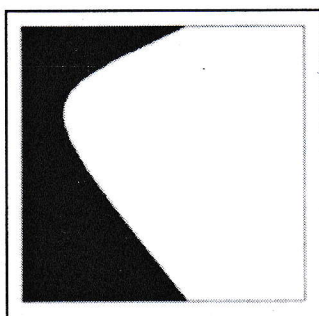




NARESH KUMAR & COMPANY PVT. LTD

**OCCUPATIONAL HEALTH & SAFETY
TRAINING GUIDLINES**

DOC. No.: NKCPL/JSR/OHSTG002



NKCPL

OH & S TRAINING GUIDLINES

Branch Office

Head Office

NARESH KUMAR & Co. Pvt. Ltd

CIN:U51109WB1992PTC054475

Opp. Civil Court | Hume Pipe Area |

Sakchi | Jamshedpur - 831001.

NARESH KUMAR & Co. Pvt. Ltd

CIN:U51109WB1992PTC054475

9B | Wood Street |

Kolkata- 831001.



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ABSTRACT

EFFECTIVE DATE: 11/09/2017

1. PURPOSE

The Purpose of NKCPL OH&S TRAINING GUIDLINE is to provide a complete and established guideline regarding OH&S Training at/for NKCPL JSR as a company and also to ensure Managers, Supervisors, Workers and any other individual required/designated/deputed to carry out any/every operational/non-operational jobs at any/every sites or locations are aware of the Safety expectations & requirements for the work to promote compliance.

Also to ensure that no person at any/every sites or locations shall be deployed without having undergone the required and desired training related to the Health & Safety.

2. SCOPE

The Manual applies to everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd in any form of its business.

3. TERMS, ABBREVIATIONS OR DEFINITIONS

3.1 NKCPL-Naresh Kumar & Co. Pvt. Ltd. -Shall wherever the context so requires or admits mean and include the Owner, Author, Administrator, Executor & Representative of this Manual and that the same reserves the right to carry out any/every rectifications, modifications, amalgamations or elimination of/in this manual at its own discretion with/without prior information/intimation to one/all as, where and when required.

3.2 TSL (J) – Tata Steel Limited (Jamshedpur) – Shall wherever the context so requires or admits mean the Client Company for whom NKCPL is engaged for/at any/every Material Handling, Logistic Jobs being carried out at various Sites inside the Premises of TSL.

3.3 OHS TG– Occupational Health & Safety Training Guidelines- Shall wherever the context so requires or admits mean a collection of information, instructions, policies, and procedures intended to ensure the Trainings related to Occupational Health & Safety to/by any/every employee/associate of NKCPL engaged in any/every activities that are being carried out/ maintained/ managed/ operated by/at its JSR Branch.

3.4 SHMS – Safety & Health Management Systems -Shall wherever the context so requires or admits mean a coordinated and systematic approach to manage health and safety risks/hazards and policies, principles, measures and steps taken or involved to improve the Safety Performance of/ by any/every employee/associate of NKCPL by the management of NKCPL.

3.5 PRESIDENT -Shall wherever the context so requires or admits mean any individual being employed & recognized by the company as highest "titled" corporate officer, ranking above the various other Job Designations/Job Roles for/at any particular branch being responsible for an/every strategic, disciplinary and other discretionary decisions related to "top management" level.

3.6 GM –General Manager - Shall wherever the context so requires or admits mean any individual employed by the company being responsible for effective planning, delegating, coordinating, staffing, organizing, and decision making to attain desirable profit making results of/for the organization.

3.7 DGM – Deputy General Manager - Shall wherever the context so requires or admits mean any individual employed by the company being responsible to plan, develop, implement and oversee policies, initiatives and other operational jobs/tasks of/for the organization.

3.8 Sr. MANAGER – Senior Manager - Shall wherever the context so requires or admits mean any individual employed by the company being responsible to manage, co-ordinate, implement & carry out day-to-day tasks of/for the organization.

3.9 MANAGER – Shall wherever the context so requires or admits mean any individual employed by the company being responsible in terms of their skill in managing resources of/for the organization.



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- 3.10 Asst. MANAGER – Assistant Manager** - Shall wherever the context so requires or admits mean any individual employed by the company with some level of managerial or supervisory authority, who is subordinate to and works with one or more higher-level manager/s.
- 3.11 Sup- Supervisor** - Shall wherever the context so requires or admits mean any individual employed by the company being responsible for directing, overseeing and supervising any particular/every person/job/task/activity for/of the company.
- 3.12 Pr.O – Process Owner** - Shall wherever the context so requires or admits mean any individual employed by the company being responsible for the management of any particular process/operation related to any specific or day-to-day job/task of/for the organization.
- 3.13 SAC – Safety Advisory Committee** – Shall wherever the context so requires or admits mean a standing administrative committee as-well-as the Apex Safety Committee appointed/fixed to formulate, implement & assist in providing a Safe & Healthy workplace and atmosphere for everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd in any form of its business. The SAC hold the complete and final authority to bring any changes or modifications as and when required in the matters related to the Health & Safety of the company. The SAC also reserves the right to consider or cancel any recommendations from any level related to the Health & Safety at its own discretion with/without stating any reason as per the scenario.
- 3.14 SMC– Safety Monitoring Committee** - Shall wherever the context so requires or admits mean a committee formed or appointed by the SAC with the responsibility to monitor, supervise and check the Health & Safety Guidelines, Policies and its Implementations through the Company and also to regularly conduct audits and put recommendations to the SAC for any changes or modifications required.
- 3.15 SIC – Safety Implementation Committee** -Shall wherever the context so requires or admits mean a committee formed or appointed by the joint decision of SAC & SMC (with the final decision of the SAC) which shall be responsible to regularly bring workers and management together in a cooperative effort to communicate, promote , carry out (at field level), & supervise any/every activity related to occupational safety and health of/for the company. The SIC shall report any/every of its observations to the SMC.

4.PREPARED BY (Name & Designation)	TILAK BHATTACHARJEE Asst Manager – CSMS & Safety				
5. *APPROVED BY	All Members of SAC in consultation with SMC and inputs from SIC				
6. **REVISION OR AMMENDM ENT HISTORY	REV. NO.	REV. DATE	REV. PROPOSED BY	REV. APPROVED BY	REV. TOPIC

**The Approval for the same has been taken via E-Mail dated*

***This is a New Program hence No Revisions/Amendments are applicable /required for the First Issue.*



1.EXECUTIVE SUMMARY

NKCPL understands and believes in competency enhancements and merit growth of each and every individual associated with it. It also believes in enriching one's confidence and boost up his/her capabilities and consequently gaining optimum output from his/her excelled skill set.

This thought of the company has led to the fact of developing and upgrading the policies, processes and any/every other parameter related to the Training and Development.

For this the company has set its own standards, at par with the industry and other compliance related requirements for Occupational Health & Safety Training.



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2. INTORDUCTION

As part of company's commitment towards enhancing competencies and capabilities of its employees and also in line with other related Statutory Obligations towards Training & Developments, NKCPL maintains a dedicated Training Schedule and program for all its employees.

The NKCPL OH & S TG is an effort towards the same. The company dedicatedly and continuously put forth all the efforts and endurances to enhance the capabilities of all its employees through Training & Development.

The company makes sure that all the supervisory employee, employees responsible for conducting occupational safety and health inspections, all members of occupational safety and health committees as, if and where established, on-site operational employees and other employees shall go through the required/desired training/s in accordance to his/her job role/activity.

And last but not the least;the company also understands and commits to abide by, that the Factories Act of India 1948 declares: Clause (c) of Sub-section (2) of section 7A requires that the occupier shall provide information, instruction, training and supervision as are necessary to ensure the health and safety of all workers at work.



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3. NKCPL JSR GENERAL OH&S TRAINING GUIDELINES

Understanding the fact that Training is the basic and one of the major criteria to achieve a Safe & Healthy work environment, NKCPL Jsr Branch lay down the following basic and General OH&S Training Guidelines:

- I. Any/Every individual involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd in any form of its business and deputed at any/every On-Site Locations (including Branch Office) must receive and Undergo the basic Training Requirements as per Criteria, Types, Sub-types, Conditions etc. As mentioned further in this Document.
- II. Any/Every individual involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd in any form of its business and deputed at any/every On-Site Locations (including Branch Office) must receive and Undergo the mentioned Trainings minimum of 18 HRS / Year, Topic Wise, which is further classified, divided and categorised in accordance to the jobs/activities any or every individual is related with or to.
- III. None of the individual shall commence work at his/her respective On-Site Locations without the Basic Induction.
- IV. All the documents/records and other related testimonials shall be in accordance to the details and process as mentioned further.
- V. Any Changes or Modifications made/to be made shall be approved from SAC (jointly from L1 & L2) and documented in the REVISION/AMENDMENT FORMAT as mentioned in Document No. NKCPL/JSR/OHSM001, Topic 10.
- VI. All the documents/records and other related testimonials shall be maintained Site Wise at the Site Locations and at the Centralized Backend at Sakchi Office.



4. ROLES & RESPONSIBILITIES

PURPOSE : The topic is intended to categorize and specify the Roles & Responsibilities of each and every individual/department in context to the Occupational Health & Safety Trainings.

The topic sets is policies and process in context to the NKCPL OSH MANAGEMENT SYSTEM FRAMEWORK (Topic Number 9 of Document Number NKCPL/JSR/OHSM001)

SCOPE : The topic shall be applicable to any/every employees of NKCPL JSR Branch in general, apart for the specific applicability to/for the individuals or levels or grades as mentioned further.

PROCESS : The Process and the other related details related to the topic is/are as mentioned further.

4.1 SAC Responsibilities (Both L1 &L2)

- i. Ensuring that there are adequate resources and budgetary provisions for their agency's OSH programs and initiatives.
- ii. Periodic Evaluation of the Training Schedules and its conductance throughout all the sites operated, Maintained and managed by NKCPL JSR Branch.
- iii. Assuring that officials are designated at each appropriate level with sufficient authority and responsibility.
- iv. Plan for and secure funds for necessary safety and health staff, equipment, materials, and training required ensuring the implementation of an effective occupational safety and health program.
- v. Execute the imparting of the Trainings as/when/if required and scheduled by the Core CSMS Team.
- vi. Responsible for all the administrative rights and approvals as per requirements in terms of Training and Developments.

4.2 SMC Responsibilities

4.2.1 Core CSMS Team –

- i. Responsible for the policies and processes to be structured, maintained and imparted in terms of OH &S Training throughout entire NKCPL Jsr. Branch.
- ii. Shall develop the TNA identification and implementation process for the entire branch workforce in accordance to their job/roles/engagements.



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- iii. Responsible to design and develop yearly Training Calendar applicable for/to the entire Sites of NKCPL being operated/maintained/managed by NKCPL JSR Branch.
- iv. Shall develop various Training Modules/Manuals/Booklets/and other such related items to enhance/modify/upgrade the Training Process already prevailing along with new developments and inclusion as and when required.
- v. Shall also be responsible in over viewing the Training impartment and delivery as per schedules.
- vi. Responsible for Training Calendars for/to the entire Sites of NKCPL being operated/maintained/managed by NKCPL JSR Branch.
- vii. It should intimate the respective owners regarding the findings.
- viii. Shall also provide its recommendations at periodic and regular intervals of time regarding OH&S Trainings with SAC & other Levels of SMC.
- ix. Shall reserve the right to cancel or induce OH &S Training topics/programs as per requirements with intimation to all and approval from L1 Level of SAC.
- x. Shall maintain all the documents site wise as a centralized documentation archival.
- xi. Shall be responsible for any/every conducting/devising/developing internal audits related to OH&S Trainings and take part in any/every external audits related to OH&S Trainings.
- xii. Shall be responsible for facing any internal/external Audits related to OH&S Training.
- xiii. The team needs to take prior Documented Approvals from the entire SAC Level for any of the above mentioned acts (as/if/when/where required) before execution.

4.2.2 LEVEL 1 (L1)-Departmental Deputy Heads (DGMs)

- i. Responsible for monitoring of the implementation of the Scheduled Training programs throughout all the levels of the organization and to every/any employee of the company.
- ii. Shall also provide its thoughts, knowledge and inputs regarding OH&S Trainings to SAC & CSMS Team from time to time.
- iii. Shall also execute the imparting of the Trainings as/when/if required and scheduled by the Core CSMS Team.
- iv. Shall be designated with partial approval rights in matters related to OH&S Training.
- v. The approvals can be superseded or re-evaluated if the same matter is approved by SAC.
- vi. Execute the imparting of the Trainings as/when/if required and scheduled by the Core CSMS Team
- vii. Shall itself undergo the trainings as per scheduled for it as a whole or as per levels, as designed and developed by the Core CSMS Team.
- viii. Shall actively participate in any/every internal audits related to OH&S Trainings and as/if/when required shall participate in any/every external audits related to OH&S Trainings.

4.2.3 LEVEL 2 (L2)-Over All Safety Sr. Manager

- i. Shall be responsible for any/every disciplinary aspects of the OH&S Training for/to the entire Sites of NKCPL being operated/maintained/managed by NKCPL JSR Branch.



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- ii. Shall be directly and primarily responsible for the OH&S Training evaluation rate, completion rate, Training Attendance and all other disciplinary requirements of the same for/to the entire Sites of NKCPL being operated/maintained/managed by NKCPL JSR Branch.
- iii. The Level along with its core OH&S Training responsibilities shall share the responsibilities of SMC L2 in a more proactive and primary manner.
- iv. Shall also provide its thoughts, knowledge and inputs regarding OH&S Trainings to SMC L1 & CSMS Team from time to time.
- v. Shall be responsible for the arrangements required for conducting and other such related requirements of OH&S Trainings throughout all the operational Sites of NKCPL Jsr as per the Training Calendar throughout the year.
- vi. Can/may take part in the formulation of the OH&S Training contents with the approval of SAC L1 and at the discretion of Core CSMS Team.
- vii. Shall also execute the imparting of the Trainings as/when/if required and scheduled by the Core CSMS Team.
- viii. Shall itself undergo the trainings as per scheduled for it as a whole or as per levels, as designed and developed by the Core CSMS Team.
- ix. Shall keep a track and monitor from time to time the need for training of any/every manpower employed at all the Sites of NKCPL being operated/maintained/managed by NKCPL JSR Branch (Specially the operational man powers)
- x. Shall report the findings along with any recommendation on the same topic by SIC L3 directly to the Core CSMS Team keeping SMC L1 in loop.
- xi. Shall be responsible (partially) for furnishing on-site documents related to OH&S Training during any/every internal audit related to OH&S Trainings external audits related to OH&S Trainings.

4.2.4 LEVEL 3(L3)-Site Departmental Sr. Manager

- i. The Level shall jointly be responsible with SMC L2 for any/every disciplinary aspects of the OH&S Training for/to/at its own Site.
- ii. The Level shall be directly and primarily responsible for the OH&S Training evaluation rate, completion rate, training attendance and all other disciplinary requirements of the same for/to/at its own Site.
- iii. The SMC L3 shall also provide its thoughts, knowledge and inputs regarding OH&S Trainings with SMC L1 & L2 & Core CSMS Team from time to time.
- iv. The same shall also execute the imparting of the Trainings as/when/if required and scheduled by the Core CSMS Team.
- v. The level shall itself undergo the trainings as per scheduled for it as a whole or as per levels, as designed and developed by the Core CSMS Team.

4.3 SIC Responsibilities

4.3.1 LEVEL 1 (L1) - Site Departmental Managers



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- i. The Level shall jointly be responsible with SIC L2 for any/every disciplinary aspects of the OH&S Training for/to/at its own Site.
- ii. The Level shall be directly and primarily responsible for the OH&S Training evaluation rate, completion rate, training attendance and all other disciplinary requirements of the same for/to/at its own Site.
- iii. The SIC L2 shall also provide its thoughts, knowledge and inputs regarding OH&S Trainings with SMC L2 & L3 from time to time.
- iv. The same shall also execute the imparting of the Trainings as/when/if required and scheduled by the Core CSMS Team.
- v. The level shall itself undergo the trainings as per scheduled for it as a whole or as per levels, as designed and developed by the Core CSMS Team.

4.3.2 LEVEL 2 (L2) - Site Safety Asst. Managers

- i. Shall be directly and primarily responsible for the OH&S Training evaluation rate, completion rate, training attendance and all other disciplinary requirements of the same for/to/at its own Site.
- ii. Shall keep a track and monitor from time to time the need for training of any/every manpower employed at its sites (specially the operational man powers).
- iii. Shall report the same to the SMC L2 on a regular basis and in accordance to its observations.
- iv. Shall also execute the imparting of the Trainings as/when/if required and scheduled by the Core CSMS Team.
- v. Shall itself undergo the trainings as per scheduled for it as a whole or as per levels, as designed and developed by the Core CSMS Team.
- vi. Shall be responsible for any deviation found in the OH&S Training schedules as developed and incorporated for/at/to its own respective sites.
- vii. Shall be responsible for maintaining the required on-site documentation as required at its own sites related to OH&S Trainings.
- viii. Shall be responsible (primarily) for furnishing on-site documents related to OH&S Training during any/every internal and external audit related to OH&S Training.



5. TRAINING NEED ASSEMENTS

PURPOSE	:	The topic is intended to categorize and specify the process for assessing the Training Needs for everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd, Jamshedpur Branch and all the Sites being Operated/Maintained/Managed by the said branch in any form of its business.
SCOPE	:	The Topic applies to everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd, Jamshedpur Branch and all the Sites being Operated/Maintained/Managed by the said branch in any form of its business.
PROCEDURE	:	The procedure of Training Need Assessment is as mentioned further in this topic.

5.1

ASSESSMENT CRITERIAS

The Training Needs Assessments are based on the following criteria:

Assessment Level	Assessment Sl. No.	Assessment Topics
Organizational Assessment	5.1.1	Age on Work
Occupational Assessment	5.1.2	Job Type
Individual Assessment	5.1.3	Individual Association with any Lag Indicators (Specially Safety Violations)
		Recommendation of Supervisor or Line Manager



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5.2

ASSESSMENT CONDITIONS, NEEDS & TOPICS

Level	Topics	Conditions	Need Assessment	OH &S Topics
5.1.1 Organizational Assessment	Age on Work	4.1.1(i) New Joined	Mandatorily Needed	1. General Safety Awareness Training from NTTF 2. On-Site Induction From SIC L2/SUP1/SUP2(as per Format Number NKCPL/JSR-RMM/Internal Fmt-OH&ST-001) 3. Job Specific Training
		4.1.1(ii) 6 months of last training received in any one of the mentioned Topics	Mandatorily Needed	1. Job Specific Training 2. Behavioural Training 3. Skill based Training
5.1.2 Occupational Assessment	Job Type	New Joined	Mandatorily Needed	As per 4.1.1(i)
		Operational Jobs		1. As per 4.1.1(ii) 2. TBM
		Non-Operational Jobs (At Branch/Site Offices)	Moderately Needed	1. Behavioural Based 2. Management Based
5.1.3 Individual Assessment	Individual Association with any Lag Indicators (Specially Safety Violations)	First Safety Violations Observed & reported by any SIC member	Mandatorily Needed	Safety Counselling on Behavioural Safety
		Continuous 2 Safety Violations Observed & reported by any SIC member		1. Job Specific Training 2. Behavioural Training 3. Skill based Training



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Recommendation of
Supervisor or Line
Manager

Any Recommendation from the
Immediate Superior or Line
Manager as per their respective
observation

As per Recommendation



6. TRAINING CLASSIFICATIONS & ITS DESCRIPTIONS

PURPOSE	:	This Topic classifies and elaborates the Training Programmes to be followed and maintained for everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd, Jamshedpur Branch and all the Sites being Operated/Maintained/Managed by the said branch in any form of its business.
SCOPE	:	The Topic applies to everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd, Jamshedpur Branch and all the Sites being Operated/Maintained/Managed by the said branch in any form of its business.
PROCEDURE	:	The procedure for the same is as mentioned further in this topic.

6.1 TRAINING CLASSIFICATION

Major Training Classification followed at NKCPL Jsr Branch are as below:

- i. Operational
- ii. Management

- ✓ **Operational Trainings** – Training meant for Operational Employee (Drivers, Riggers, Helpers, Operators & Supervisors) related to Operational Activities Like Loading-Unloading, Material Handling, Material Transport, Rigging etc.
- ✓ **Management Training** – Training meant for Managerial Level Employees starting from Asst. Manager Level to Branch Head related to management of any activity or task or job responsibility (Specific or Generic).



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6.2 TRAINING TYPES-SUB TYPES & REQUIRED DURATION

TRAINING TYPES	TRAINING SUB-TYPES	TARGET	REQUIRED DURATION (TYPE-WISE)	CUMMULATIVE DURATION REQUIRED
JOB RELATED It involves the trainings related to the Job/Activity any/every Individual is associated with. The major constituents of the same are as follows	SOP & JHA (Work Order wise)	Driver, Helper, Rigger, Operator, Maintenance & Supervisor	1 Hrs/Topic/Employee/Year	8 Hrs/Employee/Year
	Safe Driving & Traffic Safety	Drivers & Helpers		
	Fire & Gas Safety	Driver, Helper, Rigger, Operator, Maintenance		
	Loading & Unloading Safety	Drivers & Helpers, Riggers & Operators(Crane)		
	Material Handling & Transportation	Drivers & Helpers, Riggers & Operators(Crane)		
	Welding/Gas Cutting	Maintenance (Welder/Gas Cutter)		
	Tools & Tackles	Overall Maintenance & Supervisors		
	PPE- Use, Importance & Maintenance	Driver, Helper, Rigger, Operator, Maintenance & Supervisor		
BEHAVIOUR AL BASED It is the process that creates a safety partnership between management and employees that continually focuses people's attentions and actions on theirs, and others, daily safety behaviour.	Safety Leadership	Line Managers & Managers (All Levels)	1 Hrs/Topic/Employee/Year	5 Hrs/Employee/Year
	Organizational Behaviour & Management (ISO & OSHAS Also Included as and when Required)	Line Managers & Managers (All Levels)		
	Material Safety	Drivers & Helpers, Riggers & Operators		
	Off-Job (Home) Safety	All		
	Housekeeping & Job Area Development	On-Site Overall Operational & Overall Maintenance & Housekeeping Staffs (as per applicable) & Line Managers/Asst Managers		



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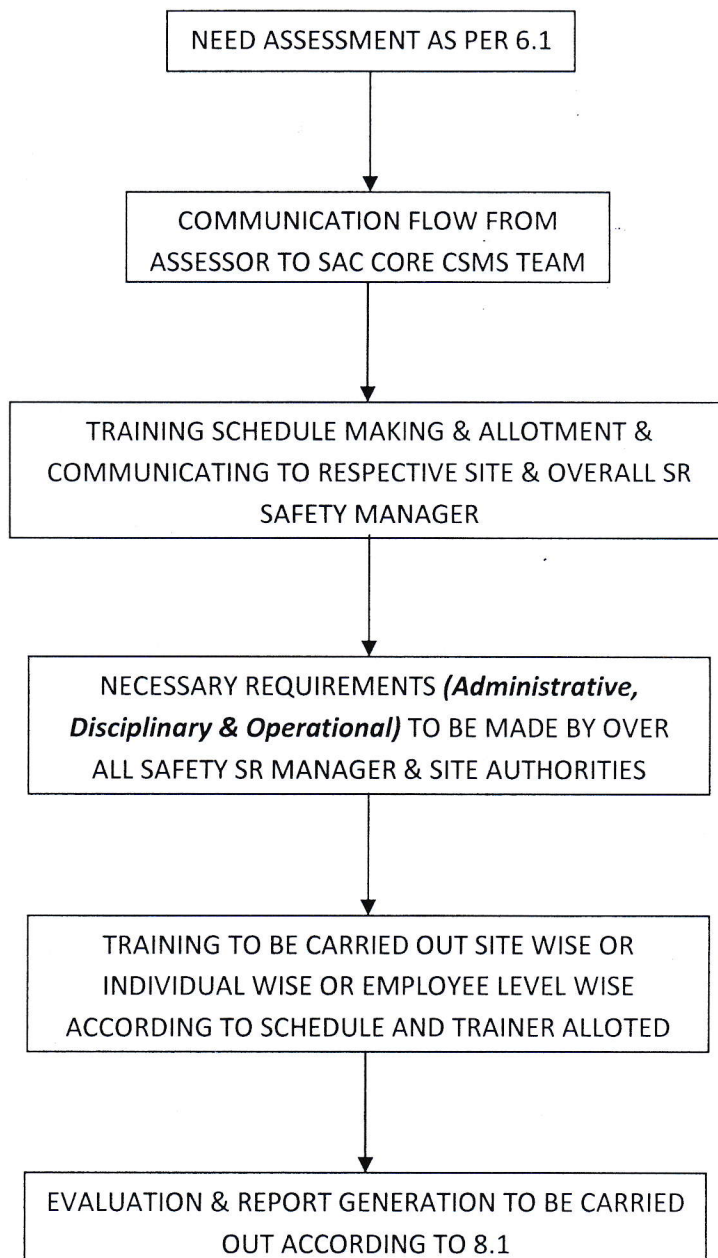
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Continuation.....

SKILL BASED It is the process that is based on the Skill Set an Individual, enhancing and developing it.	Defensive Driving	Drivers & Operator	1 Hrs/Topic/Employee/Year	5 Hrs/Employee/Year
	Signalling	Helpers		
	Emergency Contingency	Over All		
	Vehicular Maintenance	Overall Maintenance, Driver & Operator		
	Road & Rail Specific (Site Wise)	Driver, Helper & Operator		



7. TRAINING PROCESS FLOW





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8. TRAINING EVALUATION

PURPOSE : This Topic classifies and elaborates the Training Evaluation Process and criteria to be followed and maintained for everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd, Jamshedpur Branch and all the Sites being Operated/Maintained/Managed by the said branch in any form of its business.

SCOPE : The Topic applies to everyone/anyone involved/associated with M/s Naresh Kumar & Co. Pvt. Ltd, Jamshedpur Branch and all the Sites being Operated/Maintained/Managed by the said branch in any form of its business.

PROCEDURE : The procedure for the same is as mentioned further in this topic.

9.1 EVALUATION CATAGORIES

The Evaluation has been done under the below mentioned Categories

EVALUATION TYPE	EVALUATION FREQUENCY	EVALUATION RESPONSIBILITY	REPORT SUBMISSION (Responsibility & Time Frame)	OVERAL REPORT PREPARATION & CIRCULATION
Interview – An Oral Interview to be taken of per Trainee related to the Training Topic Imparted	<i>Within 3 working Days of the Training Imparted</i>	<i>Trainer + Site Manager/Sr. Manager+ Site Safety +Overall Sr Safety Manager</i>	<i>Within 48 hrs from Evaluation Date by Over All Safety Sr Manager + Site Operational Manager or Sr. Manager</i>	<i>Core CSMS Team</i>
Exam – A written Question-Answer Format for assessing the Inputs Gained from the imparted Training	<i>On- Spot</i>	<i>Trainer + Site Manager/Sr. Manager+ Site Safety +Overall Sr Safety Manager</i>		
Observation An exercise of Observing the Trainee at the time of his Job Execution post Training Receiving	<i>Till 3 Working days from Evaluation Date</i>	<i>Site Safety + Site Manager/Sr. Manager</i>		



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9.2 EVALUATION PROCESS

The Evaluation needs to be carried out in accordance to the table mentioned below

TRAINING TYPE	TRAINING TOPICS	TARGET TRAINEES	Interview	Exam	Observation
JOB RELATED	SOP & JHA (Work Order wise)	Driver, Helper, Rigger, Operator, Maintenance & Supervisor	✓		
	Safe Driving & Traffic Safety	Drivers & Helpers		✓	✓
	Fire & Gas Safety	Driver, Helper, Rigger, Operator, Maintenance	✓	✓	
	Loading & Unloading Safety	Drivers & Helpers, Riggers & Operators		✓	✓
	Material Handling & Transportation	Drivers & Helpers, Riggers & Operators		✓	✓
	Welding/Gas Cutting	Maintenance (Welder/Gas Cutter)	✓		✓
	Tools & Tackles	Overall Maintenance & Supervisors	✓		✓
	PPE- Use, Importance & Maintenance	Driver, Helper, Rigger, Operator, Maintenance & Supervisor	✓		✓
BEHAVIOURAL BASED	Safety Leadership	Line Managers & Managers (All Levels)	✓		
	Organizational Behaviour & Management (ISO & OSHAS and CSMS Also Included as and when Required)			✓	
	Material Safety	Drivers & Helpers, Riggers & Operators	✓		✓
	Off-Job (Home) Safety	All	✓		
	Housekeeping & Job Area Development	On-Site Overall Operational & Overall Maintenance & Housekeeping Staffs (as per applicable) & Line Managers/Asst Managers	✓		✓
SKILL BASED	Defensive Driving	Drivers & Operator		✓	
	Signalling	Helpers		✓	
	Emergency Contingency	Over All		✓	
	Vehicular Maintenance	Overall Maintenance, Driver & Operator		✓	
	Road & Rail Specific (Site Wise)	Driver, Helper & Operator		✓	



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9.2 EVALUATION FORMATS

The Training Evaluation format shall be called as TEF with the below mentioned respective Format Numbers.

Sl No	TRAINING TOPICS	FORMAT NUMBERS
1	SOP & JHA (Work Order wise)	NKCPL/JSR/TEF01/17-18
2	Safe Driving & Traffic Safety	NKCPL/JSR/TEF02/17-18
3	Fire & Gas Safety	NKCPL/JSR/TEF03/17-18
4	Loading & Unloading Safety	NKCPL/JSR/TEF04/17-18
5	Material Handling & Transportation	NKCPL/JSR/TEF05/17-18
6	Welding/Gas Cutting	NKCPL/JSR/TEF06/17-18
7	Tools & Tackles	NKCPL/JSR/TEF07/17-18
8	PPE- Use, Importance & Maintenance	NKCPL/JSR/TEF08/17-18
9	Safety Leadership	NKCPL/JSR/TEF09/17-18
10	Organizational Behaviour & Management (ISO & OSHAS and CSMS Also Included as and when Required)	NKCPL/JSR/TEF10/17-18
11	Material Safety	NKCPL/JSR/TEF11/17-18
12	Off-Job (Home) Safety	NKCPL/JSR/TEF12/17-18
13	Housekeeping & Job Area Development	NKCPL/JSR/TEF13/17-18
14	Defensive Driving	NKCPL/JSR/TEF14/17-18
15	Signalling	NKCPL/JSR/TEF15/17-18
16	Emergency Contingency	NKCPL/JSR/TEF16/17-18
17	Vehicular Maintenance	NKCPL/JSR/TEF17/17-18
18	Road & Rail Specific (Site Wise)	NKCPL/JSR/TEF18/17-18

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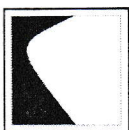
9.4 SAMPLE TEF COPY

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