

Annexure-B

GENERAL SAFETY RULES/NORMS TO BE FOLLOWED BY CONTRACTOR AT SITE

All the contractors working in Gujarat State Electricity Corporation Limited Factory like Coal / Lignite / Gas / Hydro / Pumping Station shall have to strictly observe the following Safety Rules. Concern principle contractors are responsible for informing & observance of these rules by their supervisors / contract workers as well as the owner / supervisors / workers of sub-Contractors engaged, if any, by them for the work contract awarded to them. Prior to commencement of the work, Contractor shall have to submit a written assurance on their letterhead to the concerned Sectional Head / Engineer-in-charge that they have thoroughly gone through these Rules, have educated their employees / workers of their sub-Contractor and will strictly observe the said Rules while execution of work under work contract awarded to them. They will have to indemnify the company for any loss or damage / accident / injury to the company's property / employee or employee of their own in default of non - observing these rules.

1. Contractor should issue photo gate pass for their workers from GSECL Factory Manager as per Gujarat Factories rules, 1963 & details shall be filled up in GSECL gate pass format as per Aadhar card / Election card id proof & to follow the gate pass issue procedure through concern department EE & SE, Security Officer, LWO / IRO / DGM, Factory Medical Officer, Safety Officer / Dy. Safety Officer & Factory Manager.
2. In case of emergency, temporary photo gate pass shall be issued by Security Officer only for three days with prior permission of Factory Manager only. More than three days, Permanent photo gate pass procedure shall be completed by contract agency for their contract workers.
3. Certificate of Fitness of employment in hazardous process & operations in form no. 33 of Gujarat Factories rules, 1963 shall be issued by GSECL Factory Medical Officer for all Contractor workers before commencement of work & examination responsibility shall be taken by Contractor as well as concerned Head of Department. Pre-employment & Periodical medical examination of Contractor workers shall be carried out in form no. 32 from GSECL Factory Medical Officer after every six (06) months of Contractor with their Contractor workers. Contractor shall be fulfilled all health requirements before commencement of work. After completion of medical examination in form no. 32 / 33, GSECL Factory Medical Officer shall be signed in contract worker gate pass procedure format.
4. Contract worker gate pass will issue after completion of safety induction 3D animation movie & Training record is to be maintained in IMS / OHSAS training format by TK Office / LWO.
5. As per Gate pass format of GSECL, Safety Officer / Dy. Safety Officer shall be checked the issue PPE to contract workers as per nature of job, Form no. 10 of lifting tools and tackles, Driving license, Electrical Contractor license, Electrical trade qualifications, Safety induction training, SOP, supervisor qualifications etc. After fulfilment of all Safety compliances, Safety Officer / Dy. Safety Officer shall be signed in Contract worker Gate pass procedure format.
6. Work Contract shall be completed by principle Contractor / agency / person who is awarded the work order. Subletting of contract shall be allowed only if prior approval of Power station chief before execution of work. Contractor / agency shall be submitted the entire subletting contract documents with gate pass application through concern department EE & SE, LWO / DGM, Safety Officer / Dy. Safety Officer & Factory Manager.
7. **Under The Conditions Framed Under Rule-45 Of The Indian Electricity Rules, 1956,**
Valid Electrical Contractor License shall be submitted to concern electrical department EE / SE / Electrical Safety Officer / Safety Officer / Factory Manager at the time of apply gate pass by agency

/ party with latest renewal from Chief Electrical Inspector, Gandhinagar- Gujarat. Electrical License photocopy shall be checked by Concerned HOD of Electrical Department / Electrical Safety Officer / Dy. Safety Officer / Safety Officer / Factory Manager.

8. As per nature of job / work, Qualified supervisor (Diploma (Electrical / Mechanical / Civil / C&I) + 3 years experiences or ITI + 10 years) shall be engaged by contract agency & qualification certificate with experience certificate shall be submitted to concern EE / SE / LWO / IRO / DGM / Dy. Safety Officer / Safety Officer / Factory Manager at the time of apply gate pass.
9. As per rule 3 of CEA regulation, 2010: **Designating person(s) to operate and carry out the work on electrical lines and Apparatus**, Contract person / worker possesses a certificate of competency or electrical work permit, issued by the Appropriate Government. That means, Electrical trade Qualification of contract worker / person like ITI-wireman / Electrician, Diploma (Elect), BE / B. TECH (Elect), ME / M. TECH (Elect) shall be submitted to concern EE / SE / LWO / IRO / DGM, Dy. Safety Officer / Safety Officer / Factory Manager at the time of apply for photo gate pass procedure.
10. As per nature of job / work & during capital overhauling work / Annual overhauling work / 24X7 round the clock work / major shut down work, Qualified Safety Officer / Manager / Supervisor (BE / Diploma (Elect / Mech / Civil) + PDIS-Post Diploma in Industrial Safety) shall be engaged by Contractor during dangerous operations / dangerous works as well as day to day dangerous activities, safety supervision, tool box talk, Safety awareness programme, SOP preparation with hazards & its control measures with each step , checking of lifting tools & tackles, hydra mobile crane, Safety precautions, coordination with Safety Department etc.
11. Qualified Safety Supervisor/Safety Engineer shall be available at site shift wise or during the work hours.
12. License of driver shall be submitted with gate pass issue application as per nature of vehicles & to follow the Motor vehicle Act, 1988, the Central Motor Vehicles (Amendment) Rules, 2016 as well as Gujarat Motor Vehicles rules, 1989 & driver license shall be checked every day by security shift in charge before entry in the Factory premises.
13. SOP with JSA (Job Safety Analysis) shall be prepared by Contractor through competent person as per GFR, 1963 or Qualified Safety Officer as per GFR, 1963 with 05 years experiences. SOP will review & approve by concern JE / DE / EE / SE / Elect. Safety Officer / Dy. Safety Officer / Safety Officer / Factory Manager before execution of work.
14. It is compulsory to use standard make Personal Protective Equipment (P. P. Es.) as per the job requirement. Do not work without use of required P. P. Es. Contractor is responsible to provide standard make (ISI / DGMS / CE / EN / ANSI approved) & to checked standard / make in PPE issue format by concern JE / DE / EE / SE / Safety Officer / Factory Manager. Personal Protective Equipment / Safety Gadgets suitable to give sufficient protection against hazards involved in their work / job to their staff, as per the job requirement and insist / enforce their workers to put on the same while at works.
15. Party has to submit PPE under taking in attached annexure. During technical scrutiny of work tender, undertaking for PPEs shall be checked by Safety Officer and if PPEs mention in tender are not as per standard Safety Officer & Factory Manager shall disqualify bidder technically.
16. The ongoing work is liable to be stopped at any time if your contract workers / staffs found working without P. P. Es. Following is the list of various P. P. Es (as per ISI / DGMS / CE / EN / ANSI approved only) to be used for various works / worksites.
17. In any work, Contractor shall be issued the minimum 05 nos. of PPEs like Safety Shoes, Safety Helmet, Safety goggles, Mask & Reusable Ear plug to their workers / supervisor compulsory & it will check by concern section HOD & Dy. Safety Officer / Safety Officer at the time of gate pass procedure.

List of safety Equipment

Industrial Safety Helmet	For protection of head against falling objects or during fall of person from height. Yellow Colour helmet is used for contract worker with agency logo.
Safety Goggles/welding goggles/chemical splash goggles	For protection of eyes against flying particles / dust, chemical splash, welding spark, arc, flashover etc.
Full Face shield	For protection of face against flying particles / dust, chemical splash, spark, arc, flashover etc.
Reusable Earplug / Ear muffs.	For ear / hearing system protection while working in high noise level area.
Chemical suit/Gas tight suit /Fire proximity suit/FR Boiler Suit	For body protection against chemicals, oils, sharp edged objects, heat, hot objects etc.
Safety Hand Gloves	For protection of hands against chemicals, oils, sharp edged objects, heat, hot metals/objects, electricity etc.
Safety shoes/ Gum Boots with Oil/Chemical/water/heat/Electrical resistance etc.	For protection of leg/feet against falling objects, sharp edged objects, heat, hot metals/objects, electricity etc.
Safety Belt (full body harness with double lanyard & shock absorber) / Rope / Life line / Fall arrestor etc.	For fall prevention while working at heights or in depth, working in vessel or in confined space.
Dust Mask/Respirator with valve (FFP2)	Protection of respiratory system against dust.
Chemical Cartridge Respirator with full face mask type A2B2E2K2	Protection against toxic chemical fumes / gases/vapors/dust etc.
Trolley mounted Airline respirators with full face mask	Working in oxygen deficient zone or confine space area
Portable Single gas detector like Chlorine, Ammonia, Hydrogen, etc	Working in hazardous storage/process area
Portable Multi gas Detector (LEL,O2,CO,H2S,SO2, etc)	Working in oxygen deficient zone & use in entry of confine space & Major fire
Automatic voltage detector	To check the present voltage or induction voltage of electrical equipment's/ bus/switch gears from 01 (one) feet distance before starting the any electrical work.
Auto darkening welding helmet (EN 379 & EN 175 Level-B) with PAPR as per EN 12941:1998, class TH2 and AS/NZS 1716	The new auto darkening welding helmet combines legendary Speed glass quality and auto darkening technology with an innovative wide-view grinding visor to give welders an all-in-one solution for more flexibility, precision, and efficiency. Respiratory System is a combined face and breathing protection device, for increased comfort and safety in welding. The unit is equipped with a particle filter which removes particles from the air. The unit provides a constant airflow independent of filter combinations and clogging. The unit can also be equipped with a gas filter (for example A1B1E1). The unit supplies air to the head top via the connecting breathing tube. The airflow creates a slight positive pressure which together with the sealing to the face prevents particles and other contaminants from entering the head top.

18. All PPEs (as per ISI / DGMS / CE / EN / ANSI approved only) Should issued by party / agency / Contractor to their Contractor workers as per nature of job and allotment of PPE list shall be submitted to Safety Officer on his letter head as per below mentioned format by Contractor before commencement of work through concerned JE, DE, EE / SE

Sub: Issue of PEE to Contractor workers Sub of work Order:

Work order no.

Name of Agency:

Date of Commencement:

Time limit for work order:

Sr. no.	Name of workers	Designation	Name of Section under work execution	Name of PPE	IS : Code no. of PPE	Make of PPE	Qty	Unit	Date of issue	Receiving signature
A	B	C	D	E	F	G	H	I	J	K
01				Safety Helmet				Nos.		
				Safety goggles				Nos.		
				Reusable Ear Plug				Pair		
				Dust Mask				Nos.		
				Safety Shoes				Pair		

19. Shift Security Inspector / Security Officer shall be checked Safety Shoes & Safety Helmet of all Contractor workers at entry gate of Factory Premises & shall entered Contractor workers with Safety Shoes & Safety Helmet with photo ID Gate Pass.
20. Shift Security Inspector / Security Officer shall be checked validity of Gate pass of all Contractor workers on daily basis.
21. During the work execution, one trained & competent supervisor of agency should always remain present at work site. Concern JE / DE of GSECL shall be supervised the contract work as per SOP .
22. Approved NABL laboratory calibration certificates of electrical / mechanical / Civil / C&I / Environment survey / Chemical etc measuring / testing equipments / instruments which are used during contract work shall be submitted before starting the work & shall be checked by concern JE / DE / EE before starting work & it's record shall be maintained in concern section.
23. The Contractor shall take all the required safety measures prior to commencement of work on dangerous substances, machineries or area at which cautionary notice is displayed and obtain "Line Clear" or "Work Permit" through the concern Department / Section JE / DE and shall be informed to concern section JE / DE for closed / returned after completion of work.
24. Safety talk / Safety work instructions shall be given to Contractor workers by concern JE / DE regarding hazards of specific work, risk & it's control measure (mentioned in HIRA) before starting the job work and records shall be maintained for each & every job works. (21) Display Safety instructions shall be strictly followed by all workers who are working in factory premises.

25. Material Safety Data Sheet (MSDS) of each chemical shall be available with Chief Chemist / Control room & work-related Chemical information shall be taken by Contractor & Contractor workers from Concern EE / Chief Chemist before starting of chemical handling work.
26. The Contractor shall be checked & securely covered or securely fenced any opened fixed vessel, sump, tank, pit or opening in ground or in floor which, by reason of its depth, situation, construction or contents, is or may be a source of danger before starting the work each & every days or after interval / recess. Contractor supervisor shall be informed to concerned HOD regarding any unsafe conditions.
27. Prohibition of smoking, fires, lights, spontaneous ignition substance, matches; fuses, mobile phone etc are to be strictly followed by all workers who are working in factory premises.
28. Prior to carrying out welding, gas cutting, furnace heating or any other hot work job, remove all the inflammable material lying at or nearby worksite or cover it properly by suitable protective covering. Also, special care shall be taken before carrying out such job & see that all possible contributing factors to set fire shall be removed / vanished prior to commencement of the work. Advance intimation shall be given to concerned section / fire section to commence the work in fire prone areas. They should also keep ready all the First Aid Fire Extinguishers / equipments & fire extinguishing media / material like sand / water buckets or other appropriate equipment at such place.
29. While carrying out work in confined space or inside vessel, obtain necessary "Confined Space / Vessel Entry Permit" from concerned department prior to commencement of the work.
30. For lighting in such areas, only 24-volt (ISI certified & with proper guard) hand lamp shall be used. For taking care of the persons working inside the confined space / vessel, a supervisor / person capable to keep continuous watch on person(s) working inside, assist them in case of emergency or arrange to get immediate outside help, shall remain present at entry point. Use full body safety belt without failed.
While working inside sewage, trench or in-depth, a person to warn outsiders / entrants / passers etc shall remain available near entry point or the entry point shall be cordoned by a barricaded tape with a cautionary notice. After completion of the works, all the lids / covers / grills / grits opened, shall be refixed / re-placed in the original position as it were prior to commencement of the work and leave the work place in safe condition in all respect, so as to prevent accident to fellow workers.
31. The Contractor shall see that he / his persons do not work on or block (by stacking material, spare parts, tools-tackles, equipments etc), any passages / walkways / gangways / aisles / staircases / ladders / lifts or any other approaches / roads leading to plants or its auxiliaries, on which there is traffic movements or possible traffic movements in case of emergency. Such passages are meant for safe escape in the event of emergency. If it is utmost necessary to carry out work in such area with blocking of passage, prior permission of Competent Authority or the Engineer-In-Charge shall be obtained. To demarcate / declare the area as "UNSAFE", cordon it using barricading tape & display suitable caution notice or keep a person to restrict / divert the traffic on this route through other safe passage.
32. Prior to use power / electrically operated hand tools / equipments / machines / gadgets like welding machine, hand grinder, hand drill etc, ensure for its safe operation & use it only if it is found safe to use. Do not use defective, unsafe or improperly maintained equipments.
33. The electrical power supply required to run such equipments shall not be taken directly at their own but shall be obtained through concerned Electrical Maintenance Departments or their authorized persons or under their observations / guidance only. The Electrical Section shall provide temporary electrical connection up to Contractor's Mains Board on which it is compulsory to install mains switch, ELCB & fuses of adequate capacity. All such equipments shall invariably be earthed adequately to prevent electrical shock, sparking, short circuit etc. Power cord to be used shall be of

adequate capacity, without any joint & shall consist of earth wire also. Hence, it is necessary to use adequate capacity 3-wire power cord for single & 5-wire power cord for three phase power connections. The plugs, receptacles, pins, holders etc shall be of adequate capacity & safe to use.

34. All electrical & mechanical equipments / tools-tackles viz. welding machine, cutting machine, Grinder, Drill, Chain Pulley Blocks, Hook chooks etc required to be used during work execution shall be of standard make & bear ISI certification mark on it. The consumables like welding electrodes, grinding wheels / discs etc which has specific prescribed life span shall not be used in any case if its expiry date is over.
35. Non-Sparking Non-Magnetic electrical hand tools and tool kits shall be used by Electrical Contractor for safe use in areas where hazardous, flammable, or combustible vapors, liquids, dusts, or residues may be present in Gas Based power plant and list of tools and tackles shall be submitted with technical bid.
36. Non-Sparking Non-Magnetic electrical hand tools and tool kits shall be checked by JE / DE before commencement of Electrical work.
37. Before using lifting machines / tackles (like C. P. Bs. , Hook chooks, winch, forklift, mobile crane, EOT crane etc) & its attachments (like D-shackles, slings, U-clamps, Eye bolts or any fixtures), it shall be checked and used only if found safe to use. Also, ensure that these are tested, examined & certified in form no. 10 by Competent Person as per the Factory act-1948 & Gujarat Factories Rules and its validity do not expire. Further, it shall be fixed properly and firmly prior to lifting the weight. Valid Test certificate of all Lifting machines used by Contractor to be submitted to Dy. Safety Officer / Safety Officer before commencement of work through concerned EE / SE.
38. Metal Scaffoldings to be used for working at height shall be of adequate size & capacity. Obtain the work permit when working at height. While climbing on such scaffolding or working on any structure at height, use of full body safety belt / full body harness with double lanyard & Fall arrestor & Helmet is compulsory. It is also necessary to fasten chinstraps of the helmet.
39. Contractor or their employee shall not interfere in day-to-day routine plant activities / works except the work assigned to them, shall not loiter in the areas other than their work jurisdiction, as well as shall not temper / operate / touch the machineries / equipments / auxiliaries with which they are not concerned. Also, the Contractor shall strictly instruct their staff for not to sit or take rest at / near / below running plants, auxiliaries, systems or any place which is risky, hazardous & prone to accident.
40. The cylinders containing poisonous / toxic or inflammable / explosive gas like Oxygen, Acetylene, LPG, Hydrogen, Ammonia, Chlorine, CO2 etc shall be handled safely taking due care. To handle / shift such cylinders a special trolley / cage meant for it must be used but in no case it should be rolled.
41. In Gas Based Power station / Hydrogen storage area / Hydro carbon fumes-vapour generated area, Spark arrestor (as per approved manufacturer of CCOE, Nagpur) shall be provided on each vehicle by party / agency and it will check by shift security in charge before entry of vehicles in the factory premises.
42. No women or young person shall be employed or permitted to work in Lead-compound area like battery room etc. as per schedule VI of GFR 1963.

43. No women or young person shall be allowed to clean, lubricate or adjust any part of a prime mover or of any transmission machinery while the prime mover or transmission machinery is in motion. Examination or operation of motion machinery shall be made or carried out only by a specially trained adult male worker wearing tight fitting clothing as per section 22 of factories act 1948.
44. In all risky job, before start the work, Contractor should obtain General Safety Work Permit through concerned section from Shift –in-charge well in advance.
45. In case of noticing smoke or fire during their work execution, they shall make immediate efforts to extinguish / control it and simultaneously inform the Fire Station Mobile No as well as Station Fire Officer or Emergency Control room no which is displayed at prominent place of factory like Main Security Gate, All unit control room, Canteen area, Safe Assembly points, Fire Station, All security gates, Occupational Health Centre.
46. In case of any injury / accident while working, it shall immediately be reported to Safety Department through concerned Sectional Head / Engineer. The prescribed Form No. 21 & ANNEXURE may be obtained from concerned section or Dy. Safety Officer / Safety Officer.
47. In case of any electrical accident, it shall immediately be reported to Electrical Safety Officer through concern Sectional Head / Engineer. The prescribed Electrical accident form no. A as per electricity act-2003 & Form No. 21 & ANNEXURE as per Gujarat Factories rules shall be filled up by concern department JE / DE with written consent of Contractor. The Form may be obtained from concerned Electrical section or Electrical Safety Officer. Electrical accident investigation shall be carried out by Electrical Safety Officer with Factory Manager.
- After any reportable accident, Contract agency shall be submitted the fitness certificate of injured person with endorsement of GSECL factory Medical Officer to LWO / Dy. Safety Officer / Safety Officer / Electrical Safety Officer then after injured person may allow for work.
48. For any incident occurred but have no injury to any persons should also reported as per GSECL format and informed to Dy. Safety Officer / Safety Officer as Near Miss Incident.
49. **Safety penalty shall be imposed against Offences by contract workers:** If any contract worker worked in a factory contravenes any provision of Factories act or any rules or orders made there under, imposing any duty or liability on workers, Contractor / agency shall be punishable with fine which mentioned as under.

Sr. No.	Description of penalty	Amount
(i)	Work without PPEs	Rs.300/- per person
(ii)	Work without work Safety permit like working at height, confine space entry, hot work etc.	Rs.1000/- per day
(iii)	License of driver as per type of vehicles not registered.	Rs.750/- per person
(iv)	Welding work without flashback arrestor/double gauge regulator set	Rs.1000/- per set
(v)	Operate Portable power tool without ELCB	Rs.1000/-per equipment
(vi)	Work without qualified Supervisor as per nature of job like mechanical, electrical, civil, C&I, chemical etc.	Rs.1000/-per day
(vii)	Work without SOP & JSA	Rs.2000/-per day

(viii)	Work without test report of lifting machines / tackles (like C.P.Bs., Hook chooks, winch, forklift, mobile crane, EOT crane etc) & its attachments (like D-shackles, slings, Uclamps, Eye bolts or any fixtures) in Form No.10 of Gujarat Factories Rules,1963	Rs.2000/- per equipment
(ix)	Work without Double lynyer Safety belt during working at Height work, work without anchoring in hook/line line	Rs.3000/-per person
(x)	Work without 24 Volt supply in Confine space area	Rs.3000/-per person
(xi)	(a)Grinding machine used without safety guard/machine guard . (b)Unsafe welding machine like open body, knob without insulation, connection without lug. Damaged welding cables / gas pipelines. Welding work doing without welding blanket. Electrical supply without 3 pin plug/ industrial plug. Use of damaged electrical wires for lighting /equipment.	Rs.500/- per equipment /per set
	(g) Use of lighting lamp without cage. (h)Use of open halogen tube. (i)Use of damaged PPEs/ nonstandard PPEs. (j)Unsafe lifting and handling of gas cylinders. (k)Cylinder handling without cap. (l)Temporary connection without ELCB etc.	

50. During plant visit / supervision of concern JE / DE / EE, SE, Dy. Safety Officer / Safety Officer, Electrical Safety Officer, Factory Manager, If they will observed any safety violations as per CO circular / statutory requirements then they must impose Safety Penalty through office note directly against contract workers / contract agency and office note process through proper channel to concern Sectional Head and Account head for recovery purpose. Photograph / CCTV camera footage is to be put up with penalty note by imposing officer.
51. Party will damage any fire equipment's or property or machinery in factory during execution of work, total damage cost will be recovered from party RA bill and recovery Office note put up by concern HOD.
52. All the relevant labour and industrial laws shall also be followed compulsorily.
53. After completion of work, cotton waste, grease, oil, unused material, welding rod pieces, scrap etc. are to be removed by Contractor and scrap shall be deposited to scrap yard of Main Store.
54. For performance evaluation of Contractor, safety factors of work accident, fire incident & near miss accident will be considered. Steps can be taken to review the job assignment up to cancellation for negligence.
55. Over & above these, Contractor shall have to follow all the safety requirements / rules & regulations / norms and legal provisions laid down in various statutes. Particularly the provisions of The Factories Act-1948 & the Gujarat State Factories Rules-1963 (Amended up to date), The Electricity

Act-2003 & rules, BOCW Act / Rules shall be followed strictly. The Contractor shall also obey the rules / regulations / instructions of the local Competent Authority for safety & health requirements.

56. The above rules shall be scrupulously followed and where required, Contractor / Contractor workers may contact to the Dy. Safety Officer / Safety Officer / Electrical Safety Officer in case of any ambiguity or needs further guidance in this regard.
57. Bidder to follow Customer Gate pass policy in which all statutory medical check-up, police verification, Labour licence, WC policy etc required to be submitted along with gate pass application.