Compliance Guide Lines:

Requirements checklist:-

• Establish policies practices and procedures for the provision of goods or services.

• Use reasonable efforts to ensure that your policies, practices and procedures are consistent with the principle laid out in the customer service. Standard (Dignity, independence, integration and equality of opportunity)

• Establish a policy that deals with the use of assistive devices by people to access your goods or services or the availability, if any of others measures that enable them to access your goods or services.

Identify Gaps:-

Identify any gaps in your policies; practices develop your new or revised policies, practices and procedures in keeping with principles of dignity, independence, integration and equal opportunity.

Export management Compliance program:

The management commitment, statement should include the following:-

➢ Affirmation of the company's commitment to export compliance and commitment of appropriate resources to compliance.

➢ Explanation of the basic purpose of export controls, export compliance is vital to protect the national security and foreign policy.

➢ Export compliance is good for business and compliance with export laws and regulations and the company's export policy will not be compromised for commercial gain.

➢ It is responsibility of the company and its employees to be familiar and compliant with export controls. As a preventive measure to help employees understand possible non-compliance scenario, specific risks as they relate to the company's products, technology, destinations, destinations and activities, should be listed.

➢ Unauthorised transfers of even low level technology can potentially jeopardise national security.

➢ Description of penalties for non-compliance to include business fines and penalties, possible loss of export control privileges and / or employee termination and imprisonment.

➢ Any question concerning the legitimacy of transaction or potential violation should be referred to the appropriate responsible official.

Some Possible order Processing Vulnerabilities:

• Lack of any defined procedures.

• Lack of sufficient compliance safeguards throughout the process i.e. screening of process.

• Procedures in consistently followed.

• In consistent compliance control.

• In sufficient information for transaction analysis.

• Process lack discernment between treatment of Non-sensitive and sensitive items and countries. Written policies and procedures; content.

• Interactive day to day management and oversight including the statement of management commitment to export compliance.

• Contact list of export compliance managers and employees including their individual areas of responsibility.

• Organizational chart showing the export management and compliance structure.

• Standards of content and ethics.

• Assessing levels of risk associated with export transactions.

• Training for all employees engaged either directly or indirectly with exports.

• Product classification including all current product classification and product / license metrics.

Training:

• Senior management training.

• Introductory Training for new employees.

• Intermediate training for employees with export related job and functions.

• Advanced training for export compliance personnel.

Introductory awareness training should generally explain:-

• What an export is.

• How exports are approved.

• When exports are denied.

- License conditions
- License exception parameters
- How a violation occurs (including potential releases of technology)
- The company specific "Red flag "for potential export violations.
- The national security concerns underlying export compliance.

Business Ethics:

How we treat our customers:

We strive to make every customer's experience pleasant and full filling, and we treat our customers as we treat another, with respect and dignity. This means for example that we never harass or discriminate against our customers.

"We treat our customers as we treat another, with respect and dignity."

Diversity:

"We respect diversity in each other, our customers and suppliers and all others with whom we interact."

We respect diversity in each other, our customers and suppliers and all others with whom we interact. Our goal is to be one of the most inclusive companies globally, working toward full equity. Inclusion and accessibility for those whose lives we touch.

Work place health, safety and security:

We follow all safety rules and practices; cooperates with official who enforce these rules and practices, take necessary steps to protect themselves. Attend required safety training; and report immediately all accidents, injuries and unsafe practices or conditions.

We must adhere to our company's safety policies Goyal Knitfab is committed to providing partners with safe and secure environment we everywhere we operate, even if this means we exceed local requirements.

Goyal Knitfab Quality and customer protection:-

Goyal Knitfab commitment to quality means that we take steps to protect our customer's health and safety. You can play your part by following all proper procedures relating to the storage, handling, preparation and service of Goyal Knitfab products; by working to ensure clean sanitary and safe conditions in all of our facilities and by continually exploring ways. To maintain and improve Goyal Knitfab quality standards and practices.

Business Practices:

Compliance with laws and regulations:-

Goyal Knitfab committed to full compliance with the laws, rules and regulations at the countries in which it operates. You must comply with all applicable laws, rules and regulations when performing your duties.

When you think a conflict exists between the standards and an applicable law, rule and regulation or if you have a question concerning the legality of your or other partner's conduct. You should consult with your managers or another party described in the "asking for guidance and voicing concerns."

International Business:

Goyal Knitfab is committed to highest ethical standards in all business transaction. Partners must follow all applicable laws, rules and regulations when conducting Goyal Knitfab business.

Fair Competitions:-

Fair competition laws are intended to promote vigorous competition in a free market. It is in Goyal Knitfab best interest to promote free and open competition. Goyal Knitfab must make its own business decisions, free from understanding or agreements with competitors or suppliers that restrict competition; we consider compliance with these laws of vital importance.

When conducting business:

- Not discuss pricing, production or market with competitors.
- Not set resale prices with customers or suppliers.
- Always present Goyal Knitfab services and products. In a manner consistent with our core values.
- Not induce third party to breach an existing agreement.
- Never act in a manner that could be seen as an attempt or to control market price.

Conflicts of Interest:

We all must avoid conflicts of interest. Conflicts of interest exist when a personal interest or activity interferes or appears to interfere with the duties that you perform at or we to, Goyal Knitfab. A conflict of interest may unconsciously influence even the most ethical perform and the mere appearance of conflict may cause a partner's acts or integrity to be questioned.

In addition to annual disclosure, potential conflicts of interest must be disclosed to the partners, managers all department of business unit.

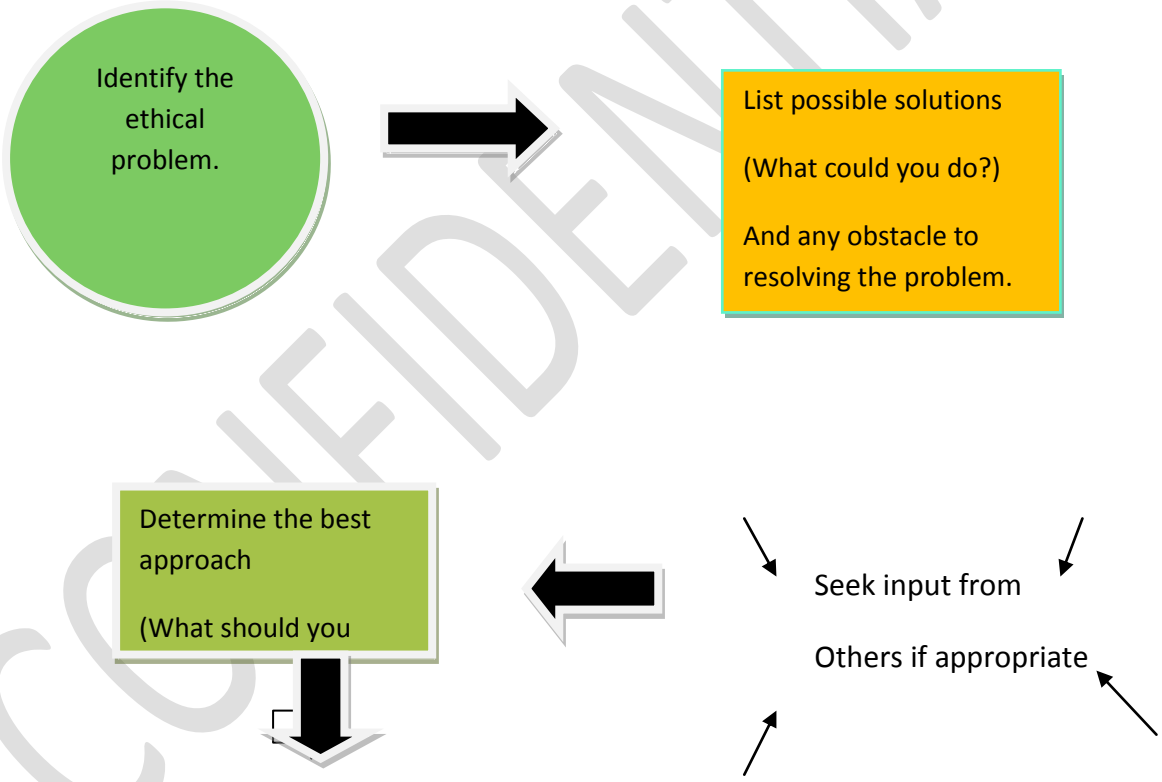
Environmental Mission Statement:

Goyal Knitfab is committed to a role of environment leadership in all facts of our business.

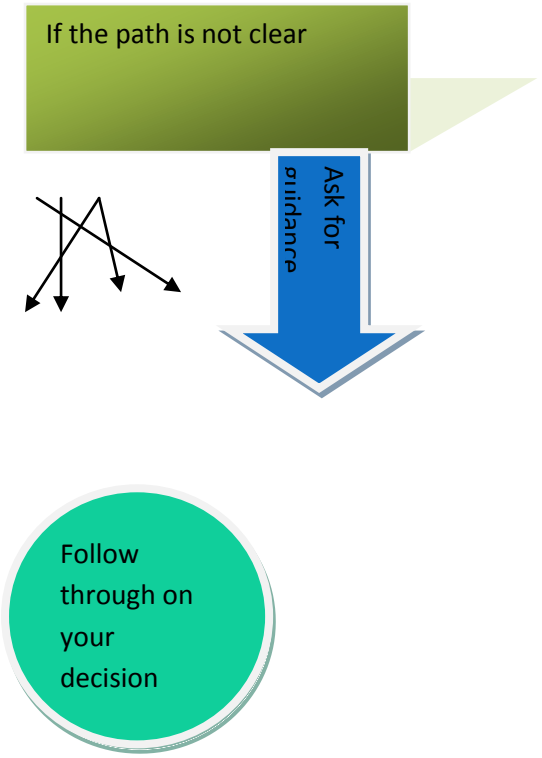
We fulfil this mission by commitment to;

- Understanding environmental issues and sharing information with partners.
- Developing innovative and flexible solutions to bring about change.
- Striving to buy, sell and use environmentally friendly products.
- Recognising that fiscal responsibility is essential to our environmental future.
- Instilling environmental responsibility as a corporate value.
- Measuring and monitoring our progress for each project.
- Encouraging all partners to share in our mission.

Ethical Decision-Making Framework:



- Is it consistent with our Goyal Knitfab Mission, the standard business conduct and any applicable law or regulation?
- Would your approach embarrass you or Goyal Knitfab?
- How would your approach look published?
- Would you be comfortable with the example?



You are empowered.

You can deliver great customer Experiences.

You have Responsibility.

You play critical role in ensuring that Goyal Knitfab is a great work Environment and

You have help

If you are unsure of what to do in a Situations you have resources available to you.

You Have a Voice.

When you believe something is not Right you can speak up and share your Concern.

DECATHLON SOCIAL CHARTER:

1. CHILD LABOUR
2. FORCED LABOUR
3. HEALTH AND SAFETY
4. DESCRIMINATION
5. DISPLINARY PRACTICES
6. WORKING HOURS
7. PAY
8. PROCEDURE AND INSPECTIONS

Definition: Coverage of the charter of Human responsibility Decathlon production agrees to respect and enforce the provisions of the present charter as a compliment of the national legal provisions of the countries in which it manufactures and /or orders the manufacture of products it designs and distributes under its own trade names.

In the event of a contradiction between national legal provisions and /or the provisions within its production will enforce the most favourable provisions with regard of employees.

Decathlon production agrees to respect and enforce the present obligations within its production units and /or within production. Units of sub – contractors and /or partners. The requirements of our charter are universal and an applicable whatever the Geographical location; sector and size of the company concerned.

Definitions:-

1. Definition of corrected measure; measure taken to remedy a non conformity.
2. Definition of corrective measure taken to avoid a non conformity re occurring ;

Child Labour

Forced labour

3. Health & Safety:

3.1 Decathlon production takes the adequate measures in order to avoid accidents and physical injury at work, minimizing, as for as is reasonably the causes of dangers inherent to the work environment in accordance with national social legislation.

3.2 Decathlon production appoints a management representative responsible for the health and safety of all staff and incharge of implementing health and safety aspects within its companies and or production units.

3.3 Decathlon production demands that staff receive regular recorded training in terms of health and safety requirements, and that this training be repeated for new and transferred staff.

3.4 Decathlon production implements systems for detecting , avoiding and fighting against potential threats for the health and safety of all staff.

3.5 Decathlon production demands clean bathrooms, access to drinking water and ,if necessary hygiene areas for storing food.

3.6 Decathlon production demands dormitories made available, to staff or clean, safe and satisfy the basic needs of staff.

3.7 Decathlon production demands implemented in order to protect employees against fire risks, accidents and toxic substances. Lighting , ventilation and heating systems must be suitable.

4. Discrimination:

4.1 Decathlon production does not resort to or admit discrimination on criteria of race, cast, national origin, religion, handicap, sex, sexuality, trade union membership or political ties.

4.2 Decathlon production does not interfere with the demands that no interference occur in the exercise of the right to staff to observe dogma or practices or satisfy needs linked to their race , cast, national origin, religion, handicap, sex, sexuality, trade union membership or political ties.

4.3 Decathlon production does not authorise behaviour indicating acts, language, and physical contact, which is sexually coercive, threatening, and abusive or which exploits people.

5. Disciplinary Practice:

Decathlon production does not resort to or admit the use of physical punishment, mental or physical coercion or verbal insults.

6. Working Hours:

6.1 Decathlon production complies with and enforces legislation in force and applicable standards in the sector in terms of working hours . In any case , staff is not regularly forced to work more than 48 hours per week and receive at least one day off for each 7 day period.

6.2 Decathlon production ensures that overtime (over 48 hours per week) does not exceed 12 hrs per employee per week that it is only requested in exceptional commercial circumstances and for a short period of time and that it is always paid more than normal working hours.

7. Compensation:

7.1 Decathlon production assures that salaries paid directly to employees for a standard working week are at least equal to the legal minimum and that they are always sufficiently to satisfy the basic needs of staff.

7.2 Decathlon production also ensures that salaries and benefits are paid in full compliance with all applicable laws and that workers are paid in full compliance with all applicable laws and that workers are paid in a practical manner in cash or by cheque.

7.3 Decathlon production ensures that no labour contract system or false apprenticeship programme is used to avoid full filling its obligations with regard to staff under the terms of legislation and regulations in force in terms of work social security.

Procedures and Inspection:

8.1 Ethics committee responsible for ;

- Monitoring and developing the decathlon social charter
- Disseminating the social charter within the Decathlon Group.
- Ensuring company standards and procedures are respected.
- Referring dysfunctions encountered to the management.

8.2 The ethics committee periodically analysis the permanent suitability , aptness and efficiency of the policy, procedures and programmes of the company. Amendments and improvements to the system will be implemented wherever necessary.

8.3 The ethics committee will ensures that the requirements of the present charter are understood and implemented throughout the entire organization.

a) A clear designation of roles and responsibilities.
b) The training of managers in change of implementing the obligations resulting from the present charter.
c) A monitoring and inspection procedure for activities and results in order to demonstrate the efficiency of system implemented to satisfy company policy and the requirements of the present standard.

8.4 Inspections will be carried out according to the following procedure:

- Continuous assessment placed under the authority of production office managers
- Selective inspection under the responsibility of the company's internal audit department and quality management.
- Selective inspection under the responsibility of an independent third party authorised by the ethics committee.

8.5 Decathlon production examines studies and ensures all questions relating to matters of conformity/Non conformity with the company policy and / or demands of the present social charter.

8.6 Decathlon production ensures necessary corrected and corrective measures are taken for any identified non conformity with the company policy and / or requirements of the present social charter.

8.7 Decathlon production implements a sanction procedure whose aim is to constantly enable each of the partners to progress therefore Decathlon production can apply warnings, progressive financial functions , partial and / or total dereferencing with regard to sub-contractors and/or partners , in the

event of trainee to implement corrected and /or corrective measure according to the seriousness of the defects identified.

Inspection procedure:

The supplier /partner agree to respect all the obligations resulting from the present Decathlon charter of human responsibility. It further more agrees to provide its contribution and its good faith in order to enable Decathlon production to monitor compliance with this charter. For this purpose , the partners namely agrees to provide decathlon production, its auditor authorised and / or external auditor authorised by decathlon free access to its premises , offices and production units.

It is within this framework that Decathlon production will apply further to the index of seriousness chosen the following procedure:-

Level 3 fault: Decathlon demands compliance with the points mentioned in the assessment report which is sent within a short period of time agreed in writing by both parties. In the event of failure to comply within the deadline Decathlon will immediately stop business relations.

Level 2 Fault: The partner will present a plan of corrective action to Decathlon in order to comply with the points mentioned in the assessment report which is sent to the partner. Decathlon will validate the action plan will set a reasonable deadline in writing in conjunction with the sub contractor.

In the event of non-conformity within the specified deadlines, Decathlon will apply the following sanctions.

Level 1 Fault: the supplier must present Decathlon a corrective action plan in order to comply with the points mentioned in the assessment report which it is sent. Decathlon will validate the action plan and will set in writing in conjunctions with the supplier a reasonable period of application.

In the event of failure to comply within the period of time specified, Decathlon will apply the following sanctions.

FIRE SAFETY:

Introduction:- Since the beginning of civilization, fire has been a large hazard facing communities. The business that supply products and services are vulnerable to fire. Production and dispersion of items require storage and production facilities, all of which are at risk. When fire occur. There is usually one of two outcomes; loss of property and productivity or quick, decisive action resulting in minimal loss. With a small fire, the fire department must be notified, detection and suppression system must be reset, and issuance companies most likely become involved. When taking downtime into account, a small fire quickly, escalates into a costly situation. (Karter, Michel K.)

There are systems that can be used in conjunction with fire suppression, namely; heat detection and smoke detection. Some of these products are precise enough to detect microscopic smoke particles in large quantity of air systems such as those provided by vision systems use optical detectors to sense the presence of smoke particles as low as 0.005 percent obscurity per meter, compared to the average 2 percent obscuration per foot. At present, these high sensitivity detectors are found in commercial and industrial buildings where suppression can be costly. The best option is human intervention before a smouldering or over heat condition can progress to a fire. The rise of market awareness and concern over fire related safety could cause an increase in the market for these high quality ASD detectors.

Benefits of implementing a fire safety Plan:

- Reduces the incidents of fire through awareness prevention training.
- Promotes fire hazard identification and elimination.
- Promotes employee safety and awareness.
- Increase employee morale by allaying safety concern.
- Co-ordinates business and fire department resources during a fire emergency.
- Reduces the potential impact of a fire on the business and community (Injuries, Money losses, liability etc.)
- Enhances fire code compliance.

Supervising staff/employee responsibilities for fire safety:

↘ What to do upon discovery of fire.

↘ What to do upon hearing an alarm of fire/evacuation notification.

↘ How to prevent or minimize fire hazards in the work place.

Emergency Procedures for all employees:

Discovery of fire:

⇨ Leave the fire area, take keys and assist anyone in immediate danger to a safe area.

⇨ Close all doors behind you to confine the fire.

⇨ Activate the fire alarm / evacuation notification and or use the pull station if installed.

⇨ Use exit or exit stairwells to leave the immediately.

⇨ If you encounter smoke, use an alternate exit.

In the event of fire alarm/evacuation notification:

⅄ If you are in room; before opening door, feel door and door knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft close door quickly.

⅄ If you find no fire or smoke in corridor or stairwell consider taking corridor to other side of building where another stairwell may be clear.

Supervising staff duties in the event of a fire:

• Ensure that the fire alarm /evacuation notification procedure has been activated.

• Surprise the evacuation of the occupants emergency voice communication systems should be used where available.

• Upon arrival of fire fighters inform the fire officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the fire department.

Other Factors to consider when organising and conducting fire drills:-

✦ Do all employees understand the procedure they are expected to follow in an emergency?

✦ Are these people who require assistance in evacuating?

✦ Are the fire drills pre announced or a surprise?

✦ Are employees trained to safety shutdown critical systems or equipment they are using during an emergency in order to prevent further hazards?

✦ Are measures in place respond to the safety needs of guests or contractors during an emergency?

✦ Will employees practice using fire fighting and related safety equipment to enhance their personal safety and response to a fire emergency?

Training of new staff/employees:

All new employees shall be trained in the actions that shall be taken in the event of a fire emergency.

- What to do upon discovery of fire.
- What to do upon hearing a fire alarm, where to go ? (meeting place etc.)
- How to prevent or minimize fire hazards in the workplace.

Portable fire extinguisher example operation instructions:-

A **Class A** fire extinguisher is used for ordinary combustibles such as wood, Paper, Some plastics and textiles.

B **Class B** fire extinguisher is used for flammable Liquid and Gas fires such As Oil, Gasoline etc.

C **Class C** fire extinguisher is used on fires that involve live Electrical Equipment which require the use of electrically Non-Conductive Extinguishing agents.

D **Class D** fire extinguisher is used on combustible metals such as That does not react with the burning metal. Magnesium, titanium, sodium Etc. which require an extinguishing medium that does not react with the Burning metal.

K **Class K** fire extinguisher is used on fires involving cooking media (Fats, Grease, and oils) in commercial cooking such as restaurants.

Basic Operation (P.A.S.S.):

P – Pull- the safety pin (usual a twist an pull action

A – Aim- (the nozzle, horn or hose at the base Of the fire)

S - Squeeze – the trigger handle

S – Sweep- from side to side (water or Relish)

- Never- rehang the extinguisher once it has been discharged.
- Only person who are experienced and feel confident in the use of a portable fire extinguisher should contemplate their use. Improper use of a portable fire extinguisher may lead to serious injury or death.
- Attempting to a extinguish a fire is a voluntary act.
- Portable fire extinguishers must be visually inspected monthly.
- Maintenance, inspection and testing of extinguishers are the responsibility of the employer.

Definitions:-

Approved: Means approved by the fire department.

Building: Any structure used or intended for supporting or sheltering any use or occupancy.

Check: Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Chief Fire Official: Means the assistant of the fire chief who is the member of fire department.

Combustible Liquid: Means any liquid having a flash point at or above 37.8°c and below 93.3°c.

Flammable Liquid: Means a liquid having a flash point below 37.8°c and having a vapour pressure not more than 275.8 KPa (absolute) at 37.8°c as determined by ASTMD 323 "Vapour pressure of petroleum products (Reid Method)".

Flash Point: Means the minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

Inspect: Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Owner: Means any person, firm or corporation having central over any portion of the building or property under consideration and includes the persons in the building or property.

Supervisory staff: Means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and may include the fire department where the fire department agrees to accept these responsibilities.

Test: Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Vapour Pressure: Means the pressure exerted by a liquid as determined by ASTMD 323, "Vapour pressure of petroleum product" (Reid Method).

The department of a fire safety plan is intended to take into consideration:-

- The special nature of the business
- The availability of human resources.
- The fire safety features provided within each building or premise; and
- Processes or operations which may create a fire hazard.

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The implementation of fire safety plan helps to assure effective utilization of life safety features and a building.

HEALTH AND SAFETY IN TEXTILE DYEING INDUSTRIES:

About this booklet:-

There are numerous health and safety issues associated with the textile industry. These include chemical exposure from the processing and dyeing of material; exposure to cotton and other organic dusts which can affect the throat and lungs; musculoskeletal stresses, noise exposure, which can lead to hearing loss; temperature and ventilation, which can lead to fatigue and dehydration if temperature are too high; and working hours and breaks including access to food, drinks, and bathroom facilities. This booklet reviews some key areas of H&S in textile dyeing such as information present in mental safety. Data sheets (MSDS) fire hazard training and various other components of H & S . Health and safety regulations have been in place in textile industries across Europe & USA since the 1970,s. In England the health and safety at work act was introduced in the early 1970,s. different countries have different standards on health and safety. Practices this booklet takes some of the key elements of these that an applicable to promoting a safe working environment in the textile industry.

1. **Chemical Safety:**

1.1 Hazardous chemical and their symbols
1.2 Material Safety data sheet
1.3 Risk assessment of chemicals.
1.4 Health effects of dyes & chemicals
1.5 Chemical storage and disposal of waste
1.6 Fist aid

Chemical Safety:

1.1 <u>Hazardous chemicals and their symbols.</u>

<u>Hazardous substances include:</u>

- **Substances used directly in work activities (e.g. adhesives, solvents, cleaning agents)**
- **Substances generated during work activities. (E.g. Fumes from soldering and welding)**
- **Naturally occurring substances (e.g. dust)**
- **Biological agents such as bacteria and other micro organisms.**

Examples of the effects of hazardous substances include;-

- **Skin irritation or dermatitis as a result of skin contact.**
- **Asthma as a result of developing an allergy to substances used at work.**
- **Loosing consciousness as a result of being overcome by toxic fumes.**
- **Cancer which may appear long after the exposure to the chemical that caused it and**
- **Infection from bacteria and other micro-organisms. (Biological affects)**

Substances that are hazardous to health can be identified by their warning label and the supplier must provide a MSDS for them.

1.2 Material Safety Data Sheet:

MSDS exit to provide workers with the proper procedures for handling or working with particular substances and should therefore be supplied for each individual substance. MSDS includes information as physical data (melting point, boiling point and flash point) toxicity, health effects, reactivity, required storage conditions disposal methods, protective equipments first aid, and spill or leak procedures. When a substance is brought, the manufacturer should provide the purchaser (the textile factory) with the MSDS for it.

1.3 Risk Assessment of chemicals:

- Reference to the supplier's MSDS.
- Observation at the factory (on the production floor, in the laboratory and in the chemical store.
- Consultation with employees and supervisors
- Assessing feedback and results from monitoring of potential health risk.

It is advisable to develop a protocol for assessing and managing the risk posed by chemicals that are hazardous to health.

1.4 Health effects of dyes and chemicals:

There is no evidence to suggest that the majority of the dye stuffs currently used in textile dyeing and finishing are harmful to human health at the levels of exposure that workers generally face in the factories.

There can be potential health hazards and all dyes and chemicals must therefore be treated with care. The most common hazards of reactive dyes is respiratory problems. Due to the inhalation of dye particles. Sometimes they can affect person's immune system and in extreme cases this can mean that when the person next inhales the dye their body can react dramatically. Symptoms include itching, watery eyes, sneezing and symptoms of asthma. Such as coughing and wheezing.

Perhaps the most prevalent health problems associated with dyeing and finishing processes arise from exposure to chemicals acting as irritants, these may cause skin irritation, itching or blocked noses, sneezing and sore eyes. They include formal dehyde-based resins, ammonia, acetic acid some shrink-resist chemicals, some optical whiteners, soda ash, caustic soda and bleach.

Fire is a common hazard that may arise from the use of flammable liquids that are easily ignited or oxidising agents that may make an existing fire more intense by fuelling it with oxygen.

1.5 Chemical storage and Disposal of waste:

Dyes chemical and other auxiliaries should be stored in a separate work area and access to the area should be limited to trained personnel. The storage area should be kept relatively cool and dry (within the range specified in MSDS) and all items must be

recorded in log book and clearly labelled in a language understand by the chemical handlers.

It is important to know what chemicals are present and their capability because when mixed; certain chemical may react in a hazardous way they may react violently, generate much heat or evolve toxic gases. Chemical must therefore be carefully stored to prevent the possibility of such reactions occurring accidently.

Waste should be treated and disposed of in a proper manner as regulated by MSDS and safety and environmental laws.

1.6 First Aid:

There should always be at least one member of staff on each shift that is trained in "First Aid" and who is made responsible for all first aid requirements during their shift. The first aid box should be properly maintained by a nominated person and checked regularly an accident report book should be kept and an entry should be added for every accident or incident. Identifying and monitoring the type of incidents that occur should help to improve safety within a factory.

Safety Protocols:

2.1 Laboratory safety protocol

2.2 Factory floor safety protocol

2.1 Laboratory Safety Protocol:

Record Keeping:

There are various chemicals present in concentrated doses in a textile dyeing laboratory and precaution has to be taken to minimize the risks of exposure and accidents. All chemical dyes and other auxiliaries that enter the laboratory should be logged on arrival, clearly labelled as to what they are and given expiry dates.

Protective Gear:

There are various chemicals present in concentrated doses in a textile dyeing laboratory and precaution has to be taken to minimize the risks of to minimize exposure to hazardous chemicals appropriate personal protective gear should be used . This may include gloves, safety glasses and masks depending on the chemicals being handled. Laboratory coats should also be worn to minimize exposure from any accidental spills, mouth pipetting is not an acceptable practice.

Training:

Employees that work in the laboratory must be made aware of the risks of the chemicals and equipment they are using. They should be properly trained in the use of machinery, laboratory equipment and the use of dyes & chemicals as well as the importance of keeping logs of chemical used. Training should be repeated regularly to ensure that all factory staffs are always aware of current H & S issues.

2.2 Safety Protocol on the factory floor.

There are various measures that can and should be taken to minimize accidents on the factory floor and to ensure a safer working environment.

Protective Gear:

One of the main causes of occupational ill health in textile dyeing factories is respiratory sensitization from exposure to reactive dyes, exposure to dust, dyes and chemicals can arise from dye handling, poor storage conditions, damaged containers, spillage and from dust which has previously settled in the workplace. There needs to be minimal exposure to hazardous substances and this can be done by wearing the appropriate gear. Which includes gloves, goggles or glasses, boots and dust masks when handling or transporting certain dyes and chemicals especially caustic chemicals and acids? Factory workers should also be informed about what they should do if they become contaminated; eye washes and showers or hoses should be readily available in suitable places on the factory floor.

Environment:

The working environment needs to be kept as dry as possible to prevent accidents signs informing people of damp and wet floors must be displayed when required. Dust should also be minimized or extracted to reduce inhalation of particles.

Exit passage ways and staircases must never be blocked with obstacle and all stairs should have hand rails. Emergency exit doors should never be locked, proper lighting and ventilation need to be ensured and machinery must be well maintained to avoid accidents. Hazards waste must be disposed of properly in accordance with manufacturer's guidelines MSDS and national policies.

Training:

Proper training on the use and maintenance of machinery and other equipment; health and safety; and fire hazards and emergency needs to be provided.

Health and safety training would include information on the potential hazards of solvents and chemicals; preventive measures that can be taken to avoid accidents and to minimize exposure to all dyes and chemicals; and measures to taken if such accidents or exposure do occur.

Fire hazards and emergency evacuation training involves holding regular fire drills and all workers should be trained in the correct use of fire extinguishers and fire hoses. These should be easily available throughout the factory and regularly checked by qualified assessor.

Lifting and carrying heavy objects:

These risks can also be better managed by identifying and assessing which takes would causes serious risks of acute injury for example from lifting or chronic injury from repetitive upper body work.

The weight of sacks should be job rotation and training provided on ways to prevent such injuries.

Responsibility:-

3.1 Role of the management
3.2 Role of the factory staff

Role of the management:-

The management should regularly check and document the national laws and regulations concerning work place safety. The management should the develop a protocol through which to implement these laws.

Provide Basic Needs:

Employees should be given access to safe drinking water as well as a clean area of meals. The factory staff should also have access to a sufficient number of toilets of adequate quality. This is a legal requirement and contained in most codes of conduct provided by buyers.

Record Keeping:-

Records of work related injuries should be made for planning further safety measures. The management should develop a checklist of measures and actions that need to be conducted monthly. To ensure that safety guide lines are being followed and to investigate incidents where accidents have happened. Management should also have a maintenance plan to reduce accidents and equipment breakdown.

Signs:

Signs are an important means of informing and reminding staff of H & S issues. Issues where signs are important include.

- Sufficient fire extinguishers should be made available and signs should be placed in prominent plans so that people are aware of their presence.
- Fire alarms and emergency lights should be present and floor and emergency exit markings should be clearly visible in appropriate plans.
- There should also be signs saying “No food & Drink” in areas such as laboratory, store room and factory floor.
- Hazardous chemicals should be clearly marked in an appropriate language and with clear symbols that people have been trained to recognise and understand.
- Heavy object should be marked as such to avoid musculoskeletal accidents.
- Showers and eye washes should be made available and clearly marked.

Role of the factory staff:

Each employee should have sufficient appropriate training and experience so that they can perform all their required job activities.

- Be aware of the contents of MSDS and of potential H&S hazards.
- Followed protocol in the safe handling and disposal of dyes and chemicals.
- Be aware of the fire protocol, where fire extinguishers are and where the nearest exit and where assembly points are.
- Be aware of where first aid kit is.
- Wash hand before meals, when leaving the work area and at the end of the shift. This will prevent accidental ingestion of chemicals are contact with eyes.
- Maintain correct posture when lifting or carrying heavy objects.

- Report all accidents and sickness to the manager as soon as occur.
- Report any defects or problems with the M/C that might lead to potential accident.

Summary:

Factory health and safety procedures need to include aspects to ensure that all factory staff are aware of the hazards and risks, and how to protect themselves, and others from them. The actions necessary to achieve this include, knowing how to handle chemicals and machinery safety. Wear appropriate protective gear at certain times; and knowing what to do if accidents happen. To ensure that factory workers know these things the factory managers have a responsibility to keep themselves upto date and informed at H&S legislation, provide regular training for factory staff; clearly mark environmental hazards such as slippery floors, and ensure workers know where fire equipment, fire escapes, first aid kit, emergency showers and eye washes are.
To maintain high standards of H&S the factory. Management should regularly review and revise their H&S policy to keep factory workers safe and prevent avoidable accidents.

Assessing and managing the risks of Hazardous Chemicals to Health:

Step:1: *Collected information*	*Collect appropriate H&S data and literature such as MSDS*
Step:2: *Assess the risks*	*Assess the risks to health from hazardous substances used in or created by your workplace activities.*
Step:3: *Decide what precautions are needed*	*You must not carryout work that caused expose your employees to hazardous substances without first considering the risks and necessary precautions.*
Step:4: *Prevent or Adequately control exposure*	*You must prevent employees from being exposed to hazardous substances where preventing exposure is not reasonably practicable, then must adequately control it.*
Step:5: *Ensure that control measures are used and maintained.*	*Ensure that control measures are used and maintained properly and that safety procedures are followed.*
Step:6: *Monitor the exposure*	*Monitor the exposure of employees to hazardous substances, if necessary.*
Step:7: *Carryout appropriate health surveillance*	*Carryout appropriate health surveillance where your assessment has shown this is necessary.*
Step:8: *Prepare plans procedures to deal with accidents, incidents and emergencies.*	*Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances where necessary.*
Step:9: *Ensure employees are properly informed, trained and supervised.*	*Provide employees with suitable and sufficient information, instruction and training on a regular basis.*

SMOKE DETECTOR: FIRE SAFETY

Smoke alarms sprinklers compartmentation barriers all require time after ignition to be effective for a victim recorded as "Intimate with ignition" the fire begins so close to him or her that it is very difficult to survive long enough for active or passive fire protection to save him or her.

The decision to smoke is part of the sequence of smoker behaviours that can lead to fire. This brief synopsis of results anti smoking programs focuses on findings related to smoker characteristics that could be useful in designing strategies for changing smoker behaviours to prevent fires.

FIDO

Smoking Related Fire from 1997-1998

Limitation	Total Deaths	Smoker	Not The Smoker	Unknown whether the smoker
Alcohol	132	107	8	17
Drugs	20	15	0	5
Mental Disability	6	5	1	0
Mental Limitation	5	3	2	0
Oxygen(Medical in use)	17	17	0	0
Physical Disability	45	36	5	4
Physical Limitations	60	36	18	6
Sleepy	251	141	53	37
Other	19	16	0	3
None	53	21	14	18

"People are advised never to smoke or light a match while using oxygen, to keep all heat sources away from oxygen, to keep all heat sources away from oxygen equipment and not to allow smoking inside a home where oxygen is used.

They include living alone the absence of working smoke alarms, cognitive impairment, a history of smoking while oxygen was is use and flammable clothing recommendation included better staff training, improved communication among providers involving ethics committee and increasing fire safety with smoke alarms and other particles.

"In fact the number of people being injured and killed in fires started by cigarettes was increasing at the same time that the number of installed smoke detector was increasing dramatically."

For residential fire scenarios:

• Ionization detectors are best for flaming fires, while photoelectric detectors are almost as good and still effective because they provide adequate warning of fire.

• Photo electric are best for smouldering fires but ionization detectors are not effective since they will probably not provided adequate warning of a fire.

For Non Residential fire scenarios:

• The may be situation especially in commercial or industrial occupancies, where ionization detectors are preferred because smouldering fires are not anticipated.

"It is better than nothing"

Smoke Detectors: are used to work for the presence of smoke within a given area. Smoke detectors consist of three general types:-

1. **Ionization detectors**
2. **Photo electric detectors**
3. **Air sampling detectors**

Ionization Smoke detectors:

Ionization smoke detectors ionize the air making a conductive path in which the current flowing through can be measured. A change in current caused by the presence of smoke particles will trigger the smoke alarm.

Photo-Electric smoke detectors:

Photo electric smoke detectors usually contain a light source shining directly or indirectly on a photo electric cell. When the light is obstructed or reflected by smoke particles the change in current on the photo electric cell can be measured and interpreted and used to trigger the fire alarm. Photo electric detectors are a better choice for steamy. Areas or area where ionization could occur in the air, as this will not create falls alarms.

Air sampling Smoke detectors:

Air sampling smoke detectors are newer technology which was developed in order to achieve earlier detection of smoke particles. Air sampling detectors monitor increasing smoke levels in the air and compare these values to preset threshold limits.

These detectors can detect smoke while in the incipient stage; allowing time for human intervention which can prevent material flame up and costly damages.

Sprinkler Head detection:

Commercial buildings are required to have a code complying fire detection system. Minimum requirement is a manual pull box that a person could trigger the fire alarm upon seeing a fire. Also basic sprinkler head detection system is used in many buildings. For this type of system a sprinkler head will go off (Releasing water) and set of water- flow sensor. The water-flow sensor is then able to set off the alarm system.

In commercial Buildings an “Intelligent” system is more resourceful than a basic system. Intelligent system utilizes microprocessors which are capable of incorporating and triggering many systems such as alarm, ventilation and suppression systems. These systems have a higher stability enhanced maintenance and case of modification.

GOYAL KNITFAB PVT. LTD.

QOHS MANUAL SUMMARY:

General requirements:

The ISO: 9001:2008 & OHSAS: 18801:2007 standard specification gives requirements for the organization to;

➢ Establish, implement, maintain and improve the Quality, environment, Occupational health and safety (QOHS) management system.

➢ Establish, integrate an OHS management to eliminate or minimize risk of employees and other interested parties who may be exposed to OHS risk associated with its activities.

➢ Assure itself at its conformance with its stated QOHS policy.

➢ Demonstrate conformity with these International standards by seeking certification of its QOHS management system by an external organization.

The major processes for the Goyal Knitfab are as follows:-

• Contract review

• Purchase

•Manufacturing of products (Production) i.e. Knitting, warping, dyeing etc.

• Inspection of products

• Customer feed back

• Stores

• Maintenance and calibration

The support processes for the above process are as follows:

• Management Process (Internal audit, management reviews, corrective and preventive action)

• Document and record control

• QOHS management system audit

• Human resources and training process.

Key QOHS Objectives:-

Sr. No.	QOHS Objectives	Indicator	Responsibility
1	To prevent occupational incidents such as fire and near miss cases and injury.	No of Accidents/Month	MR
2	To enhance customer satisfaction	Customer satisfaction index	DH (QAD)
3	To improve safety audit score	Safety audit score	DH (HRD)
4	To increase sales turn over	Rs. Sales turn over	DH (MKT)
5	To achieve on time delivery	0% OTD	DH (PROD)
6	On time statuary work and payment	On time payment	DH (A/C)
7	To improve housekeeping	Housekeeping index	MR & All DH
8	To improve QOHS performance	No of NCR in Internal Audit	MR & all DH

A- Hazard Identification:

a) Is there a source of harm?
b) Who or what could be harmed?
c) How could harm occur?

B- Broad categories of hazards:

a) Mechanical
b) Electrical
c) Radiation
d) Substances
e) Fire and explosion
f) Toxic release
g) Natural Calamities

C- OH&S hazard list:

Based of nature of work activities probably & consequences will be cross verified against each of the following hazards.

Prompt list:-

1. Falls at the working level
2. Falls of persons from height
3. Falls of tools, material equipment etc from height.
4. Inadequate need room
5. Sprain due to natural lighting / handling of tools material etc.
6. Inadequate work place.
7. Vehicle hazards covering both side transport & travel by road.

8. Fire and explosion
9. Fumes, gases, smokes, vapours, dust, mist that may be inhaled.
10. Substances and agents that may come in control with eye.
11. Substances that may cause harm by coming into contact with or being absorbed through skin (cut and burn)
12. Substances that may cause harm by coming into contact with or being absorbed through the skin (cut and burn)
13. Exposure to harmful energies.
14. Work related upper limb disorder resulting from frequently repeated tasks.
15. Inadequate thermal environment e.g. too hot too cold.
16. Inadequate lighting levels e.g. higher low .
17. Inadequate guard rails or hand rails on stairs.
18. Untrained person being used.
19. Inadequate ventilation.

Evaluation of risk:

Risk Factor:	**Rating:**
425-600	**Very high risk**
275-424	**High risk**
125-274	**Medium Risk**
21-124	**Low risk**
0-24	**Trivial Risk**

Significant hazard and the risk is not acceptable risk. Also all hazards covered under legal requirements and potential. Emergency conditions are treated as significant hazards and the risk is not acceptable.

Definition of Controls:-

1. Elimination
2. Substitution
3. Engineering controls
4. Signage /warning and or administration control
5. Personal protective equipment.

➢ Discuss the O&T (Objective and Target) at the beginning of financial year with MD and send the agreed & O&T for approval to M.D.

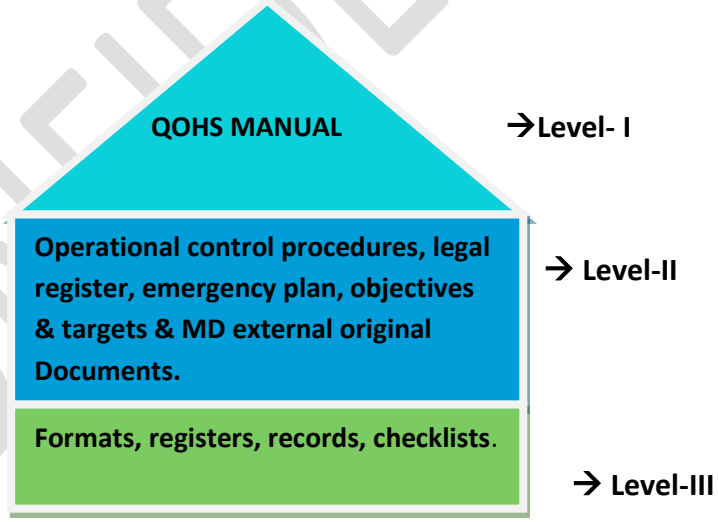
➢ Prepare the QOHS management program with support of safety committee and MR showing details means, activity, designation responsibility and target date for achieving the objectives & targets responsibility all DH.

Description:

Training needs identification is done by various inputs such as:-

a) Significant environment aspect and HIRA
b) Performance appraisal
c) Competency mapping and skill matrix
d) Safety data sheet and operational control
e) Instruction of new activities, processes, equipments.
f) Observation of mock drills
g) Results of incident investigation
h) Results of safety committee meeting and MRM
i) Personal interview.

Integrated Management System:



Maintenance of safe plant & equipment:

➢ Provision control & maintenance of the organizations plant and equipment.

➢ Provision Control & maintenance of PPE.

➢ Segregation & control of Access.

• Inspection and testing of QOHS related equipments and high integrity systems such as operator protection systems.

•Shut down system

• Fire alarm system

• Handling equipment (Cranes, Hoist and other lifting equipments.)

➢ Essential monitoring instruments and equipments.

➢ Local exhaust ventilation system

➢ Medical facilities & provisions.

Safety committee and concerned DH's to identify potential emergency situations or incidents including the following items.

⅄ Major spills or leak of chemicals and petroleum products having an impact on the environment.

⅄ Hazard identification, risk assessment & risk controls.

⅄ Availability of local emergency services & details of any emergency response or consultation, arrangements that have been agreed.

⅄ Legal or other requirements.

⅄ Experience of previous incidents & emergency situations

⅄ Similar organizations experiences from previous incidents and emergency situations (lesson learnt and best practices)

⅄ Reviews of emergency and mock drills performed and the subsequent actions.

Compliance Monitoring:

➢ Compliance monitoring of the legal requirements

➢ Monitoring of the extents to which the set QOHS objectives and target are met.

➢ Monitoring of the critical equipments that can affect the QOHS performance.

➢ Education and training of personnel for safe working practices.

Inspections:

The inspection is carried out as below to conform to QOHS performance.

➢ Equipment inventory and inspection.

➢ Work area condition monitoring.

• Ambient air

• Work place noise

•Exposure to chemicals.

• First aid boxes.

• Discharge water quality and quantity as required.

• Regular inspections by line managers and verification inspections.

• Inspection of safety aspects of plant and machinery.

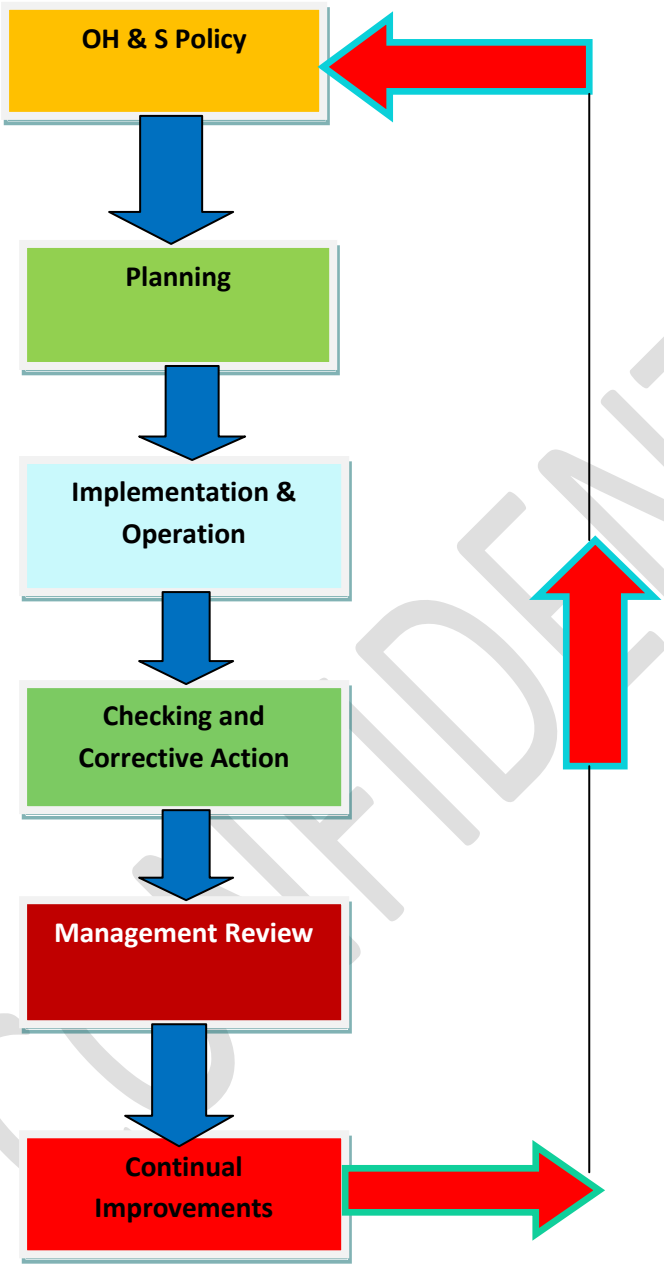
• The inspection records request for corrective and preventive actions to eliminate sub-standard conditions and unsafe situations.

To establish, implement and maintain procedure for defining responsibility and authority for:-

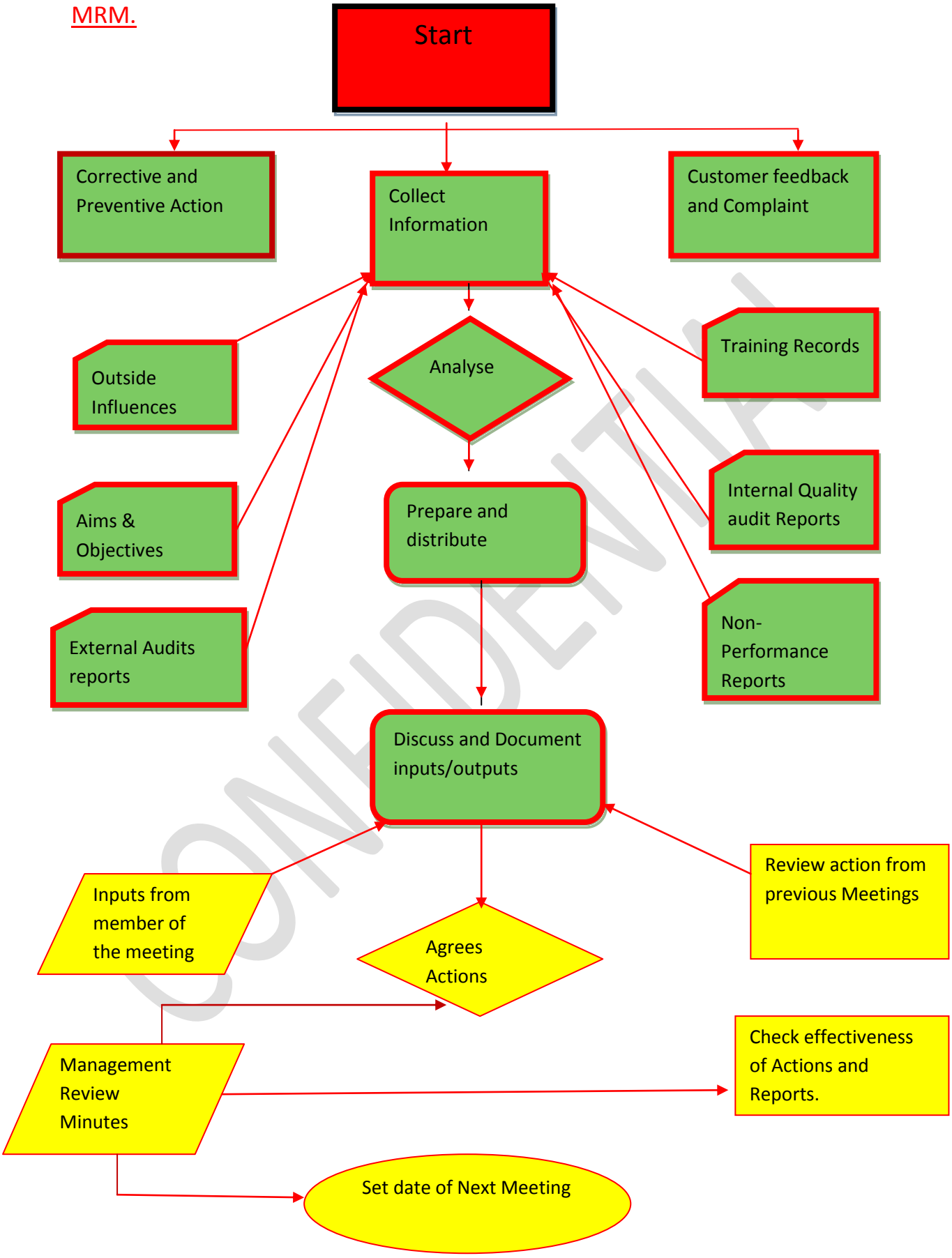
1. Handling and investigation of accidents, actual and potential non- conformance.
2. Taking action to mitigate any consequences arising out significant impacts or non-conformance.
3. The initiation and completion of corrective and preventive actions.
4. Evaluation of actions to prevent non-conformity to avoid their occurrence.
5. Recording and communicating the results of corrective actions and preventive actions.
6. Reviewing the effectiveness of corrective actions and preventive actions.

Sr. no.	**Description**	**Accountability**	**responsibility**	**Supp. by**
1	Incident reporting	TL (safety)	Dept. HRD	Safety Committee
2	Incident investigation	TL (safety)	Dept. HRD	
3	Non-Conformity	Dept. QAD	Dept. QAD	
4	CAPA	Dept. QAD	Dept. QAD	

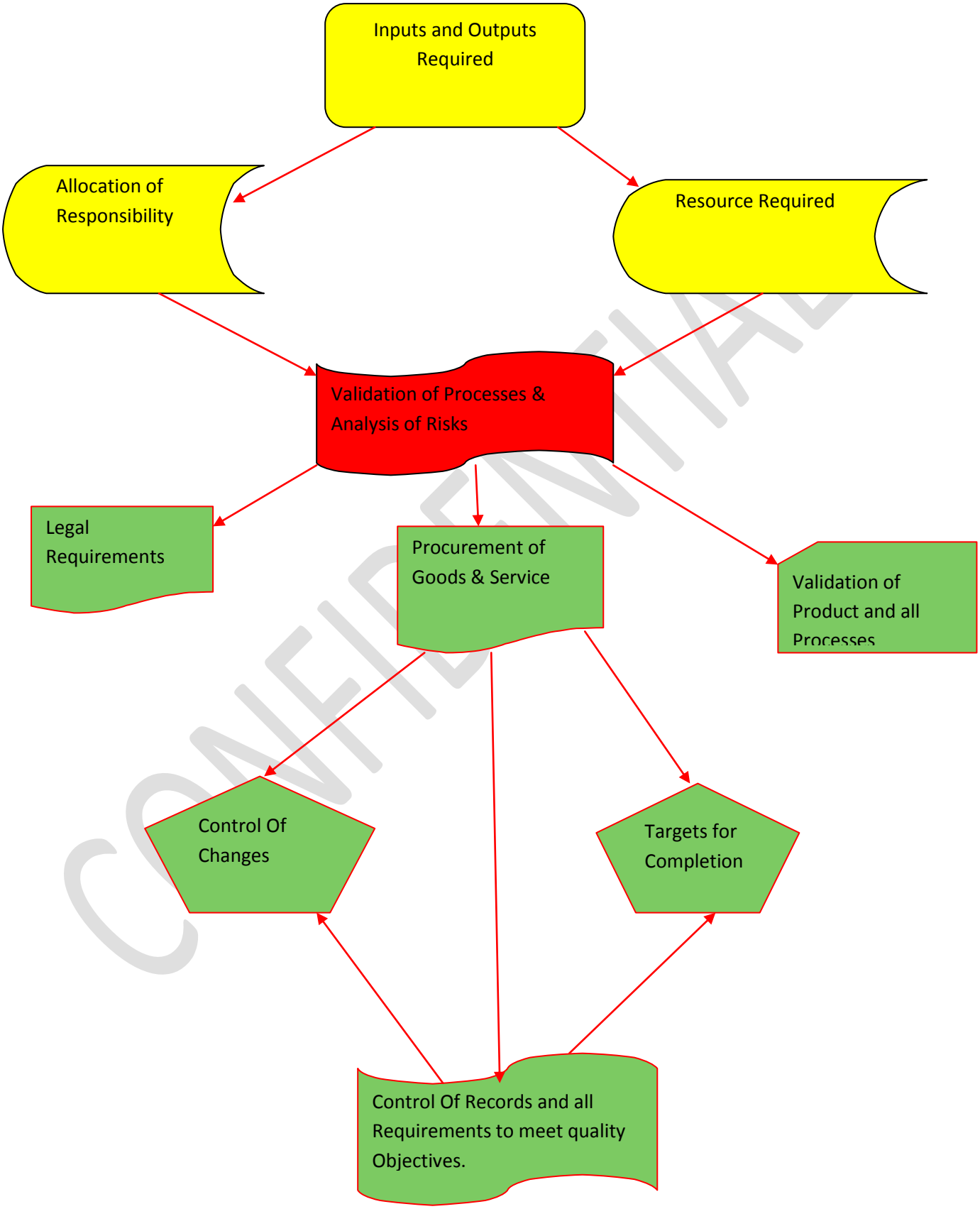
OH & S Management System Model for OHSAS Standard.



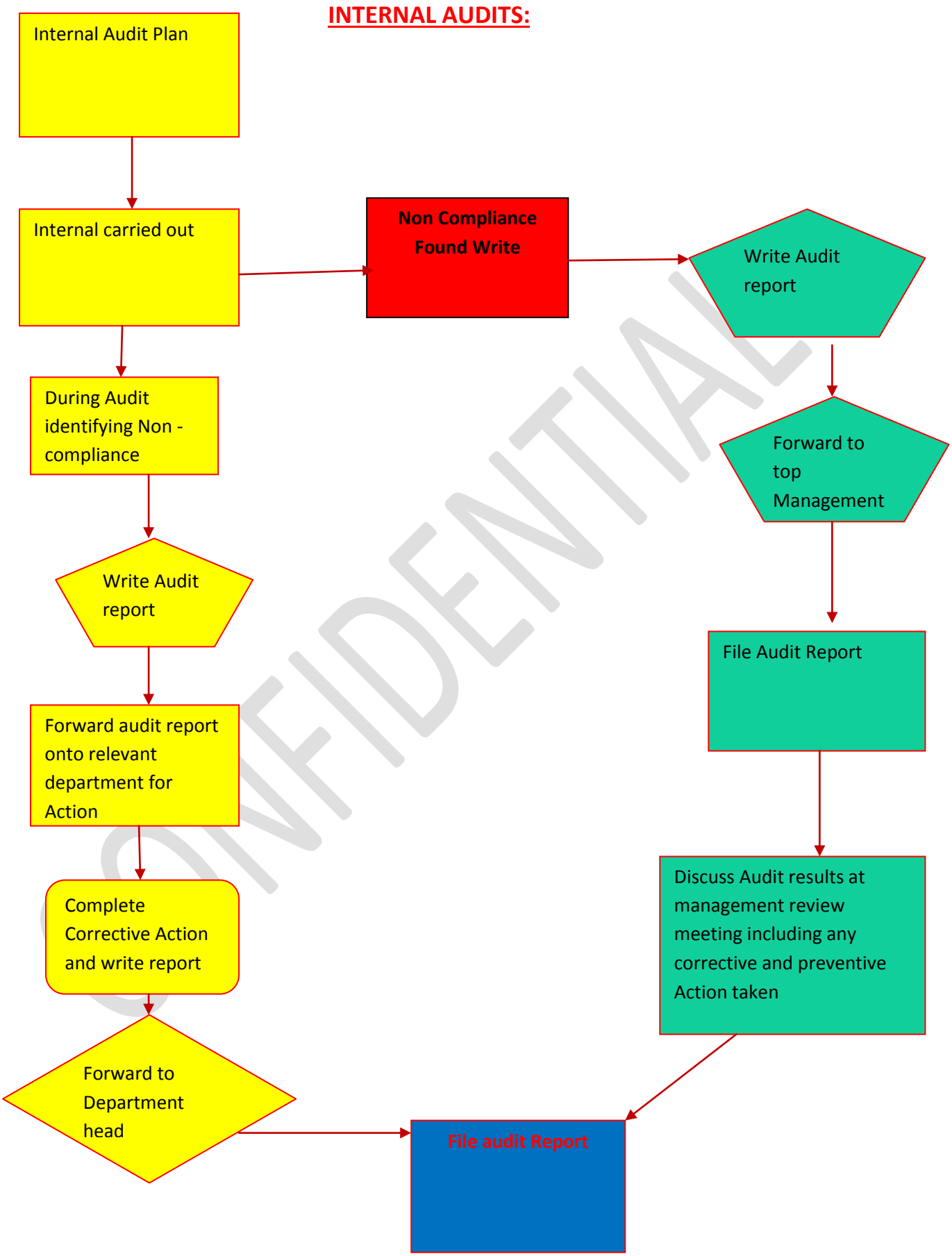
MRM.



PLANNING:



INTERNAL AUDITS:



Summary of Chemical Management (Oxylane)

Objective?

Know how to evaluate the chemicals management of a supplier.

Why?

To protect the health of the workers in production and prevent accidents.

Who?

PL Tech. Quality managers, Buyers, supplier, health and safety Manager--------

Any one contact with chemicals.

Types of Chemical:

1. Dust
2. Gas
3. Vapour
4. Solid
5. Liquid

Products Name
List of length or physical Hazards
Storage and handling precautions
Hazard warning

Chemical storage area:

No smoking?

No drinking?

No eating ?

Diffusion:

- **Bases- Caustic soda, ammoniac**
- **Acids- Hydro fusion, sulphuric, Acetic**
  - **Violent reactions with water**
  - Can form explosive mixture or release toxic gas in contact with other chemicals
  - Cause severe burns

Effect on the environment:

- **Pollution:**

- **Burns plants and animals**
- **Irritations for exposed population**

Fire Triangle:

Air Oxygen

Fuel

Something that will burn

Heat

Enough to make the fuel ignite and burn

Risk Assessment:

For each Risk:

Health

Fire

Environment

Action Plan:-

1. **Reduce Exposure:**
   (Substitute, modify the process and equipment, minimize the number of person exposed)
2. **Collective Protections:**
   (Information, ventilation)
3. **Individual Protections**:
   Control Measures, from the most effective to the least preferable:
   a) Elimination/substitution for a less hazardous or volatile chemical.
   b) Collective Protection.
   - Isolation
   - Engineering controls(Ventilation, pumps, chemical delivery)
   - Administrative controls and work practice (Information , training)

   c) Personal Protective Equipments:

   ↘ All strategies are not always applicable

↘ More than one type of strategy may be needed for best exposure protection.

Hazard Information Training:

⇨ How to read the chemical safety information (Labels, pictograms, chemical sheets)

⇨The hazards of the products they work with

⇨The safe ways of handling. Those products for them and others.

⇨ The safe storage rules

⇨The PPE they should use

⇨The hygiene rules

⇨How to dispose of the product

⇨ The Emergency procedures

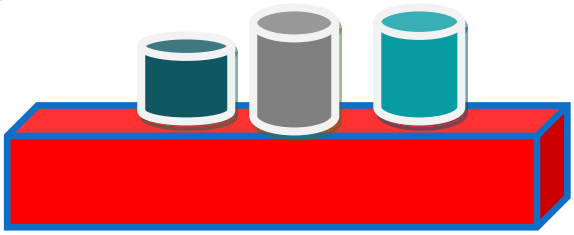
Toxic: Capable of causing injury or death

Carcinogen/Mutagen/Toxic for reproduction:

↘ Capable of causing cancer, birth defects, affect fertility

↘ Benzene, N-hexane, Ethylene chloride, chlorobenzene, DMF

✂ This chemical should be replaced as soon as possible in production.



↘Secondary Containment

Should be handled and stored with the same precautions than hazardous chemical:

Proper Container:

- Compatible with their content

- Closed and in good condition
- Labelled with "Hazardous waste" name of the waste , warning signs

Stored in assigned areas:

- With secondary containment
- Sheltered
- Locked
- Visible warning signs(Warning – Hazardous waste)
- Properly ventilated

Compile in a table all the below information:

1st Step: for each chemical used in the factory.

- **What? Name, chemical family; aspect hazard in compabilities.**
- **Where? Storage location; place of use**
- **How Much? Quantity in store, quantity used per year.**
- **Why? Use**
- **When? Utilization frequency**
- **How? Handling**
- **Who? Users**

2nd Step: For Each risk:

☹ **Health**

Fire

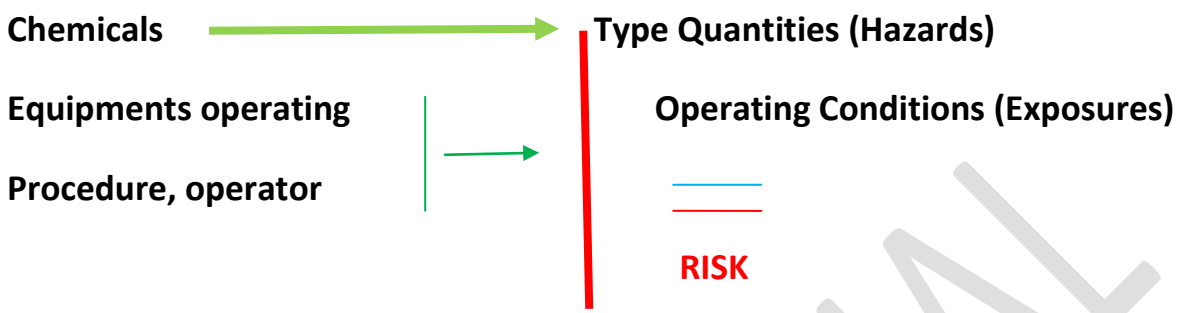
Environment

For Each Chemical identified in the inventory:

⇨ **Rating the quantity used and frequency of use gives the potential exposure**

⇨ **After rating the hazards, it is possible to estimate the risk potential.**

⇨ **This estimation gives the priorities of action.**



2. Quantity Used:

Quantity Class	Q Product/ Q total Chemicals
1	**< 1%**
2	**1 to 5%**
3	**5 to 12%**
4	**12 to 33%**
5	**> 33%**

3.Utilization Frequency:

Use	**Occasional**	**Periodic**	**Frequent**	**Permanent**
Day	< 30 Min	30 to 120 Min	2 to 6 hour	> 6 h
Week	< 2 hours	2 to 8 hrs	1 to 3 days	> 3 days
Month	< 1 day	1 to 6 days	6 to 15 days	> 15 days
Year	< 15 days	15 days to 2 months	2 to 5 Months	> 5 Months
Frequency Class	**1**	**2**	**3**	**4**

[0 if the chemical has not been used in more than one year]

1. Potential Exposure:

Quantity Class						Exposure class
5	0	4	5	5	5	
4	0	3	4	4	5	
3	0	3	3	3	4	
2	0	2	2	2	2	
1	0	1	1	1	1	
	0	1	2	3	4	Frequency Class

2. Hazard Rating (Example)

Hazard Class	1	2	3	4	5
	Flash point $> 100°\,C$	FP$> 70°C$	FP$> 40°C$	FP$> 20°C$	FP $< 20°C$
	–				
	–				

3. Risk Potential (example)

Exposure						
5	100	1000	10000	100000	1000000	
4	30	300	3000	30000	300000	
3	10	100	1000	10000	100000	
2	3	30	300	3000	30000	
1	1	10	100	1000	10000	
	1	2	3	4	5	Hazard

4. **Categorization:**

Score By product	Priority of action
≥ 10000	**High**
100 to 10000	**Average**
≤ 100	**Low**

Where will the gas/ fumes/ vapours go?

=> Check MSDS to know the vapour density

VD of air is 1=> check if the gas is heavier or later than air

Most solvents are heavier than air 1=> choose a lower exhaust.

Hazards information: Training:-

• Before they start working with chemicals, workers must know and understand:

- **How to read the chemical safety information (Labels, pictograms, chemical sheet)**
- **The hazards of the products they work with.**
- **The safe ways of handling those products for them and others.**
- **The safe storage rules.**
- **The PPE they should use.**
- **The hygiene rules.**
- **How to dispose of the product.**
- **The emergency procedures.**

↘ Work permit (renewable every year) for workers in contact with chemicals.

↘ Written records of the training sessions.

Limitations:-

- **The concentration of chemicals in the air should be kept under**

Threshold limits value (TLV) or permissible exposure limit (PEL = level of exposure of the typical worker without risk of disease or injury.

- Can be found on the MSDS
- Must repeat the local regulation.

These limits can be expressed in 2 different ways:

- Ceiling values (C) : At no time should this exposure limit be exceeded.
- 8 hour time weighted average (TWA):
  Average value of exposure over the course of an 8 hour work shift.

2. Measurement:

! Collective protection is always required!
(Whatever the chemical concentration in the air)

- Then exposure measurement (8 h time weighted average and ceiling values should be performed to check the efficiency of the collective protection.

How? – Gas detector with pump to stimulate the breathing.

Where?- At the most exposed post captor at breathing level.

When?- At least once a year.

3. Medical follow-up:

- For each worker in contact with chemicals:
  - Exposure sheets with : Name of the chemical
    Collective and personal protection, level
    Duration and frequency at exposure.
  - Annual medical check-up reports.
  - Record of accidents, sick leave and occupational disease.

Control Measures, from the most effective to the least preferable:-

1. Elimination/substitution for a less hazardous or volative chemical.
2. Collective protection:

- Isolation
- Engineering Controls(Ventilation, pump, chemical delivery)
- Administrative controls and work practices (Information , Training)

3. Personal Protective Equipment:

↘ All strategies are not always applicable.

↘More than one type of strategy may be needed for best exposure protection.

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⅄ How to dispose of the products.

⅄ The emergency procedures.

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↘ Written records of the training session.

PPE: (Personal Protective Equipment)

- PPE must be supplied to workers who do potentially hazardous work.
- Manager require that PPE be worn
- Worker must be trained to use this equipment properly

- **Worker must be informed about the health and safety risks of not wearing the required PPE.**
- **PPE must be appropriate and tested to make sure it fits the worker.**

Types of PPE:

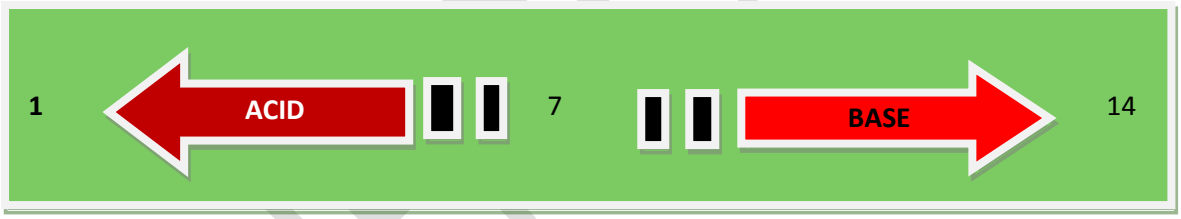
Nose mask, Goggles, Face Shield/Mask, Gum boots, hand gloves, safety apron.

<u>Corrosive: Definition</u>

Bases: Caustic soda, ammoniac

Acids: Hydrofluroic, Sulfuric, Acetic

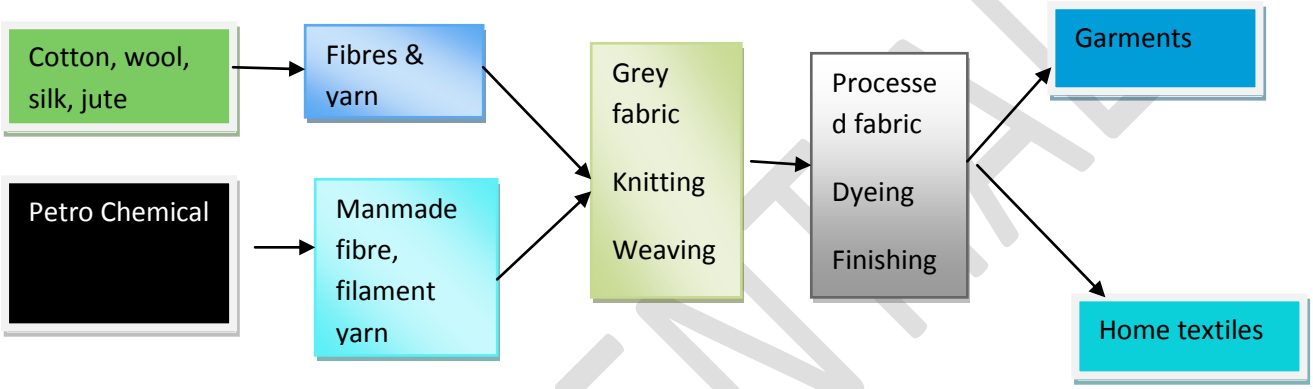
- **Violent Reaction with water**
- **Can form explosive mixture or release toxic gas in contact with other chemicals.**
- **Cause serve burns.**



TEXTILES & CLOTHING:

Indian textile & clothing industry (T&C) currently one of the largest and most important industries in the Indian economy in terms of output. Foreign exchange earnings and employment. The industry contributes 4% of the country's GDP and 14% of the country's industrial production Indian T&C market is estimated at Rs. 200000 crore (US $ 40 billion) in 2007-08. The textile industry accounts for around 14% of total exports from India.

Value chain of the textile sector:



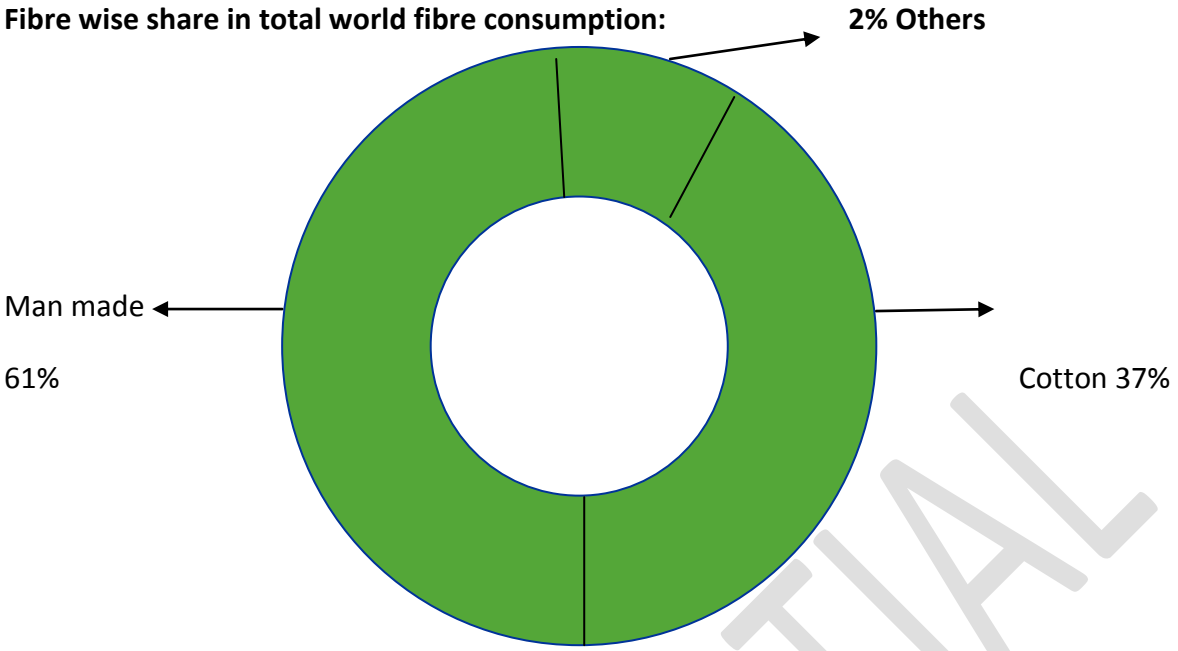
Yarn:-

The spun cotton yarn industry processes raw cotton from gins into yarns of various counts (Degree of fineness) through a series of operations like fibre opening , cleaning , carding, drafting, roving and ring spinning.

Fibre/Filaments:

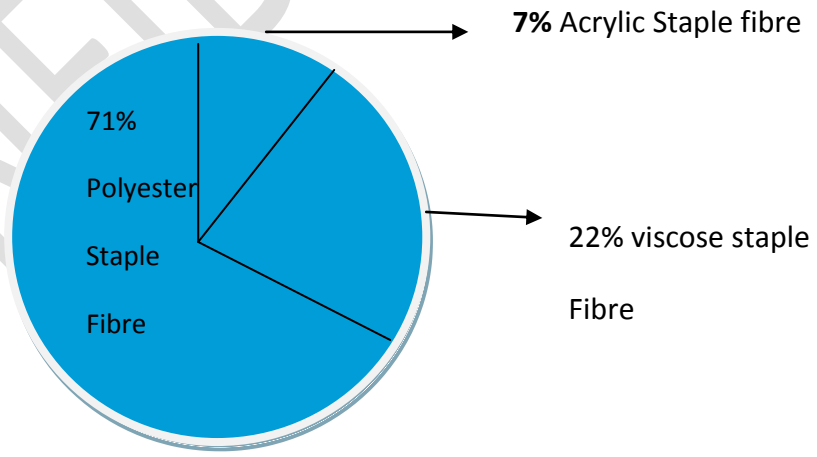
India's fibre consumption constituted 62% by volume of cotton unlike world fibre consumption in which manmade fibre constitutes 60%.

Fibre wise share in total world fibre consumption:

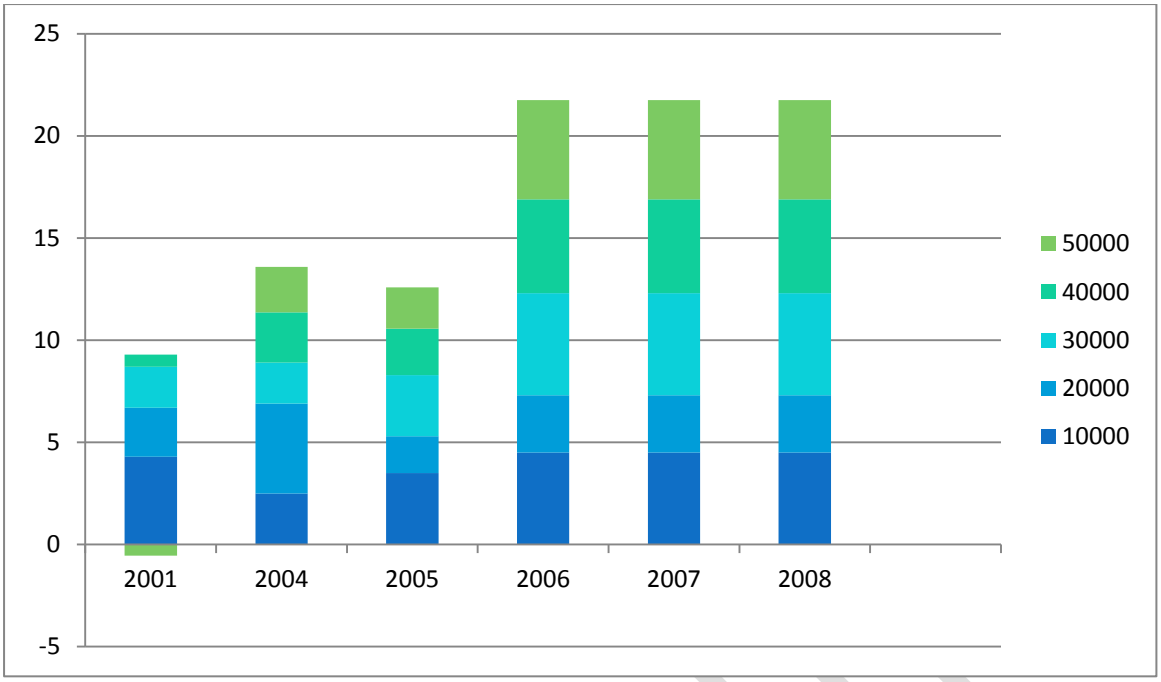


India is one of the largest producers of manmade fibres in the world with a production of 1.24 million MT of manmade staple fibre and 1.5 million MT of manmade filament yarn in 2007-08. The country accounts for 7% of the total manmade fibre production in the world. Polyester is the most common fibre /filament; polyester staple fibre accounts for 71% of the total manmade staple fibre production while polyester filament yarn. Accounts for 94% of the total filament yarn production in India.

Share in manmade fibre production:

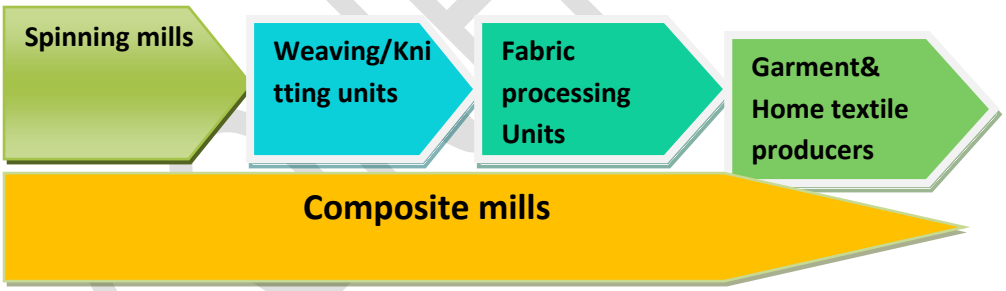


Fabric:



India's fabric production has increased at as year CAGR at 5.9% to 56031 million square metres (MSM) in 2007-2008 approx. 62% of India's fabric production comprised of cotton or cotton blends with their share increasing during FY 2005-2008 primarily because of higher cotton availability.

Market Structure:



The Indian textile sector comprises the declining vertically – integrated large scale composite mill segment a fast expanding decentralised small scale manufacturing segment, and the power loom sectors.

Composite mills:

Composite mills are integrated large scale mills that integrate spinning, weaving and sometimes fabric finishing. The state wise spread of composite mills is illustrated below:-

State	No of composite mills
Gujrat	44

Maharashtra	43
Tamilnadu	25
Madhya Pradesh	11
Uttar Pradesh	10
Rajasthan	9
West Bengal	8
Karnataka	7
Others	19

Around 176 composite mills were operating at end march 2008 , with an installed capacity of 5.63 million spindles between 1995 and 2008 , the weaving capacity of the composite mills has declined from 111540 looms to 55480 looms.

MMF/MMFY (Man- made fibre/Man- made fibre yarn):

The industry structure for most man-made fibres is concentrated with small number of players having large share of capacity and production. The Indian MMF industry consists of two main sets of players; erstwhile textiles players and MMF producers.

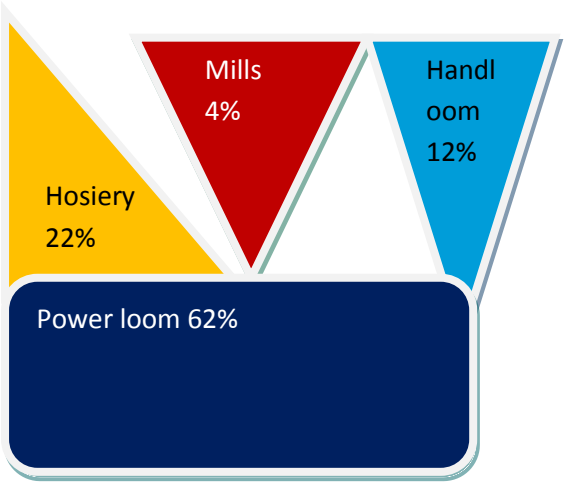
Spinning Mills:

At the end march 2008 , India lead around 2816 spinning mills including 1219 in the small scale industries (SSI) sectors. These mills need an installed capacity at 34.41 million spindles (Including 4.17 million in the SSI sector).

Fabric Manufacturing:

India's weaving and knitting sector is highly fragmented small scale and labour intensive. The sector consists of about 38.9 lakhs handlooms as well as 470000 power loom units operating around 21.1 lakhs power looms.

Contribution of sectors in total cloth production:



Fabric finishing Units:

Fabric finishing units including dyeing , printing and other cloth preparation prior to the manufacture this sub segment is also dominated by a large number of independent small scale enterprises.

These units can be broadly divided into following these segments:-

• Processing facilities attached to composite textiles mills (Hi tech segments)

• Non SSI independent power processing units (Medium to advanced technology)

• Small-scale processing units (hand operated/motor operated primitive technology locally fabricated/power operated low technology machine)

Clothing / Garmenting Units:

The clothing sector is the final stage of textile value chain and the maximum value addition. Apparel and clothing industry is fragmented and predominantly in the small scale sector excluding tailoring units, there are around 13000 units of which 12000 are SSI units most apparel manufacturers 80% have small operations (with < 20 sewing machines) while 99% of them are proprietorship/ partnership concerns.

The apparel industry is concentrated primarily 25 in 8 clusters i.e. Tirupur, Ludhiana, Bangalore, National capital region or NCR (Delhi, Noida, and Gurgaon) Mumbai, Kolkata, Jaipur and Indore. Which Tirupur, Ludhiana and Kolkata are major centres for Knitwear; Bangalore, NCR, Mumbai, Jaipur and Indore are major centres for woven Garments.

Labour Laws: Textile and clothing industry comes under the purview of contract labour act 1970 which prohibits contract labour for the work that is perennial in nature.

In addition the factories act 1948 poses restriction on the maximum working hours which restricts the ability of units to meet peak season demand. Moreover units employing over 100 people currently fall under the purview of the industrial disputes act 1947 (IDA 1947) this creates unfair discrimination amongst large company.

Maharashtra, Tamilnadu & surat account for more than 80% of the number of installation of power looms in India (As on 30.09.2006):

State/UTS	Plain Loom	Semi Automatic	Automatic Loom	Shuttle less loom	Total
Maharashtra	833722	35200	13000	4034	885956
Tamil Nadu	332211	33200	2540	6900	374851
Gujrat	73715	235070	5532	8350	322667
Madhya Pradesh	89375	60	950	150	90535
Karnataka	79919	1298	0	652	81869
Uttar Pradesh	62972	1638	774	588	65972
Andhra Pradesh	42277	65	923	694	43959
Rajasthan	22965	1800	3228	7801	35794
Punjab	20320	1500	700	1100	23620
Haryana	6224	2083	0	1609	9916
Others	18529	640	766	321	20256
Total:-	**1582229**	**312554**	**28413**	**32199**	**1955395**

Legal Compliance:-

- During the course of enforcement the inspectors visit the various establishments and detect breaches of the provisional of the act and rules framed there under and launch prosecutions defaulter accordingly.
- The major breaches of the provisions of the act consists of non-registration ,non renewal , opening of establishment before prescribed hours , closing establishments later than prescribed hours, exceeding total hours , continuous work without rest intervals. Spread over , not granting privilege leave , Keeping establishment open on weekly closed day , calling employees for weekly offs, employing female employees after prescribed hours, employing child labour , not providing identity cards to certain class of employees, not paying wages as per rates prescribed under minimum wages act etc.
- The major breaches of the provisions of rule are in the nature of procedural lapses, viz; not maintaining prescribed register of employment, leave register, visit book.

Gujrat factory Act:

Steam: Steam pressure shall be as low as practicable and shall not exceed 31.8 kg. per 6.3 sq.cm or 5 kilograms per sq.cm.

Warpers: All warpers operating in excess of 410 mtrs/min.

Top & Bottom bars of the gate shall be at least 1.05 and 0.53 mtrs high from the floor or working platform. And the gate shall located 38mm from the vertical gate shall be located 38mm from the vertical Longmont to the beam head.

Pressure Vessel: Every pressure vessel or plant is service shall be thoroughly examined by competent person:

1. Externally once in every period of six months.
2. Internally; once in every period of 12 months.

If by the reason of the construction of a pressure vessel or plant a thorough internal examination is not possible this examination may be replaced by hydrostatic test which shall be carried out once in every period of two years.

Safety Committee: (Meeting once in every Quarter)

Functions and duties of safety committee:

a) Assisting and co-operating with the management in achieving the aims and objectives.
b) Dealing with all members concerning health, safety and environment and to arrive at practicable solutions to problem encountered.

c) Creating safety, awareness among all workers.
d) Educational, training and promotional activities.
e) Discussing reports on safety, environmental health surveys, safety audits, risk assessment, emergency and disaster management points and implementation of the recommendation made in the reports.
f) Carrying out health and safety surveys and identified causes of accidents.
g) Looking into any complaint made on the likely hood of an eminent danger to the safety and health of the workers and suggesting corrective measures.
h) Reviewing the implementation of the recommendations by it.

Occupational Health Centres: (68 U Page 133)

1. For factory employing 51 to 200 workers an occupational health centre having a room with a minimum floor area 15 sq. mtrs. With room and walls made off smooth and impervious surface and with adequate illumination and ventilation as well as equipments.
2. Part time factory medical officer who shall visit the factory at least twice in a week.
3. One qualified and trained dressers cum compounder and one sweeper cum ward boy throughout the working period.

Minimum wages:

The concept of minimum wages was first evolved by **I.L.O. in 1928** with reference to remuneration of workers in those industries where the level of wages was substantially low and the labour was vulnerable to exploitation , being not well organised and having less effective bargaining power.

The minimum wages bill was passed by the Indian Dominion legislature and came into force on 15th march 1948 under the act both, State and Central Government are **"Appropriate Governments"** For fixation/revision of minimum rates of wages also include special allowance. (Variable dearness allowance)

b) Wages must be paid in cash

c) The employer can take actual work on any day up to 9 hours in 12 hours shift, but he must pay double the rate of any hour or part of an hour of actual work in excess of 9 hours or for more than 48 hours in any week.

d) The employer should pay wages on a working day within 7 days of the end of wages period or within 10 days if 1000 or more persons are employed in an establishments.

- Legislation action plan for strict enforcement of child labour act.

The health and safety of the children: Child labour (Prohibition and regulation) act 1986 & The child labour (Prohibition and regulation) Rules 1988.

Maintenance of register (Section II) Every occupier in whose establishment children are employed or permitted to work will maintain a register in Form-A

Form- (B): Certificate of age: Child working hours should be six hours in a day; 3 hours working, 1 hour rest provided to child worker.

"Contractor:" with reaction to an establishment a contractor is a person who undertakes to do some work for the establishment through contract labour.

Licensing of Contractor: The principal employer should engage workmen only through licensed contractors. The principal employer should therefore ensure that the contractors engaged by it for various services, hold a licensed issued under the act. (Page 130 Labour act.)

a) Hoist & lift:-

- **I)** Of good mechanical construction, sound material and adequate strength.
- **II)** Properly maintained and shall be thoroughly examined by competent person at least once in every period of six months.

b) Every hoist way and lift way shall be sufficiently protected by an enclosure fitted with gates, and the hoist or lift and every such.

Intervals of Rest:

Of adult worker in a factory each day shall be so fixed that no period shall exceed five hours and that no worker shall work for more than five hours before he has had an interval for rest of at least half an hour.

[2] The State Govt or subject to the central of state Govt. the chief inspector may by written order and for the reason specified therein , exempt any factory from the provisions of sub-section (1) so however that the total number of hours worked by a worker without an interval does not exceed six.

Factory act 44&45 page;69:

Including O.T. Hours – (8+2) = 10 hours (8 Hours working + 2 hours OT.)

4) In making rules under this section the state Govt shall not exceed , except in respect of exemption under the clause (a) of sub section (2) , the following limits of work inclusive of overtime :-

I) The total number of hours of work in any day shall not exceed 10 **hours.**

II) The spread over , inclusive of intervals for rest shall not exceed **12 hours** in any one day.

Factory Act Chapter VIII

Wage Records:

- **The payment of wages Act 1936 [Section 13-A (2)]**
  Section 13-A (2) every register and record required to be maintained under this section shall for the purpose of this Act be preserved for **a period of three years after the date of the last entry made therein.**

Wage Slips:-

- The minimum wages (Central) rules 1950 section 26 (2) A wages slips shall be issued by every employer to every person employed by him at least a day prior to the disbursement of wages section 26 (3). Very employer shall get the signature or thumb impression of every person employed on the register of wage register of wages and slips.

Display of minimum wages, minimum wages (central) rules 1950 Section 22.

- Notices [Form IX-A] containing the minimum rates of wages fixed together with [obstruct of] the Act, rules made there under and the name and the name and address of the inspector shall be displayed in English and in a language understood by majority of the workmen in the employment [at the main entrance to the establishment and its office] and shall be maintained in clean and legible condition.
- **The payment of wages Act,1936**
  Section 3: responsibility for payment of wages on the employer.
  - Duration of wage period the payment of wages Act, 1936 Section 4:
    The wage period shall not exceed one month.
  - **Date of Payment and Mode of payment Section: 5**
    Payment of wages before 7th day after the last day of the wage period (less than 1000 worker) and 10th day in case of others (employing more than 1000 employees).
    Section 6: all wages shall be paid in current coin or currency notes or in both.
    The Equal Remuneration:
    The equal remuneration Act 1976, Section 4:
    Duty of the employer to pay equal remuneration to men and women workers for same work or work of similar nature.
  - **Payment for Overtime hours worked:**
    The factories Act 1948, chapter VI, Section 59 (1):

Where a worker works in a factory for more than nine hours in any day or for more than 48 hours in any week, he shall in respect of overtime work be entitled to wages at the rate of twice his ordinary rate of wages.

Permissible Deduction:

The payment of wages Act 1936, Section 7:

Deduction from the wages of an employed person shall be made only with the provisions of this act and may be following kinds only:-

a) Fines
b) Deduction for absence from duty
c) Deductions for damage to or loss of goods expressly entrusted to the employed person for custody or loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect or default.
d) Deduction for house accommodation supplied by the employer.
e) Deductions for such amenities and services supplied by the employer.
f) Deduction for recovery of advances of whatever nature and the interest due in respect thereof or for adjustment of over payments of wages.
g) Deduction of income tax payable by the employed person.
h) Deduction required to made by order of a court or other authority competent to make such orders.
i) Deductions for subscription to and for repayment of advances form the provident fund.
j) Deduction for payment to co-operative societies approved by the state government.
k) Deduction made for payment of premium on life insurance with the written authorization of the person employed.
l) Deduction made with the written authorization at the person employed for the payment of his contribution to any fund constituted by the employer or the trade union registered under the trade union Act 1926.

Section 8:

1) No fine shall be imposed on any employed person save in respect of such acts and omissions on his part as the employer, with the previous approval from the state government or at the prescribed authority.
2) A notice specifying such acts and omissions shall be exhibited in the prescribed manner on the premises in which the employment is carried on.
3) No fine shall be imposed on any employed person until he has been given an opportunity of showing cause against fine, or otherwise than in accordance with such procedure as may be prescribed for the imposition of fines.
4) The total amount of fine which may be imposed in any wage period on any employed person shall not exceed an amount equal to three percent of the wages payable to him in respect of the wage period.

Annual Leave: Every worker who has worked for a period of **240 days** or more in a factory during a calendar year shall be allowed during the subsequent calendar year leave with wages for a number of days calculated of the rate of -----

I) If an adult, one day for every twenty days of work performed by him during the previous calendar year.

II) If Child one day for every fifteen days of work performed by him during the previous calendar year.

(b) In the case of female worker maternity leave for any number of days not exceeding twelve weeks;

The Maternity Benefits

*In accordance with the **Maternity Benefit Act, 1961A** Female employee will be entitled to the maternity benefits if she has actually worked in an establishment of the employer from whom she claims the maternity benefits, for a period of not less than 80 days in the twelve months immediately preceding the date of her expected delivery.*

The female employee is entitled to:-

a) Maternity Leave: 12 weeks (6 weeks before the delivery and 6 weeks after the delivery)
b) Maternity Benefit in case of death of the woman.
c) Payment of Medical Bonus of INR 250 if the employers do not provide for free prenatal and postnatal confinement.
d) An additional leave of 6 weeks in case of miscarriage.
e) Two weeks leave with wages for Tubectomy operation.
f) One month leave in case of illness arising out of pregnancy, delivery, and premature birth of the child or miscarriage.
g) Every woman delivered of a child who returns to duty after such delivery, in addition of interval of rest allowed to her, be allowed in course of her daily work two breaks of her prescribed duration for nursing the child until the child attains the age of fifteen months.

Labour Laws in India:

The term "labour "means productive work especially physical work done for wages. Labour law also known as employment law is the body of laws, administrative rulings and procedures which address the legal rights of, restriction, working people and their organization. There are two categories of labour law, first collective labour law relates to the tripartite relationship, between employee, employer and union. Second individual labour law concerns employees 'rights at work and through the contract for work.

IFTU: International Federation of Trade Unions

AFL: American Federation of Labour

The first annual conference (referred to as the International labour conference, or ILC) began on 29th Oct 1919 in Washington DC and adopted the first six international labour conventions which dealt with hours of work in industry, unemployment, maternity protection, night work for woman, minimum age and night work for young persons in industry. The prominent French socialist Albert Thomas become its first director General.

The ILO became a member of the United Nations system after the demise of the league in 1946.

The Americans made 10 proposals three were adopted without change; That labour should not be treated as a commodity; That all workers had the right to wage sufficient to live on; and that woman should receive equal pay for equal work. A proposal protecting the freedom of speech, press, assembly and association was amended to include only freedom of association. A proposed ban on the international shipments of goods made by children under the age of 16 was amended to ban, Goods made by children under the age of 14. A proposal to require an eight- hour work day was amended to require the eight-hour work or the 40 hour week. (An explanation was made for countries where productivity was low) four others American proposals were rejected. Meanwhile international delegates proposed three additional clauses, which were adopted; one or more days for weekly rest; equality of laws for foreign workers ; and regular and frequent inspection of factory conditions.

The law relating to labour and employment in India is primarily known under the broad category of industrial law; the prevailing social and economic conditions have been largely influential in shaping. The Indian labour legislation which regulate various aspects of work, wages, social security and facilities provided.

The labour laws of independent India derive their origin, inspiration and strength partly from the views expressed important nationalist leaders during the days of national freedom struggle; partly from the debates of the constituent assembly and partly from the provisions of the constitution and the international conventions and recommendations. The relevance of the dignity of human labour and the need for protecting and safeguarding the interest of labour as human beings has been enshrined in chapter-III (Article 16,19,23&24) and chapter IV (Article ,39,41,42,43, 43A & 54) of the constitution of India keeping in line with fundamental rights and directive principle of state policy. The labour laws were also influenced by important human rights and convention and standards that have emerged from the United Nations. These include right to work of one's choice, right against discrimination, prohibition of child labour, just and humane conditions of work social security, protection of wages, redress of grievances, right to organize and form trade unions, collective bargaining and participation in management.

Apprentice Act 1961:

The main purpose of the act is to provide practical training to technically qualified persons in various trade. The objective is promotion of new skilled manpower. The scheme is also extended to engineers and diploma holders.

The act applies to areas and industries as notified by central Government. [Section,(4)]

Scheme of the Act:

There are 38 section in total and 1 schedule. This schedule is about modifications in the workmen compensation act, 1923 with regard to its application to apprentices under the apprentice's act 1961.

Obligation of Employer:

- Every employer is under obligation to provide the apprentice with the training in his trade in accordance with the provisions of this act and the rule made there under.
- Every employer is under obligation to take apprentices in prescribed ratio of the skilled workers in his employment in different trades [section 11].
- In every trade , there will be reserved places for scheduled castes and schedule tribes [section 3A] ratio of trade apprentices to workers shall be determined by Central Government.
- Employer can engage more number of apprentices than prescribed minimum. [section 8 (1)]
- The employer has to make arrangements for practical training of apprentice. [section 9 (1)]
- Employer will pay stipend to apprentices at prescribed rates. If the employees are less than 250, 50% cost is shared by Government. If employer is employing more than 250workers. He has to bear full cost of training.

Who can be an apprentice:-

Apprentice should be minimum age of 14 years and he should satisfy the standard of education and physical fitness as prescribed. [section 3]

Duration of Training:

Duration of training period and ratio of apprentices to skilled workers for different trades has been prescribed in apprenticeship rules 1991. Duration of apprentice may be from 6 months to 4 years depending on the trade as prescribed in rules. Period of training is determined by national council of for training in vocational trades (established by Govt. of India) – (Section-6)

Contract with Apprentice:-

Apprentice appointed has to execute a contract of apprenticeship with employer. The contract has to be registered with apprenticeship adviser. If apprentice is minor, agreement should be signed by his guardian. [Section 4 (1)] apprentice is entitled to casual leave of 12 days, medical leave of 15 days and extra ordinary leave of 10 days in a year.

Legal Position of Apprentices:-

An apprentice is not a workman during apprentice training [Section 18] provisions of labour law like bonus PF, ESI Act, Gratuity; industrial disputes Act etc. are not applicable to him. However of provisions of factories act regarding health, safety and welfare will apply to him. Apprentice is also entitled to get compensation from employer for employment injury. [Section 16]

EPF: (Employees Provident fund):

Applicability: All factories and establishments in which 20 or more are employed.

Schemes Under the Act:

Three beneficial schemes:-

1. Employees provident fund scheme 1952
2. Employees pension scheme 1995
3. Employees deposit linked insurance 1976

Membership:-

- An employee at the time of joining the employment and getting wages upto Rs. 6500/- is required to become a member.
- An employee is eligible for membership of fund from the very first date of joining a covered establishment.

Contribution to EPF:-

- Employees share: 12% of the Basic+DA
- Employer's contribution: 12% to be deposit as;
  - 8.33% to be deposited in pension fund A/C No.10
  - The balance i.e. 3.67% to be deposited in provident fund A/C no 01 along with employees share of 12%

- Administration charges:-
- @ 1.1% of the total wages/salary disbursed by deposit to A/C No 02

- Employees deposit linked insurance @ 0.5% of the total wages/salary by deposit to A/C No. 21 and
- Administration of EDLI @ 0.01% of the wages/salary by deposit to A/C No.22

4 e. Factory Act 1948:

Objective of the Act:-

- To ensure adequate safety measures and to promote the health and welfare of the workers employed in factories.
- To prevent haphazard growth of factories through the provisions related to the approved of plans before the creation of a factory.

Applicability of the Act:-

- ✓ Applicable whole of the India including Jammu & Kashmir.
- ✓ Covers all manufacturing processes and establishments falling within the definition of "Factory."
- ✓ Applicable to all factories using power and employing 10 or more workers, and if not using power. Employing 20 or more workers on any day of the preceding 12 months.

Scheme of the Act:

The act consists of 120 sections and 3 schedules.

Schedule 1 contains list of industries involving hazardous processes.

Schedule 2 is about permissible level of certain chemicals substances in work environment .

Schedule 3 consists of list of notifiable diseases.

Important provisions of the Act:

Facilities and conveniences:

The factory should be kept clean. [Section 11]. There should be arrangement to dispose of wastes and effluents. [Section 12]. Ventilation should be adequate. Reasonable temperature for comfort of employees should be maintained. [Section 13]. Dust and fumes should be controlled below permissible limits. [Section 14]. Artificial humidification should be at prescribed standard level [section 15]. Overcrowding should be avoided. [Section 16]. Adequate lighting, drinking water, latrines, urinals and spittoons should be provided. [Section 20].

Welfare: adequate facilities for washing, sitting, storing clothes when not worn during working hours. [section 42]. If a worker has to work in standing position, sitting arrangements to take short rests should be provided [section 44] adequate first aid boxes should be provided and maintained [section 45].

Facilities in case of large factories:-

Following facilities are required to be provided by large factories. Ambulance room if 500 or more workers are employed. Canteen if 250 or more workers are employed. It should be sufficiently lighted and ventilated and suitably located. [section 46]. Rest rooms/shelters with drinking water when 150 or more workmen are employed [section 47]. Crèche if 30 or more women workers are employed [section 48]. Full time welfare officer if factory employs 500 or more workers [section 49]. Safety officer if 1000 or more workmen are employed.

Safety:- All machinery should be properly fenced to protect workers when machinery is in motion. [section 21 to 27]. Hoists and lifts should be in good condition and tested periodically. [section 28,29]. Pressure plants should be checked as per rules. [section 31]. Floor, stairs and means of access should be of sound construction and free from obstruction. [section 32]. Safety appliances for eyes, dangerous dusts, gas and fumes should be provided [section 35,36]. Worker is also under obligation to use the safety appliances. He should not misuse any appliance, convenience or other things provided [section 111]. In case of hazardous substances additional safety measures have been prescribed [section 41A to 41H]. adequate fire fighting equipment should be available [section 38]. Safety officer should be appointed if number of workers in factory are 1000 or more [section 40B].

4 F INDUSTRIAL DISPUTES ACT 1947:

Introduction: Prior to the year 1947 industrial disputes being settled under the provisions of the trade disputes Act 1929. Experience of the working of the 1929 act revealed various disputes which needed to be overcome by a fresh legislation accordingly to industrial disputes bill was introduced in the legislature. The bill was referred to the select committee on the recommendations of the select committee amendments were made in the original bill.

The industrial disputes act 1947 came into existence in April 1947. It was enacted to make provisions for investigation and settlement of industrial disputes and for providing certain safeguards to the workers.

The act contains 40 sections divided into 7 chapters; chapter I -deal with the title, definition etc. chapter II- contains the various authorities under the act. These authorities include conciliation officers, labour courts and tribunals. Chapter III- contains the main scheme of the act such as reference of the disputes to labour courts and industrial tribunals. Chapter IV- lays down the procedure, power and duties of the authorities constituted under the act.

Chapter V- contains provisions to prohibit strikes, and lockouts, declaration strikes and lockouts as illegal and provision relating to lay-off and retrenchment and closure.

Chapter VI- contains provisions of various of penalties under the act.

Chapter VII- contains miscellaneous provisions.

Definition of Industrial disputes:-

Industrial disputes may be defined as a conflict or difference of opinion between management and workers on the terms of employment. It is a disagreement between an employer and employees; representative ; usually a trade union, over pay and other working conditions and can result in industrial actions.

When an industrial disputes occurs both the parties, that is the management and the workmen, try to pressurize each other. The management may resort to lockouts while the workmen may resort strikes, picketing or gheraos.

As per section 2(K) of industrial disputes act 1947. An industrial dispute is defined any disputes or difference between employees and employers and workmen, or between workmen and which is connected with the employment or with the conditions of labour of any person.

Objective of the Act:-

The objective of the act industrial disputes act is to secure industrial peace and harmony by providing machinery and procedure for the investigation and settlement of industrial disputes by negotiations.

The Act also Lays down;

a) The provision for payment of compensation to the workmen on account of closure or lay off or retrenchment.
b) The procedure for prior permission of appropriate government for laying off or retrenching the workers or closing down industrial establishments.
c) Unfair labour practices on part of an employer or a trade union or workers.

Applicability:

The industrial disputes act extends to whole of India and applies to every industrial establishment carrying an any business, trade, manufacture or distribution of goods and services irrespective of the number of workmen employed therein.

Every person employed in an establishment for hire and reward including contract labour, apprentices and part time employees to do any manual, clerical, skilled, unskilled, technical, operational or supervisory work, is covered by the act.

Thus act through does not apply to persons mainly in managerial or administrative capacity.

Provisions of the Act:

- Defines industry; industrial disputes lay off, lockout, retrenchment, trade uinion, strike, wages, workman etc.
- Provides machinery for investigating and settling disputes through works committees, conciliation officers, boards of conciliation, courts of enquiry, labour courts, tribunals and voluntary arbitration.
- Reference of dispute for adjudication.
- Awards of labour courts and tribunals.
- Payment of wages to workers pending proceedings in high courts.
- Rights of appeal.
- Settlements in outside conciliation.
- Notice of change in employment condition.
- Protection of workmen during pending of proceedings.
- Strikes and lockouts procedures.
- Reopening of closed undertakings.
- Unfair labour practices.
- Recovery of money due from employer.
- Penalties.
- Obligations and rights of employees.

When to consult and refer a dispute:

- When a dispute arises with the workers union.
- When there is a plan to change employment conditions.
- When there is a strike.
- When there is a lockout.
- When there is retrenchment of workmen.
- When undertaking is being transferred.
- On closure of establishment.
- On re-opening establishment.

Gujarat Factory Rules-1963:-

12-C Health and Safety Policy:

1) The occupier of every factory shall prepare except as provided in sub-rule (2) a written statement of his policy in respect of health and safety of workers at work.
2) All Factories:-
   a) Covered under section 2 (M) but employing less than 50 workers.
   b) Covered under section 2 (M) (II) but employing less than 100 workers; are exempted from requirements of sub rule (1)

3) The health and safety policy shall contain or deal with:-
   a) Declare intention and commitment of the top management to health, safety and environment and compliance with all the relevant statutory requirements.
   b) Organization set up to carry out the declared policy clearly assigning the responsibility at different levels; and
   c) Arrangements for making the policy effective.
4) In particular, the policy shall specify the following :-
   a) Arrangements for involving the workers;
   b) Intention of taking account the health and safety performance of individuals of different levels while considering their career advancement.
   c) Fixing the responsibility of the contractors, sub contractors, transporters and other agencies entering the premises.
   d) Providing resume of health and safety performance of the factory in its annual report.
   e) Relevant techniques and methods [such as safety audits and risk assessment at least once in every two years on the status of health, safety and environment and taking all the remedial measures.
   f) Stating its intention to integrate health and safety in all decisions including those dealing with purchase of plant, equipment, machinery and material as well as section and placement of personnel.
   g) Arrangements for informing, educating and retraining and retraining its own employees at different levels and the public, wherever required.
5) A copy of the declared health and safety policy signed by the occupier shall be made available not only to the inspector having jurisdiction over the factory but also to the chief inspector.
6) The policy shall be made widely known by:-
   a) Making copies available to all workers including contract workers, apprentices, transport workers, supplier etc.
   b) Displaying copies of the policy at conspicuous places; and
   c) Any other means of communication in a coverage understood by majority of workers.
7) The occupier shall revise the safety policy as often as may be appropriate, but it shall necessarily be revised under the following circumstances.
   a) Wherever any expansion or modification having implications on safety and health of persons at work is made, or.
   b) When new substances or articles are introduced in the manufacturing process having implications on health and safety of persons exposed to such substances.

Rule -20 Provision of hygrometer:-

In all dept. of cotton, spinning & weaving mills where in artificial humidification is adopted by hygrometers shall be provided and maintained in such position as are approved by inspector.

a) Weaving department:- one hygrometer for departments with less than 500 looms and one additional hygrometer for every 500 or part of 500 looms.

How to introduce steam for humidification:-

In any room in which steam pipes are used for the introduction of steam for the purpose of artificial humidification of the air the following provision shall apply:-

a) The diameter of such pipes shall not exceed 5.1 centimetres and in the case of pipes installed after 1st day of January 1950 the diameter shall not exceed 2.5 centimetres.
b) Such pipes shall as short as is reasonably practicable.
c) All hangers supporting such pipes shall separate from the bare pipes by an efficient insulator not less than 12.7 millimetres in thickness.
d) No uncovered jet from such pipes shall project more than 11.5 centimetres beyond the outer surface of any cover.
e) The steam pressure shall be as low as practicable and shall not exceed 31.8 kilograms per 6.5 square centimetres or as 5 kilograms per square centimetre.
f) The pipe employed for the introduction of steam into the air in a department shall be effectively covered with such non-conducting materials as may be approved by the inspector.

Rule 30 to 34 prescribed under sub-section (4) section 17- Lighting Application and Commencement:

Lighting for interior parts:

1) General illumination over these interior parts of a factory where persons are regularly employed shall be not less **than 30 metres candles** measured in the horizontal place at a level of **91.4 centimetres** above the floor.
   Provided that any such parts in which the mounting height of the light source general illumination necessarily exceeds **7.6 metres** measured from the floor. The general illumination at the said level shall be not less than **10 metres candles** where work is actually being done the illumination shall be not less than **30 metres candles**.
2) The illumination overall other interior parts of the factory over which persons employed pass shall when and where a person is passing be not less than 5 metres candles at floor level.

Rule 32: prevention of glare:

1) Where any source of artificial light in the factory is less than 4.9 metres above floor level. No part of the light source or of the lighting fitting having brightness greater than 1.5 metres candles per square centimetres shall be visible to persons whilst normally employed with 30.48 metres of the source except where the angle of elevation from the eye to the source or part of the fitting as the case may be exceeds 20°.
2) Any local light that is to say, an artificial light designed to illuminate particularly the area or part of the area of work of a single operative or shall group of operations working near each other shall be provided with a suitable shade of opaque material to prevent glare or with the other effective means by which the light source is completely. Screened from the eyes of every person employed at the normal working place or shall be so placed that no such person is exposed to glare therefore.

Rule 41 to 50 Prescribed under Sub-Section (3) of section 19:

Rule: 41. Latrine Accommodation:

a) Where female are employed there shall be at least one latrine for every 25 females.
b) Where males are employed there shall be at least one latrine for every 25 males , where the male members employed more than 100, it shall be sufficient if there is one latrine for every 25 males upto the first 100 and one for every 50 thereafter.

Rule: 43. Privacy of Latrines:

Every latrine shall be under cover and so partitioned off as to secure privacy and shall have a proper door and fastenings.

Rule: 44. Sign boards to be displayed:

Where workers are both sexes are employed there shall be displayed outside each latrine block a notice in the language understood by the majority of the workers. “For Men Only” or “For Women Only “as the care may be. The notice shall also bear the figure of a man or a woman as the case may be.

Rule: 45. Urinal Accommodation:

There shall be one urinal for every 50 male workers or part thereof employed at a time ; provided that where the number of males employed exceeds 500 it shall be sufficient if there is one urinal for every 50 males upto the first 500 and one for every 100 or part there of thereafter.

Rule: 46. Latrines and Urinals to conform to Public Health requirements:

Latrines and urinals other than those connected with efficient water borne sewerage system shall comply with the requirements of the public health authorities.

Rules 51 to 53 Prescribed under Sub-Section (2) Section 20.

Rule: 51. Number and Location of Spittoons:

The number and location of the spittoons to be provided shall be to the satisfaction of the Inspector. Such spittoons shall be placed on a stand or a bracket 91.4 centimetres high.

Rule: 52. Type of Spittoons:

a) A galvanized iron container with a conical funnel-shaped cover. A layer of suitable disinfectant liquid shall always maintain in the container. Or
b) A container filled with dry, clean sand and covered layer of bleaching powder or
c) Any other type approved by the chief inspector.

Rule: 53. Cleaning of spittoons:

The spittoons mentioned in clause a) of rule 52 shall be emptied, cleaned and disinfected at least once every day; and the spittoons mentioned in clause b) of rule 52 shall be cleaned by scrapping out of the top layer of sand as often a necessary or at least once every day.

Chapter IV :Safety:

Further Precautions Prescribed Under Sub-Section (2) Of Section 21:

Rule 54:- Further Safety Precautions:-

1) Without prejudice to the provisions of sub – section (1) of section 21 in regard to the fencing of machines, the further precautions specified in the schedules annexed are shall apply to the machines noted in each schedule.
2) [This rule came into force in respect of any class or description of factories , where machines noted in the said schedules are in use, on such date as the state Govt. may by notification in the official Gazette, appoint in this behalf.]

   Foot Note:-

   1. Rule came into force w.e.f. 20.12.1955 vide G.N.L. and H.D. 44/48,dt 20/12/1950

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[Schedule- I]

TEXTILE MACHINERY EXCEPT MACHINERY USED IN JUTE MILLS:

1. Application:- the requirement of this schedule shall apply to machinery in factories engaged in the manufacture or processing of textile other than Jute textiles. The schedule shall not apply to machinery in factories engaged exclusively in the manufacture of synthetic fibres.
2. Definitions:-

For the purpose of the schedule:-

a) "Calander" means a set of heavy rollers mounted on vertical side forms and arranged to pass cloth between them. Calendars may have to ten rollers, or bowls some of which can be heated.
b) "Embossing Calander" means a Calander with two or more rolls, one of each is engaged for producing figures of various kind of fabric;
c) "Card" a machine consisting of cylinders of various sizes and in certain cases flats covered with card clothing and set in relation to each so that fibres in staple forms may be separated into individual relationship.
d) "Card Clothing" means the material with which the surfaces of the cylinder, coffer, flats etc. of a card are covered and consists of a thick foundation material made of either textile fabrics through which are pressed many fine closed spaced, specifically bent wires, or mounted raw toothed wire;
e) "Comber "means a machine for combing fibres cotton wool etc. the essential parts are device for feeding. Forward a fringe of fibres at regular intervals and an arrangement of combs or pins, which at the right time; pass through the fringe all tangled fibres and nipe are removed and the long fibres are laid parallel;
f) "Combing Machinery "means a general classification of machinery including combers silver lap machines, ribbon lap machines and gill boxes, but excluding cards.
g) "Factory Staple Cutter" means machine consisting of one more rotting blades used for the purpose of cutting textile fibres into staple lengths.
h) "Garnet Machine" means any of number of type of machines for opening card twisted waste of wool, cotton, silk etc. essentially such machines consist of a ticker in one or more cylinder, each having competent worker and stripper rolls and fancy rolls end differ.
i) "Guibox"Means a machine used in the worsted astern of manufacturing of yarns. Its function is to arrange fibres in parallel order essentially, consists of a pair of feed rolls and a series of followers where the followers move at a faster surface speed and perform combing action.
j) "In running Rolls "means any pair of rolls or drums between which there is a nip.
k) "Interlocking arrangements "means a device that prevents the setting in motion of dangerous part of a machine itself which the guard cover or door unlocked, and

which will also hold the guard, cover or door closed and locked while the machine or the dangerous part is in motion.

l) "Kier "means a large metal, vat, usually a pressure type, in which fabrics may be boiled out bleached etc.

m) "Ribbon Tapper "means a machine or part of machine used to prepare caps for feeding a cotton comb; purpose is to provide a uniform cap in which the fibres have been straightened as much as possible.

n) "Silver Lapped "means machine or a part of a machine in which number of parallel card silvers are drafted slightly laid side by side a compact sheet and wound cylindrical package.

o) "Loom "means a machine for affecting the interlocking of two series of yarns crossing one another at right angles. The warp yarns are wound on a warp beam and pass through headless and reeds. The filing is shot a cross in a shuttle and settled in place by reeds and slay and the fabric is wound on a cloth beam.

p) "Starch Mangle "means a mangle that is used specifically for starching cotton goods. It commonly consists of two large rolls and shallow open vat with several immersion rolls, the vat contains the starch solution.

q) "Water Mangle" means a Calander having two or more rolls used for squeezing water from fabrics before drying water, mangles also may be used in other ways during the finishing of various fabrics provided to safeguard against danger, is open or;

r) "Mule "means a type of spinning frame having a head stock and a carriage as its two main sections. The head stock is stationary the carriage is movable and it carries the spindles which draft and spin the roving into yarn. The carriage extends over the whole width of the machine and moves slowly towards and away from the head stock during the spinning operation;

s) "Nip" is the danger zone between two rolls or drums which by virtue of their positioning and movement create nipping, hazard;

t) "Openers and pickers "means a general classification of machinery which includes breaker nickers. Intermediate pickers, finishers. Pickers , single process pickers multiple pickers, single process picker waste cleaners, thread extractors, shredding machines, roving waste openers. Shady pickers, bias breakers feeders, vertical openers, lattice cleaner, horizontal cleaners and any similar machinery equipped with either cylinders, screen section, cleaner section, rolls or batters used for the preparation of stock for further processing.

u) "Paddlef Means "a through for a solution and two or more squeeze rolls between which cloth passes, after being passed through a moderant or dry bath.

v) "Plating Machine" means a machine used to lay cloth into folds of regular length for convenience of subsequent process or use.

w) "Roller Printing Machine" means a machine consisting of a large central cylinder or pressure down around the lower part of the perimeter of which is placed series of

engraved colour roller (each having a colour through) a furnisher roller, doctor blades etc. the machine is used for printing fabrics.

x) "Continuous bleaching range" means a machine for bleaching of cloth in rope or open width form the following arrangement the cloth, after wetting out pass through a squeeze rolls into a saturator containing a solution of caustic soda and then to an enclosed J-box. AV shaped arrangement is attached to the front part of the J-Box for uniform and rapid saturation of the cloth with steam before it is packed down the J-Box. The J-box capacity is such that cloth will remain hot for a sufficient time to complete the securing action. It then passes a series of washers with a squeeze roll in between. The cloth then passes through a second set of saturator J-box and washer, where it is treated with the peroxide solution by slight modification of the form of the unit, the process can be applied to open width cloth.

y) "Mercerizing Range" means a three bowl mangle a tenter frame and a number of boxes for washing and securing. The whole set up is in a straight line and all parts operate continuously. The combination is used to saturate the cloth with sodium hydroxide, stretch it while saturated and washing out most of the caustic before releasing tension.

z) "Sanforizing Machine" means a machine consisting of a large steam-heated cylinder, and endless, thick, woollen felt which it in close contract with the cylinder for most of its perimeter and an electrically heated shoe which process the cloth against the blanket while the letter is in stretched condition as it curves around feed in roll.

aa) "Shearing machine" means a machine used for shearing cloth cutting action is provided by a number of steel blades spirally mounted on a roller. The roller rotates in close contract with a fixed ladder blade. There may be from one to six such rollers on a machine.

bb) "Singering Machine" means a machine which comprises of a heated roller plate or an open gas flame . the cloth or yarn is rapidly passed over the roller or the place or through the open gas flame to remove fuzz or hairiness by burning.

cc) "Slasher" means a machine used for applying a size mixture to warp yarns, essentially it consists of a stand for holding section beams a size box, one or more cylindrical dryers or an enclosed hot air dryer, and a beaming and for winding the yarn on the loom beams.

dd) "Tenter frame" means a machine for drying cloth under tension. It essentially consists of a pair of endless travelling chains fitted with clips of fine pins and carried on track. The cloth is firmly held at the salvages by the two chains which diverge as they move forward so that the cloth is brought to the desired width.

ee) "Warper" means a machine for preparing and arranging the yarns included for the warp of a fabric, specially a beam warper.

3. General safety requirements:

   I) Every textile machine shall be provided with the individual mechanical or electrical means for starting and stopping such machines. Belt shifter on

machines driven by belts and shafting should be provided with a belt shifter lock of an equivalent positive locking device.

II) Stopping and starting or others controls shall be of such design and so positioned as to prevent the operators hand or fingers from striking against any moving part or any other part of the machine.

III) All belts, pulleys, gears, chains, sprocket, wheels and other dangerous moving parts of machinery which either form part of the machinery or are used in association with it, shall be securely guarded.

4. Openers & Pickers:-

I) In all opening or picker machinery beaters and other dangerous parts shall be securely fenced by suitable guards so as to prevent contact with them.

II) The feed rolls on all opening and picking machinery shall be covered with a guard designed to prevent the operator from reaching the nip. While the machinery is in operation.

III) The Lap-forming rollers shall be fitted with a guard or cover which shall prevent access to the nip at the intake of the lap rollers and fluted as long as the weighted rack is down. The guard or cover shall be so locked that it cannot be raised until the machine is stopped and machine cannot be started until the cover or guard is closed.

7 Gill Boxes:

I) The feed and shall be guarded so as to prevent figures being caught in the pins of the intersecting fallers.

II) All nips of in-running rolls shall be guarded by suitable nip guards conforming to the following specifications:

8 Silver & Ribbon tappers (Cotton):-

The Calander drums and the spool shall be provided with a guard to prevent access to the nip between the in-running rollers.

9 Speed Frames: jack box wheels at the head stock shall be guarded and the guard shall have inter-locking arrangement.

10 Spinning mules: wheels on spinning mule carriages shall be provided with substantial wheel guards; extending to within 6 mm rails.

11 Warpers: swivelled double-bar shall be installed on all warpers operating in excess of 410 mtrs/min these gates shall have interlocking arrangement except for the purpose of inching and jogging.

Provided that the top and bottom bars of the gate shall be at least 1.05 and .53 metres high from the floor on working plate form, and the gate shall be located 38 mm from the vertical longement to the beam head.

12 Slashers:

1. Cylinder dryer:-

a) All open nips of in running tolls shall be guarded by nip-guards conforming to the requirement.
b) When slashers are operated by control levers these levers shall be connected to horizontal bar of treadle located not more than 170cm above the floor to control the operation from any point.
c) Slashers operated by push button control shall have stop and start buttons located at each end of the machine, the additional buttons located on both sides of the machine at the size box and the delivery end. If Calander rolls are used, additional buttons shall be provided at both sides of machine at point near the nips , except when slashers are equipped with an enclosed dryer.

2. Enclosed hot air dryer:-
   a) All open nips of the top squeezing rollers shall be guarded by nip guards conforming to the requirements.
   b) When slashers are operated by control levers, these shall be connected to horizontal bar or threads located not more than 170cm above floor to control the operation from any point.
   c) Slashers operated by push button control shall have stop and start buttons located at each end of the machines at intervals spaced not more than 1.83 meters on centres.

Looms:-

1) Each loom shall be equipped with suitable guards designed to minimize the danger from flying shuttles.
2) Beam weight for tension in beam shall be of such construction so as to prevent it falling during its adjustment.

14. Valves of kiers tank and other containers:-

1) Each valve controlling the flow of steam. Injurious gases or liquids into kiers or any other tank or container into which a person is likely to enter in connection with a process, operation, maintenance or of any other purpose shall be provided with a suitable locking arrangement to enable the said person to lock the valves securely in the closed position and retain the kiers with him before entering the kiers tank or container.

2) Wherever boiling tanks, caustic tanks and any other containers from which liquids, which are hot, corrosive or toxic, may overflow or splash, are so located that the operator cannot see the contents floor or working area, emergency shut off valves which can be controlled from a point not subject to danger of splash shall be provided to prevent danger.

15. Shearing Machines:- all revolving blades on shearing machines shall be guarded so that the opening between the cloth surface and the bottom of the guard shall not exceed 10mm.

16. Continuous bleaching Range (Cotton and Rayon):

The nip of in running rolls on open width bleaching machine rolls shall be protected with a guard to prevent the worker from being caught at the nip. The guard shall extend across the entire length of the nip.

17. Mercerizing range: (Piece goods):-

I) A stopping device shall be provided at each end of the machine.

II) A guard shall be provided at each end of the frame between the in running chain and the clip opener.

III) A nip guard shall be provided for the in running rolls of the mangle and washers and the guard shall conform to the requirements.

18. Tandet Frames:

1) A stopping device shall be provided at each end of the machine.

2) A guard shall be provided at each end of the machine frame at the in running chains and clip opener.

19. Paddlers: Suitable nip guards conforming to the requirement shall be provided to all dangerous in running rolls.

20. Centrifugal Extractors:

I) Each extractor shall be provided with a guard for the basket, and the guard shall have inter locking arrangement.

2) Each extractor shall be equipped with mechanically or electrically operated brake to quickly stop the basket when the power driving the basket is shut off.

21. Squeezer or wringer extractor, water mangle, starch mangle, back:

A washer (worsted yarn), crabbing machines and decating machines: all in running rolls shall be guarded with nip guards conforming to the requirements.

22. Sanforizing and palmer machine:

1) Nip guard shall be provided on all accessible in running rolls and these shall conform to the requirements.

2) Access from the sides to the nips of in running rolls shall be fenced by suitable side guards.

3) A safety trip rod, cable or wire – centre cord shall be provided across the front and back of all palmer cylinders extending the length of the face of the cylinder. It shall operate readily whether pushed or pulled. The safety trip shall not be more than 170cm above the level at which the operator stands and shall be readily accessible.

23. Rope washers:-

1) splash guards shall be installed on all rope washers unless the machine is so designed as to prevent the water or liquid from splashing the operator, the floor, or working surface.

2) A safety trip-rod cable or wire centre cord shall be provided across the front and back of all rope washers extending the length of the face of the washer. It shall operate readily whether pushed or pulled. This safety trip shall be not more than 170cm above the level on which the operator stands and shall be readily accessible.

24. Laundry washer tumble or shaker:-

1) Each drying tumbler each double cylinder shaker or clothes tumbler and each washing machine shall be equipped with an inter- locking arrangement which shall prevent the power operation of the inside cylinder when the outer door on the case on shell is open and which shall from being opened without shutting off the power and cylinder coming to a shop. This should not prevent the movement of the inner cylinder by means of a hand operated mechanism or in inching device.

2) Each closed barrel shall also be equipped with adequate means for holding open the doors or covers of the inner and other cylinder or shells while it is being loaded or unloaded.

Interlocking guard for drum or basket:-

1) The cage housing, the rotating drum or basket of every centrifuged machine shall be provided with a strong lid. The design and construction of the case as well as lid should be such that no access is possible to the drum or basket when the lid is closed.
2) Every centrifugal machine shall be provided with an efficient inter locking device that shall effectively prevent the lid. While the drum or basket set in motion while the lids is in the open position.

60. Lifting machines, chains, ropes and lifting tackles:-

1) No lifting machine and no chain, rope or lifting tackle except a fibre or fibre sling shall be taken in use in any factory, for the first time therein unless it has been

tested and ll parts have thoroughly examined by a competent person and a certificate of such test and examination specifying the same working load or loads and signed by a person making the test and examination has been obtained and is kept available for inspection.

2) A regular in form 10 containing the particulars, therein specified shall be kept for every examination made under sub rule

I) The register is ready available for inspection

3) A table showing the safe working load of every kind and size of chain, rope or lifting tackle in use and in the case of a multiple sling. The safe working loads of different angle of the legs shall be posted in the store room or place, where are in which the chains, ropes or lifting tackles are kept in prominent positions on the premises and no rope, chain or lifting tackle not shown. In the case of a multiple sling, the safe working load at different angles of the legs is plainly marked upon it.

4) all rails on which a travelling crane moves and every track on which the carriage of a transporter or runway moves, shall be of proper size and adequate strength and have an even running surface. Every such rail or track shall be properly laid and maintained and shall be adequately supported.

5) All chains and lifting tackle, except a rope sling, shall unless they have been subjected to such other heat treatment as may be approved by the state government, be effectively annealed under the supervision of a competent person at the following intervals namely:-

1) All chains, sling, rings, hooks, shackles/and swivels used in connection with molten metal or molten slag or when they are made on 12.7 millimetres bar or smaller, at least once in every six months.

2) All other chains, rings, hooks, shackles, and swivels in general use at least once in every 12 months.

Provided that chains and lifting not frequent use shall subject to the approved necessary and particular of such annealing shall be centred in a register in form 10.

7 all lifting machines, chains, ropes and lifting tackle except a fibre or fibre sling, which have been lengthened, altered or repaired by welding or otherwise, shall not be used again, unless it is adequately tested and examined by a competent person and certified in writing by him to be in order.
8 No person who has not completed eighteen years of age and no adult who is not sufficiently trained in the Woking of lifting machines and acquainted with the hazards of the machines shall be employed as a driver of a lifting machine whether driven by mechanical power or otherwise, or to give signals to a driver.

Boiler Certificate:

Section 2:

a) "Boiler "means any closed vessel exceeding (22.75 Ltrs) in capacity which is used expressly for generating steam under pressure and includes any mounting or other fitting attached to such vessel which is wholly or partly under pressure when steam is shut off;
b) "Steam–Pipe "means any pipe through which steam passes from a boiler to a prime mover or other user or both if.
c) The pressure at which steam passes through such pipe exceeds 3.5 kilograms per sq. centimetres above atmospheric pressure; or
d) Such pipe exceeds 254 millimetres in internal diameter; and includes in either case any connected fitting of a steam pipe.

Section 6:

Save as otherwise expressly provided in this act no owner of a boiler or permit it to be used :-

a) Unless it has been registered in accordance with the provisions of this act.
b) In the case of any boiler which has been transferred from one state to another, until the transfer has been reported in the prescribed manner.
c) Unless a certificate or provisional order authorising the use of the boiler is for the time being enforced under this act.
d) At a pressure higher than the maximum pressure recorded in such certificate or provisional order.
e) Where the state Government has rules requiring that boilers shall be in charge of a person holding the (certificate of proficiency or competency) unless the boiler is in charge of a person holding the certificate required by such rules.
Provided that any boiler registered or any boiler certified or licensed, under any act hereby, repealed shall be deemed to have been registered or certified as the case may be under this act.

61. Pressure Vessels or plant:

a) "Design pressure "means the maximum pressure that a pressure vessels or plant is designed to with stand safety when operating normally.
b) "Maximum Permissible working pressure "means the maximum pressure at which a pressure vessel or plant is permitted to be operated or used under this rule and is determined by the technical requirement of the process.
c) "Plant "means a system of piping that is connected to a pressure vessel and so used to contain a gas vapours or liquid under pressure greater than the atmospheric pressure and includes the pressure vessels.

d) "Pressure Vessel "means a vessel that may be used for containing, storing, distributing, transferring, distilling processing or otherwise handling any gas, vapour or liquid under pressure greater than the atmospheric pressure and includes any pipeline fitting or other equipment attached there to or used in connection therewith.

2) Exception: Nothing in this rule shall apply to;

a) Vessels made a ferrous materials having an internal operating pressure not exceeding 1 kilogram per sq. centimetre.

b) steam boilers, steam and feed pipes and their fitting coming under the purview at the Indian boiler act 1923.

c) Metal bottles or cylinders used for storage or transport at compressed gases or liquefied or dissolved gases under pressure covered by the gas cylinder rules 1981 framed under the Indian explosive act 1884.

d) Vessels in which internal pressure is due.

g) refrigeration plant having a capacity of 3 tons or less or refrigeration 's in 24 hours.

h) working cylinder of steam engines or prime movers and steam traps; turbine casting compressor cylinders; steam separators or dryers; or steam strainers, steam de-super heater oil separator; air receivers of fire sprinkler installation. Working pressure of the air receiver does not exceed 1.33 kilograms per sq, centimetre and a capacity of 85 litres.

62. Excessive Weights:

1) No woman or young person shall unaided by another person. Lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the maximum limit in weight set in the following schedule:-

Persons	Tool or appliances
a) Adult person	50 Kilograms
b) Adolescent male	29.5 Kilograms
c) Adolescent female	20.4 Kilograms
d) Male Child	15.9 Kilograms
e) Female Child	13.6 Kilograms

3. No woman or young person shall engage in conjunction with others in lifting carrying or moving by hand or on head, any material article, tool or appliance if the weight there of exceed the lowest weight fixed by the schedule to sub rule (1) for any of the person engaged, multiplied by the number of the persons engaged.

Rule Prescribed Under sub- section (6) of sec. 36;

64: Minimum Dimensions of manholes:-

Every chamber, tank, vat, pipe, flue or other confined space, which persons may have to enter and which may contain dangerous fumes to such an extent as to evolve risks of the persons being overcome there by shall, unless there is other effective means of egress, be provided with manholes which may be rectangular oval or circular in shape, and which shall:-

a) In the case of rectangular or oval shape be not less than 40.6 centimetres long and 30.5 centimetres wide.
b) In the case of circular shape, be not less than 40.6 centimetres in diameter.

Rule Prescribed Under sub- section (1) of sec. 38;

66: Means of escape in case of fire:-

1) Every factory shall be provided with adequate means of escape in case of fire for the persons employed therein and without prejudice to generality of the foregoing;
   a) Each room of a factory building shall in relation to its size and the number of persons employed in it be provided with an adequate number of exits for use in case of fire.
   b) No exist intended for use in case of fire shall be neither less than 91.4 centimetres in width nor less than 2 metres in height.
   c) In the case of a factory building or part of a factory building more than one storey and in which less than twenty persons work at any one time , there shall be provided at least one substantial stairway permanently constructed either inside or outside the building.
   d) In the case of a factory building or part of a factory building in which twenty or more persons work at any one time above the level of the ground floor or where in explosive or highly inflammable materials are used or stored or which is situated below ground level; the means of escape shall include at least two separate and substantial stairways permanently constructed either inside or outside the building, and which afford direct or unimpeded access to ground level.
   e) Every stairway in a factory which affords means of escape in case of fire shall be provided with a substantial hand rail which if the stairway has an open side shall be on that side, and if the stairway has two open sides such hand rails shall be provided on both sides.

2. In the case of a building constructed or converted for use as a factory after the date of the passing of the act, the following additional requirements shall apply:-
   a) At least one of the stairways provided shall be of fire-resisting materials.
   b) Every hoist-way or lift way inside a factory building shall be completely enclosed with fire-resisting materials and all means of access to one hoist or lift shall be fitted with doors of fire-resisting materials.

c) No fire escape stair shall be constructed at one angle greater than 45° from the horizontal.
d) The fire escape stair shall be within 45.7 meters along the line of travel from any part of the floor from which it is meant to provide escape.
e) No stairway shall be less than 91.4 centimetres in width.

66-A Fire Protection:

1) Processes, equipment, plant, involving serious explosion and serious fire hazards:-
a) All processes, storage, equipments, plant etc. involving serious explosion and flash fire hazard shall be located in segregated buildings where the equipment shall be so arranged that only a minimum number of employees are exposed such hazards at any one time.
b) All industrial processes involving serious fire hazard shall be located in buildings or work places separated from one another by wall of fire-resistant construction.
c) Equipment and plant involving serious fire or flash fire hazard shall wherever possible, be so constructed and installed that is case of fire they can be easily isolated.
d) Ventilation ducks, pneumatic and similar equipment involving serious fire risk should be provided with flame-arresting or automatic fire extinguishing appliances, or fire resisting dampers electrically interlocked with heat sensitive/smoke detectors and the air-conditioning plant system.
e) In all work places having serious fire or flash fire hazards, installation or piles or material should be at least 90 cm wide for storage piles. The clearance between the ceiling and the top of the pile should not be less than 2 M.

2) Access for the Fighting :-
a) Buildings and plants shall be so laid out and roads, passage ways etc. so maintained as to permit unobstructed access for the fighting.
b) Doors and window opening shall be located in suitable positions on all external walls at the building for the fighting.

3) Protection from lightening shall be provided for:
a) Building in which explosive or highly inflammable liquids.
b) Storage tanks containing oils, paints or other flammable liquids.
c) Grain elevators
d) Buildings tall chimneys are stock where flammable gases , fumes, dust or plant are likely to be present.
e) Sub-station buildings and outdoor transformers and switch yards.

4) Precautions against ignition:-
Wherever there is danger of fire or explosion from accumulation of flammable or explosive substances in the air:
a) All electrical apparatus shall either be of such construction and so installed and maintained as to prevent the danger of their being a source of ignition.

b) Effective precautions shall be adopted for prevention of accumulation of static charges to a dangerous extent.
c) Workers shall wear shoes without iron or steel nails or any other exposed ferrous materials which is likely to cause sparks by friction.
d) Smoking lighting or carrying of matches lighters shall be prohibited.
e) Transmission belts with iron fasteners shall not be used; and
f) All other precautions as are reasonably practicable, shall be taken to prevent ignition or ignition from all other possible sources such as open flames frictional sparks, over heated surfaces of machinery or plant, chemical or physical chemical reaction and radiant heat.

5) Spontaneous Ignition:

Where materials are likely to induce spontaneous ignition care shall be taken to avoid formation of air pocket and to ensure adequate ventilation. The material susceptible to spontaneous ignition should be stored in dry condition and should be in heaps of such capacity and separated by such passage which shall prevent fire. The materials susceptible to ignition and stored in the open shall be at a distance not less than 10 metres away from process or storage buildings.

6) Cylinders Containing Compressed Gas:

Cylinders containing compressed gas may only be stored in open if they are protected against excessive variation of temperature, direct rays of sun, or continuous dampness such cylinders shall never be stored near highly flammable substances, furnaces or hot processes. The room where such cylinders are stored shall have adequate ventilation.

7) Storage of Flammable Liquids:

a) The quantity of flammable liquids in any work room shall minimum required for the process or processes carried on in such room flammable liquids shall be stored in suitable containers with close fitting covers.

Provided that not more than 20 Ltrs of flammable liquids having flash point of 210°C or less shall be kept or stored in any work room.

b) Flammable liquids shall be stored in closed containers and in limited quantities in well ventilated rooms of fire resisting construction which are isolated from the reminder of the building by fire walls and self closing fire doors.
c) Large quantities of such liquids shall be stored adequately ventilated building of fire resisting construction or in storage tanks preferably under ground and at a distance fro any building as required in the petroleum rules 1976.
d) Effective step shall be taken to prevent leakage of such liquids into basements, dumps or drains and to confine any escaping liquid within safe limit.

8) Accumulation of flammable dust, gas, fumes or vapour in air or flammable waste material on the floors.

a) Effective steps shall be taken for removal or prevention of the accumulation in the air or flammable dust, gas, fume or vapour to an extent which is likely to be dangerous.

b) No waste material of a flammable nature shall be permitted to accumulate on the floors and shall be removed at least once in a day or in every shift, and more often possible such material shall be placed in suitable metal containers with covers wherever possible.

10 First –Aid , Fire Fighting arrangements:

a) In every factory there shall be provided and maintained adequate and suitable fire fighting equipment for fighting fires in the early stage those being referred to as first aid fire fighting equipment in the rule.

b) The type of first aid fire fighting equipment to be provided shall be determined by considering the different types of fire risks which are classified as follows:

1. "Class A fire": due to combustible materials such as wood, textiles, paper, rubbish and the like.
   - I) "Light Hazard": occupancies like offices, assembly halls, canteens, restrooms.
   - II) "Ordinary Hazard": Occupancies like saw mills, carpentry shop, small timber yards, book binding shop, engineering work shop and the like.
   - III) "Extra Hazard": Occupancies like large timber yards, godowns storing fibrous materials, flour mills, cotton mills, jute mills, large wood working factories and the like;
2. "Class B Fire": fire inflammable liquids like oil, petroleum products, solvents, grease, paint etc.
3. "Class C Fire": Fire arising out gaseous substances.
4. "Class D fire": Fire from reactive chemicals, active metals and the like.
5. "Class F Fire": fire involving electrical equipment and delicate machinery and the like.

c) The first aid fire fighting equipment shall conform to the relevant Indian standards.

d) All first aid fire fighting equipment shall be placed in a conspicuous position and shall be readily and easily accessible for immediate use. Generally these equipment shall be placed as near as possible to exists or stair landing or normal routes of escape.

I) Each first aid fire fighting equipment shall be referred to in the records. The following details shall be printed in white paint on the body of each equipment.

1. Serial No.
2. Date of last refilling.
3. Date of last inspection.

Function & Duties of the safety committee shall include:-

a) Assisting and co-operating with the management in achieving the aims and objectives out lined in the "Health and safety Policy "of the occupier.
b) Dealing with all matters concerning health, safety and environment and to arrive at practicable solutions to problems encountered.
c) Creating safety awareness amongst all workers.
d) Undertaking educational training and promotional activities.
e) Discussing reports on safety environment, health survey, safety audits, risk assessment, emergency and disaster management points and implementation of the recommendations made in the reports.
f) Carrying out health and safety surveys and identifying causes accidents.
g) Looking into any complaint made on the likelihood of an eminent danger to the safety and health of the workers and suggesting corrective measures; and

68-J

(9) Safety reports and Safety audit reports:

1) subject to the following clause of this sub-rule; an occupier shall not under take any industrial activity or isolated storage to which these sub rule applies , unless he has prepared a safety reports on that industrial activity containing the information specified in schedule 7 and has sent a copy of that report to the chief inspector at least ninety days before commencing that activity.

2) After the commencement of these rules, the occupier of either the new and existing industrial activities or isolated storage shall arrange to carry out safety audit by a competent agency to be accredited by an accreditation board to be constituted by the ministry of labour, government of India in this behalf.

Further such auditing shall be carried as under:

a) Internally once in a year by a team of suitable plant personnel.
b) Externally once in two years by a competent agency accredited in this behalf.
c) In the year when an external audit is carried out internal audit need not be carried out.

2 The occupier within thirty days of the completion of the audit shall send a report to the chief Inspector with respect to the implementation of the recommendations.

(10) Updating safety report under sub rule (9):

(1) where an occupier has made a safety report in accordance with clause (1) of sub-rule (9) , he shall not make any modification to the industrial activity or isolated storage to which

that safety report relates which could materially affect the particulars in that report, unless he has made a further report to make account of those modification and has sent a copy of the report to the inspector and chief inspector at least 90 days before making those modifications.

(2) Where an occupier has made a report in accordance with sub rule (9) and clause (1) of this rule and that industrial activity or isolated storage is continuing, the occupier shall within three years of the date, of last such report make a further report which shall have regards in particular to new technical knowledge which has affected the particulars in the previous report relating to safety and hazard assessment and shall within thirty days or in such longer time as the inspector and the chief inspector may agree in writing , send a copy of the report to the inspector and chief inspector.

(11) Requirements of further information to be sent to the inspector and chief inspector:

Where in accordance with sub rule (9) and (10) an occupier has to sent safety report and safety audit report relating to an industrial activity or isolated storage to the inspector and chief inspector may, by notice served on the occupier, require him to provide such additional information as may be specified in the notice and the occupier shall sent that information to the inspector and chief inspector within ninety days.

68-K : Disclosure of information to workers:-

(1) The occupier of a factory involving a “Hazardous Process “shall supply to all workers the following information in relation to handling to hazardous materials or substances in the manufacturers, transportation, storage and other processes:-
   a) Requirements of sees 41-B, 41-C and 41-H of the act.
   b) A list of “Hazardous Processes “carried on in the factory.
   c) Location and availability of all material Data Sheet as per rule 68-G
   d) Physical and health hazards arising from the exposure to or handling of substances.
   e) Measures taken by the occupier to ensure safety and control of physical and health hazards.
   f) Measures to be taken by the workers to ensure safe handling storage and transportation of hazardous.
   g) Personal protective equipment required to be used by workers employed in hazardous process or dangerous operations.
   h) Meaning of various labels and marketing used on the containers of hazardous substances as provided under rule 68-Q.
   i) Signs or any symptoms likely to be manifested on exposure to hazardous substances and to whom to report.
   j) Measures to be taken by the workers in case of any spillage or leakage of hazardous substances.

k) Role of workers vis a- vis the emergency plan of the factory, in particular and the evacuation procedures.

l) Any other information considered necessary the occupier to ensure safety and health of workers.

3. the information required by sub rule (1) shall be complied and made known to workers individuality through supply of booklets, leaflets and display of cautionary notices at the work place.

4. The booklets, leaflets and the cautionary notice of displayed in the factory shall be in the language understood by the majority of the workers and also explain to them.

5. The chief inspector may direct occupier to supply further information to the workers as deemed necessary.

68. M. Review of the information famished to workers, etc.

1. The occupier shall review once in every Calander year and modify if necessary the information furnished under rule 68-K to 68-L to the workers and the chief inspector.

2. In the event of any change in the process or operation or methods of work or when any new substances is introduced in the process or in the event of a serious accident taking place the information so furnished shall be reviewed and modified to the extent necessary.

68. N. Confidentiality of information:

1. The occupier of a factory involving a hazardous shall disclose all information needed for protecting safety and health of the workers to

a) His workers

b) Chief Inspector.

As required under rule 68-K and 68-L if the occupier is of the opinion that disclosure of details regarding the process and formulations shall adversely effect his business interests he may make a representation to the chief inspector stating the reasons for withholding such information the chief inspector shall give opportunity to the occupier of being heard and pass an order on the representation.

3 An occupier , aggrieved by an order of the chief inspector passed under sub rule (1) may prefer an appeal to the state govt. within a period of thirty days from the date of receipt of the such order.
The state Govt. shall after giving opportunity of being heard to the occupier , pass an order any such order passed by the state govt. shall be final.
68. O. Health and safety Policy:

1) The occupier of every factory covered under the first schedule under section (2) (cb) or carrying out processes or operations declared to be dangerous under section 87 of the act shall prepare a written statement of his policy in respect of health and safety of workers at work.
2) Not withstanding anything contained in sub rule (1) the chief inspector may requires the occupiers of any of factories or class or description of factories to company with the requirements of sub rule (1) if in his opinion, it is expedient to do so.
3) The health and safety should contain or deal with:
a) Declared intention and commitment of the top management to health; safety and environment and compliance with all the relevant statutory requirements;
b) Organization set up to carry out the declared policy , assigning the responsibility at different levels; and
c) Arrangements for making the policy effective.
4) In particular the policy shall specify the following :
a) Arrangement for involving the workers.
b) Intention of taking account the health and safety performance of individuals at different levels while considering their career advancements;
c) Fixing the responsibility of the contractors, sub contractors, transporters and other agencies entering the premises.
d) Providing a resume of health and safety performance of the factory in its annual report.
e) Relevant techniques and methods such as safety audits and risk assessment for periodical assessment at least once in every two years of the status on health, safety and environment and taking all the remedial measures.
f) stating its intention to integrate health and safety in all decisions including these dealing with purchase of plant, equipment, machinery and material as well as selection and placement of personnel.
g) Arrangements for informing, educating and training and retraining its own employees at different levels and the public, wherever required.
5) A copy of the declared health and safety policy signed by the occupier shall be made available to the inspector having jurisdiction over the factory and to the chief inspector.
The policy shall be made widely known by:-

a) Making copies available to all workers including contract workers, apprentices, transport workers.
b) Displaying copies of the policy at conspicuous places and any other means of communication;
   In a language understood by majority of workers.
   6. The occupier shall revise the safety policy as often as may be appropriate, but it shall necessary be revised under the following circumstances.
   a) Whenever any expansion or modification having implications on safety and health of persons at work is made for ; or

b) Whenever new substances or articles are introduced in the manufacturing process having implications on health and safety at persons exposed to such substances.

68- P. Information on disposal wastes:

1. The information furnished under rules 68-K and 68-L shall include the quantity of the solid and liquid wastes generated per day , their characteristics and the method of treatment such as incineration of solid wastes , chemical and biological treatment of liquid wastes and arrangements for their final disposal.
2. It shall also include information on the quality and quantity of gaseous waste discharged through the stacks or other openings and arrangements such as provision of scrubbers, cyclone separates electrostatic precipitators or similar such arrangements made for controlling pollution of the environment.
3. The occupier shall also furnish the information prescribed in the sub rules (1) and (2) to the state pollution control board.

68. Q. Collection development and dissemination of information:

1. the occupier of every factory involving a hazardous shall arrange to obtain to develop information in the form of material safety data sheet (MSDS) in respect of every hazardous substances or material handled in the manufacture , transportation and storage in the factory. It shall be accessible upon request to a worker for references.

a) Every such material safety data sheet shall include the following information:

i) the identity used on the table

ii) Hazardous ingredients of the substances

iii) Physical & Chemical characteristics of the hazardous substances

iv) The physical hazards of the hazardous substances including the potential of fire, explosion and reactivity.

v) The health hazards of the hazardous substance including signs and symptoms of exposure and any medical conditions which are generally recognised as being aggravated by exposure to the substance.

vi) The primary route (s) of entry.

vii) The permissible limits of exposure prescribed in the second schedule under section 41-F of the act and in respect of a chemical not covered by the said schedule, any exposure limit used or recommended by the manufacturer, importer or occupier.

viii) Any generally applicable precautions for safe handling and use of the hazardous substance, which are known including appropriate hygiene protective measures during repairs and maintenance of contaminated equipment, procedures for clean-up of spills and of leaks.

ix) Any generally applicable control measures, such as appropriate engineering controls, work practices or use of personal protective equipments.

x) Emergency and first aid procedures.

xi) the date preparation of the material safety data sheet or the last change to it; and

xii) The name address and telephone number of the manufacturer, importer, occupier or other responsible party preparing or distributing the material safety data sheet.

c) The occupier while obtaining or developing a material safety data sheet in respect of a hazardous substance shall ensure that the information recorded accurately. Reflects scientific evidence used in making the hazard determination if he became newly aware of any significant information regarding the hazards of a substance. The material safety data sheet as soon as practicable.
d) The material safety data sheet be in format given in the schedule –V under 68-J and the manufacture, storage and import of hazardous chemical rules, 1989 under the environment (Protection) act 1986.

Labelling :

1. Every container of a hazardous substance shall be clearly labelled or marked to identify:
   a) The contents of the container
   b) The name and address of the manufacturer or importer of the hazardous substances.
   c) The physical and health hazards; and
   d) The recommended personal protective equipment needed to work safely with the hazardous substance.

   68-R. Making available health records to workers:

   1. The occupier of every factory involving a “hazardous process” shall make accessible the health records including the record of workers exposure to hazardous process shall make accessible the health records including the record of worker’s exposure to hazardous process or as the case be , the medical records of any worker for his persual under the following conditions:
      a) Once in every six months
      b) If the factory medical officer or the certifying surgeon as the case may be.

c) If the workers leaves the employment.
d) If any one of the following authorities so direct:-
- the chief inspector of factory
- The health authority of the central or state government
- Commissioner of workmen's compensation
- The director general employees state insurance corporation
- The director, Employees state insurance corporation "Medical benefits"
- The director general factory advice service and labour institutes.

2. A copy of the up to date health records including the records of worker exposure.

Rule 72. Canteen:

1) Rule 72 to 78 shall come into force in respect of any class or description or factories on such dates as the State government may by notification in the official gazette appoint in this behalf.
2) The occupier of every factory where in more than 250 workers are ordinary employed and which is specified by the state government by a notification in this behalf shall provide , in or near the factory , an adequate canteen according to the standards prescribed in this rules. The canteen shall be available for the use of the workers within six month from the date of such notification.

Nike Best Practices:

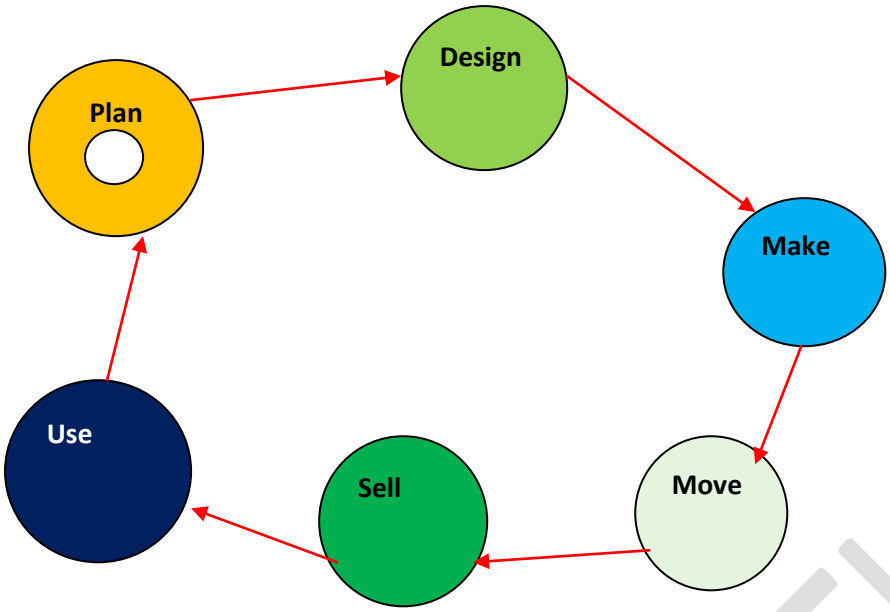
The lessons we are learning;

We are relentlessly curious about our world and how we make it better. We apply that curiosity to our sustainability efforts, we continue to learn what is required for real meaningful progress.

"Is that the best we can do"

"we know where we have been , and we know where we want to go, and we know that there is substantial work ahead . we continue to set the bar higher for ourselves and across our value chain."

Some of the key tools we are using to increase efficiencies, reduce impacts and improve working conditions throughout the system.



Plan: At the core of our business is a plan. Our opportunities, our resources and our values, what we believe and how we get things done.

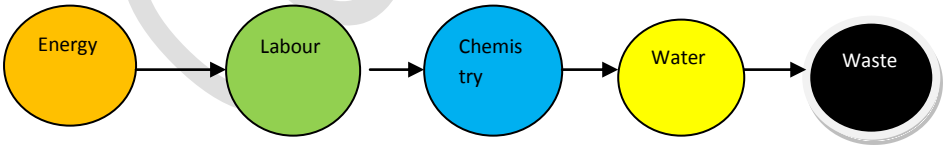
Design: Form , function superior performance, minimal impact.

Make: Ideas don't become reality by magic. For a global business it requires people; materials, tools, knowledge, skill and a whole lot of co-ordination.

Move: We ship products wherever and whenever they are needed, to get to thousands of partners and millions of consumers around the world.

"Our vision is to build a sustainable business and create value."

Optimize to deliver positive impacts:



"We know where we have been, and we know where we want to go and we know that there is substantial work ahead. We continue to set the bar higher for ourselves and across our value chain"

"Is that the best we can do?"

Our Manufacturing vision:

- **Lean: with regard to our manufacturing philosophy.**
- **Green: in our approach to design product creation and sourcing.**
- **Equitable: in our commitment to balance people and profit.**
- **Empowered: by building a workforce that knows and can advocate for its right.**

This vision is at the core of how we plan to source product moving forward.

- **Elevating product excellence and innovation at the factory level.**
- **Helping to lead industry efforts to integrate sustainability into product creation and manufacturing.**
- **Managing sourcing through a balanced approach, taking into account, environmental, social, quality and cost impacts.**
- **Developing and testing new models of manufacturing that serve to improve worker compensation, skills and livelihood.**
- **Consulting with coaching and building capacity to optimize labour and environmental capabilities.**

The better work initiative:

The better work initiative is a unique partnership, launched in feb.2007 between the ILO and the International Finance Corporation. Better work builds on the learning of the better factory program and is based on the premise that improved compliance with labour standards will not only improve workers livelihood and promote decent work, but also unlock business opportunities to facilitate job creation and strengthen participating countries competitiveness in the global supply chain.

>>>>>>>>>>>>>>>>>>O<<<<<<<<<<<<<<<<<<<

Oxylane:-

"Satisfied Employees" is an intention that runs through all of our human resources, policies after all , we will only make our customers happy if we are happy ourselves.

International Labour Organization: (I.L.O.):

1. Child worker (Under age workers)
2. Forced Labour
3. Hygiene & Safety
4. Discrimination
5. Abusive disciplinary
6. Working Hours
7. Respect of salary (Minimum wages)
8. Management of Social Aspect

"Our strategy, employees, the life blood of our companies."

Sincerity, Vitality, Responsibility and Generosity; our employees all share our 4 Companies value.

1. Vitality: Employees filled with vitality are overrunning with energy. They are enthusiastic and have a thirst for innovation and creation.
2. Sincerity: This all about the transparency of our actions amongst ourselves , with our customers and with our suppliers.
3. & 4. Responsibility and Generosity:
   The two go hand in hand.
   The generosity of our actions is combined with a high level of demand, a clear sign of responsibility.

The sports enthusiasts often neglect their feet and yet, with 26 bones, 16 joints, 107 ligaments and 20 muscles, the feet account for a quarter of our Skelton.

Quality Policy:-

The discipline of quality, health and safety and environmental management are an integral part of its management function.

We will:-

Follow a concept of continuous improvements and make best use of its management resources in all quality matters.

"Work closely with our customers and suppliers to establish the highest quality standards establishing, implementing and controlling procedure. For corrective and preventive action to ensure at all times customer requirements are met under controlled environments and product realisation procedures are adhered to , protecting the integrity and reputation of the business.

Quality Management system targets & objectives to achieve consistently high standards.

To achieve consistently high standards

To have competent, motivated and rewarded work force.

To provide training for the development for all members of staff.

To provide a competent and professional approach to all sizes and types of projects.

To be a profitable company. Yet customer driven.

To complete projects on time and within budget.

To provide a safe but enjoyable working environment throughout our processes.

OHSAS – Occupational health and safety assessment series

Occupational health and safety assurance system

3.3 Environment: The physical surroundings relative to the organisation's facility given 1.3 above. This includes the natural resources of air, land and waters; flora fauna, humans and the interrelation of all these elements.

3.4 Aspect:- An element of organization's activities products, or services that can interact with the environment. Aspects are evaluated based other location of the activity, the frequency of the activity, and the severity of the resulting impact or potential impact.

3.5 Impact: - Any change in the environment positive or negative, wholly or partially resulting from organization's activities, products, or services. The severity of an

identified environmental impact is used to establish the objectives and performance targets for the EMS program.

3.6 Hazard:- Source, situation or act with a potential to harm in terms of human injury or ill health or combination of two.

3.7 Occupational health & safety: Conditions and factors that affect or could affect the health and safety of employees or other workers. (Including temporary workers and contractor personnel), visitors or any other person in the work place.

4.1 I.S.O: 9001:- The ISO 9001 standard is the foundation for organization's quality system. The adaptation of ISO: 9001 ensures a strong foundation for world class process and a quality system that support continual improvement, business growth and efficiency.

4.2 I.S.O. : 14001: The ISO 14001 is the foundation for the environmental management elements of the integrated management system. The addition of ISO: 14001 provides a frame work for conducting business in an environmentally responsible manner.

4.3 OHSAS: 18001; The OHSAS 18001 standards is the foundation for occupational health and safety elements of the integrated management system. The addition of OHSAS 18001 provides a frame work for conduction business in a safe and healthy manner.

4.4 Relationship of elements:- The interrelationship among organization's QMS, EMS, and OHSAS elements are illustrated by the QMS/EMS/OHSAS process map. The links between the ISO: 9001, ISO: 14001, OHSAS: 18001 elements and organization's system procedures is illustrated in three separate documents; "meeting requirements of ISO: 9001:2008, (Appendix A), Meeting requirements of ISO 14001:2004, (Appendix B), Meeting requirements of OHSAS 18001:2007 (Appendix C)

Integrated Quality, Environmental and Safety Policy:

Organization's delivers excellence in our products, services, solutions that ensure customer value and contribute to their success. We strive to be recognized by our employees customers, community and shareholders as a responsible organization that conducts our business in a manner that conserves the environment, minimizes pollution and provides safe working environments, our commitment to quality, environment and safety is reflected through programs focussed on continual improvement and reasonable compliance with: applicable regulations, industry standards and best practices , contractual requirements and corporate initiatives . Planned integrated and consistent efforts involving every elements of our organization; create these results.

Note: We provide the product and services our customers want, and this is not by accident. We actively consider the environmental impacts and potential impacts when making decisions and work minimize our foot print on the environment. We provide safe working environments as our business changes, the specifies of our quality, environmental and safety programs adopt to meet those needs.

Customer excellence: Organization recognizes that consistently delivering defect free products on time is only one characteristic of a world class supplier. Quality relationships with our customer to anticipate customer requirements, and to provide customers with top tier service.

Employer Excellence: Participation in the development and improvement of organization's business model occurs at all levels of the organization. Organization's management strives to implement and improve core value creation process by providing employees with information, training and opportunities.

Supplier Excellence: Organization's expects its suppliers to provide defect free products and services that conform to our requirements. Organization's is responsible for ensuring requirements are defined clearly and delivered in an effective and timely manner. Organization's partners with supplier committed to continual improvements in their own quality system, and to a relationship with organizations. As part of that business relationship. Organization's expects contract manufacturing partners and key suppliers to maintain a ISO 9001, ISO 14001, and OHSAS 18001 certified system.

Management Commitment: management central core committee (or top management) establishes organizational goals and expectations. The quality system frame work and corporate policies. Periodically the central core committee (Top management) participate in a review of the quality system, it strengths, opportunities for improvement, and needs for changes based new business directions. Organization's management team is responsible for:-

I) Providing leadership and communication to the organization.
II) Defining strategic quality goods and objectives, including statutory and customer requirements.
III) Ensuring continual improvement a product processes, and the quality system.
IV) Delegating appropriate responsibilities to meet quality objectives.
V) Defining job descriptions and organizational responsibilities / authority for all staff.

5.2 Responsibility, Authority and Accountability for Integral System:

The system team is responsible for ensuring that the integrated management system is established implemented and maintained per the goals and objectives set by the central core committee and an accordance with ISO 9001,ISO 14001 and OHSAS 18001; the management representative co-ordinates the performance of the integrated management system . the quality manager and functional manager jointly co-ordinating the performance of the environmental, health and safety elements of the management system. Wherever term "Authority" appears in IMS documents it is considered to include "Accountability" organizational responsibility, authority and accountability:-

Functional responsibilities and interrelationships are defined through organizational charts, job descriptions, corporate policies, and key system procedures. Functional manager are responsible for ensure all members of their team understand corporate goals and objectives.

The scope of the quality system, and role of their team within that system:

Organization's central core committee develops and implements quality policies and procedures each process. Owner'(s) ensures these processes are properly controlled. All employees are responsible for the quality of their work, as it contributes to the quality of organization's products, services, and organizational environment and safety issues. Managers and team leaders ensure every team member is appropriately trained, has access to tools and resources, and is and able to implement corrective action when required. Finally opportunities to improve existing process are sought and taken executive planning strategies are communicated to the employees through management staff and quarterly company meeting. The quality management team is responsible for:

• Ensuring the requirements of the ISO 9001, ISO 14001 and OHSAS 18001 standards are understood, implemented, and maintain throughout the organization

• Ensuring corrective actions are implemented to resolve issues identified in internal or external audits.

• Ensuring preventive actions are taken based on potential non conformities accessed through data analysis.

• Conducting system audits per the ISO 9001, ISO 14001 and OHSAS 18001 standards and organization quality system.

• Reporting to the executive staff on the effectiveness of quality system including a review pertinent product, process and customer data.

Management Review:-

Management review for the quality system part of the quarterly business review. Data from various program terms and /or functional departments is evaluated against established corporate objectives this provide review is intended to determine whether the data is representative of a functional quality system. The review includes; metrics, internal process audits, continual improvement activities, business changes, and corporate initiatives and programs.

This review of the quality system ensures its suitability; accuracy, and relevance, recommendations for changes and improvements are presented to the executive staff for discussion and approval. Action items from the review or assigned to appropriate terms and support continual objectives and customer and employee satisfaction. Meeting minutes are used to communicate the effectiveness of the QMS/EMS/OHSAS, and to document continual improvement progress.

The eight quality management system standards of the ISO9000 series are based:-

I) Custom Focus
II) Leadership
III) Involvement of the people
IV) Process approach
V) System approach to management
VI) Continual Improvement
VII) Factual approach to decision making
VIII) Mutual beneficial supplier relationship.

Customer focus:

- Increased revenue and market share obtained through flexible and fast responses to market opportunities.
- Increased effectiveness in the use of the organizations ,resources to enhance customer satisfaction.
- Improved customer loyalty leading to repeat business.
- Researching and understanding customer needs and expectations.
- Ensuring that the objectives of the organization are linked to customer needs and expectations.
- Communicating customer needs and expectations throughout the organization.
- Measuring customer satisfaction and acting on the results.
- Systematically managing customer relationships.

- Ensuring a balanced approach between satisfying customers and other interested parties (such as owners, employees, suppliers, financiers, local communities and society as a whole.)

Leadership:

- People will understand and be motivated towards the organization's goals and objectives.
- Activities are evaluated, aligned and implemented in a unified way.
- Miscommunication between levels of an organization will be minimized.
- Considering the needs of all interested parties including customers, owners, and employees.
  Suppliers, financiers, local communities and society as a whole.
  - Establishing a clear vision of the organization's future.
  - Setting challenging goals and targets.
  - Creating and sustaining shared values, fairness and ethical role models at all levels of the organization.
  - Establishing trust and eliminating fear.
  - Providing people with the required resources, training and freedom to act with responsibility and accountability.
  - Inspiring, encouraging and recognising peoples contributions.

Total 8 Objectives in QOHS Policy (GKPL):

1. To prevent OHS incidents- July to Dec. Nil
2. To enhance customer satisfaction- 90% Avg. (July to Dec.)
3. To improve safety – Safety audit 75%

   July-78.72%
   Aug-79.78%
   Sept.87.23%
   Oct. 81.49%
   Nov. 83.62%
   Dec. 87.87%
4. To increase sales turnover:
   Target knitting: 2.50 cr./ month
   Dyeing : 0.75cr. /month

Month	Knitting sales Target (2.50 cr.)	Dyeing sales target (0.75 Cr.)	Total
July.2012	1.82	.78	2.60
Aug.2012	1.05	1.33	2.38
Sept.2012	2.04	1.46	3.50
Oct.2012	2.39	1.59	3.98
Nov.2012	1.11	1.21	2.32
Dec.2012	1.64	1.21	2.85
Total:>>	10.08	7.58	17.66

5. To Improve housekeeping : Target: 80

   July – 83
   Aug- 82
   Sept.82
   Oct.- 83
   Nov.-84
   Dec.-84 Avg. 83

6. To achieve on time delivery: 95%

   July.-91%
   Aug.-90%
   Sept.-92%
   Oct.-90%
   Nov.-91.5%
   Dec.-91% Avg.90.91%

7. On time statutory work & payment: Target 100%

   July.-100%

   Aug.-100%

   Sept.-100%

   Oct.-100%

   Nov.-100% Dec.-100%

8. To improve QOHS performance: Target: Nil
   Only one NCR found in internal audit # 02
   All objectives are revised and found its compliance and found the achievement is near the target.

The major process for GKPL as follows:

- Contract review
- Purchase
- Manufacturing of products
- Inspection of products
- Customer feedback
- Stores
- Maintenance and calibration

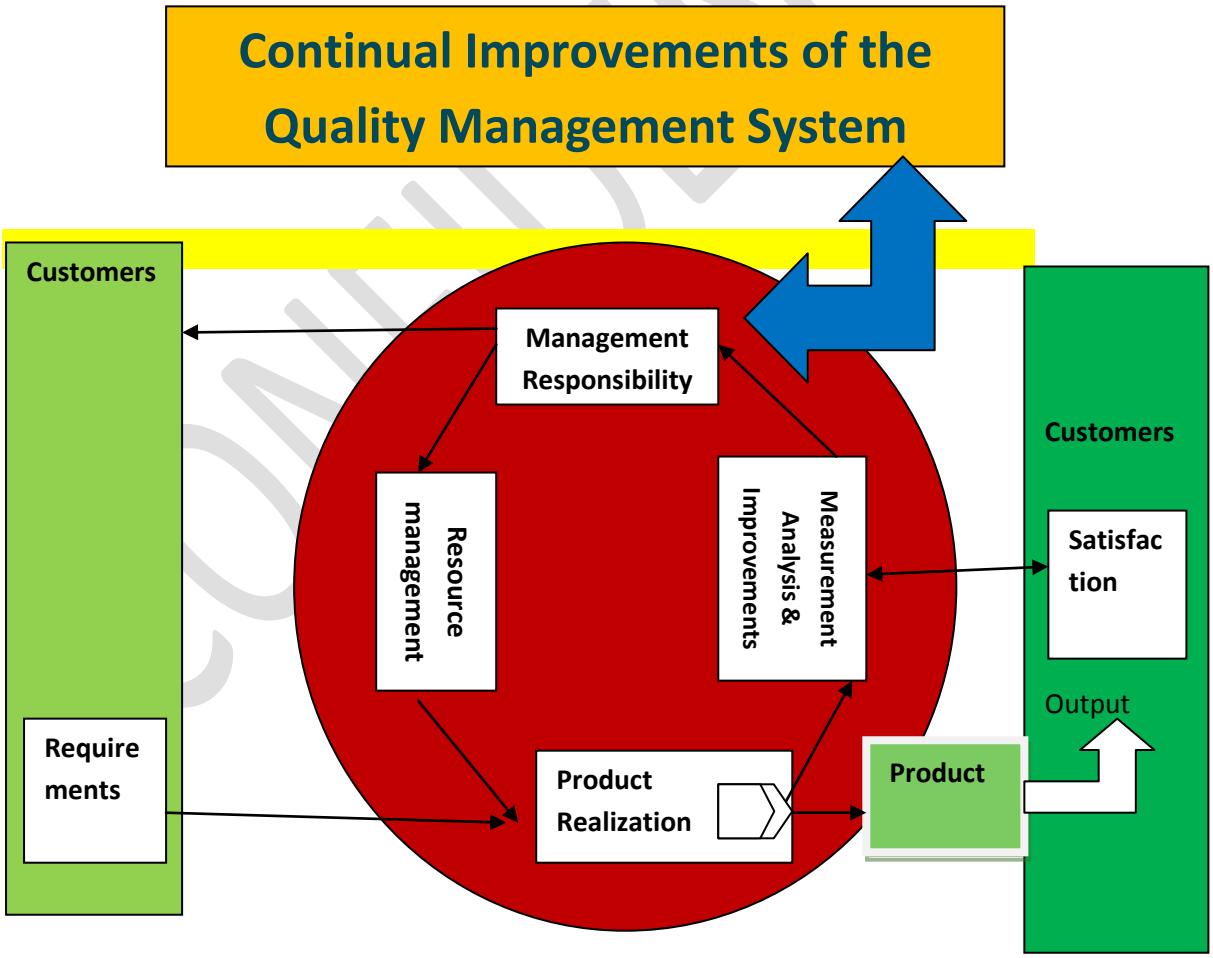
Key QOHS Objectives:

Sr. No.	QOHS Objectives	Indicator	Responsibility
1	To prevent occupational incidents such as fire and rear miss causes injury	No of accidents per month	MR
2	To enhance customer satisfaction	Customer satisfaction index	DH (QAD)
3	To improve safety audit score	Safety audit score	DH (HRD)
4	To Increase sales turn over	Rs. Sales turn over	DH (MKT)
5	To achieve on time delivery	% 0 to	DH (PRD)
6	On time statutory work on payment	On time payment	DH (A/C)
7	To improve house keeping	Housekeeping index	MR & All DH
8	To improve QOHS performance	No of NCR in internal audits	MR & all DH

Environmental, safety, security and health policy:

Planning OHS management program:

- Emergency response service management system
- Environment management system
- Facility safety management system
- Hazardous material transportation management system
- Integrated assessment program management system
- Occupational medicine management system
- Quality management system
- Radiological control management system
- Safeguard & security management system
- Training & Qualification management system
- Work planning and control management system
- Worker safety and health management system



Quality Policy:

Goyal Knitfab recognises that the discipline of quality, health and safety and environmental management system are an integral part of its management function. Goyal Knitfab views these as primary responsibilities and to be the key to good business in adopting appropriate quality standards.

We will:-

Comply with all applicable statutory laws and statutory regulations. Follow a concept of continuous improvement and make best use of its management resources in all quality matters.

Communicate its quality objectives and its performance against these objectives throughout Goyal Knitfab and to interested parties.

Take due care to ensure that activities are safe for employees, associates and sub contractors and others who come into contact with our work.

Work closely with our customers and suppliers to establish the highest quality standards establishing , implementing and controlling procedures for corrective and preventive action to ensure at all times customer requirements are met under controlled environments and product realisation procedures are adhere to, protecting the integrity and reputation of the business.

Adopt a forward looking view on future business decisions which may have quality impacts.

Quality management system target & Objectives:-

- To achieve consistently high standards
- To have competent, motivated and rewarded work force.
- To provide training for the development for all members of staff.
- To provide a competent and professional approach to all sizes and types of projects.
- To be a profitable company yet customer driven.
- To complete deliveries on time and within budgets.
- To provide a safe but enjoyable working environment throughout our processes.

I) Gujrat factory Rules 1963

II) They shall extend to the whole of state Gujrat.

Rules 51 to 53 pres. Under sub-sec. (2) of sec 20

51. Number and Location of spittoons: The number and location of spittoons to provide shall be to the satisfaction of the inspector such spittoons shall be placed on a stand or a bracket 91.4 cm high.

Types of spittoons;

a) Gavalonized iron container with a conical tunnel – shaped cover.
b) A container filled with; with dry clean and sand and covered layer of bleaching powder.
c) Any other types approved by the chief inspector.

Chapter VI: Working Hours of Adults:

Rules pres. Sub-sec.(2) sec.53

91. (I) No male adult workers shall be required or allowed to work for more than **Ten Hours** in any day.

Chapter VI: 51, **Weekly Hours;** No adult worker shall be required or allowed to work in a factory for more than 48 hrs in any week.

52. Weekly off:

(I) No adult worker shall be required or allowed to work in a factory on the first day of week.

a) He has or will have a holiday for a whole day on one of the three days immediately before or after the said day.

b) No substitution shall be made which will result in any worker working for more than ten days consequently without a holiday for a whole day.

54: Daily Hours; Subject to the provisions of sec.51, no adult worker shall be required to or allowed to work in a factory more than 9 hours in any day.

55: Intervals for Rest; Adult workers in a factory each day shall be so fixed that no period shall exceed five hours and that no worker shall work for more than five hours and he has had an interval for rest of at least half an hour.

69 (4) : In making rules under this section the state Govt. shall not exceed, except in respect of exemption under clause (C) of sub section (2) , the following limits of work inclusive of overtime:-

I) The total number of hours of work in any day shall not **exceed ten;**

II) The spread over , inclusive of intervals for rest, shall not exceed twelve hours in any one day.

70. 1* III) The total number of hours of work in a week, including **overtime, shall not exceed sixty;]**

2* IV) the total number of hours of overtime shall not **exceed fifty** for any one quarter.

Chapter VIII

Annual Leave with wages:

79: Leave with wages**:** Every worker who has worked for a period 240 days or more in a factory during a calendar year shall be allowed during the subsequent calendar year. Leave with wages for a number of days calculated at the rate of –

I) If an adult, one day for every 20 days of work performed by his during the previous calendar year ;

II) If a child, one day of every 15 days of work performed by him during the previous calendar year.

4 J. The workmen's compensation Act, 1923.

The workmen's compensation act aims to provide workmen and /or their dependents some relief in case of accidents arising out of and in the course of employment and covering either death or disablement of workmen. Acts does not apply where workman covered under ESI Act.

Unfair labour practices:

According to sec 2 (ra) of the Industrial disputes act 1947 unfair labour practices specified in the fifth schedule to the Industrial disputes act 1947.

According to sec. 25 T of the Industrial disputes act, 1947. No employer or work man or a trade union, whether registered under the trade unions act 1926 or not, shall commit any unfair practice.

Industrial Relations:

The term "Industrial relations" comprises of two terms: "Industry & relations"

"Industry" refers to "any productive activity in which an industrial (or a group of individuals) is (are) engaged" by "relations" we mean "the relationships that exist within the Industry between the employer and his workmen"

Definition of Industrial Relations:-

1. Industrial relation is that part of management which is concerned with the manpower of the enterprise- whether machine operator , skilled worker or manager.
2. Industrial relation between employer and employees, employees and employees and trade unions- Industrial dispute Act 1947.
3. While moving from jungle of the definition, here , individual relation is viewed as the "process by which people and their organizations interact at the place of work to establish the terms and condition of employment"
   The industrial relation; relations is also called as Labour-Management, employee-Employer relations.

Effects of poor Industrial relations:

1. Multiplier Effects: - the direct loss caused due to industrial conflict.
2. Fall in Normal tempo: - affect the normal tempo of work so that work for below the optimum level, costs builds up. Absenteeism and labour turn over increase.
3. Resistance of change:- Dynamic industrial situation calls for change more or less continuously. Methods have to be improved.
4. Frustration and social cost:- Every man comes to the work place not only to earn a living. He wants to satisfy his social and egoistic needs also. Poor industrial relations take a heavy tall in terms of human frustration.

Suggestion to improve industrial relation:

1. Both management and unions should develop constructive attitude towards each other.
2. All basic policies and procedures relating to industrial relation should be clear to everybody in the organization.
3. The personnel manager should remove any distrust by convincing the unions of the company's integrity and his own sincerity and honesty.
4. The personnel manager should not vie with the union to gain workers loyal to both the organization.
5. Management should encourage right kind of union leadership.

Difference between Industrial Relations and human relations:-

The term "Industrial Relations" is different from "human relations". Industrial relations refer to the relations between the employees and the employer in an industry. Human relations refer to a personnel management policy to be adopted in industrial organizations to develop

a sense of belongingness in the workers improves their efficiency and treat them as human beings and make a partner in industry.

Checklist of labour law compliance:

Apprentice Act,1961	Appointment of apprentice if the company falls under the notified company.
Contract Labour (Regulation & Abolition) Act 1970 and rules.	Working condition workmen adequate facility : drinking water , canteen etc. facility for woman workers also.
Employees State Insurance Act, 1948 (ESI)	Remittance of contribution every month, Maintain Register, submission returns.
Employee's provident fund and miscellaneous provisions Act 1952.	• Payment of contribution every month • Maintenance of registers • Submission of returns as per the provision of act.
Employment exchanges (Compulsory notification of vacancies) Act 1959	• Intimation of vacancy to the local employment exchange when vacancies arise. • Submission of returns.
Equal Remuneration Act 1976	• No discrimination with regard to payment for the same work done by men and women workers. • Maintenance of register.
Factories Act, 1948	• Licensing and renewal of license under the act. • Provision of adequate safety measures within the factory premises. • Provision of adequate welfare measures like crèche, canteen, wash room etc for the works. • Payment of wages as per the provision of the act. • Payment of overtime wages. • Maintenance of registers. • Submission of returns.
Industrial Disputes Act, 1947	• Prevention of unfair labour practices. • Prior permission of appropriate Govt. /concerned labour authority for lay off, or retrenching the workers or closing down the industrial establishment.

	• Payment of compensation to workers on account of closure or lay off or retrenchment.
Industrial employment and standing orders Act,1946	• Formulations of service rules and obtain its approval from the concerned labour authority. • Display of standing orders in a prominent place for the knowledge of workers.
Maternity benefit act, 1961	• Grant of leave along with payment of wages after child birth or any other maternity related problem like abortion etc. • Submission of returns.
Minimum wages Act, 1948	• Provision of minimum rate of wages as prescribed by the govt. • Maintenance of register as prescribed under the act. • Submission of returns.
Payment of Bonus act, 1965	• Payment of bonus in accordance with the provisions of the act. • Submission of returns.
Payment of Gratuity Act, 1972	• Payment of gratuity to employees leaving the establishment after completion of **five years**. • Notice of opening to concerned labour authority. • Displays required under the act. • Maintenance of registers of allocable surplus, bonus etc. • Submission of annual returns.
Payment of wages Act. 1936	• Payment of wages without any unauthorised deductions. • Maintenance of registers of fines, deductions, advance, wages etc. • Displays as per provision of the act. • Submission of annual returns.
The Indian Boiler act, 1923	• Licensing of boilers • Adequate safety precautions • Appointment of trained personnel to handle the boilers • Maintenance of registers as per the provision of act.
The weekly Holidays Act, 1942	• Provision of weekly holidays
Trade unions Act, 1926	• Registration of trade unions in accordance with the provision of the act.

Workmen's compensation Act, 1923	• Provision of compensation in case of accident. • Submission of returns as stipulated under the act.

Employer Checklist for minimum wages.

The employer must pay every employee wages as fixed by the govt.

a) Wages must be paid in cash
b) For the fixation of minimum wages; the employment must have been in schedule originally or added to the schedule by a notification under sec. 27 of the act.
c) The employer can take actual work on duty day upto 9 hrs in a 12 hrs shift, but he must pay double the rate of any hour or part of an hour of actual work in excess of 9 hrs or for more than 48 hrs in any week.
d) The employer should exhibit at main entrance to the establishment and its offices, a notice in respect of the following in English and local language.
   I) Minimum rates of wages.
   II) Abstract of the act and rules made there under
   III) Name and address of the labour inspector/Asst. comm. of labour etc.

Cost of living allowance: The minimum basic wages fixed are linked to consumer price index as a counter measure against inflation. The cost of living is set twice in a year. The commissioner of labour notifies the rate 1st of April and 1st of Oct. The rates are fixed on the basis of the average rise in the state industrial workers consumer price index numbers for half year ending Dec. and June respectively.

Act does not apply where workmen covered under ESI Act:

Since workmen entitled to get compensation from employees state insurance corporation , a workmen covered under ESI Act is not entitled to get compensation under Workmen's compensation Act, 1923 as per sec. 53 of ESI Act, 1948.

Rate Of Gratuity:- Payment of gratuity Act 1972.

For every completed year of service or part there of in excess of six months, the employer shall pay gratuity to an employee at the rate of fifteen days wages based on the rate of wages last drawn by the employee concerned.

Gratuity is payable to an employee on termination of his employment after he has rendered continuous service for not less than five years.

- On his superannuation
- On his resignation
- On his death or disablement due to employment injury or disease.

36 A. Precautions regarding the use of portable electric light in any factory-

a) No portable electric light or any other appliances of voltage exceeding twenty four volts shall be permitted for use inside any chamber, tank, vat pit , pipe , flue or other confined space;

(Adequate safety devices are provided.)

b) If any inflammable gas, fume or dust is likely to be present is such chamber, tank. Vat. Pit, pipe and other confined space, no lamp or light other than that of flame proof construction shall be permitted to be used there in.

98. Penalty for using false certificate of fitness. Whoever knowingly uses or attempts to use, as certificate of fitness granted to another person under that section, or who having procured such a certificate knowingly allows it to be used, or an attempt to use it to be made by another person, shall be punishable with imprisonment for term which may extended to 1'* [two months] or with fine which may extended to 1* one thousand rupees] or with both.

111 A. Right or workers, etc every workers, shall have the right to-----

1) Obtain from the occupier, information relating to worker's health and safety at work.
2) Get trained within the factory wherever possible, or to get himself. [Guj. Fact. Rules 1963]

Lighting of interior parts:-

1) The general illumination over those inner parts of a factory where persons are regularly employed shall be not less than 30 mtrs candles measured in the horizontal place at a level of 91.4 CM above the floor.

Sr. No.	Applicable Act / Rule	Reference Document	Parameters to be Monitored	Permissible Limits	Actual	Monitoring Agency	Monitoring Frequency	Location for Monitoring	Reference Document / Record
		GPCB/CCA-SRT-1067(2) / ID 31864/79949 DT.	**Trade Effluent**						
1.	Under section		pH	6.5 to 8.5	8	M/S Akshat	Yearly	Goyal	Annex 10

	26 of the water (Prevention & Control of Pollution) Act 1974	09.05.2011	Temperature	40^0 C	29.9	Consultants Environmental Engineers		Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	
			Suspended Solids	≤ 100mg/Ltr	97 mg/ltr				
			Oil & Grease	≤ 10mg/Ltr	3.5 mg/ltr				
			Phenolic compound	≤ 1mg/Ltr	0.23 mg/ltr				
			Sulphides	≤ 2mg/Ltr	0.4 mg/ ltr				
			Ammonical Nitrogen	≤ 50mg/Ltr	0.8 mg/ ltr				
			Total chromium	≤ 2mg/Ltr	--				
			Hexavalent Chromium	≤ 0.1mg/Ltr	--				
			BOD (5 days, 20^0 C)	≤ 30mg/Ltr	827 mg/ltr				
			COD	≤ 100mg/Ltr	98 mg/ltr				
			TDS	≤ 2100mg/Ltr	2005 mg/ltr				
2.	Hazardous Wastes (Management ,Handling & Transboundry movement) Rules , 3(c)	GPCB/CCA-SRT-1067(2) / ID 31864/79949 DT. 09.05.2011	Disposition	---	---	Naroda Enviro Projects Ltd.	Random	Sludge Drying Bed at ETP	Manifest Doc. No. 70580
Prepared by :						**Approved by :**			

Sr. No.	Applicable Act / Rule	Parameters to be Monitored	Permissible Limits	Actual	Monitoring Agency	Monitoring Frequency	Location for Monitoring	Reference Document / Record
3.	Noise Under section 6 & 25 of Environmental protection Act 1986	Noise Level Day	90 dB (A) (Workplace Noise) 75 dB (Ambient Noise)	58.44 dB (A)	M/S Akshat Consultants Environmental Engineers	Once in a Year	Main gate	Noise Measurement Report
				62.47 dB (A)			Near ETP	
				67.05 dB (A)			Near Boiler	
				71.34 dB (A)			Process Dept.	
				62.42 dB (A)			Near office	
4.	Air (Prevention and Control of Pollution) Act, 1981	Duration 8 hrs.			M/S Akshat Consultants Environmental Engineers		Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	Annex. 15
		Particular Matter 10	< 100µg/m^3	89.52 µg/m^3				
		Particular Matter 2.5	< 60 µg/m^3	54.62 µg/m^3				
		SO2	< 80 µg/m^3	24.85 µg/m^3				
		NOx	< 80 µg/m^3	23.12 µg/m^3				
		Stack Monitoring						
		Particular Matter 10	< 100 µg / m^3	138.74 mg / N m^3	M/S Akshat Consultants Environmental Engineer		Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	
		SO2	< 80 µg/m^3	39.07 PPM				
		NOx	< 80 µg/m^3	4.77 PPM				

					s			
Prepared By :				**Approved by :**				

Sr. No.	Applicable Act / Rule	Reference Document	Parameters to be Monitored	Permissible Limits	Actual	Monitoring Agency	Monitoring Frequency	Location for Monitoring
5.	Building Stability Certificate Form No. 1 A Prescriobed under Rule 3 – C	65/09/2008/CERT/221 Dt. 30.09.2008	--	--	--	Anup P. Shah Competent Civil Engineer GUJ/DISH/CPT/ A/0062/2006	--	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315
6.	Central Excise registration under Rule 9 of the Central Excise Rule 2002,	Central Excise Registration Number – AABCG3803BXM001	--	--	--	Assistant commissioner Central Excise Div. V, Surat 1	--	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315

Prepared by :	Approved by :

Sr. No.	Applicable Act / Rule	Reference Document	Parameters to be Monitored	Permissible Limits	Actual	Monitoring Agency	Monitoring Frequency	Location for Monitoring	Reference Document / Record
7.	Factory Registration Certificate	Registration No. 782/17309/ 2002	--	--	--	Directorate Industrial Safety & Health , Gujarat State	--	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	License No. 4444
8.	Employees Provident Fund Organization	PF Registration No. – GJ / SRT/ 32827	---	---	---	Sub Regional Office Surat	---	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	PF Registration No. – GJ / SRT/ 32827
9.	Central Sales Tax (Registration & turnover) rules 1987	Registration Number - 24723900524	--	--	--	Government of Gujarat Sales Tax Dept.	--	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	F. No. 286444

10	Gujarat Sales Tax	Registration Number – 24332900524	--	--	--	Government of Gujarat Sales Tax Dept.	--	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	Registration Number – 24332900524 Dt. 18.05.2002
Prepared by :						**Approved by :**			

Sr. No.	Applicable Act / Rule	Reference Document	Parameters to be Monitored	Permissible Limits	Actual	Monitoring Agency	Monitoring Frequency	Location for Monitoring	Reference Document / Record
11.	Batteries (Management & Handing) Rules, 2001	---	Disposition of Batteries after use	Recycling of Lead Plates in batteries after 3 Years	After use discarded batteries will be given back to Trader.	Vapi Sales Corporation HO 149, First Floor, Govind Complex, GIDC, Char Rasta Vapi – 396 195	When not in Use	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	---
12.	Indian Explosive	Registratio	---	---	---	Gujarat State Director	1 Year	Goyal Knitfab Pvt. Ltd. Block 505,	Registration

	Act, 1984 Form 5 Rule 381 (G) 12	n No. 47 Dt. 26th Sept. 2011				of Boiler Surat		NH-8, Palsana 394 315	No. 47 Dt. 26th Sept. 2011
13.	Form 11 Prescribed under Rule 61 – Testing of Pressure Vessel	Test Report s Total - 38	Safe Working Pressure	As per Pressure Vessel	---	H. P. Patel & Associatio n, Surat	1 Year	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	Test Reports
14.	Form 10 Prescribed under Rule 60 Examinatio	Test Reports Total - 6	Safe Working Load	As per Lifting capacity	---	H. P. Patel & Associatio n, Surat	1 Year	Goyal Knitfab Pvt. Ltd. Block 505, NH-8, Palsana 394 315	Test Reports
Prepared by :						**Approved by :**			

Sr. No.	Applicable Act / Rule	Reference Document	Parameters to be Monitored	Permissible Limits	Actual	Monitoring Agency	Monitoring Frequency	Location for Monitoring	Reference Document / Record
15.	Weight & Measures								
16.									
17.									

18.									
Prepared by :						**Approved by :**			

OHSAS: 18001:2007

Occupational health and safety assessment series:

This occupational health and safety series (OHSAS) management system , to enable an organization to control its OH&S risks and improve its OH&S performance criteria, nor does it give detailed specification for the design of a management system.

This OHSAS standard is applicable to any organization that wishes to:

a) Establish an OH&S management system to eliminate or minimise risks to personnel and other interested parties who could be exposed to OH&S hazards associated with activities;
b) Implement, maintain and continually improvement an OH&S management system.
c) Assure itself of its conformity with its stated OH&S policy.
d) Demonstrate conformity with this OHSAS standard by:

- Making self determination and self declaration.
- Seeking confirmation of its conformance by parties having an interest in the organization such as customers, or
- Seeking confirmation of its self declaration by a party external to the organization, or
- Seeking certification / registration of its OH&S management system by an external organization.

All requirements in this OHSAS standard are intended to be in corporated into any OH&S management system. The extent of the application will depend on such factors as the OH&S policy of the organization, the nature of its activities and the risks and complexity of its operations.

OHSAS: 18001:2007

4.1 General requirements.

4.2 OH&S Policy

a) Is appropriate to the nature and scale of the organization's OH&S Policy.
b) Includes commitment prevention of injury and ill health and continual improvement in OH&S Management and Performance.
c) Includes a commitment to at least comply with applicable legal requirements and with other requirements.
d) Provide the frame work for setting and reviewing OH&S objectives;
e) Is documented , implemented and maintained
f) Is communicated to all persons working under the control of the organization with the intent that they are made for their individual OH&S Obligations.
g) Is available to interested parties.

h) Is reviewed periodically to ensure that it remains relevant and appropriate the organization.

4.3 Planning:

4.3.1 Hazard identification, risk assessment and determining controls:-

The organization shall establish, implement and maintain a procedure (s) for the ongoing hazard identification, risk assessment, and determination of necessary controls.

4.3.2 Legal and other requirements:-

The organization shall establish, implement and maintain a procedure (s) for identifying and assessing the legal and other OH&S requirements that one application to it.

4.3.3 Objectives and programme (S):-

The organization shall establish implement and maintain documented OH&S objectives, at all relevant functions and level within the organization.

4.3.4 OH&S management programs:

- Establish and maintain programmes for achieving objectives.
- Shall include documentation of
  - Designated responsibilities and authorities for achieving the objectives
  - Means & time –scale for achieving the objectives.
- Shall be reviewed at regular and planned intervals.
- Amended if there are changes to the activities and operating conditions.

4.4 Implementation and operation:-

4.4.1 Resources, roles, responsibility, Accountability and authority/structure and responsibilities- top management shall take ultimate-responsibility for OH&S management system.

4.4.2 Competence, Training & Awareness:-

The organization shall ensure that any person (s) under its control performing tasks that can impact on OH&S is (are) competent on the basis appropriate education, training or experience, and shall retain associated records.

4.4.3 Communication, Participation and consultation.

4.4.3.1 Communication.

With regard to its OH&S hazards and OH&S management system, the organization shall establish, implement and maintain a procedure (s) for;

4.4.3.2 Participation and consultation:

The organization shall establish implement and maintain a procedure (s) for:

4.4.4 Documentation: OH&S Management system documentation shall include:

a) The OH&S policy and objectives.
b) Description of the scope of the OH&S management system.
c) Description of the main elements of the OH&S management system and their interaction.
d) Documents including records, required by this OHSAS standard.
e) Documents including records, determined by the organization to be necessary to ensure the effective planning.

4.4.5 Control of documents:- Documents required by the OH&S management system and by this OHSAS standard shall be controlled. Records are a special type of documents and shall be controlled in a accordance with the requirements given in item 4.5.4 control of records.

4.4.6 Operational Control:-

The organization shall determine those operations and activities that are associated with the identified hazard (s) where the implementation of controls is necessary to manage the OH&S risk (s)

Control Strategies:

- Risk avoidance
- Risk mitigation
- Reduce Loss
- Risk transfer
- Risk acceptance/awareness.

Examples of Operational Control:

- Procedures
- Rules
- Administrative controls
- Licenses
- Permit to work
- Signage's
- Colour coding
- PPE

Hierarchy of controls:

- Engineering controls
- Administrative and procedural control
- Safety equipments-PPE
- Emergency response

4.4.7 Emergency preparedness and response:

The organization shall establish, implement and maintain a procedure (s)-

a) Identify the potential for emergency situation
b) Respond to such emergency situation

The organization shall respond to actual emergency situations and prevent or mitigate associated adverse OH&S consequences.

4.5 Checking:

4.5.1 : **Performance management & monitoring:-**

The organization shall establish, implement and maintain a procedure (s) to monitor and measure OH&S performance on a regular basis:-

4.5.2 Evaluation of compliance:-

4.5.2.1- Consistent with its commitment to compliance the organization shall establish, implement and maintain a procedure (s) for periodically evaluating compliance with applicable legal requirements.

4.5.2.2 The organization shall evaluate compliance with other requirements to which it subscribers.

4.5.3 Incident investigation, non-conformity, corrective action and preventive action.

4.5.3.1 Incident Investigation: The organization shall establish, implement and maintain a procedure (s) to record, investigation and analyse incidents.

4.5.3.2 Non conforming, corrective action and preventive action:-

The organization shall establish, implement and maintain a procedure (s) for dealing with actual and potential non-conformity (ies) and for taking corrective action and preventive action.

4.5.4 Control of records: The organization shall establish and maintain records as necessary to demonstrate conforming to the requirements of its OH&S management system and of this OHSAS standard, and the results achieved.

4.5.5 Internal Audit:-

The organization shall ensure that Internal Audits of OH&S management system is conducted at planned intervals to.

4.6 Management Review:

Top management shall review the organizations OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness, reviews shall include assessing opportunities for improvement and the need for changes to the OH&S management system, including the OH&S policy and OH&S objectives.

a) Results for internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes;
b) The results of participation and consultation
c) Relevant communication (s) from external interested parties, including complaints;
d) The OH&S performance of the organization
e) The extent to which objectives have been met.
f) Status of incident, investigations, corrective action and preventive actions;
g) Follow up actions from previous management reviews;
h) Changing circumstances, including developments in legal and other requirements related to OH&S;
i) Recommendations for improvements.

(PDCA) PLAN-DO-CHECK-ACT CYCLE AND CONTINUAL IMPROVEMENT:

PLAN:- What to do.

How to do it.

Establish Objectives:- Necessary to deliver results in accordance with customer requirements and the organizations policies.

DO:- Do what was planned.

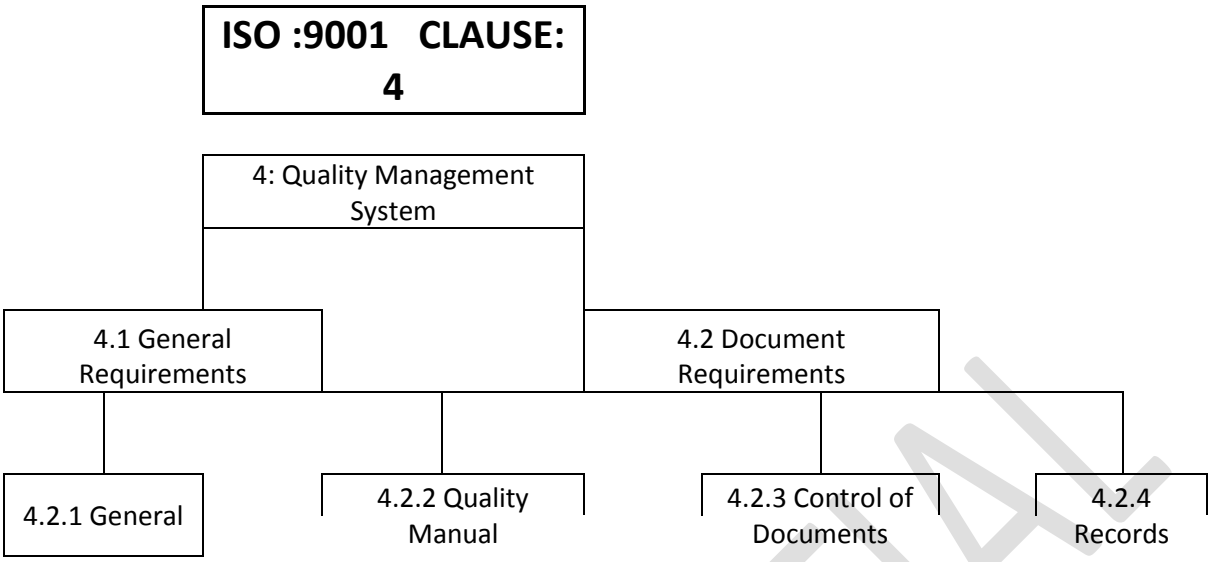
Implement the process:

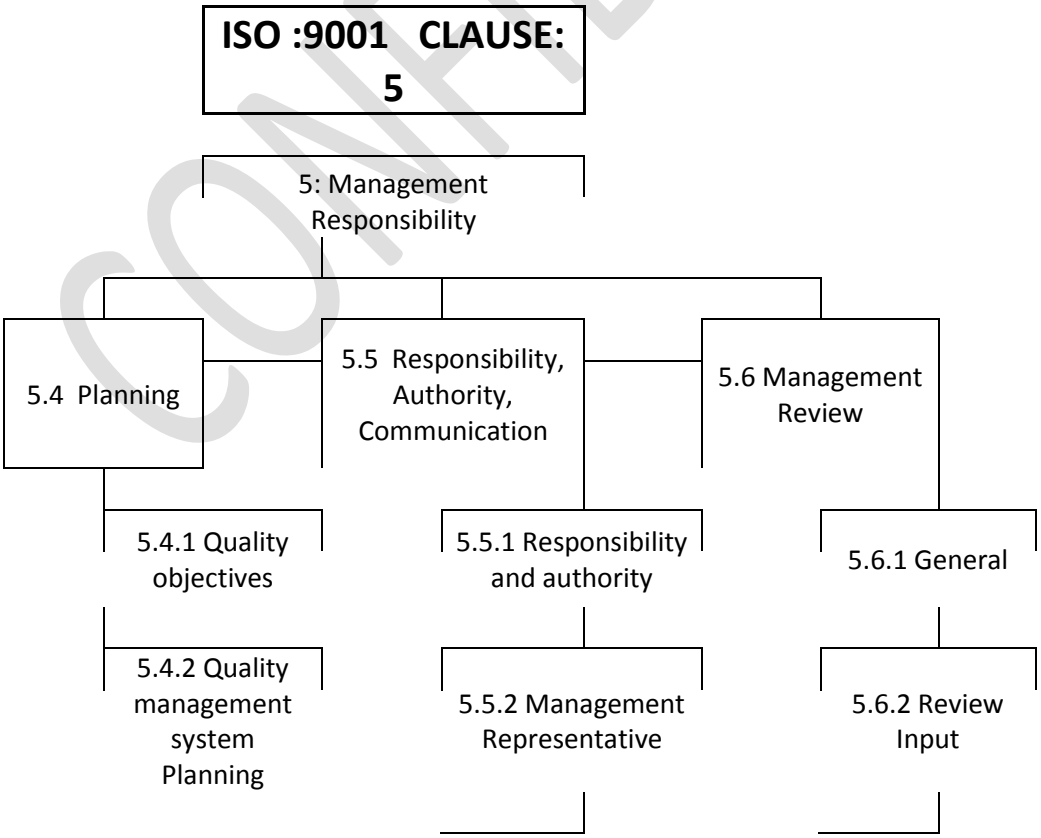
CHECK:- Did things happen according to plan.

Monitor and Measure:- Processes and product against policies objectives and requirements.

ACT:- How to improve next time?

Take Action to continually improve process: Performance, effectiveness and efficiency.





5.5.3 Internal Communication

5.6.3 Review Out put

ISO :9001 CLAUSE: 6

6: Resource Management

- 6.1 Provision of Resources
- 6.2 Human resources
  - 6.2.1 General
  - 6.2.2 Competence awareness & Training
- 6.3 Infrastructure
- 6.4 Work Environment

ISO :9001 CLAUSE: 7 (1)

7: Product Realization

- 7.1 Planning of Product Realization
- 7.2 Customer Related Process
  - 7.2.1 Determination of requirements related to the Product.
  - 7.2.2 Review of requirements related to the product.
  - 7.2.3 Customer Communication

ISO :9001 CLAUSE: 7 (2)

7.3 Design and Development

- 7.3.1 Design and development processing
- 7.3.2 Design and development inputs
- 7.3.3 Design and development outputs.
- 7.3.4 Design and development review
- 7.3.5 Design and development verification
- 7.3.6 Design and development validation
- 7.3.7 Design and development changes

ISO :9001 CLAUSE: 7 (3)

7.4 Purchasing

- 7.4.1 Purchasing Process
- 7.4.2 Purchasing Information

7.4.3 Verification of Purchased Product

7.5 Production and service provision

7.5.1 Control of production and service provision

7.5.2 Validation of process for production and service provision

7.5.3 Identification and Tracebility

7.5.4 Customer Property

7.5.5 Preservation of product

7.6 Control of monitoring & measuring Devices

ISO :9001 CLAUSE: 8 (1)

8.1 General

8.2 Monitoring and Measurement

8.2.1 Customer Satisfaction

8.2.2 Internal Audit

8.2.3 Monitoring and measurement of process

8.2.4 Monitoring and measurement of product

ISO :9001 CLAUSE: 8 (2)

8.3 Control of Non Conforming Product

8.4 Analysis of Data

8.5 Improvement

- 8.5.1 Continual improvements
- 8.5.2 Corrective Action
- 8.5.3 Preventive Action

Management Commitment:

- To ensure active management involvement.
- To provide sufficient time, money and personal to create and maintain effective compliance program.
- To communicate clear commitment toward compliance with the senior management to all employees.
- To build and nurture the concomitant corporate culture of compliance throughout the organization.
- To evaluate and ensure the integrity of compliance program.

Risk Assessment:

- Chart your order flow from receipt of a request through shipment.
- Develop a narrative that describes the movement of request and the responsible personnel who take action on the request at various steps.
- Identify vulnerable steps where there is risk.
- Determine frequency of checks to be performed throughout the flow process.
- Establish “stop”, “hold” and / or “cancel “criteria to prevent transactions from moving forward when checks fail.
- Establish “release “criteria for transactions that have been stopped and escalated for further review.

- Identify all document file paths that make up the entire transaction story.

Procedures for implementing checks and screening and addressing vulnerabilities:

Whether checks are manually or electronically performed or both. It is important to clearly define the preventive controls to minimize vulnerabilities prior to order entry. In process controls that will place a "hold "on a transaction necessitating a secondary review and after process controls that would alert you to system failures.

Equality, Diversity and human rights:-

You should consider the needs of each person using a service against six key strands of diversity:

- Race
- Age
- Gender
- Disability
- Sexual orientation
- Religion or belief

Abuse:

The outcomes and prompts describe what you need to do to safeguard children and adults. We believe that person's right to live a life free from abuse and neglect, and for abuse to be prevented, is as important as responding to it after it has happened. The legislation and Government guidance. About child abuse is different from that for adult abuse. The regulations state that you must take account of the Government guidance.

Health and safety Equipment:-

People are safe because where equipment is provided or used as part of the regulated activity. The equipment is:

- Available in sufficient quantities to meet the needs of people who use the service.
- Safe to be used.
- Suitable for its stated purpose.
- Compliant with all relevant laws.
- Installed, used and maintained correctly with reference to the specifications, manufacturer's instructions, legislation and appropriate guidance from expert bodies.
- Properly maintained tested, serviced and renewed under a recorded programme.
- Stored safely and securely to prevent theft, damage or misuse.

Manage risk through effective procedures:-

- Identification, assessment and review of risk
- When risks are identified a plan for how these are to be managed.

- How the equipment is used and maintained.
- Ensuring that all staff involved in using the equipment has the competency and skills needed, and where this is not possible, know what to do ensure the people remain safe.
- The training of people who use services about any equipment they are given to use themselves.
- What will happen in the event of electricity, water or gas supply failure or other emergency that affect the equipment used to meet the needs of people who use services.

People who use services and others who work in or visit the premises:

- Are designed and adopted so that people can move around and be as independent as possible in activities of daily living and meet the appropriate requirements.
- Have safe and secure storage facilities, including storage for the private belongings of people who use services.
- Have sufficient toilets, and where necessary bathroom and bathing facilities that take into account people's diverse needs and promote their privacy, dignity and independence.
- Have call alarm systems that enable people who use services to get help when their mobility is limited for whatever reason.
- Have a system to enable staff to summon urgent assistance.
- Have somewhere private available for breaking bad news where this is one.
- The management of electrical, heating, safety and building facilities complies with statutory requirements and manufacturer's instructions and are managed to minimize risk.
- There are fully planned and practised fire evacuation procedures.
- There are clear procedures followed in practice, monitored and reviewed, which cover:
    - What will happen in the event of electricity, water or gas supply failure?
    - What will happen in the event of a fire or flooding?
    - Other emergencies that occur on the premises.
    - How the situation will be managed should IT or communications systems which are integral to the premises, fail.
- There are systems in place to ensure that the décor of the building is maintained and refreshed.
- The management of risk includes the prevention and control of legionella.

GKPL Standing Order: (Standing orders Act 1946, or under the Industrial dispute Act 1947)

Revision No. 02 Dated: 20.06.2013

Clause: 17.0.0 Termination of employment:

Clause: 17.1.0.

The employment of a permanent workman may be terminated by giving him two months notice or on payment of two months wages (including all admissible allowance) in lieu of notice.

Clause: 17.1.1.

A permanent worker desire of leaving service may do so by giving two months notice in writing to the competent authority or pay two month's wages (including all admissible allowance) in lieu of notice subject to submission of no dues certificate from all concerned in the organization.

Norms for fixing minimum wage:-

- Three consumption unit per earner.
- Minimum food requirement of 2700 calories per average Indian adult.
- Cloth requirement of 72 yards per annum per family.
- Rent corresponding to the minimum area provided under the governments industrial housing scheme.
- Fuel lighting and other miscellaneous items of expenditure to constitute 20% of the total minimum wage.
- Children education, medical requirement, minimum recreation including festival/ceremonies and provision for old age, marriage etc. should further constitute 25% of the total minimum wage.

Cost of living allowance:-

The minimum basic wages fixed are linked to consumer price index as a counter measure against inflation. The cost of living is set twice in a year. The commissioner of labour notifies the rate 1st April and 1st of Oct. The rates one fixed on the basis of the average rise in the state industrial workers consumer price index numbers for half year ending Dec. and June respectively.

Punishment for committing unfair labour practice:-

"According to section 25U of the industrial disputes act 1947; any person who commits any unfair labour practice will be punishable with imprisonment for a term which may extent to six months or with fine which may extend to one thousand rupees or with both."

Employees provident fund and misc. provision Act. 1952:

An act to provide for the institution of provident funds, pension funds and deposit linked insurance fund for the employees in the factories and other establishments. The act extends to the whole of India except the state of Jammu & Kashmir.

Applicability:-

- **All factories and establishments in which 20 or more are employed.**

Three Beneficial schemes:

1. Employees provident fund scheme 1952
2. Employees pension scheme 1995
3. Employees deposit linked insurance 1976

Membership:-

- An employee at the time of joining employment and getting wages upto Rs. 6500/- is required to become a member.
- An employee is eligible for membership of fund from the very first date of joining a covered establishment.

Contribution to EPF :-

- **Employees share : 12% of the basic+DA**
- **Employer's contribution: 12% to be deposited as:**
  - **8.33%** to be deposited in pension fund A/C No. 10 and
  - The balance i.e. **3.67%** to be deposited in provident fund A/C No. 01 along with employees share of **12%**
- **Administration charges:**
- @ 1.1% of the total wages /salary disbursed by deposit to A/C No. 02
- Employees deposit linked insurance @ 0.5% of the total wages / salary by deposit to A/C No. 21 and
- Administration of EDLI @ 0.01% of the wages / salary by deposit to A/C No. 22

Duties of Employer:

- Employer to furnish information about:-
  a) Ownership and names of responsible person of establishment.
  b) Declaration and nomination.
  c) Joining and leaving of service by the members in form 5 and form 10 respectively
  d) Form 12 A with monthly challans of deposit.
  e) Form 9 for details of employees

f) Form 3 A / 6 A at the end of the financial year.
g) Another information as may be required under Para 76 of the scheme.

Benefit of Employees:

- **Provident fund benefits**
- **Pension benefits**
- **Death benefits**

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