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NTPC SAFETY RULES

FOR CONSTRUCTION AND ERECTION OF POWER PLANTS

INTRODUCTION:

NTPC Limited is a Maharatna organization taking lead in realizing the power dreams of the Nation with a vision "To be one of the World's largest and best power utilities, Powering India's growth". Safety is one of the prime concerns of NTPC and it always strives towards accident free construction, erection, commissioning, operation and maintenance of its power projects. In this process, NTPC has already formulated Safety policy and guidelines for smooth execution of all its project activities.

In order to strengthen the existing Safety Rules for Construction and Erection and thereby curbing the chances of accidents in Construction & Erection works at various projects of NTPC, the existing safety rules have been revised for strict implementation. These Safety Rules lay down the safety requirements for safe execution of project activities, responsibilities of the contracting agencies, and all concerned involved in Construction and Erection.

A. RESPONSIBILITIES OF CONTRACTORS FOR IMPLEMENTATION OF SAFETY RULES:

The Safety Rules for Construction & Erection as outlined hereunder, while setting out a broad parameter of safety norms, are not exhaustive. The contractor and his agencies are advised to refer to the following statutory provisions as amended from time to time for details and strict compliance therewith.

FOR GREENFIELD PROJECTS:

(a) Building and Other Construction Workers (regulation of employment and conditions of service) Act, 1996 (briefly referred to as BOCW Act),
(b) Building and other construction workers (regulation of employment and conditions of service) Central Rules, 1998 (briefly referred to as BOCW Rules) as adopted by the various State Governments,

FOR EXPANSION, MODIFICATION, ALTERATION AND, OR CONSTRUCTION ACTIVITY WITHIN AN EXISTING PLANT OPERATING AS PER APPROVED SITE PLAN UNDER THE FACTORIES ACT;

(a) Factories Act, 1948,
(b) Factories Rules, as adopted by the various State Governments
(c) BOCW Act
(d) BOCW Rules

The contractor is also required to ensure compliance with all the relevant Acts/Rules in addition to above.

It shall be incumbent on the contractor to ensure that the requirements of safety, statutory or otherwise specified, are fully met. Thus the onus of implementation of the norms so prescribed shall squarely rest with the contractor concerned or, on his behalf, his sub-contractor or any other agency deployed by him, indemnifying NTPC from all the liabilities that may arise out of any failure to comply with the above mentioned Acts/Rules or any contravention thereof by the contractor or any other sub-agency on his behalf.

Safety cannot be ensured solely through Rules and Regulations or Codes. It is the responsibility of the Contracting Agency to ensure that basic safety principles are incorporated in the planning stage of their mobilization, execution, installation of machines, equipment, storage, etc., and initiate and maintain *safety programs*. It is desirable to have a planned programme and secure adequate cooperation of senior management, EICs, sub-contracting agencies, supervisory personnel and workers involved to ensure the implementation of the provisions of these Rules in true spirit so as to achieve the ultimate goal of *accident prevention*.

It shall also be the responsibility of the contracting agency to provide amenities and safety requirements on each construction job in order to reduce or to eliminate hazards of construction activities and also to provided necessary *first aid* facilities as well as Ambulance van (in case of major agencies) for prompt transportation of injured persons to a physician or hospital.

It is also mandated that the authorized representative of NTPC, namely, the Engineer-in-charge, may, at his convenience, exercise such superintendence, supervision and, or control as may be deemed necessary, but this shall not absolve the contractor of his basic responsibility for strict compliance with the norms, standards and, or legal provisions as applicable under the Factories Act/Rules and the Building and other construction (regulation of employment and conditions of service) Act/Rules.

Section wise checklist of provisions of BOCW Act/Rules is given hereunder for ready reference of the contractor. (This list has been prepared in chronological order with primary importance to **S**ection of Act and secondary importance to **R**ules)
S - Refers relevant **S**ections in BOCWA
R - Refers relevant **R**ules in BOCWR

Sl. No.	ITEMS	RELEVANT SECTIONS / RULES IN BOCWA AND BOCWR AND RBOCWR
1	Registration of establishment	S – 7, R – 23 to 27
2.	Display of registration certification at workplace	R – 26 (5)
3.	Hours of work	S – 28 R – 234 to 237
4.	Register of overtime	S – 28; S – 29 R – 241(1) Form XXII
5.	Weekly rest and payment at rest	R – 235
6.	Night shift	R – 236
7.	Maintenance of workers registers and records	S – 30 R – 238
8.	Notice of commencement and completion	S – 46 R – 239
9.	Register of persons employed as building workers	R – 240
10.	Muster roll and wages register	R – 241(1) (a); Form XVI and XVII
11.	Payment of wages	R – 248
12.	Display of notice of wages regarding	R – 249
13.	Register of damage or loss	R – 241(1)(a); Form XIX, XX, XXI
14.	Issue of wages book	R – 241(2)(a); Form XXIII
15.	Service certificate for each workers	R – 241(2)(b); Form XXIV
16.	Display an abstract of BOCWA and BOCWR	R – 241(5)
17.	Annual return	R – 242; Form XXV
18.	Drinking water	S – 32
19.	Latrines and Urinals	S – 33 R - 243
20.	Accommodation	S – 34
21.	Creches	S – 35
22.	First-aid boxes	S – 36 R – 231 and Schedule III
23.	Canteens	S – 37 R – 244
24.	Food stuff and other items served in the canteens	R – 245
25.	Supply of tea and snacks in work place	R – 246
26.	Food charges on no loss no profit basis	R - 247
27.	Delhi BOCW welfare Board Rules	R – 250 to 296
28.	Safety committee	S – 38 R – 208

29.	Safety officer	S – 38 R – 209 and Schedule VII
30.	Reporting of accidents and dangerous occurrences	S – 39,R – 210
31.	Procedure for inquiry in to the causes of accidents	R – 211
32.	Responsibility of employer	S - 44 R – 5
33.	Responsibility of Architects, Project engineer and Designers	R – 6
34.	Responsibility of workmen	R – 8
35.	Responsibility for payment of wages and compensation	S – 45
36.	Penalties and Procedures	S – 47; S – 55
37.	Excessive noise, vibration etc.	R – 34
38.	Fire Protection	R – 35
39.	Emergency action plan	R – 36
40.	Fencing of motors	R – 37
41.	Lifting of carrying of excessive weight	R – 38
42.	Health, Safety and Environmental Policy	R – 39
43.	Dangerous and Harmful Environment	R – 40
44.	Overhead protection	R – 41
45.	Slipping, Tripping, Cutting, Drowning and Falling Hazards	R – 42
46.	Dust, Gases, Fumes, etc.	R – 43
47.	Corrosive substance	R – 49
48.	Eye Protection	R – 45
49.	Head Protection and other protection apparel	R – 46; R – 54
50.	Electrical Hazards	R – 47
51.	Vehicular traffic	R – 48
52.	Stability of structure	R – 49
53.	Illumination	R – 50; R – 124
54.	Stacking of materials	R – 51
55.	Disposal of debris	R – 52
56.	Numbering and marking of floors	R – 53
57.	Lifting appliances and gears	R – 55 to 81
58.	Runways and Ramps	R – 82 to 85
59.	Working on or adjacent to water	R – 86 & 87

60.	Transport and earthmoving equipment's	R – 88 to 95
61.	Concrete work	R – 96 to 107
62.	Demolition	R – 108 to 118
63.	Excavation and Tunneling works	R – 119 to 168
64.	Ventilation	R – 153
65.	Construction, repair and maintenance of step roof	R – 169 to 171
66.	Ladders and Step ladders	R – 172 to 174
67.	Catch platform and hoardings, chutes, safety belts and nets	R – 175 to 180
68.	Structural frame and formworks	R – 181 to 185
69.	Stacking and unstacking	R – 186 & 187
70.	Scaffold	R – 188 to 205
71.	Cofferdams and Caissons	R – 206 to 211
72.	Explosives	R – 212 & 213
73.	Piling	R – 214 to 222
74.	Medical Examination for building and other construction worker, Crane operator an Transport vehicle drivers	R – 81; R – 223(a)(iii) and Schedule
75.	Medical examination for occupational health hazards	R – 233(a)(iv)
76.	Charging of workers for Medical Examination	R – 223(b)
77.	Occupational health centres and Medical officers	R – 225 and Schedule X & XI
78.	Ambulance van & room	R – 226 & 227 and Schedule IV & V
79.	Stretchers	R – 228
80.	Occupational health service for building workers	R – 229
81.	Medical examination for occupational health hazards	R – 223(a)(iv)
82.	Emergency care services and emergency treatment	R – 232
83.	Panel of experts and agencies	Central Rule 250
84.	Power of inspectors	Central rule 251

B. RESPONSIBILITIES AND DUTIES OF WORKERS

(a) It shall be the responsibility of the worker to comply with the requirements of safety as laid down for him and the group of workers to which he belongs and fully cooperate in the discharge of the responsibility that has been assigned to the contractor.
(b) If he discovers any defects in the lifting appliance, lifting gear, lifting device or those concerning any transport equipment or other construction equipment or tools as well as the physical work conditions, he will report such defects promptly to his employer or NTPC Engineer or other person in authority;
(c) No building worker shall, unless duly authorized or in case of absolute necessity, remove or interfere with any fencing, guards, gangways, gear, ladder, hatch covering, life saving appliances, lighting or other things whatsoever required and provided for safety and health. If any of the aforesaid things is removed, the persons engaged in the work shall restore such thing at the end of the period during which its removal was necessary;
(d) Every worker shall use only means of access provided in accordance with the approved norms and no person shall authorize or order another to use such means of access or method other than those approved;
(e) Workers shall use such means of access and egress for going to and exiting from the workplace as provided.

SECTION - I
SAFETY MANAGEMENT

1.0 SAFETY MANUAL AND SAFETY POLICY:

1.1 The Safety policy of the contracting agency should reflect the commitment of the concerned agency towards safety and health of the workers specified for the particular site.

1.2 The Contractor shall have Safety Plan detailing the safety norms evolved through Safety Policy and Job Safety Analysis (JSA) or Hazard Identification & Risk Assessment (HIRA) of all package activities and constitute a Safety management program. Contracts shall also ensure POWRA (point of work risk assessment) before start of any activity.

1.3 The safety management programme in the form of Safety Manual shall give details of provisions proposed by the agency w.r.t. Job Safety Analysis (JSA) or Hazard Identification and Risk Assessment (HIRA) to ensure safety of the employees and elimination of health hazards. The Safety Manual including safety policy duly signed by the head/senior executive of the agency shall be submitted to the concerned Engineer-Incharge(EIC), NTPC before start of their project activities at site.

1.4 Each contracting agency shall have facilities for conducting the above safety management programme, commensurate with magnitude of the work under contract.

2.0 APPOINTMENT OF SAFETY OFFICER/SAFETY SUPERVISOR:

2.1 Each contracting Agency shall provide a sufficient number of qualified, suitable and experienced persons to manage all safety related matter on Site relating to the works. Irrespective of manpower employed by the agency whether temporary, casual, probationer, regular or permanent or on contract, Agency shall deploy a qualified Safety Officer/executive, responsible for carrying out the safety management programme before start of the work.

2.2 The safety officer shall create an organization, commensurate with the project activities, consisting of other staff as required for suitable deployment.

2.3 The schedule of requirement of safety personnel is given below.

No. of Workers	No. of Safety Supervisors	No. of Safety Officers
Up to 100	1	1
101 to 250	2	1
251 to 500	4	1
501 to 1000	6	2
1000 to 2000	6+ One additional supervisor up to every additional 250 workers	3
2000-3000	10+ One additional supervisor up to every additional 250 workers	4
3000-4000	14+ One additional supervisor up to every additional 250 workers	5
Above 4000	18 + One additional supervisor up to every additional 250 workers	5 + one safety officer up to addition 1000 workers

2.4 The qualification and experience of the safety personnel should meet the following criteria.

a) Safety Supervisor: (i) Possesses recognized degree in any branch of Engineering. OR
(ii) Diploma in any branch of Engineering with at least one year construction experience.

b) Safety Officer/Safety Executive: Qualification as given under BOCW Act/rules and minimum experience of three years.

2.5 In case contractor fails to employ the required safety professionals, the department may at the cost and risk of the contractor deploy additional/required safety professionals. The cost incurred towards this shall be deducted from contractor's bill at following the rates or actual whichever is higher.

l. Safety Engineer	Rs. 1500/day.
2. Safety Supervisor	Rs. 1000/day.

3.0 MEETING FOR SAFETY AFTER AWARD OF THE CONTRACT:

Representatives of contracting agency along with safety Officer/executive shall meet the concerned EIC of the particular activity prior to start of construction activities for the purpose of discussing safety standards and requirements applicable to the work under contract. The person representing the agency should be a responsible person for all their site activities.

4.0 PERSONAL PROTECTIVE *EQUIPMENT:*

4.1 The contracting agency should ensure sufficient inventory of personal protective equipment (PPEs) prior to initial mobilization as specified in the Bidding Documents. After identifying the need of the required PPEs for various activities performed at the site, an additional inventory of approx. 20% of required PPEs should be maintain during the execution of the work. A PPE plan shall be prepared which gives fair idea regarding issue of PPEs to various personnel as per the following 'PPE Selection Matrix'.

4.2 Mandatory PPEs: Wearing of Safety Helmet, Safety Shoes and reflective jacket is mandatory for all work at site and it should be ensured that all employees and project visiting personnel shall invariably wear safety helmet, safety shoes & reflective jacket.

PPE Matrix (apart from mandatory PPEs, i.e., Safety Helmet & Safety Shoes)

Activity	Type of Protection						Remarks, if any
	Hand	Eye	Ear	Body	Respiratory	Others	
Gas Welding & Cutting	LG	WG	-	LA	*SCBA/ OLBA	-	* for confined space
Electric Arc Welding	LG	HMWS	-	LA	*SCBA/ OLBA	-	* for confined space

Rigging	CG	SG	-				--
Working at Height	-	SG	-	DLFBH	-	*FAS	* for vertical columns
Grinding & Chipping	CG	FS / SG	-	LA	-	-	--
Working in High Noise	-	-	EP / EM	-	-	-	--
Handling of Cement Concrete	RG	SG	-	-	DM	-	
Blasting	CG	SG	EP*	-	-	-	* at noise area
Excavation	CG	SG	-	-	DM	-	*Gum boot in place of Safety shoe for foot
Chemical Handling	PVCG	CSG	-	PVCA	-	-	*Full body rubber suit with hood
Electrical and C&I	ERG*	SG	-	-	-	-	*For high voltages
Sand/shot blasting	CG	-	EP/ EM	CA	SAMH	-	

ABBREVIATIONS: *FS: Face Shield, CSG: Chemical splash goggles, HMWS: Helmet mounted welder's shield, GB: gum boot, DLFBH: Double lanyard full body harness, SG: Safety goggles, DM: Dust mask, SAMH L Supplied air mask/hood, EP/EM: Ear plug/Ear Muff, CG: Cotton hand gloves, LG: Leather hand gloves, LA: Leather apron, RG: Rubber gloves, PVCG: PVC Gloves, PVCA: PVC Apron, SCBA: Self-contained breathing apparatus, WG: Welding goggles, ERG: Electrical Rubber Gloves. OLBA : Online breathing apparatus*

4.3 The above-mentioned PPEs should be made available with contractor at site and issued to the concerned workers on the day of employment. All PPEs shall comply with ISI standards with valid test certificates.

4.4 At least two breathing apparatus sets (complying requirement as per IS: 10245) shall be provided at each site where excavation/tunneling works and Welding/ Cutting operations in confined areas are being carried out, to rescue the victims under exposure to harmful gases/vapors, if any.

5.0 SAFETY COMMITTEE:

5.1 *Safety committee* shall be formed within each contracting agency comprising of worker representatives with equal no. of management representatives as per the provisions of BOCW Act/rules. This committee in each agency shall meet at least once in every month. The safety officer of the concerned agency shall coordinate these meetings. NTPC Safety officer shall be special invitee for Safety Committee meetings. The safety committee functioning shall be in line with the provisions of BOCW Act/Rules.

5.2 Apart from the above, each agency shall organize safety meetings every day before start of day's work to educate & motivate the workers about the necessity of safety. Case study of accident/ incident can be shared in these meetings.

5.3 The contractor shall also regularly organize safety meetings for all job supervisors/foremen.

5.4 Weekly meeting with agencies' Safety Officers to be organized by safety department of NTPC and minutes to be recorded, circulated and compliance status to be checked on regular basis.

6.0 SAFETY MESSAGE PROPAGATION:

6.1 Contracting agencies shall arrange for display of safety hoardings depicting suitable safety cartoons/messages/ cautionary notices at appropriate places of project site to remind the workers to perform their duties safely. Minimum one safety message board/hoarding of appropriate size for every 10 workers to be provided and maintained by the concerned agency.

6.2 Apart from safety hoardings, each agency should maintain a safety bulletin board at all their work locations. Such safety bulletin boards should depict the activities being planned for the day, good practices, permit details etc.

6.3 Safety suggestion boxes shall be kept at each contractor's office at site for obtaining safety suggestions from the workers. Best suggestions should be implemented and may be rewarded suitably to encourage the workers for safety.

7. COMPETENCY OF EMPLOYEES:

7.1 Throughout the course of the contract, persons employed by agency shall be physically fit, qualified/experienced to perform their assigned duties/ jobs.

7.2 Employees shall not, knowingly be permitted to work in a manner that their ability or alertness is so impaired because of fatigue, illness or any other reason, that it may expose them and or others to injury.

7.3 No worker, vehicle operator shall be less than 18 years of age. And the vehicle operator shall have a valid license as per requirements of Motor Vehicle Act.

7.4 Contractor shall comply with all applicable state/central laws and codes related to employment of operators for Hoist, Shovel, Crane, Tractor, Bull-dozer, any other howling heavy equipment/vehicle.

8.0 SAFETY INDUCTION AND TRAINING :

8.1 Each worker deployed by the agency shall be given 2-days induction training which shall include the medical examination and instructions related to particular job, fire fighting, first-aid and reporting of accidents. All employees shall be given safety training as per BOCW Act/Rules.

8.2 The contracting agency shall also impart job specific skill based safety training to all its employees (Minimum one day) on various related safety topics using internal/external safety professionals/consultants as per the matrix given below. Record of such trainings and attendance particulars shall be maintained in a register for ready reference to statutory authorities/engineer-in charge.

TRAINING MATRIX:

Name of topic	Executives	Super visors	Skilled Workmen	Other Workers
Safety Induction	Y	Y	Y	Y
Accident_ Causes, factors, cost	Y	Y	Y	-
Industrial hazards & Accident Prevention	Y	Y	Y	-
Investigating, reporting, records	Y	Y	-	-
Personal Protective Equipment	-	Y	Y	Y
Construction Safety & Role of Supervisory personnel	-	Y	-	-
Permit to Work (PTW)	-	Y	Y	y
Statutory Provisions (BOCW Act/Rules, Factories Act 1948 etc.)	Y	Y	y	y
Material handling	-	y	Y	Y
Emergency Management	Y	Y	Y	-
Electrical Safety	-	Y	Y	-
Fire safety	Y	Y	Y	Y
First Aid & CPR (cardio pulmonary resuscitation)	-	Y	Y	Y (Selected)
Safety in Welding & Cutting	-	-	Y	-
Safety Audit	Y	Y	-	-
Safety in Lifting Tools & Tackles	-	Y	Y	y
Safety in Working at height	-	Y	Y	Y
Safety in Confined space work	-	Y	Y	Y
Defensive Driving	-	Y*	Y*	Y*

*for construction vehicle operators, helpers & crane operators Y=Yes

9.0 ID PASS

9.1 CLIMS (Contract Labor Information Management System) will be the criterion for entering or gate pass system if implemented at site.

9.2 The contractor shall ensure that all personnel working at site having a photo Identity card before they are engaged for any work and properly mentioned details like validity, Category/designation and work area etc. This ID card should be issued only after ensuring their screening test, medical fitness and safety induction training. Id card gate pass shall be indicated with 3 nos. of offence marks. With each offence the gate pass of concerned workmen/ supervisor will be punched giving on the spot indication of persons indulging in unsafe actions.

9.3 Drinking of Alcoholic beverages is strictly prohibited. Employees under the influence of any intoxicants, even to the slightest degree, shall not be permitted to remain at work. Each contractor should maintain 'breath analyzer' to determine the intoxicated workers at site.

10 SAFETY AUDIT

10.1 Internal Safety Audit once in every six months by the contracting agency and external safety audit as once in a year by third party shall be conducted, with prior intimation to EIC and NTPC Safety Deptt. The external auditing agency should be reputed safety institution or a certified Safety Auditor under any statutory legislation. The audit report along with time bound action plan should be submitted to Engineer-in-charge and NTPC Safety Dept.

10.2 Apart from above, Electrical Safety Audit shall be conducted quarterly by a team comprising of Electrical engineer, Safety representative of contractor and NTPC Electrical Erection representative covering the following and submit the report to EIC.

i) Electrical incidents investigation findings and remedial measures implemented.

ii) Adequacy of power supply requirements

iii) Power distribution system in place

iv) Updated electrical single line diagram including the IP44 DBs arrangement.

v) Electrical protection devices – ELCBs, O/L protections etc.

vi) Earth or ground connection and earth pit maintenance details

vii) Education and training of electrical personnel undertaken

viii) Any other point appropriate to the site conditions.

11. SAFETY BUDGET

Every contracting agency should clearly estimate and allocate a separate budget head for safety requirements every year and make the safety activity plan for the year and submit to NTPC EIC & Head of Safety. Budget allocations should be practically adequate to the site safety requirements and the details shall be intimated to the concerned EIC and safety deptt. before start of the work under the contract and subsequently, every year by 15th of April. Engineer-in Charge in consultation with Head of Safety shall review and monitor the effective utilization of allocated budget for safety related activities by the Contractor.

12. REPORTING AND INVESTIGATION OF ACCIDENTS AND DANGEROUS OCCURRENCES:

12.1 **Reporting of accidents:** Notice of any accident (the prescribed format is annexed to the manual) to a worker at the building or construction site that

(a) Causes loss of life; or

(b) Disables a worker from working for a period of **48 hours** or more immediately following the accident;

Shall forthwith be sent by Telegram, Telephone, Fax, Email or similar other means including special Messenger within **four hours** in case of **fatal accidents** and **72 hours** in case of **other accidents**, besides the Engineer-in-charge, to:

I. The Regional Labour Commissioner (Central);

II. The Board with which the worker involved was registered as a beneficiary;

III. Director General of Building and other construction (regulation of employment and conditions of service) Act/Rules; and

IV. The next of kin or other relative of the worker involved in the accident;

12.2 Further, notice of accident shall be sent in respect of an accident which

(a) Causes loss of life; or

(b) Disables the injured worker from work for more that 10 days to

(1) The Officer-in-charge of the nearest Police Station;

(2) The District Magistrate or, if the District Magistrate by order so desires, to

(3) The Sub-Divisional Magistrate;

12.3 Where any accident causing **disablement that subsequently results in death**, notice thereof in writing of such death, shall be sent the Authorities mentioned above within **72 hours** of such death.

12.4 In case of an accident causing minor injury, first-aid shall be administered and that resulting in disability of **48 hours or more**, the injured worker shall be given first-aid and immediately transferred to a Hospital or other place for medical treatment.

12.5 All near-miss accidents shall be reported to NTPC Engineer In-charge and Safety Officer as per prescribed format.

12.6 **Reporting of dangerous occurrences:** The following classes of dangerous occurrences shall be reported to the Inspector having jurisdiction, whether or not any disablement or death caused to the worker, namely:

(a) Collapse or failure of lifting appliances, or hoist, or conveyors, or similar equipment for handling of building or construction material or breakage or failure of rope, chain or loose gears; or overturning of cranes used in construction work;

(b) Falling of objects from height;

(c) Collapse or subsidence of soil, any wall, floor, gallery, roof or any other part of any structure, platform, staging, scaffolding or means of access including formwork;

(d) Contract work, excavation, collapse of transmission;

(e) Explosion of receiver or vessel used for storage at pa pressure than atmospheric pressure, of any gases or any liquid or solid used as building material;

(f) Fire and explosion causing damage to any place on construction site where building workers are employed;
(g) Spillage or leakage of any hazardous substance and damage to their container;
(h) Collapse, capsizing, toppling or collision of transport equipment;
(i) Leakage or release of harmful toxic gases at the construction site;
(j) In case of failure of a lifting appliance, loose gear, hoist or building and other construction work, machinery and transport equipment at a construction site, such appliances, gear, hoist, machinery or equipment and the site of such occurrence shall, as far as practicable, be kept undisturbed until inspected by the Authorities;

12.7 Every notice given for fatal accidents shall be followed by a written report to the concerned Statutory Authorities and the Engineer In-charge in the specified Form annexed as Schedule, under acknowledgement.

12.8 Incident / injury statistics shall be maintained by all agencies cause wise.

12.9 Investigation of accidents and dangerous occurrences

Besides reporting, it shall be the responsibility of the contractor to constitute a team (members as per the gravity of the incident) of responsible person to thoroughly investigate all incidents involving near-miss accidents, lost-time and reportable accidents and dangerous occurrences with a view to finding out the causative factor, taking remedial measures and fixing responsibility, and make a copy of the investigation report along with action-plan, specifying a definite time-frame for implementation of the findings, available to the Engineer in-charge forthwith.

13. MEDICAL AND FIRST AID AMENITIES:

13.1 It is the responsibility of each contracting agency to ensure the availability of suitable arrangements at their work site for rendering prompt and efficient First aid to injured persons.

13.2 Arrange one trained and certified first aid for every twenty workers in each shift.

13.3 Ambulance with proper equipment for prompt transportation of the injured persons to a physician or a hospital shall be provided before start of the work in cases where 500 or more than 500 workers are employed. For smaller contracts, where less than 500 workers are employed, Contractor shall have a tie-up with suitable Agency for providing Ambulance with proper equipment for prompt transportation of the injured persons to a physician or a hospital in case of an Accident / Emergency. Further, Contractor shall submit a proof of the same to EIC/Safety Officer of NTPC.

13.4 Deploy one full time construction medical officer (qualification as per Schedule XI of BOCW Central Rules -1998) for cases where 500 or more workers are employed (upto one thousand workers) and one additional construction medical officer for additional one thousand workers or part thereof. For smaller contracts, where less than 500 workers are employed, Contractor shall have a tie-up with suitable Hospital / Nursing home in the vicinity of the

Project/Site where work is being executed, for providing adequate medical treatment by qualified medical officers and nursing staff, as and when required. Further, Contractor shall submit a proof of the same to EIC/Safety Officer of NTPC.

Notwithstanding anything stated above, Contractor/Agency shall strictly comply with the requirements of relevant BOCW Act/ BOCW Rules/ Factory Act/Factory Rules/ any other statutory Act/Rules/Law with regards to providing suitable medical facilities to the workers.

In case contractor fails to employ the required construction medical officer alongwith Additional staff, corresponding payment for the same shall not be made and/or necessary action as per provisions of the Bidding documents shall be taken by NTPC.

13.5 Additional staff including one nurse, one dresser-cum compounder, one sweeper-cum-ward boy with each construction medical officer for full working hours

13.6 The Telephone nos. of Medical officer, Hospital(s) or ambulance shall also be conspicuously displayed at each work site.

13.7 First-aid kits as approved by medical officer shall be provided at accessible points in the ratio of at least one kit for every 50 employees.

13.8 **Health Management:** The site manager shall implement health examinations for the working personnel on a regular basis.

Types of health examination	Target	Frequency
General health examination	All workers	Annual
Occupational health examination (Audiometric, PFT, Vision etc.)	Worker engaging in noise, dust, vibration, harmful light generating work	Annual
Occupational health examination (Vision)	Personnel involved in operation of Cranes, heavy vehicles	Annual
Occupational health examination (Vertigo/Height pass)	Workers engaged at Height Works	At the time of induction training and every year

14. TESTING & EXAMINATION OF LIFTING, TOOLS, TACKLES, PRESSURE VESSELS AND OTHER EQUIPMENT:

14.1 All the lifting equipment, tools, tackles, pressure vessels etc. shall be tested & examined as per BOCW or Factories Act and rules made there under.

14.2 The records & certificates of such testing & examination shall be maintained and readily available for reference to statutory authorities/engineer-in-charge.

14.3 Proper color coding system should be maintained and marking should be done accordingly on all lifting tackles.

14.4 Regular testing of ELCBs and RCCBs by competent electrician must be ensured by agencies and record should be maintained.

15. EMERGENCY MANAGEMENT PLAN

15.1 The contractor shall ensure that an Emergency Management Plan is prepared to deal with emergencies arising out of:

a. Fire and explosion;
b. Collapse of lifting appliances and transport equipment;
c. Collapse of building, sheds or structure etc.;
d. Gas leakage or spillage of dangerous goods or chemicals;
e. Drowning of workers, sinking vessels, and
f. Landslides getting workers buried; floods, storms and other natural calamities.

15.2 While arrangements shall be made for emergency medical treatment and evacuation of the victim in the event of an accident or dangerous incident occurring, the chain of command and the responsible persons of the contractor with their telephone numbers and addresses for quick communication shall be adequately publicized and conspicuously displayed in the workplace.

15.3 It is also required that there is a tie-up with the hospitals and fire stations located in the neighborhood for attending to the casualties promptly and emergency vehicle kept on standby duty during the working hours for the purpose.

15.4 It shall be the responsibility of the contractor to keep the Local Law & Order Authorities informed and seek urgent help, as the case may be, so as to mitigate the consequences of an emergency. Prompt communication to NTPC, telephonically initially and followed by a written report, shall be made by the contractor.

16. ENFORCEMENT OF SAFETY CODE, SAFETY RULES & REGULATIONS:

The Engineer-In charge shall ensure that the contractor is exercising at all times, reasonable and proper precautions for the safety of people at works and complying with the provisions of current safety rules and laws according to safety code and relevant statutes of state/central governments. In case of negligence or default, the agency shall be penalized suitably as per penal provisions of NTPC Safety Rules.

17. WORK PERMIT SYSTEM

17.1 The Contractor shall implement Work Permit system, which is a formal written system used to control certain types of work that are potentially hazardous. A work permit is a document, which specifies the work to be done, and the precautions to be taken. Work Permits form an essential part of safe systems of work for many construction activities. They start the work

only after safe procedures have been defined and clearance taken from respective NTPC EICs. Permits to Work are usually required in high-risk areas as identified by the Risk Assessments.

17.2 Examples of high-risk activities include but are not limited to:

i) Entry into confined spaces
ii) Cutting & welding
iii) Working at Height along with checklist iv) Working on electrical equipment
v) Heavy lifting operations
vi) Removal of grating/ Handrail / floor opening
vii) Material Shifting

The copies of recommended formats for reference is given in annexure-IV.

17.3 The permit-to-work system should be fully documented, laying down:

i) How the system works
ii)The jobs it is to be used for;
iii) The responsibilities and training of those involved; and
iv) How to check its operation;

17.4 A Work Permit authorization form shall be completed with the maximum duration period not exceeding 12 hours.

17.5 A copy of each Permit to Work (PTW) shall be displayed near to work are (on PTW Display board) in close proximity to the actual works location to which it applies.

18. ACCESS TO AND FROM THE WORKPLACE

18.1 Safe, clean, well lit, unencumbered access and egress to and from work areas shall be maintained at all times in normal operating conditions.

18.2 The number and location of accesses and egresses from and to the workplace shall be adapted to the number of people likely to be present at any time, and therefore to evacuate from the workplace in case of emergency.

18.3 If access and egress to work areas are restricted due to operational conditions (e.g. access restricted due to pressure testing, etc.), alternative access and egress ways must be implemented, so far as is reasonably practicable. If this is not reasonably practicable, all concerned organizations and persons must be informed of the access restrictions, and work scheduling must be adapted in consequence.

18.4 Temporary access to height or into ground openings shall be of purpose made material such as scaffolds, stair cases/towers and ramps, which incorporate guardrails .

19. INTERFERENCE WITH MOVING VEHICLES AND PEDESTRIANS

19.1 The circulation of vehicles and pedestrians must be segregated by establishing restricted areas, one way routes where possible, pedestrian crossing zones and designated parking areas.

19.2 The appropriate measures must be implemented in order to prevent collision between pedestrians and vehicles at pedestrian crossings. This may include, but shall not be limited to:
- Mirrors;
- Lighting;
- Speed bumps before the crossing point.

19.3 Vehicle and pedestrian ways shall be physically separated with Hard-barriers, so far as is reasonably practicable, and be indicated with signs.

19.4 When it is not reasonably practical to implement a physical segregation, pedestrians must maintain safety distance of at least 2 meters from moving/operating vehicles at all times.

19.5 Traffic rules must be made visible through signage and traffic stops, consistent with those used on public

19.6 Roads as per road safety requirement.

19.7 All pedestrians on Project sites must wear high-visibility garments.

19.8 Pedestrians (including banksmen) must wear high-visibility garments in all areas where trucks and other vehicles (forklifts, cranes, etc.) maneuver. These areas must be clearly signaled / marked (floor painting, Hard-barriers, signs, etc.).Additional points:

19.9 Competent banksmen must be used for operations involving reversing or maneuvering where space or view is restricted.

19.10 Drivers must only operate vehicles they are competent to drive and must follow the established traffic routes and comply with all site rules.

19.11 The maximum driving speed on site is 15 km per hour.

19.12 Drivers and passengers must not get on or off moving vehicles.

19.13 When driving a forklift, forks must be lowered, the mast tilted back.

19.14 Smoking, eating, drinking, using a mobile phone or using earbuds or headphones when driving a vehicle is strictly prohibited.

19.15 When the vehicle is not in use, it must be ensured that:

- The engine is stopped and prevented from unauthorized use (e.g.: starter key removed), brake applied (and with wheels chocked for heavy vehicles);
- All raised parts are lowered to the ground or put in a safe position (cranes);
- It does not obstruct emergency exits, other routes, fire equipment or electricity panels.

20. HOUSEKEEPING

The contractor shall ensure that their work area is kept clean, tidy and free from debris generated by their activities. All debris/scrap should be stored in separate bins. The work areas must be cleaned on a daily basis and a full cleaning session of each area shall be conducted on a weekly basis. All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye wash stations, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or otherwise disturbed, restricted or delayed.

21. STACKING AND STORAGE PRACTICE

Contractor Agency shall ensure stacked material is bonded on a stable and level footing capable of carrying the mass of the stack. Adequate clearances shall be provided between the sides of the stack and top to facilitate unimpeded access to service equipment like overhead wiring, cranes, forklifts and firefighting equipment, and hoses. Circular items shall be sufficiently choked with wedges not with odd bits of materials. Free-standing stacks of gunny bags and sacks such as Cement bags shall be stacked to prescribe safe stacking heights with layers formed for stable bonding, preventing slippage causing accidents. Stacking against walls shall not be permissible.

Contractor shall maintain the premises and surrounding areas in clean and clear manner with safe access and egress. There shall be sufficient and adequate storage racks, shelving, bins and pallets and material handling equipment to stack his construction materials such as Pipes, Structural and his construction enabling materials. Unwanted materials shall be promptly moved away for efficient material movement.

Any temporary store shed will be built in conformity with fire safety requirements. The stores must be provided with adequate lighting arrangement (Flame proof / intrinsically safe depending upon the Zone category) and must be equipped with sufficient fire extinguishing arrangement. “No Smoking” and other relevant signage must be displayed conspicuously at strategic locations and safety precautions must be strictly enforced.

All material should be kept at least 150mm above from the ground by providing wooden packing below. Maximum height of material stacking should not be greater than 3 meter. All loose material must be kept in wooden box or in sharp edge protected drum and material identification details to be displayed. Materials inside store room should be kept on scaffold rack.

Gas cylinder storage area must be 30m away from the hot work zone and separate storage facility must be available for empty and full cylinder with proper shed. Storage area must be design in a way that 6 meter distance between LPG/DA and oxygen maintained

22. CONFINED SPACES

All Confined Spaces belonging to Subcontractor shall be identified and clearly signed posted as a confined space forbidden to unauthorized Personnel at every entrance. A method for preventing entry must be established and maintained for all Confined Spaces. Physical prevention system (such as locks) is preferred.

Before commencing work in a Confined Space, the Subcontractor must obtain a Permit to Work from the relevant authority.

The following requirements shall be met at any time:

- Only competent and trained workers can participate to work in confined spaces (as a minimum as per local Law). A Confined Space Entry Log (or equivalent) must be used to identify the person inside the Confined Space at any time;
- Air Analysis tests must be carried out to determine if the Confined Space is oxygen deficient and/or contains flammable substances, toxic agents, carbon monoxide and/or harmful physical agents. The air shall be analyzed before starting work, during work and after work. Adequate ventilation must be provided;
- Working in the confined space without a watcher is strictly forbidden. An adequate means of communication is required and shall enable easy and clear communication:
- Between those inside the space,
- Between those inside the space and those outside,
- To summon help in case of emergency;
- Adequate emergency provisions must be in place. In particular, necessary rescue equipment must be ready, pre inspected and available. The arrangements need to be suitable and sufficient for the rescue of persons in the event of an emergency.

23. FIRE PROTECTION AND PREVENTION

Routine hot works should be described in the contractor Risk Control Plan .Non-routine hot works are submitted to daily hot works permits given by the relevant authority.

Full and unrestricted access to emergency exits, fire-fighting equipment, fire control and emergency vehicles shall be maintained at all times. The Subcontractor shall provide, install and maintain their own temporary fire protection against hazards they introduce to the Site (work areas, storage areas, and temporary facilities under their responsibilities).

Fire extinguishers shall be inspected at least annually by a certified person and visually inspected monthly and documented by the Contractor.

24. ELECTRICAL SAFETY

Personal authorization must be issued by Contractor Management (or formally designed delegates) likely to perform or supervise electrical works.

Without such an authorization validated by EIC, no Contractor's employee shall undertake electrical works.

No live work on high voltage or medium voltage is allowed. All high voltage and medium voltage electrical works must be performed on isolated equipment and only after verification of absence of voltage with suitable equipment. Low voltage and very low voltage live work is only allowed for measurement tests and checks of equipment. The below measures will be taken:

- Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level
- A Lockout and Tagout procedure must be applied prior to commencing any electrical work. Prior to commencing works on isolated equipment, a verification of absence of voltage with suitable safety test equipment must be performed.
- Energized panels will remain locked with a specific key or tool whenever they are unattended and tagged with the signs and warnings indicating the presence of danger. If not reasonably practicable, a restricted area delimited with physical barriers and supported by warning signs must be implemented around the opened equipment.
- Only qualified electrical Contractor Personnel may enter substations and/or transformer vaults and only after being specifically authorized by NTPC EIC.
- All joints (Both terminal and intermediate) in cable should be made using lugs and joint area should be crimped using crimping tools.
- All temporary connection should be provided through 30mA ELCB/RCCB using 3 core double insulated cable and only 3 pin industrial plug top will be used for connection.
- Zero energy verification needs to be ensured before any electrical operation using only VAV before working on a live circuit which has been isolated
- Only industrial type DB to be used for connection and weather protection shed needs to be provided for every DB and shed height should not be less than man height.
- Double earthing protection must be provided for every electrical equipment and earthing value should be less than 1 Ohm
- Deployment of trained, experienced & licensed electrician as well as licensed electrical supervisor must be ensured at site as per Rule-45 of the Indian Electricity Rules, 1956 ;
- EIC May perform screening/ competency test for all contractor electrical professions i.e. electrical engineers and helpers. Selection/ rejection of the personnel who appear for the screening is sole discretion of EIC
- Electrical helper who will be engaged in helping the electrician/ engineer must have minimum ITI certificate to be eligible for working with him
- All PPE' s used while being involved in electrical work must be as per IS Standards available for electrical work

25. COMPRESSED GAS CYLINDERS

Gas cylinders shall be securely stored and transported, and identified and used in line with the safety Requirements as per Gas Cylinder Rules -2106.

Hose lines shall be adequately protected, inspected and tested for leaks in line with the safety Requirements. Flash back arrestor /NRV must be used at both ends of the hoses and all hose should be free from damage and fixed properly preferably using crimping clamps. Leakage test must be done before every use by soap solution and physical inspection of hose must be carried out regularly. Only trolley attached with wheel will be used for cylinder transportation in which cylinders must be kept secured with chain. Only Industrial type regulator fitted with two stage double dial pressure gauze is allowed to be used.

26. LIFTING OPERATIONS

The Contractor shall prepare a lifting plan, checked and submit for authorization by contractor's competent authorized persons prior to any lifting operation and formally communicated to all persons undertaking the work.

All persons preparing, issuing lifting plans and all persons involved in lifting operations must be subject to formal competence checks by the contractor to ensure necessary training, experience and qualification prior to commencing work. The Subcontractor must ensure that their nominated Lifting Leader has appropriate qualifications.

Contractor lifting plans include:

The lifting methodology, step by step

The risk analysis of the operation including consideration for weather conditions and work environments (e.g.: proximity of hazards and obstructions to the load, consideration for overturning, load integrity) where appropriate and consideration for simultaneous operations and the measures taken to avoid conflicting tasks in the lifting area

The identification of the designated lifting area, the fall zone and the control measures to prevent access such as barriers, signs, etc.

The description of the type, weight, size, shape and center of gravity of the load and the method used for slinging, attaching and detaching the load with the availability of approved lifting points on load when necessary

The list of the certified and inspected equipment and lifting accessories to be used

The composition of the team required to perform the task (crane driver, rigger, etc.) with the needed qualifications and description of their roles and responsibilities including the intended communication method

Any Heavy equipment (crane, winch machine, etc.) manufactured less than 15 years from the current year shall be only allowed to be used at our project Site's. Pre-safety Inspection of the equipment by safety deptt. shall be done before mobilizing the equipment at our project site.

The contractor must ensure that a competent operational leader is formally appointed to supervise each lifting operation. All lifting plans must clearly define the specific roles and responsibilities for each person involved (e.g.: crane drivers, lifting coordinators and riggers) and must be checked and issued prior to lifting operation. Clear communication channels must be formally established and maintained between everyone involved in a lift with only authorized person giving instruction to the operator.

Special permission needs to be taken from NTPC EIC for tandem lifting and for any non-routine lifting operations must strictly adhere to the guidelines described in corresponding Standard / Procedures / Directive.

No employee of the contractor shall be positioned under a suspended load or between a suspended load and fixed objects.

All lifting equipment and accessories must have valid manufacturers certificates or thorough examination records and be uniquely identified, marked with the safe working load, listed in a register and subject to formal regular inspection as per EHS requirements and shall have valid certificates from a competent authority. Inspection before use by the operator is mandatory. All lifting hooks must have latch. All cranes shall be fitted with Automatic Safe Load Indicator (ASLI) and Anemo Meter.

The contractor shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and limitations and the safety Requirements. All defective, non-inspected or unidentified (safe working load / identification number) lifting equipment or accessories must be either removed from site or physically prevented from use.

27. LOCKOUT TAGOUT ("LOTO")

Prior to performing work on Machines or Equipment, the Subcontractor shall ensure that all energy sources are isolated and verify the absence of residual energy (e.g.: by using specific voltage detecting device for electricity).

At any time, the contractor shall follow the Site-specific LOTO and Permit to Work rules. The contractor must ensure that all of their affected Subcontractor Personnel receive the necessary training. Lockout/ Tagout must be implemented before servicing and maintenance is performed on Machines and Equipment, which could unexpectedly start-up, become energized, or release stored energy exposing persons to a risk of injury, unless the works undertaken are performed using alternative measures that provide effective protection.

Absence of residual energy must be verified using the suitable equipment or process adapted to the machine and the kind of energy to be checked before start of work. *The contractor must procure suitable VAV instrument for verification of absence of voltage before implementing LOTO all by themselves*.

When the contractor is in charge of LOTO, each authorized person must be issued with an individual lock with a unique key. The contractor shall secure areas where energy sources have been de energized, so as to prevent the access of unauthorized personnel and erect suitable signs. All affected Personnel shall be notified.

Once an item of electrical equipment has been energized, an item of mechanical plant and/or System has been erected and released for Commissioning, no work will be allowed on such item of Equipment or System unless a valid Permit to Work (PTW) has been obtained from the relevant authority.

28. MONTHLY SAFETY REPORT

Agency has to submit the monthly safety activity report in the form of Lead-Lag indictor to NTPC Safety Deptt. Sample format attached as annexure –IV.

29. In case the Contractor doesn't adhere to any of the provisions of the NTPC Safety Rules for Construction and Erection of Power Plants, corresponding payment for the provisions not adhered, shall not be made and/or necessary action as per provisions of the Bidding documents shall be taken by NTPC.

SECTION-II

1. Safety at workplace and equipment

1.0 GENERAL PROVISIONS:

1.1. Housekeeping:

a. The contractor shall be primarily responsible for maintaining Good housekeeping and safety standards in the workplace;
b. Loose materials that are not required for use shall not be placed or left behind so dangerously as to obstruct workplaces or passageways;
c. All projecting nails shall be removed or bent to prevent injury;
d. Equipment, tools and small objects shall not be left lying unattended or unsecured from where they could fall or cause a person to trip;
e. Scrap, waste or rubbish shall not be allowed to accumulate in the site as these combustibles can create serious fire hazards and affect safe working;
f. Workplaces and passageways that become slippery owing to spillage of oil or other causes shall be cleaned up or strewn with sand, ash or the like;
g. Portable equipment shall be returned after use to their designated storage place.

1.2. Means of access and egress shall consist of

a. Adequate and safe means of access and egress shall be provided in all workplaces;
b. The means of access and egress shall be maintained in a safe condition;

1.3 Lighting and ventilation

a. All practical measures shall be taken to prevent smoke, fumes etc. from obscuring any workplace or equipment at which any worker is engaged;
b. Adequate and suitable artificial lighting shall be provided where natural lighting is not sufficient as per IS 3646 (Part II). The artificial lighting so provided shall not cause any incidental any danger, including that of producing glare or disturbing shadows;
c. To prevent danger to health from air contamination by dust generated during grinding, cleaning, spraying or manipulation of materials as also to provide protection against dangerous gases, fumes, vapours, mist, etc. effective arrangements shall be made for ventilation;
d. Workers shall be provided with suitable respiratory protective equipment, if it is not technically possible to have uncontaminated air. To this end, a study by a competent person shall be made to decide on the due protection. Sufficient illumination at all times for maintaining safe working conditions shall be provided where building workers are required to work or pass, and for passageways, stairways and landings such illuminations shall not be less a than 0.5 foot candles at the floor level;
e. Where natural lighting is not adequate to prevent danger, adequate and suitable lighting shall be provided as per IS: 3646 – Part II;
f. Artificial lighting shall not cause any danger due to a brightness greater than 10 foot candles per square inch, except where the angle of inclination from the eye to the source or the part pf the fitting as the case may be exceeds 20^0, including that of producing glare or disturbing shadows;
g. Where necessary to prevent danger to health from air contamination by dust from the grinding, cleaning, spraying, or manipulating of materials or objects, arrangements shall be made to limit the concentration of the pollutants by thorough ventilation, and dust generated due to movement of earthmoving machinery and other construction equipment, by spray of water in the area from time to time;
h. Adequate ventilation by the circulation of fresh air shall be maintained in such places where the concentration of pollutants is likely to affect the health of the workers;

i. Special care shall be taken to ventilate the workplace where gas cutting, welding or other operations involving generation of dangerous fumes, vapours, mists, gases etc is likely;
j. Where it is technically not possible to eliminate dust or noxious or harmful fumes or gases sufficiently to prevent injury to the health of the workers, the contractor shall provide suitable respiratory equipment like dust mask or gas/fume mask or breathing apparatus or other suitable respiratory equipment.

1.4. Dangerous and harmful environment:

a. When an internal combustion engine exhausts into confined space or excavation or tunnel or any other workplace where neither natural ventilation nor artificial ventilation system is adequate to keep the carbon monoxide content of the atmosphere below fifty parts per million, adequate and suitable measures shall be taken at such workplace in order to avoid exposure of building workers to health hazards;

b. No building worker shall be allowed to enter any confined space or tank or trench or excavation wherein there is given off any dust fumes or other impurities of such nature and to such extent as is likely to be injurious or offensive to the building worker or in which explosives, poisonous, noxious or gaseous material or other harmful articles have been carried or stored or in which dry ice has been used as a refrigerant, or which has been fumigated or in which there is a possibility of oxygen deficiency, unless all practical steps have been taken to remove such dust, fumes or other impurities and dangers which may be present and to prevent any further ingress thereof, from such workplace or tank or trench or excavation;

c. No worker shall be allowed to enter any such space unless a responsible person has certified it safe and fit for the entry of such building workers.

1.5. Fumes/gases due to Welding and gas-cutting operations: When welding or cutting operations are carried out in a confined space:

a. Adequate ventilation, by means of exhaust fans or forced draught, as the condition may require, shall be constantly provided; otherwise enough quantity of air shall be circulated by means of air compressors to dilute the contaminant within permissible limits;

b. Workers shall take necessary precautions to prevent unburned combustible gas or oxygen from escaping inside a tank or vessel or other confined space;

c. Welding or cutting operations on any container that has held explosives or where inflammable gases may have been generated, shall be undertaken after the container has been thoroughly cleaned by steam or other effective means; and

d. Gas-test shall be carried out ensure that the confined space is completely free from combustible gases and vapours.

1.6. Dust, gases, fumes

a. Concentration of dust, gases or fumes shall be prevented by providing suitable means to control their concentration within the permissible limit so that they may not cause injury or create health hazard to a building worker;

b. For protection against such hazardous substances, besides efficient and effective means of control, personal protective equipment like dust masks, breathing apparatus, other respiratory appliances, goggles, as the case may be, shall be provided.

1.7. Excessive noise:

a. Adequate measures shall be taken against the harmful effects of an excessive noise;
b. Use of earplugs/muffs and anti-vibration gloves shall be ensured to protect the workers from the impact of exposure to such dangers;
c. The noise level in no case shall exceed as prescribed in the concerned Rules and exposure in excess of 115 dBA over the period of a quarter of an hour cannot be permitted:

1.8. Corrosive substances:

a. All corrosive substances, including alkalis and acids, shall be stored and used by a person dealing with such substances at a building or other construction work in such a manner that it does not endanger the building worker and suitable protective equipment shall be provided by the employer to a building worker during handling or use of such substances at a building or other construction work and in case of spillage of such substances on the building worker, immediate remedial measures shall be taken;

b. While protection of the body could be ensured by use of corrosion resistant apparel/overalls, suitable goggles, gloves, apron, gum boots etc. shall be made available to all concerned personnel;

c. To deal with an accidental spillage of a corrosive substance on the body of a worker, the facility of eyewash fountain or water shower, as the case may be, shall be installed, within the easy reach of the workplace.

1.9. Eye protection:

a. Suitable personal protective equipment for the protection of eyes shall be provided and used by the building worker engaged in operations like welding, cutting, chipping, grinding or similar operations which may cause hazard to his eyes;

b. Goggles or face shield or welding screen with suitable shade of glass/filters etc shall be provided for the protection of the eyes.

1.10. Overhead protection:

a. It shall be ensured that at the building or other construction site, overhead protection is erected along the periphery of every building under construction that shall be of fifteen meters or more in height when completed;

b. Overhead protection shall not be less than two meters wide and shall be erected at a height not more than five meters above the base of the building and the outer edge of such overhead protection shall be one hundred fifty millimeters higher than the inner edge thereof or shall be erected at an angle of not more than twenty degrees to its horizontal sloping into the building;

c. It shall be also ensured that at the building and other construction work that any area exposed to risk of falling material, articles or objects is roped or cordoned off or otherwise suitably guarded from inadvertent entry of persons other than building workers at work in such area.

1.11. Lifting and carrying of excessive weight:

a. No building worker lifts by hand or carries overhead or over his back or shoulders any materials, articles, tools or appliances exceeding in weight the maximum limits as set out in the following table unless aided by any other building worker or a mechanical device;

b. No worker aided by other workers, lift by hand or carry overhead or over their back or shoulders any materials, articles, tools or other appliances exceeding in weight the sum total of the maximum limits as prescribed in the concerned Rules, unless aided by a mechanical devices:

1.12. Protections against fall of persons –

a. All scaffolds/working platforms at height of two metres or more shall be fenced;
b. All guard-rails for the fencing of floor openings, gangways, elevated workplaces shall be made of sound material, good construction and possess adequate strength and be between 1 m and 1.5 m above platform level, consist of two rails (two ropes or chains may be used if they are sufficiently taut) and supporting stanchions;
c. Intermediate rails, ropes or chains shall be midway between the top and lower of edges of the top rail;
d. Sufficient number of stanchions or standard poles or uprights shall be maintained to ensure the required stability and resistance;
e. Guard-rails shall be free from sharp edges and be maintained in good repair;
f. Floor openings through which persons could fall, shall be guarded by covering or fencing;
g. If the means of protection is removed to allow the passage of persons or goods or other purpose, the same shall be replaced as soon as possible, while making temporary arrangements for reasonable degree of safety in the meanwhile;
h. Covers for floor opening shall be safe to walk on and if vehicles operate thereon it shall be safe for the same. This will require the contractor to have prior assessment of expected loads;
i. Cover for floor opening shall be secured by hinges, grooves, stops or other effective means against sliding, falling down or lifting out or any other inadvertent displacement;
j. Covers for any openings shall not constitute any hindrance to traffic and, as far as practicable, be flush with the floor;
k. If covers constitute as grids, the bars shall be spread not more than 5 cm apart;
l. Elevated workplaces at more than 2 m above the floor or ground shall be protected on all open sides by guardrails. It is commonly observed that fragile barricade tapes are used as a substitute of a strong and dependable fencing. This practice is prohibited. The barricade tapes can be used as markers/route guide only;
m. Elevated workplaces shall be provided with safe means of access and egress such as stairs, ramps or ladders according to suitability;
n. Persons employed at elevated workplaces or other situations at more than 2m from which they may fall, shall be protected by means of adequate safety nets, or platforms, or be secured by

safety belts with the lanyard properly anchored above the head level of the user. All possible effort shall be made to have strong and dependable mechanical arrangement.

1.13. Protection against fall of objects and materials:

a. Materials and objects such as scaffolding materials, waste materials or tools shall not be thrown up or down from heights, as they are liable to cause injury;
b. If materials and other objects cannot be safely lowered from heights, adequate precautions such as the provision of fencing, lookout men or barriers shall be provided to protect any person from injury.

1.14. Protection against entry of unauthorized persons:

a. Construction zones in the site and built up areas alongside main traffic routes shall be barricaded;
b. Unauthorized persons shall not be allowed access to construction sites and visitors shall be provided with the required protective equipment and it be ensured that they use them effectively.

1.15. Head protection and other protection apparel:

Every building worker who is required to –

a. Pass through or working within the areas where there is hazard of his being struck by falling objects or materials, shall be provided with safety helmets of the type approved and tested in accordance with the national standards;
b. Work in water or in wet concrete or in other similar work, shall be provided with suitable waterproof;
c. Work in rain or in similar wet condition, shall be provided with waterproof coat with hat;
d. Workers using or handling of alkalis, acid or other similar corrosive substances shall be provided with appropriate protective equipment in accordance with the approved standards;
e. Every building worker engaged in handling sharp objects or materials at a building or other constriction work, which may cause hand injury, shall be provided with suitable hand gloves in accordance with the approved standards.

1.16. Stability of structures:

a. No wall, chimney or other structure or part of a structure shall be left unsupported in such condition that it may fall, collapse or weaken due to wind pressure, vibration or due to any other reason. Entry of persons into such locations where tall structures are being built shall be regulated without a let up.

1.17. Safety of Structures and equipment and other safety concerns

a. Safety of structures like scaffoldings, platforms, gangways/walkways, towers, stairs, ladders, ramps, safety in excavation, formwork, falsework, demolition work, storage, handling and use of explosives, inflammable substances and hazardous materials, gas cutting and welding, use of electricity etc.; and equipment viz. construction machinery, crushers and batching plant, boiler and other pressure vessels, transport and material handling equipment, lifting appliances, vehicles etc., shall be operated and maintained as per approved norms and –
   i. They shall be made of sound material and of good construction, free from patent defects, provided with adequate safe guards, properly maintained, periodically inspected and strong enough to withstand safely the loads and stresses to which they may be subjected;
   ii. They shall carry enough factor of safety bearing in mind that the possibility of their abuse, which otherwise shall be prevented by constant and adequate supervision, cannot be ruled out altogether;
   iii. It is incumbent on the contractor to ensure that only competent and authorized persons operate the equipment or attend to electrical and mechanical systems and repair of faults or breakdowns etc.
b. Working in the confined space may involve certain serious hazards. Strict adherence to the conditions of Permit-to-work issued for the purpose is required;
c. Control of energy sources shall be ensured through Log-out/Tag-out practices.

1.18. Slipping, tripping, cutting, drowning and falling hazards:

a. The contractor shall keep all passageways, platforms and other places free from accumulations of dust, debris or similar material and from other obstructions that may cause tripping;

b. Any sharp projections or protruding nails or similar projections which may cause any cutting hazard to a building workers shall be removed or otherwise made safe by taking suitable measures;

c. No contractor shall allow any building worker at construction work to use the passageway, or a scaffold, platform or any other elevated working surface which is in slippery and dangerous condition and shall ensure that water, grease, oil or other similar substances which may cause the surface slippery, be removed or sanded/saw-dusted or covered with suitable material to make it safe from slipping hazard;

d. Wherever building workers are exposed to the hazarded of falling into water, they shall be provided with rescuing arrangement from such hazard and if it is considered necessary, well equipped boat or launch manned with trained personnel shall be provided by the contractor at the site of such work;

e. Every open side or opening into or through which a building worker, vehicle or lifting appliance or other equipments may fall at a building or other construction work shall be covered or guarded suitably to prevent such fall except where free access is necessary by reasons of their nature of the work;

f. Wherever building workers are exposed to the hazards of falling from height while employed on such work they shall be provided by the employer with adequate equipment or means for

saving them from such hazards, Such equipments or means shall be in accordance with the standards as laid down;

g. Whenever there is a possibility of falling of any martial, equipment or building worker at a construction site relating to a building or other construction work, adequate and suitable safety net shall be provided in accordance with the above stipulation;

2.0 SAFETY IN MATERIAL HANDLING AND WASTE DISPOSAL

2.1. GENERAL PROVISIONS:

a. All building materials stored in tiers shall be stacked, racked, blocked, interlocked or otherwise secured safely to prevent sliding, falling or collapse and in an orderly manner to avoid obstruction of any passageway at the place of work. Piles of materials shall be stored or stacked in such a manner as to ensure their stability;

b. Maximum safe load limits of floors within buildings and structures in kg/cm^2 shall be conspicuously posted in all storage areas, except for floor or slab on gradient. Maximum safe load shall not be exceeded. Material or equipment shall not be stored upon any floor or platform in such quantity as to exceed its safe carrying capacity;

c. Ailes and passageways shall be kept clear to provide for the free and safe movement of material handling equipment or persons. Such areas shall be kept in good repair;

d. When a difference in road or working levels exist, means such as ramps, blocking or grading shall be used to ensure the safe movement of vehicles between two levels;

e. Material stored inside buildings under construction shall not be placed within 2 m of any hoist way or inside floor openings nor within 3.2 m of exterior wall which does not extend above the top of material stored;

f. Persons employed required to work on stored material in silos, hoppers and similar storage areas shall be equipped with lifelines and safety belts;

g. Non-compatible materials shall be segregated in storage;

h. Bagged materials shall be stacked by stepping back the layers and cross-keeping the bags at least every 10 bags high;

i. Materials shall not be stored on scaffolds or runways in excess of supplies needed for immediate operations;

j. Bricks stacks shall not be more than 2.2 m in height. When a loose brick stack reaches a height of 1.3 m it shall be tampered back 5 cm in every foot of height above the 1.25 m level;

k. When masonry blocks are stacked higher than 2 m, the stack shall be tapered back on half block per tier above the 2 m level;

l. Material or equipment shall not be stored or placed so close to any edge of a floor or platform as to endanger the safety of persons below or working in the vicinity. Where stacking, unshackling, stowing or unstaring of construction material or article, or handling in connection therewith cannot be safely carried out unaided, reasonable measures to guard against accident or dangerous occurrences shall be taken by shoring or otherwise to prevent any danger likely to be caused by such handling;

m. Stacking of material or article shall be made on firm foundation not liable to settle and such material or article and shall not overload the floor on which such stacking is made;

n. The material or articles shall not be stacked against partition or walls o f a warehouse or stores unless it is known that such partition or the wall is of sufficient strength to withstand the pressure of such materials or articles;

o. The materials or articles shall not be stacked to such a height and in such a manner as would render the pile of such stack unstable and cause hazards to the building workers or the public in general;

p. Where the building workers are on stack exceeding one point five meters in height, safe means of access to the stack shall be provided;

q. All stacking or unshackling operations shall be performed under the supervision of a responsible person for such stacking or unstacking;

r. The stacking of construction materials or articles shall not be made near the site of excavation, shaft, pit or any other such opening;

s. Stacks that may lean heavily or become unstable or collapse are barricaded shall be avoided;

t. Structural steel, poles, pipe, bar stock and other cylindrical materials, unless racked, shall be stacked and blocked so as to prevent sliding, spreading or tilting.

2.2. LUMBER:

a. Used lumber shall have all nails withdrawn before stacking;

b. Lumber shall be stacked on level and solidly supported sills;

c. Lumber piles shall not exceed 6 m in height provided that lumber is handled manually, shall not be stacked more than 5 m height;

d. Lumber shall be so stacked as to be stable and self-supporting.

2.3. STACKING OF CEMENT AND BAGS CONTAINING OTHER MATERIALS:

a. The cement or other material in bags shall be stacked in a header and stature-wise in rows alternately in not more than 10 numbers and there will be circulation of space of at least 600 mm in between two such rows;

b. While removing bags from the stack pile the stability of such stack pile shall be ensured;

c. Bags containing cement or lime shall be stored on a firm ground;

d. The materials like bricks, tiles or blocks shall also be stored on a firm ground;

e. Reinforcing steel shall be stored according to its shape, size and length and stack of reinforcing steel kept as low as possible;

f. No pipe shall be stored on rack or in stack where such pipe is likely to fall by rolling;

g. The angle of repose shall be maintained where loose materials are stacked;

h. When dust laden material is to be stored or handled, measures shall be taken to suppress the dust produced by such storing or handling and suitable personal protective equipment supplied to and used by the building workers working for such storing or handling.

2.4. DISPOSAL OF DEBRIS AND WASTE MATERIAL:

a. It shall be ensured that debris is

i. Handled and disposed of by a method, which does not cause danger to the safety of a person and not allowed to accumulate so as to constitute a hazard;

ii. Kept sufficiently moist to bring down the dust under control;

iii. Not thrown inside or outside from any height of such building or other construction work;

b. Brought down by suitable means/chutes provided for the purpose and on completion of work, leftover building material, article or other substance or debris shall be disposed off as soon as possible to avoid any hazard to any traffic or person;

c. Whenever materials are dropped more than 6 m to any point lying outside the exterior walls of the building an enclosed chute of wood, or equivalent material shall be used;

d. When debris is dropped through holes in the floor without the use of chutes, the area where the material is dropped shall be completely enclosed with barricades not less than 1.1 m high and not less than 1.9 m back from the edge of the opening above. Signs warning of the hazard of falling material shall be posted at each level;

e. All scrap lumber, waste material and rubbish shall be removed from the immediate work area as the work progresses;

f. Disposal of waste material or debris as per the guideline issued by CPCB in compliance of Rule 10 sub-rule 1(a) of C & D Waste Management Rules, 2016).

g. All bio-degradable material shall be disposed off in the pit for making compost. Pellets can also be made from bio-degradable material

h. All solvent wastes, oil rags and flammable liquids shall be kept in fire resistant covered containers until removed from the work site.

2.5. HANDLING GAS CYLINDERS:

a. Gas cylinders shall not be lifted on bare slings. For lifting the cylinders, cage of suitable size shall be used and all cylinders shall be horizontally positioned in it. Such cage shall have fencing in such a way that there is no possibility of fall of cylinders from this cage.

2.6. RIGGING EQUIPMENT FOR MATERIAL HANDLING:

a. Rigging equipment for material handling shall be inspected prior to use in each shift as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service;

b. Rigging equipment shall not be loaded in excess of its recommended safe working load, as prescribed in the Indian standards;

c. Rigging equipment, when not in use, shall be removed from the immediate work area so as not to present a hazard to persons engaged in the area;

d. Special custom designed grabs, hooks, clamps, or other lifting accessories, for such units as modular panels, prefabricated structures and similar materials, shall be marked to indicate the safe working loads shall be proof tested prior to use 125% of their rated load;

e. Welded alloy steel chain slings shall have permanently affixed-durable identification standing size, grade, rated capacity and manufacturer.

2.7. FENCING OF MOTORS ETC

a. All motors, cogwheels, chains and friction gearings, flywheels, shafting and the other dangerous and moving parts of machinery (whether or not driven by mechanical power) and steam pipes shall be securely fenced and the fencing of dangerous parts of machinery not removed while such machinery is in motion or in use;

b. No part of any machinery which is in motion and which is not securely fenced, shall be examined, lubricated, adjusted or repaired except by a person skilled and trained for such examination, lubrication, adjustment or repairs and machine parts cleaned only when such machine is stopped;

c. When a machine is stopped for servicing or repairs, adequate measures shall be taken to ensure that such machine does not restart inadvertently and not only tag-out sign is required; it is also essential that an active system of isolating the power be applied.

2.8. PROTECTION AGAINST LIGHTNING

a. Where necessary, installations shall be protected against lightning, provided further that;

b. No bare conductors or bare current-carrying parts of equipment be permitted to be installed unless adequate precautions are taken to prevent direct pr indirect contact;

c. Only flame-proof equipment and conductors shall be installed at places where explosives or inflammable substances are stored, handled or used or where explosive atmosphere exits;

d. Persons competent and authorized only shall attend to electrical breakdowns and other operational faults and give or restore power to an equipment and such persons shall be easily identifiable by their dress or special helmet worn;

e. It will constitute a standard practice to switch off portable tools while shifting from one place to another or while leaving them behind unattended;

f. The contractor shall ensure that a system is in place to always keep tools well maintained.

2.9. VEHICULAR TRAFFIC

a. Whenever any building or other construction work is being carried on, or is located in close proximity to a road or any other place where any vehicular traffic may cause danger to building workers, it shall be ensured that such building or other construction work is barricaded and suitable warning signs and lights displayed or erected to prevent such danger and if necessary, a request in writing made to the concerned authorities to control such traffic;

b. All vehicles used at construction site shall comply with the requirements of the Motor Vehicles Act, 1988 (59 of 1988) and the Rules made hereunder;

c. The driver of a vehicle of any class or description operating at a construction site shall hold a valid driving license under the Motor Vehicles Act. 1988 (59 of 1988).

2.10. USE OF SAFETY BELT OR OTHER FALL ARREST SYSTEMS:

Wherever any work at a height of 3 m or more is carried out, use of a suitable fall arrest system is mandatory if the workplace has already not been provided with an otherwise reliable means of protection for preventing the fall of persons from that height, provided further that:

a. Safety belt, lanyard, life lines and devices for the attachment of such life lines shall conform to the approved standards;
b. Every building worker shall be supplied with safety belt and safety life lines for his protection and such building worker shall use such belts and life lines during the performance of his work;
c. All building workers using safety belt and safety life lines shall have the knowledge of safe use and maintenance of such belts and life lines and shall be supplied with necessary instructions for its use;
d. The responsible person for supervising the use of safety belts and safety lifelines shall inspect and ensure that such safety belts and lifelines are fit for use before taking them into use.

2.11. SAFETY NET AND ITS USE

a. Every safety net shall be of adequate strength, made of sound material and suitable for use and conform to the approved standards;
b. The responsible person for maintenance of safety nets and their use shall ensure safe fixing of such safety nets and provide such safety nets with suitable and sufficient anchorage so that the purposes for which such safety net is intended for use is served;
c. Use of multi-layer safety net to be ensured to avoid fall of material/objects.

2.12. STORAGE OF SAFETY BELTS AND NETS, ETC:

a. Proper arrangement shall be made for the safe storage of safety belts, safety lifelines and safety nets when they are not in use and are protected against mechanical damage, damages from chemicals and damages from biological agents.

2.13. SAFETY HELMETS AND SAFETY FOOTWEAR

a. The Engineer in-charge may declare whole or part of a site as the hardhat area and in such an eventuality it shall be the responsibility of the contractor to provide safety helmet of the approved quality to all personnel engaged in construction and erection work, including the visitors to the site;
b. Accordingly, wherever safety footwear is required for the safety of the personnel, the contractor shall provide the same of the approved type free of charge.

3.0 WELDING AND GAS CUTTING OPERATIONS

3.1 GAS WELDING:

3.1.1 GENERAL PROVISIONS:

a. All welders shall be provided with fire resistant protective clothing and equipment, such as fire resistant gauntlets and aprons, helmets and goggles with suitable filter lenses and its usage shall be ensured;
b. The welders shall not be allowed to wear clothing that is not free from grease, oil and other flammable material;
c. Adequate precautions shall be taken to protect persons working or passing near welding operations from dangerous sparks and radiation;
d. When welding or cutting is being done on materials containing toxic or harmful substances or liable to produce toxic or harmful fumes, adequate precautions shall be taken to protect workers from the fumes, either by
    i) Exhaust ventilation, or
    ii) Respiratory protective equipment;
    iii) Arrangement shall be made so that welding sparks do not fall down on the persons working below or material, which are combustible in nature and may be damaged with such sparks.
e. The oxygen pressure for welding shall always be high enough to prevent acetylene flowing back into the oxygen cylinder;
f. Acetylene shall not be used for welding at a pressure exceeding 1 atmosphere gauge;
g. Adequate precautions shall be taken to prevent:
    i) Fire being stated by sparks,
    ii) Slag or hot metal; and
    iii) Damage to fibre ropes from heat, sparks, slag or hot metal;
h. Precautions shall be taken to prevent flammable vapours and substances from entering the working area;

3.2. WELDING AT PLACES WITH FIRE RISKS:

a. Unless adequate precautions are taken, no welding or cutting operations shall be allowed near the place where combustible materials are stored, or near materials or plant where explosive or flammable dusts, gases or vapours are likely to be present or given off. If hot work permit system exists at the site, the same shall be followed;
b. Combustible materials and structures that cannot be removed from the vicinity of welding operations shall be shielded by asbestos or protected by other suitable means.

3.3. WELDING IN CONFINED SPACE:

When welding or cutting operations are being carried out in a confined space;

a. Adequate ventilation, by means of exhaust fans or forced drought as the condition may require, shall be constantly provided; otherwise enough quantity of air shall be flown in by means of compressors to dilute the pollutants;

b. No blow pipe shall be left unattended inside a tank or vessel or other confined space during meal break or other interruption of the work;
c. The worker shall take all necessary precautions to prevent unburned combustible gas or oxygen from escaping inside a tank or vessel or other confined space; and
d. When necessary to prevent danger, an attendant shall watch the welders from outside.

3.4. WELDING ON CONTAINERS FOR EXPLOSIVE OR FLAMMABLE SUBSTANCES:

Welding or cutting operations on containers in which they are explosives or flammable substances shall not be allowed;

i) Welding or cutting operations on any container that has held explosive or where flammable gases may have been generated, shall only be undertaken,
ii) After the container has been thoroughly cleansed by steam or other effective means; and
iii) Found by air tests to be completely free from combustible gases and vapours; or
iv) After the combustible gas in the container has been completely replaced by an inert gas or by water;
v) If an inert gas is used as laid down in clause 4.2.3, after the vessel has been filled with gas, the gas shall continue to flow slowly into it thorough out the welding or cutting operations;
vi) Before starting any welding operations on, or otherwise applying heat to, closed or jacketed containers or other hollow parts, such containers or parts shall be adequately vented in suitable manner.

3.5. GAS CYLINDERS

a. Gas cylinders shall be inspected, stored, handled and transported in conformity with the requirements of Gas Cylinders Rules, 1981;
b. When in use, cylinders shall be held in upright positions by straps, collars or chains;
c. Devices referred to in clause 6.2 shall be such that the cylinders can be rapidly removed in an emergency;
d. Welders shall not temper with or attempt to repair safety devices and valves on gas cylinders;
e. When acetylene cylinders are coupled, flash back arrestor shall be inserted between the cylinder and the coupler block, or between the coupler bock and the regulator;
f. Only acetylene cylinders or approximately equal pressure shall be coupled;
g. No gas shall be taken from a cylinder unless a pressure reducing regulator has been attached to the valve;
h. Only the right pressure reducing regulator shall be used for the gas in the cylinder;
i. Cylinder valves shall be kept free from gases, grease, oil, dusts and dirt;
j. Leaky cylinders charged with acetylene or liquefied fuel gas shall be taken into the open air at a safe distance from any open flame or sparks.

3.6 HOSE

a. Only hose especially designed for welding and cutting operations shall be used to connect an oxy-acetylene torch to gas outlet;
b. Hose lines for oxygen and for oxy-acetylene shall be of different colours and preferably of different size;
c. Hose connections shall be sufficiently light to withstand without leakage a pressure twice thee maximum delivery pressure of the pressure regulators in the system;

d. Care shall be taken that hose does not become kinked or tangled, stepped on or run-over or otherwise damaged;
e. Any length of hose in which a flashback has burned, shall be discarded;
f. No hose with more than one gas passage shall be used;
g. Only soapy water shall be used for testing hose for leaks.

3.7. TROCHES

a. When torches are being changed, the gases shall be shut off at the pressure reducing regulators and not by crimping hose;
b. Torches shall be lit with friction lighters or other safe source but not with matches.
c. Electric welding equipment:
d. Welding machines shall be controlled by a switch mounted on or near the machine framework that, when opened, immediately cuts off the power from all conductors supplying the machine;
e. Welding circuit shall be so designed as to prevent the transmission of high potential from the source of supply to the welding electrodes;
f. The maximum open circuit voltage shall be in accordance with Indian Standards;
g. Electrode conductors or cables shall not be excessive in length and shall not be longer that necessary to perform the work;
h. Return conductors shall be taken directly to work and securely connected mechanically and electrically to it or to the work bench, floor etc. and to an adjacent metallic object;
i. Cable shall be supported so as not to create dangerous obstruction;
j. Motors, generators, rectifiers and transformers in arc welding or cutting machines, and all current carrying parts, shall be protected against accidental contact with uninsulated live parts;
k. Ventilating slots in transformer enclosures shall be so designed that no live part is accessible through any slot;
l. Frames of arc welding machines shall be effectively earthed;
m. In hand-operated arc welding machines, cables and cable connectors used in arc welding circuits shall be effectively insulated on the supply side;
n. The outer surface electrode holders of hand-operated arc welding machines, including the jaw so far as practicable, shall be effectively insulated;
o. Electrode holders of hand-operated arc-welding machines shall, if practicable, be provided with discs or shields to protect the operator's hands from the heat of the arcs;
p. Only heavy-duty cable with unbroken insulation shall be used;
q. Circuit connections shall be waterproof;
r. When lengths of cable have to be joined, only insulated connectors shall be used on the earth line and the electrode holder line;
s. Connections to welding terminals shall be made at distribution boxes, socket outlets, etc. by bolted joints;
t. Welding terminals shall be adequately protected against accidental contact by enclosures, covers or other effective means;
u. Electrode holder shall
    i. Have adequate current capacity;
    ii. Be adequately insulated to prevent shock, short-circuiting or flashovers.

3.8. OPERATIONS

a. Arc welding and cutting operations that are carried on at places where persons other than the welders are working or passing shall be enclosed by means of suitable stationary or mobile screens;
b. Walls and screens of both permanent and temporary protective enclosures shall be provided to absorb harmful rays from the welding equipment and prevent reflection, and if necessary, be painted or otherwise treated for the purpose;
c. When arc welding is done in damp confined spaces;
    i) Electrode holders shall be completely insulated; and
    ii) The welding machines shall be outside the confined space;
d. Welders shall take adequate precautions
    i) To prevent any part of their body from completing an electric circuit
    ii) To prevent contact between any part of the body and the exposed part of the electrode, or electrode when in contact with metal; and
    iii) To prevent wet or damaged clothing, gloves and boots from touching any live part;
e. Welding circuits shall be switched off when not in use;
f. Electrodes shall only be inserted in the holder with insulating means such as insulating gloves;
g. Electrode and return leads shall be adequately protected against damage;
h. Live parts of electrode holders shall be inaccessible when they are not in use;
i. Electric arc-welding equipment shall not be left unattended with current switched on.