

E-mail

**GOVERNMENT OF ODISHA  
LABOUR & E.S.I. DEPARTMENT**

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No. LESI-LL2-MISC-0062-2017 4877 /LESI, dated 19.8.19

From

Shri Dilip Kumar Ratha  
Under Secretary to Government.

To

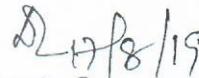
The Director of Factories & Boilers, Odisha  
Bhubaneswar.

Sub: **Priority action points for prevention of accidents in Factories.**

Sir,

In inviting a reference to your Letter No. 5896 dated 23.07.2019 on the subject cited above, I am directed to say that the 10 point action plan entitled "Strategy and Road Map for Reduction of Industrial Accidents in the State" has been approved. You are hereby requested to follow the Action Plan as per the existing guidelines of Government meticulously.

Yours faithfully



Under Secretary to Government

**DIRECTORATE OF FACTORIES AND BOILERS, ODISHA  
LABOUR AND ESI DEPARTMENT**

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**Strategy and Road Map  
for reduction of Industrial Accidents in the State**

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1. **Annual Safety Calendar:** Safety awareness and People's Participation is extremely important to make work place safe and disease free. There are 168 accident-prone factories and 35 Major Accident Hazard factories in the State. These factories need to organise special awareness program for employees. It is proposed that all 168 accident prone factories and 35 Major Accident Factories in the State shall draw an **Annual Safety Calendar** with at least one activity every month related to Occupational Safety and Health (OHS). Workers, Supervisors, Managers policy makers, contractors and other stake holders shall be associated in these programs. A list of the Safety Calendar shall be shared with the Directorate of Factories and Boilers so that a copy of same can be uploaded in the web portal of the Directorate ([www.dfbodisha.gov.in](http://www.dfbodisha.gov.in)).
2. **AAINAA:** Good House Keeping and proper maintenance of plant and equipment plays a vital role in improving safety standards. It is proposed that Factories with license manpower of 250 and above put extra efforts to develop pockets of well-maintained ideal work place similar to a DEMO FLAT in a gated community. It will be named as "AAINAA" (*Advance Action in Industries to Abate Accidents*). The plant equipment, housekeeping, machine guarding, electrical wiring, means of approach, exit, colour coding, illumination, safety signage etc. shall be maintained properly in these sections complying with provisions of Statute and applicable codes. AAINAA shall be the model work place and inspire employees to replicate the model in the entire plant.
3. **Safety Buddies:** Identified Factories employing 500 workers or more who have reasonably good safety infrastructure shall adopt a group of small factories in the vicinity and play the role of Safety Buddies. These large factories shall play the role of mentoring the smaller factories by involving them in training programs, mock drills, first aid programs etc. The experts from large factories

can visit the smaller units with mutual understanding and help them in safety compliance by sharing the technical expertise, information, knowledge, safety posters etc. The respective Zonal Asst. Director of Factories and Boilers shall act as facilitators to promote the concept of mentoring by Safety Buddies in the State.

4. **Safety Mobile APP:** Keeping in mind the emphasis attached to Technology under the 5-T slogan by Hon'ble Chief Minister it is decided by Department that Mobile handset with on line app will be provided by industry to worker representatives for safety compliance management in the factory premises. Factories employing 250 workers or more shall be insisted to develop and provide Mobile app to employees for capturing unsafe observations, unsafe act, unsafe conditions, near miss incidents etc. with a view to rectify and introduce preventive measures on day to day basis.
5. **Safety Gathering:** Collective participation and commitment plays important role in Safety Management. It is proposed that Occupier/ Managers in Factories employing 100 workers or more shall arrange brief mass meetings near gate on first working day of each month, discuss on theme based safety topics, and administer Safety Oath to employees in a large gathering to generate awareness among employees with more focus on contractor employees. Demo on firefighting skills, proper use of PPEs etc. can be given on such occasions by concerned domain experts.
6. **Safety Hot Spots:** Certain places and some activities in industries carry higher risk levels. Chances of accidents in such places/ processes are found to be relatively high. It is proposed that such locations be identified as 'Safety Hot Spots'. Factories employing 250 workers and more, all accident-prone factories shall identify such vulnerable Safety Hot Spots at workplace; install CCTV cameras to capture unsafe behavior and conduct of employees. The management shall draw out preventive action plan and take adequate efforts to convert *Safety Hot Spots* to *Safe Spots* by intensifying training, counseling, punishment, reward etc.
7. **Technology for Safety:** Engineering intervention is extremely important to mitigate risk in complex processes and modern plants. The accident prone factories and factories employing 250 workers or more shall be requested to encourage use of technology in material handling, process safety, disaster

response with provision of interlocks and annunciation systems for safety compliance. Emphasis shall be given to implement Global Positioning Regulatory System (GPRS) management for tracking speed of vehicles inside factory limits. Use of thermal imaging camera shall be encouraged to inspect electrical wirings and evaluate conditions for prevention of fire due to electrical short circuit.

8. **Safety Compliance by Contractors:** Majority work in industries these days are carried out by contractors who have a tendency to do cost cutting in safety matters. Factories employing 500 workers or more shall be requested to strengthen Contractor Safety Management by fixing target, and evaluating performance with leading and lagging safety indicators on monthly basis. Priority shall be attached to ensure adherence to SOP, SMP, provisions & use of PPES, work permit system, use of healthy tools & tackles by agencies while executive jobs. Exemplary penal action against perpetual offenders in the event of non compliance shall also be ensured.
9. **Safety Touch:** Behavior Based Safety Management is crucial for correcting at risk behavior of employees. Accountability and ownership by line managers is equally important to make work place safe. Factories employing 250 workers or more shall be requested to emphasize on identifying Un-safe Acts and Unsafe conditions at shop floor on regular basis and ensuring liquidation of such shortcomings in time bound manner. The Occupier in such factories shall ensure that employees at supervisor level in industries give undertaking to take ownership for safety and be evaluated against target indicators fixed by management in consultation with Directorate.
10. **Mock Drills:** Mock exercises help in evaluating disaster response plans and evaluating knowledge and preparedness of response team. Factories with hazardous manufacturing processes shall be requested to hold Mock Drills at least twice in a year involving response team, worker representatives and selected members of District Crisis Group. All types of anticipated emergency situations shall be assessed during such mock drills all and report thereafter shall be submitted in prescribed format to the District Crisis Group and the Directorate of Factories & Boilers, Odisha.