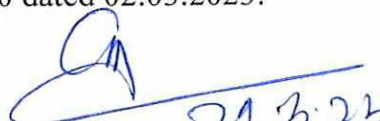
Copy forwarded to the P.S. to Hon'ble Minister, Labour & ESI, Odisha for kind information and necessary action.



Deputy Secretary to Government

Memo No. 3206 /LESI, dated 21.3.23

Copy forwarded to the Director of Factories & Boilers, Odisha, Bhubaneswar for information and necessary action w.r.t. Letter No. 660 dated 02.03.2023.



Deputy Secretary to Government



Government of Odisha
DIRECTORATE OF FACTORIES AND BOILERS, ODISHA.
KHARAVEL NAGAR, UNIT-3, BHUBANESWAR-751001, PH. NO. 2396070.

APPLICATION FORM FOR STATE SAFETY AWARD

Performance year
From To

General Information (Common for all categories of Awards)

(A) Select Category: [Refer Note]

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

Note: Category (5 nos.) –

- A) Factories having working man-hours from 20,000 to 1lakh
- B) Factories having working man-hours above 1 lakh & up to 5 lakh
- C) Factories having working man-hours above 5 lakh & up to 10 lakh
- D) Factories having working man-hours above 10 lakh & up to 25 lakh
- E) Factories having working man-hours above 25 lakh

(B) Select Scheme (s):

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Sl. No.	schemes of Awards	Applied for	Application Form/ Formats
1.	Lowest Weighted Frequency Rate of Accidents		Application form + Format-1
2.	Longest Accident Free Period		
3.	Lowest Severity Rate of Accident		
4.	Best Surakhita Shramika Bandhu		Application form + Format-2
5.	Best Safety Buddy		Application form + Format-3
6.	Best Safety Aaina		Application form + Format-4
7.	Best Safety Officer		Application form + Format-5
8.	Factory where no major accident occurred in last 10 years		Application form + Format-6

1. Name of the Factory :
Address :
Telephone Number / Fax No. :

Mobile No. / Website / E-mail ID etc. :
2. (a) Registration Number under Factories Act, 1948 :
(b) Validity of factory license up to the year :
(c) Licensed manpower :
3. Name of the Occupier & Manager of the factory :
under Factories Act, 1948 (Mobile No, E-mail ID).
4. Manufacturing process of the factory :

5. Actual number of workers employed in the factory. :
 (a) Regular Workers :
 (b) Casual / Contractor workers :
 (c) Total workers :
 (d) Actual no. of days worked in the year :
6. Prosecution / if any filed under the provisions of :
 Factories Act, 1948, Boiler Act, 1923 & Rules
 made thereunder during the year.
7. Safety & Health Policy : Prepared (Yes / No) –
 Implemented (Yes / No) -
 Reviewed (Yes / No) -
 (if yes, attach copy of proceedings)
8. Safety Officers : Nos. required –
 Nos. deployed –
 Nos. accepted by DF&B(O) -
 Whether quarterly report submitted by safety
 officers to Directorate –
9. SOP / SMP : Nos. required –
 Nos. prepared –
 Nos received & updated -
 Audio Visual SOP prepared (Yes/ No) –
 (If yes, attach list)
10. On Site Emergency Plan : Prepared (Yes / No) –
 Approved (Yes / No) –
 No. of training programme
 conducted on Emergency plans -
 No. of mock drills conducted involving
 DCG members -
 Report of the drill prepared & submitted to
 DF&B(O) - (Yes/No)
 If yes, attach proceeding report)
11. Safety Committee (SC) : Constituted (Yes / No)
 Chairman of SC (Manager under Factories
 Act/ Production Head)
 No. of meetings conducted –
 No. of minutes circulated –
 Status of compliance -
12. Training imparted to employees :

Sl. No.	Topic	Date & Duration	No. of participants	Training man-hours

NB: Whether 100% employees (both regular & contractor) imparted training - Yes / No.
 If No, (% of employees imparted training) -

13. Health Check up :

Sl. No.	Date	No. of employees medically examined	No. of cases in which special tests carried out	Abnormality detected

NB: Whether 100% workers (both regular & contractor) medically examined - Yes / No.
 If No (% of workers medically examined) -

14. Safety Audit

Whether required under Odisha Factories
(Control of Major Accident Hazard) Rules, 2001

Yes / No

If yes, whether carried out.

Carried out		% of compliance to the observations as on 31 st December of the Assessment year	
Internal (Team members) / Date of audit	External (Details of the agency) / Date of audit	Internal	External

15. Emergency off-site Drills

: Participated / Assisted the District Administration
in conducting the Drill - (Yes/No)
Resources sent during the drill (Yes/No) – If yes,
furnish details -

16. Contractor's Safety Management
System

: a) Exist – Yes / No (if yes, submit supporting
documents)
b) Provision of blacklisting the contracting
agency involved in fatal accidents – Available
/ Not available
c) Whether any agency blacklisted during the
year (furnish details)

17. Implementation status on 10-Point
Action Plan

(1) Annual Safety Calendar

: Prepared/ Not-prepared.
(If prepared, submit a copy along with
compliance with supporting documents)

(2) Safety Aaina

: Created / Not created
(if created submit supporting documents)

(3) Safety Buddy

: Complied/ Non-complied.
(If complied, submit supporting documents)

(4) Safety Mobile App

: Complied/ Non-complied.
(If complied, submit supporting documents)

(5) Safety Gathering

: Conducted/ Not conducted.
(If conducted, submit supporting documents)

(6) Safety Touch

: Conducted/ Not conducted.
(If conducted, submit supporting documents)

(7) Safety Hot Spots identified

: Yes/ No, If yes, furnish the details.

(8) Use of Technology for safety
compliance

: Done/ Not-done, If done furnish details.

(9) Safety compliance by
contractors

: Done/ Not-done, If done furnish details.

(10) Mock Drills conducted

: Yes/ No, If yes, furnish reports.

Place:
Date:

Signature of the Occupier / Manager
with seal



Government of Odisha
DIRECTORATE OF FACTORIES AND BOILERS, ODISHA.
KHARAVEL NAGAR, UNIT-3, BHUBANESWAR-751001, PH. NO. 2396070.

FORMAT – 1

Select Category:

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

Type of Factory: MAH / Hazardous / Others

B.	Application for –	
	1. Lowest Weighted Frequency Rate of Accidents	<input type="text"/>
	2. Longest Accident Free Period	<input type="text"/>
	3. Lowest Severity Rate of Accident	<input type="text"/>
	NB: Please put tick (✓) mark in the box for the scheme applied.	
1.	Accident during the year (1 st January _____ to 31 st December _____)	
	(a) No. of Fatal Accidents	:
	(b) No. of Non-fatal accidents (Serious/Reportable)	:
	(c) No. of dangerous occurrences (Type: Fire / Explosion / Collapse of structure/ Gas leakage / property loss etc.)	:
	(d) Total man-hours lost due to non-fatal accidents.	:
2.	Man-hours worked (No. of workers employed x no. of days worked in the year x 8 hrs.)	
	a) Regular workers	:
	b) Casual / Contract workers	:
	c) Over time man-hours	:
	Total man-hours worked (a+b+c)	:

Place:

Date:

Signature of the Occupier / Manager
with seal



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KHARAVEL NAGAR, UNIT-3, BHUBANESWAR-751001, PH. NO. 2396070.

FORMAT – 2

APPLICATION FOR SURAKHITA SHRAMIKA BANDHU AWARD

(10 prizes: 1 each for regular & contractor worker from all 5 categories)

Select Category: (Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

1.	Details of the worker nominated for award	:	
	(a) Name in full	:	
	(b) Regular/ Contractor. (in case of contractor worker, name of the contracting agency, copy of work order issued to the contracting agency and Gate Pass of the worker)	:	
	(c) Designation	:	
	(d) Age	:	
	(e) Educational Qualification	:	
	(f) Experience	:	
2.	Name of the factory where employed.	:	
3.	Accident statistics of the factory during the year.	:	(Fatal/ Non-fatal/ DO)
4.	Whether legal action initiated against the management of the factory during the year for violations of Safety Rule	:	(Yes/No)
5.	Whether complaints made against the management	:	(Yes/No)
6.	Length of service period. (Total man-hour worked)	:	
7.	Whether deployed in hazardous location/ dangerous operations). If yes, furnish details	:	
8.	Safety Training / Certificate courses undergone if any. (Furnishing supporting documents)	:	
9.	Justification for award (attach write up with supporting documents endorsed by occupier/manager)	:	
10.	Whether awarded/ recognized in past by the Directorate of Factories & Boilers, (O), / by own or any other organization. (attach document)	:	
11.	Safety suggestions given to management to improve safety standard at site during his work period	:	
12.	Whether applied earlier for such award, if yes, furnish reference and whether awarded / not awarded	:	
13.	Whether a member of Safety Committee. (Yes/ No), If year, furnish supporting documents.	:	
14.	Safety Trainings undergone (Yes/ No). If yes, furnish supporting documents.	:	

Signature of the applicant

Signature of the Occupier / Manager
with seal



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FORMAT - 3

APPLICATION FOR BEST SAFETY BUDDY

(2 prizes: 1 each for factories having working man-hours up to 25 lakhs & above 25 lakhs)

Select Category:

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category	
A to D	E

1. (a) Name & address of the factory :
(who did mentoring)

(b) Name(s) of Safety Buddies :
(attach supporting document)

Name of factory	License No.	Licensed Manpower	Mfg. Process	Date of adoption	Remarks

2. Date of formation of Safety Buddy :

4. Whether any activity module prepared. :
If yes, furnish a copy.

5. Attach detail report along with supporting documents on the activities conducted by the mentor factory

a) Coordination meetings :

b) Training programme (if any) :

c) Field visits and Safety Audit :

d) Mock Drill

e) Total man-hours spent :

f) Any other information (attach supporting documents) :

6. Attach a feedback form duly signed by the :
Occupier / Manager of the Safety Buddy.

Place:

Date:

Signature of the Occupier / Manager
with seal



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FORMAT - 4
APPLICATION FOR BEST SAFETY AAINA

(2 prizes: 1 each for factories having working man-hours up to 25 lakhs & above 25 lakhs)

Select Category:

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category	
A to D	E

1. Name & address of the factory ;
2. Date of setting up of AAINA ;
3. Location ;
4. Brief description of the AAINA along with Photographs and caption ;
5. No. of workers visited AAINA (attach supporting documents) :
From inside the factory -
From outside the factory -
6. Justification why the AAINA should be awarded (attach one page write up on purpose vis-a-vis outcome) ;

Place:
Date:

Signature of the Occupier / Manager
with seal



Government of Odisha
DIRECTORATE OF FACTORIES AND BOILERS, ODISHA.
KHARAVEL NAGAR, UNIT-3, BHUBANESWAR-751001, PH. NO. 2396070.

FORMAT – 5
APPLICATION FOR BEST SAFETY OFFICER
(1 prize : irrespective of man-hours worked)

Select Category:

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

1. Name of the Safety Officer :
2. Age :
3. Educational Qualification along with photocopies of certificates :

	B.Sc/ M. Sc	Diploma	Engineering	PG Dip. in Industrial Safety
Year				
Institute				

4.	Whether applied earlier for recognition as Best Safety Officer.	:	(Yes/ No) If yes, furnish details & whether awarded or not
5.	Experience if any, attach photocopy	:	
6.	Whether accepted by the DF&B(O)	:	(Yes/No) If yes, attach acceptance letter.
7.	No. of job safety studies carried out during the year. (attach supporting documents)	:	
8.	No. of job safety study reports of the subordinate officers evaluated.	:	
9.	Specific role in purchase of PPE (Attach supporting documents).	:	
10.	Plant safety inspections (furnish sample copy) a. No. of plant safety inspection conducted. b. Total no. of violations detected. c. Total no. of violations complied. d. Reason for non-compliance.	:	
11.	Fatal/Non-fatal Accidents / Dangerous occurrences / occupational disease cases investigated. (attach accident / incident analysis for last 3 years)	:	a) No. of Accidents:- i. Fatal:- ii. Serious:- iii. Minor:- iv. Near miss:- b) No. of Dangerous Occurrences:-

12.	No. of Safety Committee meetings convened	:	a) Total No. of points discussed:- b) Total No. of points complied:- c) Abstract of improvements made to prevent re-occurrence:-									
13.	No. of campaign / competition / contest / activities organized.	:	Total no. of employees participated (furnish supporting documents)									
14.	No. of training programmes conducted.	:	<table border="1"> <thead> <tr> <th>Type</th> <th>No. of employees participated. (Regular/ Contractual)</th> </tr> </thead> <tbody> <tr> <td>Internal</td> <td></td> </tr> <tr> <td>External</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>	Type	No. of employees participated. (Regular/ Contractual)	Internal		External		Total		
Type	No. of employees participated. (Regular/ Contractual)											
Internal												
External												
Total												
15.	Whether quarterly performance reports submitted.	:	Yes/ No (If yes, furnish supporting documents)									
16.	Initiative for implementation of 10-Point Action Plan (attach supporting documents against each point)											
	a) Annual Safety Calendar	:										
	b) Safety Aaina	:										
	c) Safety Buddy	:										
	d) Safety Mobile App	:										
	e) Safety Gathering	:										
	f) Safety Touch	:										
	g) Safety Hot Spots	:										
	h) Use of Technology for safety compliance	:										
	i) Safety compliance by contractors	:										
	j) Mock Drill	:										
17.	Any other significance work done (Furnish supporting documents)	:										

Place :
Date:

Signature of the Safety Officer



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FORMAT – 6

**AWARD FOR FACTORIES WHERE NO MAJOR ACCIDENT HAVE OCCURRED IN THE
LAST 10 YEARS: (1 prize for each category)**

Note – Applicable for only MAH factories, where there is no major accident during last 10 years)

1. Name of the Factory :
2. Address :
3. Licence valid till :
4. No. of hazardous locations in the factory along with deployment figure in such locations. :
5. No. of dangerous operations along with deployment figure in such locations. :
6. Accidents during last 10 years :

Sl. No.	Year	Licensed Manpower	Total Man-hour worked (No. of workers x no. of days worked in the year x 8hrs.)	Serious (Nos.)	Non-Fatal (Not serious in nature) (Nos.)	Near Miss (Nos.)	Dangerous Occurrence (Fire/Explosion/ Collapse of structure / Gas leakage etc.) (Nos.)
01							
02							
03							
04							
05							
07							
08							
09							
10							
Total							

7.	Additional information required -	:	
	a) Doctors employed	:	
	b) First-aid center	:	
	c) Fire tenders	:	
	d) Exclusive fire pump & fire watering system taken	:	
	e) Status of implementation of 10 Point Action Plan	:	
	f) Modality of implementation of policies for safety & health	:	
	g) Accident Prevention Strategy	:	

	h) Attach Compliance with supporting document to findings of accident Investigations in last 03 years.	:							
	i) Safety Audit	:	Internal / External						
		:	No. of observations made						
		:	Status of compliance -						
	j) Safety Report Prepared	:	Yes / No If yes, furnish details						
8.	Notification of site (Rule 8 of OF(C of MAH) Rules, 2001	:	Done / Not done If yes, furnish details						
9.	Accident Prevention Plan	:							
10.	Safety compliance								
	a) Safety & Health Policy	:	Prepared / Not Prepared (If prepared, when? Signed by whom?) Whether policy updated, if yes, when & what are the modification.						
	b) SOP/ SMP	:	Nos. in each						
		:	When prepared						
		:	Whether amended, if yes, furnish details						
	c) Safety training (year wise break up of last 10 years)		<table border="1"> <thead> <tr> <th>Year</th><th>Internal</th><th>External</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Year	Internal	External			
Year	Internal	External							
			No. of employees trained -						
	d) Whether each worker / employees has undergone at least one mandatory training in each year (pls. furnish year wise break up)	:							
	e) Health check up	:	No. of employees / workers medically examined. (Please furnish year wise break up of last three years)						
		:	Any specific medical checkup done						
	f) Awareness programme made for the people living in the vicinity of the factory	:	Nos. conducted - No. of people benefited -						

Place:
Date:

Signature of the Occupier / Manager
with seal