

# THE INSIGHT

WEEKLY NEWSLETTER FROM HR VIDYALAYA CORPORATE SERVICES LLP

## What is in name?

“What's in a name? That which we call a rose by any other name would smell just as sweet.”

William Shakespeare

When we started HR Vidyalaya to give Commercial-Free Training in 2015, many well-wishers requested us to execute/manage HR Services / HR Compliance Services in their Organizations. Having as many deliberations, not wanting to look for a new name, we decided to keep the same name and registered with the Ministry of Corporate Affairs as HR Vidyalaya Corporate Services LLP in May 2020. This, we decided because we were confident that the name was familiar to many. We registered the name, as we started providing Services for money, for the first time, from May 2020.

It has been a trying time for us (Veterans started this venture) due to Pandemic and many did not recognize us as a SERVICE PROVIDER with the name VIDYALAYA - a name associated with providing education - especially schools.

Many asserted that though we try to give quality, knowledge, and expertise in providing appropriate solutions, people are not recognizing us because of the name and suggested to change the name to modern trend.

Notwithstanding, people also started commenting on the style of our weekly newsletters. They suggested us for outsourcing the activity, of preparing the newsletter with Millennials who can prepare and share the same with a design which will be appreciated by all. We just wondered what is wrong in giving the knowledge and updates, if the content can just be readable. Though their argument is real in the current market scenario, we decided to keep it as it is. Reason - More than Business, for us it is “Giving back to Society”. We would like to remain Traditional, though we have established ourselves as a pioneer in sharing the latest updates, instantly.

So, we will remain as HR Vidyalaya Corporate Services LLP, even if the Name means a LOT..... either personally or in Business.

Anandan S

We, team HR Vidyalaya Corporate Services LLP, as proud Indians, praying and wishing for the complete success of Chandrayaan 3.

We look forward to 23 August 2023....

Congratulations ISRO.... We, Indians, are Proud, because of you....

**HR** Vidyalyaya  
Corporate  
Services LLP

The name  
You can  
Trust for

**HR** Operations  
Compliance  
Solutions

## Chat 1: ASKSREE



Vol. 51

Dear “The Insight” Readers,

We launched “AskSree” column to answer your questions regarding Work Life. Renowned Organizational Psychologist, **Gayathiri Sridharan** uses psychological research to answer your everyday dilemmas. She received her training from Loughborough University, UK, and a thorough HR professional with almost a decade of praxis in various realms of Strategic Human Resource Management. You may please send your queries to the email ID: [itsmegayathiri@gmail.com](mailto:itsmegayathiri@gmail.com)

Solutions will be published in “The Insight.”

### Quest & Solution

Dear Sree,

I working in a start-up organization and heading the creative department. As we need to take the market, we as a team put lot of efforts and time in the new assignments. I do enjoy the work. However, I am not able to stop myself from thinking about work even when I am in bed around 1 pm. Could you please help – Ashwini Nair

Dear Ashwini Nair,

Most of us suffer from Zeigarnik effect i.e., the ability of incomplete tasks dominating our attention. This Zeigarnik effect is the reason why we are not able to shutdown our work thoughts even during bedtime. Shutting down our thoughts seems challenging and unresolvable. As any knowledge worker could attest, there are always task left incomplete.

Fortunately, psychologist Roy Baumeister has found a solution. The researcher assigned a task to the participants and then cruelly engineered interruptions. Through the study they found that they could significantly reduce the Zeigarnik ‘s effect by asking the participants to make a plan for how they would complete the incomplete task tomorrow, soon after the interruption.

This kind of planning is called us “Shutdown Ritual”. You need not design a plan for every single task in your task list. But you will capture every task in the list, and then review the task and make plan for the urgent/important/ghosting task. Once you create the plan, say “Shutdown Complete” and feel the magic of work thoughts receding from your mind.

Shutdown Ritual can be annoying in the start as they add extra ten to fifteen minutes of your time. But once you get used to it (probably a week), the ritual will become a permanent solution for calming and sleeping like a baby.

Reference/s:

Masicampo, E. J., & Baumeister, R. F. (2011). Consider it done! Plan making can eliminate the cognitive effects of unfulfilled goals. *Journal of personality and social psychology*, 101(4), 667.

## Chat 2: Safety Audit Checklist in a Manufacturing Facility...for ratings and further action.

### Checklist

Sl.No	HOUSEKEEPING
1	Floors, cleaning & condition
2	Cleanliness of windows
3	Tidiness of work benches
4	Tidiness of work areas
5	Tidiness of storage areas
6	Tidiness of rest areas
7	Provision of waste disposal
8	Adequacy of ventilation
9	Passageways free from obstruction
10	Exits - accessibility & marked
11	Adequacy of suitable lighting
12	Adequacy of warning signs
	<b>FIRE PROTECTION</b>
13	Fire equipment - serviceability
14	Fire equipment - adequacy
15	Fire equipment - accessibility
16	Storage of flammable materials
17	Operation of fire escape facilities
18	Accessibility & adequacy of fire escapes
19	Employees aware of correct use of equipment
20	Fire Warning/No smoking signs
21	Emergency drills - practice

PERSONAL PROTECTIVE EQUIPMENT	
22	Eye protection
23	Hearing protection
24	Face shields
25	Protective clothing availability/condition
26	Safety shoes, glasses, gloves
27	Respirators accessibility & serviceability
28	Safety Installations (deluge showers , eye wash stations ) adequacy / operation
TOOLS	
29	Correct type being used
30	Serviceability and condition
31	Access and control of tools in use
32	Condition of air lines & electrical cords
33	Maintenance of tools
ELECTRICAL EQUIPMENT	
34	Serviceability of light fittings
35	Adequacy of lighting
36	Serviceability of power outlets/leads
37	Adequacy of power outlets (qty & ratings)
38	Accessibility of main switch/circuit breakers
39	Labelling of switches/fuses/circuit breakers
40	Electrical shock resuscitation drill, notices instructions
41	Storage of electrical equipment

	<b>MACHINERY</b>
42	Adequacy of guards
43	Operating controls protected from inadvertent operation
44	Hazard areas clearly defined
45	Flying object protection
46	Periodic maintenance records
47	Safety notices clearly displayed
48	Competence of operators
49	Adequacy of guards over hot areas
50	Emergency Safety Switch accessible
51	User manuals available
	<b>STORAGE AREAS</b>
52	Accessibility
53	Condition of shelves & cupboards
54	Condition of lifting & stacking aids
55	Ventilation and cleanliness
56	Lighting and ventilation in storage areas
57	Condition of items in storage (shelf life)
58	Isolation & labelling of hazardous substances
59	Warning signs displayed
60	Chemicals/flammable stored correctly

<b>CLEANING AREAS</b>	
61	Ventilation and cleanliness
62	Storage of cleaning fluids & materials
63	Disposal of waste fluids & materials
64	Condition of air hose & fittings
65	Provision, adequacy, serviceability accessibility of fire extinguisher
66	Flash-proof electrical fittings
67	Escape facilities
68	Warning signs & notices
69	Protective clothing
<b>LIFTING DEVICES AND CRANES</b>	
70	Condition of ropes, hawsers, slings, chains, hooks & eyebolts
71	Labelling of load rating (in metric units)
72	Competence of operators
73	Clearways and load movements control
<b>SAFETY</b>	
74	Availability/state of safety publications
75	Safety posters & warning signs
76	Condition & availability of personal protective notices (eye protection areas, etc.)

<b>FIRST AID AND HYGIENE</b>	
77	First aid kits, availability and condition
78	Ablution, adequacy, cleanliness and serviceability
79	Supply of hand cleanser, towels etc
80	Clothing storage
81	Cleanliness of eating area
82	Provision of contaminated material bin
83	Is there a trained first aider
84	Proper ventilation in ablution
<b>GENERAL</b>	
85	Zoning of noise or other hazard areas
86	Definition of speed limits and vehicle operating areas
87	Emergency procedures and drill
88	Awareness of personnel to occupied hazards
89	General consciousness of personnel to safety
90	Safety training programmes
91	Correct use of cleaning signs
92	Do ramps have non skid surfaces in wet areas
<b>GROUNDS AND BUILDINGS</b>	
93	Free of refuse, scrap, overgrown vegetation
94	Stairs and handrails soundly constructed
95	Do doors open outwards
96	Entrances, exits, roadways kept clear

97	Does everyone have clear access to an exit
98	Are floors sound and regular
99	Are floors free from tripping hazards
100	Is occupational health and safety bulletins and information displayed
	<b>OTHER</b>
101	Is the OH&S policy displayed
102	Are accidents reported and recorded
103	Is there a system for reporting and correcting hazards
104	Is OH&S induction provided (workplace specific)

## Primary Hazards of Electricity

-  **Electrical shocks**
-  **Burns**
-  **Explosions**
-  **Fires**
-  **Falls**