

SAFETY TRAINING POLICY

Issue No.: 01

Revision No.: 00

Rev. Date: New Release

IIPL/STP/01

1. Purpose

The purpose of this policy is to ensure all employees, contractors, and relevant stakeholders receive appropriate safety training to perform their duties safely, minimize workplace risks, and foster a culture of health and safety compliance.

2. Scope

This policy applies to all employees, contractors, and temporary workers engaged in any organizational activities, including fieldwork, office work, and subcontracted tasks.

3. Objectives

- To provide employees with the knowledge and skills required to identify, mitigate, and respond to workplace hazards.
- To comply with all legal and regulatory safety training requirements.
- To promote a proactive safety culture across all levels of the organization.

4. Training Requirements

All personnel must undergo the following types of safety training:

1. Induction Training:

- Mandatory for all new employees and contractors before starting work.
- Covers general workplace safety, emergency procedures, and organization-specific risks.

2. Job-Specific Training:

- Tailored to roles and responsibilities (e.g., height work, PPES electrical safety).
- Includes training on equipment and tools used for the job.

3. Mandatory Compliance Training:

- Covers regulatory requirements, including fire safety, first aid, and material handling.
- Frequency as per matrix.

4. Periodic Refresher Training:

- Conducted annually or as deemed necessary to reinforce safety protocols.
- Updates on new policies, procedures, or equipment.

5. Incident Response Training:

- Covers emergency procedures, evacuation drills, and incident reporting processes.
- Includes mock drills for fire and medical emergencies.

6. Specialized Training:

- For employees working in high-risk areas or performing specialized tasks.

Prepared By

Mr. Sandipto Ghosh

Date : 26/03/2025

Approved By

Mrs. Savita Grovar

Date : 26/03/2025



SAFETY TRAINING POLICY

Issue No.: 01	Revision No.: 00	Rev. Date: New Release	IPL/STP/01
---------------	------------------	------------------------	------------

- Examples include Electrical Safety.
- 5. Responsibilities
 - 1. Management:
 - Ensure all employees receive the required safety training.
 - Allocate resources for training programs.
 - Monitor training compliance and effectiveness.
 - 2. Engineers:
 - Identify training needs for team members.
 - Ensure employees participate in scheduled training programs.
 - Verify employee competence before assigning tasks.
 - 3. Employees:
 - Attend all required training sessions.
 - Apply learned safety practices during daily operations.
 - Report unsafe conditions or training gaps to supervisors.
 - 4. OHS Manager:
 - Design and implement safety training programs.
 - Maintain training records and ensure documentation compliance.
 - Evaluate training effectiveness and update content as needed.

Prepared By	Approved By	
Mr. Sandipto Ghosh	Mrs. Savita Grovar	
Date : 26/03/2025	Date : 26/03/2025	

SAFETY TRAINING POLICY

Issue No.: 01

Revision No.: 00

Rev. Date: New Release

IIPL/STP/01

- A) Coordinator will keep and track all data of resources and sent a list of employees to the management, whose training will get expire in next month.
- B) Management/ OHS lead could take date and training schedule from external agency.

Prepared By

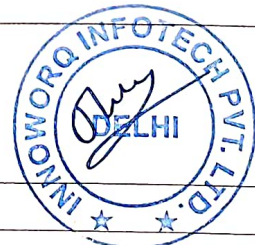
Mr. Sandipto Ghosh

Date : 26/03/2025

Approved By

Mrs. Savita Grovar

Date : 26/03/2025



SAFETY TRAINING POLICY

Issue No.: 01

Revision No.: 00

Rev. Date: New Release

IIPL/STP/01

1.1. FIRST AID Training**For First Aid- Approved****Min training on the topic of First Aid, Fracture, CPR**

- 1) First Aid training is valid for 2 year
- 2) Coordinator will keep and track all data of resources and sent a list of employees to the management, whose training will get expire in next month.
- 3) Management/ OHS lead could take date and training schedule from external agency.

Training Matrix

Sr. No	Subject of Training	Training For	Conducted By	When	Reason For Training Requirement	Basis/Reference	Remark
1	Introduction to OHS/ Need and Benefits of OHS	All managers, Engineer, Supervisor, Worker	Internal	At the time of joining	To give knowledge what is the OHS Needs & Benefits	OHS Training Module	
2	OHS Policy/Standard/SOPs/ Permit System/Audit/Inspection	All managers, Engineer	Internal	At the time of joining	Too aware about OHS Policy/Standard/SOPs/ Permit System/Audit/Inspection	OHS Training Module	
3	OHS Legislation- Acts/Rules/Regulation/Laws/Standards	All managers, Engineer, Supervisor	Internal	At the time of joining	To give knowledge of OHS Legislation	OHS Training Module	
4	Roles and Responsibility of Company/Client/Employees	All managers, Engineer, Supervisor	Internal	At the time of joining	To introduce what is Roles & Responsibility of Company/Client/ Employees and Subcons	OHS Training Module	

Prepared By

Approved By

Mr. Sandipto Ghosh

Mrs. Savita Grovar

Date : 26/03/2025

Date : 26/03/2025



SAFETY TRAINING POLICY

Issue No.: 01

Revision No.: 00

Rev. Date: New Release

IPL/STP/01

5	Risk Assessment & Management	All managers, Engineer	Internal	Quarterly	To give knowledge what is the method of risk assessment	OHS Training Module	
6	Electrical Safety ()	Engineer, Supervisor, Worker	External Agency	If Required	To give information what are the hazard involve in Electrical work and how to prevent from this hazard	OHS Training Module	
7	Fire Safety	All Site Person	Internal	Yearly	For immediate extinguish the fire. To reduce the response time to combat in unprecedented fire within the establishment	OHS Training Module	
8	Accident Reporting and Investigation	All managers, Engineer,	Internal	Quarterly	To give information about process of Accident Reporting and Investigation	OHS Training Module	
9	Safe Driving	All Engineer, Driver	Internal	If Required	Too aware about traffic rules and need to comply	OHS Training Module, GRA	
10	What to do in an emergency	All Site Person	Internal		To give information about our Emergency Plan and how to deal in emergency condition	OHS Training Module	

Prepared By

Approved By

Mr. Sandipto Ghosh

Mrs. Savita Grovar

Date : 26/03/2025

Date : 26/03/2025



SAFETY TRAINING POLICY

Issue No.: 01	Revision No.: 00	Rev. Date: New Release	IPL/STP/01

11	First Aid Training	Training For all site person	External Agency	2 Year	Everyone knows first aid requirement	OHS Training Module, GRA	
12	Use of PPE	All Site Persons	Internal	At The time of joining Half Yearly	To aware the team members about how the PPE's save us	GRA	
13	Work Permit System	All Manager, Engineer, Safety Person	Internal	At The time of joining	To give information about how the permit issue, what safety measure taken before issuing the permit and responsible person for issuing the permit	GRA	
14	First Aid Training	All staff	External	At the time of joining After every Year	To check physical fitness	External	

Prepared By	Approved By	
Mr. Sandipto Ghosh	Mrs. Savita Grovar	
Date : 26/03/2025	Date : 26/03/2025	