

Recommendations to prevent recurrence:

#1

#2

#3

#4

#5

Recommendations	Responsibility/ Action to be taken by	Expected date of completion	Management of Change reqd. or Not
# 1			
# 2			
# 3			
# 4			
# 5			

Prepared by:

Name of Team Leader :

Signature:

Names of team members

Department

Signatures

1

2

3

4

(Contractor's Representative)

Reviewed by:

GM (P)



GM (Maint.)



CGM (TS&P)



President (O)

back to → SM (Process)

ALL / REMAINING recommendations implemented:

Signed:

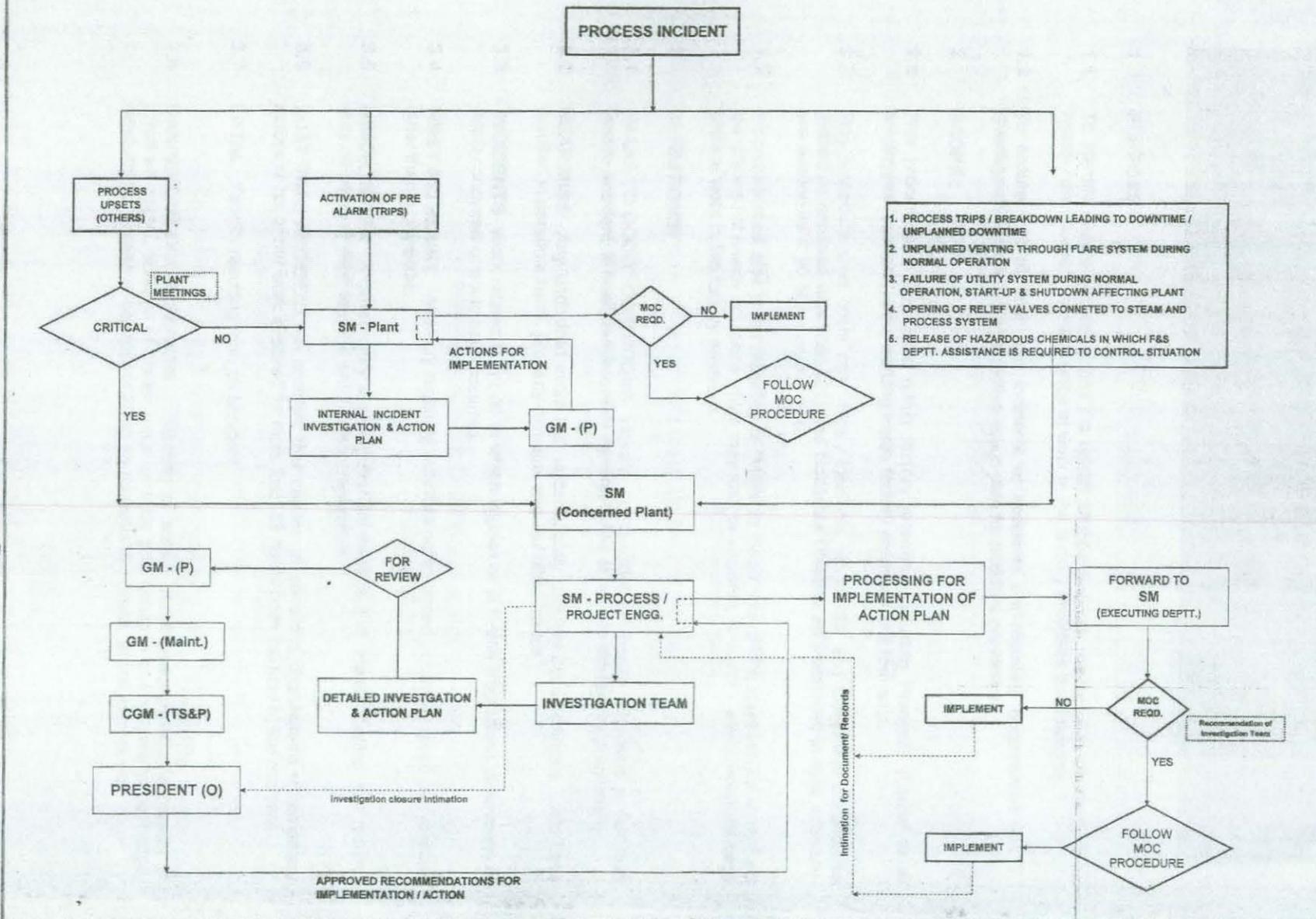
PRESIDENT (O)

Date:



TS&P / PROCESS

CHAMBAL FERTILISERS AND CHEMICALS LTD. GADEPAN PROCESS INCIDENT INVESTIGATION REPORTING PROCEDURE



CHAMBAL FERTILISERS AND CHEMICALS LIMITED, GADEPAN KOTA

HSEQ SYSTEM PROCEDURE

HEALTH EXAMINATION

Doc. No. : HSQS 05 - 06

Edition No. : 01

Rev. No. : 00

Eff. Date : Sept. 01, 2007

Page No. : 1 of 3

Approved By:


Unit Head

Issued By:


MR

1.0 PURPOSE

Purpose of this procedure is to find out whether the selected candidates are fit or unfit at the time of joining in the company and health check-up of all regular employees, contractor employees to find out ill-health in these persons and to take the necessary action.

2.0 SCOPE

Applicable to all employees including the labour provided by Contractors and future recruitment in the company.

3.0 ABBREVIATIONS

FH Functional Head (GM'S)
Head Head of Departmental (DGM's)

4.0 RESPONSIBILITIES

- 4.1 Head-HR&A is overall responsible for the implementation of the requirements related to this element
- 4.2 Medical Officer is responsible for conducting health check ups at specified frequency and suggest the corrective measures, if any

5.0 DESCRIPTION

S.NO.	ACTIVITY	RESPONSIBILITY	REF. DOC.
5.1	<u>PRE-EMPLOYMENT MEDICAL EXAMINATION</u> <u>For Employees</u>	Head-HR&A /Medical Officer	
5.1.1	The appointment offer is subject to receiving satisfactory Medical Report on the prescribed performa (Annexure-I) from a Physician nominated by the company. Such Medical Report can be from a reputed, recognized and qualified Physician subject to its being accepted by the company retained Doctor.	Medical Officer	Pre-Employment Medical Examination Report
5.1.2	All pre-employment Medical records are retained by Company Medical officer.	Medical Officer	

Document No.	Edition No.	Rev No.	Effective Date	Page No.
HSEQ 05 - 06	01	00	Sept. 1, 2007	2 of 3

5.1.3 Pre-employment medical check up of contract labour is carried out by Medical Officer at Company's Health Center and reports retained in Health Centre. Medical Officer Medical Record Contract Labour (Annexure-III A)

5.1.4 A medical fitness certificate is given by Company Medical Officer to Chief Security Officer with a copy to concern Engineer In-charge before Security Gate pass is released to the Contract Labour. Medical Officer Medical Record Contract Labour (Annexure-III B)

5.2 PERIODIC MEDICAL EXAMINATION

For Employees

5.2.1 Periodic medical examination for company employees is carried out as per following schedule: Medical Officer

For employees

- (a) Above 45 years of age – Once in a year.
- (b) Below 45 years of age – Once in two years.

5.2.2 The medical tests and examinations carried out as part of periodic medical examination are as below: Medical Officer

- (a) Hemoglobin
- (b) TLC
- (c) DLC
- (d) Urine (Routine / Microscopic examination)
- (e) Any other test recommended by Medical Officer

5.2.3 For employees more than 45 years of age, ECG and Blood Sugar are also carried out as part of periodic examination and for other employees these tests are carried out based on symptoms.

5.2.4 Based on symptoms Medical Officer also decides special tests like Ultra Sonography, Audiometry & Spirometry etc.

5.2.5 All the records of periodical medical examinations are maintained by Medical Officer and deficiencies, abnormalities, if any, observed are communicated to individuals. Medical Examination Card (Annexure-II)

For Contract Labour

5.2.6 Periodic medical examination for contract labour is carried out on annual basis as per attached format (Annexure-II) & records maintained by the Medical officer. In case any abnormality is observed same is communicated to concerned Contractor and the labour through concern

Document No.	Edition No.	Rev No.	Effective Date	Page No.
HSEQ 05 - 06	01	00	Sept. 1, 2007	2 of 3

Engineer In-charge.

5.3 OCCUPATIONAL MEDICAL EXAMINATIONS

5.3.1 As part of Occupational Health Survey following Health checks are being performed on special category of employees : Medical Officer

(a) Health Check up of food handlers in Canteen and Rest House is carried out on yearly basis for Nails, Skin, Boil, Finger infection, Hairs, Typhoid Fever, General Hygiene. Records of the same are maintained in the Health Centre.

(b) Vision test for Crane Operators above 45 years is carried out every six months and records kept at Health Center.

5.3.2 As per occupational health survey certain hazards (Annexure-4) have been identified and following specialized tests are recommended at yearly intervals for identified groups – DGM HR&A/
Medical Officer

- (a) Audiometry testing
- (b) Pulmonary function test

Enclosed list for occupational hazards (Annx-4) is as identified now. However this shall be reviewed once in two years after actual monitoring of identified groups. DGM HR&A/
Medical Officer

6.0 RECORD

- Annexure-I : Pre-Employment Medical Examination Report
- Annexure-II : Medical Check up –Contract Labour
- Annexure-III : Medical Fitness for Contract Labour
- Annexure-IV : Occupational Hazard Survey and Analysis

Health Register : Form No. 19

7.0 REFERENCE

Factories Act 1948 & Company Health Policy