

HRV POST

WEEKLY NEWSLETTER



15th
AUGUST
HAPPY INDEPENDENCE DAY



Bharoto Bhagy Bidhata

HR Newsletter – Circulation in Establishments

- **HR Head** of any establishments shall initiate preparation and circulation of periodical HR Newsletters in an establishment.
- If an establishment has a common Newsletter, an HR page shall be included
- The periodicity can be weekly or fortnightly or monthly.
- Objective of an HR Newsletter shall be to spread the HR policy, concepts, particularly.
- It also can be a tool for Employee Engagement
- Rewards and Recognition can also be considered for those individual employees, who gives his/her thoughts / suggestions on improvement in Productivity or Quality concepts in the Workplace.
- Larger organizations can carry specific case studies which can enhance the skills and competencies of the employees.

As the copies are being circulated to all, including top management team and the worker groups, effort shall be taken to restrict few news items in the Newsletter:

- Matters or happenings which has sensitive or confidential IR issues be neither published nor even referred
- The Newsletter is to enhance the morale of any worker as an individual or a Team to be more productive and qualitative. Hence no negative information or critical news of any worker or Team shall be carried out in the Newsletter
- Let the Newsletter be simple in communication and with apt & appropriate data.
- If there is no relevance to the Process or Work atmosphere, no reference shall be made to any news items of any other organization
- A news item to be published shall be proof-read and verified with authenticity, before being circulated.



THE COIMBATORE PRODUCTIVITY COUNCIL

(Affiliated to National Productivity Council of India)

"Vyshnav Building" (4th Floor), 95-A Race Course, Coimbatore - 641 018, Tamilnadu, India

Phone : 0422 - 2215727, Email : cpc@cpccbe.org Website: www.cpcbe.org



One Day Training Programme on

MASTER CLASS - POSH

Interactive Workshop on POSH Awareness & Inquiry

COIMBATORE

Date

22.08.2024, Thursday

Time

09.00 am to 05.30 pm

Venue

Council's Conference Hall

Faculty

Mr. S. Anandan
Corporate Consultant, Chennai

Fee

Rs.1500/- + GST 18%

Take-Away

- > Train The Trainer Awareness
- > Skill to Conduct a Legal Inquiry
- > Session Material
- > Draft Templates
- > Constituting IC
- > POSH Policy
- > Enquiry Templates
- > Report Templates
- > Certificate

Who can Attend?

Presiding Officers,
Internal Committee Members,
HR Professionals, Managers,
Senior Management Personnel,
POSH Trainers, Advocates

Subject Acquaintance

Various Workplace Harassments Definition of Sexual Harassment
Quid-pro-quo & Hostile Environment
Sexually Colored Remarks
Inquiry Proceedings
Report Writing/Recommendations
Recent Case Citations Latest Case Studies

R. RaviKumar
Honorary Secretary

Dr. S. Sudhakar
President

For More Details Please Contact

Mobile :7373663002, 9843162881, 9952404302, 8220000371



Bharoto Bhagyo Bidhata

Safety Audit Checklist – in Manufacturing Facilities

HOUSEKEEPING

- Floors, cleaning & condition
- Cleanliness of windows
- Tidiness of work benches
- Tidiness of work areas
- Tidiness of storage areas
- Tidiness of rest areas
- Provision of waste disposal
- Adequacy of ventilation
- Passageways free from obstruction
- Exits - accessibility & marked
- Adequacy of suitable lighting
- Adequacy of warning signs

TOOLS

- Correct type being used
- Serviceability and condition
- Access and control of tools in use
- Condition of air lines & electrical cords
- Maintenance of tools

CLEANING AREAS

- Ventilation and cleanliness
- Storage of cleaning fluids & materials
- Disposal of waste fluids & materials
- Condition of air hose & fittings
- Provision, adequacy, serviceability accessibility of fire extinguisher
- Flash-proof electrical fittings
- Escape facilities
- Warning signs & notices
- Protective clothing

FIRE PROTECTION

- Fire equipment – serviceability/adequacy/accessibility
- Storage of flammable materials
- Operation of fire escape facilities
- Accessibility & adequacy of fire escapes
- Employees aware of correct use of equipment
- Fire Warning/No smoking signs
- Emergency drills - practice

MACHINERY

- Adequacy of guards
- Operating controls protected from inadvertent operation
- Hazard areas clearly defined
- Flying object protection
- Periodic maintenance records
- Safety notices clearly displayed
- Competence of operators
- Adequacy of guards over hot areas
- Emergency Safety Switch accessible
- User manuals available

ELECTRICAL EQUIPMENT

- Serviceability of light fittings / Adequacy of lighting
- Serviceability-power outlets/leads
- Adequacy of power outlets (qty & ratings)
- Accessibility of main switch/circuit breakers
- Labelling of switches/fuses/circuit breakers
- Electrical shock resuscitation drill, notices instructions
- Storage of electrical equipment

PERSONAL PROTECTIVE EQUIPMENT

- Eye protection / Hearing protection / Face shields
- Protective clothing availability/condition
- Safety shoes, glasses, gloves
- Respirator's accessibility & serviceability
- Safety Installations (deluge showers, eye wash stations)
- adequacy / operation

LIFTING DEVICES AND CRANES

- Condition of ropes, hawsers, slings, chains, hooks & eyebolts
- Labelling of load rating (in metric units)
- Competence of operators
- Clearways and load movements control

STORAGE AREAS

- Accessibility
- Condition of shelves & cupboards
- Condition of lifting & stacking aids
- Ventilation and cleanliness
- Lighting and ventilation in storage areas
- Condition of items in storage (shelf life)
- Isolation & labelling of hazardous substances
- Warning signs displayed
- Chemicals/flammable stored correctly



Bharoto Bhagyo Bidhata

SAFETY

- Availability/state of safety publications
- Safety posters & warning signs
- Condition & availability of personal protective notices (eye protection areas, etc)

FIRST AID AND HYGIENE

- First aid kits, availability and condition
- Ablution, adequacy, cleanliness and serviceability
- Supply of hand cleanser, towels etc
- Clothing storage
- Cleanliness of eating area
- Provision of contaminated material bin
- Is there a trained first aider
- Proper ventilation in ablution

GENERAL

- Zoning of noise or other hazard areas
- Definition of speed limits and vehicle operating areas
- Emergency procedures and drill
- Awareness of personnel to occupied hazards
- General consciousness of personnel to safety
- Safety training programmes
- Correct use of cleaning signs
- Do ramps have non skid surfaces in wet areas

OTHER

- Is the OH&S policy displayed
- Are accidents reported and recorded
- Is there a system for reporting and correcting hazards
- Is OH&S induction provided (workplace specific)

GROUNDS AND BUILDINGS

- Free of refuse, scrap, overgrown vegetation
- Stairs and handrails soundly constructed
- Do doors open outwards
- Entrances, exits, roadways kept clear
- Does everyone have clear access to an exit
- Are floors sound and regular
- Are floors free from tripping hazards
- Is occupational health and safety bulletins and information displayed

Essentials of Authentic Listening

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TO WHOM IT IS REQUIRED?



- ✔ Customer Services Personnel
- ✔ Sales Personnel
- ✔ Human Resources Personnel
- ✔ Client Relations Personnel
- ✔ And, those who are in Leadership Roles

WHY ONE SHOULD BE AN AUTHENTIC LISTENER?



- ☆ Because the other person is sharing his/her EXPERIENCE
- ☆ It reflects that you VALUE the person and embrace what they say
- ☆ People wanted they be Understood what they say and not be heard
- ☆ More than solution others wanted to be listened
- ☆ People should feel better after the conversation

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WHAT IS AUTHENTIC LISTENING?

- ☆ It is an Art and listening to your Heart
- ☆ It goes beyond what you hear or respond
- ☆ It is more than attentive and listening to the words of the other person saying it
- ☆ It is understanding the agenda, idea, opinions, feelings, thoughts, etc. of the other person. Period.

HOW TO BE SUCH LISTENER?

- ☆ Expand your Comfort Zone. Listen without Judgment
- ☆ Open a space for the other person with deep attentiveness and Trust
- ☆ Interfering will shut open communication
- ☆ Do not have Pre-conceived ideas on the subject being discussed
- ☆ During in-person meetings patiently observe non-verbal messages also

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