

# **WORKPLACE ASSESSMENT for SAFETY & HYGIENE (WASH)**

**Scheme Document**

**A Scheme by**

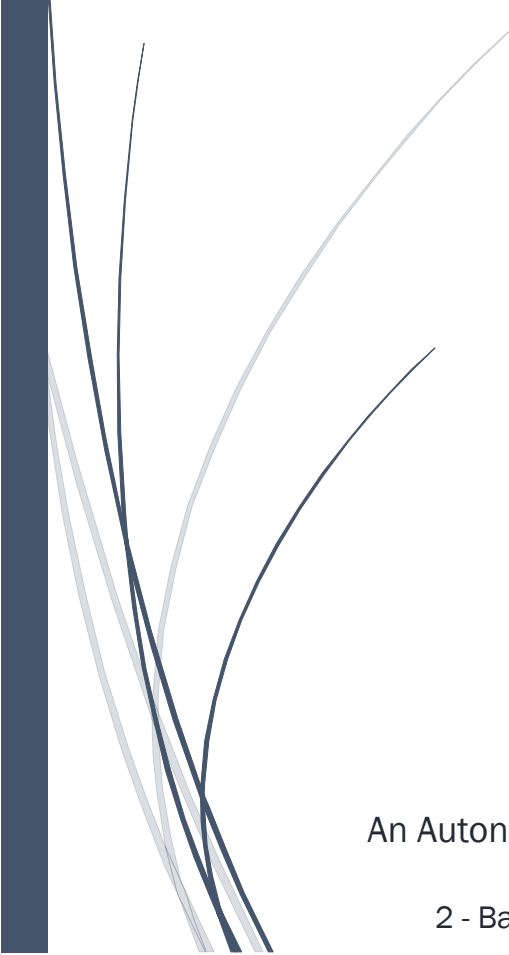


**QUALITY COUNCIL OF INDIA**

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## **A Scheme by Quality Council of India**

### **1. About Quality Council of India**

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. QCI was established as the national body of accreditation on recommendations of expert missions of the European Union after consultations in the inter-Ministerial Task Force, the Committee of Secretaries and the Group of Ministers in 1996. Quality Council of India (QCI) came into existence in 1997 through a Cabinet decision of the Government of India. QCI is an autonomous non-profit organization under the Department for Promotion of Industry and Internal Trade (DPIIT) formerly known as Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industries, Government of India.

The Mission of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens.

### **2. Background to WASH**

The post-virus business landscape will clearly include a larger focus on health, safety and hygiene conditions of employees, customers and public at large. India's decision to start opening up the economy in a staggered manner, while laudable, requires a plan to make sure that exceptions are minimised and recurrences of spread are strategically isolated. The positives of the lockdown cannot be afforded to be negated and therefore, there is a need to bring specific standards/protocols for the business organizations, institutions etc. to ensure that they are able to operate safely with little or no instances of recurrence. This requires a few imperative priorities for the organizations/institutions as mentioned below:

1. Ensuring safe operations and workplace for safeguarding health and safety of employees, customers and public
2. Complying with all new COVID-19 related requirements from health authorities and/or other government bodies.
3. Ensuring business continuity in operations to serve customers and protect businesses.

### **3. The WASH Standard**

For the benefit of citizens and industry, QCI, along with industry stakeholders, has developed a harmonised **“Workplace Assessment for Safety and Hygiene” (WASH)**. This standard is applicable for assessment at any workplace which has been allowed to operate. The assessment can be done as an on-site assessment by trained assessors or remotely through a virtual system of assessment. The assessment report will provide the applicant with an

objective assessment of the safety and hygiene measures undertaken by them to mitigate the risk of COVID-19 infection.

The WASH Scheme Document includes the following:

- Workplace Assessment Application Form
- Self-Assessment Checklist
- Standard and Guidance Document
- Assessor Competence Criteria
- Scheme Process-Flow Document
- Site-Assessment Checklist & Report
- Fee Structure
- Application Form for Registration of Assessment Agencies

## **4. Scope & Applicability**

- The standard is applicable to any Industry/Business (Manufacturing, Service, Trade, etc.).
- Applications can be received at any juncture of business operations, i.e. before re-start or during operations.
- The site-assessment conducted at the applicant's workplace (or video assessment, as the case may be) will be based on the requirements as laid down in "Workplace Assessment for Safety and Hygiene (WASH)" Standard and Guidance Document.
- Areas that are under Quarantine or those workplaces that need an expert medical/related assessment/advise are not covered under the scope of this Standard.
- This Standard does not include requirements specific to other subjects, such as those for quality, social responsibility, environmental, security or financial management.

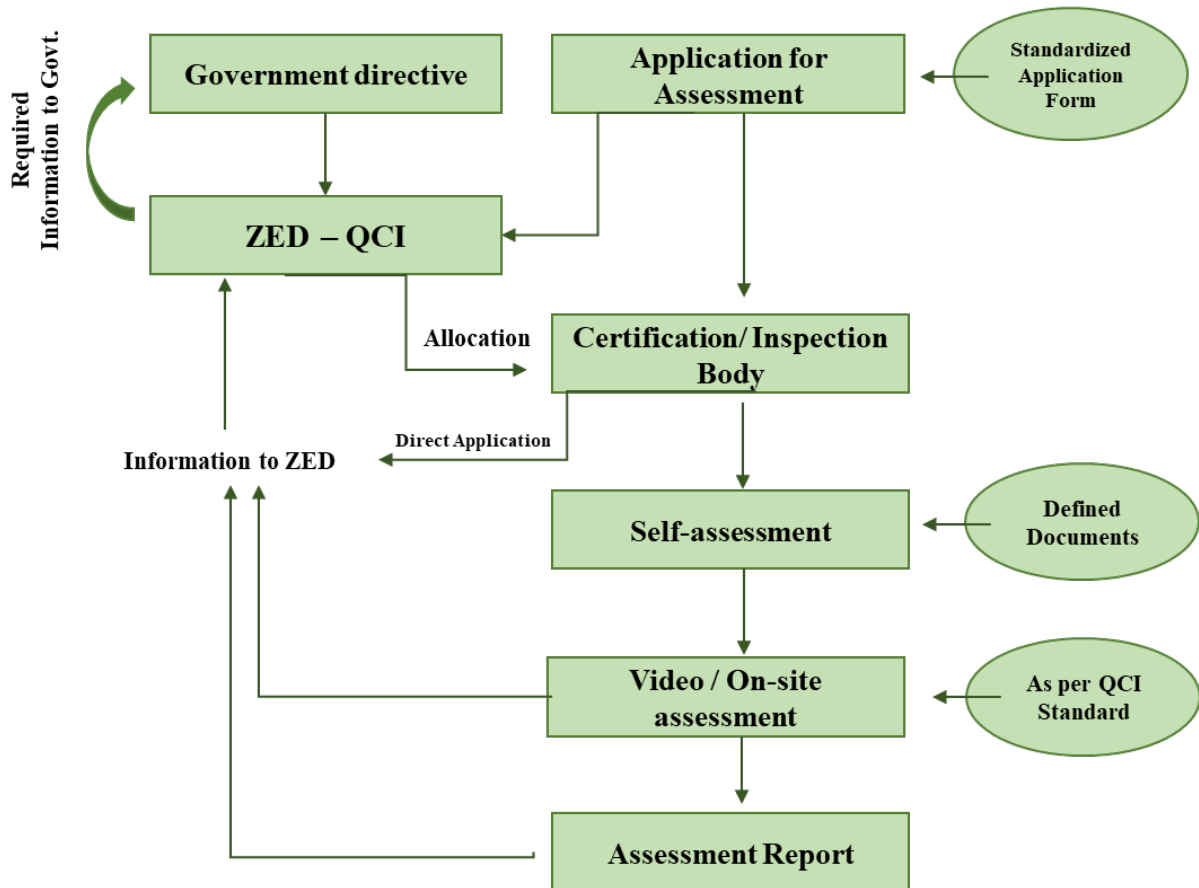
## **5. Intent of Assessment**

- To provide the applicant with a holistic report on the preparedness of its system and processes related to Hygiene & Safety with regards to COVID-19 risk.
- To provide information useful for identifying and improving on the weak links related to Hygiene & Safety in the operations and the workplace of the applicant organization/institution

## **6. Process Flow & Description**

Scheme Process Flow, as depicted below, summarizes the steps to be followed for all organizations aiming to implement and carry out independent assessment of effectiveness of the protocol. The details about the process flow is provided in "Scheme Process-Flow Document".

## Workplace Assessment for Safety and Hygiene (WASH) A Scheme by Quality Council of India



### 7. Application Form

- Applicant may apply to the Assessment Agency (CB/IB) registered with QCI, by filling up and submitting the **Workplace Assessment Application Form**. Under specific conditions, that will be notified, as and when required, the applicant may apply directly to QCI.
- The Assessment Agencies (CB/IB) for this scheme, are defined as the Certification Bodies/Inspection bodies accredited by NABCB, QCI that are also registered as Assessment Agencies under the WASH Scheme of QCI.

### 8. Disclaimer

*This disclaimer governs the use of “WASH” Standard and Guidance Document, various documents, reports and any content therein. The following is accepted in full by the user/applicant:*

- a) The Standard has been developed and owned by Quality Council of India.
- b) The report provided by the concerned assessment Agency (CB/IB) shall pertain only to the systems and processes related to Hygiene & Safety as mentioned in the WASH Checklist.
- c) The report shall be for the purpose of summarizing the outcomes of the site-assessment (or video assessment, as the case may be) as per the information provided by the applicant.
- d) The assessment shall be conducted subsequent to the undertaking by the applicant that all legal, statutory and regulatory compliances related to COVID-19 are in order.
- e) The report shall summarize the outcome of assessment as witnessed on the day of assessment. The QCI, or any of its accredited bodies, shall not be held liable for any deviation that may arise at a later date at the workplace that has been assessed.
- f) The assessment report shall be made for the exclusive use and benefit of the applicant assessed and QCI (or any of its accredited bodies) shall not accept any liability that may arise if this report is used for any alternative purpose than the intended one nor to any third party in respect of this report.
- g) The assessment report shall not be an alternative to any legal / financial / taxation / accountancy / other advice from an appropriately qualified professional.
- h) QCI does not represent, warrant, undertake or guarantee that the use of information or guidance (if any) in the report will lead to any particular outcome or result.
- i) While every attempt shall be made to ensure the veracity of the report, QCI will not be responsible for any errors or omissions, or for the results obtained from the use of the information contained herein. All information in the report shall be provided “as is”.
- j) Information not disclosed by the applicant could alter the findings outlined in the assessment report. In such situations, QCI & its accredited bodies reserve the right to withdraw or amend its findings and conclusions.