

SPECIAL ISSUE ON OHS OCCUPATION HEALTH & SAFETY

ISSUE ON 12 TH MARCH, 2018

DO YOU KNOW

ISO RELEASES OHS REVISED INTERNATIONAL STANDARD ON MARCH, 12 TH 2018

ISO 45001 : 2018, OHSAS

ISO 45001 : 2018

FRAME - WORK FOR ESTABLISHING, IMPLEMENTING & MAINTAINING OCCUPATIONAL HEALTH & SAFETY.



RELATIONSHIP PDCA - FRAMEWORK OF OHSAS



Dr. Sundar Kataria

(Chairman & Managing Director)
International Certification Services Pvt. Ltd.

HOW 5S CAN HELP THE ORGANISATION ?

Today tough competition has forced the organization to adopt to new management system, quality tools and technology to enhance the quality of their products and services .Competitive cost helps the organization to sustain and grow by improving productivity and reducing wastage, rework and minimize disruption during the production.

5S is a Japanese system developed in 1980 that has been popular world wide including India. India also adopted this standard and BIS provided ISO 15171 : 2002, India standard guidelines for establishing and implemented 5S concept.

THE FOLLOWING ACTIVITIES ARE IMPORTANT IN ELIMINATING AND MINIMIZING WASTE THROUGH:

- > Work Place - Clean and Systematic
- > Efficient use of Man, Material, Machine and Methods
- > Avoiding Wastage and Inconsistency
- > Through understanding of problem areas
- > Following Standard Meticulous

The system applicable to the Manufacturing as well service Industry:

WHAT IS 5S ?

- | | |
|-------------|--------------------------|
| 1) SEIRI | : Segregation |
| 2) SITON | : Systematic arrangement |
| 3) SEISO | : Clearing |
| 4) SEIKETSU | : Cleanliness |
| 5) SHITSUKE | : Discipline |



IMPLEMENTATION PLAN :

- ✓ Set Objectives
- ✓ Planning
- ✓ Method & Procedures
- ✓ Evaluation
- ✓ Levels of 5S
- ✓ Preventive Action



SEIRI - SEGREGATION :

Need to be organize each and every thing at the work place. The items which are not required to be disposed off. The items needed, should be clearly distinguished from those, can be disposed by
a) shifting to another departure / section where needed and b) Scrap

SEITON - SYSTEMATIC ARRANGEMENT :

All the necessary items should be kept according to fixed arrangement and system from where they can be most conveniently retrieved and used. All the useful items should be kept in proper order. Remember a place for everthings and everything in its place. All the items are properly identification and kept properly close to user location which can be easily accessible.

SEISO - CLEANING :

House keeping in work area shall be maintained ; all the equipments, facilities and work place cleaned on regular basis. Even a clean work place with proper segregation and systematic arrangement may get dirty ,damage and unfit if not cleaned regularly

SEIKETSU - 'DISCIPLINE

System, procedures and work practices guidelines should be established. To ensure and enable the effective implementation of all the aspects of 5-S. Everyone shall be self desciplired to follow strictly rules/ standards and guidelines working systematically.

Disciple is important to have good working environmental by wishing collagues in the morning, submitting working reports and use of PPE like uniform, safety gear (shoes, helmets, hand-gloves, safety glasses etc.)

ADVANTAGES

ORGANIZATION :

- Avoidance of unproductive and non-value added activities
- Availibility and retrieval of important documents in time
- Better utilization of space, equipments and other resources
- Reduction of wastage of materials, time and money
- Cost reduction
- Improvement of quality and productivity
- Improvement in safety and work environment
- Improve awareness about standard, work culture and
- Improvement of punctuality, commitment and discipline.



INDIVIDUAL

- Positive change in attitude
- Improvement in efficiency and effectiveness
- Stress reduction
- Better time management
- Prevention of mistakes
- Developing ability to think and analysed effectively
- Improvement in Quality of the work life and
- Easy access to things to reduce fatigue



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UPDATE ON NEW / REVISED INTERNATIONAL STANDARD

OCCUPATIONAL HEALTH AND SAFETY – ISO 45001:2018 INTERNATIONAL STANDARD

ISO 45001:2018 on 12th March, 2018 replacing OHSAS 18001:2007 Standard toward their main objectives:

- Enhance employee safety
- Reducing workplace risks
- Creating better, safe working conditions.

Everyday our news papers are filled with incidents and accidents in the manufacturing as well service industry causing fatal accident loss of life injuries and health hazards. ILO statics shows that over 2.78 millions people die each year from work related accidents and diseases.

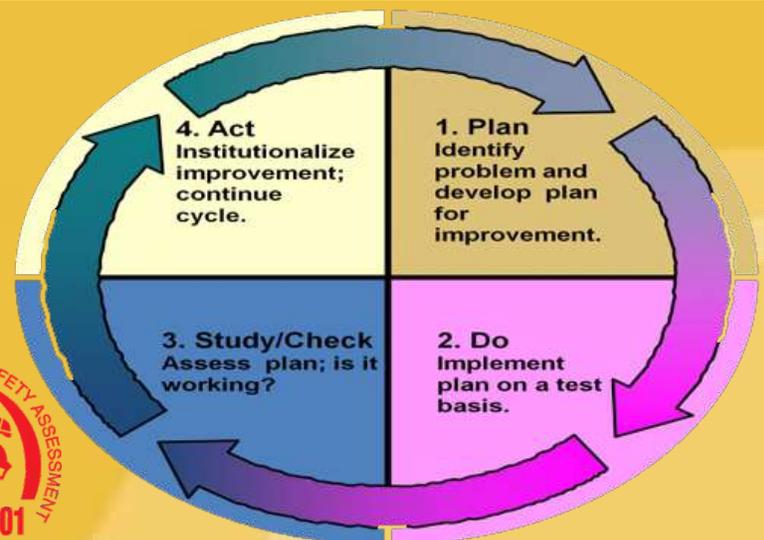
International Standard OHS, revised standard ISO 14001:2018 Occupational Health and Safety System helps:

- Provide framework of OHS
- Control and reduce safety risks.
- Integration with other management systems.
- Promoting and protecting staff and workers physical and mental health.

Today's many of the Indian Organization are certified as per OHSAS 18001:2007 standards which they need to upgrade to new revised standard ISO 45001:2018 within a time line specified by ISO as old standard will expire on 11th March 2021 until then both standards will exist.

ISO 45001:2018 FRAMEWORK FOR ESTABLISHING, IMPLEMENTING AND MAINTAINING OCCUPATION HEALTH AND SAFETY IS:

- Align with other ISO Management Systems
- Shared on common platform, ISO Annex SL
- It includes other relevant international standards
 - * OHSAS 18001
 - * ILO Guidelines
 - * Various National Standards.
- Continual Improvement – PDCA Cycle
- Clear communication
- Allocation of processes
- Continual performance evaluation
- Integration with various business processes
- Risk and opportunity



BENEFITS:

- Involvement of Top Management / Leaders
- Clear communication
- Evaluation of OHS risks and opportunities
- Effective processes – Identification of risks, control and mitigation
- Improve OHS performance
- Continual improvement.
- Meet legal and regulatory requests etc.

WE AT ICS WILL BE PLEASED TO EXTEND OUR VALUED AIDED SERVICES FOR THE

- Certification
- Training – Internal Auditor and Lead Auditor
- Certification requirements
- Certification - Accredited

Our Team of highly experienced and well qualified personnel are waiting to serve you to certify your organization in compliance with revised standard, OHS, ISO 45001:2018

NEWS:

- ✓ The accreditation witness audit was conducted by Sr. Auditor of JAS ANZ, Australia on 26th March 2018 for a Ship Recycling Yard at Alang successfully.
- ✓ Football tournaments are in progress at ICS, Head Office Mumbai. Active participation by ICSIAN representing male and female with full of vagour and enthusiasm
- ✓ A successful “Technical Advisory Committee” meeting held at Mumbai on 16th Feb 2018 to discuss the progress and strategy to seek valuable advice from the honorable TAC members.
- ✓ “National Safety Day” was celebrated by various departments of ICS at HO Mumbai and ICS Kandla. A safety assessment was also conducted to identify the occupation hazards and preparedness for emergencies.
- ✓ ICS received number of ONGC’s projects covering Third Party Inspection.
- ✓ ICS extend support to the certified organization to upgrade their Quality Management System, ISO 9001:2015 and ISO 14001:2015.
- ✓ ICS provide certification services for manufacturing of Medical Devices Management System in accordance with International Standard ISO 13485 accredited by NABCB / QCI, India.
- ✓ ICS conducted advance training of their auditor and new rinsed OHS, ISO 45001:2018 standard.



OCCUPATIONAL HEALTH AND SAFETY:

Safety Hazard exist in everyday, everywhere and every workplace in many different form like falling objects, sharp edges, harsh environmental condition, electrical shot and spark, chemical in form of gases or vapours, noise and a number of other potentially dangerous situations at home, works and outside. Controlling a hazard at its source is the best way to protect human life. Occupation health exposure depending on the hazard or work has to use engineering, best work practices to control to manage or eliminate hazards to the great extent possible. Many method and hazard mitigation can be exercised like

- Engineering control
- Administrative control
- Work practice control
- Use of PPE: Personnel Protective Equipments.
- Legal and Regulatory requirements.

The effective and efficient OHS management system will help us to enhance the safety of the personnel at work place. International Standards have been available for OH & S Management System like

- OHSAS 18001:2008
- ILO OHSAS Guidelines
- Various National Standards

Recently ISO has launched a revised standard ISO 45001:2018 on 12th March 2018 that will replace OHSAS 18001. They have recommended three year timeline for the transition of OHSAS 18001 standard to New ISO 45001:2018 International standard for Occupational Health and Safety.

HIGHLIGHTS OF THE STANDARD ARE :

- Aligned with other ISO Management standards
- On ISO Annex SL, common platform
- Includes other International Standards like ILO, OHSAS and other national standards.
- Continual Improvement – using PDCA cycle.
- Clear communication – Interested parties.
- Proper allocation of Processes
- Continual Performance Evaluation
- Integration with various business processes.
- Based on Risk and Opportunities.
- OH&S will ensure your protection at work place.





V. MURALIDHAR

Vice President

International Certification Services Pvt.

Lead Auditor: Iso 9001, 14001, 22000, 27001, 45001, 30000, 50001, Bs 25999

MIGRATING TO ISO 45001

FOR AUDITORS

INTRODUCTION

The imminent publication of ISO 45001 represents a significant shift in management systems standards, arguably second only to the revisions to ISO 9001 in 2015 and the introduction of Annex SL.

The International Labour Organisation estimates that globally 6,000 people die as a result of occupational health-related issues every day.

ISO 45001

In 2013, ISO PC 283 was established to produce an international standard addressing occupational health and safety management systems. ISO 45001 was released on 12 March 2018.

ISO 45001 has been developed to:

- enable organisations to improve their occupational health and safety performance
- prevent work-related injury and/or ill health
- provide safe and healthy workplaces.

ISO 45001 MIGRATION

While ISO 45001 draws on OHSAS 18001, it is a new and distinct standard not a revision or update. As there is no previous version of the ISO standard to transition from, organisations will have three years to migrate from OHSAS 18001 to ISO 45001.

While the terminology is different, the process will be similar to the process for ISO 9001:2008 – ISO 9001:2015 transition.

MIGRATION REQUIREMENTS FOR IRCA CERTIFICATED OHSAS AUDITORS

All IRCA Certificated OHSAS auditors, irrespective of grade, are required to successfully complete IRCA Certified ISO 45001 Migration Training in order to be certificated as competent to audit against ISO 45001. This must be completed by the end of the three-year OHSAS 18001/ISO 45001 migration period in 2021.

MIGRATION TRAINING WILL INCLUDE:

- A one-day module covering Annex SL
- A module covering the audit skills applicable to ISO 45001

Auditors who have successfully completed the Annex SL module of IRCA Certified ISO 9001:2015 or ISO 14001:2015 transition training, or IRCA Certified ISO 9001:2015 or ISO 14001:2015 training are not required to retake the Annex SL module.

REQUIREMENTS FOR THE MIGRATION TO ISO 45001: 2018 FROM OHSAS 18001:2007

FOR CLIENTS

MIGRATION

The IAF, OHSAS Project Group and the ISO have agreed to a three-year migration period from the publication date of ISO 45001:2018.

It is planned that the IAF, OHSAS Project Group and ISO will communicate using all necessary channels about this Migration process. Training packages, Awareness activities, and Webinars are a few examples of what will be created and performed by their members in order to be able to properly inform and encourage existing customers certified to OHSAS 18001:2007 or any equivalent national standard to move to the new standard.

VALIDITY OF ACCREDITED CERTIFICATIONS TO OHSAS 18001:2007

The IAF will only promote the acceptance of ISO 45001:2018 accredited certificates after the end of the ISO 45001:2018 migration period.

The expiry date of accredited certifications to OHSAS 18001:2007 issued during the migration period shall correspond to the end of the three-year migration period.

NOTE: Where local legislation/regulation requires accredited OHSMS certification and the legislation/regulation has not been amended to reference ISO 45001, the validity of accredited certification to BS OHSAS 18001 (or national equivalent standard) may be extended.

SPECIFIC GUIDANCE FOR INTERESTED PARTIES INVOLVED IN CERTIFICATION AND ACCREDITATION

For any organisation, the degree of change necessary will be dependent upon the maturity and effectiveness of the current management system and organisational structure and practices. Therefore, an impact analysis/gap assessment is strongly recommended in order to identify realistic resource and time implications.

Organizations using OHSAS 18001:2007 are recommended to take the following actions:

- i) Obtain a copy of ISO 45001
- ii) Identify the gaps in the OHSMS which need to be addressed to meet any new requirements.
- iii) Develop an implementation plan.
- iv) Ensure that any new competence needs are met and create awareness for all parties that have an impact on the effectiveness of the OHSMS.
- v) Update the existing OHSMS to meet the new requirements and provide verification of its effectiveness.
- vi) Where applicable, liaise with their Certification Body for migration arrangements.

HAPPY TRANSITION !

CELEBRATED NATIONAL SAFETY WEEK DAY AT SHIVRAM MINERALS, BELGAUM.



ICS Belgaum celebrated National Safety Day with our client M/s. Shivram Minerals' site at - Ringewadi Bauxite Mines Village – Bhurumbal, Tal – Shahuwadi, Dist-Kolhapur, Maharashtra, India, doing mining and supply of Bauxite Ore. Our auditors shared relevant physical, chemical, biological, ergonomic and psychosocial health risks in bauxite mining.

SAFETY WEEK CELEBRATION AT GREATWELD ENGINEERS, PUNE



ICS Pune Celebrated National Safety Day with our client M/s. Greatweld Engineering Pvt. Ltd. at Markal Udyog Nagar, Markal, Tal. Khed, Dist : Pune 412 105, Maharashtra, India, they are into design, development, manufacture and supply of gate globe and check valves. gate and globe valves are used to control flow of liquids. Our auditors team under explained about the safety measures to be taken during construction, testing, transportation, mounting, operation, disassembly, assembly with workers and engineers of Greatweld.

CELEBRATED NATIONAL SAFETY WEEK DAY AT SHIVRAM MINERALS, BELGAUM.



SHIV POLYPACK AND SHIV POLYMERS manufacturer of Poly Propylene And High Density Poly Ethylene Woven Bags & Printing situated at Jawahar Nagar, Chudva, Gandhidham, Kutch, Gujarat, India our Sr. Auditor Mr. O. P. Jiandani explained them about safety precautions to be taken during operation giving more emphasis on Hygienic safety- how to make is Safe to package food, Design safety- Flat and rigid surface makes outstanding, print quality possible and 100% Environmental-friendly

CELEBRATED NATIONAL SAFETY DAY IN D.N.NAGAR SCHOOL, ANDHERI (W)



Our CMD Dr. Sundar Kataria is working together with teachers and students to ensure health, safety and wellbeing of all children at Municipal school at D N Nagar, Andheri Mumbai on the occasion of National Safety Day. Students have well received message of safety, health & wellbeing. Even students participated in safety drills.

CELEBRATED NATIONAL SAFETY DAY IN ICS, MUMBAI CO



At ICS corporate office a Safety audit was conducted by eminent OHAS expert Mr. Haridasan Thakathil and results were shared on the occasion of National Safety Day. Technical Director Mr. Sumeet Kataria & ERDMP auditor Mr. Channamallikarjuna addressed audience on various aspects of safety at workplace.



Pooja Sahu

Sr. HR. Executive
International Certification Services Pvt.



PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

WHAT IS SEXUAL HARASSMENT AT WORKPLACE ?

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviors (whether directly or by implication), namely:

- Physical contact or advances
- A demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature



UNWELCOME BEHAVIOUR

Unwelcome behaviour is behaviour that is not welcome, is unsolicited and unwanted by the offended person.

Intent is not relevant in determining whether or not a type of behavior is sexual harassment. All that matters is the perception or the impact of the behaviour. “I didn’t mean anything by it”- is not a valid defense for harassing behaviour.

EXAMPLES OF BEHAVIOUR THAT CONSTITUTE SEXUAL HARASSMENT AT WORKPLACE

- Making sexually suggestive remarks, whispers
- Serious or repeated offensive remarks, such as teasing related to a person’s body or appearance
- Offensive comments or jokes
- Inappropriate questions, suggestions or remarks about a person’s sex life
- Displaying sexist or other offensive pictures, posters, MMS, SMS, WhatsApp, or e-mails
- Intimidation, threats, blackmail around sexual favours
- Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones
- Unwelcome social invitations, with sexual overtones commonly understood as flirting
- Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit

AS AN EMPLOYEE

ASK YOURSELF

- Could your behaviour offend or hurt people at your workplace ?
- Could your behaviour be interpreted by another as sexual harassment ?
- Would you like your behaviour to be discussed by others ?
- Would you like your friend or relative to be treated in the same manner ?



IF YOUR BEHAVIOUR OFFENDS AN EMPLOYEE, STOP THAT BEHAVIOUR !

IDENTIFY / RECOGNIZE HARASSMENT

ASK YOURSELF THE FOLLOWING

- Do I consent to the behaviour ?
- Does the behaviour make me uncomfortable ?
- Does the behaviour violate my dignity as an individual ?
- Does it violate my right to work in dignity in a safe working environment ?



DO NOT BLAME YOURSELF. DON'T IGNORE SEXUAL HARASSMENT IN THE HOPE THAT IT WILL GO AWAY.

IMPACT OF SEXUAL HARASSMENT AT WORKPLACE

- Emotional distress (e.g. fear, anxiety, guilt)
- Loss of self-esteem, embarrassment and anger
- Illness (e.g. ulcers, headaches, stress-related symptoms)
- Exclusion from groups
- Loss of income (e.g. increased absenteeism)
- Loss of job, disrupts career



WHAT CAN YOU DO IN A SITUATION OF SEXUAL HARASSMENT ?

- Firmly, clearly and directly tell the harasser to STOP
- If you are uncomfortable doing so, consider sending an e-mail
- Report immediately
- Use the company redressal process so that the problem is properly handled



RIGHTS OF THE COMPLAINANT

- To work in an environment free from sexual harassment as a form of discrimination
- Having an anti-sexual harassment policy and safety from persons coming in contact with the workplace
- To participate in awareness programmes organized by the employer on the law and policy
- To be given additional 3 months to complain if there were circumstances which stopped the employee from registering the complaint in the initial 3 months.

WHAT ACTIONS WILL A COMMITTEE TAKE ?

- Review the victim's complaint in an objective and fair manner
- Help the victim and harasser find a way of solving the problem
- Determine the facts of the case with the individuals concerned and witnesses, if any and prepare a report with findings
- Be bound by the principle of natural justice and be unbiased in their evaluation



WHAT ACTIONS ARE TAKEN FOR A HARASSER ?

- Written apology
- Warning
- Reprimand or censure
- Withholding of promotion
- Withholding of par rise or increments
- Terminating the respondent from service
- Undergoing a counseling session

ACTION



APOLOGY
FOR MISTAKE

YOU'RE
FIRED!

- * Clean Washrooms, rest rooms for Womens .
- * Safety measures like First Aid kit, Medicines.
- * Working hours for Women staff 8 hours a day, late seating not beyond 6:30 pm.

“ICS HAS A GENDER NEUTRAL POLICY – MEN CAN COMPLAIN TOO”



ICS TECHNOLOGIES VOCATIONAL TRAINING CENTER

(Managed by Sundar Jessaram Kataria Foundation)
Mira Road, Thane

SR NO	COURSE NAME	CODE NO	QUALIFICATION REQUIRED AS PER SYLLABUS
1	C. C. IN YOGE THERAPIST	201134	1) Degree/Diploma in Yoga and Naturopathy awarded by Statutory University. 2) Experienced Yoga and Naturopathy teacher or Practioner with three years of experience. 3) 2 Years Diploma course in Yoga and Naturopathy awarded by MSBVE with 2 Years Experienvce. 4) 1 Year Course C C in Yoga Teacher Awarded by MSBVE with 3 Year Experience. 5) Teacher for Anatomy and Physiology may be appointed on clock Hours Basic
2	C. C. IN ELECTRICAL WIREMAN	302102	1) I.T.I./N.C.T.V.T in Electrician/Wireman OR 2) H.S.C.Vocational in M.R.E.D.A Pass.
3	ADVANCE DIPLOMA IN INDUSTRIAL SAFETY	411217	1) Degree in any branch of Engineering with Diploma in Industrial Safety and 2 Years Experience as a Safety Officer in reputed Industries.
4	C. C. IN FITTER (PRACTICAL)	303172	ITI/NCVT in carpentry with 2 year experience.
5	C. C. IN WELDING & JOINDING	303107	1) ITI Welder with NCVT passed and 2 year experience /MCVC in Mech.Tech
6	C. C. IN AIR COND. & REFRI. MECHANIC	303104	ITI/NCVT in RAC with 2 years experience.





Please send your valuable comments and suggestion on "suggestions@icsasian.com". To subscribe for free subscription send us a mail with subject "subscribe for "Quality Mantra"" at suggestions@icsasian.com

THIS EDITING COMPLIED AND PRESENTED BY ICS OFFICE TEAM.

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2. V. Muralidhar
3. Pooja Sahu

Thank
You

