

No G4/ 2407/2020/F&B

SURAKSHA BHAVAN

Directorate of Factories and Boilers

Kumarapuram, Thiruvananthapuram

Phone:- 0471 2441597

E-mail: directorates.fab@kerala.gov.in

Date : 23-03-2020

CIRCULAR No 04/2020

In view of the prevailing situation of COVID-19 across the world and in Kerala and based on the Lock Down declared by the Government, following directives shall be applicable to all factories coming under the purview of Indian Factories Act 1948 and The Kerala Factories Rules 1957.

- A. All Factories shall safely shut down process or operation effective by the culmination of the last shift but not later than midnight of 23rd March 2020. However, skeletal staff for security and upkeep of hazardous storage, plant and machinery (this do not include maintenance or such activity) are permitted. Detailed list of such employees shall be maintained and proper sanitation provisions should be arranged.
- B. All factory managements are requested to treat the shutdown period as paid holidays, with full emoluments as eligible, for the employees including contract and daily wages workers.
- C. However, continuous process industries like chemical process plants, Pharmaceutical Industries, Petroleum and petro-chemical plants, LPG bottling plants, Fuel distribution depots and those involved in the manufacture/ processing of essential commodities and food items including livestock feed are permitted to operate the factories subject to the following conditions:
 - i. All directions as per Circular 03/2020 dated 13.03.2020 issued by Department of Factories and Boilers should be strictly complied.
 - ii. Factories are permitted to maintain only bare minimum personnel for safe operation of the plant. Other employees, including contract and daily wage employees who are directed not to report for work on

account of restrictions should be given paid holiday with full emoluments as eligible.

- iii. Factories shall so deploy their employees to avoid close proximity to each other, which under no circumstance is less than 1m.
- iv. No construction works or any activity not directly linked to current production process shall be carried out in any Factory.
- v. Factories having storage of hazardous material or products should have enough Hazard / leak containment & Firefighting units (trained staff) for safe operation of the plant at any time.
- vi. Factories having storage of any hazardous materials of any form shall convey the details of the same with Material Safety Data Sheet (MSDS) and steps taken to store safely etc to the concerned Inspector of Factories and Boilers through any electronic communication media and a copy of the same shall also be forwarded to director@fab@kerala.gov.in.
- vii. Factories classified as Major Accident hazard (MAH) categories shall submit a detailed report on their action plan (with details of reserve employees for control rooms and essential utilities) for maintaining the plant under safe shut down (if warranted) in case of exigencies arising out of exposure of their employees to COVID 19, to the concerned Inspector of Factories and Boilers and to Joint Director/Director of Factories and Boilers (director@fab@kerala.gov.in) through electronic media.
- viii. The list with contact details including mobile phone numbers, place of stay, concerned police station limits of deployed staff shall be maintained by the Occupier/ Manager and submitted to the concerned authorities when it is demanded.
- ix. Major Accident hazard (MAH) Factories shall have at least three notified independent personnel to act as single point contact for coordination and decision making in case of any exigencies. The details of such personnel shall be submitted to Joint Director/Director of Factories and Boilers (director@fab@kerala.gov.in) immediately.

- x. Factories shall safely ensure transition to operation as per the above latest by the culmination of the last shift but not later than midnight of 23rd March 2020.
- xi. Factories involved in the processing of perishable products are given exemption for processing of existing stock material, however should not employ workers at proximity of less than 1 m among each other till midnight of 24th March 2020.
- xii. Notwithstanding anything contained above, Factories shall adhere to all directives of various departments under Government of Kerala and Government of India.

These orders shall continue to be in force till 31st March 2020.



DIRECTOR OF FACTORIES & BOILERS

Copy to 1. All Factory managements for compliance

- 2. All Joint Director of Factories and Boilers
- 3. All Nodal Officers
- 4. All Inspector of Factories and Boilers for further action
- 5. All Additional Inspector of Factories for further action

