

	TEXTILES COMMITTEE	RESOURCE SUPPORT AGENCY
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Definition – Soft Skill

Soft skills are personal attributes that describe an individual's ability to interact with others. Soft skills, also known as people skills, complement hard skills to enhance an individual's relationships, job performance and career prospects. It's often said that hard skills will get you an interview but you need soft skills to get and keep the job.

Safety

In industry you are surrounded by opportunities to cause hurt to yourself and others. Slight carelessness can lead to big injuries. So it is necessary to remain careful and avoid accidents and injuries. While working

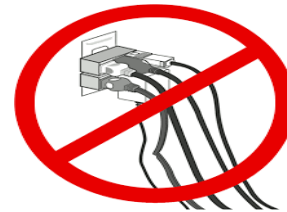
- Wear protective equipment as directed. For example ear plugs, masks, hand gloves etc.



- Do not throw objects in the passages to avoid tripping and falling



- Never use bare wires without plugs



- Do not wear loose clothes which may entangle in moving parts of the machines



- Never do anything for which you are not trained



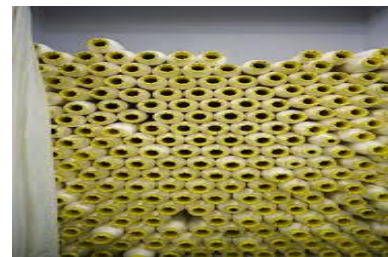
- Stay alert near moving equipment



- Never gossip with fellow workers while operating a machine



- Keep everything in its place. A clean environment is safe environment.



- Learn the use of fire safety equipment.



Behaviour

A person is recognised by his behaviour. Good behaviour does not need investment but gives high returns. Always practice good behaviour with your fellow workers and superiors

- Be courteous in talking to others



- Don't shout



- Listen to understand not to reply



- Respect the right of fellow workers



- Respect the women workers at work place and do not indulge in any unlawful activity



- Greet your fellow workers. It keeps the environment good.



- A smiling face is a face liked by everyone



Communication

A person is known by the way, he interacts with others. Good communication skill is as important as the technical expertise.

- Be courteous in your communication with others



- Never use abusive language



- Take care of your face expressions and body language while talking to others.



- Never shout even if angry



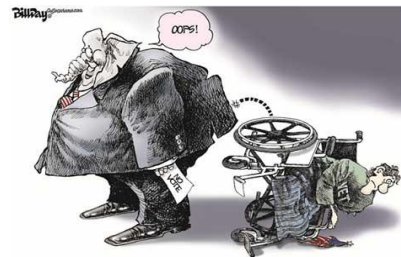
- Learn to listen with care as you want others to listen to you



- Take care about the words you use



- Never make fun of the disability of fellow workers.



- Respect cultural diversity. Persons from different parts of country have different tones. Never make fun of cultural diversity.



House keeping

Quality starts from a clean work environment. A clean work environment is a safe environment. A clean environment helps in improved productivity.

- Always keep your surroundings clean



- Keep everything at its place.



- Cleanliness is the responsibility of everyone.



- Do not spill slippery material like oil on the floor.



- Make use of trolleys, racks and other storage places provided to you.



- Do not eat at work place. Use designated place for that.



- Do not spit anywhere in the organisation.



Hygiene

- Taking care of personal hygiene keeps a person fit and healthy.



- Always wear appropriate and clean clothes while going for work.



- Always wash hands after and before taking meals.



1 Wash your hands before and after eating.
foodlibya.wordpress.com

- Learn the use of first aid box and use it in the event of need to yourself or others.



- Never spit on walls or floor. Use spittoons provided.



- Do not chew tobacco inside the organisation.



- Never go to work place in intoxicated state.



General Work Ethics

- Do not waste electricity and water



- Close taps immediately after use



- Switch off fans and lights etc before leaving the work place.



- Keep your surrounding area clean even near and around your house



- Do not block the passages.



- Do not block the approach to fire extinguishers and fire exits.



- Keep emergency evacuation passages free from any obstacles.

