

No.G4-8023/2019/F&B

'Suraksha Bhavan'
Directorate of Factories & Boilers
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Dated: 19-12-2019

CIRCULAR NO. 34/2019

Sub:- Safety Award -2019 - regarding.

Applications are invited for Safety Award-2019 from those factory managements who followed good safety practices in their factories, without any fatal accident/incident during the year 2019 (application form and category list are enclosed). Duly filled up application with the supporting documents has to be submitted on or before 20-01-2020 before the Inspector/Additional Inspector, under whose jurisdiction the factory is situated. The Joint Director of Factories and Boilers shall collect all the applications scrutinized by the Inspector/Additional Inspector in their region and forward the same to the Director of Factories and Boilers on or before 25-01-2020 along with the proforma attached, ensuring soft copy (word format). Department is also planning to issue grading certificates to the factories based on different performance parameters during the year 2019. All Inspectors/Additional Inspectors are requested to forward the online grading application to this office with their comments after communicating the same to the District committee formed by the Government.



DIRECTOR OF FACTORIES AND BOILERS.

To

All Joint Directors of Factories and Boilers

All Inspectors of Factories and Boilers

All Additional Inspectors of Factories

CATEGORIES

Safety award are instituted for the following categories:-

<u>Category – I</u>	Very large factories (Employing more than 500 Workers)
Sub- Category (1)	Chemical, Petroleum, Petro-chemicals, Rubber, Plastic
Sub- Category (2)	Engineering/Automobile Repairing and Servicing, Textiles and Coir.
Sub- Category (3)	Food and Food products (Cashew, seafood, grain mill products, soft drinks)
Sub- Category (4)	Others
Sub- Category (5)	Best Safety Worker
Sub-Category (6)	Best Safety Guest Worker*
<u>Category – II</u>	Large factories (251-500 Workers)
Sub- Category (1)	Chemical, Petroleum, Petro-chemicals, General Engineering/Automobile Repairing
Sub- Category (2)	Food and Food products (Cashew, seafood, grain mill products, soft drinks etc.)
Sub- Category (3)	Rubber/Plastic/Coir/Textiles, wood/Plywood, veneer, paper/paper products, printing and publishing.
Sub- Category (4)	Others
Sub- Category (5)	Best Safety Worker
Sub- Category (6)	Best Safety Guest Worker*
<u>Category – III</u>	Medium factories (101-250 Workers)
Sub- Category (1)	Chemical, Petroleum, Petro-chemicals, General Engineering/Automobile Repairing and Servicing
Sub- Category (2)	Food and Food products (Cashew, seafood, grain mill products, soft drinks etc.)
Sub- Category (3)	Rubber/ Plastic/Coir/Textiles, wood/Plywood, veneer, paper/Paper products, printing and publishing.)
Sub- Category (4)	Others
Sub- Category (5)	Best Safety Worker
Sub- Category (6)	Best Safety Guest Worker*

<u>Category – IV</u>	Small factories (20-100 workers)
Sub- Category (1)	Engineering Industries, Wood based factories, Cashew Factories and Coir Factories
Sub- Category (2)	Chemicals, Petroleum and Petro Chemicals, Rubber
Sub- Category (3)	Plastic, Ayurvedic Medicines, stone crushers, Ice Plants
Sub- Category (4)	Others
Sub- Category (5)	Best Safety Worker
Sub- Category (6)	Best Safety Guest Worker*
<u>Category – V</u>	Very Small factories (Below 20 workers)*
Sub-Category (1)	Construction Materials (Bricks, hollow bricks, interlock bricks, tiles, paving tiles, crushing stones and all other construction materials)*
Sub-Category (2)	Automobile repairing and Servicing, General Engineering, Agricultural implements.*
Sub-Category (3)	Saw Mills, Timber products*
Sub-Category (4)	Ice plants, Seafood products*
Sub-Category (5)	Printing press*
Sub-Category (6)	Others*
Sub-Category (7)	Best Safety Worker*
Sub-Category (8)	Best Safety Guest Worker*
<u>Category – VI</u>	Best firm/industry in Construction Safety*
	INDIVIDUAL AWARDS
1.	Best Safety Committee
2.	Best Statutory Safety Officer
3.	Best Statutory Welfare Officer
4.	Best Statutory Medical Officer
5.	Best Safety article in Print Media*

* Subject to Government Approval.

SELECTION

The application will be scrutinized by Safety Award Judging Committee drawn out of Experts in the field of Safety and Health constituted by the Government of Kerala for this purpose. The award winners will be selected by the Safety Award Judging Committee after scrutinizing the application, with verification and inspection to assess performance in the year 2019. The decision of the judging committee will be final.

There will not be any fee for the application. Application form is common for all types of Awards.

Instruction:

1. Duly filled up application in the prescribed form has to be submitted before the Inspector of Factories and Boilers/ Additional Inspector of Factories under whose jurisdiction the factory is situated on or before **20 -01-2020**
2. The Joint Director of Factories and Boilers shall collect all the applications in his region and after scrutiny of the application the same shall be forwarded to the **Director of Factories & Boilers** on or before **25-01-2020 along with the proforma appended ensuring soft copy (word format) and hard copy.**
3. The Directorate of Factories & Boilers shall forward all the applications to the Award Judging Committee on or before **28/01/2019**.

The awards will be distributed on **4th March, 2020**.

Government of Kerala
Department of Factories & Boilers
Safety Award – 2019
Application form

(All Relevant details shall be furnished for the period from 01-01-2019 to 31-12-2019)

Category : -

1	Name of Applicant.	
2	Full Name and Address of factory (Specify : Proprietor/Co-operative/ Public Limited/Partnership/Government/Quasi Government)	
3	Register number of the factory.	
4	Manufacturing process.	
5	Maximum number of workers employed in the factory(Permanent + Contract + Casual+ Daily Wages)	
6	Average number of workers employed in the factory(Permanent + Contract + Casual+ Daily Wages)	
7	Total number of man hours worked (Permanent + Contract + Casual+ Daily Wages)	
8	Total number of accident free man hours worked (Permanent + Contract + Casual+ Daily Wages)	
9	Number of fatal accidents.	
10	Number of persons died.	
11	Number of accidents causing injuries to persons.	
12	Number of man days lost due to the above accident.	
13	Total number of persons injured due to the accident.	
14	Number of dangerous occurrence in the factory (Fire Explosion, Toxic releases etc).	
15	Whether Fire Fighting facilities available in the factory. Furnish the details.	
16	Whether First Aid facilities available in the factory. Furnish the details.	
17	Whether there is system for accident investigation and analysis. Furnish the details.	

18	Do you have a Health & Safety Policy displayed in the factory? If so, furnish copy of the same.	
19	Do you have a Safety Work Permit System? if so attach copy of the same	
20	Is there a safe operating and maintenance procedure adopted in the factory? Furnish the details.	
21	Do you have a system for giving Occupational Safety & Health training to the workers/Supervisors/Manager in the factory? If so, furnish details of records/registers.	
22	Mention the activities related to the safety of contract workers.	
23	Have you conducted Safety Audit in your factory? (If applicable, furnish details).	
24	Do you have an Onsite emergency plan prepared? (If applicable, furnish details.)	
25	Do you conduct OSEP Mock drills? If so frequency of Mock drills.	
26	Whether top management receive reports regarding HSE. Action taken by the management for the implementation of the reports.	
27	What are the activities designed to promote workers participation in HSE management.	
28	Whether Safety Committee is constituted and functioning, if applicable give brief description of the activities.	
29	Whether any safety suggestion scheme/Near Miss Reporting System exists, if so, give details.	
30	Whether any Safety officer is appointed in the factory as per Government notification. If so, furnish the details with the approval from the Department.	
31	Percentage of budget spent on activities related to Safety.	
32	Do you have any Occupational Health Centre/Ambulance Room/Give details.	
33	Whether any medical officer is appointed in the Factory? (If applicable furnish details stating his/her name, designation, qualification etc.)	
34	Whether behavioral based Safety system is implemented or not.	
35	Whether Safety Manual is prepared or not.	

Declaration

I do hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place:

Signature of the Applicant

Date:

(Occupier of the Factory)

Verification

The particulars furnished above are verified and found correct. Application may be considered/not considered for the Award 2019.

Inspector of Factories & Boilers/Additional Inspector of Factories/
Joint Director of Factories & Boilers
(Counter Signature)

Date :

m.s