

**BALMER
LAWRIE**

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BLOOM

EDITORIAL

While we ushered in the New Year 2021, we prayed for a year that would be free of distress and challenges. Little did we imagine a year ago that all of us would have to witness such unprecedented times owing to COVID-19. The previous year taught us valuable life lessons. We have learnt to live and work with 'less' and at the same time we learnt to be more resilient and perseverant, exhibiting grit and determination. The year has surely been a harbinger of hope with the launch of the COVID-19 vaccine. The vaccine success stories will create a lot of hope and positivity for the future. However, we must remember that disruptions and changes in the environment are inevitable and thus, we must proactively work towards being future ready and not be deterred by any challenge posed by the environment. Hope the year is a great one for all of us and our Company. Wish each one of you and your family a happy, healthy and prosperous 2021!

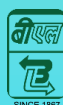
We would be celebrating the 155th Foundation Day of our Company on 1st February 2021. This year, owing to COVID-19 austerity measures, the celebrations will be low-key and the customary celebration with families, across four regions pan India, on the first Sunday of February will be given a miss. Region wise internal events for employees would be organised. In the week-long celebrations to be organised in the Eastern Region, 1st February will be celebrated as green day and 5th February as traditional day. Host of competitions have also been planned, which would include rangoli contest, photography, talent hunt (song & dance), painting and group photo competitions. The Foundation Day programs are much awaited every year and is an exemplary platform for showcasing employee talent and employee engagement. Request all of you to participate in the various competitions and make the celebrations momentous.



The month of December witnessed significant CSR initiatives implemented by the Company. Check out the 'CSR Update' section to know more. India will celebrate the 72nd Republic Day on 26th January 2021. BLOOM wishes all of you a very happy Republic Day! As always, please do send your suggestions, feedback and contributions to me at mukhopadhyay.mohar@balmerlawrie.com. Jai Hind!

Mohar

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक उद्यम)



Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)



Mr. Adika Ratna Sekhar, D[HR&CA] and C&MD (additional charge) visited the Greases & Lubricants and Industrial Packaging manufacturing units at Silvassa on 12th December 2020. During his visit, he inspected the plant operations and had a review meeting with the respective teams.



Logistics Services successfully handled movement of very high value Lab Equipment by sea, from USA to Chennai, for a prestigious Central Government Research Institution in the month of November 2020. The consignment was highly sensitive and as per the instructions of the customer, the entire consignment was transported from Chennai to Karaikudi in two air suspension trailers. Balmer Lawrie provided total logistics solution for this shipment.



Logistics Services (LS) forayed into an entirely new category of exports during the month of November 2020. For the first time, the LS team at Bengaluru handled export shipment of human hair from Bangalore to Jakarta (220 kgs) and Bangalore to Seoul (990 Kgs) during November 2020. The services were as per the expectations of the customer and the team has been getting repeat orders.



The Greases & Lubricants plant at Silvassa underwent the International Standard for Automotive Quality Management Systems (IATF) Audit on 10th December 2020.



The third monthly Knowledge Sharing Session at Industrial Packaging, Silvassa was organised on 5th December 2020. Mr. Jitendra Rohit and Mr. Ansuman Duari presented on the topic Health, Safety and Environment.



As a part of its CSR initiatives, Balmer Lawrie sponsored and implemented the services of a non-profit Cardiac Ambulance at Silvassa in association with DNH Medico Association, a registered body of medical professionals of Dadra Nagar & Haveli. Shri A Ratna Sekhar, Director [HR & CA] and C&MD (additional charge), Balmer Lawrie & Co. Ltd. and Shri Sandeep Kumar Singh, District Collector, Silvassa flagged off the Cardiac Ambulance during the inauguration on 13th December 2020. A press meet was also organised on the occasion. The Cardiac Ambulance is well equipped with a ventilator, defibrillator, multipara monitor for providing information on multiple parameters like ECG, blood pressure, respiration, oxygen saturation and temperature to understand the condition of patients and monitor vital signs, suction machine (pediatric), hydraulic stretcher, bar lamp, oxygen cylinder, necessary furniture and wash basins. The services of the ambulance will address life-threatening situations like cardiac arrests and other medical emergencies, which require oxygen and respiratory support to critically ill patients. The cardiac ambulance is available for the people of Dadra Nagar & Haveli and employees of Balmer Lawrie on 'No Loss No Profit' basis. The implementing partner DNH Medico Association shall be responsible for running and maintaining the cardiac ambulance on day-to-day basis. Balmer Lawrie has been supporting developmental work in Saily and Khadoli villages at Silvassa on a continuous basis. Both the villages are located close to our key manufacturing units and the Company continuously endeavors to improve the living standards of the villagers. The implementation of the Cardiac Ambulance is one more step by the Company to provide better medical facilities to the people of Dadra Nagar & Haveli.



Under the 'Capacity Building on Health, Hygiene and Education' project supported by Balmer Lawrie as part of its CSR initiatives, various activities required for pre-primary and primary education are conducted for children in Saily and Khadoli villages at Silvassa. On 12th December Mr. Adika Ratna Sekhar, D[HR&CA] and C&MD (additional charge) took time out for a field visit to inspect the activities and impact of these programs being run by implementing partner Swadeep Shikshan Vikas Sanstha. Owing to COVID-19, the anganwadi and schools are closed presently and the activities of the Learning Resource Center are conducted at the homes of the children.



Under 'Capacity Building on Health, Hygiene & Education' project, teaching-learning materials were distributed in 12 anganwadis at Saily and 6 anganwadis at Khadoli village. These teaching-learning materials were distributed by Mr. Ratna Sekhar Adika, D[HR&CA] and C&MD (additional charge) during his field visit.



Fifteen Anganwadi women and helpers enthusiastically participated in the Anganwadi Worker Training cum Meeting organised in the month of December 2020.



Besides the various pre-primary activities for children of Saily and Khadoli, on 25th December 2020, Christmas special activities were conducted.

HSE [HEALTH, SAFETY & ENVIRONMENT] UPDATE



A training program on 'safe vehicle movements' was organised inside the plant premises of Industrial Packaging, Taloja, Navi Mumbai, during peak hours in December 2020.



An HSE Audit was conducted at Greases & Lubricants plant at Silvassa on 14th December 2020.



On 19th December 2020, a training on fire hose pipe fitting was organised at Greases & Lubricants, Silvassa.



Representatives of Vinoba Bhave Government Hospital, Silvassa conducted an examination of COVID-19 related documents and health of employees at Industrial Packaging, Silvassa on 19th December 2020.

JOB SAFETY ANALYSIS

What is Job Safety Analysis?

- Method used to break a job task into separate and distinct steps
- Evaluate the hazards associated with each step
- Determine the appropriate controls needed to control each of the identified hazards

Benefits of Job Safety Analysis:

- Identifies unsafe work practices before an accident occurs
- Decreases injury rates
- Increases quality
- Increases productivity

Uses of Job Safety Analysis:

- Evaluate existing jobs
- Training and re-training tool
- Set up new jobs
- Prioritize jobs needing re-design
- Ties in closely with other job analyses (quality & productivity studies, RTW)
- Reference in accident investigation

Instructions for conducting a job hazard analysis:

- What can go wrong?
- What are the consequences?
- How could it happen?
- What are other contributing factors?
- How likely is it that the hazard will occur?

A case study on 'BOXED PAPER HANDLING':

	Job steps	Potential Hazards	Protective measures
1.	Reach into box to the right of the machine, grasp casting and carry to wheel	Strike hand on edge of metal box or casting; cut hand on burr. Drop casting on toes.	Provide gloves and safety shoes.
2.	Push casting against wheel to grind off burr.	Strike hand against wheel, sparks in eyes. Wheel breakage, dust, sleeves get caught.	Provide larger guard over wheel. Install exhaust system. Provide safety goggles. Instruct employee to wear short sleeved shirts.
3.	Place finished casting in box to the left of the machine.	Strike hand against metal box or casting.	Provide tool for removal of completed stock.

Transfer

- **Mr. Thiyagarajan S**, Head - Sales [Leisure & MICE], Vacations Exotica, Travel & Vacations - Mumbai has been transferred to Travel & Vacations - Chennai as National Head Sales, Vacations Exotica.
- **Ms. Indrani Mukherjee**, Deputy Manager [HR], Industrial Packaging - Kolkata has been transferred to Corporate HR Dept. - Kolkata as Deputy Manager [HR].
- **Mr. Ajaye Singh**, Asst. Manager [Sales]-FF, Logistics Services - Bengaluru has been transferred to Logistics Services - Delhi as Asst. Manager [Sales]-FF.
- **Mr. Manikandan N**, Asst. Manager [Operations], Logistics Infrastructure - Kolkata has been transferred to Logistics Infrastructure - Manali, Chennai as Asst. Manager [Operations].

Wish you all the best in your new role!

Re-designation

- **Ms. J M Janani**, Asst. Manager [Travel], Travel & Vacations - Chennai has been re-designated as Branch Manager [Travel], Travel & Vacations - Chennai.

Wish you all the best in your new role!

Farewell

- **Mr. M Prabhakar**, Regional Manager [Travel], Travel & Vacations, Chennai superannuated on 31st December, 2020 after successfully completing 30 years & 4 months of service.
- **Mr. Rajiv Srivastava**, Manager [A&F], Logistics Services, Delhi superannuated on 31st December, 2020 after successfully completing 34 years of service.
- **Mr. Amit Das**, Manager [SCM], Industrial Packaging, Mumbai superannuated on 31st December, 2020 after successfully completing 31 years & 5 months of service.
- **Mr. S Subramanian**, Officer [Technical Service], Leather Chemicals, Chennai superannuated on 31st December, 2020 after successfully completing 34 years of service.
- **Mr. P K Somu**, Junior Officer [Admin], Regional HR - South, Chennai superannuated on 31st December, 2020 after successfully completing 30 years & 9 months of service.

We wish you all the best in your future life!

New Members



Mr. Vijayakumar R joined Leather Chemicals, Manali - Chennai as Manager [Production] on 18th December, 2020.



Mr. Ujjal Mondal joined Greases & Lubricants, Kolkata as Deputy Manager [Production] on 1st January, 2021.



Mr. Sandeep Dubey joined Company Secretary's Department, Corporate Office - Kolkata as Asst. Manager [Secretarial] on 1st December, 2020.



Ms. Sonal Sharma joined Company Secretary's Department, Corporate Office - Kolkata as Asst. Manager [Secretarial] on 1st December, 2020.

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