

Balmer Lawrie & Co Ltd	HSE Progressive Disciplinary Policy	Issue Date: 20 th June 2017
Doc No: HSE/1/2017		Revised On :
Issuing Dept: HSE		Ratified By HR:

Background

Our company needs to safeguard its employees and other persons such as Vendors/ suppliers and visitors against any high safety risk exposure. For this we need to follow the specified HSE Policy, Standards and Rules. Violation of certain important HSE standards may endanger one's life, life of others or may result in endangering the business operation itself including plant and machinery. Whenever such violations result from an action or inaction by an employee who has been made fully aware of the human / business consequences, such unsafe behavior becomes unacceptable and therefore needs to be changed to safeguard his/her own life, life of others and the property. It is with this express intent , HSE & HR Department has defined a set of HSE Violations and formulated progressive disciplinary /punitive steps in respect of acts of negligence / violations by employees, apprentices etc.

The HSE progressive disciplinary actions are aimed to correct/ stop unsafe practices and behaviors so that it will improve and sustain safe environment across our Company and at our manufacturing, CFS , warehouses , offices and project sites, Airports, ports etc., and in any location connected with the company's work/business.

Scope

This document is applicable to all employees (both Onroll and contract employees, Trainees, Apprentices, outsourced employees , employees of the contractor working in our establishments, visitors, customers, vendors etc.,) of Balmer Lawrie & Co Ltd.

Responsibilities

It is the responsibility of each and every person employed/ engaged by Balmer Lawrie directly or indirectly to work in a safe and efficient manner. The HSE manual and management systems provides guidelines and procedures to help ensure that safe work practices are followed. In the event that any employee / engagee violates provisions of the Balmer Lawrie's HSE system or works in a manner that threatens his own health and safety or the health and safety of the employees, plant , equipment and the environment around him/her, he/she will be subject to disciplinary action, including termination of employment.

The operational managers, administrative managers, supervisors , HSE Co-ordinators hold positions responsible for enforcing HSE system and for taking disciplinary action as required by this chapter of the HSE Manual. Henceforth each of them shall be termed as **observer**.

Balmer Lawrie & Co Ltd is committed to HSE and Senior Management holds all Managers and Officers responsible and accountable for safety, health and safeguarding environment within their respective areas.

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Requirements

HSE is a core value and a condition of employment at Balmer Lawrie & Co Ltd . This is among the eight HSE principles outlined in the HSE Manual. The following actions attached in **Annexure-A** constitute a safety violation which is further classified as **major or cardinal** depending on the violation:

Procedure

The following procedures will be followed if any **major safety violation** is noticed **[Attached Annexure-A]** :

- a) The first offense will result in a documented written warning. The employee will be issued a written warning by Unit Head/Administrative Head detailing the rule or procedure that was violated and the corrective actions to be taken. A copy of the written warning shall be marked to the immediate supervisor/manager. The warning needs to be recorded in Unit's violation register in form of **Annexure: B** and will also be kept in employee's personal file.
- b) The second offence from the same person will result in a written reprimand with a monetary fine of Rs 1000/ . The violation will again be recorded in the form **Annexure-B** . The reprimand will be a written order, based on the violation captured in Annexure-B . It will describe the unsafe activity or behavior that needs correction. The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand stating the reason of unsafe behaviour. The reprimand and any rebuttal will be kept in the employee's personal file and shall have a bearing on his annual Performance Appraisal. The fund collected will be used for HSE awareness program.
- c) If any offender is observed for the third time indulging in Safety Violation then an enquiry committee will be formed consisting of Head Operations/**Branch Manager/Branch Incharge etc.,** , Site In charge & RHR Head who will determine the root cause of the continuous unsafe behaviour by the individual and advice on the punitive action to the Management . For this purpose Clause 26 (X),(XI), (XVII) and (XXI)on misconduct will come into force as also relevant provisions of applicable Service Rules/Standing Orders. Action will also be initiated against the erring employee in line with the CDRR/Service Rules/Standing Orders as applicable.

The above actions are to be placed against a sliding twelve month scale. If an employee receives a reprimand / verbal warning on 1st January and commits his third offense on or before December 31st of the same year, he will be subject to investigation by the enquiry committee and face the punitive action therefor. The employee does not have to commit the same violation each time to receive further reprimands. He could receive a verbal reprimand for smoking in a no smoking area on his first offence and get a written reprimand for his second offence which might be a violation related to forklift operation and yet another for failing to use proper personal protective equipment.

In the case of **Cardinal safety violations** [Ref: Annexure=A] is observed, the case will be directly referred to the enquiry committee for investigation and advice on the punitive action therefor.

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Annexure- A

Sr No	Major Violations / Unsafe Behaviour	Remarks if any
1	Operating equipment (Crane, critical machines, Electrical switches) without authority / permission or training	
2	Working above 6 feet without helmet and full body safety harness	
3	Driving vehicle / cranes above defined speed limits and not wearing seat belt	
4	Inspection, maintenance, cleaning , changeover being done without isolating energy [Without LOTO- lock out-tag out]	
5	Not Obtaining Permit To Work [PTW] before starting any non-routine activities like work at height , confined space entry , Excavation , welding and cutting work, maintenance work , construction work , demolition work , etc	
6	Using defective lifting tools, tackles and accessories like damaged slings to lift materials. etc	
7	Working below suspended load / standing below any lifted equipment	
8	Not wearing defined task specific PPE[Personal protective equipment] like Safety shoe, nose mask , Hand gloves , ear plug, safety goggles etc	
9	Not reporting Near Miss and Property damage incidents	
10	Allowing anybody to enter confined space without checking oxygen level , without isolating all energies and not providing PTW.	
11	Over loading of Crane and carrying people more than defined standard	
12	Failure to carry out statutory test on time like load test of crane , pressure vessels & safety valve inspection, test related to electrical safety	
13	Driver and pillion rider without helmet on two wheelers	
14	Smoking in NO SMOKING ZONE	
15	Taking rest beneath a vehicle or entering any unauthorised /restricted area	
16	Not putting guards for rotating equipment/ Not putting back fixed guards after maintenance	
17	Taking shortcuts/ not abiding any site specific laid down safety rules . (Eg: Gas cylinder not kept vertically without chain , without flash back arrestors. Temporary electrical connections without ELCB, unloading oils/ chemicals without static discharge, Unsafe storage of Raw material and finished goods, nonstandard material used for scaffolding , cranes without lights, horns or reverse alarm)	
18	Walk by any unsafe behaviour or unsafe condition without highlighting it to concerned person or immediate supervisor.	
19	Ignoring / Not correcting any highlighted unsafe condition in time bound manner	
20	Not specifying the HSE mandatory requirements by the contractors in the NIT	
21	Not providing Safety Induction to new comers, visitors and contractors	
22	Any major statutory violation/ negligence of compliances observed in BL premises	
	CARDINAL VIOLATIONS	
1	Will fully By passing/ removing any safety devices	
2	Not reporting LTI or any Dangerous occurrence	
3	Forcefully insisting somebody to indulge into unsafe activity.	
4	Any violation with intention of causing of harm or property damage	
5	Working in BL premises under the influence of Alcohol	
6	Any act of negligence that may endanger the life and property of the company or the environment	

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Annexure- B

HSE VIOLATION REGISTER

Date:	Location:	
Name of Observer:	Name of Violator:	
Category : 1. Major Violation 2. Cardinal Violation	Warning Level : 1. Written warning 2. Written reprimand and Fine 3. Refer to Special Committee for Investigation & further Action	
Sr No of Annexure A:		
Activity of the violator/ Violation Observed :		
Recommendations given :		
On Spot Counselling done / Training provided : Yes / No		
Inclusion of the violation for adverse remark in the annual performance appraisal : Yes / No		
Signature of Observer	Signature of supervisor/ Manager	Signature of Unit/Site In charge

Cc: Personal File