

## TOP 10 WORKPLACE SAFETY TIPS EVERY EMPLOYEE SHOULD KNOW



**Rupesh Mishra, Asst. Manager(Commercial)**

The foundation of any successful workplace safety effort is one that encourages employees to identify unsafe behaviors and opportunities for improvement while also making well-informed safety decisions during daily routine tasks.

Here's the *Top 10 Workplace Safety Tips Every Employee Should Know* to help you inform your own workers and create a workplace safety environment based on shared responsibility:

**Be Aware Of Your Surroundings :** This step requires knowing the particular hazards of your job or workplace. Once you've learned these risks, you are able to keep clear of potential hazardous areas, and potential hazardous situations. Also, always be alert of machinery.

**Keep Correct Posture To Protect Your Back :** If you work at a desk, keep your shoulders in line with your hips to avoid back problems. If you're picking things up, use correct form so your back doesn't get hurt. Avoid stooping and twisting. If possible, always use ergonomic designed furniture and safety equipment so everything you need is within easy reach.

**Take Regular Breaks :** So many work-related injuries and illnesses occur because a worker is tired, burned out and not alert to their surroundings. Taking regular breaks helps you stay fresh on the job. One trick to staying alert is to schedule the most difficult tasks when your concentration is best, like first thing in the morning.

**Use Tools And Machines Properly :** Take the proper precautions when using tools, and never take shortcuts. Taking shortcuts is the leading cause of workplace injury. It's a huge safety risk to use scaffolding as a ladder or one tool in place of another for a specific job. Using tools the right way greatly reduces the chance of workplace injury.

**Keep Emergency Exits Easily Accessible :** In case of an emergency, you'll need quick, easy access to the exits. It's also recommended to keep clear access to equipment shutoffs in case you need to quickly stop them from functioning.

**Report Unsafe Conditions To Your Supervisor:** Your supervisor needs to be informed about any workplace safety hazards or risks. They are legally obligated to ensure their employees have a safe working environment and will take care of the unsafe conditions and make them safe for you and your co-workers

**Use Mechanical Aids Whenever Possible :** Instead of attempting to carry or lift something that's really heavy in an attempt to save a sliver of time during your workday, take the extra minute to use a wheelbarrow, conveyor belt, crank or forklift. Too many injury risks are involved with trying to lift something that weighs too much.

**Stay Sober :** Around three percent of workplace fatalities occur due to alcohol and drugs. When a worker's ability to exercise judgment, coordination, motor control, concentration or alertness is compromised, this leads to any number of risks for workplace injury and fatalities.

**Reduce Workplace Stress :** Stress can lead to depression and concentration problems. Common causes of workplace stress include long hours, heavy workload, job insecurity and conflicts with coworkers or managers. Take your concerns about workplace stress to your supervisor to see how they might help you address them.

**Wear The Correct Safety Equipment :** If you're not wearing the correct safety equipment for a task, you may get injured. Depending on the job, equipment like Helmet, Safety shoes, earplugs, earmuffs, safety goggles, gloves or a full-face mask greatly reduce the risk of workplace injury.

### From The Editor's Desk

Dear Readers,

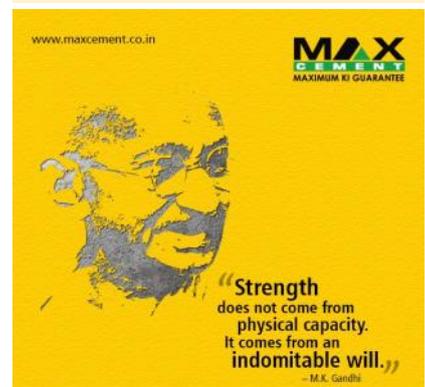
October is a very exuberant time in India. The monsoon rain has eased in most places, and the festival season is in full swing! Last month has seen quite a spectacular celebration of VISHWAKARMA Puja at Plant. Do check out all the glimpses in Max Panorama section. This issue we talk about "Workplace Safety Tips", "9 Tips to Stay Focused on Your Goals" "Significance of Navratri "and "Heart Disease: Symptoms & Preventions".

**WISHING ALL A VERY HAPPY DURGA PUJA, DUSEHRA AND DIWALI.**

*Birthday wishes to everyone. Stay Safe , Stay Healthy.*

*Regards,*

*Nitesh Chaharia*



For any suggestion, write-ups, photographs, participation in Editorial Board please mail us at [nishtha@gnggroup.in](mailto:nishtha@gnggroup.in)



**Vishwakarma Puja** was celebrated with full enthusiasm on 17<sup>th</sup> September, 2016 in the Max cement plant premises. The idols of Lord Vishwakarma and his faithful elephant was inaugurated and worshipped in beautifully decorated pandal. The puja programme started at 11.30 AM joined by family members of the employees and villagers. Everyone came together to worship the almighty and created a spiritual moment.

## DEPARTMENTAL PUJA



**AUTOMOBILE**

**ELECTRICAL**

**MECHANICAL**

**PROCESS**



**BHANDARA & PRASAD DISTRIBUTION:** In the afternoon, a Bhandara for 500 people was schedule wherein all were served with “khichdi “and sweets.



**HAVAN & BHAJAN SANDHYA:** The puja programme was followed by Havan & Bhajan Sandhya in the evening at 6 pm.



**DHUNACHI ARATI :** After Havan , Dhunachi Arati was performed by the ladies of the staff colony on the accompaniment of feverish dhak rolls. Some performers showcased three dhunuchis – the third one held between the teeth. It was a spectacular show of talent and devotion.



**SPECIAL THANKS TO THE DHUNACHI ARATI PERFORMERS AND THE TEACHERS :**

Our Vice Chairman and Managing Director (VC&MD) Shri Vineet Agarwal applauded the dance performance of the ladies on the auspicious day and also commended the teachers of the staff colony for their vital role in running free tuition classes for the employee's ward. They were savored with a token of appreciation by our VC&MD and President Shri M M Tiwari



**VISHARJAN :** The idol of Lord Vishwakarma was kept overnight along with the things that were used for the puja. The next day final rituals and worship was performed before carrying the idol for immersion. Worshippers played colours and distributed holy sweets among the employees. The idol was finally Immersed in the nearby Sonapur river with a great hope that Lord Vishwakarma will continue to protect the Machines and will bless all with happiness and prosperity.

# MAX PANORAMA



## SUBDEALER VISIT TO PLANT :

A plant visit programme was organized for the sub-dealers in a group of 15 members .All the sub-dealers were felicitated at plant and were made to experience the complete manufacturing process at plant under the guidance of Process and Quality department.



## SIGNIFICANCE OF NAVRATRI – THE FESTIVAL OF NINE NIGHTS

BY ANUPOMA KAR, EXECUTIVE

Symbolizing victory of positivity over negativity, Navratri literally means 'nine nights' in Sanskrit; Nav - Nine and Ratri - nights. During these nine nights and ten days, the three forms of the goddess -Durga, Lakshmi and Saraswathi - are invoked.

Amidst great celebration, the mind can be carried away and easily go off-center. Usually in any celebration, the mind goes everywhere. So to bring back the mind to the centre, we keep a joyful silence with awareness. The mind is always conditioned to patterns.

So this is like conditioning the mind to a set pattern that is conducive to growth. The first three days are tamasic, the next three rajasic, and the last three sattvic. In life, all these three qualities co-exist and we have to skillfully get past them. These nine days are a reminder of this. It is the awakening of the Divinity – that quality of the Mother Divine which does not negate anything, yet nurtures the good qualities. Supporting the positivity in us and skillfully removing the negative can be learnt by invoking and awakening the Divine in us. This is what is done in the Chandi Homa.

Irrespective of the qualities of a child, the mother always loves the child. Same is with the Mother Divine.



## KOLKATA

DOB	Employee Name
2nd Oct	RANENDRA MOHAN ROY
2nd Oct	PRASENJIT SIKDAR

## GUWAHATI

DOB	Employee Name
1st Oct	Seema Devi
2nd Oct	Sumit Kr Singh
3rd Oct	Vikash Agarwal
5th Oct	Kamal Kanta Goswami
11th Oct	Abhijit Sarma
18th Oct	Nandan Shyam
20th Oct	Sandip Kumar Chatto-padhyay
20th Oct	Rajendra Prasad Konwar
30th Oct	Prosenjit Paul
31st Oct	Pranjal Goswami

# PEARLS OF WISDOM

## UBUNTU

By Umesh Vishwakarma, Manager (Process)

A very nice story from Africa... The motivation behind the Ubuntu culture in Africa...

An anthropologist proposed a game to the African tribal children. He placed a basket of sweet near a tree and made the children stand 100 meters away.

Then announced that whoever reaches first would get all the sweets in the basket. When he said "ready steady go". OMG! What these children did?

They all held each other's hand, ran together towards the tree, and reached there at the same time, divide the sweet equally among themselves, ate the sweet and enjoyed it. When the Anthropologist asked them why they did so? They answered "Ubuntu" which meant....How can one be happy when the others are sad?

Ubuntu in their language means... "I am because we are"

A strong message for all generation. Let all of us always have this attitude and spread happiness wherever we go. Let's have an Ubuntu life..... I AM BECAUSE WE ARE.

## THE WOLF & THE SHEPHERD

By Rupesh Mishra, Asst. Manager (Commercial)

A Wolf had been prowling around a flock of Sheep for a long time, and the Shepherd watched very anxiously to prevent him from carrying off a Lamb. But the Wolf did not try to do any harm. Instead he seemed to be helping the Shepherd take care of the Sheep. At last the Shepherd got so used to seeing the Wolf about that he forgot how wicked he could be.

One day he even went so far as to leave his flock in the Wolf's care while he went on an errand. But when he came back and saw how many of the flock had been killed and carried off, he knew how foolish to trust a Wolf as he exclaimed. "I have been rightly served; why did I trust my sheep to a Wolf?"

**Moral:** Delegate your task wisely, and only to people you trust.

## WIN-WIN NEGOTIATION AGREEMENTS

By Vikash Mishra, Asst. Manager (HR & IR)

Take the classic fable of the two sisters, quarrelling over a single orange. The sisters, who focus too much on cooperating with one another, cooperatively agree to cut the orange in half – a compromise agreement. One sister uses the juice and throws the rind away; the other sister uses the rind and throws the juice away, and then they realize – too late – that both sisters would have been far better off by giving all the juice to one sister and all the rind to the other sister. This is what is meant by "win-win" negotiation agreements, which are described as outcomes that improve upon mutual settlement by identifying ways that both parties receive better outcomes than by simply compromising on the issues at hand.



## PLANT

DOB	Employee Name
1 <sup>st</sup> Oct	Keshab Gogoi
1 <sup>st</sup> Oct	Ramesh Boroo
2 <sup>nd</sup> Oct	Suvojit Barman
2 <sup>nd</sup> Oct	Kapil Dev Roy
3 <sup>rd</sup> Oct	Lakhi Nath Deuri
4 <sup>th</sup> Oct	Bishu Roy
4 <sup>th</sup> Oct	Biswajit Singha
5 <sup>th</sup> Oct	Rajib Basumatary
6 <sup>th</sup> Oct	Poibiang S Dhar
9 <sup>th</sup> Oct	Quivalin Mukhim
10 <sup>th</sup> Oct	Sanjib Sinha
10 <sup>th</sup> Oct	Deepak Kumar Singh
10 <sup>th</sup> Oct	Spilinda Siangshai
11 <sup>th</sup> Oct	Pijush Kanti Nath
12 <sup>th</sup> Oct	Bikram Kumar
12 <sup>th</sup> Oct	Ramswroop Sharma
16 <sup>th</sup> Oct	Patel Roy
17 <sup>th</sup> Oct	Dhiraj Sarma
17 <sup>th</sup> Oct	Miss. Graceful Pohsnem
18 <sup>th</sup> Oct	Dr. Mayalang Pala
19 <sup>th</sup> Oct	Bagaram Narzary
19 <sup>th</sup> Oct	Ram Payre Caul
21 <sup>st</sup> Oct	Satya Prakash Singh
21 <sup>st</sup> Oct	Babul Sanapati
21 <sup>st</sup> Oct	Mani kanta Sinha
21 <sup>st</sup> Oct	Bhalang Dkhar
22 <sup>nd</sup> Oct	Jaki Singha
24 <sup>th</sup> Oct	Bijit Sarkar
25 <sup>th</sup> Oct	Anvesh Vykontapu
25 <sup>th</sup> Oct	Kajal Chandra Das
25 <sup>th</sup> Oct	P.Pusien
26 <sup>th</sup> Oct	Imkumdangnok
29 <sup>th</sup> Oct	Saharul Alom Barlaskar
29 <sup>th</sup> Oct	Kanchan Paul
30 <sup>th</sup> Oct	Biplap Ray
30 <sup>th</sup> Oct	Jintu Kumar Changmai
30 <sup>th</sup> Oct	Santosh Kr. Yadav
31 <sup>st</sup> Oct	Monoj Kanti Deb

# 9 Immediate Tips to Stay Focused on Your Goals

By Pawan Singh, Sr. Manager (Mechanical)

If you constantly get distracted in your goal pursuits, here are 9 tips I have for you to stay focused:

1. Concentrate on 1-3 goals: If you constantly have trouble keeping to your goals, maybe you're spreading yourself too thin. Pick 1-3 goals that are most important to you, and stick to them. Don't bother yourself with any other goals until these goals are achieved (or unless priorities shift and these goals no longer reflect what you want in life).
2. Create a vision board :A vision board is a collage of pictures and images that represent your goals and dreams. Creating a vision board helps you to visualize your end goals more clearly, which inevitably inspires you to take consistent action. Not only that, it also serves to remind you of your goals every day when you see the board.
3. Create milestones :If you just set one huge goal, it can be discouraging – especially when you don't achieve it after a short while. When that happens, some people may procrastinate on the goal altogether – which is quite unfortunate. I find it's helpful to break a big goal into smaller goals, after which you concentrate on achieving the smaller goals in the short-run. Just like when you go on a long road-trip
4. Create a plan :If you have a plan worked out for your goal, it becomes much easier to stick to it. All you have to do is to follow the actions you have planned for the day. The best time to work out your plan is when you set the goal, because that's when your motivation is the highest. Usually, I create my goal action plans right after I set my goal, after which I take action immediately – which helps create a positive momentum.
5. Track your results :It's important for me to track the results of what I do, because otherwise it feels like my actions are not making a difference. Hence, every time I work on a goal, I will identify 1-2 performance metrics, then track those metrics daily/weekly. They are my connection to the end goal, because they let me know whether I'm on track or off track, which in turn lets me know whether to tweak my actions or not.
6. Have goal buddies :Goal buddies are people who share similar goals with you. They help to remind you about your goal, spur you on when you feel unmotivated, give you new ideas on how to achieve your goal, keep you on track, among others. Your goal buddies can be your friends, or people whom you meet in interest groups. Since you already share similar interests, it'll be easy to find people with the same goals.
7. Start a journal documenting your goal pursuit :Having a private diary to document your goal pursuit can be a therapeutic experience. A lot of times, we abandon our goal pursuits because we get frustrated mid-way and we are not sure what to do about that. However, when we write out our thoughts, it helps us to get clarity on our issues and renews our interest in the goal.
8. Be clear on why you're pursuing the goals :If you keep giving up on your goals halfway, perhaps you were never serious in them to begin with. For me, if I'm really serious about a goal, I'd never give up on it – I'd keep hammering away at it, regardless of the obstacles, until they give way and I'm enjoying the fruits of my labor.
9. Learn to say no :Do you often put your goals aside for other people? It's okay to do that once or twice, but if you keep doing the whole time, something is seriously wrong. You can't forever put your life on hold for others! I used to have trouble saying no to others, until I realized I was just doing myself and my dreams a disfavor when I say yes to something that's not what I want. Learn how to say no and you may find a bigger pot of gold at the end of this rainbow.



## मेरी खाइश

अवधेश कुमार, सिविल अभियंता

मैं दुआ करता हूँ  
बढ़ - बढ़कर श्रम करता हूँ  
करता हूँ गुलामी या चापलूसी भी  
उसके उत्थान के लिये  
जो पहले ही मुझसे बहुत ऊपर है,  
इसलिये कि वो और ऊपर उठे  
आसमान की ऊँचाइयों तक.....  
कह सकूँ मैं गर्व से कि  
"सुनो! सुनो!! सुनो!!!  
उसको मैं जानता हूँ,  
जिसे अब सब लोग जानना चाहते हैं।"

पर हर बार  
उसके हर बढ़ते कदम के साथ  
मैं बीना होता जाता हूँ  
नीचे गिरता जाता हूँ  
असीम अनन्त गर्त में.....  
क्योंकि उसके विकास की हर राह  
गुजरती है मेरी नींव से  
हिल जाता है मेरा वजूद  
बिखर जाती है मेरी दुनिया  
उसके बिल्डिंग के सुन्दरीकरण हेतु  
हर बार टूटता है मेरा झोपड़ा  
साथ ही टूटता हूँ मैं।

फिर भी कुचलकर मिटे हुए वजूद  
रोक नहीं पाते होठों पर आयी मुस्कान को  
दिल के सुकून को  
अपनेपन के मायाजाल को  
स्वयं की कीमत पर मिली विजयश्री को  
मेरी खाइश पूरी हुई है एक बार फिर से  
मेरे ही किसी अपने का हो रहा है विकास  
मैं फूले नहीं समा रहा हूँ  
यह सोचकर कि मेरे वजूद पर ही  
खड़ा है उसका गगनचुम्बी महल  
मैं एक बार फिर उजड़ा हूँ.....  
उसके विकास में।

# HEART DISEASE

## FACTS OF PREVALENCE & PREVENTION

Dr. Rajat Paul , Senior Manager-Health Service Dept



I would like to share some of the facts about heart disease in India. As per a recent research conducted by a independent organization it was stated that India will soon become the Heart disease capital in the world, which is shocking yet true. The same has been confirmed by various institutional researches and experienced cardiologists in the world. India will soon have the highest number of cases of cardiovascular disease in the world.

### Causes of heart Disease

- High amount of certain cholesterol level in the blood
- High Amount of sugar level in the blood (Diabetes)
- Smoking, using tobacco and alcohol abusing
- High blood pressure
- Excessive Salt (sodium) intake
- Sedentary lifestyle
- Excessive fatty and oily food habits
- Congenital Heart defect by birth
- Active infection of the heart muscles
- Chronic lung disease & pulmonary embolism
- Family history of heart disease etc.

### Signs & symptoms of Heart disease

The following are the warning signs & symptoms, prior malfunctioning of the heart.

- Shortness of breathing & chest pain,
- Tiredness,
- Getting fatigued easily,
- Coughing may occurred sometimes,
- Swelling of legs & abdomen,
- Nausea or loss of appetite,
- Rapid or Irregular heartbeat,

### Prevention

Heart Disease can be prevent by adopting a healthy lifestyle. Enlisted below are some of preventive measures which can reduce risk of heart disease.

- Avoid smoking or using tobaccos, (smoking or using tobacco of any kind is one of the most significant risk factor of heart disease chemicals in tobacco can damage heart and blood vessels and leading to narrowing of the arteries due to plaque buildup.) Risk of coronary heart disease significantly reduces one year after quitting smoking. You will reap rewards as soon as you quit smoking or using tobacco.
- Regular exercise, about 30 minute every day or minimum five days of the week, physical activity can help to control weight and reduce chances to develop other condition, in general moderate exercise such as walking at a brisk pace for about 150 minutes a week.



- Eat a heart healthy diet, eating healthy diet can reduce risk of heart disease . Healthy diet means diet rich in fruit and vegetables and whole grain that can help protect your heart. Low fat or fat free dairy product reduce sugar and salt intake. Avoid saturated and trans fat, (Saturated fat: Red meat, Ghee, Butter, Coconut oil etc. Trans fat: deep fried foods, bakery products, packaged snacks, etc.) you should not cut out fats from your diet so you should take healthy fats from plant sources such as nuts, olives oil, healthy diet not only help to prevent your heart disease, but also improve your blood pressure and cholesterol levels , Diabetes.
- Do regular exercise, eat healthy diet, reduce stress, control blood pressure & sugar level and keep routine health checkup and be healthy.

**We Welcome New Members at Green Valliey Industries Ltd.**



Name : Amit Nath  
Designation : Junior Executive  
Location: Plant, Meghalaya



Name : Amit  
Designation : Switchboard Attender  
Location: Plant, Meghalaya



Name : Rakesh Kumar Choubey  
Designation : Officer– Quality Control  
Location: Plant, Meghalaya



Name : Sanatan Kumar  
Designation : Junior Officer– Environment  
Location: Plant, Meghalaya



Name : Pinku Laskar  
Designation : Executive, Sales & Marketing  
Location: Silchar, Assam



Name : Tinku Sen  
Designation : Executive, Sales & Marketing  
Location: Sivasagar, Assam



Name : Mensukkmen Mawri  
Designation : Executive, Sales & Marketing  
Location: Nongstoin, Meghalaya



Name : Zonuntlanga  
Designation : Trainee, Sales & Marketing  
Location: Aizawl, Mizoram



Name : G. Jereceive Lalmanpuia  
Designation : Assistant Sales Manager, Sales & Marketing  
Location: Mizoram



Name : Dhruva Jyoti Bordoloi  
Designation : Assistant Sales Manager, Sales & Marketing  
Location: Jorhat, Assam



Name : Dinesh Kumar Agarwal  
Designation : Manager, Accounts  
Location: Guwahati, Assam

