

 <b>DALMIA CEMENT (B) LIMITED – CEMENT PLANT ARIYALUR SAFETY MANUAL</b>			
<b>Issue No. 02</b>	<b>Rev. No: 00</b>	<b>Effective Date: 01.11.2019</b>	<b>WI-41(PI-14; AM-8)</b>
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<b>Safety induction training</b>
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**1.0 Scope :**

To familiarize new employees/trainees/individuals coming for operational work about operational hazards and what are all the safety precaution to be followed during work.

**2.0 Purpose:**

To train new employees, employees transferred from inter units and all type of contract employees about the various safety system followed in Dalmia Cement (B) Ltd., Ariyalur.

**3.0 Procedure:**

3.1 The New/transferred employee will be sent by personnel department to safety department.

3.2 The Induction training will include orientation about the company, Safety Management system and about OHSAS-18001.

3.3 The copy of the Environment, Health and Safety Policy and Safety Handbook will be issued to individuals.

3.4 Details about the possible hazards in operation, maintenance, material handling, transport and general safety precautions to be followed including selection of personal protective equipment.

3.5 Specific Hazards related to his area of responsibility.

3.6 Details about Emergency response plan and his responsibility.

3.7 Awareness on proper usage and maintenance of personal protective equipment(PPE).

3.8 The training session will be supported by visual presentation like soft copies.

3.9 The training will be for the ½ to 1 hour.

4.0 After safety Induction safety department will put seal on concern person document.