



SAFETY OFFICER DUTIES & RESPONSIBILITIES

Name of the Officer : Sri P. Gnani,

Designation : Asst. Executive Engineer (Mech) (for Safety Domain)

- 1) To advise and assist the factory management in the fulfillment of its obligation, statutory or otherwise concerning precaution of personal injuries and maintaining safety working environment. He will report to CME directly.
- 2) To advise the concerned Departments in planning and organizing measures necessary for the effective control of personal injuries.
- 3) To check and evaluate the effectiveness of the notice taken or prepared to be taken to prevent personal injuries.
- 4) To advise on safety aspects in all jobs, studies and to carry out detailed job safety studies of selected jobs.
- 5) To advise the purchasing and stores department in ensuring high quality and availability of personal protective equipment.
- 6) To advise on matters related to carrying out plant safety inspections.
- 7) To carryout plant safety inspections in order to observe the physical conditions of work and the work practices and procedures followed by the workers and to render advice on measures to be adopted for removing unsafe physical conditions and preventing unsafe notion by workers.
- 8) To render advice on matters related to reporting and investigation of industrial incidents and diseases.
- 9) To investigate selected incidents.
- 10) To investigate the cases of occupational diseases contacted and dangerous occurrences reportable under rule 96.
- 11) To advise on the maintenance of such records as are necessary relating to incidents, dangerous occurrences and occupational diseases.
- 12) To promote setting up of safety committee and act as adviser and catalyst to such committee.
- 13) To organize in association with the concerned departments. Companies, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of personal injuries and
- 14) To design and conduct either independently or in collaboration with the training department, suitable training and educational programmes for the prevention of personal injuries.