

2nd Edition | 1st April 2019



**NARESH KUMAR & CO. PVT. LTD.**

# Health & Safety Annual Business Plan

FY 2019 - 20





## एँन. के. सी. पी. एल. सुरक्षा शपथ

मैं, आइएसओ और ओहसास प्रमाण पत्र धारक, नरेश कुमार एंड कंपनी प्राइवेट लिमिटेड परिवार का एक सदस्य शपथ लेता हूँ कि प्लांट गेट में प्रवेश करने से लेकर बाहर निकलने तक, व्यक्तिगत सुरक्षा के सभी साधन धारण करके रहूँगा और ऐसा कोई कार्य नहीं करूँगा जिससे दुर्घटना हो तथा मुझे या कंपनी को हानि पहुँचे। मैं अपने कार्यस्थल को स्वच्छ रखूँगा। मैं अपना, अपने साथीगण तथा अपने परिवार और कंपनी के हित का हमेशा ध्यान रखूँगा। मैं यह भी प्रतिज्ञा करता हूँ कि सी.एस.एम. एस के अंतर्गत फाइव स्टार रेटिंग को बरकरार रखूँगा तथा कंपनी के अन्य प्रभागों में भी यह रेटिंग हासिल करके रहूँगा।

जय सुरक्षा।

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# COMPANY OVERVIEW

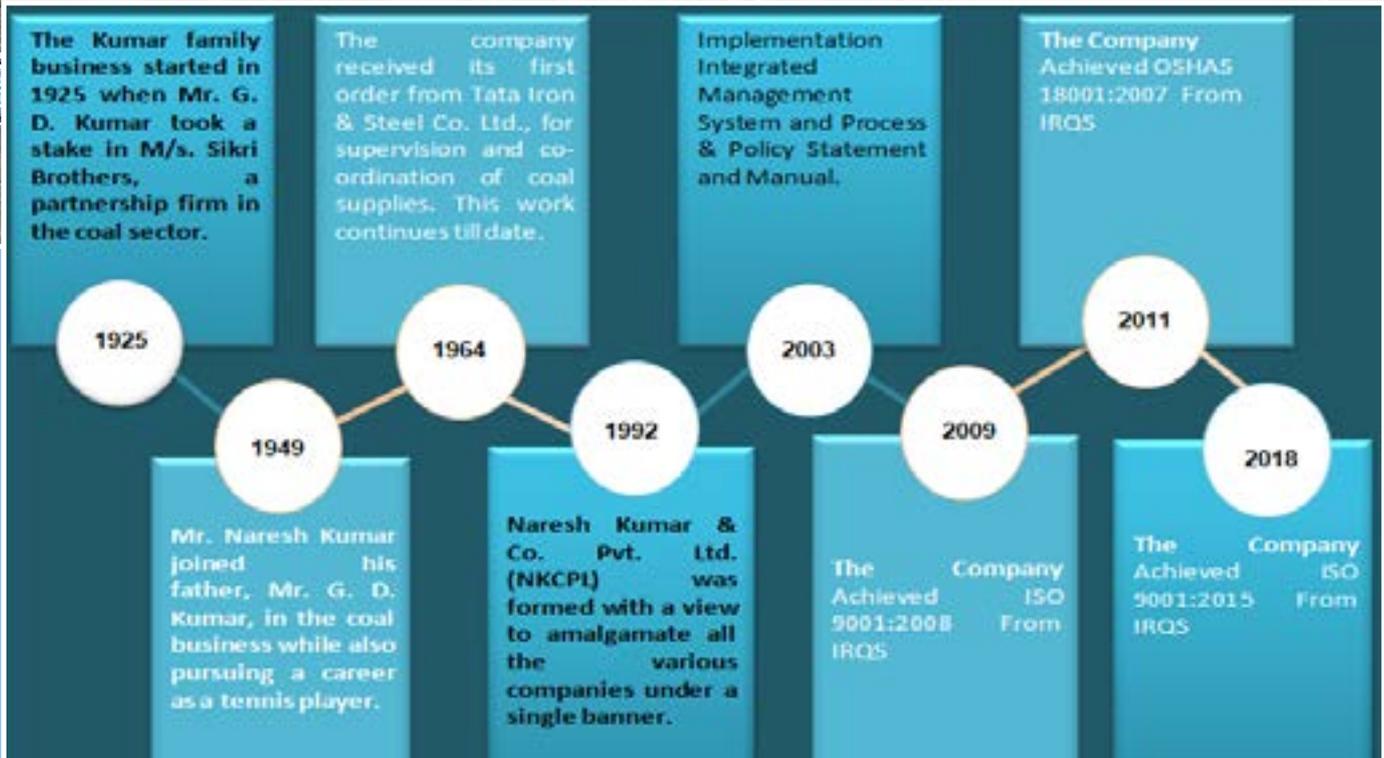
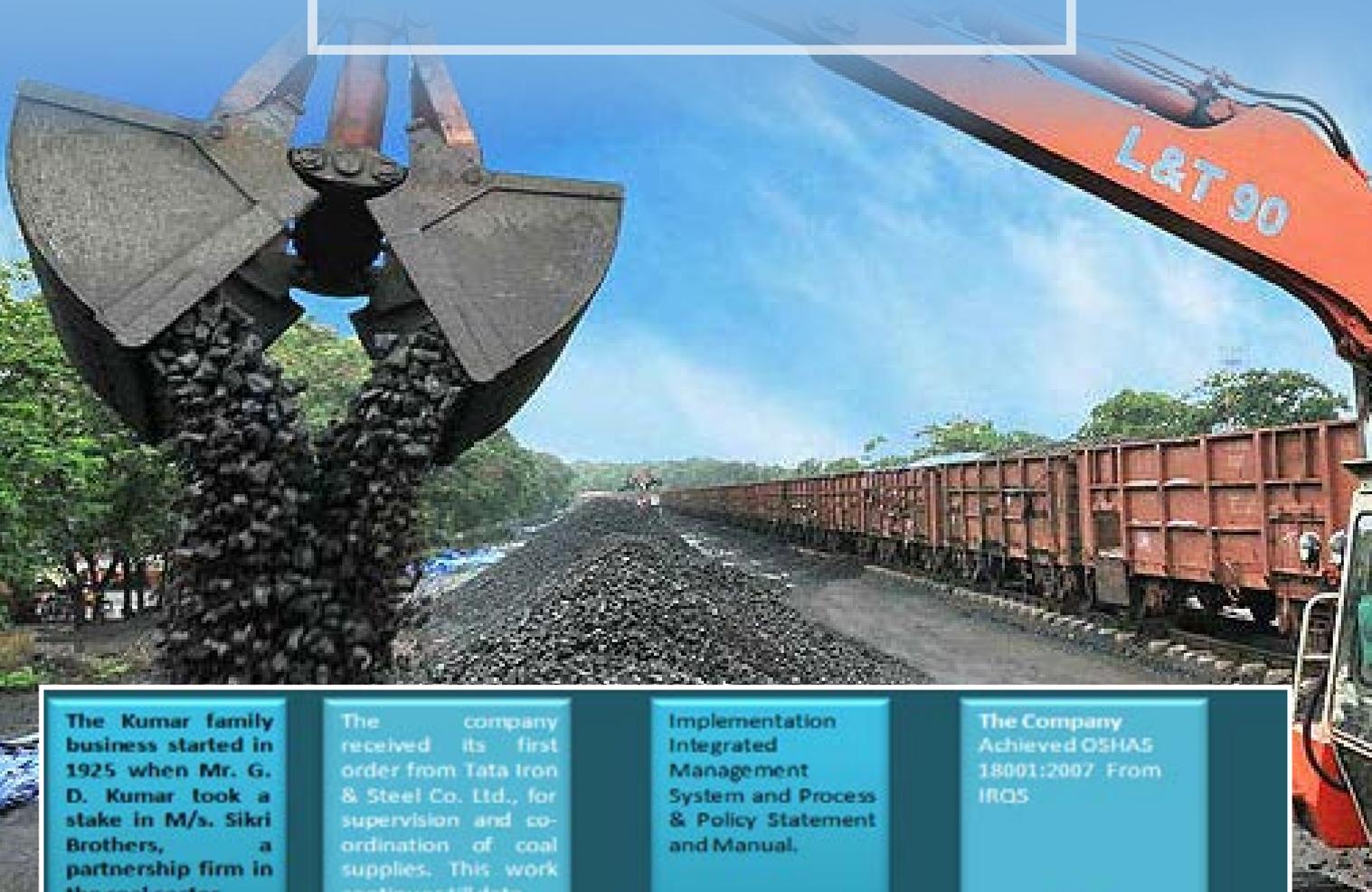


Established over decades of hard work, NKCP today provides consultancy and supervision to clients consuming over 40 million tons of coal by rail per annum. We at NKCP handle and transport over 30 million tons of coal, coke, fly ash, ores and overburden annually to different locations across the Country. Our human resource of over a thousand trained and experienced personnel provide clients with a host of services in the steel, power, cement and other industrial sectors that are critical to their business. In order to provide these services we have our own dedicated fleet of over 500 bulkers, tippers, trucks and trailers along with over 50 excavators and loaders.

Having established stockyards and siding at various locations, we handle both raw materials and finished goods for our clients. Developed over the years to meet the needs of our clients, we provide a single window support system that cater to their needs that range from identification, sourcing and delivery of raw materials and fuel to evacuation and stocking of finished products. With a legacy of providing dedicated service over 50 years, we are committed to achieve total customer satisfaction.



# ABOUT US HISTORY





# Our FOOTPRINT



Operations with Tata Steel

Other clientele



# Management **STRUCTURE**



**Mr. Naresh Kumar**  
Chairman NKCP

**N**KCP believes Safety Leadership is not Safety Management, but a sense of oneness, and influence which can be exerted down the line to create a culture and bond among all others to achieve big time Safety goals of the organization. The company has a well defined and structural hierarchical order to ensure the accomplishment of the company's goals and vision. Our overall Safety Leadership rests with Mr. Sanjiv Kumar Saxena, President Health Safety & Operations & Branch Head for our Jamshedpur Operational Branch, operationally and administratively reporting to Mr. Tarun Maniktala, Director who further and finally report to Mr. Arjun Kumar, Managing Director for the organization. Our board of directors have a strong, qualified, diverse and richly experienced leaderships with proven track records of excellence and passion to perform.



**Mr. Arjun Kumar**  
Managing Director NKCP



**Mr. S.K. Anand**  
Jt Managing Director NKCP



**Mr. R.S. Arora**  
Dy. Managing Director NKCP



**Mr. Tarun Maniktala**  
Director NKCP



**Mr. Sudhir Menon**  
Director NKCP



**Mr. Sanjiv Kumar Saxena**  
President Health Safety & Operations & Branch  
Head NKCPJ JSR



**Mr. Debashish Adhikary**  
General Manager Accounts &  
Finance NKCPJ JSR



**Mr. Debashish Acharjee**  
General Manager Maintenance  
NKCPJ JSR



**Mr. Dilraj Singh**  
Dy. General Manager  
Operations NKCPJ JSR



# From The **DIRECTOR'S DESK**



Dear All NKCPL JSR Family

It's my privilege to write to you as the Director of Naresh Kumar & Co. Pvt. Ltd. and I feel honoured to be a part of our Team. I am delighted to present to you all the Second Safety Annual Business Plan for the Financial 2019-20.

Last year had been a very special year for us as we have achieved the top most rank or position in one of the most innovative and prestigious audit structure developed by our esteemed and honourable client Tata Steel, the Contractor Safety Management System (CSMS Star Rating Audit). I heartily congratulate you all. For becoming the 5 Star Rated Vendor partner of our client.

Having said this, I also must add that with great glories, comes huge responsibilities also, as from now on we shall be looked upon as the Leaders in the field of Health & Safety and more shall be expected from us.

Safety has always been an integral part of all our business activities and I am sure going ahead it will be strengthened in more effective manners. I also consider that Safety should be imbibed as a culture and a day to day practice in our every day lives. This I think will not only serve our policy, process and objectives but also shall create a love for the same among all.

NKCPL has the tradition of fighting all odds and achieve milestones which the company shall continue to all its utmost level.

Finally I shall again congratulate and thank you all for your continuous endeavours and deep level of commitment towards Health & Safety and sincerely hope and am sure that in coming times we shall be gaining more out of our Safety commitments and regimes and further more such feathers shall be added to NKCPL cap.

Yours Sincerely,

**Tarun Maniktala**

Director

Kolkata, April 01 2019



# A Dialogue With The **TOP MANAGEMENT**

## How do you see the current state of Safety Health Management System of NKCPL JSR today and how do you envision the same ?

Indeed there has been many things happening in the last Financial Year in the field of Health Safety of NKCPL JSR which has resulted in the achieving of many laurels for the company including the most prestigious and honourable of all, the 5 Star Rating in the Contractor Safety Management System (CSMS Audit) by our most esteemed and loved client Tata Steel Jamshedpur.

However having said this, I also feel that being at the highest peak of the Health & Safety Management System, it is the ideal time for us now to focus more on further strengthening of our goal of continuous improvement. We shall now look and add Caution or “सतर्कता” to be put more aptly in our SHMS. To sum it all as I prefer to say “Safety is better believed than to Comply” should be our motto now.

## How would you analyse the turnaround in the field of Health & Safety Management System resulting in the 5 Star Rating Achievement?

The vision of NKCPL JSR towards Health & Safety is very clear. We not only aspire but also make sure to leave no stone unturned to ensure No Harm in our operations. There are very clear instructions and communications to all the levels of the organization regarding complete adherence not only by compliable means but also through every proactive aspects and approach by each and every individual in Health & Safety prioritization in every sphere of our works.

There has been some very specific and to the point strategies and processes which had been revamped and laid down in very recent times to our exiting practices which have possibly enabled this achievement in real terms.

We have initiated and deployed a complete new and fresh vertical in our existing business model which is dedicated working towards various R&Ds in the field of Safety and its implementation further developing and designing all the Health & Safety related structures as required.

There has been few major breakthroughs and implementations designed and developed by this vertical which have finally led to some very fruitful outcomes.





**I I also feel that being at the highest peak of the Health & Safety Management System, it is the ideal time for us now to focus more on ground implementation of strategies, policies and processes and should now look beyond the compliance level. We shall now look and add Caution or “सतर्कता “ to be put more aptly in our SHMS.**

### What role do you see from Tata Steel part?

Whatever little NKCP could have achieved today, there has been a great and sustainable role of the Tatas.

Our relationship is beyond any scalable or quantifiable measures.

We had started our relationship way back in 1964 when the company used be known as Naresh Kumar & Co. it received its first order from Tata Iron & Steel Co. Ltd., for supervision and co-ordination of various Raw Materials. This work continues till date.

There has been various historical and milestone achievements in our relationship with the TATAs. In 1966 we received our first order from Tata Electric Co Ltd. (Now Tata Power Co. Ltd.), in 2012 we commissioned 240MT/Hr Dewatering plant at Bokaro to handle coal slurry and in 2013 55MT/Hr Chorme Slurry Dewatering unit at Sukinda for Tata Steel. There has been many such glorious and celebrated stories between NKCP & the Tatas.

In the field of Health & Safety, we feel privileged and fortunate enough, in line to honoured and thankful, that we are catering our services to the world’s most Sustainable Steel Company and to a company which treats Safety & Health of not only it own employees, but also to all its stake holders, to which we are also a part, as the most and only priority and to lay down this at the grass root levels, it takes all and adapts all possible means and ways.

In other we can say that, our achievement in the Star Rating system is an example of how a mentor and torchbearer creates a complete enlightenment and paves ways for achieving big targets for all of its other players.

**There are very clear instructions and communications to all the levels of the organization regarding complete adherence not only by compliable means but also through every proactive aspects and approach by each and every individual in Health & Safety prioritization in every sphere of our works.**

### Any crunches in the way to success?

Success is a very definitive word and so is Safety, hence

yes, to be definitive there will be certainly few barriers or hurdles, But again its not that you get things easily in any field. If the net result and outcome bears and gives you sustainable and long term benefits, then I think small hiccups shouldn’t be mind. In fact they give birth to lot more new thoughts and ideas.

### What are the challenges to the company in the field of Health & Safety and how does the company plan to deal the same and sustain its achievements?

Its not at all a denial fact that there are still many tasks yet to be done in SHMS Implementation. However those are more in the behavioural part rather than that of any technical or compliable requirements. We are continuously and dedicatedly working on the area. Many initiatives and pioneering activities have been rolled out in the last FY like Cash R&R, Family Get Together, Direct Motivational Trainings by the Top Management etc to boost up the motivational levels of the employees.

We are very much positive that these initiations and much more like these will bring out impactful and remarkable outcomes as these have given good results in the past too. Also there are strategical planning already laid out and few to be started in this current FY which shall further add to the enhancement o f the same.

**WWe had started our relationship way back in 1964 when the company used be known as Naresh Kumar & Co. it received its first order from Tata Iron & Steel Co. Ltd., for supervision and co-ordination of various Raw Materials. This work continues till date.**

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### What are your thoughts on the Safety Annual Business Report?

We had started the Safety ABP since last FY, i.e. 2018-2019 and have convincingly noticed and observed that it helps in building and embedding corporate responsibility and sustainability into the business framework.

This helps in creating a bridge between the organization’s



strategy, governance and performance between Safety and other verticals finally creating and enhancing a strong aspect and framework for Safe Operational and work flow .

This also adds to the systematic and integrated reporting structure for and of the organization.

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**Many initiatives and pioneering activities have been rolled out in the last FY like Cash R&R, Family Get Together, Direct Motivational Trainings by the Top Management etc to boost up the motivational levels of the employees. Also there are strategical planning already laid out and few to be started in this current FY which shall further add to the enhancement of the same.**

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**Finally what are your broad outlook for the coming Financial Year 2019-2020?**

NNKPL is having some elaborative and long time objectives both in terms of Operational & Safety aspects. We are approaching and targeting new ventures and opportunities and at the same time concentrating our core focus on Safety & Sustainability.

We have set our goals and fixed the targets to achieve them. There will be some more benchmark endeavours

to fulfil our objectives and also there will be revamping of our objectives through continuous planning and implementations.

We shall also look forward to create an ideal and most suitable workplace culture for our exiting human resource and at the same time shall continue to make all possible efforts to attract new and dynamic brains in our system.

There are few process oriented planning in the our pipelines regarding Health & Safety which we shall continue to explore and implement to attain the optimum Safety outputs. We are developing new , upgraded and proactive KPIs in this aspect which we are most retain to give us long term benefits and sustainability.

We shall continue to analyse the risks associated to all our operations and business and mitigate them as preventive measures.

And finally broadly we aim ourselves to retain all our achievements and conquer new heights of excellence.

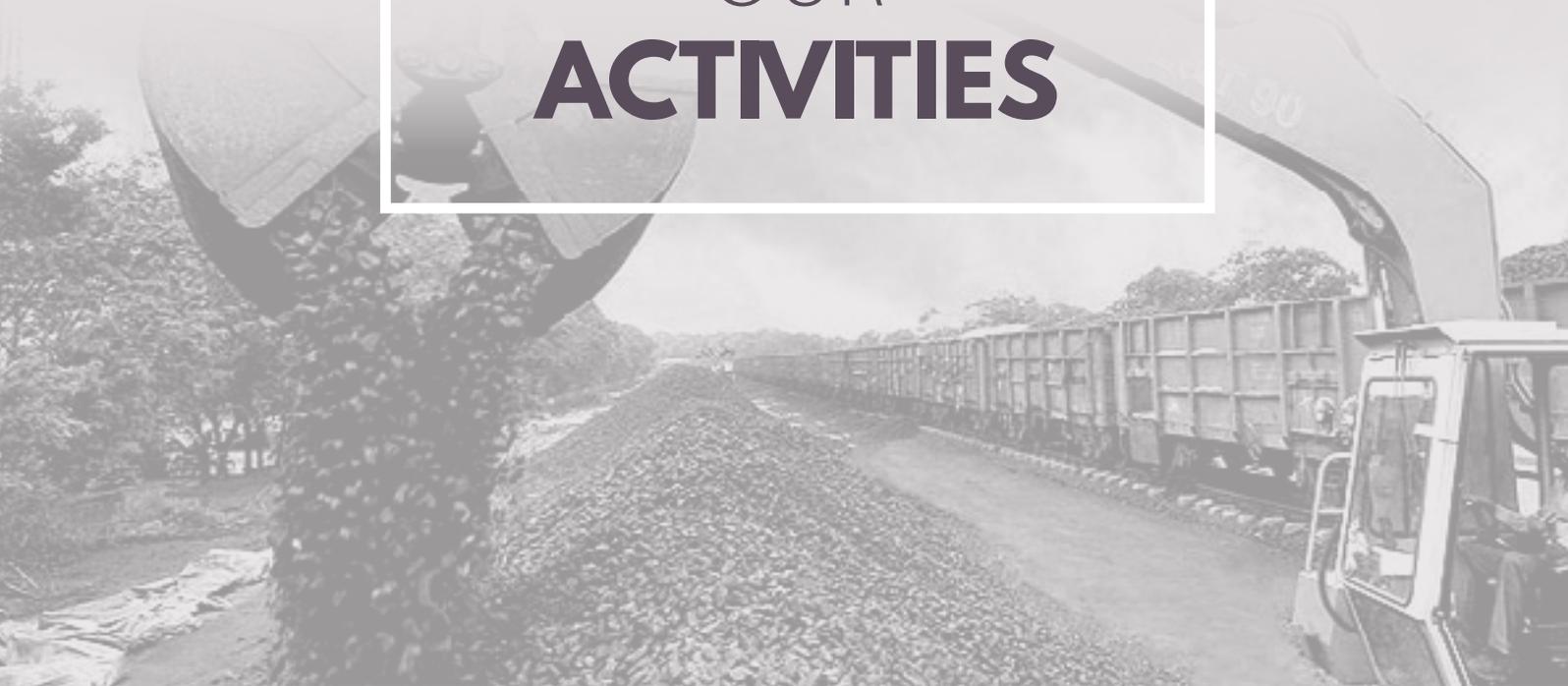
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**We had started the Safety ABP since last FY, i.e. 2018-2019 and have convincingly noticed and observed that it helps in building and embedding corporate responsibility and sustainability into the business framework.**

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# OUR ACTIVITIES



**RAW MATERIAL  
LOGISTICS**

NKCPL operations primarily focuses on Raw Material, Finished Products & Scrap Handling. So in a way we are taking part in the complete process of a evolution of Finished Products from Raw Materials.

**RAW MATERIAL  
HANDLING**



**FINISHED GOODS  
HANDLING**



We cater our services at Jamshedpur to our esteemed, proud and most valued client TATA Steel within its premises and also within town jurisdictions both in Material Handling & Logistics respectively.



**FINISHED GOODS  
LOGISTICS**



# Business Activities & VALUE CHAIN

## POLICIES, PROCESS, VISION, MISSION

STAKE HOLDER MANAGEMENT

BUSINESS EVALUATION

RESOURCE ALLOCATION

### RAW MATERIAL MANAGEMENT

*Reclamation*



*Handling*



*Logistics*



*Production*



### FINISHED GOODS MANAGEMENT

*Receiving*



*Handling*



*Warehousing*



*Sales Planning*



*Despatch*





# Principles **ADAPTED**

We adapt 9- Principles based on Strategy, Approach & Implementations which enhance our Value Chain





# Performance for **FY 2018-19**



## OPERATIONAL HIGHLIGHTS OF FY 18-19

TOTAL RM LOGISTICS

**2,17,367**

TOTAL RM HANDLING

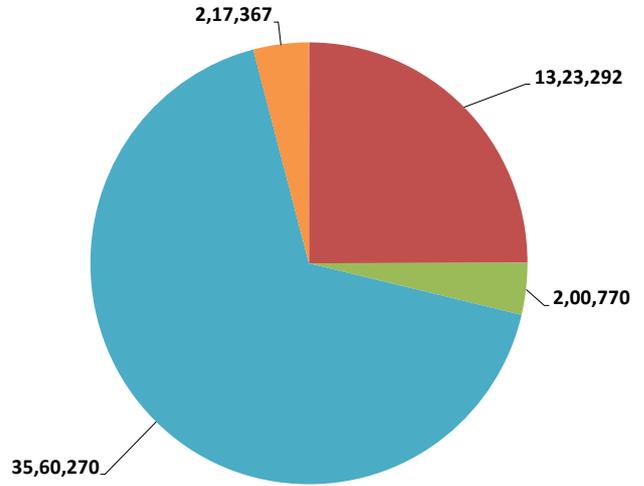
**35,60,270**

TOTAL FG DESPATCH

**13,23,292**

TOTAL FG THROUGHPUT

**2,00,770**



RM  
FG

MT  
MT  
MT  
TRIPS

Raw Material  
Finished Goods





# LEADERSHIP ACCOUNTABILITY



## FOCUS AREAS

- Commitment to Ensure Safety & Health
- Build up Safety Culture
- Effective Communication
- Continuous Improvement

## TARGETS & GOALS

- No Harm Operations
- Making Safety as part of Thought Process
- 100% Safety Awareness at all levels
- Evaluation & Up gradation

## ENABLERS

- Achieving Safety Objectives & Compliances
- Behaviour Based Safety Activities.
- Direct Interaction like TWC, MM, Counselling sessions etc.
- Safety Planning, Reviews, Meetings etc. (PDCA Methodology)

NKCPL Commits itself to initiate, Develop, Streamline, Cascade And Establish Safety Culture From The Top Most Level To The Grass Root Level Of Its Entire Organizational Structure.

We consider and believe that leadership is the Key and integral part of the Safety, Health & Well being of the all the individuals attached to an organization.

The company maintains a dedicated, planned, established, quantified and well organized structure and regime of Leadership's proactive and productive direct engagement, involvement & participation into Safety & Health Management Systems.



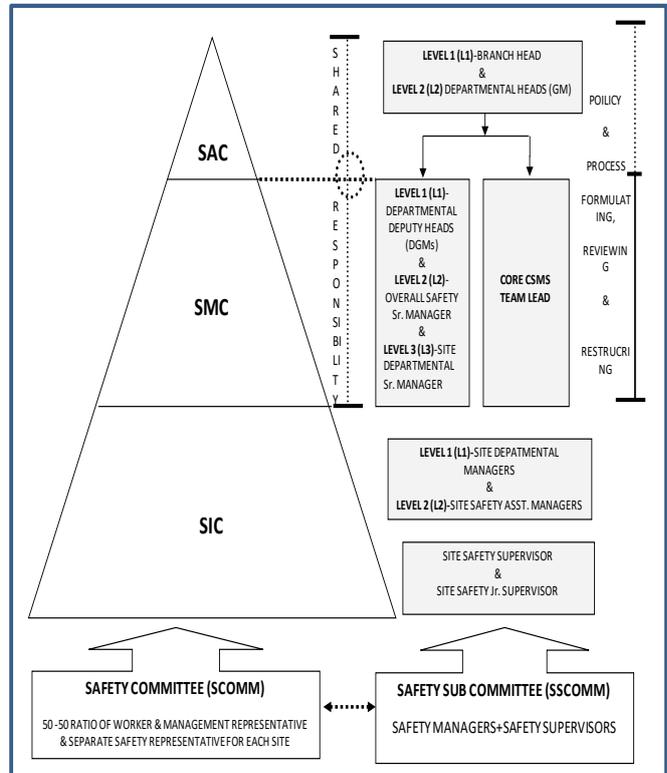


# Commitment to Ensure SAFETY & HEALTH



NKCP's strong and dedicated approach towards Safety initiates from building up a strong and dedicated Safety & Health Management System (SHMS).

The company have developed its own structure of the SHMS which is called as the NKCP OH&S HEIRARCHIAL MATRIX, at par and in equivalent to the Safety & Health Standards followed extensively across. We further not only restrict ourselves within the boundaries of compliance, but also endeavour all available, innovative and proactive efforts to reach out to the most proactive and limitless safety engagements and implementations. This concept is led and driven vehemently by our Top Management Leadership.



LEADERSHIP



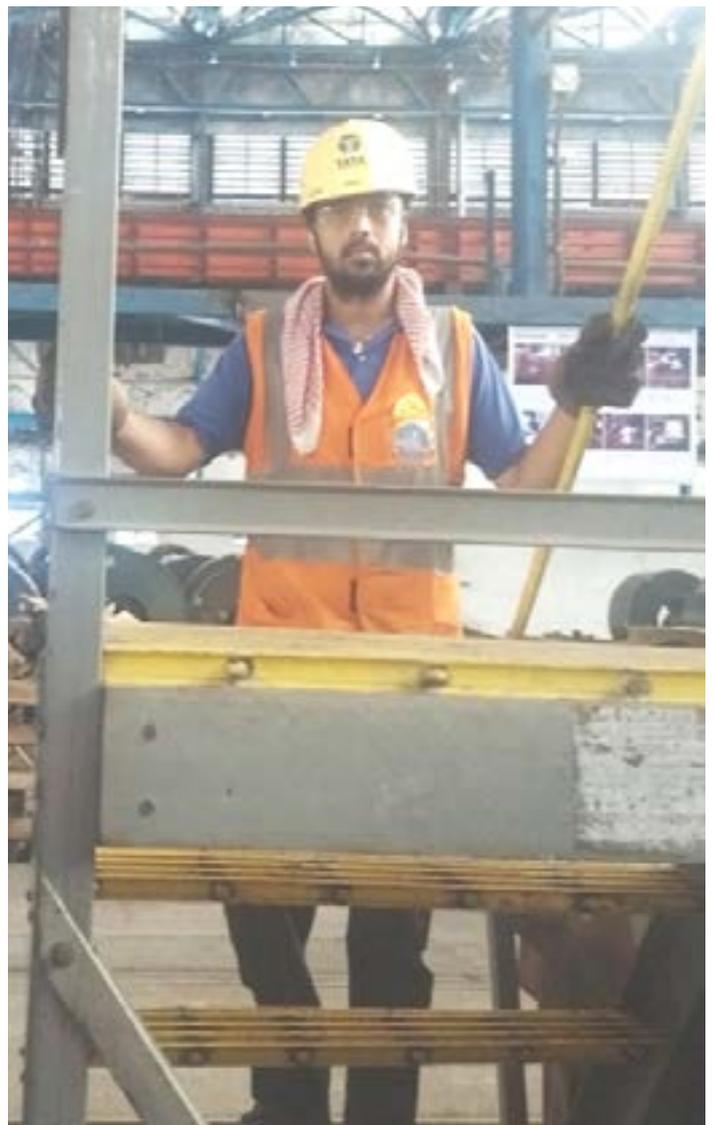
ENGAGEMENTS



# Build Up **SAFETY CULTURE**

NKCP's firmly and very decisively believes that Safety is a Culture which needs to be build, cultivated and nurtured and this ideology of the company is driven from the Top Most level of the organizational structure.

Our leadership drives all efforts through dedicated activities and innovative concepts to engage every individual associated with the organization to motivate and generate positive behavioural attitudes among them.



*A culture of Safe Practices are maintained from the Top Level to the grass root level to mould and motivate the mindset of all towards Safety & its implementation.*



# Effective COMMUNICATION

The company believes communication is the key factor in any achievements and implementations. Awareness and understanding of the last person in the queue is the real essence of communication and the outcomes due to the communication in the forms of actions, adherence and implementations are the real evidence of the effectiveness of the communication.



NKCPL's top leadership engages itself through various activities like Two Way Communications, One To One Counselling sessions, Family Counselling through home visits, Safety Mass Meetings, Direct Hot line Numbers to the Top Management and many other such means to establish and attain a dedicated, effective and transparent communication procedure among all the levels of the organization. Also company releases a quarterly News Letter named "Nitigat" containing all the Safety related activities, data, campaigns, initiatives etc for previous quarters for all its employees as part of its communication procedure.



*Two Way Communication, One To Counselling, TSL Workshops etc are few of the effective tools used as a mode of deep rooted and horizontal communication*

Apart from this many other such related documents, display boards, pamphlets, banners etc. are being developed, erected and circulated among all on regular and frequent basis regarding any communications. The leadership also organizes and arranges various Talk Sessions, Counselling session between its esteemed and prestigious client Tata Steel and company's grass root level work force to enhance direct communication regarding various Safety Standards, expectations and requirements.



# Continuous **IMPROVEMENT**

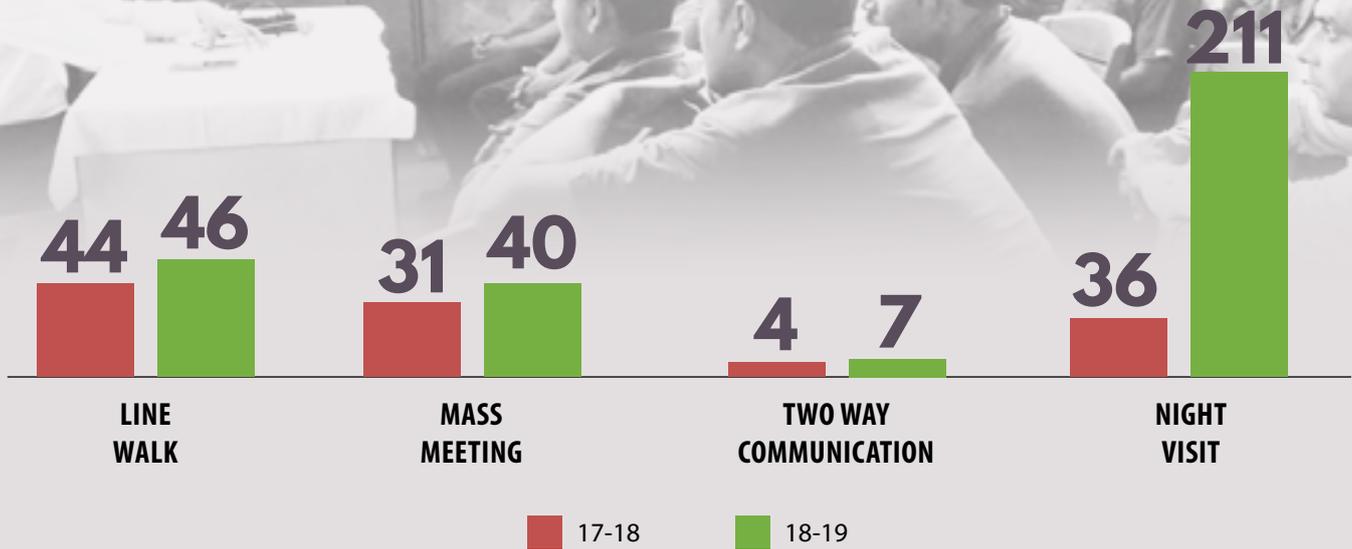
The company's Continuous Improvement process is driven by Involvement, Innovation & Implementation driven by the Top Management Leadership of the company.

The improvement plans or communications are directly discussed with the grass root level employees to understand the ground level requirements and scopes which are further analyzed at the Top levels for necessary implementations required.



The company adapts and implements the P-D-C-A methodology for evaluating all the process and systems.

# LEADERSHIP ENGAGEMENT IN SAFETY ACTIVITIES



## DIRECT ENGAGEMENTS OF THE TOP MANAGEMENT

MONTHLY REGULAR SAFETY ACTIVITIES	UoM	FY	
		17-18	18-19
LINE WALK	Nos	44	46
MASS MEETING	Nos	31	40
TWO WAY COMMUNICATION	Nos	4	7
NIGHT VISIT	Nights	36	211
		<b>115</b>	<b>304</b>

**70%**  
direct involvement has increased in FY 18-19





# OUR PEOPLE



## FOCUS AREAS

- Health & Safety
- Skill Enhancement
- Engagement
- Well Being

## TARGETS & GOALS

- No Harm Operations
- 100% Competency Enhancement
- Grass Root Penetration
- Complete Employee Satisfaction

## ENABLERS

- Safety & Health Management System
- Training & Skill Development
- Employee Involvements
- Employee Retention

Naresh Kumar & Co. Pvt. Ltd. treats all its employees as assets and regards the same as primary source for any and every achievements. The Company over the years have adopted various employee motivation , upliftment and enhancement policy and program to cultivate and nurture the talents.

The company also commits to enhance its human resource in areas such as Orientation and Mentoring for New Joninees , Welfare and Benefit Improvements like initiating and pioneering in program like Home Visit & Family Counselling , Employee Suggestion initiative in program like Two Way Communication & Employee Suggestion Book , Safety Committee Formation for raising awareness regarding safe work practices with involvement of Worker & Management (WR & MR).





# Safety & Health



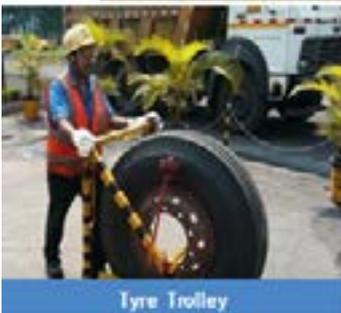
No Harm to Anyone is of top most priority, of the company. The company maintains a strict, dedicated and prioritized commitment and Zero Compromise mind set regarding the Safety & Health for all its employees.

Company's sole aim is to provide and maintain a Safe & Harmless work environment for and to all its employees. Being engaged in dealing with and operating Heavy Vehicles, Machinery and Equipments, NKCP takes all available and proactive measures like Self In House developed Techniques and Modifications, Deploying Modern and Upgraded Safety Gadgets etc, to its fleet to assure Safety to its employees while conducting High Risk Jobs.



The company very consciously and with all efforts and endeavours makes sure that all its operations are carried out in the safest procedures and methods. Checks and verifications are carried out by Top Leaderships at regular and periodic manners to evaluate the effectiveness and outcomes of the implementations.

## Few of the Major Hazard Mitigation Controls Undertaken



Tyre Trolley



Tyre Torque Multiplier



Walky Talky



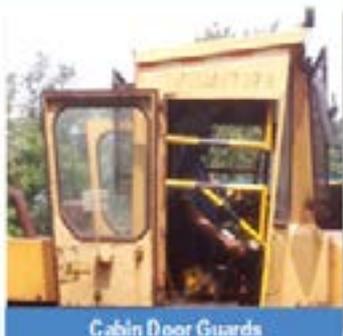
Spillage Arrester



Back Cameras on Excavators



Inclinometer



Cabin Door Guards



Data Buzzer



# Skill Enhancement

Our capability centric approach focuses on the skill development and enhancement of all our man powers. Our job activity requires possession of specialized skill set by individuals engaged in carrying out the same.

Hence as an organization, NKCPPL concentrates and focus on the Development and Up gradation of the Skill Levels of all its deployed man powers.



**INHOUSE TRAINING**



**OEM TRAINING**



**TSL JNTVTI CERTIFICATIONS**



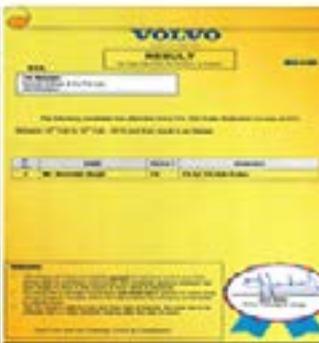
**TSL WORKSHOP TRAINING**



**ON-SITE HANDS ON TRAINING**



**TOP MANAGEMENT TRAINING**



**VOLVO CERTIFICATIONS**

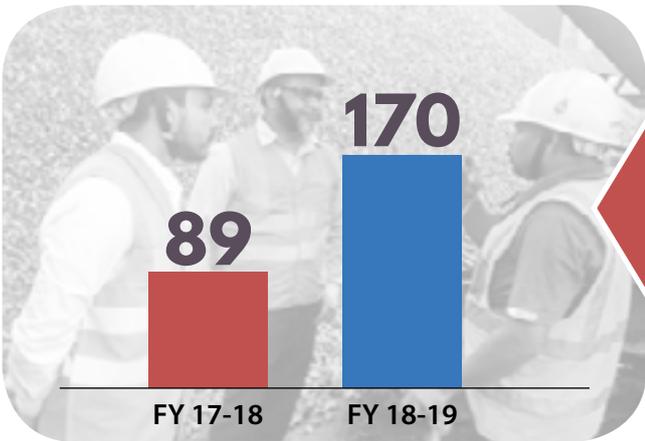


**TSL V CAP TRAINING**

Training Modules or Categories established maintained and followed



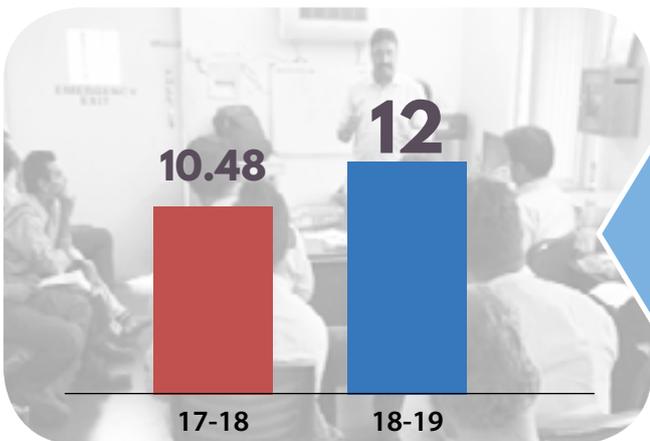
COURSES FOR TRAINING BY EXTERNAL AGENCIES LIKE JNTVTI, VOLVO etc.	FY 17-18	FY 18-19
FLAGMAN	3	3
CERTIFICATION FOR EOT OPERATORS	0	7
CERTIFICATION PROGRAM FOR HELPER (Evening)	0	6
CERTIFICATION COURSE FOR ROAD TRANSPORTATION SUPERVISORS	0	15
CERTIFICATION PROGRAM FOR SITE SAFETY SUPERVISOR (Evening)	0	6
RIGGER CERTIFICATION (Evening)	2	11
CERTIFICATION PROGRAM FOR HEAVY VEHICLE DRIVERS	0	60
CERTIFICATION PROGRAM FOR LIGHT MOTOR VEHICLE	0	3
FUNCTIONAL COMPETENCY ON MATERIAL HANDLING AND RIGGING PRACTICE	0	14
VOLVO TRAINING	3	4
V CAP	19	6
MECHANICAL FITTER (Evening)	0	1
SAFETY AND POSITIVE ISOLATION	0	2
HEAVY EQUIPMENT OPERATION	3	21
FLAGMAN	3	3
OEM	50	0
VOLVO DRIVERS TRAINING COURSE	3	4
FIRST AIDER TRAINING FROM RED CROSS	3	4
	<b>89</b>	<b>170</b>



**67%** ↑

**INCREASE IN EXTERNAL TRAININGS FOR MANPOWERS UNDER DIFFERENT TRAINING CRITERIAS**

*Data Count is in numbers of employees under gone External Trainings.*



**13%** ↑

**INCREASE IN INTERNAL TRAINING HOURS PERCENTAGE PER EMPLOYEE**

*Data Count is on Training Received Per Hour per employee .*



# Engagement

NKCP considers complete and in depth penetration of awareness, knowledge and proactive involvement of all its employees to enhance the company's productivity, safety and all other facets.

The activities are aimed to derive maximum positive outputs and improvements from the ground level through continuous improvement methods to achieve sustainable growth and also involvement of employees from every verticals of the company imparts a feeling of ownership, accountability and coordination among all.

Apart from the employees, NKCP also creates and renders scopes for their family members to get engaged in different activities. One such latest step is launch of a campaign named "Mel Milap" conducted by the Ladies Wing of the company comprising the wives of the employees. The group conducts visits among the families and carries out counselling programs, exchanges views and thoughts and also as and if required reports to the management regarding any requirements and suggests ways and scope of further implementations.



Various activities carried out at sites



Family counselling session under 'Mel Milap'





# Encouragement & Motivation

At NKCPL, individuals and teams carry out tasks and activities worth of encouragement and appreciation. Recognition enables the company to acknowledge our people for their efforts and contributions at various fields like Operations, Safety, Maintenance, Behaviour and many more. The company aims to drive and maintain a sustainable culture of recognition, by encouraging its people for all their accomplishments and out of the way achievements.



### Best Heavy Vehicle Driver (Shaabaashi Reward)

This Reward is given on a monthly basis to the Heavy Vehicles Drivers based on their Safety & Operational Performances for the month

### Best Equipment Operator (Shaabaashi Reward)

This Reward is given on a monthly basis to the Machine/Equipment Operators based on their Safety & Operational Performances for the month

### Best Crane Operator (Shaabaashi Reward)

This Reward is given on a monthly basis to the EOT or Mobile Crane Operators based on their Safety & Operational Performances for the month

### Best Rigger (Shaabaashi Reward)

This Reward is given on a monthly basis to the Rigging & Material Handling employees based on their Safety & Operational Performances for the month

### Best Suggestion (Protsaahan Puraskaar)

This Reward is given to employees for providing Best Suggestions related to Safety Implementations & Improvements

### Cash R&R (Protsaahan Puraskaar)

This Reward is given on a monthly basis to any employee who has excellent report of JNTVTI Trainings & also for Top Three Effective Suggestions

### Best Innovations & Ideas (Protsaahan Puraskaar)

This Reward is given to any employee for new & Innovative Implementations or developments in the fields of Safety, Maintenance or Operations.

### Best Safety Leader (Sammaan Shiromani)

This Reward is given to any employee for new & Innovative Implementations or developments in the fields of Safety, Maintenance or Operations.

# 120



Total Number of Employees Undergone R&R under different categories for FY 18-19.





### Family Get Together



### Employee Ward Activities



### Sports Activities



### Cultural Activities

TOTAL AVERAGE ATTENDENCE COMPARISON



Our continuous and tireless efforts have given us positive results in terms of Employee behaviours like reduction in absenteeism, improved productivity and in depth employee bandings.

# Well Being

NKCPL considers happiness, health and balanced life for every employees is the key to their most productive and fruitful c contributions.

We regard that a Feel Good aspect is the vital source of performance for any employee , and hence we consider one step ahead of Employee Delight from Employee Satisfaction.

<b>D</b>	Develop yourself with every individual	
<b>E</b>	Encourage to dream big and move up	
<b>L</b>	Learn –Unlearn-Relearn & think ahead	
<b>I</b>	Innovate to create, create to sustain	
<b>G</b>	Grow from within and reach beyond extreme	
<b>H</b>	Harness the power to achieve	
<b>T</b>	Think Together create wonder	



# SAFETY & HEALTH MANAGEMENT

## Structural Frame work



### FOCUS AREAS

Setting Up & Implementation of Safety Standards

Defined Safety Structure

Established Safety Approach

Implementations & Outcomes

### TARGETS & GOALS

Dedicated Health & Safety Policy

Standardized Safety Management Structure

Sustainable Safety Procedures

Continuous Improvement

### ENABLERS

HSE Policy & Safety Mission Vision Values

OHS Hierarchical Matrix

Safety Principles

Self Safety Initiatives, Campaigns & Reviews

NKCP is religiously committed to ensure Health & Safety of each and every individual associated with its business activities and also to safe guard the surroundings it is operating.

Our vision to be the Leader in Health & Safety, drives us to undertake all measures and render every effort to develop, implement and establish highest standards of Health & Safety not only at our operational locations, but also at every level of the society.

We endeavour to achieve our Health & Safety Goals or targets through the most upgraded, competent and standardized Health & Safety Management System.

Strategical Analysis, Continuous Reviews, Active & Proactive Engagements etc are few of the key inputs and pillars of our Health & Safety Management System Framework.

NKCP have undertaken few ingenious and pioneering developments and projects like Ignition Linked Seat Belt Reminder System for Dumpers, Reduction of Man Machine Interface for Communications during Yard Operations, Portable & Mobile Tyre Trolley etc to enhance, upgrade & improve the Operational Safety standards. We have also developed a dedicated website for Safety named [www.safetynkcp.com](http://www.safetynkcp.com), along with our regular website [www.nkcp.com](http://www.nkcp.com), wherein employees can report any unsafe condition/act in the workplace, besides having details of company's other Health & Safety endeavours and achievements.



# NKCPL HSE POLICY

Naresh Kumar & Co. Pvt. Ltd. is committed to maintaining an environment that is compatible with the aim of ensuring Health & Safety of all the employee and non-employees in entire areas of all its operations and services and at the same towards the conservation, up liftment and preservation of the environment it is surrounded with.

The company underlines this commitment by adopting, acquiring and implementing the Health & Safety system in compliance with OHSAS 18001 and becoming an OHSAS 18001:2007 certified company.

The management ensures the Health, Safety & Welfare of not only its employees, but also of their dependents and other family members.

The Company shall continue all its endurances in providing a Safe and Health Work and Environment policy at all it service points and take adequate steps to prevent accidents and injuries to health of all its workmen/employees and also take proper and adequate care towards the environment which surrounds all its activities at every footprints of the Company.

In Pursuance to the above policy, we shall:

- Comply with all relevant applicable statutory provisions pertaining to Health, Safety and Environment.
- Comply with any / every compliance related documents as required.
- Take all possible measures as far practicably possible, to prevent or mitigate accidents and occupational hazard.
- Provide and Ensure necessary information, awareness and trainings to all its employees recognizing the needs from time to time to carry out their tasks in a Safe and responsive manner.
- Provide and Ensure regular and proper use of all the Personal Protective Equipments to and by all its employees wherever and whenever required.

Conduct Periodic Audits and Risk Analysis for all its activities.

Sanjeev Kumar Saxena  
President

Date: 2<sup>nd</sup> April 2019



## MISSION

NKCPL as a group aspires to be the leader in Safety & Health

## VISION

Consistent with the vision NKCPL strives to uphold the Health & Safety of each and every individual associated with it and safeguard and protect the accountable surroundings of its operations.

## VALUES

### Lead

With commitment towards Safety we shall lead ahead and achieve.

### Excel

With dedication and continuous endeavors we shall excel in Safety Performances

### Adapt

We will adapt to achieve and create the Safest Work Culture.

### Develop

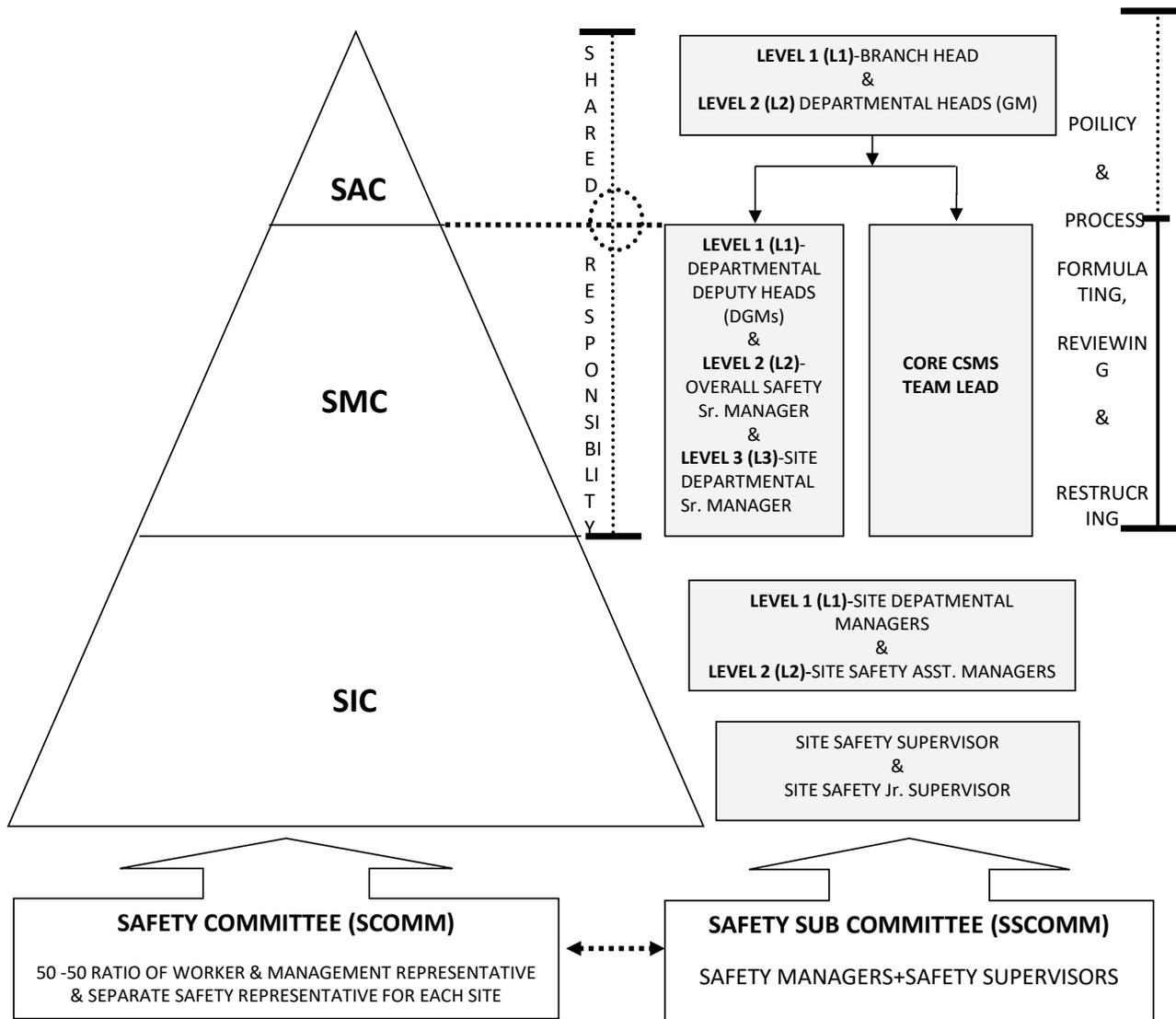
We shall develop People & Process to attain maximum Safety results.





# NKCPL OH&S HEIRARCHIAL MATRIX

The OH&S HEIRARCHIAL MATRIX is a hierarchical structure with three (3) major groups categorized as Committees namely (from Top to Bottom) Safety Advisory Committee (SAC), Safety Management Committee (SMC) and Safety Implementation Committee (SIC) which are further formed in accordance to Management Organization Levels with the Safety Committee (SCOMM) and Safety Sub Committee (SSCOMM).





# 10

# Principles For Safety

## Leadership Accountability



Initiate, develop, streamline, cascade and establish Safety Culture from the Top Most Level to the Grass Root Level of its entire Organizational Structure.

## Manpower Competency



Develop, deploy, retain, enhance and encourage the most competent human resource and maintain strict policy of Safety adherence and awareness as a condition of employment for all its man powers.

## Hazard & Risk Management



Identify, assess and mitigate the Hazard and its related Risk Levels for its every operational activity carried out or conducted at any sites/location.

## Safety & Health Management



Maintain dedicated Safety & Health Planning structure and procedure.

## Safety & Health Management



Maintain & Manage the most efficient, sustainable and developed assets of fleet.

## Effective Communication



Develop, Provide and implement effective and transparent platforms of communications among all levels of the organization.



# 10

## Principles For Safety

### Emergency Control Management



Establish, prepare and keep ready Emergency Control system and planning.

### Analytical Learning & Up gradations



Improvise and upgrade through learning and knowledge sharing from events, incidents or accidents of self or other.

### Compliance Conformity



Provide & maintain correct, standardized and effective Tools & Tackles and PPEs apt for specific jobs to all its employees.

### P-D-C-A Approach



Measure, check, verify & Observe at regular and periodical intervals its Safety & Health Performances, implementations and proceedings.



# SAFETY PERFORMANCE

## For FY 2018-19

“No Harm Operations” is our top most priority with having target of Zero or No Injuries, LTIs, Incidents or accidents in our operational or non-operational jobs or activities. This thought or concept is driven by the Top level of the organization’s management till the lowest grass root level through various means, methods, processes and activities.

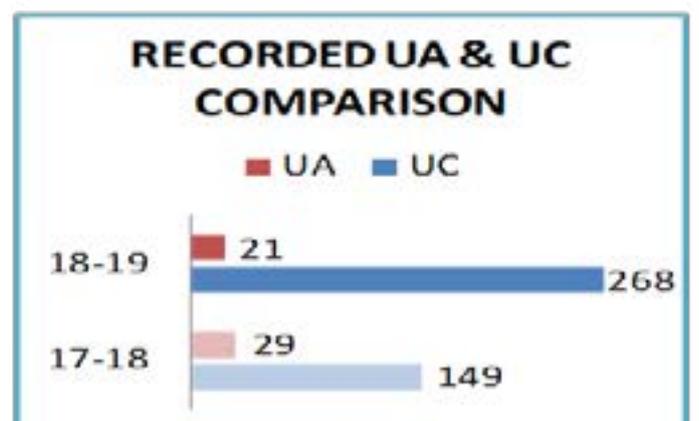
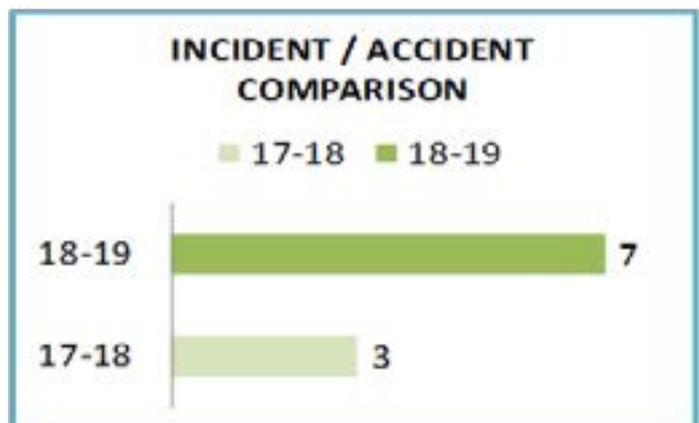
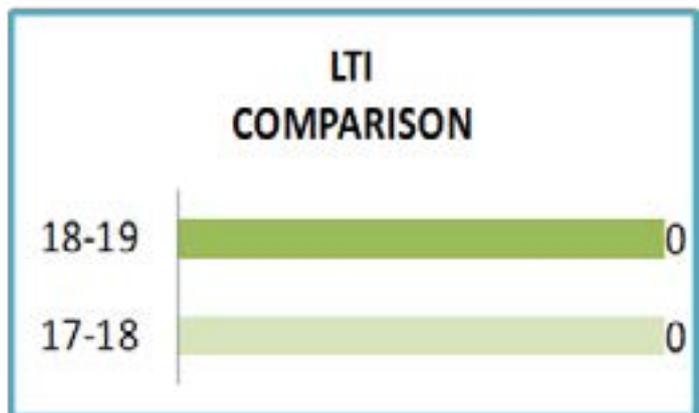
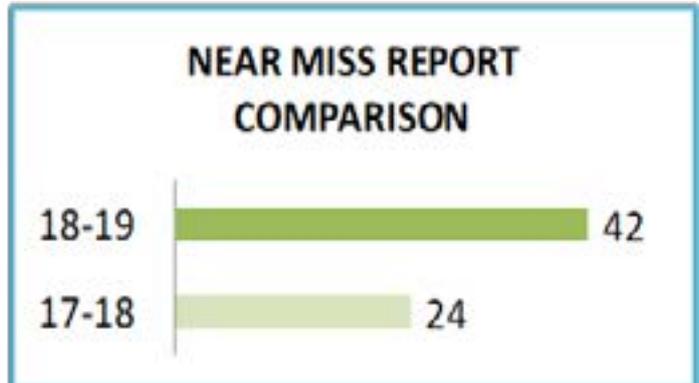
This commitment of the organization has led it to achieve the highest ranking of 5 Star in the field of Safety under the Contractor Safety Management System developed and initiated by Tata Steel Jamshedpur under the Raw Material Management division.

During the year we also underwent few painful incidents and accidents due to certain unwanted occurrences.

Detailed investigation have been conducted and the required corrective actions have been placed and root cause analysis have been carried out to develop the preventive actions and implement them ensuring the non-repeating of the same.

We not only consider, but mandate Safety as utmost and of paramount importance and therefore we draw and learn lessons from these unfortunate incidents and constantly continue to achieve our goal and target of No Harm.

Our this continuous efforts have led to few important and path breaking innovations like Vehicle Ignition linked Seat Belt Reminder, Deployment of Inclinator, Arranging Family Safety Workshops for Employees and many such more.





# SAFETY HIGHLIGHTS

## FY 2018-19

Maintaining and adhering to its dedicated commitment towards Safety & Health of all its employees and other stakeholders, NKCPL have undertaken various projects, campaigns & initiatives to promote, enhance and value add to the Safety aspect. The list contains efforts made in different Safety levels, like Operational, Administrative, Behaviour and Engineering Controls. Few of them are mentioned as below with short description regarding the objective, methodology and outcomes of the same.

### VEHICLE IGNITION LINKED SEAT BELT REMINDER



**Objective:** Developing and Establishing a Fail Safe Control system to eradicate human negligence gaps.

**Target:** Developing of seat belt reminder with direct link to vehicle ignition

**Methodology** A Seat Belt Reminder has been developed In House by NKCPL JSR which are attached to the deployed Heavy Vehicles. The Seat Belt Reminder has been directly linked with the Ignition of the Vehicle. Also if the Seat Belt is detached from its buckle during Engine On Condition, The Ignition will get automatically stopped of the vehicle.

**Outcome:** As the process has been made fully automated hence no gaps exits enhancing digitalization of processes.

### REDUCTION OF MAN MACHINE INTERFACE THROUGH WALKY TALKY



**Objective:** Reduction in Machine Interface while communication during operations.

**Target:** Developing and Establishing a system/process to eradicate the scope of the supervisor to physically reach to the spot of operations.

**Methodology:** A standardized medium of communication needs to be developed and established which can reduce the Man Machine Interface and also create seamless communication between the supervisors/line managers and the operational employees while operating at high risk area without interrupting the operations and creating any man machine hazards.

**Outcome:** Pairs and sets of Walky Talky has been deployed for the Supervisors and the operational employees



# SAFETY HIGHLIGHTS

FY 2018-19

## DEPLOYING GRADIENT ANGLE INDICATOR



**Objective:** To facilitate excavator operator during pile making operation.

**Target:** To make excavation operation 100% safe and incident free and provide safe angle of movement and guide for stability to the operator.

**Methodology** There was no alarm system in operator cabin which will indicate gradient angle of mobile equipment like hitachi to warn the operator take possible controls over the equipment. A dual axis inclinometer has been installed so that if the machine gets tilted in any direction or move into certain inclined plane it will give alarm to the operator and operator will balance the equipment and prevent from toppling.

**Outcome:** An digitalized and automated device have been deployed in the hitachi grab machines named Inclinometer and the operation has been thus made Safer.

## AUTOMATED SOLAR BEACON INDICATOR



**Objective:** To enhance signalling system at level crossings in Night Shift Operations

**Target:** Identifying level crossing with maximum low visibility of drop gate during night operations.

**Methodology:** Operating during the night shift operations bears various difficulties in regards to Safety. One such difficulty was identified as low visibility of drop gate at Adityapur Siding #1 when the operational dumpers approach from the other end to cross the level crossing. After a detailed investigation and root cause analysis, it was found that the visibility of the drop gate can be enhanced by affixing any indicator to it which can be visible from distance to the drivers.

**Outcome:** A solar Beacon Light was affixed on to the Drop Gate which now enhances the visibility if the drop gate is closed from long range distances to the Heavy Vehicles Drivers enabling them to stop the vehicle before entering into the area.



# SAFETY HIGHLIGHTS

FY 2018-19

## WORKSHOP & FAMILY GET TOGETHER ON SAFE OPERATIONS



**Objective:** To create a Safety Culture among the family members of the employees.

**Target:** Total 252 families to be covered in Two Phases in Fy 18-19 & FY 19-20 respectively. 50% of the target to be achieved in FY 18-19.

**Methodology** A phase wise Workshop – cum – Family Get Together had been organized where in all the family members of the employees have been showed various videos regarding Safety and open discussions were conducted between the company's management and the family members to educate them regarding Importance of Safety.

**Outcome:** Out of a total target of covering 252 families of the employees, families of 126 operational and non operational employees were covered in FY 18-19.

## IN HOUSE MOTIVATIONAL SAFETY VIDEO



**Objective:** To enhance Behavioural Safety and a culture to promote Safe Operations.

**Target:** Family members of operational employees engaged in all the operational activities to be casted.

**Methodology:** An in house made and ingenious motivational full length video of more than 15 mins and less than 20 mins to be made, with direct inputs, messages and emotional quotient regarding Safe livelihood and its importance by the family members of the operational employees. The video to be used in different platforms to encourage Behavioural Safety among the employees.

**Outcome:** Families of 7 Operational Employees from Logistics, Rigging & EOT Crane Operations were involved and the video was made in name of Aap Surakshit Kyun Rahein



# SAFETY HIGHLIGHTS

FY 2018-19

## OFFICIAL FORMATION OF NKCPL LADIES WING



**Objective:** To develop a committee with the better halves of the employees as part of employee welfare

**Target:** Wives of Top Level Management till the Grass Root Level to be involved for better approach.

**Methodology** After pioneering in initiating Family Counselling through Home Visits of the employees, NKCPL developed a Ladies Wing comprising of the wives of the Top Management, Mid Level Management and the Grass Root Employees. Trainings were imparted regarding the objective of the committee and teams were created in groups to conduct Home Visits through an innovative program named Mel Milap.

**Outcome:** Wives of 3 Top Leadership, 5 Mid Management & 3 Operational Level employees were involved.

## FAMILY COUNSELLING ACTIVITY MEL MILAP



**Objective:** To enhance One to One Interaction with Employees and create a Family Relationshipship

**Target:** 10 Families to be visited in the current FY by the Ladies Wing and by company Top Leadership

**Methodology:** The Ladies Wing creation was further developed and upgraded with structured committee formation having hierarchical order starting from Mentor, Chairwoman, Deputy Chairwoman, Convenor and other members and a periodical program named Mel Milap was Launched to conduct visits at the families of the operational employees to understand if any issues and enhance the interaction level. Company's Top Management also made visits along with committees in scheduled plans.

**Outcome:** Being initiated at the end part of the calendar year in Nov 18 and also keeping in consideration engagements of the families like examinations etc, we have covered 25 families in FY. 18-19



# SAFETY CAMPAIGNS

Jan 18 to Dec 18

JAN 18	FEB 18	MAR 18	APR 18
			
Road & Rail Safety	Slip Trip Fall	National Safety Month	World Occupational Safety Month
MAY 18	JUN 18	JUL 18	AUG 18
			
Summer Preparedness	World Environment Day	Monsoon Preparedness	Zero Incident
SEP 18	OCT 18	NOV 18	DEC 18
			
PPE'S Awareness	Safety Process Compliance	Quality Compliance Campaign	Cold weather injuries



# SELF SAFETY INITIATIVES

Jan 18 to Dec 18

JAN 18	FEB 18	MAR 18	APR 18
			
Quarterly Safety Newsletter "Nitigat"	WALKY TALKY	SIGNAGE BOARD	Safety Branding of Deployed Bus
MAY 18	JUN 18	JUL 18	AUG 18
			
Behavioural Safety Awareness Board.	Back Camera On Hitachi	Payloader cabin door guard	RUPG FIXER
SEP 18	OCT 18	NOV 18	DEC 18
			
MOBILE PHONE USAGE AWARENEES DISPLAY BOARD	BATTERY CUT OFF ISOLATING DEVICE	LIGHT INDICATOR IN DUMPER	HELPLINE NO



# SAFETY STRATEGIES AND STRATEGY ENABLERS

FY 19-20

<i>Safety Strategy</i>	<i>Strategy Enabler- Current Update</i>	<i>Strategy Enabler- Way Forward</i>
<i>Leadership Engagement</i>	<ul style="list-style-type: none"> <li>a) Involvement – Completed 46 LW, 40 MM, 7 TWC, 211 NV, by the Top Management</li> <li>b) Allocation of resources for Safety Activities</li> </ul>	<ul style="list-style-type: none"> <li>a) Leadership Involvement targets have been increased</li> <li>b) Resource Allocation have redefined with emphasize on Training &amp; Self Safety Initiatives.</li> </ul>
<i>Safety Indices</i>	<ul style="list-style-type: none"> <li>a) Defined Lead Lag Indicator Monitoring</li> <li>b) Reduction in Lag Indicators</li> <li>c) Zero LTI Recorded for Two Consecutive Years with RMM Div &amp; CHUB Div. TSL</li> </ul>	<ul style="list-style-type: none"> <li>a) Individual KRAs to be linked with Safety KPIs.</li> <li>b) Complete Elimination of Lag Indicators through elimination of Safety Violations, Incidents, Injuries, Accidents etc with Special emphasis on First Cases.</li> <li>c) Zero LTI/Injury/Accident/First Aid to be achieved</li> </ul>
<i>Competency Enhancement</i>	<ul style="list-style-type: none"> <li>a) Completed 156 numbers of employee's External Training.</li> <li>b) Designing and Restructuring of Training Need Identification, Training Materials and Training Evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>a) Increasing in Target Employees for External Training Requirement and achieving 100% compliance for the same</li> <li>b) Enhancing Training Materials, Quality Training Process and also Motivation for Training among grass root level of employees.</li> </ul>
<i>Achieving &amp; Sustaining 5 Star Rating under CSMS</i>	<ul style="list-style-type: none"> <li>a) Establishing dedicated Core CSMS Team aligned to Safety Team</li> <li>b) Restructuring documentations related to Safety Management</li> <li>c) Developing Safety Planning and Strategies towards the same</li> <li>d) Developing Leadership Level Plans, Strategies and Models in the field of Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>a) Reviewing system of existing documents of Safety Management System</li> <li>b) Reviewing Safety Manual, Policies and other such related materials for proper plan &amp; strategy making</li> <li>c) Complete Implementation of Safety Planning at the grass root levels</li> </ul>



# AWARDS & RECOGNITIONS



▪ **Best Vendor (Services) for Operational Performance - 2014**



▪ **Best Vendor (Safety) for Safe Operational Excellence - 2015**



▪ **Best Vendor (Over All) for Over All Performances - 2016**



▪ **Best Vendor (Safety) for Safe Operational Excellence - 2017**



▪ **Role Model Vendor Road & Transportation Safety- 2018**



▪ **Transporter Promoting Digital Intervention In Road Safety - 2019**



Winner of 5 Star Rating for Contractor Safety Management System by Tata Steel Jamshedpur for Road Logistics & Raw Material Handling under RMM Division of Tata Steel Jamshedpur



# TOUCHING LIVES.....ENRICHING EXCELLENCE



**Mera Sheher Surakshit Sheher - Road Shows on Health & Safety Awareness**



**Project Prayas - Health & Safety Awareness for School Kids**



**Meal Distributions for Special Privileged School Kids**



**Mass Awareness Campaign & Drinking Water Distribution**



**Care For Kerala - Donations for Different Relief Camps**



**Enabling The Society – CSR Activities at various spheres of the society**



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