

(By E-mail)
DIRECTORATE OF FACTORIES & BOILERS : ODISHA : BHUBANESWAR – 751 001 :

No. IV(B)(d) 1/20 510 /Dt.

Ph.No.-2396070

14/1/2020

To

The Occupier / Manager,

..... (As per list)

Sub:- State Safety Award for the performance year 2019 (01.01.2019 - 31.12.2019).

Sir,

In pursuance of the approval accorded by Govt. in Labour & ESI Deptt., vide Notification No. 7755 dt. 18.12.2019 applications are hereby invited from eligible factories / safety officers in following categories for the State Safety Award 2019 proposed to be held in the month of March, 2020.

CATEGORY

- A) Factories having working manhours from 20,000 to 1 lakh
- B) Factories having working mahours above 1 lakh to 5 lakh
- C) Factories having working manhours above 5 lakh to 10 lakh
- D) Factories having working manhours above 10 lakh to 25 lakh
- E) Factories having working manhours above 25 lakh

AWARDS

1. Lowest Weighted Frequency Rate of Accidents – 5 prizes @ 1 prize for each category.
2. Longest Accident Free Period - 5 prizes @ 1 prize for each category.
3. Lowest Severity Rate of Accident - 5 prizes @ 1 prize for each category.
4. Best Surakhita Shramik Bandhu – 10 Prizes @ 1 prize for Regular worker and 1 prize for Contractor Worker from each category.
5. Best Safety Buddy -- 2 Prizes @ 1 prize for factories having working manhour up to 25 lakh and 1 prize for above 25 lakh.
6. Best Safety Aaina – 2 Prizes @ 1 prize for factories having working manhour up to 25 lakh and 1 prize for above 25 lakh.
7. Best Safety officer – 1 Prize
8. Awards for factories where no major accident have occurred in the last 10 years – 1 Prize

P.T.O.

Please note that application formats can be downloaded from the website of the Directorate of Factories & Boilers (www.dfbodisha.gov.in) and submit the same duly filled in on or before 10th February, 2020 to this office. Zonal Asst. Director of Factories & Boilers / Divisional Dy. Directors of Factories & Boilers may be consulted for guidance if required.

Encl: As above

Yours faithfully,


Dy. Director Factories & Boilers (Safety) &
Convener, State Safety Award Committee

By E-mail
Memo No. 511 /Dt. 14/1/2020

Copy along with a copy of application format forwarded to all Zonal Asst. Directors of Factories & Boilers / all Divisional Dy. Directors of Factories & Boilers / all Hqrs. Officers for information and necessary action. The photocopy of the letter may also be displayed in the Notice Board for wide publicity. They are required to pursue the matter at their level to ensure maximum participation from their respective areas / jurisdiction.


Dy. Director Factories & Boilers (Safety) &
Convener, State Safety Award Committee

Memo No. 512 /Dt. 14/1/2020

Copy along with a copy of the application formats and copy of minutes of preparatory meeting held on 13.01.2020 at 11.30A.M. in the conference hall of Directorate of Factories & Boilers, Odisha, Bhubaneswar forwarded to Special Secretary to Govt., Labour & ESI Department, Bhubaneswar for favour of information of Govt.


Dy. Director Factories & Boilers (Safety) &
Convener, State Safety Award Committee

APPLICATION FORM FOR STATE SAFETY AWARD

Performance year 2019
(01.01.2019 to 31.12.2019)

General Information (Common for all categories of Awards)

(A) Select Category : [Refer Note]

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

Note : Category (5 nos.) –

- A) Factories having working manhours from 20,000 to 1 lakh
- B) Factories having working manhours above 1 lakh & up to 5 lakh
- C) Factories having working manhours above 5 lakh & up to 10 lakh
- D) Factories having working manhours above 10 lakh & upto 25 lakh
- E) Factories having working manhours above 25 lakh

(B) Select Scheme (s) :

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

1.	Lowest Weighted Frequency Rate of Accidents	Format-1 needs to be filled in
2.	Longest Accident Free Period	
3.	Lowest Severity Rate of Accident	
4.	Best Surakhita Shramika Bandhu	Format-2 needs to be filled in
5.	Best Safety Buddy	Format-3 needs to be filled in
6.	Best Safety Aaina	Format-4 needs to be filled in
7.	Best Safety Officer	Format-5 needs to be filled in
8.	Factory where no major accident occurred in last 10 years	Format-6 needs to be filled in

1. Name of the Factory :
Address :

Telephone Number / Fax No. :
Mobile No. / Website / E-mail ID etc. :
2. (a) Registration Number under Factories Act, 1948 :
(b) Validity of factory licence up to the year :
(c) Licenced manpower :
3. Name of the Occupier & Manager of the factory under the factories Act, 1948 :

4. Manufacturing process of the factory :
5. Actual number of workers employed in the factory.
 (a) Regular Workers :
 (b) Casual / Contractor workers :
 (c) Total workers :
 (d) Actual no. of days worked in the year :
6. Prosecution / if any filed under the provisions of :
 Factories Act, 1948, Boiler Act, 1923 & Rules
 made thereunder during the year.
7. Safety & Health Policy : Prepared (Yes / No) -
 Implemented (Yes / No) -
 Review (Yes / No) -
 (if yes, attach copy of proceedings)
8. Safety Officers : Nos. Required -
 Nos. Deployed -
 Nos. Accepted by DF&B(O) -
 Whether quarterly report submitted by Safety
 Officers to Directorate -
9. SOP / SMP : No. required -
 No. prepared -
 Audio Visual SOP prepared (Yes/ No) -
 (attach list)
10. On Site Emergency Plan : Prepared (Yes / No) -
 Approved (Yes / No) -
 No. of training programme
 conducted on mock drill -
 No. of mock drill conducted involving
 DCG members (attach proceedings) -
11. Safety Committee :- Constituted (Yes / No) -
 No. of meetings conducted -
 No. of minutes circulated -
 Status of compliance -
12. Training imparted to employees :

Sl. No.	Topic	Date & Duration	No. of participants	Remarks

NB: Whether 100% employees (both regular & contractor) imparted training = Yes / No.
 If No % of employees imparted training =

13. Health Check up :

Sl. No.	Date	No. of employees medically examined	No. of cases in which special tests if any, carried out	Remark (Whether 100% employees medically examined)

NB: Whether 100% workers (both regular & contractor) medically examined = Yes / No.
 If No % of workers medically examined =

14. Safety Audit : Yes / No
 (Whether required under Orissa Control of (Major Accident Hazard) Rules, 2001 If yes, whether carried out.

Carried out		% of compliance to the observations	
Internal	External	Internal	External

15. Mock Drills : Conducted (Yes/No) –
 DCG members witnessed (Yes/No) –
 Report of mock drill prepared & submitted to DF&B(O) (Yes/No) -

16. Implementation status on 10-Point Action Plan :

- (1) Annual Safety Calendar :
- (2) Safety Aainaa :
- (3) Safety Buddy :
- (4) Safety Mobile App :
- (5) Safety Gathering :
- (6) Safety Touch :
- (7) Safety Hot Spots :
- (8) Use of Technology for safety compliance :
- (9) Safety compliance by contractors :
- (10) Mock Drill :

N.B: The applicants are required to fill up the portion(s) for which they desire to participate in the concerned awards.

Place:
Date:

Signature of the Occupier / Manager
with seal

FORMAT – 1

Select Category :

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

B. Application for –

- 1. Lowest Weighted Frequency Rate of Accidents
- 2. Longest Accident Free Period
- 3. Lowest Severity Rate of Accident

NB: Please put tick (✓) mark in the box for the scheme applied.

1. **Lowest Weighted Frequency Rate of Accidents** =

$$\frac{10,000 \times (\text{no. of non fatal accidents} + 30 \times \text{no. of fatal accident})}{\text{Total no. of man-hours actually worked}}$$

2. **Longest Accident Free Period** =
 Man-hours from to

NB: The Longest Accident Free Period shall be calculated in terms of longest no. of man-hours worked subject to minimum of 20000 man-hours without a single fatal or non-fatal accident during the period under consideration.

3. **Lowest Severity Rate of Accident** =

$$\frac{1 \text{ Lac} \times \text{manhours lost due to accident}}{\text{Manhours worked}}$$

4. Accident during the year
- (a) No. of Fatal Accidents :
 - (b) No. of Non-fatal accidents :
 - (c) No. of dangerous occurrences :
- (Type : Fire / Explosion / Collapse of structure/
Gas leakage etc.)
- (d) Total Manhours lost due to non-fatal accidents. :

5. Manhours worked (No. of workers employed x no. of days worked in the year x 8 hrs.)
- a) Regular workers :
 - b) Casual / Contract workers :
 - c) Over time manhours :
 - Total manhours worked (a+b+c) :

Place:
Date:

Signature of the Occupier / Manager
with seal

FORMAT – 2

APPLICATION FOR SURAKHITA SHRAMIKA BANDHU AWARD

(10 prizes : 1 each for regular & contractor worker from all 5 categories)

Select Category :

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

1. Details of the worker nominated for award :
2. Name in full :
- Designation :
- Age :
- Educational Qualification :
- Experience :
3. Name of the factory where employed :
4. Length of service period :
5. Safety Training / Certificate courses undergone if any :
6. Justification for award (attach one page write up with supporting documents duly endorsed by Occupier / Manager) :
7. Whether recognized in past by the Directorate of Factories & Boilers (attach document) :
8. New ideas contribution given to management to improve safety standard at site during his work period :
9. Whether nominated earlier for such award, if yes, whether awarded / not awarded :

Place:
Date:

Signature of the Occupier / Manager
with seal

FORMAT - 3

APPLICATION FOR BEST SAFETY BUDDY

(2 prizes : 1 each for factories having working manhours up to 25 lakhs & above 25 lakhs)

Select Category :

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

1. (a) Name & address of the factory :
(who did mentoring)
- (b) Name(s) of Safety Buddies :
(attach supporting document)

Name of factory	Licence No.	Licenced Manpower	Mfg. Process	Date of adoption	Remarks

2. Date of formation of Safety Buddy :
4. Whether any activity module prepared. :
If yes, furnish a copy.
5. Attach detail report on the activities conducted by the mentor factory
- a) Coordination meetings :
 - b) Training programme (if any) :
 - c) Field visits and Safety Audit :
 - d) Any other information (attach supporting documents) :
 - e) Mock Drill
6. Attach a feedback form duly signed by the :
Occupier / Manager or owner of the Safety Buddy.

Place:
Date:

Signature of the Occupier / Manager
with seal

FORMAT - 4

APPLICATION FOR BEST SAFETY AAINAA

(2 prizes : 1 each for factories having working manhours up to 25 lakhs & above 25 lakhs)

Select Category :

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

1. Name & address of the factory :
2. Date of setting up of Aainaa :
3. Location :
4. Photographs of the Aainaa with caption :
5. No. of workers visited Aainaa (attach supporting documents) :
- Inside the factory :
- Outside the factory :
6. Justification why the Aainaa should be awarded (attach one page write up) :

Place:
Date:

Signature of the Occupier / Manager
with seal

FORMAT - 5

APPLICATION FOR BEST SAFETY OFFICER

(1 prize : irrespective of manhours worked)

Select Category :

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

1. Name of the Safety Officer :
2. Age :
3. Educational Qualification along with photocopies of certificates :

	B.Sc	Diploma	Engineering	PG Dip. in Industrial Safety
Year				
Institute				

4. Experience if any, attach photocopy :
6. No. of job safety studies carried out (attach supporting documents) :
7. No. of job safety study report evaluated by the subordinate officers :
8. Specific role for purchase of PPE (attach supporting documents) :
9. No. of plant safety inspections carried out and compliance ensured (No. of violations detected) (furnish a sample copy) :
10. No. of fatal accident, occupational disease cases investigated. (attach accident / incident analysis for last 3 years) :
11. No. of Safety Committee meetings convened :
12. No. of campaign / competition / contest / activities organized :
13. No. of training programmes conducted :
14. Whether quarterly reports submitted :
15. Initiative for implementation of 10-Point Action Plan (attach supporting documents against each point)
(1) Annual Safety Calendar :

- (2) Safety Aainaa :
- (3) Safety Buddy :
- (4) Safety Mobile App :
- (5) Safety Gathering :
- (6) Safety Touch :
- (7) Safety Hot Spots :
- (8) Use of Technology for safety compliance :
- (9) Safety compliance by contractors :
- (10) Mock Drill :

Place :
Date:

Signature of the Safety Officer

FORMAT - 6

AWARD FOR FACTORIES WHERE NO MAJOR ACCIDENT HAVE OCCURRED IN THE LAST 10 YEARS : (1 prize for each category)

Select Category :

(Please tick (✓) which is / are applicable & put (x) which are not applicable).

Category				
A	B	C	D	E

1. Name of the Factory :
2. Address :
3. Licence valid till :
4. Accident during last 10 years :

Sl. No.	Year	Licensed Manpower	Total Manhour worked (No. of workers x no. of days worked in the year x 8hrs.)	Fatal (Nos.)	Serious (Nos.)	Non-Fatal (Nos.)	Near Miss (Nos.)	Dangerous Occurrence (Fire/Explosion/ Collapse of structure / Gas leakage etc.) (Nos.)
1								
2								
3								
4								
5								
7								
8								
9								
10								
Total								

5. Additional information required -
 - a) Status of implementation of 10 Point Action Plan :
 - b) Modality of implementation of policies for safety & health :
 - c) Accident Prevention Strategy :
 - d) Attach Compliance with supporting document to IR in last 3 years. :

Place:
Date:

Signature of the Occupier / Manager
with seal