



Bombay Chamber
of Commerce & Industry

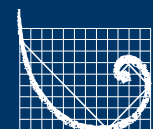


A LOOK BOOK ON BCCI'S

WORKPLACE SAFETY AWARDS 2019

SAFETY ISN'T EXPENSIVE, IT'S PRICELESS !

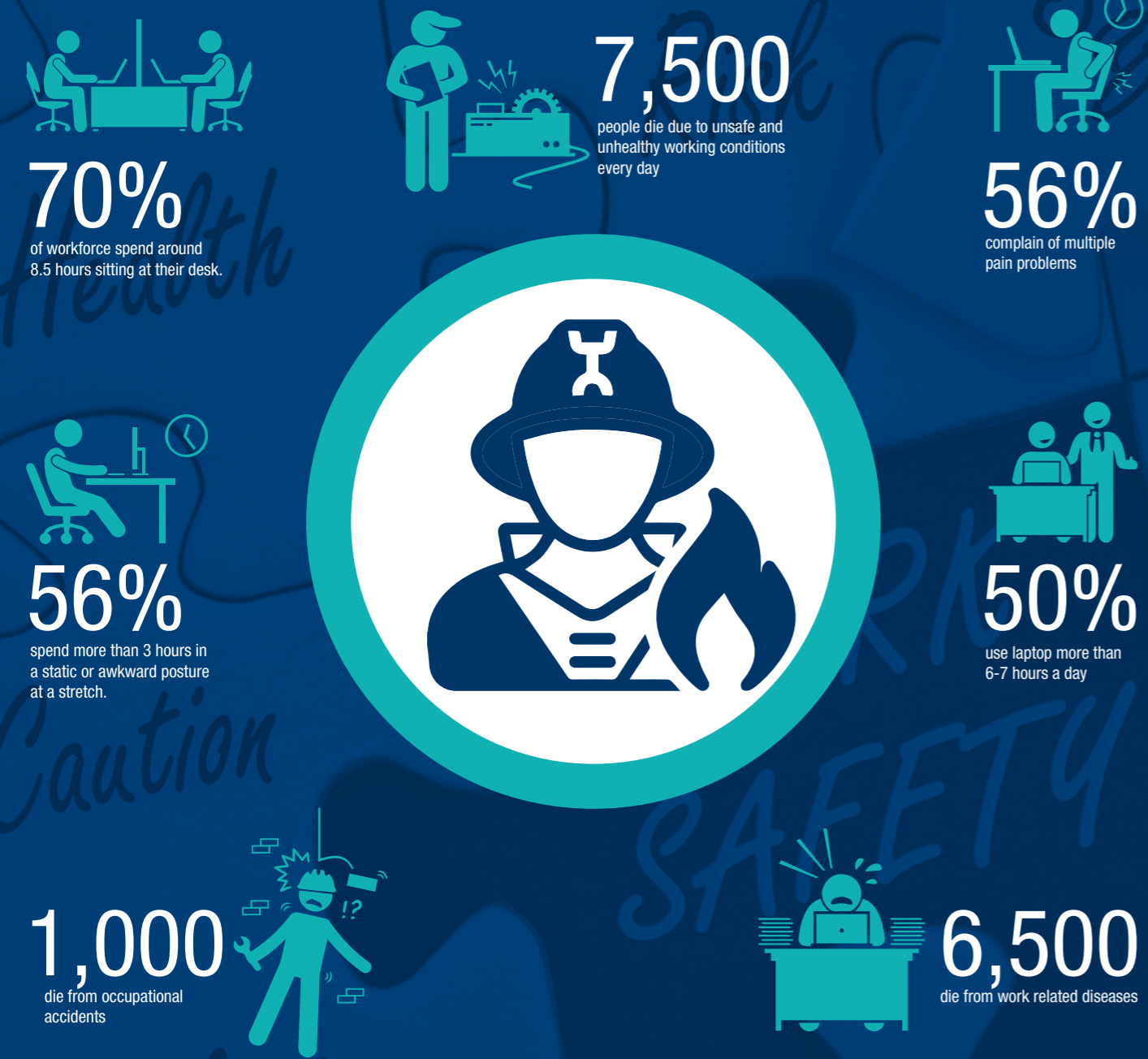
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ERM Knowledge Partner

THE NEED FOR WORKPLACE SAFETY

Organizations across the globe are currently witnessing a radical shift in the workplace safety, health and environment aspects as part of the new normal towards business continuity. These aspects are becoming an integral part of the business operations driven by technological interventions, international benchmarks, evolving national legislative landscape and most importantly the overall value system of the organization.



To address some of these major workplace safety, health and environmental issue affecting the future of businesses in India, the Bombay Chamber of Commerce and Industry (BCCI) hosts the Office Safety Excellence Award program every year to acknowledge organisations adopting best practices in their office safety, health and environment programs.

This is the second year in a row that the BCCI has successfully organized this thought leadership engagement, not just to felicitate excellence but also to motivate other businesses to start integrating safety and sustainability within their organization's core value systems.

A snapshot of the 2019 episode presented in this Look Book. For details please refer to the Workplace Safety Manual 2019 on BCCI's website.

AWARD YEAR
2019

FREQUENCY
ANNUAL

ELIGIBILITY

CATEGORIES

Special Recognition Organizations

- ★ **HPCL**
Unique emergency preparedness infrastructure
- ★ **International Cargo Terminal Pvt. Ltd.**
Energy conservation efforts by an SME
- ★ **TATA Consultancy Services Ltd.**
Employee transport solution
- ★ **Mahindra & Mahindra Ltd.**
Excellence in Ergonomics

Applicable only for rented or owned offices (stand-alone office building OR office in multi tenanted buildings, institutes and projects) located across the country

Based on the employee strength of participants' office premises, the applications were invited across three categories:

List of Participating Organizations across 4 categories

Below 100

- Mody Pumps (I) Pvt. Ltd.
- ★ ACG Pam Pharma Technologies Ltd.
- ★ Miraj Instrumentation Services (I) Pvt Ltd
- ★ International Cargo Terminal Pvt Ltd

500 & Above

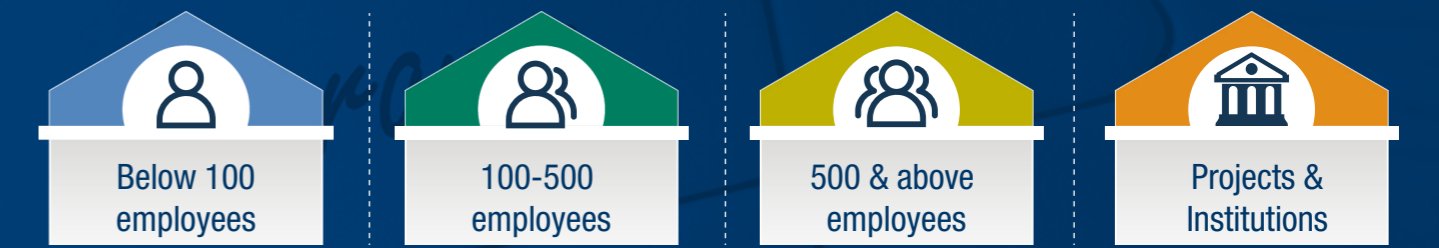
- ★ Exide Industries Limited
- ★ Johnson and Johnson Pvt Ltd.
- ★ Siemens Limited
- ★ TATA Consultancy Services Ltd.
- ★ Bennett Coleman & Co Ltd, Noida
- ★ Bennett Coleman & Co Ltd, Gurgaon
- ★ Godrej Industries Limited
- ★ Mahindra & Mahindra Ltd.
- ★ L&T Hydrocarbon Engineering
- ★ ANZ Support Services India Pvt Ltd - Bengaluru

100-500

- ★ HPCL
- ★ United States Pharmacopeia India Private Limited
- ★ Bennett Coleman & Co Ltd, Kolkata
- ★ Bennett Coleman & Co Ltd, Chennai
- ★ IndusInd Bank
- ★ ACG Pharma Technologies Pvt.Ltd
- ★ TATA AIG General Insurance Co Ltd
- ★ Sodexo Food Solutions India Pvt Ltd
- ★ Siemens Healthcare Pvt Ltd
- ★ MSD Pharmaceuticals Pvt Ltd
- ★ Huntsman International India Pvt Ltd
- ★ Brinks India Pvt Ltd

Projects & Institutions

- ★ Pillai HOC College of Engineering and Technology (PHCET), Rasayani
- ★ L&T STEC JV Mumbai, UGC 07



Assessment Process (July-October 2019)

- ▶ Desk Scrutiny and short listing of the applications were done by Independent Experts
- ▶ Short listed applicants were invited for making Presentations
- ▶ Final Selection of the winners was done by the independent Jury Members

Announced Office safety Awards 2018

October 16, 2018

June 25, 2019

Last date of receiving Applications

Desk Scrutiny

August 5-10, 2019

August 13, 2019

Short listing by Jury

Presentations by Shortlisted organisations

September 20, 2019

October 24, 2019

Announcement and Presentation of Awards

Each year 2.78 million workers die from occupational accidents and work-related diseases (of which 2.4 million are disease-related) and an additional 374 million workers suffer from non-fatal occupational accidents.

Source:
Research done by Godrej Interio's Workspace and Ergonomic Research Cell
ILO Report, 2019
- <https://www.industrysafe.com/blog/safety-management/the-top-5-safety-and-technology-trends-to-watch-in-2018>

THE APPLICATIONS WERE EVALUATED BASED ON THE FOLLOWING 6 PILLARS OF PERFORMANCE EXCELLENCE:



WHAT THE CHAMPIONS' HAVE IN COMMON

MANAGEMENT COMMITMENT

Robust EHS policies and management framework around HSE aspects which are integrated into the business DNA.



SAFE INFRASTRUCTURE

Safe and sustainable built environment with adequate facilities for resource optimization and emergency mitigation measures.



RESOURCE CONSERVATION

Deployment of state-of-the-art, technologically enhanced systems and processes that reduces the overall resource consumption (air, water, waste) thus adding to the efficiency of usage and an overall sustainable footprint for the business.



SAFETY & EMERGENCY PREPAREDNESS

A comprehensive hazard and risk assessment framework that identifies all possible emergency situations and prompts a comprehensive management and mitigation system to combat the same.



HEALTH & WELLNESS

Regular programs, schemes and investment plans targeted towards continual improvement of employees' overall health and wellness, including physical, mental and spiritual fitness enhancement.



COMMUNITY INITIATIVES

Strategic and operational CSR programs that provides relevant stakeholders with opportunities to enhance the organization's social license to operate through community initiatives.



▶ **SODEXO FOOD SOLUTIONS INDIA PVT LTD**

SECTOR - FINANCE

▶ **SIEMENS LIMITED**

SECTOR - CONGLOMERATE



▶ **UNITED STATES PHARMACOPEIA INDIA PVT LTD**

SECTOR - PHARMA

▶ **ANZ SUPPORT SERVICES PVT LTD**

SECTOR - FINANCE

▶ **PILLAI HOC COLLEGE OF ENGINEERING AND TECHNOLOGY**

SECTOR - EDUCATIONAL SERVICES



▶ **TATA AIG GENERAL INSURANCE CO LTD**

SECTOR - INSURANCE

▶ **JOHNSON & JOHNSON PRIVATE LIMITED**

SECTOR - CONGLOMERATE



ANNEXURE A -



INSPECTION CHECKLIST	
Office location:	Areas inspected:
Inspected by:	Date of inspection:
No. of employees:	Emergency Contact/Fire Warden:
Office in-charge:	

ELEMENT	Y	N	HAZARDS/COMMENTS
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Section 1 Compliance

▶ Is the organization compliant with all applicable laws ?			
▶ Is the organisation compliant with International Standards and Management and is up to date?			
▶ Systems/certifications			
▶ Policy integration			
▶ Leadership involvement			

Section 2 Walking Surfaces

▶ Area is tidy and well kept?			
▶ Walkways free of obstacles?			
▶ Floor is free of obstructions?			
▶ Cords anchored or covered?			
▶ Floor coverings in good condition?			
▶ Signage posted if floors are wet?			
▶ Signage posted on floors to avoid tripping			

Section 3 Furniture & Office Equipment

▶ In a good mechanical condition?			
▶ Properly assembled and adjusted?			
▶ Items secured from tipping?			
▶ Free from sharp edges and corners?			
▶ Employees instructed in safe/proper use?			
▶ Drawers closed when not in use?			
▶ Material safely stacked and stored?			
▶ Heavier items between knuckle and shoulder height?			
▶ Step stools/ ladder available if needed?			

Section 4 Fire Prevention

▶ Extinguishers available & accessible?			
▶ Extinguishers tag dated monthly?			
▶ Fire exits easily accessible and clear of obstacles?			
▶ Emergency numbers close to all phones?			
▶ Fire exits with adequate lighting			
▶ Are Safe Assembly Point/s identified?			
▶ Are emergency exit plans put up at locations visible to all?			
▶ Are mock drills conducted at regular intervals?			
▶ Do employees get trainings for emergency situations?			

ELEMENT	Y	N	HAZARDS/COMMENTS
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Section 5 Security

▶ Visitors have read safety rules and safety induction has been provided by the front office staff?			
▶ Signed log book maintained for all visitors?			
▶ Adequate information provided to all visitors in case of any emergency (including details of nearest hospitals/ambulances/fire stations etc)			

Section 6 First Aid

▶ First aid kit available?			
▶ First aid kit checked monthly?			
▶ Certificates of First Aiders posted and updated?			
▶ First aid log sheets available and in use?			

Section 7 Posted Information

▶ Health and Safety Policy posted?			
▶ Workplace Violence Policy posted?			
▶ Emergency phone numbers (nearest Fire stations, hospitals, ambulance and police stations)?			
▶ Injury/Incident Summary?			
▶ Emergency Plans?			

Section 8 Training

▶ Employees aware of emergency procedures?			
▶ Employees aware of security procedures?			
▶ Employees provided information and instruction regarding hazards?			
▶ Staff training calendar updated and maintained on a regular basis?			

Section 9 Procedures

▶ Workstation ergonomically correct?			
▶ Correct workstation setup guide posted?			
▶ Emergency Procedures posted?			
▶ Are there weekly employee engagement sessions (safety moments) in place?			
▶ Are server rooms marked, locked and maintained regularly?			

Section 10 Substandard Acts/Conditions

▶ Contractor working safely?			
▶ Ask employees about "near misses"?			
▶ Chemicals near sink labelled correctly?			
▶ Ladder in good condition?			
▶ Ladder stored and secured correctly?			

ANNEXURE A -



ELEMENT	Y	N	HAZARDS/COMMENTS
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Section 11 Electrical

▶ Electrical Outlets not overloaded?			
▶ Electrical cords in good condition?			
▶ Grounding pins on plugs are present?			
▶ Is access to electrical panels clear and unobstructed (36" minimum)?			
▶ Are breakers in the electrical panel properly labelled and legible?			
▶ Extension cords: not used in place of permanent wiring?			
▶ Electrical cords secure?			
▶ Faulty equipment is tagged out?			
▶ Electrical Faceplates secure?			

Section 12 Ergonomics

▶ Is the chair fully adjustable (seat and back)?			
▶ Is the monitor adjusted to the right height (Top of the screen should be at eye level)?			
▶ Are shoulders relaxed and forearms parallel with keyboard?			
▶ Is a footrest available if required?			
▶ Is a document holder available if required?			
▶ Is the chair set up height wise, so that the thighs are parallel to the floor?			
▶ Are frequently used items located within the person's primary zone?			

Section 13 Worker Awareness (include)

▶ Workers know how to report an accident or a hazard			
▶ Workers know the evacuation procedure and know where to gather outside			
▶ Workers know whom to contact for first aid assistance?			
▶ Workers know the location of fire extinguishers and how to use them?			

Section 14 Health

▶ Are there any Tieups with health insurance providers for all employees?			
▶ Are there any regular health checkups for all employees?			
▶ Does the organisation promotes Stress Management?			
▶ Does the organisation has any Fitness regimes and culture?			
▶ Does the organisation promotes Diet and Good Health practices?			

Section 15 Environmental Management (Air, Commute, Noise, Water, Energy, Waste)

Sub-section 15.1: Air

▶ Ventilation systems regularly inspected, tested and maintained?			
▶ Air inlets and exhaust free of accumulation of dust and mould?			

Sub-section 15.2: Commute

▶ Does the Organization promote carpooling?			
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Sub-section 15.3: Noise

▶ Has the Organization installed any noise cancellation technology or adopted any such technique?			
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Sub-section 15.4: Water

▶ Does the Organization follow WASH guidelines?			
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ELEMENT	Y	N	HAZARDS/COMMENTS
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Sub-section 15.5: Energy

▶ Does the Organization has any energy conservation techniques?			
▶ Does the organization			

Sub-section 15.6: Waste

▶ Does the Organization segregate waste?			
▶ Does the organization take any step to reduce waste generated?			
▶ Has the organization adopted any waste recycling measures?			
▶ Is there any waste recycling method in place?			

Section 16 Housekeeping

▶ Surface dust levels low?			
▶ Material neatly and safely piled?			
▶ Are waste containers overflowing?			

ANNEXURE B -

List of Participating Organizations across 4 categories



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100-500

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Projects & Institutions

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- * L&T STEC JV Mumbai, UGC 07

ANNEXURE C -

2018 Winners

100-500	Dow Chemical International Pvt. Ltd.	1
Above 500	Bayer Cropscience Ltd.	1
Projects & Institutions	St. Francis Institute Of Management & Research	1
100-500	Siemens Ltd	2
Above 500	Johnson & Johnson Pvt. Ltd	2
Above 500	Jacobs Engineering India Pvt. Ltd.	2
Projects & Institutions	L&T STEC JV UGC-07	2

