



GOVT. OF ASSAM
OFFICE OF THE CHIEF INSPECTOR OF FACTORIES, ASSAM
NPS International School Lane, Betkuchi, Lohra, Guwahati-781040.

No. 211

Dated, Guwahati the 2nd November, 2023.

NOTIFICATION

In view of the rapid surge in the number and frequency of accident in various tea factories in the state recently and to prevent recurrence of any such accident in future, Chief Inspector of Factories, Assam in the exercise of the power conferred under Rule 12 (1) of the Assam Factories Rule, 1950 hereby issues the following guideline and instructions for strict adherence and implementation in letter and spirit by the Occupier & Manager of all the tea factories situated in the state immediately.

- 1) Every tea factory management shall appoint a **safety supervisor** having knowledge of operation (manufacturing and machineries) of the factory who in turn shall supervise all activities inside the factory physically and through CCTV surveillance monitor. He shall also issue work permit/necessary instruction etc. for any activities or operation inside the factory as and when necessary.
- 2) Every tea factory management shall constitute a **safety committee** consisting of Factory Asst. and safety supervisor as the chairman and member secretary respectively and having equal representations of the managements and workers. This safety committee shall mandatorily sit once a week and discuss all matters/issues pertaining to safety (**hazards, dangers associated with the operations of the machineries, accidents, near misses etc.**) and resolve the same at the earliest. All such activities of the committee must be documented properly and submitted to the office of the concerned Inspector as and when demanded.
- 3) Every tea factory management shall not permit any workers **intoxicated with alcohol inside the factory**. Breathe analyser shall be invariably used to detect & screen all such intoxicated persons.
- 4) Every tea factory management shall incorporate **CCTV surveillance** in the supervision of the operations of the factories. The **CCTV footage** shall provide a clear and unobstructed view of the factory operations. The footage of CCTV so incorporated shall be furnished to the local Inspector of Factories on monthly basis.
- 5) Every tea factory management shall develop and enforce **LOTO(Lockout-Tag Out)** procedures for maintenance & repairs of machinery/equipment etc. It shall be ensured that workers understand the importance of isolating energy(power) sources before performing any work.
- 6) Every tea factory management shall ban entry of **unauthorised workers** who donot have duty in factory during the ongoing shift.
- 7) Every tea factory management shall **ban mobile phone inside the factory**. No worker should be allowed to take mobile phone inside the factory.
- 8) The Board of Directors/Occupier (**Policy makers**) of each tea company shall accord top priority on “**SAFETY**” and allocate sufficient fund (budget) for **SAFETY** each year to meet all regular and contingency expenses on safety. They shall bear in mind that henceforth lack of fund shall not be accepted for any excuse for inability to implement any safety provisions and guidelines/advisories etc.
- 9) Every tea factory management shall not allow any worker without **PPE's (Personal Protective Equipments)** inside the factory.
- 10) Every tea factory management shall discard the process of feeding green tea with leaves into the mouth of **rotor vane** through indigenously made hopper fitted to a hole on the wooden platform and replace with **balance shifter or mechanical feeder**.

- 11) Every tea factory management shall arrange to disseminate all such **information, instruction and provide training in respect of hazard recognition, safe operation and handling of machinery, equipment, articles, substances, emergency procedure etc. to workers in order to ensure safety and health for them.**
- 12) Every tea factory management shall encourage a culture of safety by regularly reviewing and updating **safety protocols based on emerging best practices, regulatory changes, and lessons learned from incidents.**
- 13) Every tea factory management shall ensure to deploy only **sufficiently trained and experienced workers in the factory.** The management shall **maintain/ keep a pool of reserved workers** who are **sufficiently trained and experienced** for deployment during occurrences of any absenteeism of regular workers.
- 14) Every tea factory management shall endeavour to foster a **safety culture** among all factory workers creating an environment where **safety is a shared responsibility.**

Chief Inspector of Factories,
Assam, Guwahati-40.

Memo No. Estt/390/Pt-I/5580-91

Dated, Guwahati the 2nd November, 2023.

Copy to:

1. P.S. to the Minister, Labour Welfare etc. Assam for kind appraisal of the Hon'ble Minister.
2. P.S. to the Principal Secretary to the Govt. of Assam, Labour Welfare Department, Dispur, Guwahati-6 for kind appraisal.
3. Secretary to the Govt. of Assam, Labour Welfare Department, Dispur, Guwahati-6
4. Secretary, Assam Branch Indian Tea Association, 295, Mother Teresa Road, Narikal Bari, Guwahati, Assam-781024.
5. Secretary Tea Association of India, Gelapukhuri Road, Tinsukia, Assam.
6. Secretary, North Eastern Tea Association, Jallan Road, Golaghat, Assam.
7. Assam Tea Planters Association, Assam Trank Road, Kakoti Gaon, Tarajan, Jorhat, Assam-785001.
8. Secretary, Federation of Indian Chambers of Commerce & Industries, 7th Floor, Amrit Enclave, M R Dewan Road, Opp. East Point Tower, Bamunimaidam, Guwahatu-78121, Assam.
9. Secretary, Federation of Industries & Commerce, North Eastern Region, Swahid Dilip Chakravorty path, House No. 03, RG Baruah Road, Guwahati, Assam-781005.
10. Occupier/Manager, All Tea Factories in the State of Assam.
11. All Senior Inspector of Factories/Inspector of Factories, Zonal Factory Office/District Factory Office. They are to emphasize implementation of the above provisions during their inspection invariably.
12. Office File.
13. Office Order Book.

Chief Inspector of Factories,
Assam, Guwahati-40.