



Contractor Safety Management Manual

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No:AG/TSL/CSM/HSM/01
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11.0 Training Introduction

Training is an essential part of any Safety Program. Management recognizes that imparting relevant training is an absolute requirement for safe job execution. Training includes necessary job-related safety procedures and safety standard/SOP, statutory requirements, safe practices, and behavioral safety.

Objective

Objective of this procedure is to identify training requirement, establish training modules and imparting relevant safety training to all our employees engaged in the activities.

Scope

This procedure focused on requirements of Safety training for all our employees engaged in TSLTD. jobs as well as refresher training on regular basis to ensure that the skills are updated.

Target Groups All workers of our group

11.1 Induction Training (General Training): once the person is join to our organization, we provide Induction training, which include

- a) Work area and nature of work
- b) Safety induction based on JHA
- c) Various policies like HSE, HR, Environment, Drug & Abuse, POSH
- d) Reward & Recognition procedure, Consequence procedure
- e) Emergency Preparedness procedure.

Note: Training providing responsibilities lies with Proprietor, site Supervisor and Safety Supervisor.

11.2 Specific Training: This is depending on the requirement of the work allocated to individual. Machine Operating, Software operating, Work at height, Confined Space whichever applicable. These training may be carried out at specific consultant's place.

11.3 Training Record (Specific Training): In the case of External Training. Training Information Register) To be maintained. which should minimum contain person wise information for

- a) Name (Subject) of Training on horizontal line
- b) Name of participant
- c) Training Certificate (if any)
- d) Issue Date
- e) Renew Date



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Note: in the case of External training certificate details to preserve in a file along with certificate number, issued by, issued date and renewed date.

11.4 Training matrix: Training matrix is prepared for identify the training need to individual as per the work. Where Vertical Line is showing the topics of Training while Horizontal line showing the Designation of work group. Ensure all member of work group is covered under this matrix

11.5 Training calendar: Once the training Matrix is ready it is to be ensured that the training calendar is prepared. It is a dynamic document, shows status of training plan verses Actual. The vertical line shows Training topics and horizontal line shows month wise status. Topics comes from Training need.

Training Topics can be following

- A. Various Policies
- B. Emergency Response & Preparedness
- C. Activity wise SOP's
- D. Job Hazard Analysis
- E. Tool Box Meet
- F. 6 Direction Hazard
- G. Work Permit
- H. Mass Meeting / Area Improvement
- I. Dash Board indicators (Lagging and Leading)
- J. Near miss, Incidents, Accidents
- K. Use of PPE
- L. Contractor's safety Audit/ Line Walk Audit
- M. Violation Observation technic
- N. Corrective / Preventive Actions

11.6 Training Attendance: once the training is conducted, **Training attendance** sheet is updated for training details, like Name of Trainer, Name of trainee along with their details (Employee ID, Department, Contact Number, Remarks and Sign)

11.7 Training Feedback: Once the training is provided the formal feedback is collected from all participants to strengthen the training system. Feedback is about

- a) Training content
- b) Trainer's Skill
- c) And suggestion (if any)



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12.0 Safety Communication (Two-way Communication)

One of the keys to a successful safety program is regular communication between management and employees. Employees need to be kept up to date on safety-related programs, policies, accidents and the overall effectiveness of the company safety efforts.

The date, time and venue of such mass meeting shall be intimated to all employees in advance. The participation of workers, supervisors and managers in safety mass meetings is mandatory.

The presence of Proprietor and communicating the safety issues to the workers in such meeting and also listening to the worker's suggestion during the meeting is ensured for implementation.

Following are two-way communication carried out at our organization

12.1 Contractor safety audit This audit is carried out by Safety Supervisor along with Site supervisor on daily basis. Severity index is calculated based on the observation of violation and its severity

$$\text{Severity Index} = \frac{\text{Sum of (violations X severity)}}{\text{Total number of Violations}}$$

12.2 Line Walk: This audit is carried out by Safety Supervisor along with Site supervisor and Proprietor in presence of Contract Owner (CO) twice a month frequency. The purpose is to established CSM effectively. If CO is not available in Line Walk update him by sending outcome of Line walk for ready reference.

12.3 Safety Campaign calendar: The purpose is to established awareness among the employees for various aspects of safety. The frequency of campaign is one campaign every month on different safety subjects. (like road safety, housekeeping etc.) safety awards all can be found in that event and it is a good way to promote health and safety culture

12.4 Safety education: The purpose is to established awareness among the employees for various trades of safety subjects through in-house as well outside training based on their activities.



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12.5 Mass meeting: The purpose is to established awareness/ involvement within the employees for various safety issues, lagging and leading indicators, current events etc.

12.6 Toolbox meeting: This is carried out by Site supervisor and /or safety supervisor on daily basis for the work allotted to the team. Topics of Toolbox are SOP of the particular work, Hazards involve in it, PPE required for the same



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13.0 Contractor Area Improvement Committee

13.1 In line with regular implementation and continual improvement Contractor will form a committee of following members

- Proprietor
- Safety Supervisor
- Site supervisor
- Contract Owner (if required)
- Other member as and when required

13.2 Based on the information received from following,

- Job Hazard Analysis
- Contractor's safety Audit
- Line Walk audit
- Violation record
- Observation report
- Dash board report
- Incident reports
- Near miss Reports

Committee will take actions to implement the system effectively and improve Leading Indicators Meetings shall be conducted twice a month and record shall be kept on Minute of meeting or Tool box report.