

Employee KPI & Plant Safety Performance

Menu name: Employee KPI & Plant Safety Performance

Sub Menu:

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4. KPI Display – Employee & Plant Safety

User Type	Create KPI	Employee KPI Update	Plant Safety KPI Update	KPI Display	Access
All Registered Users	NO	NO	NO	Yes	Only His & His Plant KPI
EHS Head	Yes	Yes	Yes	Yes	All Employees & All Plant
Site EHS Officers	NO	Yes	NO	Yes	Only His Plant & His Plant Team
Plant Head	NO	NO	NO	Yes	Only His Plant & His Plant Team
HoDs	NO	NO	NO	Yes	Only His Plant & His Plant Team
CXOs	NO	NO	NO	Yes	All Employees & All Plant

1. Create Employee KPI & Plant KPI

Create Employee KPI

Create Plant KPI

If Select, Create Employee KPI

Create KPI Bank:

S.No	Requirement	Measures
1.	No. of Safety Alert Raised	Manual Entry While Assign
2.	No. of Training Manhours Achieved	Manual Entry While Assign
3.	No. of Safety Walkthrough Conducted	Manual Entry While Assign
4.	Action Tracker Closures	Manual Entry While Assign
5.	No. of Cat 1,2 & 3 Reported in His Department	Manual Entry While Assign

6.	No. of Cat 4 & 5 Reported in His Department	Manual Entry While Assign
7.	Violation in Safety	Manual Entry While Assign

Assign to Employee:

Plant (Drop Down)	Emp. Code (Drop Down & Multi Select)	Name (Drop Down) Multi Select	Designation (Auto Fetch)
Hosur	3739	Senthil	Head - EHS

Add KPI

Option to add multiple employees at single update

Check Point	Requirement	Measures / Year (Example data Given)
<input type="checkbox"/>	No. of Safety Alert Raised	12
<input type="checkbox"/>	No. of Training Manhours Achieved in Hrs	16
<input type="checkbox"/>	No. of Safety Walkthrough Conducted	4
<input type="checkbox"/>	Action Tracker Closures in Percentage	80%
<input type="checkbox"/>	No. of Cat 1,2 & 3 Reported in His Department	0
<input type="checkbox"/>	No. of Cat 4 & 5 Reported in His Department	5
<input type="checkbox"/>	Violation in Safety	0

- If all achieved on end of the year, His KPI is 100% Completed. Based on the Gap, percentage has to get reduce.
- Based on the auto & manual update, percentage will vary. In Next FY, score has to start from Zero

If Select, Create Plant Safety KPI

Create Plant Safety KPI Bank:

S.No	Indicator	0	1	2	3	4	5
1	No. of Safety Alert Reported (A)						
2	No.of Unique On roll People Reported Safety Alert (A)						
3	Near misses reported (A)						
4	Safety Committee Meeting Conducted & Action Entered (1 Time) (A)						
5	Safety Walkthrough Conducted - 4 Times & Action Entered (A)						
6	Scenario Based Mock Drill Conducted - 1 Time & Action Entered (M)						
7	Evacuation Drill Conducted - Yearly Twice & Action Entered (M)						
8	Training Register Updated atleast monthly Once (M)						
9	Action Tracker - Safety Alert Closure with in Due Date (A)						
10	Action Tracker - External audit action closure with in Due Date (A)						
11	Action Tracker - Incident action closure (A)						
12	Action Tracker - Other Actions Closure (A)						
13	Work Permit Issued Daily (M)						
14	Inspection for Assets Conducted in a month (M)						
15	Tools & Equipment's Conducted in a month (M)						
16	Incidents - FAC Reported (A)						
17	Incidents - Hospital Treatment Reported (A)						
18	Incidents - Fire & Other Reported (A)						
19	Incidents - Lost Time Incident Reported (A)						
20	Incident - FIR Released within 8 Hrs (A)						
21	Incident - Investigation Completed & Report Released within 48 Hrs (M)						

Assign to Plant

Plant (Drop Down)
Hosur

Add KPI

(0 to 5) metrics vary on Plant to Plant

S.No	Indicator	0	1	2	3	4	5
1	No. of Safety Alert Reported	10	20	40	60	80	100
2	No. of Unique On roll People Reported Safety Alert	50	80	100	110	130	150
3	Near misses reported	0	2	2	3	4	5
4	Safety Committee Meeting Conducted & Action Entered (1 Time)	No					Yes
5	Safety Walkthrough Conducted - 4 Times & Action Entered	No		1 Time	2 Time	3 Time	4 Time
6	Scenario Based Mock Drill Conducted - 1 Time & Action Entered	No					1 Time
7	Evacuation Drill Conducted - Yearly Twice & Action Entered	No					Yes
8	Training Register Updated at least monthly Once	No					Yes
9	Action Tracker - Safety Alert Closure with in Due Date	>=50%	60%	70%	80%	90%	100%
10	Action Tracker - External audit action closure with in Due Date	>=50%	60%	70%	80%	90%	100%
11	Action Tracker - Incident action closure	>=50%	60%	70%	80%	90%	100%
12	Action Tracker - Other Actions Closure	>=50%	60%	70%	80%	90%	100%
13	Work Permit Issued Daily	No					Yes
14	Inspection for Assets Conducted in a month	No					Yes
15	Tools & Equipment's Conducted in a month	No					Yes
16	Incidents - FAC Reported	>=5	4	3	2	1	0
17	Incidents - Hospital Treatment Reported	1					0
18	Incidents - Fire & Other Reported	1					0
19	Incidents - Lost Time Incident Reported	1					0
20	Incident - FIR Released within 8 Hrs	No					Yes
21	Incident - Investigation Completed & Report Released within 48 Hrs	No					Yes

- Based on the auto & manual update, star rating will vary. In Next FY, score has to start from Zero

2. Update of Employee KPI – Access to Only EHS Head & Site EHS

Screen:

Filter:

Plant	Department	Emp. Code (Multi Select)	Emp. Name (Multi Select)

Table:

Target				5 Alert	Zero Incident	---	---	100%
S.No	Emp. Code	Department	Emp. Name	KPI 1	KPI 2	----	KPI N	Score
			Emp 1	5	0	--		100%
			Emp 2	NA	0	--		50%
			Emp 3	NA	NA			100%

Submit

Save as Draft

- No edit access for auto fetch data.
- Only Site EHS & EHS Head can edit the Manual Data Entry Requirements
 - Eg.: No.of Safety Violation
- If site EHS does the edit, notification has to reach for EHS Head.

3. Update of Plant Safety KPI – Access to Only EHS Head

Screen:

Filter:

Year	Plant
FY25 FY26	

Table:

S.No	KPI	Current Score	Edit
	KPI 1		Click to add
	KPI 2		
	KPI 3		
	KPI 4		

Submit

Save as Draft

- No edit access for auto fetch data.
- Only EHS Head can edit the Manual Data Entry Requirements
 - Eg.: Evacuation Drill, Mock drill, etc

4. KPI Display – Employee & Plant Safety KPI

- CXOs – All Employees & All Plants
- Plant Heads – His Plant & His all employees
- HoDs - His Plant & His all employees
- Site EHS - His Plant & His all employees
- Individuals – His Plant & Only His KPI

Employee KPI		
Plant (Drop Down)	Department (Drop Down)	Employee Name (Drop Down) Multi Select
5 Plants	All Departments	Employees List

Search

Employee KPI Table Display:

S.No	Requirement	Target	Actual
1.	No. of Safety Alert Raised	5	5
2.	No. of Training Manhours Achieved	16	12
3.	No. of Safety Walkthrough Conducted	4	1
4.	Action Tracker Closures	45%	60%
5.	No. of Cat 1,2 & 3 Reported in His Department	0	0
6.	No. of Cat 4 & 5 Reported in His Department	0	4
7.	Violation in Safety (M)	0	1

Over all Score: 80%

Plant Safety KPI Table Display:

Plant KPI
Plant (Drop Down)
5 Plants

Search

Download KPI in Excel

S.No	Indicator	Target	Actual	Star Rating
1	No. of Safety Alert Reported	100	100	5
2	No. of Unique On roll People Reported Safety Alert	150	100	3
3	Near misses reported	5	1	1
4	Safety Committee Meeting Conducted & Action Entered (1 Time)	Yes		
5	Safety Walkthrough Conducted - 4 Times & Action Entered	4 Time		
6	Scenario Based Mock Drill Conducted - 1 Time & Action Entered	1 Time		
7	Evacuation Drill Conducted - Yearly Twice & Action Entered	Yes		
8	Training Register Updated at least monthly Once	Yes		
9	Action Tracker - Safety Alert Closure with in Due Date	100%		
10	Action Tracker - External audit action closure with in Due Date	100%		
11	Action Tracker - Incident action closure	100%		
12	Action Tracker - Other Actions Closure	100%		
13	Work Permit Issued Daily	Yes		
14	Inspection for Assets Conducted in a month	Yes		
15	Tools & Equipment's Conducted in a month	Yes		
16	Incidents - FAC Reported	0		
17	Incidents - Hospital Treatment Reported	0		
18	Incidents - Fire & Other Reported	0		
19	Incidents - Lost Time Incident Reported	0		
20	Incident - FIR Released within 8 Hrs	Yes		
21	Incident - Investigation Completed & Report Released within 48 Hrs	Yes		

Average Plant Safety Score – 4 Star

