

## Introduction

Based on the feedback provided by the factory in the questionnaire, Safety Training Firm will evaluate and adjudge the safety proficiency of the factory and thereby level of training.

The level of training to be imparted will be governed as per scenarios stated below:

- **Scenario 1: Low safety proficiency, OHS-C lacking**  
In this case, the Safety Training Firm (STF) will provide Basic Safety Training to the factory and decide further for the next level of training only after the OHS Committee is set up
- **Scenario 2: Low safety proficiency, OHS-C present**  
In this case, the factory will be considered for the full scope of training which shall include Basic Safety Training and subsequently Advance Safety Training Level 1 followed by Advance Safety Training Level 2 as per pre-determined time intervals (One year)
- **Scenario 3: High safety proficiency, OHS-C lacking**  
In this case, no further actions will be taken till the time OHS Committee is set up by the factory. LABS team will engage Brand Participant(s) to look into means of support for the factory to set up an OHS committee.
- **Scenario 4: High safety proficiency, OHS-C present**  
In this case, the factory will be considered for the part scope of training which shall include Advance Safety Training Level 1 followed by Advance Safety Training Level 2 as per pre-determined time intervals (One year)
- **Scenario 5: Very High safety proficiency, OHS-C present**  
In this case, the factory will be considered only for Advance Safety Training Level 2

## Elements governing training levels:

### a) Safety proficiency

- i. General fire safety awareness (ex: knowledge of evacuation and conducting fire drills, periodic use and maintenance of firefighting equipment etc.)
- ii. Established safety management systems
- iii. Availability of adequate safety equipment and sufficient trained staff

### b) OHS Committee

- i. OHS Committee constitution and its functional review as per local laws
- ii. A well-documented and implemented health and safety policy
- iii. Periodic performance analysis data of the OHS committee functioning

## Graduation:

Successful completion of training on the afore mentioned parameters and subsequent completion of checklist will entitle the factory to be graduated

Matrix to determine level of training to be imparted based on questionnaire responses is provided in Annexure 1.

## Annexure 1 –

### **a. Section 1 – Safety Proficiency: Questions 1 to 5**

- If Q1 to Q5 are marked “Yes”, the factory falls under **Very High Safety Proficiency**
- If Q1 to Q4 are marked “Yes” and Q5 is marked No, the factory falls under **High Safety Proficiency**
- If any of the Q1 to Q4(a) are marked “No”, factory shall fall under **Low Safety Proficiency**

	S No.	Key Questions	Low Proficiency	High Proficiency	Very High Proficiency
<b>Safety Proficiency</b>	<b>1</b>	a) Is the factory having safety management systems?	Yes/No	Yes	Yes
		b) Is there any system in place to review and monitor safety permits, their renewal and compliance? If yes, please provide details	Yes/No	Yes	Yes
		c) Has the factory identified safety risks associated with its current operations?	Yes/No	Yes	Yes
	<b>2</b>	a) Is sufficient fire safety systems available in the factory required as per the local laws (such as fire hose systems, water supply, egress illumination, exit signs, fire alarm systems, smoke detectors etc)?	Yes/No	Yes	Yes
		b) Is sufficient number of staff trained to use the firefighting equipment?	Yes/No	Yes	Yes
		c) Does the factory carry out periodical maintenance for fire safety equipment?	Yes/No	Yes	Yes
	<b>3</b>	a) Is the staff trained and experienced to monitor sensitive installations like boiler, generators, transformers, main LT panels, chemical stores etc.? If yes, please give details	Yes/No	Yes	Yes
		b) Is the factory having periodic schedule and system for monitoring sensitive installations? If yes, please give details	Yes/No	Yes	Yes
	<b>4</b>	a) Are evacuation drills frequently conducted?	Yes/No	Yes	Yes
		b) Are the incident/ accidents investigated and reported?	Yes/No	Yes	Yes
	<b>5</b>	a) Is Thermo-graphic scanner available and used periodically in the factory?	Yes/No	No	Yes

**b. Section 2 – OHS committee: Questions 6 to 11**

- If Q6. is “No”, factory is deemed to be **OHS-C lacking**
- If Q6. is “Yes” factory is deemed to be **OHS-C present**, and

	S No.	Key Questions	OHS – C Lacking	OHS – C Present
<b>OHS Committee</b>	6	Does the factory have an OHS Committee?	No	Yes
	7	a) Is it constituted and operating as per local laws?	-	Yes/No
		b) Are OHS Committee meetings conducted regularly and minutes recorded?	-	Yes/No
	8	a) Is there a written health and safety policy?	-	Yes/No
		b) Is it effectively communicated by OHS Committee and practiced?	-	Yes/No
	9	Does the OHS committee undertake safety educational trainings and promotional activities?	-	Yes/No
	10	Is there a dedicated Safety Manager having relevant qualifications and skills for the OHS committee? If yes, give details of qualifications, experience and skills	-	Yes/No
	11	Are there sufficient and adequately trained OHS staff in the factory?	-	Yes/No
	12	Does the OHS Committee effectively look into the imminent danger issues and suggest corrective measures? If yes, please provide details	-	Yes/No

**Disclaimer:**

*In case supporting documents are not provided for the questions answered in “Yes”, the answer will still be treated as “Yes”.*

**Appendix : Definition**

- **OHS- C:** OHS Committee
- **STF:** Safety Training Firm
- **FFC:** Fair Factories Clearinghouse