White paper on safety trainings at Pharmaceutical Companies

Safety policies of every Pharmaceutical Company focus on protection of tangible & intangible assets in the organization. Though it is humanly impossible to avoid various threats against safety, preparedness through training is the best way forward. Hence various security standards like ISO 27001:2005; OSHAS 18000 have emphasized the need for training all the stakeholders for safer organization.

It is mandatory for the pharmaceutical companies in India to maintain a record of the safety training for seven years. This calls for streamlining safety training procedures and maintenance of relevant documentation. This can help in proving the organization's determination & pro-activeness towards safety initiatives.

Safety Training Matrix

Employee	Type of training	Periodicity
New Joinees	Biohazard Safety Chemical Safety Privacy Issues Fire Safety Access Control	Once during joining
Female Employees	Sexual Abuse Rights	Once during joining
House Keeping Staff	Procedures Biohazard safety Tools Safety Accidental destruction of data / papers	Once during joining
Security Staff	Procedures	Once during joining
Employees	Biohazard Safety Chemical Safety Data Safety Email Safety Privacy Issues Sexual Abuse rights	Once a year
Visitors	Access Control	During the first visit

	Biohazard Safety	
	Chemical Safety	
	Fire Safety	

Documentation in safety training:

Documentation is an important step in the safety training process.

Evaluation of safety training: providing a quiz, which will cover various aspects of the safety training, can do Evaluation of safety training. A Completion certificate can be issued only after scoring a minimum score. The certification of evaluation should have an expiry. Continual training is an important aspect of safety training.

Training Reports: Various reports should be maintained with details about the individuals who has undergone the training, score etc.

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