

Srinivas Induction Hardening

414/1 & 414/2, Post Office Macche, Khanapur Road, Belgaum, Karnataka, INDIA

Ref No: SIH/OW/17-18/219

20th Jan 2018

1. Work Title:

'Employee Health Check-up Campaign'

2. Description of the Work:

It has been a customary practice in SIH of getting Medical Check-up done of employees once in two years at least but not in a very structured manner. There isn't any permanent tie-up with any of the Hospital or Medical centre for continued support and association. Hence the SIH management has decided that the time has come to look into this aspect very seriously and move ahead with a structured format and regular (Once in a year) health check-up of employees.

Therefore this project is being taken up to achieve specific purposes and objectives as mentioned below:

1. To ensure that each of the employees undergoes a medical examination at least once in a year so as to unearth health hazards in timely manner.
2. To undertake this campaign in three distinct phases as mentioned further in this document.
3. Primarily to cover all the health hazards generated out of the activities our employees are exposed to. (Occupational health hazards)
4. Later in the advanced stages of such a campaign and with little additional budget – a full medical examination over and above Occupational Hazards under the banner of 'Employee Welfare' to be initiated.
5. Timely identification of health woes and timely initiation of treatment.
6. Treatment in the First phase will be managed through ESI route, however once the campaign takes momentum the same could be brought under organisational wings through Medical Scheme and other such aspects.
7. Medical counselling for all employees about Health & Safety at work.
8. Advising on working in safe manner, use of personnel protective equipment (PPE), maintaining ergonomically proper postures etc.
9. Assessing general mental health and counselling for emerging out of mental blocks (if any).
10. In matured stage of such a campaign preparing and updating a complete 'Physical & Metal Profile' of individual employee and ensuring participation in devising, jointly with HR Department of SIH, a methodology to enhance the productivity through Sound health.

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3. Phases of the aforesaid Campaign:

<p><u>PHASE ONE</u> Occupational Health Hazard Identification and ensued Medical Examination to ensure nothing is wrong</p>	<p><u>PHASE TWO</u> Extended and exhaustive medical examination over and above Occupational Hazard Identification</p>	<p><u>PHASE THREE</u> Medical remedies to be provided upon diagnosis and Mental Health wellbeing through consultation</p>
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4. Briefing on the above mentioned phases:

- **Phase One – Occupational Health Hazard based Medical Examination**

This would be the most primary phase in this campaign and a starting point of this activity. Our plant is already OHSAS 18001:2007 certified wherein we have figured out operation-by-operation/function-wise/department-wise etc. hazards that particular employee/machine operator is exposed to owing to the nature of activities. After such a study and analysis, necessary 'control measures' have been initiated and established. Such a study being called as HIRA (Hazard Identification and Risk Assessment) and rating on the basis of type of Hazard and Risk level involved has been evaluated. However, it can be further intensified by involving a 'medical experts' point of view and 'Phase One Medical check-up' can be organised on the basis of this Document.

This phase would also be inclusive of emergency services by the medical partner. Although we already have certain arrangements in this regards with some of the hospitals currently however would like to bring everything under 'one' roof.

- **Phase Two – Extending medical check-up beyond Occupational hazards**

The second phase of development would be to inculcate the general health check-up points over and above identified in Phase One. Here the focus would be on providing Employee Welfare by allowing having them their health check-up done at organisation's cost. This is what normally happens in many large organisations.

- **Phase Three – Providing medical facilities, Medical policy benefit etc.**

This is expected to be the matured stage of this campaign wherein organisation would think of extending its welfare activity wherein reimbursement of certain percentage of medical expenditure, medical policy insurance premium paid by organisation etc. would come in to the picture.

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5. Modus Operandi:

- a. Referring to the HIRA document that we have already prepared
- b. Fine tuning the same with joint (SIH & Medical Partner) shop-floor survey
- c. Adding to it the Medical survey & inputs received from machine operators, staff and other employees upon discussions with medical staff.
- d. All these inputs would form the basis for preparation and presentation of a Commercial Offer by the prospective Medical Partner to SIH.
- e. Negotiations and final closure of the deal.
- f. Preparing a Check-up Plan which would be a healthy blend of 'Onsite Medical Camp' and certain checks in hospital premises etc.
- g. Fine tuning and execution of the plan.

6. Special features of this health check-up/arrangements requisites:

- The Occupational health check-up points are expected to be highly customised in nature. They will not be generically common to all the employees but different as per their different JOB Roles and area of operation. E.g. we have Four different production sections on the shop-floor namely, Turning Section; Induction Hardening Section, Grinding Section and End Operations Section etc. All are fundamentally distinct from each other and hence pose different potential hazards and hence needs different plan.
- A dynamic plan of conducting health check-up providing due attention to the aspects like minimum productivity loss at the factory, smooth operations.
- Suggestions to flow from the prospective Medical partner w.r.t. ergonomics, motion study, fatigue reduction, stress reduction etc. to cut down on certain hazards.
- Medical partner to inculcate counselling & training sessions as a part of overall campaign on Accident prevention, usage of PPE, abstaining from bad habits, mental health, stress management etc.

Closing Note:

The scope has been penned down on the basis of our knowledge & exposure and hence not the exhaustive list of features. The main intention behind this scope presentation is to ensure commitment towards certain aspects up front. Any ambiguity over above mentioned facts can be clarified as and when required.

Jitendra Bhide

Chief Officer - Operations

M/s. Srinivas Induction Hardening

Belgaum – The State of Karnataka