


## DUTIES AND RESPONSIBILITIES OF WELFARE OFFICER.

The post of Welfare Officer is a mandatory one as required under the Factories Act, 1948 and Rules made there under - "The Kerala Factories [Welfare Officers] Rules, 1957." It shall be the duty of the Welfare Officer to co-ordinate and oversee implementation of various welfare schemes of the Corporation for the targeted workmen/employees. He/she will liaise with his/her official superior/extra departmental authorities for such functional requirements to settle industrial/labour issues arising under his/her jurisdiction and disputes while interpreting Bilateral Agreements.

- He/She will attend to all workshop level meeting of officers with Unions and assist in conflict resolutions.
- He/She will evolve, prepare and implement grievance handling procedures for such local/unit specific issues of employees.
- He/She will maintain liaison with Unions and assist official superiors in negotiations with them.
- He/She will ensure uniform and correct application of various welfare measures of the Corporation.
- He/She will take steps to get immediate medical care to workmen/employees injured while on duty and co-ordinate agencies in this regard.
- He/She will oversee the running of canteens in his/her jurisdiction and ensure quality, hygiene and sort out all issues/complaints of employees and find immediate redressal and take up appropriate cases with higher authorities. He/She will also take up with such authorities for grant/renewal of licences, to run canteens.
- He/She will monitor behavioral/attitudinal profile of workmen and suggest corrective measures.
- He/She will monitor changes in attitudes of workmen and reaction to management policies and send reports to Chief Office wherever necessary.

- He/She will undertake awareness performances among workmen in hygiene in the premises, occupational hazards, working hours medical care, compensation for injuries and other social and welfare benefiting measures.
- He/She will study absenteeism and labour turnover in their jurisdiction and suggest remedial measures such as counselling personal advice, etc.
- He/She will also take part on the following matters such as:
  - To advice and assist the management in the fulfillment of obligations, statutory or otherwise concerning prevention of personal injuries and maintaining a safe work environment.
  - To promote relations between Management and Workers for productive efficiency as well as mitigation in the working conditions and help workers to adjust and adopt themselves to the working environments.
  - To encourage provisions of working amenities, adequate latrine facilities, drinking water, granting of loans and legal advice to the workers.
  - He/She will provide leadership to motivate performance, adopt best practices in the industry and maintain good industrial relations.
  - He/She will integrate with other functions of the Corporation and liaise with statutory bodies/departments such as the Pollution Control Board, Inspectorate of Factories & Boilers, Civil Supplies, etc. for getting appropriate licences granted/renewed.
  - He/She will be responsible for discreet discharge of all other duties and responsibilities here in not mentioned which are innate with the post of Welfare Officer and as envisaged under the relevant provisions of the Act and Rules.

  
Chairman & Managing Director