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|  | **HSE ORIENTATION AND TRAINING** |  |
| 1. **OBJECTIVES**   To provide such a system of HSE orientation and training with all necessary arrangements at projects / establishments sites of company which could facilitate the training and education of the personnel about the preventive measures against the job related hazards and risks.   1. **SCOPE**   This standard operating procedure is applicable to all project sites / establishments of the company.   1. **RESPONSIBILITIES**   The HSE staff at Head Office led by Head QHSE is responsible to facilitate the HSE training to the staff at projects/establishments of the company in collaboration with the line management.   1. **ABBREVIATIONS / DEFINATIONS**    * HSE Health, Safety & Environment    * PPE Personal Protective Equipment    * PP&A Project Personnel and Administration    * SOP Standard Operating Procedure 2. **PROCEDURE**   HSE training needs will be identified as per the following level of employees:   * + Newly appointed staff from outside.   + Newly promoted or transferred staff.   + Staff facing change.   + Existing staff.   All the four levels will be trained by the following scheme.   * 1. **HSE Orientation for Newly Appointed Staff from Outside**      1. After recruitment Incharge site PP&A will send the new employees to Incharge site HSE for orientation.   Refer to Form No. HSE/FRM-05 HSE Orientation Slip | | |

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| * + 1. HSE orientation shall be arranged at a suitable place with best communication system available to improve the effectiveness.     2. Incharge site HSE will perform the HSE orientation based upon following principles:        - Company organization and HSE Policy.        - General HSE Rules and Regulation including the use of PPE, incident reporting, first aid facility, emergency preparedness (alarm system, escape route, assembly point), HSE inspection and house keeping.        - Health & Safety hazards specific to the site activities i.e. construction, manufacturing, maintenance etc.        - Environmental management company wide.     3. Incharge site HSE will keep the record in form of orientation record form.   Refer to Form No. HSE/FRM-01 HSE Orientation Record  **5.2 Specific Orientation (on the job) for Newly Appointed, Promoted or Transferred Staff and Staff Facing Change**  First line supervisors will conduct a specific on job orientation for new comers, which will include:   * Introduction to the nature of job. * Explanation about the work environment, particular location and specific job hazards.   1. **Tool Box Talk for Existing Staff & Staff Facing Change**      1. Incharge site HSE will coordinate with the respective Incharges of execution to conduct a weekly session of Tool Box Talk in the job related areas or as required by the customer.      2. The subject for Tool Box Talk would be the specific hazards and remedial measures of particular site incorporated with feed back from first line supervisors and HSE Inspectors at the site. | | |

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| * + 1. Area Incharge / his representative will deliver the Tool Box Talk.     2. A record of Tool Box Talk will be maintained by Incharge site HSE on the specified form.   Refer to Form No. HSE/FRM-02 HSE Tool Box Talk Record   * 1. **Management Training Program for Newly Appointed & Existing Management Staff**      1. This program effectively covers the professional level of know-how for management employees and first line supervisors.      2. The mentioned training program will be conducted twice during the life cycle of project so that all management employees go through it.      3. This program will be conducted by representative from HSE department at projects/establishments sites on as and when required basis.      4. The duration of this course will be one day.      5. HSE department at Head office will maintain a record for the participants of this course.      6. Management Training Program module will be reviewed annually.   Refer to Form No. HSE/FRM-04 Management Employees HSE  Training Program   * 1. **In-charge Site HSE Training for Newly Appointed, Promoted Staff** * It would be essential for Incharge HSE project site to attend the site Incharge HSE training course before taking over the responsibility at project. * This course based upon Management Training Program and project HSE plan will be conducted by HSE representative at Head office or site. * The record of this course will be maintained at Head office.   Refer to Form No. HSE/FRM-03 In-charge Site HSE Training Record | | |

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| * 1. **Training Effectiveness Monitoring**      + The effectiveness of training will be monitored by pointing out the areas and the level to which the candidate has improved his/her on job skills and knowledge. At the same time any deficiency in the training module will also be mentioned by the individual and the relevant I/C BA Heads / Supervisors Form No. HRD/FRM-72 will be used for this purpose.   Refer to Form No. HRD/FRM-72 Training Effectiveness Feedback Form   1. **RELATED DOCUMENTS**    1. HSE Orientation Record    2. HSE Tool Box Talk Record    3. In-charge Site HSE Training Record    4. Management Employees HSE Training Program    5. HSE Orientation Slip    6. Training Effectiveness Feedback Form   **WRITTEN BY: INCHARGE HSE**  **AUTHORIZED BY:**  **HEAD QHSE** | | |