



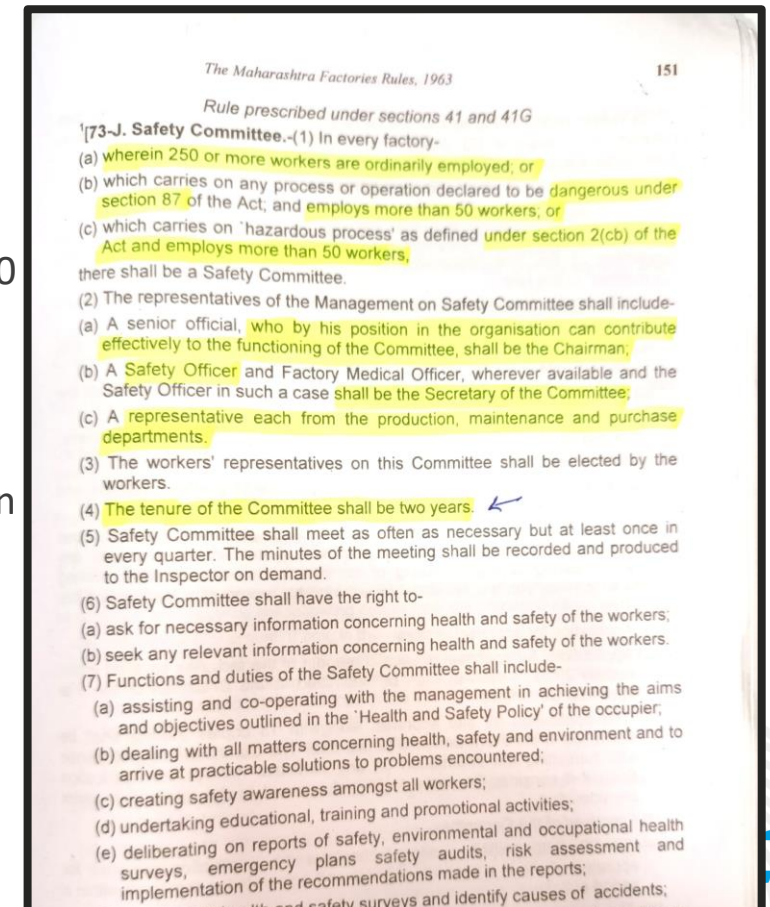
SAFETY COMMITTEE MEETING

AS MAHARASHTRA FACTORY 1963, RULE NO 73 J

IT IS LEGAL REQUIREMENT AS PER THE MAHARASHTRA FACTORY 1963, RULE NO 73 J

- According the Rule 73(J) of the **Maharashtra Factory Rules, 1963** framed under the provisions of Section 41 and 41-G of the Factories Act, 1948 requires constitution of Safety Committee in the factories meeting the following criteria:

- Units employing 250 or more workers.
- Units covered under Section 87 of the Factories Act, 1948 and employing more than 50 workers.
- Units covered under Section 2(cb) of the Factories Act, 1948 and employing more than 50 workers.
- A representative from each department.



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- The representatives of the management on the safety committee shall include-
 - a) **A senior official, who by his position in the organization** can coordinate effectively to the functioning of the committee, shall be **the chairman;**
 - b) A safety officer and medical officer, wherever available and the **safety officer in such case shall be secretary** of the committee.
 - c) A representative from each from the **production, maintenance, Purchase**, toolroom, HR department.
 - d) The worker representatives on this committee shall be elected by the workers.
- The **tenure** of the Committee shall be **two years.**
- Safety Committee shall meet as often as necessary but at least **once in every quarter.** The minutes of the meeting shall be recorded and produced to the Inspector on demand.



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- **Safety Committee shall have the right to-**
- ask for necessary information concerning health and safety of the workers;
- seek any relevant information concerning health and safety of the workers.
- **Functions and duties of the Safety Committee shall include-**
 - a) Assisting and **co-operating with the management in achieving the aims and objectives** outlined 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;**



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- e) Deliberating on reports of safety, environmental and occupational health surveys, emergency plans safety audits, risk assessment and implementation of the recommendations made in the reports;
- f) Carrying out health and safety surveys and identify causes of accidents;
- g) Looking into any complaint made on the likelihood of an imminent danger to the safety and health of the workers and suggest corrective measures; and
- h) Reviewing the implementation of the recommendations made by it.
- *Cannot be effectively carried out by the Safety Committee, it may establish sub-committee as may be required, to assist it.*



INTRODUCTION

- A safety committee is a group of people within an organization that regularly comes together to discuss key safety topics, make improvements to existing policies and develop new safety culture in the organization.
- **All levels of the organization are included in the safety mission.**
- **It is the bridge between employees and management.**
- A safety committee bring together managements and workers to help create and mention a safe workplace.
- When workers and management are aware of hazards and work to improve them, fewer accidents occur.



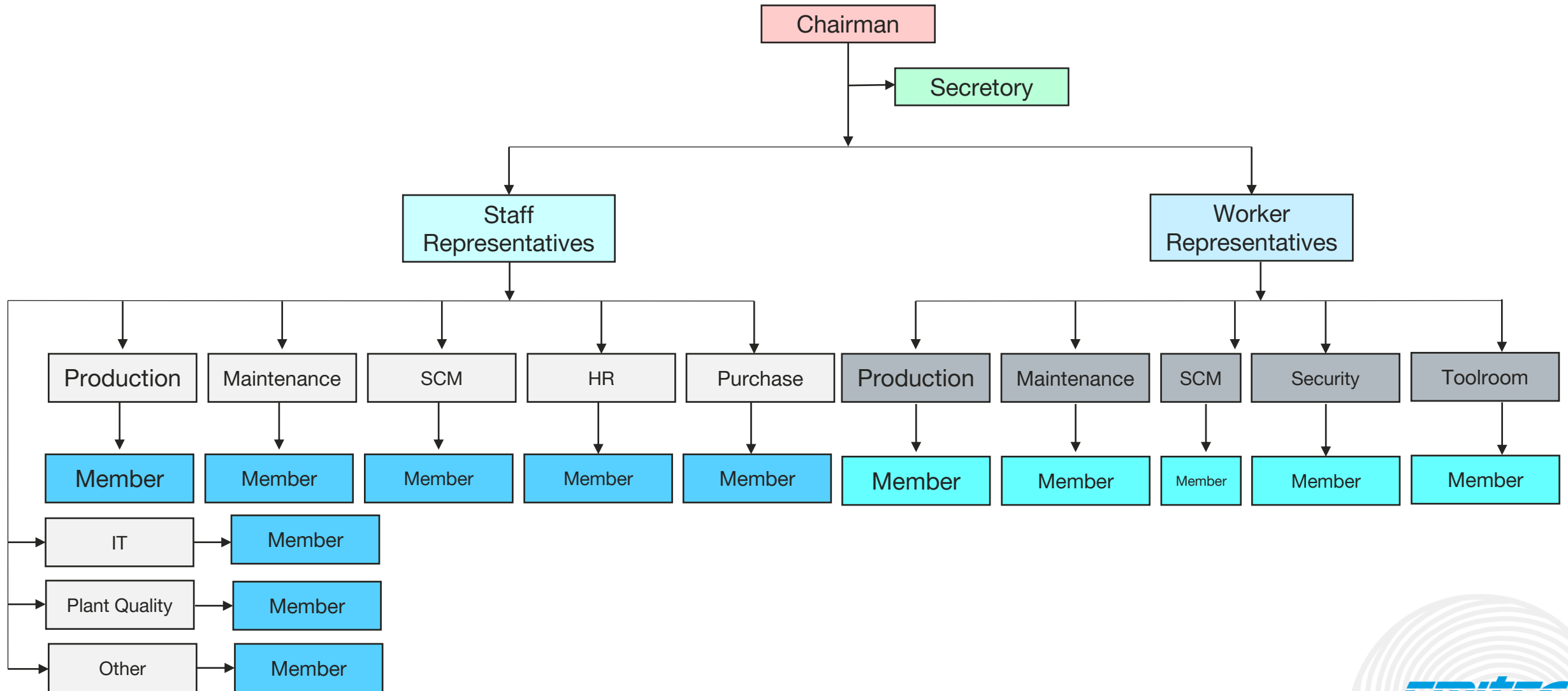
PURPOSE

- The effective committee has a positive impact on the safety management system **providing direction** and a **systematic method of addressing concerns**.
- The main purpose of a safety committee is to **mitigate the risk of workplace injuries and illnesses**.
- Its duties also include informing and educating employees about safety issues, setting achievable safety goals for the organization, receive the safety concern from workers and help to investigate and resolve them.
- It is a legal requirement as per maharashtra factory rule 1963, rule 73J.



FORMATION OF THE SAFETY COMMITTEE

SAFETY COMMITTEE ORGANIZATIONAL CHART



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SAFETY COMMITTEE ORGANIZATIONAL CHART

SAFETY COMMITTEE MEMBERS									
Sr. No	Name	Department	Position	Contact No	Sr. No	Name	Department	Position	Contact No
Staff Representatives					Worker Representatives				
1	Yogesh Bhosale	QHSE	Chairman	9860389538	12	Ratnasagar sarwade	Production	Member	7972248902
2	Gokul Kapare	EHS	Secretary	7620752500	13	Pankaj Patil	Production	Member	8421649622
3	Vishal Sadafal	Operation	Member	7774020024	14	Yuvraj Kothare	Production	Member	9604032651
4	Bhushan Shimbre	Maintenance	Member	9881498682	15	Narayan Gudmewar	Production	Member	9960464200
5	Swagat Bhoite	HR	Member	9970744109	16	Sachin Panhale	Production	Member	9373623345
6	Mangesh Bagade	SCM-WH	Member	7350017045	17	Datta Parge	Maintenance	Member	8668223850
7	Samir Gaikwad	IT	Member	9823039742	18	Sandeep Khandare	Maintenance	Member	9420716734
8	Sanmaya Patro	Production	Member	7774020028	19	Bapu More	Quality	Member	9762929224
9	Vijay Minajgi	Maintenance	Member	9552503460	20	Ganesh Mengane	Security	Member	7387212066
10	Mr. Sachin Deshmukh	Tool room	Member		21	Abhijeet Naikwade	Production	Member	9595026594
11	Varsha Kulkarni	Purchase	Member	9657715267	22	Vijay Akut	Sample shop	Member	

MISSION-VISION & Goal

- The mission of the Safety Committee is to develop and promote a safe and healthy work environment for all employees and visitors to our facilities through the involvement of all individuals with regards to training, communication, inspection, safe work practice at Emitec Technology India Pvt Ltd.
- **Prevent** workplace injuries and illnesses
- **Improve** compliance with laws and regulations
- **Reduce costs**, including significant reductions in workers' compensation premiums
- **Engage** workers
- **Enhance** their social responsibility goals
- **Increase** productivity and enhance overall business operations



FUNCTION OF THE SAFETY COMMITTEE

A safety committee serves a variety of functions, including:

- Developing written safety programs
- Promoting safe work practices
- Facilitating safety training
- Performing workplace inspections
- Carrying out accident investigations
- Acting as a point of contact between employees and management
- Reviewing injury and illness records
- Increasing awareness about workplace safety issues
- Identifying hazards and recommending appropriate control measures



ROLE AND RESPONSIBILITY

CHAIRPERSON	SECRETARY	MEMBERS
<ul style="list-style-type: none">• Prepare agenda for next meeting• Arrange for meeting place• Notify members of meeting• Arrange program• Set time schedule for meeting• Arrange all seating for members• Review previous minutes and material for meeting Conduct meeting	<ul style="list-style-type: none">• Record minutes of meeting• Distribute minutes to committee members• Post minutes for other employees• Report status of recommendations• Assume Chairperson duties, if required	<ul style="list-style-type: none">• Report unsafe conditions and practices• Attend all safety meetings• Report all accidents or near misses• Review injury accidents, illnesses and death investigations• Contribute ideas and suggestions for improvement of safety• Work safely• Influence others to work safely• Make or assist in inspections

AGENDA OF THE SAFETY COMMITTEE MEETING

1. Date of the meeting
2. Location of the meeting
3. Chair
4. Secretary
5. Attendance
6. Apologies
7. Celebrating health and safety success (Positive news, results of competitions, etc.)
8. Approval of the minutes of the last meeting and status of actions from the previous meeting
9. New matters arising (if not on this meeting agenda)



10. Changes

- New or updated legislation
- New or updated hazards and risks and control measures
- New or updated information on interested parties (e.g., contractors, management, etc.)

11. H&S objectives and the extent to which they have been met

12. OH&S performance trends:

- Incidents (both health and safety and inclusion of contractor/other incidents as well)
- Nonconformities and corrective actions (e.g., from audit reports)
- Continual improvement opportunities
- Results of legal compliance
- Results of compliance to other requirements (e.g., tender, contractual, ISO certification, etc.)
- Internal and external audit results



13. Adequacy of resources for maintaining an effective OH&S management system
14. Relevant communication from interested parties (e.g., Board, union, government/enforcement agencies, etc.)
15. Inspection report feedback
16. Progress on any internal or external reviews of policies, processes, and procedures
17. Health and safety topic for the next month (for inclusion in Toolbox Talks or the Internal H&S newsletter)
18. Scheduling the next meeting – timing and location
19. Thank you for your attendance and participation.



OUR GOAL – ZERO HARM

