



FINISHREE EQUIPMENTS PVT. LTD.

(Shot blasting division) - ISO 9001:2015

Plant 1 - Plot No. E-15/18, Chikalhana MIDC, Aurangabad, Plant 2 – PAP-I-4, Shendra MIDC, Aurangabad.
Aurangabad Office: B-52, Shiv Nagar, Aurangabad. **Pune Office:** Flat No. 602, Gandharv Exc. Moshi, Pune
Ph. : +91 9325503062 E-Mail : sales@finishreeshotblasting.com,

Date –
01.04.2023

AIRLESS & AIR OPERATED ABRASIVE BLASTING MACHINES, SHOT PEENING PLANTS, INDUSTRIAL BLAST ROOMS, DUST COLLECTORS, AIRLESS PAINT SPRAYING EQUIPMENTS & PAINTING BOOTH

Content of Safety Element of Induction Programme

The induction training programme will last as long as required and is dependent on the experience of the new employees and the amount of information required to enable them to work safely.

The health and safety component of induction training will contain the following.

1. **Organisation Health and Safety Policy**

The contents of the organisation's policy statement will be covered in detail (including the responsibilities set out in the policy) and will enable the employee to become acquainted with the organizational arrangements

2. **Accident Reporting Procedures/First Aid**

This will cover the action to take when an accident has occurred, the person to be informed and where to go for first-aid treatment (this section will also cover the organisation's procedure for the investigation of accidents, and the reporting procedure will be explained so that the employee is aware of what will happen when an accident occurs)

3. **Emergency Procedures and Precautions**

This section covers action to be taken when the fire alarm sounds and will include:

- a. the location of the fire exit
- b. the assembly point
- c. the responsible person the employee must report to
- d. further instructions on the action to be taken in the event of discovering a fire
- e. what to do with machinery or processes left prior to evacuating an area

4. **Introduction to Safety Legislation**

The employee should be introduced to the legislation that applies to the organisation and the workplace, eg:

- a. Health and Safety at Work, etc Act 1974 (essential)
- b. Management of Health and Safety at Work Regulations 1999 (essential)
- c. Health and Safety (Display Screen Equipment) Regulations 1992
- d. Control of Substances Hazardous to Health Regulations 2002
- e. Manual Handling Operations Regulations 1992

5. **Occupational Health**

Information on the services provided by the occupational health department will be provided so that employees are aware of the medical services the organisation provides and any health surveillance required for their work activity

6. **Site Safety Rules**

This section will cover the organisation and departmental safety rules

7. **Safety Procedures**

Items for discussion in this section could include:

- a. personal protective equipment
- b. use of ladders
- c. safe manual handling of loads
- d. permits to work.



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Written information will be provided on the subjects covered in the induction programme. This may be in the form of course notes or an employee's handbook. Employees can then review the information if they are unsure of any section of the training.

The induction programme will include suitable evaluation methods, such as tests, to ensure sufficient understanding, commensurate with the level of risk in the work environment.

Duties of Managers and Supervisors

Managers and supervisors must ensure that:

- any new employees for whom they are responsible attend the induction programme
- new employees are closely supervised during their initial employment to ensure that the content of their induction training is evident in their work and general conduct
- any shortfalls in the performance or conduct of new employees are addressed, and additional training provided, should this be considered an appropriate course of action
- during day-to-day contact with new employees, they reinforce the messages and information of the induction programme.

Duties of Employees

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

For FINISHREE EQUIPMENTS PVT. LTD.

Authorized Signatory