

The LABS Basic Safety Training, Advance Safety Training Level 1 & 2 follows the Training of Trainer (TOT) model. Representative sample of some of the participants for this training includes:

- a) Members of Occupational Health and Safety (OHS) Committee
- b) Engineers and Technicians (such as - Electrical Engineers, Civil Engineers, Electricians, ETP operators, Mechanical Engineers, Machine operators and Maintenance incharge etc.)
- c) Supervisors (Floor supervisors, Factory supervisors etc.)
- d) Maintenance and Compliance Staff (People responsible to look after the maintenance work and ensuring compliance regulations in the factory such as HR, Compliance responsible etc.)
- e) Fire Safety Officers
- f) Security Guards (selected security guards)
- g) Workers (In all levels of trainings only selected worker representatives will be required to participate in the training sessions. As part of Advanced Safety Training Level-1, all workers will be required to participate in the evacuation drill)
- h) Any other staff/worker who the factory believes can contribute towards ensuring safe working environment

## **Basic Safety Training**

### **Scope of work would include:**

- Workplace fire and electrical risk assessment Ø Types of fire and associated hazards
- Fire prevention and life safety systems
- Electrical systems and associated risks
- Usage of PPE's (Personal Protective Equipment)
- Fire and electrical hazard identification and risk assessment
- Electrical safety awareness- Do's and Don'ts
- Fire Prevention and life safety systems
- Type of structural issues
- Evacuation during earthquake
- Emergency response planning
- Methods/ procedures for handling fire and electrical emergencies

### **Mock Drills:**

- Identification and use of Firefighting equipment (Fire extinguishers and Hydrant system)
- Evacuation drill for all employees
  - Evacuation
  - Feedback session

## Advance Safety Training- Level 1

### Scope of work would include:

To organize, plan, control and monitor the design and implementation of risk control systems by OHS Committee

- How to identify and recommend corrective actions to control workplace hazards
- How to handle OHS concerns and investigate refusals to work
- Verification of effective implementation of Basic Safety Training protocols
- Guidance for working on Corrective Action Plan (CAP) remediation
- Maintenance of fire preventive systems- why is it required, frequency of maintenance, resources involved, training on new equipment added as part of remediation etc.
- Session on important guidelines of Fire and Electrical safety as per LABS standards
- Identifying and flagging of the issues related to Fire & Electrical safety
- Introduction to OHS Committee and it's functioning
- Effective emergency response planning in line with OHS Committee of the factory
- Workplace precautions- effective workplace precautions provided and maintained to prevent harm to people at the point of risk
- Thermographic scanners- it's functionality and usage
- Interactive Q & A session to evaluate the level of understanding on trained concepts for OHS and maintenance team at factory

### Mock Drills:

- Identification and use of Firefighting equipment (Fire extinguishers and Hydrant system)
- Evacuation drill for all employees
  - Evacuation
  - Feedback session

## Advance Safety Training- Level 2

### Scope of work would include:

To organize, plan, control and monitor the efficient execution of risk control systems by OHS Committee

- Evaluate the level of expertise of OHS committee and implementation levels of CAP
- Verify conformity of management decisions to be in line with LABS methodologies and local governing rules
- Evaluate factory for graduation
- Verification of effective implementation of Advanced Safety Training Level-1 protocols

- Completion of minimum 3 assessments by LABS designated Inspection firms
- Joint meetings with management and OHS committee to evaluate severity of identified safety issues (by OHS committee) and subsequent action plans to be implemented
- Confirmation on completion of CAP within stipulated timelines as per LABS Methodology and standard guidelines
- Practical exercise on floor load assessment and to calculate the occupant load capacity of Fire Exits and Exit stairs;
  - Introductory session on calculations
  - On-site activity - Group will be divided into team of 5 participants each
  - Session on results discussion
- Incident Investigation (techniques and analysis)
- Effective contribution of safety committee in decision making process for continual improvement of OHS performance (including compliance to the legal obligations)
- Additions/ alterations/ any changes in factory layout- to include authorised plans and approvals along with the renewed internal safety policies to mitigate any possible hazards
- Check accessibility and awareness of Helpline and related queries
- Verify completion of all procedures as per LABS Training Policy Checklist

**In order to ensure that Safety Trainings are delivered with gender lens, following key points must be followed through during the Safety Training Session:**

- Safety Training is provided during business hours, at a location where participants of any gender can easily attend. No staff or worker should be penalized for attending the Safety Training Session
- Content and approach of delivering Safety Trainings should consider the different needs of male and female employees and should help enhance the overall skill set of participants
- Participation of minimum 40% female employees is a must during the Safety Training sessions
- Safety Training team shall consist of at least 1 female Safety Trainer to facilitate the training to female participants