	ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE	Doc. No. : EOHSP-05
	RESOURCES, ROLES, RESPONSIBILITY, ACCOUNTABILITY AND AUTHORITY	Rev. No. : 00
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1.0 PURPOSE:

To define, document and communicate the roles, responsibility, authorities and accountability necessary to facilitate effective Environmental, Occupational Health & Safety Management through EOHS implementation.

2.0 SCOPE:

Applicable for the activities, products, services, policies carried out with in the organization and included within the scope of EOHS Management System at KFL.

3.0 RESPONSIBILITY:

C.E.O

4.0 DEFINITIONS:

- EOHS MR -Environmental Occupational Health and Safety Management Representative. The EOHS MR is the head for the CFT and has overall responsibility for the Department's EOHSMS.
- HOD - The Head of the department.
- Role - The position title.
- Responsibility - The duties associated with the title.
- Authority - Defined decision-making level.
- Accountable - Overall responsible
- Resources - Includes staff, time, money, and tools.
- CFT -Cross Functional Team.


5.0 PROCEDURE:

The implementation of the EOHSMS is structured as indicated in the manual.

The following Teams are identified for effective implementation of EOHS Management system.

1. Cross Functional Team
2. Legal Team
3. Audit Team
4. Emergency Response Team
5. First Aid Team
6. Safety Committee

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Signature			
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Date	02.04.2012	02.04.2012	02.04.2012

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Roles, responsibility, authority and accountability

Managing Director:

- ❖ Overall responsibility for the performance of the Organization
- ❖ Overall responsibility & accountability for the EOHS System , directly or through a nominated executive
- ❖ Chair and Management Review Meeting
- ❖ Define the EOHS Policy
- ❖ Review and approve the EOHS System manual and its amendments
- ❖ Ensures adequate resources are available for effective implementation
- ❖ Appoint Management Representative
- ❖ Approval of Purchase Orders for capital items
- ❖ Overall accountable for continual improvement of EOHS Management system

Cross Functional Team:

- ❖ Preparation of objectives and targets in consultation with Top Management
- ❖ Conducting departmental reviews
- ❖ Coordinate in providing resources for departmental elements of EOHS.
- ❖ Providing direction to the department on the design, implementation, and maintenance of EOHS
- ❖ Resolving corrective action issues
- ❖ EOHS MR is accountable for effective implementation of EOHS MS
- ❖ Identify training needs for personnel directly reporting.


Legal Team:

- ❖ Identify applicable legislation and other requirements.
- ❖ Evaluate Legal compliance
- ❖ Communicate the legal non compliances
- ❖ Hold review meetings on legal requirement.
- ❖ Update with latest legislations / amendments.
- ❖ DGM-HR is accountable for compliance with EOHS legal & other requirements.

Audit Team:

- ❖ Conduct Internal audits as per the audit schedule
- ❖ Generate audit reports
- ❖ Verify the audit closure

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- ❖ EOHS MR is accountable for conducting audit & NC closure


Emergency Response Team:

- ❖ Review emergency response & preparedness manual
- ❖ Train the people for emergency response
- ❖ Conduct the role during the mock drill
- ❖ To see entry of unauthorised persons is restricted to areas.
- ❖ To check whether Fire Extinguishers are provided at appropriate places and are tested periodically.
- ❖ To check persons working are using proper PPE's
- ❖ To train the personnel over the safety & to identify key areas where safety is necessary
- ❖ To identify safe assembly area
- ❖ Impart safety awareness to all employees through in-house training as per the needs identified.
- ❖ To check whether safety instructions has been prepared and displayed at relevant places through Operation control Instruction for use of Safety Personnel Protective Equipment.
- ❖ To see all the effectiveness of the emergency preparedness
- ❖ An emergency response team has been constituted with Personnel from all departments to review / initiate actions for identified potential Emergency situations identify through the significant Study.
- ❖ To co-ordinate with respective Functions head for identifying different types of emergency situations and prepares an "onsite emergency plan" which briefly describes the action to be taken by the employees during identified emergency situation internally.
- ❖ To prepare evacuation plan & to describe the plan for evacuation from the emergency area and to identify gathering point
- ❖ To prepare mitigation actions after the emergency
- ❖ To organize Mock drills or Mock exercise, to test the Onsite emergency plan for the different identified emergency situations.
- ❖ To make sure the Mock Drill records are maintained by Safety Officer. To decide the possible changes needed in the emergency plans.
- ❖ Safety officer is accountable for compliance with Emergency preparedness and response

First Aid Team

- ❖ The team should regularly monitor the medicine availability in the box.
- ❖ The First Aid personnel shall take care of the injured persons and in case of any emergency condition.

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- ❖ The First Aid persons should take care that the injured persons are shifted to the hospital in time.
- ❖ Admin Officer is accountable for maintaining adequate first aid medicines, providing first aid to injured personnel.

Safety Committee:

- ❖ Safety Committee shall meet as often as necessary but at least once in three months. The minutes of the meeting shall be recorded
- ❖ Safety Committee shall have the right to be adequately and suitably informed
- ❖ Functions and duties of the safety committee shall include-
- ❖ Dealing with all matters concerning health, safety and environment, and to arrive at practicable solutions to problems encountered.
- ❖ Creating safety awareness among all the workers.
- ❖ Undertaking educational, training and promotional activities.
- ❖ Discussing reports on safety, environmental and occupational health surveys, safety audits, risk assessments, emergency and disaster management plans and implementation of the recommendations made in the reports.
- ❖ Carrying out health and safety surveys and identifying the cause of accidents.
- ❖ Looking into any complaint made on the likelihood of an imminent danger to the safety and health of the workers and suggesting corrective measures and
- ❖ Reviewing the implementation of the recommendations made by it.
- ❖ Incident investigation results & review of effectiveness of action taken.
- ❖ Safety Officer is accountable for conducting safety committee meeting.


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The activity wise responsibilities are as shown below

S. No	Activity	Responsibility
1	Appointing a Management Representative	Managing Director
2	Selection of CFT Members	EOHS MR
3	Review and approval of Policy	Prepared by EOHS MR, Reviewed & approved MD
4	Conducting Initial Review & Significant Impact / Risk Assessment	CFT
5	Setting up objectives and targets	EOHS MR & CFT
6	Establishing Management Program	EOHS MR & CFT
7	Approval of Management Program	Managing Director
8	Identification of Legal and Other Requirements	Legal Team
9	Providing resources for Implementation	Managing Director
10	Identifying training needs	CFT
11	Organising Training	HR Department
12	Internal Communication	As per defined Procedure
13	External Communication	
14	Document Control	EOHS MR
15	Operational Control Measurement & Monitoring	CFT
16	Emergency preparedness and response	Safety Officer & ERT Members
17	Review of Procedures after emergency	ERT
18	Calibration of Instruments	QA Deputy Manager
19	Handling and Investigating NC's	EOHS MR & CFT

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20	Initiating Corrective and Preventive action	EOHS MR & Resp Dept HOD's
21	Maintaining Records	CFT
22	Conducting Audit	Trained Internal Auditors
23	Conducting Management Review	Managing Director

6.0 DOCUMENT / RECORD REFERENCE:

S. No.	Document /Record Description	Reference No.
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7.0 ISO & OHSAS ref :

Clause ref 4.4.1 of ISO 14001:2004 & OHSAS 18001:2007

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