

BALMER  
LAWRIE

ONLINE

MONTHLY

BULLETIN

BLOOM



## EDITORIAL



Every year in the month of September, Balmer Lawrie witnesses two significant events - The Annual General Meeting (AGM) of our Company and the Hindi fortnight celebrations. We also celebrate Vishwakarma Puja in our factories and offices in the Eastern Region in this month. The AGM this year was held at the Birla Sabhaghar in Kolkata on 18<sup>th</sup> September. Hindi Divas was celebrated on 14<sup>th</sup> September 2019. The Constituent Assembly of India adopted Hindi in the Devanagari script as the official language of India on 14<sup>th</sup> September 1949. The Hindi fortnight programs are being organised around this day in all the four regions across the country. In the Eastern Region the Hindi Pakhwara celebrations commenced on 14<sup>th</sup> September and would continue till 28<sup>th</sup> September 2019. Globally, Hindi is the fourth most spoken language in the world and in India around 50% people speak Hindi. As per census figures there has been an increase of 10 crore people speaking in Hindi from 2001 to 2011, thus, making Hindi the fastest growing language in the country. The importance of the Hindi language has been recognized by MNCs as well. Today, the popular search engines, news sites and online shopping sites are available in Hindi. It is interesting to learn that in the year 2017, the Oxford Dictionary for the first time included words like *Achha*, *Bachcha*, *Surya Namaskar* and *Bada Din*. Request all of you to proactively work towards enhancing the use of Hindi in our official work and communication.



*The 102nd Annual General Meeting at Kolkata; Seen in picture are the C&MD, Directors and Company Secretary*

As all of you are aware, the world's largest mass cleanliness movement, Swachh Bharat Abhiyan (SBA) initiated by Hon'ble Prime Minister, Shri Narendra Modi will culminate on 2<sup>nd</sup> October 2019, the 150<sup>th</sup> birth anniversary of Mahatma Gandhi. As part of SBA, Swachhata Hi Seva (SHS) has been organised from 11<sup>th</sup> September to 2<sup>nd</sup> October 2019. Hon'ble PM has furthered the movement in a new avatar, where he has urged citizens to ban single use plastic. At Balmer Lawrie various activities are being organised as part of SHS like shramdan, awareness workshops on saying 'No' to plastic, distribution of jute bags etc. We will bring you glimpses of all the above-mentioned events in the October 2019 issue of BLOOM.

The festive season has set in! We celebrated Janmashtami, Ganesh Chaturthi, Bakri Eid, Onam and Vishwakarma Puja and now we are gearing up for Durga Puja / Vijaya Dashami/ Dussehra and Diwali celebrations. BLOOM extends its best wishes to you and your family for all the festivals and celebrations! As always, I'll look forward to your feedback, contributions and suggestions. Do send them to [mukhopadhyay.mohar@balmerlawrie.com](mailto:mukhopadhyay.mohar@balmerlawrie.com).



Mr. Manas Kumar Ganguly, COO [Logistics], Mr. Sushil Dugar, Head [S&M] and Mr. Romesh Srivastava, RH-N attended the "Facilitating Varanasi as an Agriculture Export Hub" program held at Commissioner Office, Varanasi on 22<sup>nd</sup> August 2019. The program was chaired by Shri P K Borthakur, IAS, Chairman, Agriculture & Processed Food Products Export Development Authority [APEDA], Ministry of Commerce and Industry, Govt of India, and Mr. Keshav Chanda, Joint Secretary, Ministry of Commerce. Other participants were from the state and district along with some Exporters, Farmers and Farm Produce Aggregators and officials from Spicejet Airlines. APEDA has asked Balmer Lawrie (BL) to discuss with the Airlines and other agencies for air freight and compile the data on available airline routes. The delegates from BL also visited the Inland Water Terminal of Varanasi to ascertain movement of cargo using Inland Waterways.



A team of four engineers, Mr. Sanjeev Kumar, Mr. Prabhat Kumar, Mr. Prodyot Kumar Chand and Mr. Rupesh Kumar Singh from SBU: Refinery & Oil Field Services (ROFS) visited Copenhagen, Denmark from 26<sup>th</sup> to 30<sup>th</sup> August 2019 to attend a training program on the new BLABO system with latest model of spray nozzles and software. ROFS is now revamping their first BLABO Unit with latest roof nozzles and software from ORECO (technology partner of ROFS for BLABO tank cleaning system), Denmark. In photo, our ROFS Engineers pose with ORECO team members.



Mr. M. Kalyansunder, Head OEM, G&L - Chennai presented a paper on "New Generation Hydraulic Fluids for Plastic Injection Moulding Machines" at the technical seminar Plastoteck 2019, organised by the Chennai Chapter of Indian Plastics Institute (IPI) on 8<sup>th</sup> August 2019 at Chennai. This event was attended by leading plastic injection moulding machine OEMs, users and service providers. Plastic injection moulding is one of the fastest growing industrial segments in the country with huge potential for premium high-performance hydraulic fluids. This event provided a good platform to exhibit our Balmerol brand of lubricants and technological capability. Mr. Sreejit Banerjee, COO [G&L] and other Executives attended the event. IPI, a technical professional body, has been servicing the plastics industry for over three decades. The Chennai chapter has been conducting technical lectures, seminars and conferences on a regular basis.



A two-day training programme for Unionized employees in the Eastern Region was organised on 8<sup>th</sup> and 9<sup>th</sup> August, 2019 by Dattopant Thengadi National Board for Workers Education and Development (DTNBWED), formerly Central Board for Workers Education on Employee orientation for adaptive mindset, productivity improvement, attitude, values, work culture and work ethics, Safety, Health and Environment, enhancing self and communication skills. The training was conducted by Mr. C Bhattacharjee, Sr. Education Officer DTNBWED, Mr. S Sarkar, Education Officer DTNBWED, Mr. Ashoke Chatterjee, Psychological Counsellor and Trainers from Brahma Kumaris. The training was attended by 31 employees from different Units of the Eastern Region.

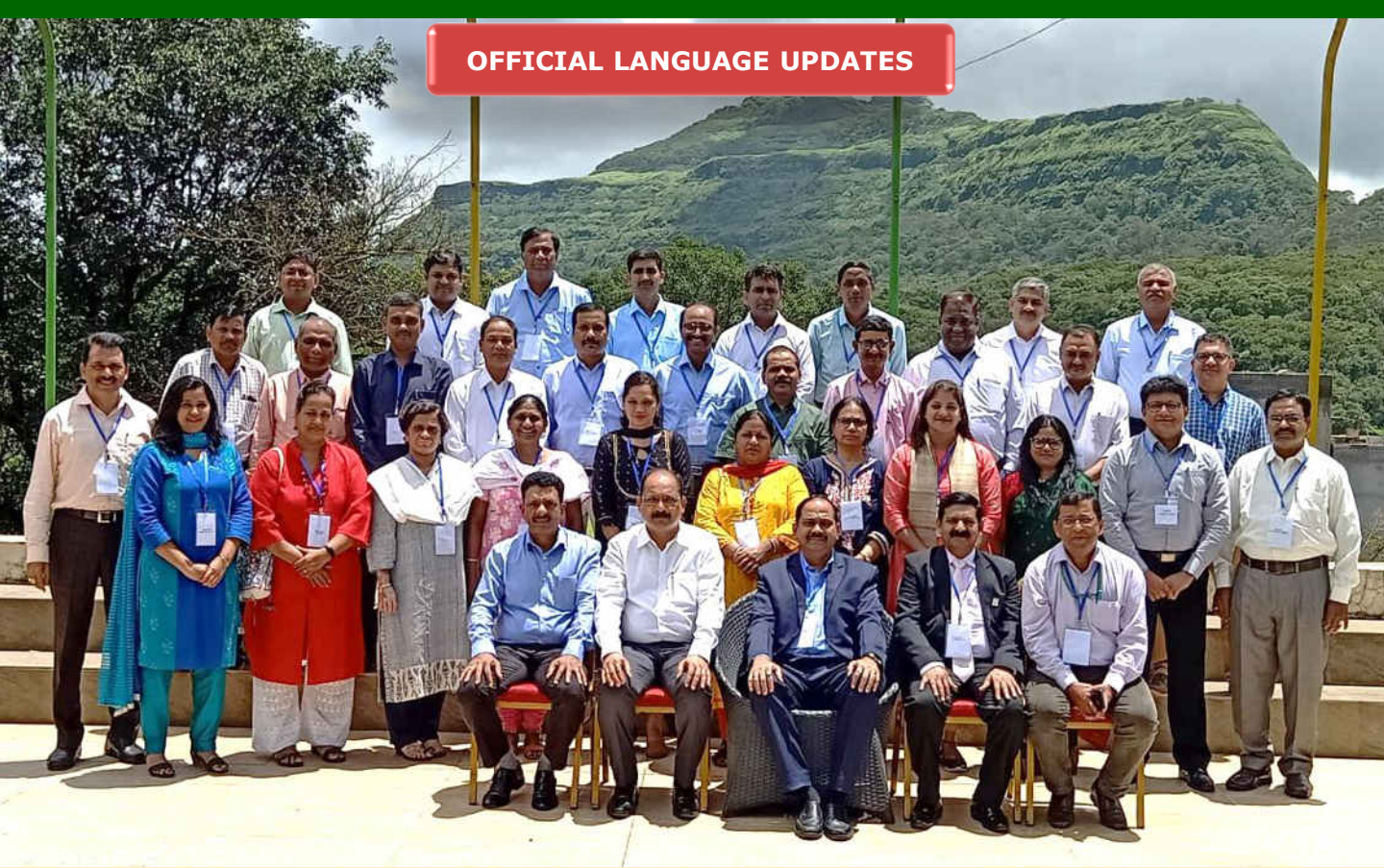


Regional HR organised awareness sessions on the new 'Group Mediclaim Insurance Policy for Officers' in the four regions across the country. The sessions were conducted by representatives of Marsh India Insurance Brokers Pvt. Ltd. new. In the Corporate Office and G&L – Kolkata, the sessions were conducted on 20<sup>th</sup> and 21<sup>st</sup> August 2019 respectively. In the Western Region offices, the sessions were organized on 22<sup>nd</sup> and 23<sup>rd</sup> August. Chennai had the session on 22<sup>nd</sup> August and Delhi had it on 23<sup>rd</sup> August.



Independence Day was celebrated with much fervor in offices and plants pan India. In photo are glimpses of the celebrations from some units.

## OFFICIAL LANGUAGE UPDATES

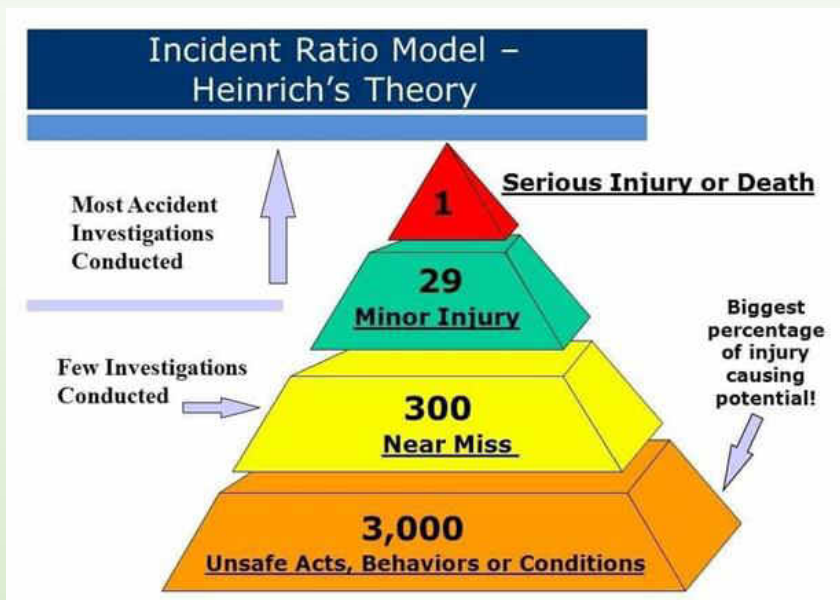


A Hindi workshop was organized for Executives and Officers on 29<sup>th</sup> August 2019 at Lonavala. The session was conducted by Mr. Ram Vichar Yadav, DGM [Official Language], HPCL. The objective of the workshop was to train executives to appropriately respond to Official Language Parliamentary Committee queries and manage the visits. Mr. A Ratna Sekhar, Director [HR&CA] was present in the workshop.



A Hindi workshop for junior level employees in the Northern Region was organised at the SCOPE Convention Centre in New Delhi on 22<sup>nd</sup> October 2019. The workshop was conducted by external faculty.

## REPORTING OF INCIDENTS



It is observed that out of 3000 unsafe conditions / unsafe acts that happen in the industry, 300 acts convert into near misses. Out of 300 near misses, 29 convert into minor injury and one serious accident / major injury / fatality.

Globally it is seen that, though 'incident reporting' is designed to improve safety in the workplace, there are still a number of reasons because of which employees refuse to comply and avoid reporting. We need to understand why reporting an incident makes a big difference in the safety, efficiency and overall well-being of the organization and its members.

### Awareness of threats

Reporting incidents is essential since it raises the organization's awareness about the things that can go wrong and hence, corrective and preventative actions can be taken proactively. This applies to industries involving manual labor, manufacturing with heavy machinery, office work, and many others. Without the communication channel provided by incident reporting protocols, a variety of threats to safety could go unnoticed and unresolved.

Addressing the below mentioned threats will encourage process improvement and workplace safety:

- Faulty or malfunctioning machinery/equipment
- Improper behavior (bullying, showing up to work under the influence of alcohol or banned substances etc.)
- Lack of safety equipment, training, and controls

### Immediacy in incident reporting

Incident reports are thinly-veiled questions about what the workplace is lacking. Often, seemingly minor incidents are symptoms of a much bigger problem. Such reports provide valuable, real-life data to management who can use it to assess whether additional training, better equipment, and/or new strategies are needed for the organisation to level up.

Incident reporting also inspires urgency. Simply mentioning something unusual that happened at work doesn't exactly give it an air of seriousness and urgency. An incident report is a legal document that prompts organizations to take immediate action for resolution. This ensures that something has been done to prevent future recurrence.

It is crucial that incidents are reported immediately regardless of its severity. Incident reporting doesn't only benefit an organization by improving safety. It's a vehicle for all-encompassing growth and improvement.

## Incident Reporting as per Balmer Lawrie HSE manual

"As per the HSE Protocol of Balmer Lawrie: Chapter 1: Table 1: Reporting of Incidents (page 28 – 31 of HSE Manual):

1. Major incidents involving fatalities / explosion / blow outs / loss of property / LTI to be reported immediately to C&MD, D (HR & CA), Director (I/C), RHR Head, Head (HSE) and all relevant statutory authorities.
2. All other incidents (of any kind) involving but not limited to Fire / Spillage / Toxic release / High potential near miss etc. to be reported immediately to D (HR & CA), Director (I/C), COO / SVP, RHR Head, Head (HSE) and all relevant statutory authorities.

In case the estimated cost of damage / property loss appears to be more than Rs. 20 lakh or, if it looks like a major industrial / environmental disaster having major consequences on nature (like gas leak etc.), however, with lesser financial value, the same shall be reported to the Ministry through the same channel within 15 minutes of the occurrence of the incident."

## Conclusion

Contrary to common industrial belief, "Incident reporting in HSE related matters are considered positive and suppression of incident reporting is considered negative. This is because, suppression of incidents only increases the probability of Accidents / Disaster which is neither good for a Company nor good for its people."

***An incident that happened today could be an accident tomorrow. Report all incidents!***

## Personnel Information – August 2019

### Transfer

- **Mr. Mohan Lal Das**, Vice President [QC & S], Greases & Lubricants - Kolkata has been transferred to Applications Research Laboratory, Greases & Lubricants - Kolkata as Vice President [Quality Assurance].
- **Mr. Subhadip Pal**, Asst. Manager [A&F], Greases & Lubricants - Kolkata has been transferred to ROFS- Kolkata as Asst. Manager [A&F] - ROFS.

*Wish you all the best in your new role!*

### Re-designation

- **Mr. Siddhartha Das Barman**, Associate Vice President [HR] - CHRD & ER, Kolkata has been re-designated as Associate Vice President [HR] - CHRD, Kolkata.
- **Mr. Balaraj K**, Manager [Air], LS - Mumbai has been re-designated as Manager [Sales]-FF, LS - Mumbai.

*Wish you all the best in your new role!*

### Farewell

- **Mr. Debasis Banerjee**, Executive [Retail Sales & Channel Development], Greases & Lubricants - Kolkata superannuated on 31st August, 2019 after successfully completing around 31 years of service.

*We wish you all the best in your future life!*

## New Members



**Mr. Sriraman D** joined Regional HR - Southern Region, Chennai as Chief Manager [HR & Employee Relations] on 5<sup>th</sup> August, 2019.



**Mr. Sailesh Kumar Sudarsan** joined Logistics Services, Bangalore as Asst. Manager [Sales]-FF on 1<sup>st</sup> August, 2019.



**Mr. Vikas Gupta** joined Travel & Vacations, Delhi as Asst. Manager [Corporate Businesses] - Vacations on 1<sup>st</sup> August, 2019.



**Mr. Abhilash Mahendrakar** joined Logistics Services, Pune as Asst. Manager [Sales]-FF on 5<sup>th</sup> August, 2019.



**Ms. Neha Singh** joined Corporate IT Dept., Kolkata as Asst. Manager [IT] on 8<sup>th</sup> August, 2019.



**Mr. Bhaskar Sharma** joined Corporate Legal & Secretarial Dept., Kolkata as Asst. Manager [Legal Services] on 19<sup>th</sup> August, 2019.



**Mr. Prem Tarash** joined Logistics Services, Delhi as Asst. Manager [Project Logistics] on 19<sup>th</sup> August, 2019.



**Mr. Dipjyoti Roy** joined Corporate HR Dept., Kolkata as Asst. Manager [HR] on 21<sup>st</sup> August, 2019.



**Mr. Pankaj Sharma** joined Industrial Packaging, Chennai as Asst. Manager [Sales] on 29<sup>th</sup> August, 2019.



**Mr. Arun Ram** joined Travel & Vacations, Bengaluru as Junior Officer [Accounts & Finance] - Travel on 9<sup>th</sup> August, 2019.





**Mr. Debdulal Das** joined Travel & Vacations, Kolkata as Junior Officer [Accounts & Finance] - Vacations on 9<sup>th</sup> August, 2019.



**Mr. Aman Saurabh** joined Travel & Vacations, Bengaluru as Junior Officer [Accounts & Finance] - Vacations on 14<sup>th</sup> August, 2019.



**Ms. Rukshar Fathima S** joined Travel & Vacations, Bengaluru as Junior Officer [Travel] on 22<sup>nd</sup> August, 2019.



**Mr. Vaibhav Ghate** joined Travel & Vacations, Mumbai as Coordinator [Ticketing & Online Contracting] on 26<sup>th</sup> August, 2019.



**Ms. Ann George** joined Travel & Vacations, Bengaluru as Junior Officer [Travel] on 27<sup>th</sup> August, 2019.



**Mr. Voruganti Chandra** joined Temperature Controlled Warehouse, Hyderabad as Junior Officer [Warehouse Operations] on 28<sup>th</sup> August, 2019.

*Welcome you to the Balmer Lawrie family and wish you all the best!*



**SAY NO TO  
SINGLE USE  
PLASTIC**

LET'S CARE FOR THE ENVIRONMENT



**एक बार इस्तेमाल  
होने वाले प्लास्टिक  
को ना कहें**

आओ मिलकर स्वास्थ्य और प्रकृति की फ़िक्र करें