

PART NO : 08	R&R POLICY
SEC NO :01	REWARDS AND REPRIMAND (R&R) POLICY
SUB SEC :	NIL

REWARDS AND REPRIMAND (R&R) POLICY

1.0 PURPOSE

The procedure is called R&R policy in general and the purpose of this procedure is:

- To establish & institutionalize a HSE Reward & Reprimand with respect to HSE performance across the yard.
- To recognize achievements, accomplishments, & ideas that contributes to the objectives of the organization.
- Also, to establish a process in adherence to acceptable HSE standards of conduct by following a graded approach to discipline & behavior modification of all staff in CSL including CSL Staff and Subcontractors and their staff.
- To initiate action against the HSE violators.

2.0 SCOPE

- This procedure is applicable to all the Officers, supervisors, employees, trainees, on contract & sub-contractor and their staff working at Cochin Shipyard Ltd.

3.0 OBJECTIVE

- This procedure tends to serve as a guide to constantly motivate people and prevent unsafe acts in every area of the organization.
- We expect managers to consider employees as individuals. Therefore, each case in which disciplinary action becomes necessary will require individual analysis and decision making where all unique circumstances must be taken into account and appropriately reflected in the progressive disciplinary action taken.
- While for most cases a staged approach to discipline is desirable, in case of incidents which are serious in nature or involving violation of core values, appropriate action proportional to the act would be necessary.

4.0 REWARDS & REPRIMAND

4.1 GENERAL

Safety culture of CSL mirrors the values, attitudes, perceptions, competencies, and behaviours of its workforce. It serves as an embodiment of our dedication to health, safety, and environment while also highlighting the effectiveness of its management systems. Observable behaviour of individuals and the perception of employees towards health, safety, and environment are significantly impacted by these systems and frame work.

Nurturing a robust Safety culture in CSL involves **Enabling and Enforcing**. Enabling encompasses creation of an environment that empowers and motivates individuals to prioritize safety and health. Enforcing, on the other hand deals with compelling to adhere to safety standards / SOPs as well as consequential actions against non-adherence to these standards / SOPs.

4.2 PROCEDURE

It has been decided that CSL shall implement a Reward and Reprimand policy (R&R) towards enabling and enforcing of safety systems and procedures with hierarchy of controls such as Elimination, Substitution, Engineering controls, Administrative controls and use of appropriate PPEs. In general, for rewards **CSL / SMS / S&F / Form No 8.1 A** shall be used and for reprimand **CSL / SMS / S&F / Form No 8.1 B (V/I FORM)** shall be used. Both forms are appended with this document. The details of the rewards and reprimand for each categories are summarised in the table given below:

1A	PPE - Rewards		
	Type of Noteworthy actions	CSL	Sub-Contractors
	Promoting use of Job Specific PPEs.	Reward during monthly PEP talk by presenting small gifts/ certificates of appreciation decided by HoD.	Reward during monthly PEP talk by presenting small gifts/ certificates of appreciation decided by HoD.
	Introduction of new PPE specific to the job/ area.	Recommend for Yearly HSE Rewards as decided by a committee consisting of Occupier, Factory Manager and CSO. Citation to be presented in the event of Safety Day celebrations.	Recommend for Yearly HSE Rewards as decided by a committee consisting of Occupier, Factory Manager and CSO. Citation to be presented in the event of Safety Day celebrations.
1B	PPE - Reprimand		
	Type of Deviations	CSL	Sub-Contractors
	Nonuse of basic PPES / Nonuse of job specific PPEs / Use of Damaged PPEs	a. Observation of Deviation The concerned officer/supervisor shall brief the defaulter the need for wearing PPEs and enforce the same. If any deviation noticed by S&F department, violation form (V/I FORM) shall be issued to the defaulter. The respective Supervisor/Officers shall conduct Safety Briefing for the closure.	a. Observation of Deviation The concerned sub contractor shall brief the defaulter the need for wearing PPEs and enforce the same. If any deviation noticed by CSL, violation form(V/I FORM)shall be issued by Executing Officer/S&F Department and impose a fine of Rs.10,000.00 on the contractor and conduct safety Briefing by the respective Officer/ Supervisor.
1C		b. Incident due to non compliance. Issue Form (V/I FORM) by S&F Department to the concerned HoD. The HoD shall issue a memo seeking explanation to the Officer, supervisor and workers responsible for the incident. If explanation is found unsatisfactory, charge sheet to be issued to the Officer, supervisor and staff.	b. Incident due to non compliance. Issue form (V/I FORM) by Executing Officer/HoD/S&F Department to the contractor. The registration of firm(s) involved shall be suspended by Executing Officer / HoD and entry pass issued to the workers involved shall also be cancelled. HoD shall issue show cause notice to the contractor and if the explanation by the contractor is unsatisfactory, contract registration shall be cancelled or suspension of registration can be revoked by imposing a fine of Rs.1,00,000/-

2A	Administrative Controls – Rewards		
	Type of Noteworthy actions	CSL	Sub-Contractors
	Exemplary work on Safety	Safety employee of the month shall be decided by the HoD. A small gifts/ certificates of appreciation will be presented by HoD.	Safety employee of the month shall be decided by the HoD. A small gifts/ certificates of appreciation will be presented by HoD.
	Introduction of new methods/actions for creating a safe work area.	Recommend for consideration of safety award of year decided by a committee consisting of Occupier, Factory Manager and CSO. Citation to be presented in the event of Safety Day celebrations.	Recommend for safety award of the year decided by a committee consisting of Occupier, Factory Manager and CSO. Citation to be presented in the event of Safety Day celebrations.
	Best performing FSR	Best FSR of the month/quarter decided by HoD	Best FSR of the month/quarter decided by HoD.
		Best FSR Award of the year decided by a committee consisting of Occupier, Factory Manager and CSO. Citation to be presented in the event of Safety Day celebrations.	Best FSR Award of the year decided by a committee consisting of Occupier, Factory Manager and CSO. Citation to be presented in the event of Safety Day celebrations.
	Best performing HSE Coordinator	Best HSE Coordinator of the year as decided by a committee consisting of Occupier, Factory Manager and CSO. Citation to be presented in the event of Safety Day celebrations.	NA.
2B	Administrative Controls - Reprimand		
	Type of Deviations	CSL	Sub-Contractors
	Category 1 Deviation (High potential) / Category 2 Deviation (Medium potential) / Category 3 Deviation (Low potential) (Pls see the Annexure 1 – Type of Category 1,2,3 Deviations)	a. Observation of Deviation The concerned officer/supervisor shall brief the defaulter the need for adhering to SOPs and enforce the same. If any deviation noticed by S&F department, violation form (V/I FORM) shall be issued to the defaulter. Section head shall conduct Mass Safety Briefing within two days for Officers, Supervisors and Workers. Works shall be suspended till the briefing in case of Category 1 Deviation	a. Observation of Deviation The concerned sub-contractor shall brief the defaulter the need for adhering to SOPs and enforce the same. Issue form (V/I FORM) by S&F Department/Executing Officer and impose a fine for Rs.25,000/- for Category 1, Rs. 10,000/- for Category 2 and Rs. 5000/- for Category 3 deviations. Conduct Mass Safety Briefing by the respective AGM within two days for sub-contractors supervisors & their workers. Works shall be suspended till the payment of fine in case of Category 1 Deviation.
2C		b. Incident due to non-compliance. Issue Form (V/I FORM) by S&F Department to the concerned	b. Incident due to non-compliance. Issue form (V/I FORM) by Executing Officer/HoD/S&F Department to the contractor. The registration of firm(s) involved shall be suspended or

		<p>HoD. The HoD shall issue a memo seeking explanation to the Officer, supervisor and workers responsible for the incident. If explanation is found be unsatisfactory, charge sheet to be issued to the Officer, supervisor and staff. HoD shall conduct Mass Safety Briefing for Officers, Supervisors and Workers</p> <p>Works shall be suspended till the issue of memo in the case of Category 1 Deviation</p> <p>Recurrence of the same deviation will entail initiating disciplinary action as per the service rules.</p>	<p>cancellation of registration from CSL decided by Executing Officer/HoD and entry pass issued to the workers involved shall also be cancelled. HoD shall issue show cause to contractor. If explanation is unsatisfactory, contract registration shall be cancelled or suspension can be revoked by imposing a fine of Rs.1,00,000.00. Recurrence of the same deviation will entail cancellation of contract registration.</p>
3A	Engineering Controls – Rewards		
	Type of Noteworthy	CSL	
	Arranged new engineering controls in a proactive way	Recommend officer and team for CMD award as recommended by awards committee. Nomination for the same shall be recommended by a committee consisting of Occupier, Factory Manager and CSO.	
3B	Engineering Controls – Reprimand		
	Type of Deviations	CSL	
	Not reinstating the engineering controls after repeated notification	Initiate disciplinary action for non-compliance.	
Substitution & Elimination – Rewards			
	Type of Noteworthy	CSL	
4A	Substitution-> Replace the hazards, Replacement of Asbestos sheet, Introduced new ventilation system, Improvisation of Scaffold system, adopting new blasting methods, introducing LOTO, carbon neutral initiatives, digital or green initiatives, industry 4.0 etc	Recommend officer and team for CMD award as recommended by awards committee. Nomination for the same shall be recommended by a committee consisting of Occupier, Factory Manager and CSO.	
4B	Elimination-> Physically remove the hazards, Net zero initiatives, introduce new excellence models, 6S & 5R models etc		

Note:

- a) Copy of Form (V/I FORM) to personal file after closure for CSL worker cases
- b) Occupier shall take a final call within two day in case of incidents happened.
- c) Closure of the Form (V/I FORM) within two days.
- d) All cases of violation / Incident, form (V/I FORM)) will be issued immediately after the occurrence of deviation of SOP or incident.
- e) This policy is applicable to all works in CSL factory.

- The monthly HSE rewards will also be factored for recommending Yearly HSE Rewards on Safety Day celebrations / CMD award.
- HoDs are to ensure that inclusion of a clause in all **tenders / work orders** issued contractors to the effect that the R&R policy of CSL is binding on them.
- In case of any doubt or interpretation of any provision of this R&R policy decision of the Occupier shall be final and binding.

5.0 TYPES OF DEVIATION

Category 1 Deviation (High potential)	Category 2 Deviation (Medium Potential)	Category 3 Deviation (Low Potential)
1. Work Permit / NCS Violations a. Performing work without valid permit / NCS b. Deviating from approved PTW/ JSA	1. Failure to observe safety signboards 2. Failure to provide life buoys or life jackets when working near or over water. 3. Not switched off Equipment's/machineries after use	1. Parking bicycle / vehicle in prohibited areas 2. Jaywalking 3. Not deployed safety officers by the firm as per the norm. Fine per day basis
2. Safe to Work Certifications a. Unauthorise entry into confined spaces or compartments b. Using unsafe or not certified scaffold.	4. Throwing or dumping of hazardous materials to work spaces/environment 5. Overloading or improper use of lifting appliance / equipment.	4. Contractors not submitted the revised HSE plan in January of every year those who employees 20 and more workers 5. No tags on the tested items
3. Violation relating to Gas Management a. Gas leaks Down Stream b. Gas leaks Up Stream c. Gas management system – Down Stream d. Gas management system – Up Stream	6. Placing / leaving materials on scaffolds. 7. Tampering with electrical fitting or appliances 8. Throwing or dropping objects from heights	If items are not catered or needs clarifications, The decision of CSO is final. This list will be updated time to time by S&F Department
4. Violations relating to tools and equipment's a. Use of untested hoses and electrical tools/Equipment's b. Substandard use of Electrical Fittings/connections c. Violation of Statutory requirements – Lifting tools and tackles etc	9. Improper use of ladders or platforms 10. Use of unsafe tools, machinery or equipment in the yard. 11. Unauthorised use of yard's equipment in the yard 12. Unsafe use of cylinders 13. Working without Basic and Job Specific PPEs 14. Use of non tested eyes hooks or eye hooks without round weld	
5. Unsafe work methods a. Fishing from dock and quays b. Unsafe lifting methods c. Dangerous or rash act likely to cause serious injury to himself or others d. Use of 230 V hand lamp e. Driving / Cycling using	15. Use of Extended loads without red flag and Banksman with Florescent jacket 16. Failure to used proper electrical plugs / connectors (eg. Heavy duty industrial type).	

Category 1 Deviation (High potential)	Category 2 Deviation (Medium Potential)	Category 3 Deviation (Low Potential)
<p>mobile Phone</p> <p>f. Dangerous or unsafe driving</p> <p>g. Driving vehicles more than 20 Km/hr</p> <p>h. Failure to provide guard rails, fencing or cover to prevent falling of persons</p> <p>i. No guards and handle on grinding machine, failure to use guards</p> <p>j. Unauthorised use of equipment's/ vehicles</p> <p>k. Unsafe movement of material handling equipments.</p>	<p>17. Failure to maintain proper housekeeping at skids/shops/onboard vessel – for Supervisor/Sub-con/Project Manager/Officer in charge of vessel</p> <p>18. Deviation of SOP(General)</p> <p>If items are not catered or needs clarifications, The decision of CSO is final. This list will be updated time to time by S&F Department.</p>	
<p>6. Unsafe Behaviours</p> <p>a. Tampering with fire protection / rescue equipment / Safety systems</p> <p>b. Failure to comply with safety instruction /advice from supervisor or Superiors / S&F staff</p> <p>c. Failure to Instruct and Comply SOPs by the Supervisor</p> <p>d. Wilfully causing to himself any illness, injury or disability</p> <p>e. Smoking inside CSL</p>		
<p>If items are not catered or needs clarifications, The decision of CSO is final. This list will be updated time to time by S&F Department.</p>		

6.0 RECORDS

- a) CSL / SMS / S&F / Form No 8.1 A
- b) CSL / SMS / S&F/ Form No 8.1 B (V/I FORM)
- c) Reprimand actions are recorded in concerned personal file / performance report of contractor.
- d) Ref: SFY/10/15/2024

SL. NO.	INITIAL REVISION WITH DATE	LATEST REVISION WITH DATE	AMENDMENT DETAILS IN BRIEF
1	Revision A00, APR 2020	Revision A01, FEB 2024	Process update with reference to circular SFY/10/15/2024 - Rewards and Reprimand Policy – Safety dated 16/02/2024, CSL / SMS / S&F / Form No 8.1 A Rev 01(Safety Reward Form) – Revised form in order to incorporate details of rewards other than FSR / Safe Person of Month.

Violation

COCHIN SHIPYARD LTD

Incident

FORM FOR REPORTING SAFETY VIOLATION / INCIDENT AND ITS CLOSURE (V / I Form)

Violation / Incident No: Previous violation/Incident ref no: Work Suspension: Yes / No (Cat 1)

Incident Violation

Company Name:

Type and Category of Violation / Incident

PPE	<input type="checkbox"/> Non use of basic PPEs	<input type="checkbox"/> Non use of job specific PPEs	<input type="checkbox"/> Use of Damaged PPEs
Administrative Controls	<input type="checkbox"/> High / Category 1	<input type="checkbox"/> Medium / Category 2	<input type="checkbox"/> Low / Category 3
ENGG	<input type="checkbox"/> Not reinstating the engineering controls after repeated notification		

Date & Time: Location: Department:

Name of Supervisor: Mobile Number: Name of CSL Officer: Mobile Number:

Details of Staff involved

Sl. No	Name	Code/PC No.	Sl. No	Name	Code/PC No.

Narration of Incident / Violation:

Name of S&F Staff	Designation	Code No.	Signature

Attachments: (as Applicable)

CSL Staff:

- Memo with reply along with HOD comments
- Safety Briefing Photo with Attendance
- Other

Subcontractors:

- Amount paid receipt
- Safety Briefing Photo with Attendance
- Firm suspension letter
- Termination of staff letter
- Show cause to Contractor with reply
- Other

Corrective & Preventive action initiated by the concerned person/ supervisor:

Name of Supervisor: Mobile Number: Code Number/PC No.
Signature of Supervisor

Comments of company owner/ site in charge (for Sub - contractors only):

Name :.....Signature.....

Comments of concerned CSL Officer:

Name:..... Code Number.....Designation:.....Signature:.....

Comments of concerned DGM/AGM:

Name:..... Code NumberDesignation:.....Signature:.....

Remarks of concerned CSL Safety officer:

Name:.....Designation:.....Signature:.....

Closing of the report by Chief Safety Officer:
Name :.....Signature.....