



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
SAFETY DEPARTMENT MANUAL**

Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	WI-03(PI-14; AM-8)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR SAFETY, FIRST AID & FIREFIGHTING			

1.0 PURPOSE:

- To eliminate the unsafe practices and thereby eliminating accident / dangerous occurrence.
- To handle the emergency, if occurred, and reduce the loss of human life.

2.0 SCOPE:

- All staff and workmen of Dalmia Bharat cement, Ariyalur.
- Extends to contract workmen

3.0 RESPONSIBILITY:

Section Head (Safety) }
HOD (HRD)

- to conduct the Training programmed.

HODs / Section Heads

- to relieve their departments' staff and workmen.

Staff & Workmen

- for effective participation.

4.0 DESCRIPTION:

The details of In-plant Training programmes being organized in Dalmia cement (Bharat) Ltd Ariyalur are as given below:



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S. No.	Details of Training	Organized by	Coverage of participants	Frequency	Faculty	Records maintained.
1.	Industrial Safety	Section Head (Safety) & HOD (HRD)	Proposed to cover all staff & workmen of DCBL Including that of Contractors.	Once in a month	Section Head (Safety) and few selected workmen developed by management	HOD (HRD)
2	First Aid	Section Head (Safety) & HOD (HRD)	Few employees from each section	Twice in a year	St. John Ambulance Association / Competent persons from external sources	HOD(HRD)
3	Fire Fighting	Section Head (Safety) & Section Head (Security)	All Security personnel + few employees from each section.	Twice in a year	SH Safety & Suppliers of fire extinguishers / Service Agency of Fire extinguishers	Section Head (Safety)
4	PEP Talk	SH. Safety & SH Dept.,	All contract workmen	Monthly twice	SH Safety & SH Departments	Section Head (Safety)

5.0 RECORDS:

Sl. No.	Description	Format number	Location	Retention period
1.	Safety Training	F-1/WI-5(PI-14;AM-8)	Safety Officer / HRD Office	2 Years
2	First Aid material Record.	F-2/WI-5(PI-14;AM-8)	Safety Officer	2 Years
3	PEP Talk Register	R-1/WI-5(PI-14;AM-8)	Safety Officer	2 Years