

Duties and Responsibilities of Employees in Safety & Fire Department

SL. NO	NAME & DESIGNATION	POWERS & DUTIES	REPORTING OFFICER
1	Manu M.S B.No.2512 Safety & Fire Officer	Supervising and developing functions of the subordinates in the department, in addition to the duties mentioned in Kerala Factories Rules 81 F Sub Rule (3). <ul style="list-style-type: none"> • Advising the concerned departments in planning necessary measures for the effective control of personal injuries or accidents. • To advise on safety aspects in work. • Conducting of periodical Safety Audits. • Co-ordinate the Safety Committee meetings. • Administration of Fire Station of HNL. 	DGM (Projects & Utility)
2	Francis Aldrin P A B.No.2639 Safety & Fire Officer	Responsible for the functioning of Fire and Safety department, Fire Station Administration & Conducting Fire Fighting and equipment training. Operation and Maintenance of Fire Section installations, Inventory and spare parts control etc. <ul style="list-style-type: none"> • Advising the concerned departments in planning necessary measures for the effective control of personal injuries or accidents. • Conducting periodic mock drill. 	DGM (Projects & Utility)
3	Saseendran K K B.No. 617 Charge man	Fire and rescue operations, Equipment maintenance, Operation of Fire Tender, jeep & Ambulance.	Safety & Fire Officer
4	Somadas K B.No.2092 Charge man	Fire & rescue operations, Filling and maintenance of First Aid Fire extinguishers, Checking of all fire fighting installations, Stand by duty for various hot works, Colony water regulation, Operation of fire station jeep.	Safety & Fire Officer
5	Satheesan G B.No.1527 Charge man	Fire & rescue operations, Filling and maintenance of First Aid Fire extinguishers and equipments, Checking of all fire fighting installations, Stand by duty for various hot works, Colony water regulation.	Safety & Fire Officer
6	Chandra Mouli V E B.No.2317 Sr.Fireman Gr. I	Fire & rescue operations, Filling and maintenance of First Aid Fire extinguishers, Checking of all fire fighting installations, Stand by duty for various hot works, Colony water regulation.	Safety & Fire Officer

7	Prabhu R B.No. 953 Sr.Fireman Gr. I	Fire & rescue operations, Filling and maintenance of First Aid Fire extinguishers, Checking of all fire fighting installations, Stand by Fire Officer duty for various hot works, Colony water regulation.	Safety & Fire Officer
8	Babu K B.No.2319 Sr.Fireman	Fire & rescue operations, Filling and maintenance of First Aid Fire extinguishers, Checking of all fire fighting installations, Stand by duty for various hot works, Colony water regulation, Operation of fire tender, jeep. & Ambulance.	Safety & Fire Officer
9	Prasenan V R B.No.2093 Sr.Fireman	Fire & rescue operations, Filling and maintenance of First Aid Fire extinguishers, Checking of all fire fighting installations, Stand by duty for various hot works, Colony water regulation.	Safety & Fire Officer
10	Varghese VM B.no.2091 Charge man	Fire & rescue operations, Filling and maintenance of First Aid Fire extinguishers and equipments, Checking of all fire fighting installations, Stand by duty for various hot works, Colony water regulation.	Safety & Fire Officer