

Health Safety & Environment Management System (HSEMS)

DOC NO. :
ME/JHA/GAS
CUTTING 005

Issue Date. : 2022-
11-13

Ref NO. & Date : 02
28-10-2022

6.1 Employee Selection Procedure

Employee Selection is the process of putting right men on right job. It is a procedure of matching organizational requirements w.r.t client's need with the skills and qualifications of people. Effective selection can be done only when there is effective matching. By selecting best candidate for the required job, the organization will get quality performance of employees.

Moreover, organization will face less of absenteeism and employee turnover problems. By selecting right candidate for the required job, organization will also save time and money.

We follow the employee selection as per Contractor's Safety Management System (SMS) and criterion as mentioned below:

Category A - Higher risk work

Qualification:

- Minimum qualification required for supervisor is Degree/Diploma in engineering or science and he should have knowledge of Work permit Positive isolation rules and general safety rules as per electricity act.
&
- Minimum of 3 years working experience at the shop floor/working site

Category B - Lower risk work

Qualification:

- Minimum qualification required for supervisor is 10th standard and he should have knowledge of general safety rules like working at height &
- Minimum of 1 years working experience at the shop floor/working site

"Site Safety Supervisor" will be deputed at all Higher Risk jobs. It is not required for Low risk jobs but contractors supervisors will be trained and considered as site safety supervisors also.

Qualificati