



INTERNATIONAL CERTIFICATION SERVICES PVT. LTD.

Your Trusted Partner in Conformity Assessment



## NATIONAL SAFETY DAY



“WORK TOGETHER TO ENSURE SAFE & HEALTHY WORKPLACE”

NATIONAL SAFETY WEEK

OUR GROUP OF COMPANY



ICS TECHNOLOGIES

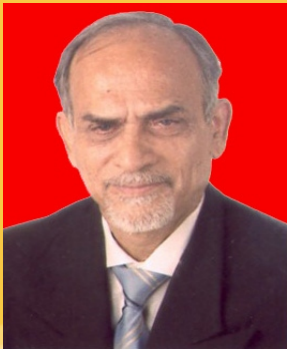


SAFETY BEGINS WITH



TEAMWORK

## NATIONAL SAFETY DAY, 2019



**Dr. Sundar Kataria**  
Chairman & Managing Director  
International Certification Services Pvt. Ltd.

Dear All,

As you are aware, the National Safety Day campaign spearhead by the International Certification Services along with SJ Kataria Foundation will be celebrated on 4th March 2019.

The safety campaign will be celebrated in the first week of March 2019 focusing major national Occupational Health & Safety OHS and campaign celebrated along with our business associates and organization certified by ICS. We are very much thankful for ICSIAN and our valued customer for their support and kind co-operation. The OHS campaign is aimed at renewing our commitment to enhance safety awareness to safe guards Nation Life, Assets and Environment, Industry manufacturers and service sector to increase occupation safety at work place and their stake holders and general public to work safely throughout the year.

The ultimate objective of the campaign is to ensure integration of OHS in work culture and lifestyle along with quality including environmental.

This year our Theme is **“WORK TOGETHER TO ENSURE SAFE & HEALTHY WORKPLACE”**

### Objectives

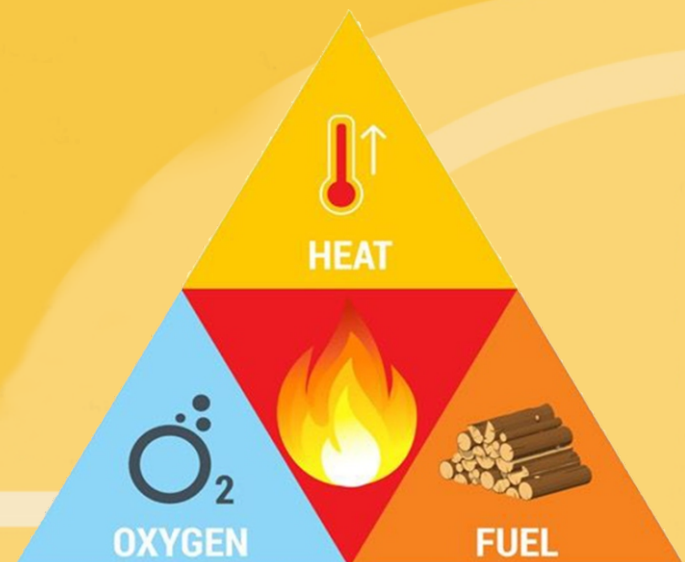
01. Ensure that safety and health are integrated work culture and lifestyle.
02. Review the commitment of the employees towards safety and health at workplace.
03. Achieve greater participation of the employees in OHS activities.

### Approach

01. Achieve the greatest participation of the employees at all levels.
02. Tap local talents in our office and business associate factories and units.
03. Stress and focus on the OHS needs of our office and business associate factories and units.
04. To identify the OHS issues, associated risk and its mitigation.
05. To distribute and share OHS materials, articles and postures etc.

### At Workplace

01. Administration Health & Safety pledge
02. Safety posters
03. Pinning safety badge
04. Display safety banner
05. Safety message by CMD / CM / COO
06. Safety competition & posters
07. Safety emergency drill to be organized
08. Training
09. Screening safety film
10. Use of PPEs, fire fighting and rescue and first aid etc.
11. Recognition and awards
12. Continuity Awareness programme
13. Safety slogan
14. Sharing safety report – data & information.



## Safety & Health Signed Pledge

“On the Day, I solemnly affirm that I will rededicate myself to the cause of safety, health and protection of environment and will do my best to observe rules, regulations and procedures and develop attitudes and habits conducive for achieving these objectives.

I fully realize that accidents and diseases are a drain on the national economy and may lead to disablement deaths, harm to health and damage of property, social suffering and general degradation of environment.

I will do everything possible for the prevention of accidents and occupational diseases and protection of environment in the interest of self, family, community, organization and the nation at large”





## PREVENTION AND MITIGATION PLANNING IS IMPORTANT

The Maharashtra Fire Prevention & Life Safety (FPLS) Measures Act 2006 lists safety norms and failure to comply with. It has serious consequences.

The old phrase - "Prevention is Better than Cure" is indeed important to live a safe and secure life. Preventing a fire break-out is better than preparing to fight for one looking forward. The focus should be on the proper fire safety materials for construction, smoke barriers and easy evacuation. The Fire detection system and the Protection System, shall be adequately designed, installed, commissioned and maintained.

**The key features of the FPLS Act, 2006. for the multiple stored buildings measures requires:  
As per the Maharashtra Fire Prevention and Life Safety Measures Act,  
2006 for multi-storeyed buildings:**

- The owner or occupier has to provide a certificate issued by a licensed agency regarding compliance of the fire prevention and safety measures in the buildings, twice every year, in January and July to the chief fire officer.
- The officer can report deviations in the inspection report of the building and issue a notice thereafter directing removal of objects that will cause the risk of fire. The deviations can be rectified by the owner. The officer can also take the assistance of the local police station to ensure compliance and then issue NOC under section 390 and 394 of BMC Act.

### WHAT IS REQUIRED TO BE DONE

**As per the Maharashtra Fire Prevention and Life Safety Measures Act, 2006, Section 3(1), Schedule I:-**

- Fire extinguishers are required at prominent places.
- Hose reel, wet riser, down comer, sprinkler systems, courtyard hydrant, smoke and fire alarm system (manual or automatic) may be required.
- Underground static water storage tank is required (depending on the type of the building) with a corresponding water pump.
- A separate terrace tank is required to store water to fight fire, along with a corresponding booster pump on the terrace.
- Sand buckets have to be installed at prominent places.
- Floor indicators and signages for fire alarms and fire extinguishers have to be given in lobbies, staircases, refuge areas and other escape routes.
- Proper training of fire fighting system, including operation of water pumps, must be given to security personnel.
- Self-closing devices must be used in staircase doors.  
Waste and scrap materials must be cleared immediately from staircase and lobbies.

**CONTRIBUTED BY -  
DR. SUNDAR KATARIA  
CHAIRMAN & MANAGING DIRECTOR**



## SAFETY OF CHILDREN AT HOME



**Jarna S. Mandhyan**

Office Executive

International Certification Services Pvt. Ltd.

**Children's safety is a big issue in today's world.  
Let's discuss some of the safety measures for children at home.**

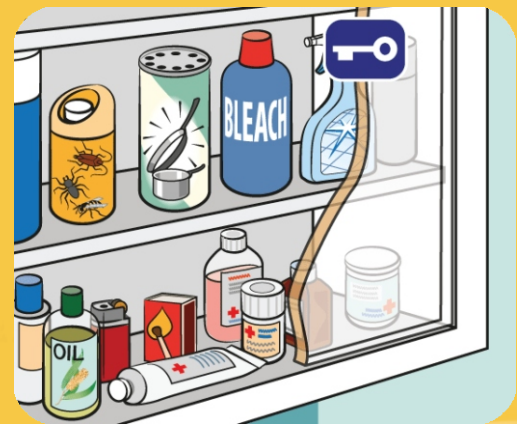
### 1. Do Not Leave Your Kids Alone In The Water:

Kids love to splash in the water, whether it is a bath tub or a swimming pool. Though it is a fun time, chances of accidents like drowning can occur in water tubs or pools. Make sure the water level is not more than the waist line of your kid when you place him in a tub or sink. Never leave your kids unattended, even for a second when the phone rings or doorbell rings.



### 2. Keep All Cleaning Products and Detergents Away from Your Kids:

All cleaning products have chemicals in them which make it highly poisonous if swallowed. You can make your home child-proof by getting on your hands and knees to make sure there are no cleaning products in and around the rooms where your kids can reach. Install doors to all your Cabinets and keep them locked after every use. Never store these detergents in food containers or store them near kitchen shelves as your kids might mistake such things for food.



### 3. Keep The Sleeping Areas of Your Child Uncovered:

If you have an infant at home, make sure that you keep the crib as bare as possible because soft pillows, stuffed dolls or lots of bed covers might suffocate your baby accidentally. Wrap the mattress of the crib with a thin material blanket and tuck the bottom at the mattress end to make it look like a pocket. Make sure it reaches until the baby's chest. If the weather is cool, dress him in woolen clothes or use a slack.



## 4. Cover All The Electrical Outlets and Wires at Home:

Make your home childproof from all kinds of electric shock by covering electrical sockets which you might not be using at the moment using plastic covers. Throw away the electrical gadgets or repair the electric cords which are damaged. Insulate the wires or fix them using casing to cover it. Teach kids about the dangers of electric shock and tell them they must not touch any of these with wet hands.



## 5. Lock Away The Firearms:

If you have a firearm at home, it is your full responsibility to make sure it is stored after unloading the ammunition and locked in a safe place which cannot be accessed by your kids easily. Teach your kids about the dangers of using a gun in real life and also tell them the difference between the guns used by heroes in movies. You can make use of 'advanced gun safe' to store your gun safely.



## 6. Small Sized Items Must be Kept away from Kids:

Kids usually are in danger of choking, if they play with small toys or food items like whole almonds. Make sure you divide the food into bite sized portions to avoid choking. Be careful while giving your child grapes, candies, carrots, nuts and popcorn to eat, as it can also cause choking. Make sure you keep buttons, coins, earrings, pins or marbles out of reach from your kids as these can also trigger a choking hazard.



## 7. Set a Smoke Alarm At Home:

Install a smoke alarm at home and check whether it is working fine every now and then. Teach your kids about fire alarm, its beep sound and have a fire escape plan ready when the alarm goes off. When there is a leakage of carbon monoxide gas which has no odor or color, it can be fatal to your kids. Your water heaters, furnaces, fire places, etc., can trigger this gas. Installing a detector would assure you that your home is safe.





## 8. Secure Your Perimeters:

To avoid any kind of accidental falls or injuries, it is essential to keep your windows and doors locked. Never leave your kid on the bed unattended as she might fall down. Do not allow your kids to play with the open windows or patio doors. Also make sure the stairways are blocked when you are not using it, to prevent kids from climbing it. It's your responsibility to always maintain safety around the home for kids. Put safety gates at the top and bottom of stairs and at the entrances to balconies. Display emergency numbers and safety contacts near the phone or store on your mobile phone.



## 9. Safety while Playing with a Pet:

Pets are very affectionate but some actions of your kids like pulling the tail or the ear can piss them off. Teach your kids to be gentle with the pet and refrain from playing rough games with the pet. Tell them not to go near the dog when he is having his food or try to take away a treat or bone from his mouth. Warn your child to stay away from the pet, which is growling or showing off his teeth as it would harm them.



## 10. Be aware of food allergies:

If your child is allergic to any food group, it is crucial that you teach them the importance of understanding what it means to have a food allergy and how to stay safe. Through clear communication, you can help your child understand the difference between "safe" and "unsafe" foods as well the dangers of consuming foods which affect their well being.



## 11. Avoid climbing on furniture

Children do not think about furniture as being something that could harm them. However, heavy items which aren't mounted to a wall, like an unsteady television set or bookshelf, can cause serious injury to a child if climbed on. For this reason, parents should be stern in their ruling and ensure that all furniture around the house is a no-go zone for kids.





## 12. Steer clear of the medicine cabinet:

Parents should always ensure that all medication is stored in a lockable cabinet and is not within easy reach of children. Any type of medication, including those intended for children, can be dangerous for kids if ingested in large quantities.



## FIRE SAFETY ESCAPE PLAN



**2.5 Minutes:** Average time to escape a house fire after the smoke alarm sounds.



-Maximize that time by planning three steps ahead-

### ① SOUND THE ALARM



### ② LIGHT THE PATH



### ③ KNOW YOUR WAY OUT

**EXIT**



Test your detectors monthly



Install smoke-alarm activated lights



Establish and practice your family's escape route

**CONTRIBUTED BY -  
JARNA S MANDHYAN  
OFFICE EXECUTIVE**

## SAFETY AT WORKPLACE



**Dilip Negi**

**General Manager Admin/HR**

**International Certification Services Pvt. Ltd.**

### 01. Be Aware Of Your Surroundings

This step requires knowing the particular hazards of your job or workplace. Once you've learned these risks, you are able to keep clear idea of potential hazardous areas, and potential hazardous situations. Also, always be alert of machinery.

### 02. Keep Correct Posture To Protect Your Back

If you work at a desk, keep your shoulders in line with your hips to avoid back problems. If you're picking things up, use correct form so your back doesn't get hurt. Avoid stooping and twisting. If possible, always use ergonomic designed furniture and safety equipment so everything you need is within easy reach.

### 03. Take Regular Breaks

So many work-related injuries and illnesses occur because a worker is tired, burned out and not alert to their surroundings. Taking regular breaks helps you stay fresh on the job. One trick to staying alert is to schedule the most difficult tasks when your concentration is best, like first thing in the morning.

### 04. Use Tools And Machines Properly

Take the proper precautions when using tools, and never take shortcuts. Taking shortcuts is one of the leading cause of workplace injury. It's a huge safety risk to use scaffolding as a ladder or one tool in place of another for a specific job. Using tools the right way greatly reduces the chance of workplace injury.

### 05. Keep Emergency Exits Easily Accessible

In case of an emergency, you'll need quick, easy access to the exits. It's also recommended to keep clear access to equipment shutoffs in case you need to quickly stop them from functioning.

### 06. Report Unsafe Conditions To Your Supervisor

Your supervisor needs to be informed about any workplace safety hazards or risks. They are legally obligated to ensure their employees have a safe working environment and will take care of the unsafe conditions and make them safe for you and your coworkers.

### 07. Use Mechanical Aids Whenever Possible

Instead of attempting to carry or lift something that's really heavy in an attempt to save a sliver of time during your workday, take the extra minute to use a wheelbarrow, conveyor belt, crank or forklift. Too many injury risks are involved with trying to lift something that weighs too much.



## 08. Stay Sober

Around three percent of workplace fatalities occur due to alcohol and drugs. When a worker's ability to exercise judgment, coordination, motor control, concentration or alertness is compromised, this leads to any number of risks for workplace injury and fatalities.

## 09. Reduce Workplace Stress

Stress can lead to depression and concentration problems. Common causes of workplace stress include long hours, heavy workload, job insecurity and conflicts with coworkers or managers. Take your concerns about workplace stress to your supervisor to see how they might help you address them.

## 10. Wear The Correct Safety Equipment

If you're not wearing the correct safety equipment for a task, you may get injured. Depending on the job, equipment like earplugs, earmuffs, hard hats, safety goggles, gloves or a full-face mask greatly reduce the risk of workplace injury. It's up to facility managers and business owners to get their employees onboard with workplace safety efforts, encouraging them to become active members in the process. Share with them the workplace injury statistics and the inherent risks their job presents to them on a daily basis. Provide incentives that reward them for exemplifying great workplace safety behavior. These simple initiatives really do make all of the difference.



**CONTRIBUTED BY -  
DILIP SINGH NEGI  
GENERAL MANAGER ADMIN/HR**



## Glimses of National Safety Day



## RISK ASSESSMENT



**Nilakshi Ranjan Banerjee**

**Pr. Surveyor**

**International Certification Services Pvt. Ltd.**

### REVIEW :

Risk Assessment is the combined effort of identifying and analyzing potential (future) events that may negatively impact individuals, assets, and/or the environment (Risk analysis) and making logical judgment on tolerability of the risk on the basis of risk analysis while considering influencing factors (Risk Evaluation)

### PROCESS :

- A Risk Analysis,
- what can go wrong,
- how likely it may happen,
- what the potential consequences are and
- how tolerable the identified risk is.

### OBJECTIVE OF HIRA STUDY :

- Carryout a systematic, critical appraisal of all potential hazards involving personnel, plant services and operation methods.
- Identify the existing safeguards available to control the risks due to hazards
- Suggest additional control measures to reduce the risk to acceptable level
- Prepare Risk Register to monitor risks, detect any changes and ensure effective control

### SCOPE OF HIRA STUDY :

- Study of Plant operation
- Identification of individual tasks involved in operation
- Identification of potential health & safety hazards in these tasks
- Determination of the level of risk by combining the likelihood of a hazards with severity using Risk

### Matrix :

- Analyzing the existing control measures available to control these risks
- Provide recommendations for additional risk control measures to bring the risk within acceptable level
- Compilation of Risk Register

### WHAT IS HAZARD ?

A Hazard is any source having potential to damage, harm adverse health effects on something or someone under certain condition at work. A Hazard can cause harm or adverse effect to individual as health effect or loss of property, machineries etc



## WHAT IS RISK ?

Risk is a possibility of something that may lead a mishap in our day to day activities such as driving, road crossing, money investment etc. Risk is the combination of the likelihood and severity of a specified hazardous event occurring.

Risk = Likelihood X Severity, where

Likelihood - is an event likely to occur within the specific period or in specified circumstances, and

Severity - is outcome from an event, such as severity of injuries, damage of property, effect on environment or any combination of above.

## RISK ASSESSMENT PROCESS :

- Develop Methodology
- Identification of Hazards
- Risk Assessment
- Determination of Controls
- Implementation of Controls and Management of Change (MOC)



## RISK MATRIX :

Likelihood	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	Severity			

4	8	12	16
TOLERABLE	SIGNIFICANT	UNACCEPTABLE	UNACCEPTABLE
3	6	9	12
INSIGNIFICANT	TOLERABLE	SIGNIFICANT	UNACCEPTABLE
2	6	6	8
INSIGNIFICANT	TOLERABLE	TOLERABLE	SIGNIFICANT
1	2	3	4
INSIGNIFICANT	INSIGNIFICANT	INSIGNIFICANT	TOLERABLE

- **UNACCEPTABLE:** Stop doing it until improvement made
- **SIGNIFICANT:** Proceed with caution but improvement high priority
- **TOLERABLE:** Ok to proceed but plan to improve early
- **INSIGNIFICANT:** Any improvements low priority

## MONITORING & REVIEW :

### Monitoring :-

- Live nature of assessments
- Possible Modifications to Procedure

### Review :-

- Identifies changes to procedure
- Possible modifications to assessment

**CONTRIBUTED BY -  
NILAKSHI RANJAN BANERJEE  
PR. SURVEYOR**



## FIRST AID



**Dr. Shabnam Mulani**  
Sr. Office Executive  
International Certification Services Pvt. Ltd.

The Encyclopaedia states First Aid as "measures to be taken immediately after an accident not with an idea to cure but in order to prevent further harm being done". It uses the available human and material resources at the site of accident to provide initial care to the victim of injury or sudden illness until more advance care is provided.

### Objectives:-

- To preserve life
  - To prevent the victim's condition from worsening
  - To promote recovery
- ① To restore and maintain vital functions. The ABC of basic life support (Airway, Breathing, and Circulation) are always the first priority.
    - ★ Airway must be open so that air containing oxygen enters the body
    - ★ Breathing must take place so that oxygen passes through the lungs into the blood stream
    - ★ The heart must circulate the oxygen carrying blood
  - ② To prevent further injury or deterioration.
  - ③ To reassure the victim and make him or her as comfortable as possible.

### Purpose of First Aid

- To Sustain the life
- To Prevent suffering
- To Prevent secondary complications
- To Promote speedy recovery

### Qualities of First Aider :-

- Calm
- Confident
- Willing to offer assistance whenever necessary
- Patience





## SAFETY AT A GLANCE

**ICS has always given the highest priority towards “Safety”.**

**Safety is a part of its core process and is included in our quality policy.**

**ICS has a well defined Safety Policy and a multi-disciplinary Internal Safety Organization functioning in each subsidiary company including ICS to monitor its implementation.**

**The safety performance has significantly improved over the years through :**

- **Commitment and participation by Management, Regulators, Trade Unions and Employees.**
- **Well planned and conscientious safety awareness drives.**
- **Continuous training and skill upgradation of the front line Officials and grass root level Employees.**
- **Adoption of New Technology encompassing Safe Mining Methods and Equipment.**



## NATIONAL SAFETY DAY 4TH MARCH 2019, ICS MUMBAI



### NATIONAL SAFETY DAY 4<sup>TH</sup> MARCH 2019, ICS MUMBAI



#### NATIONAL SAFETY DAY OATH

“On the Day, I solemnly affirm that I will rededicate myself to the cause of safety, health and protection of environment and will do my best to observe rules, regulations and procedures and develop attitudes and habits conducive for achieving these objectives.

I fully realize that accidents and diseases are a drain on the national economy and may lead to disablement deaths, harm to health and damage of property, social suffering and general degradation of environment.

I will do everything possible for the prevention of accidents and occupational diseases and protection of environment in the interest of self, family, community, organization and the nation at large”

*Handwritten signatures on the left side of the page:*  
 Ashok  
 Ashwini  
 21/3  
 Reshama  
 Shikhar  
 H. Pan  
 Anshu  
 S. Kumar  
 [Signature]  
 Anant  
 Anil

*Handwritten signatures on the right side of the page:*  
 S. Kataria  
 [Signature]  
 Gopal  
 [Signature]  
 [Signature]  
 [Signature]  
 [Signature]  
 Naim Z  
 [Signature]

# NATIONAL SAFETY DAY

# 4TH MARCH 2019, ICS MUMBAI



## NATIONAL SAFETY DAY

**4<sup>TH</sup> MARCH 2019, ICS MUMBAI**

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## 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 Experience. 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 Ind 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.
7	C C IN Welding Gas & Electric	303116	7th Passed
8	C C IN Laboratory Assistant	308109	SSC OR NTC/NAC (Mechanical/Electrical/Electronics/Chemical Group)
9	C C IN Laboratory Manager	308108	Bsc OR Diploma / Degree in Engg. ( Tech )
10	C C IN Laboratory Incharge	308110	Bsc OR Diploma / Degree Engg. / Technology
11	C C IN Laboratory Technician	308111	HSC OR BSc OR C.C.in Laboratory Asstt. (Testing & Calibration Lab) awarded by MSBVE OR NTC / NAC (Mechanical/Electrical/Electronics / Chemical Group) OR Diploma in Mechanical/Electrical/Electronics/ Chemical/Instrumentation





<u>Apr-19</u>	<u>May-19</u>
Lead Auditor Training	Lead Auditor Training
ISO 9001:2015	ISO 45001:2018
Date: 22nd to 26th April 2019	Date: 20th to 24th May 2019



## ICS Technologies

**Add:** 25, Goodwill Premises, Swastik Estate, 178 CST Road, Kalina, Santacruz (E), Mumbai-400098.  
Maharashtra, India.

**Tel :** 22- 2650 7000 - 01/ 42200961

**Email:** [sushma.kindalkar@icsasian.com](mailto:sushma.kindalkar@icsasian.com)

# Work Safe

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.**

## CORPORATE OFFICE

22 /23, Goodwill Premises, Swastik Estate, 178 CST road, Kalina, Santacruz (E), Mumbai - 400 098, Maharashtra.

▪ Tel : +91-22-26507777-82, 42200900 ▪ E-mail : info@icspl.org / info@icsasian.com

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Web : [www.icsasian.com](http://www.icsasian.com) / [www.icspl.org](http://www.icspl.org)

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Dr. Sundar Kataria

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Dilip Negi

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Dr. Shabnam Mulani



**Please Note:- Magazine For Internal Circulation Only**