

TATA SAFETY BELIEFS

GUIDANCE BOOK



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TATA CODE OF CONDUCT

We shall not compromise safety in the pursuit of commercial advantage. We shall strive to provide a safe, healthy and clean working environment for our employees and all those who work with us.

— Tata Code of Conduct; Principle No. 4

CONTEXT & INTRODUCTION

At Tata, we believe “Nothing is more important than the safety & wellbeing of people who work with us”

Safety is a personal as well as a business need. In order for us to raise the bar on Safety Performance and inculcate a positive Safety Culture, it is critical that there is basic understanding around the key principles on Safety & Health. With that in mind, the endeavor has been to put together a small list of Safety Beliefs. While the Tata Safety Beliefs are one-liners, this guidance book has tried to expand on the thematic points.

The success will depend on the level of embracing and owning these Tata Safety Beliefs in our day to day activities / operations.

TATA SAFETY BELIEFS

We at Tata believe:

- All work-related injuries and illnesses are preventable
- Visible, demonstrated leadership commitment is essential to inculcate safety culture
- Understanding of hazards & control measures is critical to prevent incidents
- Building competency in employees & contractors is vital for enhanced Safety performance
- Incident reporting, investigation and sharing is crucial to learn and prevent recurrences
- Integrating safety & health in business supports superior business results

BELIEF 1

ALL WORK-RELATED INJURIES AND ILLNESSES ARE PREVENTABLE

Occupational Injuries & illnesses are not necessarily a part of business operations



With sustained focus on Safety & Health and existence of a right mindset, approach and measures, it is possible to prevent workplace injuries & illnesses.

There are several examples, wherein large corporations with world-class Safety practices have been able to achieve zero harm for extended period.

Hazard Perception (lack of ability to recognize obvious hazards) is a precursor to many an incident.

Strong operational controls, safety standards implementation in letter & spirit enables robust safety performance.

Identifying unsafe practices / conditions and rectifying them promptly will avert occurrence of incidents.

SAFETY BY CHOICE, NOT BY CHANCE

BELIEF 2

VISIBLE, DEMONSTRATED LEADERSHIP COMMITMENT IS ESSENTIAL TO INCULCATE SAFETY CULTURE

**Senior Leadership sets
the tone at the top & that
makes all the difference**



Leaders hold themselves & others accountable for safety.

They create an enabling environment and need to be seen & believed as doing the right things.

Leaders role model positive behavior by setting examples and they engage in two-way communication.

They suitably reward & recognize good safety performance, which helps in creating high levels of enthusiasm among employees.

When adequate amount of time, money & effort proportionate to the level of risks is allocated, the result is nothing short of extraordinary.

Safety is reviewed at all levels including the board on a periodic basis and is the first agenda point discussed.

**WITH TIME, A COMPANY GETS THE LEVEL OF SAFETY
PERFORMANCE IT ENDEAVORS**

BELIEF 3

UNDERSTANDING OF HAZARDS & CONTROL MEASURES IS CRITICAL TO PREVENT INCIDENTS

Risk Assessment is the starting point and bedrock of Safety & Health



Every company has inherent Safety risks related to its operations.

Appropriate Risk Assessment techniques are applied depending on the level of risk envisaged and in proportion to the hazard profile and industry.

Control measures proportionate to the level of risk need to be put in place.

Hazard Identification & Risk Assessment in a work place is best done, when done by a team rather than an individual.

Risk assessment requires to be revisited after the occurrence of an incident.

Last minute risk assessment before start of work is critical to prevent incidents.

ALWAYS ASK “WHAT CAN GO WRONG & WHAT CAN WE DO TO PREVENT IT” BEFORE EMBARKING ON ANY WORK, HOWEVER SIMPLE THE TASK MAY SEEM

BELIEF 4

BUILDING COMPETENCY IN EMPLOYEES & CONTRACTORS IS VITAL FOR ENHANCED SAFETY PERFORMANCE

Effective training will deliver the skills, the competence & behavior to maintain operations that are safe & protect the health of employees



Every employee has the responsibility for their own Safety & those working with them.

It is essential for employees to know what are the Safety Expectations from them.

People assigned work are trained, assessed, qualified & competent to undertake their jobs safely.

Employees at work need to undergo general safety training & job-specific training based on the hazards & risks posed by the jobs they are engaged in.

Training needs are identified based on a) Incidents, b) Management of Change, c) New safety initiatives that an organization undertakes & d) Regulatory requirements.

Safety Conditions are part of the contract requirements & contractor employee training needs to be paid special attention to.

**ENGAGED, MOTIVATED, EMPOWERED EMPLOYEES &
CONTRACTORS ARE THE KEY TO PREVENTING INCIDENTS**

BELIEF 5

INCIDENT REPORTING, INVESTIGATION AND SHARING IS CRUCIAL TO LEARN AND PREVENT RECURRENCES

Investigating incidents is key to finding weaknesses in the system, taking steps in preventing recurrence



Reporting of all incidents including near misses is critical and the first step of the process.

Management is sensitive to weak signals and encourages reporting of incidents, however minor. Non-reportage of serious incidents is considered as violation of ethics. All incidents need to be investigated & analyzed to prevent recurrence.

Competent & appropriate investigation teams will assure a high-quality investigation.

Investigation of incidents need to arrive at 'Root Cause(s)' rather than stopping at 'Immediate Cause(s)'.

Recommendations that are implementable will help in preventing recurrences.

It is imperative to share widely the learnings from incidents so that occurrence of a same / similar incident is prevented in different businesses / locations / functions.

IT IS PAINFUL TO LEARN FROM INCIDENTS THAT AFFECT US. THERE ARE OPPORTUNITIES TO LEARN & TAKE NECESSARY STEPS FROM INCIDENTS THAT OCCUR ELSE WHERE

BELIEF 6

INTEGRATING SAFETY & HEALTH IN BUSINESS SUPPORTS SUPERIOR BUSINESS RESULTS

Integration of Safety & Health in the initial stages prevents time & cost overruns



Every company has inherent Safety risks related to its operations. It is critical to address & integrate safety from the initial stage.

Safety is not to be reviewed in isolation and has to be seen as an integral part of business operations.

A safe operation protects people and benefits business results.

Appropriate Safety Budgets allocated based on level of the risks helps in achieving a safer workplace.

Companies need to make Safety & Health as an integral part of organizational strategy and include the identified safety risks as key business risks in the overall enterprise risks.

EMBEDDING SAFETY & HEALTH IN THE ECO-SYSTEM OF BUSINESS IS CRITICAL AND FASTER THIS IS DONE, BETTER THE BUSINESS RESULTS

CONCLUSION

The continued efforts of all Tata Businesses will ensure that we uphold care for our employees & others who work with us. We will continuously improve our standards and create a culture of safety, striving to become industry leaders in Safety & Health.

For Internal Circulation Only

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