

White paper on safety trainings at Corporate Companies

Safety policies of every Corporate Company focus on protection of tangible & intangible assets in the organization. Though it is humanly impossible to avoid various threats against safety, preparedness through training is the best way forward. Hence various security standards like OSHAS 18001 , ISO 14001 have emphasized the need for training all the stakeholders for a safer organization.

Recent changes in the law put the responsibility of safety of every employee with the top management. The incidences similar to the female BPO employee bring a lot bad reputation to an organization. This calls for streamlining safety training procedures and maintenance of relevant & proper documentation. This can help in proving the organization's determination & pro-activeness towards safety initiatives.

Safety training in a corporate environment involves training various levels and types of individuals. This training has to be in multiple languages and also with various audio-visual aids.

Safety Training Matrix

Employee	Type of training	Periodicity
New Joinees	Privacy Issues	Once during joining
	Fire Safety	
	Access Control	
Female Employees	Sexual Abuse Rights	Once during joining
House Keeping Staff	Safety Procedures	Once during joining
	Tools Safety	
	Accidental destruction of data / papers	
Security Staff	Safety Procedures	Once during joining
	Access Control	
	Patrolling the Facility	
Canteen Staff	Safety Procedures	Once during joining
	Food Handling	
	Disposing the waste	
Employees	Data Safety	Once a year
	Email Safety	

	Privacy Issues	
	Sexual Abuse rights	
Visitors	Do's & Don'ts	During the first visit
	Fire Safety	

Documentation in safety training :

Documentation is an important step in the safety training process.

Evaluation of safety training : Evaluation of safety training can be done by providing a quiz which will cover various aspects of the safety training. A Completion certificate can be issued only after scoring a minimum score. The certification of evaluation should have an expiry . Continual training is an important aspect of safety training.

Training Reports : Various reports should be maintained with details about the individuals who has undergone the training , score etc.



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