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(Prepared on 19- 03- 12)



# **RESULTS FRAMEWORK DOCUMENT (RFD)**

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## **DGFASLI**

### **2012-13**

## **RESULTS FRAME WORK DOCUMENT (RFD) – DGFASLI 2012-13**

**VISION :** We envision to emerge as an organization of excellence in creating knowledge, formulating policies, standards and practices to ensure safe and healthy workplaces for all in factories and ports.

**MISSION :** Our Mission is to provide our expertise in occupational safety and health for evolving safe and healthy workplaces in factories and ports through a process of partnership, guidance, information sharing and regulatory activities.

### **FUNCTIONS OF DGFASLI, MUMBAI**

- Rendering advice and carrying out support research activities for the administration of the Factories Act, 1948 and the Dock Workers (Safety, Health and Welfare) Act, 1986.
- Coordinating technical and legal activities to facilitate uniform standards of enforcement of safety and health in manufacturing and port sectors.
- Administration of the Dock Workers (Safety, Health & Welfare) Act, 1986, Regulations framed there under, and enforcing these in the major ports of the country.
- Educating and training employers and employees on matters relating to safety and health.
- Conducting promotional activities by operating schemes for
  - (i) Recognition of good suggestions under Vishwakarma Rashtriya Puraskar (VRP) and
  - (ii) Worker's outstanding contribution in organizations, under Prime Minister's Shram Awards (PMSA) (on behalf of Ministry); and
  - (iii) Safety performance under National Safety Awards (NSA)
- Co-operating with International agencies like ILO, WHO, UNDP and advising Central Government in the adoption of international standards concerning safety and health.
- Training of foreign nationals and rendering expert advice to developing countries.
- Building Competence of enforcement agencies.
- Testing & Issuing performance certificate for Personal Protective Equipments (respiratory & non-respiratory)
- Issuing approval to flameproof electrical enclosures.
- Collecting and dissemination of information and material relating to safety and health.

## **Section - 1**

### **List of objectives**

1. Creating a positive safety and health culture/awareness in Manufacturing and Port Sector through education and training.
2. Improving safety conditions and safety of workers in factories
3. Improving safety conditions and safety of workers in Major Ports
4. Recognizing of best practices in Manufacturing and Port Sector through awards schemes – NSA, VRP and assisting MOL&E on PMSA
5. Maintaining the effective functioning of DGFASLI Organisation – Administrative matters
6. Efficient functioning of the RFD System in DGFASLI Organisation

### **Select Key Objectives from Objectives**

1. Creating a positive safety and health culture/awareness in Manufacturing and Port Sector through education and training.
2. Improving safety conditions and safety of workers in factories
3. Improving safety conditions and safety of workers in Major Ports
4. Recognizing of best practices in Manufacturing and Port Sector through awards schemes – NSA, VRP and assisting MOL&E on PMSA
5. Maintaining the effective functioning of DGFASLI Organisation – Administrative matters
6. Efficient functioning of the RFD System in DGFASLI Organisation

## Section - 2

### List of Actions

Sl. No.	Objective	Weightage	Action	Weightage
01	Improving working conditions & safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%
			2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	20%
02	Improving safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports through inspection of ships, gears, docks, accident/Dangerous Occurrences and prosecution of employers and others	22%
03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	20%	1) Organising Specialized Trng. Prog. / Seminars etc. on OSH	5%
			2) Conducting academic/ statutory prog. for Safety Officers, (SO) and Enforcement Officers etc.	5%
			3) Conducting one month certificate course for supervisors employed in hazardous process industries	5%
			4) Conducting three month certificate for medical Doctors-AFIH	5%
04	Recognizing of best OSH practices in manufacturing and port sector	6%	Recognizing best safety and productivity practices in industries through awards schemes – NSA, VRP and assisting MOL&E on PMSA	6%
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI Organisation by CAG and internal audit team	1%
Total		89%		89%

## List of Success Indicators

Sl. No.	Objective	Wt.	Action	Action wt.	Success Indicator	Unit	Wt.
01	Improving working conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%	1) Conducting studies, surveys, audits etc.	Nos.	20%
			2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	20%	2) Providing technical advice including approval of Flameproof Lighting Products (FLP), testing of Personal Protective Equipment (PPE) etc.	Nos.	20%
02	Improving safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports through inspection of ships, gears, docks, accident/Dangerous Occurrences and prosecution of employers and others	22%	1) Inspection of Ships, Gears, Docks, etc.	Number	20%
					2) Conduct of Promotional Activities like Advisory Committee meeting, Safety Committee Meetings, Safety Weeks Celebrations, etc	Number of events	2%
03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training	20%	1) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	5%	1) Organising Specialized Training Prog. / Seminars/ Workshops etc on OSH	Number of prog.	5%
			2) Conducting academic/ statutory programme for Safety Officers and Enforcement Officers	5%	2) Conducting academic/ statutory programme for Safety Officers and Enforcement Officers	Number of prog	5%
			3) Conducting one month certificate course for supervisors employed in hazardous process industries	5%	3) Conducting one month certificate course for supervisors employed in hazardous process industries	Number of prog	5%
			4) Conducting three month certificate course-AFIH	5%	4) Conducting three month certificate course-AFIH	Number of prog	5%
04	Recognizing of best practices in Manufacturing and Port Sector	6%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	6%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	Once in a year (12 mth)	6%
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI organisation by CAG and internal Audit Team	1%	Compliance of audit paras- CAG Audit	Once in a year (12 mth)	0.5%
					Compliance of audit paras- Internal Audit	Once in a year (12 mth)	0.5%
Total		89%		89%			89%

**Composite View – For the period 2010-11 (1.4.2010 to 31.3.2011)**

Sl. No.	Objective	Wt.	Action	Action Wt.	Success Indicator	Unit	Wt.	Target/Criteria Value				
								Excellent 100%	V.G 90%	Good 80%	Fair 70%	Poor 60%
01	Improving safety conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	20%	1) Conducting studies, surveys, audits etc.	Nos.	20%	55	52	49	46	44
			2) Providing technical service and information to industries by testing of PPE and Granting of approval for Flame Proof Equipment	20%	2) Providing technical advice including approval of Flameproof Lighting Products (FLP), testing of Personal Protective Equipment (PPE) etc.	Nos.	20%	775	725	700	650	625
02	Improving Safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports through inspections of ships, gears, docks, accidents/dangerous occurrences and prosecution of employers and others	22%	1) Inspection of Ships, Gears and Docks, etc	Nos.	20%	2900	2800	2700	2600	2500
					2) Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	Nos.	2%	23	22	21	19	17
03	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training **	20%	Creating a positive safety and health culture/awareness in manufacturing and port sector through Education and Training **	20%	1) Organising Specialized Training Prog. / Seminars/Workshops etc on OSH	No. of Programmes	5%	44	42	40	38	36
					2) Conducting academic/statutory program for Safety officers and Enforcement officers	No. of Programmes	5%	10	9	8	7	6

					3) Conducting one month certificate course for supervisors employed in hazardous process industries	No. of Program mes	5%	4	3	2	1	1
					4) Conducting three months certificate course (AFIH)	No. of Program mes	5%	2	1	1	0	0
04	Recognizing of best practices in Manufacturing and Port Sector	6%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	6%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	Once in a year (12 mth)	6%	12 (mth)	15 (mth)	18 (mth)	21 (mth)	24 (mth)
05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI Organisation by CAG and internal audit team	1%	Compliance of audit paras- CAG Audit	Once in a year (12 mth)	0.5%	12 (mth)	15 (mth)	18 (mth)	21 (mth)	24 (mth)
					Compliance of audit paras- Internal Audit	Once in a year (12 mth)	0.5%	12 (mth)	15 (mth)	18 (mth)	21 (mth)	24 (mth)
	Total	89%		89%								

### Section 3

#### Trend Values of Success Indicators

Sl. No.	Objective	Wt.	Action	Success Indicator	Success Indicator					
					Unit	Achievement For FY 10-11	Achievement estimated For FY 11-12	Project ed Value For FY 12-13	Project ed Value For FY 13-14	Projected Value For FY 14-15
01	Improving safety conditions and safety of workers in factories	40%	1) Organising and conducting Specialised Studies, Surveys Audits Etc.	Conducting studies, surveys, audits etc.	Nos.	50	54	55	55	55
			2) Providing technical services to State Govts. and enforcement officials	1) Providing technical service to industry including approval of FLP, testing of PPE, etc.	Nos.	715	750	775	775	775
02	Improving safety conditions and safety of workers in Major Ports	22%	Enforcement of legislation in ports	1) Inspection of Ships, Gears and Docks, etc	No.	2848	2850	2900	2900	2900
				3) Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations	No.	34	42	45	45	45



03		20%	1) Organising Specialized Seminars/ Workshops/ Training Programmes etc.	1) Conducting of seminars / workshops including workshop for MSME	No. of Programmes	32	42	45	45	45
				2) Conducting one month certificate course for supervisors employed in hazardous process industries	No. of Programmes	3	2	3	3	3
			2)Conducting of academic programmes for SO, FMO, Enforcement officers	1) Skill development to Enforcement officials (Basic and Refresher Course)	No. of Programmes	9	5	5	5	5
				2) Conducting one year Diploma in Ind. Safety Course	No. of Programmes.	5	5	5	5	5
				3) Conducting 3 month certificate Course -AFIH	No. of Programmes.	2	2	2	2	2
04	Recognizing of best practices in Manufacturing and Port Sector	6%	Recognizing best safety and productivity practices in industries through awards scheme – NSA, VRP and assisting MOL&E on PMSA	Conducting of the Awards Distribution Ceremony once in a year	Once in a year (12 mth)	1	1	1	1	1

05	Maintaining the effective functioning of DGFASLI Organisation – Administrative matters	1%	Auditing of DGFASLI Organisation by CAG and internal audit team	Complaine of audit paras- CAG Audit	Once in a year (12 mth)	3	2	2	2	2
				Complaine of audit paras- Internal Audit	Once in a year (12 mth)	1	2	2	2	2
	Total	89%								

## V. Mandatory Success Indicators

Each RFD must contain the following mandatory indicators to promote enhanced and sustainable Organisational performance levels

Objective	Actions	Success Indicator	Unit	Weight	Target/ Criteria Value					
					Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%	
1	Efficient functioning of the RFD System	Timely Submission of RFD for 2012-13	On - Time Submission	Date	1%	March 31, 2012	April 3 2012	April 4 2012	April 5 2012	April 6 2012
		Timely Submission of Results for 2012-13	On - Time Submission	Date	1%	May 1, 2013	May 3, 2013	May 4, 2013	May 5, 2013	May 6, 2013
		Finalise a Strategic Plan for Responsibility Centre	Prepare ISO 9001 Plan	Date	1%	Dec. 10, 2012	Dec. 15, 2012	Dec. 20, 2012	Dec. 24, 2012	Dec. 31, 2012
		Identify potential areas of Corruption related to organization activities and develop action plan to mitigate them	Implementation of ISO 9001 Action Plan	Date	2%	March 25 2013	March 26 2013	March 27 2013	March 28 2013	March 29 2013
		Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	2%	100	95	90	85	80
		Implementation of Sevottam	Create a Sevottam compliant system to implement, monitor and review Citizen's Charter	%	2%	100	95	90	85	80
			Create a Sevottam compliant system to redress and monitor Public Grievance	%	2%	100	95	90	85	80
Total weight				11%						

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## Section 4

### Description and definition of Success Indicators

#### 1. Provide technical advice to State Govt.

Various requests are received from Chief Inspectors of Factories, Labour Secretaries and from the industries and trade union from the States and Union Territories on the matters concerning with interpretation and implementation of The Factories Act, 1948. Accordingly, technical advices are provided to the concerned authority/ organization/ industry/ trade union representative

#### 2. Conduct of seminars, workshops, etc.

National and Regional and Unit level seminars, workshops are organized by DGFASLI through its Central and Regional Labour Institutes on the matters related to Occupational Safety and Health at workplace for creating awareness and addressing the issues and challenges in the field of Occupational Safety and Health to draw up suitable action plan for implementation by various stakeholders. These seminars / workshops will be organized by the DGFASLI individually or in collaboration with organizations through Public, Private Partnership (PPP).

#### 3. Conduct of studies, surveys, safety and health audits, etc.

National, Regional and Unit level consultancy studies are undertaken by DGFASLI through its Central and Regional Labour Institutes on the matters related to Occupational Safety and Health at workplace. The Unit level consultancy studies and safety and health audits are undertaken based on requests received from industries / ports.

#### 4. Providing technical advice to industry including approval of FLP, testing of PPE, etc.

Based on request from the manufacturers, approval for flameproof equipment and testing of Personal Protective Equipment request from the manufacturers & users, testing and performance certificate in respect of both respiratory and non-respiratory are given. The samples of the PPE are tested as per the relevant BIS Standards for their performance.

#### 5. Conducting one year Diploma in Ind. Safety Course

The appointment of safety officers in the manufacturing and port sector is a statutory requirement as per section 40-B of the Factories Act, 1948 and Regulation 1993 of the Dock Workers (Safety, Health & Welfare) Regulations, 1990, which specifies qualification and experience to be possessed by the safety officers. The DGFASLI, through its Central and Regional Labour Institutes, conduct the One Year Diploma Course as per the requirements of the respective State Technical Boards for the award of the Diploma Certificates.

#### 6. Conducting 3 month certificate Course -AFIH

Under Section 41-C(a) of the Factories Act, 1948 the occupier in relation to hazardous process industries shall maintain accurate and up-to-date health records of the workers in the factory who are exposed to any chemical or toxic substances, require that the factory medical officers are trained and possessed a certificate of training in industrial health of a minimum duration of three months recognized by the State Governments.

**7. Conducting one month certificate Course for Supervisors employed in hazardous process Industries**

The Factories Act, 1948 has a specific requirement under section 41-C(b) to appoint persons who possess qualifications and experience in handling hazardous substances and are competent to supervise such handling within the factory and to provide at the working place all the necessary facilities for protecting the workers in the manner prescribed. DGFASLI conducts one-month certificate course for supervisors employed in hazardous process industries.

**8. Inspection of Ships, Gears and Docks, etc**

The Dock Workers (Safety, health and Welfare) Act, 1986 and Regulations, 1990 are being enforced by the DGFASLI through the Inspectorates of Dock Safety in the 12 major Ports. The Act covers the loading and unloading operations. In order to ensure the safety, health and welfare of the dock workers, the Inspectors of Dock Safety carry out inspections of ships, gears and dock areas.

**9. Accident investigation**

The accident to the dock workers are investigated by the inspectors of dock safety for both fatal and non fatal injuries in the port premises while carrying out the loading and unloading of the cargo. Prosecutions are launched in the Court under the Dock Safety Statutes.

**10. Conduct of promotional activities like participation in Safety Committee Meetings and Safety Weeks Celebrations**

The Inspectors of Dock Safety participate in the Safety Committee meetings and Safety Week Celebrations in order to promote safety, health and welfare of the dock workers.

**11. Creating awareness on various aspects of safety and health in industries**

DGFASLI organization conducts specialised seminars and workshops in the field of Occupational Safety and Health including an intensive workshop on “Higher Productivity and Better Place at Work” to small and medium enterprises as per the ILO Guidelines.

**12. Conducting of the Awards Distribution Ceremony once in a year**

The Awards Distribution Ceremony is held annually in the month of September/October and awards are distributed to the winners at New Delhi. A total of 240 awards are given to different categories of industries and major ports under National Safety Awards and 28 Awards are given under Viswakarma Rashtriya Puraskar Awards.

## **Section 5**

### **Specific performance requirement from other departments that are critical for delivering agreed results (Constraints)**

1. The majority of the activities being undertaken by this organization depend upon the availability of manpower. It would be difficult to achieve many of the targets due to depleted manpower, abolition of posts and non filling up of vacant posts during the last 5 years.
2. To achieve the targets it is proposed that some of the activities like workshops, seminars would be undertaken through encouragement of Public – Private – Partnerships (PPP)
3. The number of inspection of ships, gears and docks in the major ports would depend upon the number of cargo ships calling in these ports.
4. The adoption of Model Rules by the /state government depends upon following the procedures/ approvals by the concerned state governments.
5. Carrying out of testing of PPEs and granting of approval of FLPs would depend upon the receipt of request from the manufactures and the users of these equipment.
6. Conduct of various training programmes, seminars would depend upon nomination of the delegates by the various stakeholders, i.e., industries and employee representatives.
7. Conduct of consultancy studies, surveys and safety audits would depend upon receipt of request from industries