

Government of Karnataka
Department of Factories, Boilers, Industrial Safety & Health
Qualification, Conditions and Duties of Safety Officers

Name of the Factory :

Name of the Safety Officer:

Sl. No.	Provisions	Subject	Remarks
1.	88a(i)	Basic Qualification	
2.	88a(ii)	Diploma in Industrial Safety of minimum of one year duration recognised by any State Government.	
3.	88a(iii)	Knowledge of Kannada language	
4.	88q(2)(a)	Appointment Safety Officers Safety Engineers Chief Safety Officer	
5.	88q(2)(b)	Reporting of Safety Officer to CEO/Occupier /Technical Head/ Factory Manager (Technical)	
6.	88a(3)	A) Obtaining Statutory approval- Changes in Building and Plant Layout	
		<ul style="list-style-type: none"> • Interact with the Departments to review the plant and machinery layout to ensure safety compliance. • Active participation of Safety Officer while planning the plant layout • Sensitizing the Occupier/ Manager department to obtain prior statutory approvals. • Safety officer to ensure that any New building / modification to buildings and New / relocation / deletion of machines to be approved by Dept of factories. 	
		B) Testing of equipments by Competent Person	

		<ul style="list-style-type: none"> • Interaction with production department to ascertain equipments are being subjected to examination by Competent Person as stipulated to ensure statutory compliance. • Section 28 – Hoists and Lifts • Section 29 – Lifting machines, Chains, Ropes & Lifting Tackles • Section 31 – Pressure Vessels / Pressure Plant • Rule – 57 Centrifugal Machines and all dangerous machines • Rule- 57 – Power Press • Schedule VIII - Rule 129 -Dust Extraction System & shot blasting machines • Rule 88B-Ovens & Driers • Other equipments 	
		<ul style="list-style-type: none"> • Co-ordination regarding approval for storage and handling of explosives items like LPG, LNG, DA, Petrol, FO, HSD, BF Gas, Corex gas etc,. • Rule 38. Safety Officer to carry out audit of fire load of the different areas of the plant & accordingly install maintain suitable type & capacity of fire extinguishers, Hydrants, Fire Alarms, Fire Tenders and maintaining records to upkeep the systems all time. 	
		<p>C) Safety officer to ensure pre employment / periodical medical examination of all employees / Contract worker is conducted in co-ordination with Medical Officer/HR & other departments</p> <ul style="list-style-type: none"> • Including Vertigo Test and Height Pass Test. 	
		<p>D) Interacting with Medical Officer to organise First Aid training</p> <ul style="list-style-type: none"> • Training on Occupational Diseases for workers exposed to hazardous work environment. 	

		<p>E) Safety officer to initiate Reporting, investigation of all incidents.</p> <ul style="list-style-type: none"> • Near miss incidents • First Aid cases • Reportable accidents • Fire Accidents/Dangerous occurrence , • occupational diseases. • Implementation of corrective and preventive action to avoid recurrence of such accidents. 	
		<p>F) Interacting with concerned departments to organise training in Fire fighting</p> <ul style="list-style-type: none"> • Training on onsite emergency plan • Emergency search and rescue 	
		<p>G) Interaction with departments to provide mandatory pre employment /Induction training programme integrating with HR/ Medical/Security/training departments to all workers including contract workers.</p>	
		<p>H) Issue of various work permits –</p> <ol style="list-style-type: none"> 1) Safety officer to develop Safety work permit system and train all the concern to build the competency. 2) Random and surprise verification to ascertain its compliance as well as competency of the persons issuing the permits. 3) Shall visit all permit to work locations before clearing the permit. 	
		<p>I) Contract workers- Safety officer to develop Contractor safety program to cover all the requirements to ensure their safety.</p> <ul style="list-style-type: none"> • Issue of ISI standard PPE's . 	

		<ul style="list-style-type: none"> • Periodical replacement of PPE's • Interaction with concerned departments to ensure compliance. • Ensure maintenance of record of issue of PPE's by the contractor. 	
		<p>J) Monitoring supervisors and middle management –</p> <ol style="list-style-type: none"> 1) Hazard identification and risk analysis 2) Adequacy of training 3) Accident free man days evaluation <p>To ensure compliance for safe working environment</p>	
		<p>K) Safety officer to develop Industrial Hygiene Program to ensure that Employees are not exposed to Chemicals / Dust / Noise /Heat above the TLV to prevent occupational Health hazard.</p>	
7.	88a(3)(i)	Interaction with various departments of the factory for effective control of accidents	
8.	88a(3)(ii)	Safety officer to develop procedure to conduct, Hazard identification and Risk assessment. Job safety analysis Safety checklist , HAZOP, Failure mode effect analysis, Process hazard analysis etc...	
9.	88a(3)(iii)	Evaluating the measures taken to prevent personal injuries to workers.	
10.	88a(3)(iv)	Interaction with purchase, stores, finance departments to ensure high quality of PPE's	
11.	88a(3)(v)	Advises provided on plant safety inspections	
12.	88a(3)(vi)	<p>Plant safety inspections by SO</p> <ul style="list-style-type: none"> • Periodicity • Reporting of observations • Involvement of line management 	


		<p>in getting compliance</p> <ul style="list-style-type: none"> • Safety officer to develop a system of reporting of Unsafe conditions and Acts and tracking of closure to improve safe working environment. 	
13.	88a(3)(vii)	<p>Reporting of accidents</p> <ul style="list-style-type: none"> • Near miss incidents • First Aid injuries • Reportable accidents • Fire accidents • Dangerous occurrence • Notifiable Diseases • Accidents reported in social media applicable to their industries <p>Monthly analysis and review</p>	
14.	88a(3)(viii)	<p>Investigation of accidents</p> <ul style="list-style-type: none"> • Fact finding. • Not finding fault with the injured person? • Causes of accident? • Before / after accident analysis for improvement 	
15.	88a(3)(ix)	<p>Investigation of Industrial diseases Notification of diseases as specified in the schedule of Rule 131 and Third schedule of Factories Act, 1948 and investigation of the same in co-ordination with Factory medical officer and HR department</p> <p>Investigation of dangerous occurrences – As specified in the schedule of Rule 130</p>	
16.	88a(3)(x)	Maintenance of records pertaining to accidents / dangerous occurrences / industrial diseases : analysis and review at periodical intervals.	
17.	88a(3)(xi)	<p>Safety Committee</p> <p>Central Safety Committee</p>	

		Department Safety Committee	
		Ensure participation of Contract workers in the Safety Committee	
		Safety officer to take the lead in establishing safety committees to involve employees / management team / contract worker to improve safety performance.	
18.	88a(3)(xii)	<p>Safety promotional activities</p> <ul style="list-style-type: none"> • Interaction with various departments of the factory to develop relevant safety manuals, guidelines, checklists, standards, flowcharts, displays, modules, etc., • Campaigns • Competitions • Innovative activities • Reward and recognise the persons following safety as a culture. 	
19.	88a(3)(xiii)	Safety Training Calendar – Periodic Goals	
		Involvement of Training Department	
		Production Department	
		Medical Officers	
		Other in-house experts	
		Safety officer to develop Safety and Health Training calendar to educate all employees.	
		Mandating minimum training period for every person every year as per standard and maintenance of such details.	
20.	88a(4)	Facilities, equipment and information provided by the management to the Safety Officer to discharge his duties effectively	
21.		Safety Officer shall be involved before procuring any equipments or machines or before making modification in the plant, equipment, change in the layout to	

		get required safety features, loto devices and issues related to ergonomics.	
22.	88c(5)	Functions and duties of Safety Committee	
		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 to practicable solutions to problems encountered;	
		c) Creating safety awareness amongst all workers.	
		d) Undertaking educational, training and promotional activities.	
		e) Discussing reports on safety, environmental and occupational health surveys, safety audits, risk assessment, emergency and disaster management plans and implementation of the recommendations made in the report	
		f) Carrying out health and safety survey and identifying the 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 suggesting corrective measures; and	
		h) Reviewing the implementation of the recommendations made by it.	
23.		Any other innovative activities carried out by Safety Officer	
24.		<ul style="list-style-type: none"> • Safety Officer shall co-ordinate regarding approval for storage and handling of explosives items like LPG, LNG, DA, Petrol, FO, HSD, BF Gas, Corex gas etc., 	

		<ul style="list-style-type: none"> • Section 38. Safety Officer to carry out audit of fire load of the different areas of the plant & accordingly install maintain suitable type & capacity of fire extinguishers, Hydrants, Fire Alarms, Fire Tenders and maintaining records to upkeep the systems all time. 	
25.		<ol style="list-style-type: none"> 1) Section 40 & 40A Safety department to co-ordinate in identifying and carrying out Stability Certificates for all buildings & structures of the Factory once in every 5 years. 2) Involvement of Safety department in discussion and evaluation of contractors for project works and high risk to ensure safety compliance. 3) Section 97 and Section 111, Safety department to have an authority to raise show cause notice & penalty for safety violations by any body in the plant. (Employee & contract workmen). 4) Safety department shall certify all heavy vehicles/JCB's/Hydra before engaging in the plant for safety with checklist. 5) Safety department to exercise of power to stop such activity, such person which is imminent / immediate danger to the health & safety of employee/worker. 	

Signature of Occupier/Factory Manager


 Director of Factories, Boilers,
 Industrial Safety & Health.