



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



Issue No. 01	Rev. No: 00	Effective Date: 01.11.2010	WI-08(PI-14; AM-7)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR PROMOTING WORKERS PARTICIPATION IN SAFETY			

**1.0 PURPOSE**

- To eliminate Incident by promoting workers participation in Safety
- To comply with statutory requirements.

**2.0 SCOPE:**

- All workmen & staff of Dalmia Bharat cement, Ariyalur
- Contract workmen

**3.0 RESPONSIBILITY:**

Section Head (Safety) & – for conducting meetings / implementation of points  
All HODs discussed.

All staff & workmen – for effective participation

Participation of workers by their

Appropriate involvement in hazard identification, risk assessment and determination of controls

Appropriate involvement in incident investigation

Involvement in the development and review of OH & S policy's and objectives

Consultation were there any changes that effect their OH & S

Representation on OH & S matters

Workers shall be informed about their participation arrangements, including who is their representative on OH & S matters

Consultation with contractors where there are changes that affect their OH & S

**4.0 DESCRIPTION:**

Dalmia Bharat cement, Ariyalur has planned to implement the following methods to promote workers participation in safety.

1. Monthly Safety Awareness meeting.
2. Functioning of Safety Committee
3. Conducting Safety competitions & celebrating National Safety Week
4. Safety Award Scheme
5. Suggestion Scheme.



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**4.1 Monthly Safety Awareness Meeting :**

On first working day of every month, there will be a Safety Awareness Meeting at gate at the starting of General Shift. All employees in General shift. The agenda of the meeting is as given below:

- i) Safety prayer in English & Tamil
- ii) Safety message by one of the Managers
- iii) Safety points by one of the workers
- iv) Previous month production details announcing by Head (Production)
- v) Previous month accident review by Section Head (Safety)

**4.2 Functioning of Safety Committee:**

Dalmia Bharat cement, Ariyalur has planned to formulate a Safety Committee. The Functional Head (Technical) will be the Chairman of the Committee. The Section Head (Safety) will act as Secretary of the Committee. This committee will have representation from all departments and will have equal number of management representatives and contract workers representatives. This Committee will meet as often as necessary but at least once in every quarter. The tenure of the committee will be for 3 years. This committee will assist and cooperate with the Management in achieving the aims and objectives outlined in the Health and Safety Policy of the Company. This committee fulfils the statutory requirements also.

**4.3 Conducting Safety Competitions and Celebrating National Safety Day:**

On 4<sup>th</sup> March to 10<sup>th</sup> March of every year National safety Week will be celebrated in a grand way. During this occasion the following competitions will be conducted.

- i) Safety Slogan (in English & Tamil)
- ii) Safety Oratorical (in English & Tamil)
- iii) Safety Song (in Tamil)
- iv) Safety Poster
- v) Safety Quiz (in Tamil)
- vi) Safety Play (in Tamil)

As a part of National Safety Day Celebrations Safety Banners, Posters, Stickers etc. will be displayed. On 4<sup>th</sup> March, Safety Flag Hoisting, Safety Badge wearing by all employees, safety pledge taking, Safety Day message by Unit Head and special address by Inspectorate Official will be there.



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**4.4 Safety Award Scheme:**

Dalmia Bharat cement, Ariyalur has planned to implement the Safety Award Scheme to motivate all employees. The details of scheme are as given below:

There will be two Awards. They are:

- i) **Monthly Cash Award for best Hazard Report and Control System.**  
Dalmia Bharat cement, Ariyalur has planned to motivate its employees by introducing Hazard Report System. Employees submitting valid hazard report and control measures on Safety will be suitably rewarded. Head (HRD) is responsible for coordinating the Hazard scheme
- ii) **Best Safety Practices Adopted & Housekeeping by Zone Level will be awarded every year. Departments will be grouped, and every group achieving Zero Accident is eligible to appear for the Award Assessment.**

The Assessment procedure is as given below:

<b>S. No.</b>	<b>Parameter</b>	<b>Score</b>
a)	Zero accident achieved	50
b)	Unsafe conditions identified & rectified	15
c)	Safe method of working including usage of PPE	10
d)	House keeping and Environmental control	10
e)	Safety Awareness level of employees	10
f)	Maintenance of First Aid Box & Fire Extinguishers.	5
	<b>Total Score</b>	<b>100</b>

Every group scoring '85' & above will be entitled for the Award. For the subsequent award/annual award, score should be 90 & above.

**5.0 REFERENCE:**

<b>Sl. No.</b>	<b>Description</b>
1.	The Factories Act, 1948
2.	Tamil Nadu Factories Rules, 1950



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**6.0 RECORDS:**

<b>Sl. No.</b>	<b>Description</b>	<b>Format number</b>	<b>Location</b>	<b>Retention period</b>
<b>1</b>	<b>Monthly Safety Awareness Meeting</b>	<b>R-1/WI-8(PI-14;AM-7)</b>	<b>Safety Dept.</b>	<b>1 Year</b>
<b>2</b>	<b>Safety Committee Meeting</b>	<b>F-1/E (PI-14;AM-7)</b>	<b>Safety Dept.</b>	<b>2 Years</b>
<b>3</b>	<b>Safety Competitions &amp; NSW Celebration</b>	<b>R-2/ WI-8 (PI-14;AM-7)</b>	<b>Safety Dept.</b>	<b>2 Years</b>
<b>4</b>	<b>a)Safety Award Scheme</b>	<b>R-3/ WI-8 (PI-14;AM-7)</b>	<b>Safety Dept.</b>	<b>2 Years</b>
	<b>b)Hazard Report Scheme</b>	<b>R-4/ WI-8 (PI-14;AM-7)</b>	<b>Safety Dept.</b>	<b>2 Years</b>