



# CONSTRUCTION SAFETY AUDIT - CHECKLIST

OISD/P&E/CSA/Rev3

## Section23: Welfare facility

| SR. NO. | DESCRIPTION  | OBSERVATIONS BY AUDIT TEAM |
|---------|--|----------------------------|
| 23.1    | <p>Are the welfare related facilities as per factories act provided, not limited to following:</p> <ul style="list-style-type: none"> <li>-Canteen ( Neat &amp; Hygienic)</li> <li>-Drinking water facilities</li> <li>-Shelters for rest room</li> <li>- Toilet facilities(ladies/gents)</li> <li>-First Aid Boxes</li> </ul> |                            |
| 23.2    | <p>Does the system exist for review of basic amenities on the labour camps viz.:</p> <ul style="list-style-type: none"> <li>-Drinking</li> <li>-Washing facilities</li> <li>-Adequate carpet area for family members.</li> <li>-Protection from mosquitoes menace.</li> <li>-Clean toilets</li> </ul>                          |                            |
| 23.3    | <p>Are the first aid &amp; rescue facilities available at each site like:</p> <ul style="list-style-type: none"> <li>-First aid boxes</li> <li>-Qualified first aider</li> <li>-Ambulance (s)</li> <li>-Visiting doctor</li> </ul>   |                            |



# CONSTRUCTION SAFETY AUDIT - CHECKLIST

OISD/P&E/CSA/Rev1

## Section24: General

| SR. NO. | DESCRIPTION   | OBSERVATIONS BY AUDIT TEAM |
|---------|---|----------------------------|
| 24.1    | Does the system exist to encourage reporting of near miss, unsafe act & unsafe condition.   |                            |
| 24.2    | Does the system exist for encouraging the house keeping at site?  |                            |
| 24.3    | Whether any system is available for construction waste management?  |                            |
| 24.4    | Are there adequate safety promotion displays at the site (i.e. posters, Banners, Signages, Slogans etc.)?   |                            |
| 24.5    | Whether waste bins are provided at each site for collection & regular disposal of wastes.   |                            |
| 24.6    | Is communication system adequate?   |                            |
| 24.7    | Are road barriers being used for blocking any roads/passage?  |                            |
| 24.8    | Has the structure been adequately secured against storm/high winds during construction/ erection?   |                            |
| 24.9    | Are only proper clothes and not loose clothes being used while working around machinery?  |                            |
| 24.10   | Is the speed limit for vehicles inside the plant duly notified & followed. Please mention speed limit.  |                            |
| 24.11   | Does the system exist for checking of vehicles before their deployment at site and regular checking thereafter.   |                            |
| 24.12   | Does the system exist for penalty in case of violation of safety norms.   |                            |
| 24.13   | Whether all moving parts of equipment provided with safety guards   |                            |
| 24.14   | Are the floor openings, service pits etc. always covered or protected by guard rails or equivalent system.  |                            |
| 24.15   | Whether adequate covered area is provided at each site to Confirm smooth & safe working during unfavourable weather conditions. Please mention the ratio of total area Vs covered area. |                            |



# CONSTRUCTION SAFETY AUDIT - CHECKLIST

OJSD/P&E/CSA/Rev.1

|              |   |  |
|--------------|---|--|
| <b>24.16</b> | Whether separate area is earmarked for warehousing the combustible materials (i.e., diesel, lube oils etc.), with adequate fire extinguishing equipment. Are the statutory provisions complied? |  |
| <b>24.17</b> | Whether Boundary wall / Barricade constructed surrounding the project area?   |  |
| <b>24.18</b> | Is access system available for contract workmen and employees?  |  |
| <b>24.19</b> | Whether motorable access road is available for all the sites?   |  |
| <b>24.20</b> | Whether fire and rescue tender is available?  |  |
| <b>24.21</b> | What type of security system available i.e., CCTV, security guards, Drone vigilance?  |  |



# CONSTRUCTION SAFETY AUDIT - CHECKLIST

OISD/P&E/CSA/Rev1

**WRITE A BRIEF ABOUT HSE PRACTICES OF YOUR SITE**





# BPCL CORPORATE SAFETY MANAGEMENT SYSTEM

Technical Standard on Project Safety Management  
( BPCL /CSMS/TS/05 )



|                       |                            |
|-----------------------|----------------------------|
| <b>Approved By</b>    | <b>ED,Corporate -HSSE</b>  |
| <b>Issued By</b>      | <b>GM, Corporate -HSSE</b> |
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## Contents

|      |  |    |
|------|--|----|
| 1.0  | Purpose .....  | 6  |
| 3.0  | References.....  | 6  |
| 4.0  | Responsibilities.....  | 6  |
| 5.0  | Existing Applicable Laws .....   | 7  |
| 6.0  | Project Safety Management .....  | 7  |
| 6.1  | Management Commitment & Accountability .....                                   | 7  |
| 6.2  | Pre-Qualifications & Selection of Project Contractors.....                     | 8  |
| 6.3  | Communicating Project Specific Safety Requirements in Contract Documents ..... | 8  |
| 6.4  | Project Safety Management Plan.....  | 9  |
| 6.5  | Project Safety Organization .....  | 9  |
| 6.6  | Contractor's Safety Organization .....   | 9  |
| 6.7  | Inadequate Safety Personnel.....   | 9  |
| 6.8  | Approval of Safety Personnel from BPCL.....                                    | 10 |
| 6.9  | Subcontractors Control .....   | 10 |
| 6.10 | Kickoff Meeting .....  | 10 |
| 6.11 | Project Safety Committee .....   | 10 |
| 6.12 | Hazard Identification and Risk Assessment .....                                | 10 |
| 6.13 | Safety Instruction & Training.....   | 10 |
| 6.14 | Daily Job Safety Plan .....  | 11 |
| 6.15 | Safety Communication .....   | 11 |
| 6.16 | Toolbox Meetings and Mass Tool Box Meeting by Contractors .....                | 12 |
| 6.17 | Monthly Location Walk Through .....  | 12 |
| 6.18 | Safety Audits .....  | 12 |
| 6.19 | Safety Statistics.....   | 12 |
| 6.20 | Project Safety Management Basic Rules .....                                    | 12 |
| 6.21 | Equipment and Machinery Safety .....   | 12 |
| 6.22 | Pre-Start Inspections.....   | 13 |
| 6.23 | Equipment and Machinery Inspection Register .....                              | 13 |
| 6.24 | Lifting Machines (Cranes, Rigging, Lifting and Mobile platform).....           | 13 |
| 6.25 | Lifting Operations .....   | 14 |
| 6.26 | Safe Work Procedures .....   | 15 |
| 6.27 | Scaffolding and Work Platforms .....   | 16 |
| 6.28 | Personal Protective Equipment (PPE).....                                       | 16 |
| 6.29 | Location Familiarization .....   | 16 |
| 6.30 | Certificates of Competency .....   | 17 |
| 6.31 | Location Access Control and Traffic Management .....                           | 17 |
| 6.32 | No Smoking Policy .....  | 17 |
| 6.33 | Drugs and Alcohol .....  | 17 |
| 6.34 | Notices and Signs.....   | 17 |
| 6.35 | Barricading and Shuttering.....  | 17 |
| 6.36 | Working at Heights .....   | 18 |
| 6.37 | Housekeeping.....  | 18 |
| 6.38 | Hazardous Substances.....  | 19 |
| 6.39 | Portable Electrical Power Tools and Equipment .....                            | 19 |
| 6.40 | Electrical work.....   | 20 |

|              |  |           |
|--------------|--|-----------|
| <b>6.41.</b> | <b>Working on or near Exposed Live Circuits and Equipment .....</b>                  | <b>21</b> |
| <b>6.42.</b> | <b>Isolations .....</b>  | <b>21</b> |
| <b>6.43.</b> | <b>Lock-out &amp; Tag-out of Equipment .....</b>                                     | <b>21</b> |
| <b>6.44.</b> | <b>Work Permit System .....</b>  | <b>22</b> |
| <b>6.45.</b> | <b>Hot Work .....</b>  | <b>22</b> |
| <b>6.46.</b> | <b>Welding .....</b>   | <b>22</b> |
| <b>6.47.</b> | <b>Gas cutting .....</b>   | <b>23</b> |
| <b>6.48.</b> | <b>Hazardous Areas .....</b>   | <b>24</b> |
| <b>6.49.</b> | <b>Confined Spaces .....</b>   | <b>24</b> |
| <b>6.50.</b> | <b>Excavation .....</b>  | <b>25</b> |
| <b>6.51.</b> | <b>Security .....</b>  | <b>26</b> |
| <b>6.52.</b> | <b>Location traffic &amp; Transport of Material .....</b>                            | <b>27</b> |
| <b>6.53.</b> | <b>Piling .....</b>  | <b>27</b> |
| <b>6.54.</b> | <b>Demolition .....</b>  | <b>28</b> |
| <b>6.55.</b> | <b>Commissioning .....</b>   | <b>28</b> |
| <b>6.56.</b> | <b>Environmental Management .....</b>  | <b>28</b> |
| <b>6.57.</b> | <b>Waste Management .....</b>  | <b>28</b> |
| <b>6.58.</b> | <b>Air Pollution Control by Contractors .....</b>                                    | <b>29</b> |
| <b>6.59.</b> | <b>Noise Pollution Control by Contractors .....</b>                                  | <b>29</b> |
| <b>6.60.</b> | <b>Toilet &amp; Washing facilities by Contractors .....</b>                          | <b>29</b> |
| <b>6.61.</b> | <b>Canteen &amp; Food Hygiene .....</b>  | <b>29</b> |
| <b>6.62.</b> | <b>Drinking Water .....</b>  | <b>30</b> |
| <b>6.63.</b> | <b>Lighting .....</b>  | <b>30</b> |
| <b>6.64.</b> | <b>Health Monitoring .....</b>   | <b>30</b> |
| <b>6.65.</b> | <b>Procedures, Records Storage .....</b>   | <b>30</b> |
| <b>6.66.</b> | <b>Emergency Response Plan (ERP) .....</b>   | <b>31</b> |
| <b>6.67.</b> | <b>Emergency Alarm System .....</b>  | <b>31</b> |
| <b>6.68.</b> | <b>Medical Facilities .....</b>  | <b>31</b> |
| <b>6.69.</b> | <b>Incidents and Near Misses Reporting and Investigation .....</b>                   | <b>31</b> |
| <b>6.70.</b> | <b>Dangerous occurrence Reporting .....</b>  | <b>32</b> |
| <b>6.71.</b> | <b>Reporting of Fires to BPCL .....</b>  | <b>32</b> |
| <b>6.72.</b> | <b>Monthly Safety Submittal to the BPCL .....</b>                                    | <b>32</b> |
| <b>6.73.</b> | <b>Safety Record to be maintained by contractor .....</b>                            | <b>32</b> |
| <b>6.74.</b> | <b>Safety Inspections .....</b>  | <b>33</b> |
| <b>6.75.</b> | <b>Safety Recognition .....</b>  | <b>33</b> |
| <b>7.0</b>   | <b>Review .....</b>  | <b>33</b> |
| <b>8.0</b>   | <b>Definitions .....</b>   | <b>34</b> |
| <b>9.0</b>   | <b>Abbreviations .....</b>   | <b>34</b> |
|              |  |           |
|              | <b>Appendix 1 : Project Personnel Responsibilities .....</b>                         | <b>36</b> |
|              | <b>Appendix 2: Sample Template for Project Safety Management Plan .....</b>          | <b>38</b> |
|              | <b>Appendix 3: Contractors Roles &amp; Responsibilities .....</b>                    | <b>42</b> |
|              | <b>Appendix 4 : Facilities /Equipment for the Contractor's Safety Function .....</b> | <b>44</b> |
|              | <b>Appendix 5: Indicative Contractor Toolbox Meeting Structure .....</b>             | <b>45</b> |
|              | <b>Appendix 6: Indicative Project Safety Statistics .....</b>                        | <b>47</b> |

## Appendix 7 :Project Safety Basic Safety Rules..... 49

### 1.0 Purpose

BPCL has developed Corporate Safety Management System (CSMS) which defines specific requirements for managing OHS risks across its operations in accordance to its HSE policy and stakeholders expectations. The **Element 5 of Corporate Safety Management System : Planning, Standards and Procedures** requires that BUs establish project safety management plans and procedures to ensure safety during construction and commissioning of new installations or modernization/ expansion projects.

This Technical Standard outlines project safety management requirements, which should be integrated in all new ( i.e. green field projects ) as well as modernization or expansion projects ( i.e. projects within or adjacent to existing locations/plants).

### 2.0 Applicability

This Technical Standard applies to Project Functions of respective Business Units and their project locations. The scope of Technical Standard covers both i.e. new projects at greenfield locations and modernization/expansion projects within or adjacent to existing BPCL plant/location . The project contracts includes here combination of all activities such as Construction, Erection, Modifications, Expansions, Maintenance, Demolishing, etc to be done within specific budget and time frame. These are typically managed by project function and can be a very large projects at times. The TS shall apply to all contractors/sub-contractors that provide services solely to the Project.

The plan is to be implemented by the Contractors/ project management consultant, if applicable and its application will be monitored/ audited by BPCL.

### 3.0 References

BPCL HSE Policy

BPCL Corporate Safety Management System

BPCL Technical standard on Risk Assessment and Management

BPCL Technical standard on Contractors Safety Management ( TS/01)

The Building and Other Construction Workers ( Regulations of Employment and Conditions of Services) Act and State Rules as applicable to BPCL Project Site

### 4.0 Responsibilities

Corporate HSSE shall be responsible for training , communicating and monitoring of this technical standard in BU and their project locations.

BU- HSSE/ Location- HSSE shall be responsible for implementation of this technical standard at their project locations.

BPCL Project Leader responsibility shall include (but not limited to)

- Ensuring legal compliances related to project activities;
- Ensuring that tenders/bids for contracts contain sufficient information to enable an evaluation of the safety risk and control measures associated with the work activity;
- Ensuring a contractor pre-qualification process is applied that evaluates the safety systems, capability and performance of companies prior to work commencing;
- Provide information relating to the hazards associated with project activities and the risk control measures designed to prevent injury and/or loss;
- Review , monitoring and enforcement of a documented project safety plan of EPC contractor;
- Establish a system for daily job safety planning, risk assessments, training, performance monitoring, auditing and inspection of contractor activities at the project location;

- Ensuring that workers get adequate instruction, information, training and supervision;
- Sharing good practices to promote continuous improvement in contractor and BPCL safety performance;
- Effective motivation and disciplinary policy.

Project Leader shall define the project management organizational structure, roles, responsibilities and accountabilities for all personnel who play a role implementing the Project Safety Management, including:

- Project Management Consultant, if applicable
- Area In-charges;
- BPCL HSSE Professionals;
- Human Resource
- Any other department under project
- Supervisors;
- Safety staffing of contractors

Refer **Appendix 1** for Guidance on Responsibilities.

### 5.0 Existing Applicable Laws

BU/ Locations shall ensure that their operations comply with all relevant Indian Environmental, Health and Safety laws and regulations and obtain statutory permissions/approvals prior to start of the work.

### 6.0 Project Safety Management

- a. Contractors' safety Management is vital to prevent any accidents and incidents that have harmful impact on employees, the community, assets and the environment. This can be achieved by:
- Clear communication of BPCL's safety management system(SMS) requirements to Contractor(s)
  - Verifying the gap(s) between the Contractor's SMS and BPCL's Requirements and
  - Establishing and Implementing Mechanism for monitoring and ensuring compliance of BPCL SMS requirements
- b. Key areas for project safety management include but not limited to:
- Project team leadership and commitment
  - Prequalification and selection of competent project contractor
  - Communication of project specific safety requirements in contract documents
  - Comprehensive project safety plan preparation by contractor or project management consultant and approval by BPCL project owner / owner's representative
  - Pre-job meetings / Tool box talks
  - Induction and specialized training
  - Daily job plan
  - supervisory safety responsibility
  - Monitoring/supervision of critical tasks
  - Daily equipment and work area inspections
  - Active project safety committee
  - Joint safety walks
  - Method statement
  - Safe equipment and tools
  - Effective control and monitoring on alcohol and drug abuse policy
  - Execution of the work & performance Monitoring
  - Post contract evaluation
  - Effective motivation and disciplinary policy

### 6.1 Management Commitment & Accountability

BPCL project team at all levels, is dedicated to assuring that its employees and others are provided a safe and healthy place to work on each of its projects and ensuring that the Zero Harm philosophy is executed. The management should take the lead and demonstrate commitment throughout the project by:

Treating safety management as a core value of the project and demonstrating leadership throughout the project.

Developing shared objectives and promoting team building between BPCL Project Management Team and Contractors organization's / Project Management Consultant.

- Providing adequate resources and competent safety professionals
- Visibly promoting safety in regular meetings and by doing regular safety walks / Location visits with their counterparts.
- Setting safety objectives and targets and by measuring and reviewing performance.

### 6.2. Pre-Qualifications & Selection of Project Contractors

- a. BU/ Locations shall develop and maintain a process for pre-qualification and selection of project contractors relevant to their needs and demonstrate continual improvement of the same.
- b. While selecting / pre-qualifying the contractors, consideration shall at least be given to:

#### A. Contractor's Past Safety Performance

- a. Worker's Compensation Payout (last 3 years)
- b. Number of Fatal Incidents (last 3 years)
- c. Reportable Lost Time Injury Frequency Rates (last 3 years)
- d. Pending court cases, if any

#### B. Safety Capabilities Assessment

- a. Contractor's Company Safety Policy
    - b. Contractor's Company Safety Organization
  - c. Safety Management System Manual of the contractor
  - d. Hazard Identification & Risk Management Program
  - e. Accreditation (ISO 9001/ ISO 14001/ OHSAS 18001) / Performance Awards
  - f. 3rd Party / Client Audits Report of similar previous jobs undertaken by them
- c. Contractors safety pre-qualification evaluations shall be performed by a team of designated officials from Contract Owners / Owners Representative; Procurement, HSSE, Finance etc. considering the other risks such as commercial etc.
  - d. Procurement / Owner department shall ensure the completion of any requirement, further highlighted by HSSE Staff before qualifying the contractor.
  - e. Once the contractor is qualified, his name shall be maintained in contract department's database of competent project contractors and their safety pre-qualifications information.

### 6.3. Communicating Project Specific Safety Requirements In Contract Documents

- a. Locations shall determine project specific work specific safety requirements. These Project Specific Safety Requirements shall be communicated to all pre-qualified contractors in bid documents by contracting department.

The project specific work specific safety requirements, which may be included are (but not limited to):

- Valid Registration Letter issued by BPCL
- Contractor's Safety Organization specific to project

- Hazard Identification and Risk Management Procedures
- Applicable Risk Assessment Studies like HAZOP, HAZID etc.
- Project Safety Management Plan
- Method Statement(s)/(safe work procedure) for all hazardous or potentially jobs as defined by owner department.
- Any additional document/procedure/study as identified by BU/location.

Contracting department shall ensure that contractor submit all the applicable safety requirements as listed above. HSSE department shall be consulted if needed.

#### 6.4. Project Safety Management Plan

Contractor shall submit a detailed Project Safety Management Plan in BU prescribed template. This shall be a comprehensive document defining safety management system for the project and shall be reviewed/approved by BPCL project owner/ representative, prior to start of the work (Refer Appendix 2 for a sample Template for a Project Safety Management Plan) .

*Note : BU/Location may not require a detailed Project Safety Management Plan as per Appendix 2 for a small or short term project. However, a shorter version of plan shall always be necessary to show that that the hazards are recognized and understood is likely to be adequate.*

#### 6.5. Project Safety Organization

The project safety organization shall vary according to size and complexity of projects. A typical project, however should include :

- A. Chief Project HSSE Manager- HQ
- B. Senior Project HSSE Managers- Region
- C. Project Engineers
- D. Fire and Electrical Officer ( as may be applicable)
- E. Contractor's Safety Officers
- F. Contractor's Safety Supervisors

#### 6.6. Contractor's Safety Organization

Contractors must provide a nominated manager, supervisor or foreman with authority to give and receive safety instructions at project location as mentioned below.

- If a contractor is employing less than 30 employees, he shall designate one dedicated supervisors as a safety steward.
- For every 30 persons or more contractor shall appoint one qualified safety steward (diploma in industrial safety from recognized government institute). For more than one safety steward, one of them shall be appointed as Chief safety steward.
- In addition to above contractor shall also appoint one safety officer, if he employs more than 100 workers. Safety officer shall have Diploma In Industrial Safety or any equivalent qualification from Government Recognized Institute and minimum 2 years of experience. For more than one safety officer, one of them shall be appointed as Chief safety steward.

NOTE: BPCL shall reserve the right to prescribe the number and qualification of contractor's safety personnel.

Appendix 3 provides description of Contractor's Roles and Responsibilities. Appendix 4 provides list of facilities /equipment for the contractor's safety function.

#### 6.7. Inadequate Safety Personnel

In case if the contractor fails to provide the minimum required manpower or fail to fill up vacancies created within 30 days, the same shall be provided by BPCL at contractor's cost. Any administrative expenses involved providing the same like paper advertisement or manpower consultant charges, etc shall also be at the cost of contractor.

### 6.8. Approval of Safety Personnel from BPCL

The name of the nominated person(s) must be given to the BPCL Representative before work commences along with their educational qualification and training certificates. The Contractor shall be fully responsible for supervision of Contractor personnel to ensure that they strictly adhere to all applicable safety requirements. The Contractor shall provide, and fix in place, all caution and hazard notices required for the project location in accordance with the applicable laws in force and industry practice.

### 6.9. Subcontractors Control

The Contractor shall provide the BPCL Representative with the names of the Sub-Contractors and obtain approval to this Code of Practice prior to their engagement. Contractor shall ensure that the sub contractors shall also be governed by the requirements as applicable to them. The contractor shall ensure that the Sub-Contractors receive safety induction briefings. The Contractor shall regularly check the Sub-Contractors' compliance with safety requirements and be held accountable for their safety performance including requirement to use Personal Protective Equipment (PPE).

### 6.10. Kickoff Meeting

The contractor shall facilitate a formal safety kickoff meeting prior to commencement of Location works along with subcontractors and BPCL representative. The contractor shall inform the BPCL a minimum of seven (07) days in advance of these formal kickoff meetings and the BPCL.

### 6.11. Project Safety Committee

A project safety management committee shall be constituted with representation from senior management representation from the contractors, subcontractors (if permitted in contract). The meeting shall be held at least once per month and record maintained. The meeting shall be chaired by BPCL project manager and convened by Location HSSE Manager.

The large contractors/ sub-contractors may also be asked to constitute their own safety committees. will provide the BPCL the minutes of the same.

The outcome of pre job meeting shall be documented and record maintained.

### 6.12. Hazard Identification and Risk Assessment

The contractor shall ensure that a specific hazards are identified, which have the potential to cause harm in terms of human injury, ill health, damage to property or the environment, or a combination of these and risk is properly assessed, control measures are identified prior to start of work. The record shall be maintained at Location office.

### 6.13. Safety Instruction & Training

Project Leader shall establish safety training plan & procedures (example given below).

| Training Profile Discipline: Scaffolder  | Initial Training  |
|--|---|
| Safety Orientation & BPCL HSE Policy, Life Saving Rules, Roles & Responsibilities, Incident Reporting, Emergency management, Project description, hazards & risks, Project Safety Management Plan etc. | Prior to starting work- All BPCL and Contractors Employee |

|  |                                     |
|--|-------------------------------------|
| Scaffolder Practical Assessment                        | Prior to starting work              |
| New Start Orientation                                  | Prior to starting work              |
| Correct use of PPE                                     | Prior to starting work              |
| Safe use of Safety Harness and 100% Tie-Off            | Prior to starting work              |
| Working at Height & Dropped Object Controls            | Prior to starting work              |
| Toolbox Talk   | Prior to starting work              |
| Hazard Identification and Safety Intervention          | Prior to starting work              |
| JSP and Work Permit System                             | Prior to starting work              |
| First Aid  | As required                         |
| Worker Welfare Program                                 | Prior to starting work              |
| Environmental Awareness Program                        | Prior to starting work              |
| Transport Safety Awareness                             | Prior to starting work              |
| Safe Commissioning and Start up to concerned personnel | Prior to Commissioning and Start up |

The contractor shall ensure that all personnel attend the Safety Induction Training / Instruction, Tool Box talks before they start to work on the project. The contractor's workman shall attend Refresher Training Periodically and shall take advantage of the various Safety training courses provided by BPCL.

A record of the Safety training undertaken by staff shall be maintained and available to Employers Representative on demand.

#### 6.14. Daily Job Safety Plan

The Contractor Job Representative shall prepare daily job safety plan to identify specific tasks, their hazards and risks and control measures. This is a joint formal review of all tasks and to be documented. This shall be reviewed and approved by owner or his authorized representatives.

#### 6.15. Safety Communication

The Table 1 below outline the Indicative methods and schedule for Contractor Specific Health and Safety communication for processes identified for all employees.

Table 1 : Indicative Communication Workplace Schedule:

| Communication Process    | Schedule   | Participants   | Facilitator   |
|--------------------------|--|--|---|
| Toolbox Meeting          | Daily  | Contractors and its subcontractors                         | Respective Contractors Supervisors in charge of work activities |
| Safety Meetings          | As scheduled   | Contractors  | BPCL HSSE Manager   |
| Project kick Off Meeting | Prior to project commencement or first day on-Location | BPCL Construction Team, Contractors and its subcontractors | BPCL HSSE Manager/<br>Contractors Safety Officers/<br>Stewards  |

|                          |                      |  |  |
|--------------------------|----------------------|--|--|
| Mass Tool Box Meeting    | Weekly               | BPCL Construction Team, Contractors and its subcontractors | BPCL Project Manager<br>Contractor Front Line Supervision and Contractor safety stewards |
| Safety "Stand Down"      | As and when required | Specific task group  | Contractor project Manager / Contractor Construction Manager                             |
| Emergency drill exercise | Monthly              | As per emergency response plan                             | Contractor Project Manager / Contractor Construction Manager                             |

### 6.16. Toolbox Meetings and Mass Tool Box Meeting

Daily toolbox meetings shall be conducted prior to commencement of operations to raise the safety awareness of all project personnel- Meetings shall be carried out at the workplace. Toolbox meetings shall comprise information of discussions concerning any inherent hazards associated with planned works as well as precautions that will be initiated. Topics for toolbox meetings shall include risk assessments conducted for work activities. Toolbox meetings shall be conducted at the common resting shed and designated Contractor personnel will provide assistance to Contractor Supervisors in the preparation and delivery of safety talks and other relevant matters. Refer Appendix 5 for Guidance on Tool Box Talk.

Mass Tool Box Meetings will be conducted by BPCL Project Manager /Contractors to address workforce common issues, communicate corporate messages, and discuss Lesson Learns and / or safety programs new initiatives.

### 6.17. Monthly Location Walk Through

Contractors shall conduct Monthly Location Walk Throughs comprising Contractors Location Management and Safety Coordinators. BPCL project management and HSSE role holders will join these inspections on regular basis.

### 6.18. Safety Audits

Internal Project Safety Audits will be undertaken in accordance with the Project Safety Management Plan. Regional Project Head shall decide about the external safety audit from Independent third party agencies or BPCL auditors ( other than Project ) as may be required on case to case basis.

### 6.19. Safety Statistics

Contractors' safety statistics shall be gathered on a monthly basis and reported to the BPCL HSSE Manager. Contractors and its subcontractors shall provide details regarding their monthly statistics to BPCL for collation by the 5<sup>th</sup> calendar day of every month. Monthly Statistics shall be communicated at a prominent place. Refer Appendix 6 for Indicative safety statistics to be maintained at each BPCL project Location as minimum.

### 6.20. Project Safety Management Basic Rules

Refer Appendix 7 for Project Safety Basic Rules.

### 6.21. Equipment and Machinery Safety

All plant and equipment intended to be used at the project contractors and its subcontractors shall conform to the manufacturer's specifications shall have a proof of adequate maintenance regime. In

addition to these requirements, Contractor shall comply with all regulatory authority standards for machinery guarding and warning devices shall be adhered to prior to the operation of the plant and or equipment on the project.

Contractor shall keep records of all inspections; third party certifications (when applicable) and maintenance activities inclusive of breakdowns shall be recorded using the logbook provided for the relevant item of plant.

All plant items shall be provided with a logbook that contains:

- Current copy of registration/certificate or licence, where applicable,
- Records of service,
- Operation manual,
- Daily pre-start inspection checklists (as applicable), Maintenance records for prior history and provision for future entries, and
- Mobilization inspection checklist completed by an appropriately qualified or competent person.
- Authorized operators record

Vehicle and Plant maintenance will be carried out to manufacturer's specifications and maintenance schedule.

Colour-coding and frequency of maintenance are to be indicated clearly in the maintenance regime of all equipment and machinery.

Unless all the required licenses required to operate any equipment are held by the operating employee and have obtained the necessary work permit approval, then that equipment will not be operated.

BPCL and Third parties will audit the inspection protocols and inspection records.

### 6.22. Pre-Start Inspections

Supervisors and operators shall ensure equipment and vehicles are inspected prior to operation each shift. The operator shall enter details of the inspection into the logbook or daily checklist of the person delegated to complete the inspection. All safety devices shall be operative and at all times used. All required certificates should be available, current and valid

### 6.23. Equipment and Machinery Inspection Register

Contractor construction team shall maintain a Plant and Equipment Register to systematically record each item of plant brought to the project location, which will determine inspection levels, registration details and logbook requirements. All safety devices shall be operative and at all times used as well as all required certificates, all required certificates should be available current and valid

BPCL Team and Third parties will audit the inspection protocols and inspection records

### 6.24. Lifting Machines (Cranes, Rigging, Lifting and Mobile platform)

The use of lifting machines in the project location shall abide by the following conditions:

- Current applicable regulation shall be complied with at all times.
- Lifting machines (i.e. cranes, piling machines) shall possess a valid inspection Certificate and such certificate must be displayed on the machines.
- Contractor Project engineer and lifting supervisor shall inspect the lifting machines upon arrival at project location before being permitted to be used.
- A statutory competent person shall examine the lifting machines at least once in every 12 months. All required certificates should be available, current and valid.
- The Load Capacity Chart (manufacturer or certified by Authorized Examiner) shall be displayed on the lifting machines and understood by the operators.

- Lifting machines shall be marked with its safe working load (maximum and minimum radius)
- Lifting machines shall be used in accordance with manufacturer's operating instruction and/or the Authorized Examiner's instructions
- Lifting machines shall be provided with:
  - An adequate braking mechanism
  - A swing lock or swing brake capable of prevention of rotation;
  - A brake or other device adequate to bring the crane to a stop from any travel for which it is designed, together with a means of locking the crane so as to hold it stationary
  - a load and/or radius indicator with warning alarm
  - a load/radius table to be available in the crane cab of every variable radius jib crane
  - an automatic safe load indicator (Load Moment Indicator)
  - anti two blocking devices
  - crane hook with a safety catch to prevent displacement of the sling or load from the hook
  - an anemometer or a wind speed meter (for new cranes) for measuring wind force and velocity
- Lifting machines shall be examined by an Authorized Examiner after any major repair or any repair done on the hoisting or operating mechanism, boom jib and after over loading incident
- Excavators shall not be used for lifting operations.
- No lifting machine shall be operated unless all measures are taken to prevent toppling or overturning or contact with overhead obstruction (such as structure, power lines)
- When moving lifting machines, the boom shall be lowered and traffic controller/guide shall be required to guide the lifting machine operator.
- When lifting machines are reversing, an additional person shall be required to ensure that the path of travel is clear.
- Lifting machines cabin shall be locked when it is not attended by the operator. Unauthorized person(s) shall not be permitted to enter in the cabin or operate the crane.
- Fire extinguisher shall be provided in the lifting machines. Operator shall be trained to use fire extinguishers.
- Good housekeeping of the lifting machine shall be exercised and maintained.
- Safe access (with proper foot and hand holds/supports) to the cabin and deck of the lifting machines shall be provided and identified.
- Lifting machines shall be maintained to ensure that all components of the lifting and operating mechanism are in good, safe and sound functioning condition.
- A maintenance program shall be required and implemented effectively for the lifting machines and the maintenance records shall be kept in the cabin.
- The operator shall carry out daily inspection of the crane and testing of the safety devices in accordance to manufacturer's recommendations.
- The maintenance section of respective supplier shall inspect the lifting machines at least once every month.

### 6.25. Lifting Operations

- BPCL requires that all lifting to be executed as a minimum, under compliance with applicable regulations and approved code of practices.
- Contractors shall appoint trained and competent Lifting Supervisors Riggers, Signalman and Crane Operators in accordance to statutory requirements.
- Contractors shall also appoint a Responsible Person to coordinate lifting activities.
- Method statements, risk assessments and Work Permit System shall be implemented for all lifting operations.
- A Lifting Plan shall be established and implemented for all routine and non-routine operations.

- The Lifting Plan shall be submitted together with the Lifting Checklist prior to commencing lifting operations. Designated lifting points and the lifting path shall be drawn in the Lifting Plan. The Lifting Plan shall also indicate the followings:
  - Location of lifting operation;
  - Description of lifting operation;
  - Weight of load;
  - Description of lifting equipment to be used;
  - Personnel involved in the lifting operation
- Appointed lifting supervisor shall also check and ensure that all safety provision are in place before the lifting operation is commenced with checklist(s) provided.
- The lifting operation area and other areas with potential hazard / danger must be cordoned off to prevent access for all unauthorized personnel. Only authorized persons and personnel involved in the lifting are allowed in the lifting operation area.
- The load shall be controlled by means of tag lines to prevent the load from turning, swaying or swinging.
- The crane operator/lifting machine operator shall be medically and physically fit for the job and possess the following qualifications.
  - valid crane operator license issued by Government department; and
  - certificate of competency for the type class/capacity of the crane.
- Contractors shall submit the respective documents and certificates on the above for verification to BPCL

### 6.25. Safe Work Procedures

The contractor shall develop and implement a safe system of work and procedure/ method statement at each location. A copy of procedures shall be submitted to BPCL Representative prior to commencement of the work.

This shall include but not be limited to:

- BPCL 12 Life Saving Rules
- Safety Signage
- Hazard Identification and Risk Assessment Procedure
- General Safe System of Work
- Lay out, Housekeeping and Traffic
- Working at heights, ladders, Scaffold and Working Platform
- Use of electrical plant and hand tools
- Material Handling
- Heavy earth moving equipment
- Digging and Excavation
- Hot work
- Dust & Fumes
- Control of hazardous Substances
- Electrical hazards, especially in the connection of equipment supplied by BPCL, or their Subcontractors, to power sources provided by others
- Confined spaces (as applicable)
- Noise, Lighting, Heat Stress, Extreme weather
- Store & waste management
- Portable tools & equipment
- Induction Checklist Drugs and Alcohol
- Safe Lifting & Rigging Procedures
- Material Handling Equipment Operations Ladder Safety

- Portable Hand Tool / Power Tools Safety
- Personal Protective Equipment (Selection, Use & Maintenance)
- Waste Storage, segregation & disposal procedures
- Competency Criteria for High Risk Activities (Qualification / Experience / Training / Skills)

### 6.27. Scaffolding and Work Platforms

Erection, alteration and dismantling of any scaffold shall be carried out by a person holding the appropriate certificate of competency and under the direct supervision of a qualified scaffold supervisor. The use of scaffolds shall be governed by the IS codes.

### 6.28. Personal Protective Equipment (PPE)

PPE that shall be required for all personnel including visitors whilst they enter project Location. Areas where personal protective equipment is required to be worn shall be prominently displayed with signs. Instruction on the correct use and maintenance of personal protective equipment shall form part of the nominated training and toolbox sessions and reiterated through the pre-start meeting process. Contractors shall establish and implement a PPE maintenance programme.

The Contractor shall remove from the location any worker who consistently refuses to wear the appropriate personal protective equipment. The PPEs and safety appliances provided by the contractor shall be of the standard as prescribed by Bureau of Indian Standards (BIS) or equivalent standard.

All construction workers should be provided with high visibility Jackets with reflective tapes conforming to the requirement specified under BS EN 471: 1994. The contractor shall at all time maintain a minimum of 10% spare PPEs and safety appliances and maintain proper record. The standard PPE may include:

- High visibility Vests
- Fire Retardant Clothing (particular activities and designated areas)
- Portable gas detector (particular activities and designated areas)
- Toe Protection and steel capped safety footwear with ankle support
- Hearing protection (particular activities and designated areas)
- Respiratory protection (particular activities and designated areas)
- Hand Protection (particular activities and designated areas)
- Safety helmet with chinstrap
- Safety Goggles.
- Eye protection for grinding, welding and cutting, compressed air use and chemical interaction
- Full body harnesses attached to a shock absorbing device and with double lanyard ("Y" type)
- Life Jackets (designated area)

Safety Induction shall be used as a forum to advice on the general personal protective equipment.

### 6.29. Location Familiarization

Location familiarization is an essential part of the Location Safety arrangements. The contractor shall provide its employees a familiarization tour to their work area for their personnel prior to commencement of the work. This shall include:

- Boundary of work location.
- Authorized safe access / egress routes.
- Authorized walking Routes.
- Storage areas for various materials in particular where dangerous materials or substances are concerned.

- Location of key Personnel, e.g. BPCL Project Manager, HSSE office etc.
- Arrangements for sanitary conveniences and washing facilities.
- Location security arrangements.
- Identification of physical hazards associated with BPCL operational or other work activities.
- Assembly points during emergency.

### 6.30. Certificates of Competency

BPCL requires the Contractors to maintain a register with all statutory certificates of competence as their qualified personnel. These records shall be kept on Location for auditing purposes.

Where BPCL requires personnel to have certificates of competency to perform designated tasks, a record of the certificates will be taken at the time of employment or induction prior to employees being able to perform those tasks. The records shall be maintained in a register for Auditing purposes

Competency certificates shall be maintained for:

- Issuing work permits
- Conducting Electrical Work
- Scaffold work
- Lifting Operations / Safe Slings & Rigging
- Crane / forklift operators
- Fire Fighting

### 6.31. Location Access Control and Traffic Management

Contractors shall manage the security at BPCL project premises. Security guards, traffic patrols, traffic wardens, heavy equipment escorting, vehicle access, warehouses, access and exit gates will be managed by Contractors under procedures and regulations agreed with BPCL Project Team Management.

Only authorized employees with a current and valid driver's license will be allowed to operate vehicles on the project. Contractors shall train all their drivers in defensive driving principles.

### 6.32. No Smoking Policy

BPCL follows No Smoking Policy at the work Location and same shall be practised at all its project locations. The cigarettes / bids, lighters, match boxes etc. shall not be permitted to the project Location.

### 6.33. Drugs and Alcohol

The use, possession, distribution or sale of illegal drugs and controlled substances by any BPCL employee, visitors, contractors or sub-contractors and their employees while on BPCL premises or while performing services on the BPCL project Location is strictly prohibited. Breath analyzer test shall be conducted at the Location regularly.

### 6.34. Notices and Signs

Contractors shall display prominently relevant safety notices and signs in such a manner as to ensure personnel in the vicinity are made obviously aware of the potential hazard. Posters shall be utilized within amenities as a general reminder and changed on a regular basis to reduce familiarity. Signs shall be generated following Indian regulations.

### 6.35. Barricading and Shuttering

Barricades are designed to restrict access into work areas where hazardous conditions are prevalent. Shutters and roof supports are designed to protect access to trenches, tunnels, drains, sewers etc.

Contractors shall identify and adequately highlight potentially hazardous areas or processes and particular risky activities by displaying appropriate tag, warning sign and where deemed necessary, bunted off with fixed rail barricades. Contractor shall erect fixed temporary guardrails at entry points to areas requiring the removal of permanent guard railing or other means of fall protection, Other situations include:

### Overhead Work

- Confined Space Entry;
- Scaffold erection and protection;
- Chemical and product spills;
- Traffic and pedestrian control;
- Blasting and charging situations;
- Excavation
- Hot work
- Painting
- Electrical equipment

### 6.36. Working at Heights

Working at heights may cause serious injuries or fatalities. It is therefore essential to ensure the following measures are taken by Contractors prior to commencing any work at height:

- Permit to work system shall be implemented for working at height
- Where work is performed/or lifted to heights greater than 2 metres above the ground, the potential drop zones must be cordoned off
- Pipe work and structures that could deflect falling objects will be considered when assessing the potential drop zone
- All work areas, walkways, platforms etc. elevated 2 meter or more, must be encompassed by an approved guard rail or rope
- All barriers such as guardrails, opening covers are adequately provided with warning signage must be to protect all workers and public from injury
- Tools and materials will be raised and lowered in secured containers
- When work is carried out at elevated levels, the area below must be cordoned off and warning signs must be posted up
- All openings in floors must be covered temporarily or securely fenced.
- Appropriate Personal Protective Equipment (PPEs) for fall arrest such as full body harnesses attached to a shock absorbing device and with double lanyard ("Y" type) shall be used for work at heights. It is to be used at height of 2 meters and above.

### 6.37. Housekeeping

Housekeeping shall be considered an extension of every activity on the project. Contractors shall ensure maintaining a high standard of housekeeping in the Project at all times. Contractors' supervisors shall be responsible for ensuring housekeeping inspections are conducted on a daily basis and corrective actions are taken accordingly. The areas within their control are to be maintained

In a tidy, safe condition, materials and equipment not in use are neatly stacked away from the work areas and clear of access ways and emergency exits.

Housekeeping shall be constantly monitored to ensure a safe and productive work environment. The following shall be complied at all times:

- Emergency exits, stairway, roadways, walkways and fire points must be identified and kept free of obstruction
- Place of work shall be kept free from any obstruction and from any substance likely to cause a person to slip, trip or fall
- Equipment for use or installation placed on location and work area shall not cause any obstruction unless otherwise approved
- Wires, cables, and gas hoses shall not be laid across floors, steps, stairs, passages, gangways and means of access.
- Construction materials shall be stored or placed at demarcated areas, and stacked in a safe, stable and orderly manner
- Cleaning of offices canteens, and sanitary facilities shall be carried out daily on a routine basis
- All waste shall be categorized and disposed to designated containers, bins, or designated places only.
- Construction and engineering waste and scraps shall be collected and placed into designated bins at the end of the work day
- Surplus waste civil material such as soil, stone etc. must be dumped at the designated dumping areas or removed from location
- Mass housekeeping exercise shall be carried out once every week, and as and when
- Contractors Project Managers or HSE personnel deemed necessary
- Chemicals shall be stored in a designated area and locked to prevent unauthorized usage

### 6.38. Hazardous Substances

Any material or substances that are or may be considered hazardous to Personnel or the environment shall be handled, stored, transported, used or applied according to:

- Manufacturer's Recommendations
- Statutory Requirements
- Contractor shall keep a register of all chemicals used in the Project. Contractor HSE Manager shall approve all chemicals to be used in the Project before they are brought into Project premises. It is advisable for the Contractor to generate an Internal Chemical Approval and Control Procedure

### 6.39. Portable Electrical Power Tools and Equipment

- Earth Leakage Circuit Breakers (ELCB) are standard devices to be used on project locations. Contractors shall use ELCBs when using portable tools and/or equipment. This ensures the maximum safety and protection for all personnel.
- All their tools shall be tagged and tested.
- Double adaptors and piggy-back plugs shall not be used.
- Electrical extension leads and cables shall be, where practical, kept off the floors or ground and be secured at a height by insulated hangers that do not interfere with or hinder the work area.
- Electrical cords, as much as possible, shall not be coiled when in use, they shall be inspected daily before they are used
- Electrical extension leads across pedestrian access ways / floors shall be adequately protected from damage and to reduce trip hazards.
- All equipment shall be visually inspected by the operator prior to use and by a licensed electrician on a three-monthly basis with details of the inspection being recorded in the "Electrical Inspection Register" and on the appropriate colour coded tag for the period.

Common types of power tools used are:

- Drills Rivet
- Grinders
- Guns
- Circular saws

#### 6.40. Electrical work

- For all works that require the identification and control of electrical energy, an approved Log Out - Tag Out (LOTO) Procedure shall be utilized. Contractor shall ensure to generate and utilize a LOTO procedure to manage the intervention on electrical equipment. As minimum, this procedure shall include:
  - Selection and appointment of competent personnel
  - Roles and responsibilities
  - Training requirements
  - Approved tools
  - Safety devices and mechanisms
  - Communication protocols
  - Authorization protocols
  - Administration and physical controls
  - Precautionary measures
  - Maintenance and testing protocols
  - Consideration on simultaneous operations
- All pertinent personnel shall be trained, If energized equipment, installation, or electrical system must be intervened it shall be de energized and/or isolated prior to commencement of work on them by using the Log out Tag Out Procedure
- All practicable measures shall be taken to protect any person against the risk of electric shock arising from or in connection with the use of any electrical installation or equipment.
- Underground or concealed electrical power lines must be identified and marked prior to any work to be carried out onto the ground or wall.
- In work areas where the exact location of underground electric power lines is unknown, person using hand tools which may contact a line must be provided with insulated protective gloves and insulated protective footwear.
- All dangerous occurrences and electrical incidents shall be reported to the Contractors Project Manager and HSE personnel immediately and followed by submission with an appropriate written report.
- Electrical Installation and equipment shall be of good construction, sound material and free from defect.
- Electrical Installation shall be performed, tested and checked by a Licensed Electrical person.
- Testing, inspection and maintenance on electrical installations shall be done by a licensed electrician.
- All temporary electrical in building and work location shall be provided with earth leakage circuit breakers (ELCB).
- All wiring shall be made of weatherproof types, properly insulated and provided with adequate mechanical protection.
- No bare wires or other unprotected conductors shall be located within 4 meters of any surface where employees may work or pass, unless completely guarded by a fence or other barrier.
- No person shall work in such proximity to any part of an electric power circuit that he may be in contact with in the course of his work unless he is protected against electric shock.
- Person shall be advised of the location of such lines, the hazards involved and the protective measures to be taken. No extension to the electrical wiring system shall be made without the Contractor Project Manager and HSE Manager approval.

- Underground and/or concealed cables shall be identified on Location layout drawings and other related drawings, and shall also be identified with markers on location
- All electrical , testing or alterations to any electrical equipment shall only be undertaken by a suitably licensed electrician.
- All electrical equipment including cables, leads or extension cords are to be examined and tested at regular intervals. The findings of these inspections are to be recorded and action taken for the repair, replacement or destruction of the damaged equipment after suitable approval has been granted.
- Switchboards shall be kept locked at all times. The key shall be secured in a safe place to prevent unauthorized access.
- Mobile portable lighting shall be inspected daily for broken switches, exposed or damaged wiring, blown bulbs and damage to trailer and trailer frame. Portable items which are damaged are to be tagged and the details of the damage recorded and then action taken for the repair, replacement or destruction of the damaged equipment after suitable approval has been granted.
- Conductors, switchgear and electrical apparatus is always regarded as being alive until it is proved to be dead by means of approved test lamps, suitable indication devices or voltmeters.
- All electrical equipment and tools are to be inspected by a Licensed Electrician on a monthly basis.

#### 6.41. Working on or near Exposed Live Circuits and Equipment

When working on exposed Live Low Voltage Mains and Apparatus adequate precautions must be taken, otherwise may result in injury or death,

- Insulating mats and hose are to be used by Construction staff when working on or adjacent to exposed Live Low Voltage Mains and Apparatus. When insulating mats and hose are used to cover conductors or earthed metal, the mats and/or hose must be securely fixed to prevent displacement. Conductors and apparatus taken out of service must be proven" dead h by testing
- Precautions must be taken to ensure that the supply remains de-energized by Locking Out the main control switch and any other control points which are capable of restoring supply.
- "Danger" Notices are to be securely attached to the operating lever or push buttons so there is no risk of them becoming dislodged, or of an operator being able to restore power or operate the equipment whilst being unaware of the danger by doing so

#### 6.42. Isolations

Electrical Isolations shall be co-ordinated via Local Electrical Authority, appointed Responsible Competent Person, HSSE appointed personnel and respective Supervisor.

Contractors will adopt its Internal Isolation and Lockout procedure.

#### 6.43. Lock-out & Tag-out of Equipment

A lock-out and tag-out procedure shall be in place for machinery or equipment at the Location for the purpose of inspection, maintenance, routine servicing, or repair. During this period, if the machinery or equipment is inadvertently activated or energized leading to a start-up, it is liable to cause bodily injury to any person who may be working on the machinery, by the sudden release of energy.

The lock-out & tag-out procedure is a set of procedures established for the following purposes:

- To ensure that all energy sources to the relevant part of the machinery / equipment, shall be isolated or disconnected.
- To prevent any interconnected part of the machinery / equipment from being inadvertently activated or energized.
- To implement for the inspection, cleaning, repair or maintenance of any plant, machinery or equipment

**Note:** The Contractor Log Out and Tag Out Procedure shall integrate all pertinent piping, mechanical, pre-commissioning, commissioning activities as well as communication and joint activities at battery limit form multiple contractors/service providers

#### 6.44. Work Permit System

The intention of the permit to system is to control construction activities having the potential to result in personnel injury, property damage or environment impact.

Locations shall implement a Work Permit System to be applied during construction stage and communicate to contractors. The work permit system shall cover;

- Entry into confined spaces
- Work at Height
- Excavation
- Use of explosive devices
- Hot work
- Electrical work
- Radiography
- Piling work
- Demolition
- Lifting operations involving lifting machines and appliances
- Tunnelling work
- Working at height where a person could fall more than 2 meters
- Any other high risk activities, as identified by risk assessment shall also be included it may extend into cold commissioning activities, which may require a Clearance Certificate.

#### 6.45. Hot Work

"Hot Work" is any work activity which requires or involves open flames or any other sources of heat that could ignite flammable or combustible materials in the work area. Such work shall include but not be limited to, welding, burning, grinding, soldering etc. The following requirements shall be in place prior to commencing any hot work activity.

- A work permit system shall be implemented for hot work activities
- An adequate number of dry powder fire extinguishers shall be located within close proximity to hot work areas
- A trained fire watchman shall be assigned to be positioned at the area where hot work is being carried out
- All Slags and sparks shall be contained within the work area. Fire blankets shall be used to contain the sparks, if required.

No hot work close to operating plant and in commissioning areas shall be done by Contractors without BPCL permission.

#### 6.46. Welding

- Welding works shall comply with Indian Standard requirements. Only competent and authorized workers use welding and cutting equipment. Welders and fire watchers shall be competent in the operation of fire extinguishers, fire hoses and any other fighting equipment.
- No Welding and gas cutting close to operating plant and in commissioning areas shall be done by contractors without BPCL permission.
- Fumes and gases evolved shall be identified and exposure controlled. Welders and other persons in the vicinity shall be protected against exposure to ultra violet light and infra-red radiation emitted from the welding operation.
- Welding sets shall be in good condition, properly maintained and earthed.

- Terminals and live components shall be adequately protected.
- Cables shall be inspected to ensure the insulation is intact.
- Damaged cables or electrical holders shall be properly repaired or replaced
- Welders shall wear face mask, appropriate face shields and welder gauntlets during welding activities
- Only competent and authorized workers shall use welding equipment.
- Precautions shall be taken against exposure for welder and other personnel to ultraviolet radiation, fire, explosion, asphyxiation, or exposure to toxic gases, fumes or dust during welding activity.
- Adequate ventilation shall be furnished when working with welding equipment.
- Fire extinguisher/charged hoses/firefighting equipment must be provided at the welding work locations.
- Welders and fire watch personnel shall be competent in using the fire extinguisher/fire hoses/fire fighting equipment.
- Welding shields must be used to protect the eyes of nearby workers and visitors from ultraviolet exposure.
- Welders shall not wear metal rings, bracelets or necklaces during work as these might be heated by induced currents from the welding equipment.
- The welding equipment shall be checked for defects by the welder prior to usage:
- Damaged insulation on welding leads electrode holders and connections;
  - Faulty earth clamps and earth leads,
  - Torn insulation mats/cradles;
  - Worn or damaged hoses;
- Welding equipment shall be installed in such a manner that it can be continuously seen by the welder during welding activities
- The welding equipment shall be placed at ground level only. The welding equipment shall not be placed in the path of falling sparks or in elevated structures.
- Diesel welding machines, generators and transformers must be protected by suitable covers for general protection.
- Such equipment must be turned off when not in use.
- Welding machines shall be inspected by a licensed electrician on a monthly basis
- Metal frames and casings of mains powered welding rectifiers, transformers and voltage regulators shall be earthed.
- Welding leads and return leads shall be well protected against mechanical damage.
- The earthing cable shall be attached to the work area as close as possible.
- The earthing cable shall not be attached to an existing installation or apparatus.
- Welding of the earthing cable is prohibited. No concrete reinforcing steel bar shall be used as earth point
- The work piece shall be positively earthed, using a well-protected earthing wire connected at both ends by bolted lugs or secured by screwed clamps.
- Grounding to plant equipment pieces is prohibited

### 6.47. Gas cutting

- Gas cutting shall comply with Indian Standard requirements.
- Gas cylinders shall be in good condition and free from corrosion
- Gas cylinders shall be properly colour-coded and individually identified
- Hoses shall be properly colour-coded to the internationally recognized standard for the gas being used, in good condition and fitted with hose connectors attached with permanent clips. Jubilee clips shall not be used

- A suitable non-return valve or any other similar device which prevents the backflow of gas shall be fitted in accordance with the manufacturer's instructions between each gas torch inlet and gas hose of every oxygen-fuel gas equipment.
- A flashback arrestor which stops flashbacks shall be fitted in accordance with the manufacturer's instructions at the pressure regulator outlet of each gas cylinder
- Gas cutting equipment must be inspected on a daily basis for leaks, damaged hoses, regulators and pressure gauges, etc. Defects must be reported.
- Suspected leaks may be confirmed with a soap solution. Equipment must be replaced if leak cannot be repaired
- There shall be a designated area for proper storage of cylinders. Cylinders shall not be left lying around. They must not be stored or used in a horizontal position, but must be secured in an upright position. Cylinders must not be taken into confined spaces for use or storage, and shall not be placed on scaffolds
- Cylinder storage area shall be well ventilated and away from heat source or direct sunlight, "No Naked Flame", "NO Smoking" and "Flammable" sign boards shall be displayed
- Cylinders must be handled with care and must not be misused. They must be properly shut off when not in use and safety cap must be fitted when being moved
- Cylinders must be placed in a cylinder cage or frame prior to lifting by crane. Manual lifting of cylinder should be minimized. Cylinders shall not be subjected to drop, knocks, and roll during handling
- Cylinders must be placed in trolleys. A bottle key shall be kept with cylinders in use. Cylinders not in use shall be fitted with a safety cap.
- Oxygen and fuel gas cylinders shall be kept separate with a minimum distance of 5m. Empty cylinders must be separated with full cylinders, and shall be marked "Empty" or "Full"
- Gas cutting equipment, including hoses shall not cause obstruction. Hoses not in use must be coiled up and put in a safe place. Hoses should be supported off the ground
- Gas cutting equipment, including hoses must be removed from confined spaces and excavations during any break or at the end of the day

#### 6.48. Hazardous Areas

- Hot work shall not be carried out in a hazardous area unless a hot work permit is issued.
- Before hot work in a hazardous area is performed, the Contractor and person(s) performing the hot work shall:
  - Provide suitable locations for equipment including emergency fire fighting equipment.
  - Consider any possible changes in circumstances during the hot work, which may render the area unsafe.
  - Ensure fire watchman and fire fighting equipment are available.
  - If required, fire blankets will be used to protect areas that could combust due to sparks
  - Issue hot work permit.
  - Ensure that when hot work is performed, welders will not work alone and shall be provided with assistance as considered necessary. One of the duties performed by the assistance shall be of trained fire watcher.
  - Ensure that on completion of the hot work, the permit has been signed off by the issuing officer.

#### 6.49. Confined Spaces

All conditions, precautions, etc. as outlined in the Regulations and relevant code of practice shall be adhered to. In addition, the requirements as defined in Additional requirements are as follows:

- A competent Confined Space Assessor shall be engaged to closely monitor and supervise the safe work operations in the confined space. He shall be the assessor of the confined space where works are intended to be carried out
- The Confined Space Assessor shall test the atmosphere of a confined space prior to entry by any person into the confined space. The results, indicating the levels of oxygen content, flammable and toxic gases shall be recorded and attached to the work permit system.
- A copy of the approved work permit system shall be displayed at the entrance of the confined space.
- Atmospheric testing of the confined space shall be carried out prior to start of confined space works and subsequently at 6-hourly intervals if the work is continuous. The work permit system will be revoked if independent testing shows the confined space to be an unsafe hazardous environment. Re-entry into the confined space shall only be allowed with the issuance of a new PTW
- Confined Space workers (entrants) shall have passed the BPCL approved Safety Orientation
- Confined space attendant(s) who have to communicate regularly with the entrants shall be trained in the same areas as the entrants. He shall also be trained in rescue efforts so that he can coordinate rescue efforts in times of emergency. The attendant shall not leave his position at the outside entrance of the confined space at any time.
- Forced ventilation shall be provided at all times to a confined space when work activity is being carried out. The ventilation system would consist of a blower connected to flexible ducting. Only explosion proof blower shall be used for combustible atmospheres. The requirement and determination of equipment to be used and its set up shall obey a Contractor Confined Space Assessor ventilation plan.
- Appropriate respiratory, breathing apparatus and proper PPE shall be provided to protect the entrants from inhaling contaminants in the confined space
- A retrieval system consisting of a retrieval line, body harness and a lifting device, or other suitable means shall be used by entrants who are authorized to enter into a confined space and tended at all times by the attendant.
- Illumination of not less than 50 lux shall be provided for access and passage into the confined space.
- All portable hand-held lightings provided in confined space shall be operated at an AC voltage not exceeding 55 volts between the conductor and earth or DC voltage not exceeding 1.10 volts
- Warning signs shall be displayed at or near every access point to warn persons of the existence of a confined space.
- A confined space entrant shall always wear a safety harness with a retractable lifeline, abrasion resistant gloves, protective non-slip footwear and safety helmets.
- A tripod or crane should be used to lower workers where possible.
- Breathable air cylinders to be used shall be properly certified and tested before each use
- If Air compressor will be used to supply breathable air, the compressor shall be for that purpose only and it should be provided with CO, moisture, temperature and oil in line monitor and deficiency alarms.

### 6.50. Excavation

Contractor shall authorize all excavation work by means of an excavation permit; it includes on-shore pile driving and soil testing. Proper checks, e.g. by hand excavated test holes, shall be made for the presence of underground cables or services before machine excavation work is authorized. Drawing checks are insufficient. On project locations within or adjacent to operating plants, all machine excavation shall be done with a dedicated and properly trained banksmen observing the actual soil cutting and removal. The following conditions shall be in place for excavation works:

- Excavations shall be barricaded with signs and shall have warning lights at night

- Excavations with a depth of more than 1.5 meters must be shored, sheet piled or sloped. Excavation more than 1.5 meters depth must have a barrier constructed from the edge of the excavation
- Materials shall be placed more than 1.5 meters away to prevent collapse. Vehicles shall not be parked near excavation areas - Exposed cables or services shall be supported
- Exits points shall be provided
- Excavations shall be inspected by the supervisor daily before work start. Any shoring for excavation depth exceeding 4 metres shall be designed by a professional engineer
- Excavations and trenches more than 1.2 meters depth shall be considered as a confined space and subject to work permit control, both on existing operating and green field project locations
- A designated person who has completed adequate training in safety and health shall supervise the excavation works. He shall also carry out daily inspection of the excavated area before commencement of work, and after every rainstorm or other hazard occurrence
- Access ladders must be provided for excavation depth exceeding 1.2 meters and at least every 25 meters around the perimeter of all excavations
- Ground water must be pumped and kept out from the bottom of all excavations
- Gas cylinders must not be permitted in any excavation
- Edge line of excavation, ropes, chains and other tripping hazards must be marked in order to be clearly visible during day or night
- Starter bars or other protruding objects must be covered or removed
- Personnel removing shoring after completion of work must not be at the bottom of the excavation
- Only a trained and competent excavator operator is allowed to operate the excavator. The excavator operator shall have completed a training course on the operation of excavators
- Excavation machinery must be positioned and operated in a manner that will not endanger any person involved in the excavation works
- No person shall be permitted to work or to be at vicinity where he may be struck or endangered by excavation machinery or by material dislodged by it or falling from it. A safe distance must be maintained between the excavator machine and any person(s) working near to that machine. Person(s) must be prevented from entering the safe operational envelope of the machine; if no-one is there than no-one can get injured.
- visible barrier shall be erected around the excavator to prevent person(s) from walking close to its operating envelope
- Excavations must be gas checked before any personnel enter if evidence of gaseous elements is suspected
- Excavators shall not be used for lifting purposes at any time
- Excavation machinery shall be subjected to daily inspection and regular maintenance

### 6.5.1. Security

Contractor shall include the provision of full-time security personnel to manage Security measures at the Location. These personnel form part of the Emergency Response Team (ERT) and assist in emergency evacuation of personnel. The security department shall take the following measures daily.

- Attendance record for all Location personnel including sub-contractors and visitors
- Issuing of visitor pass as per location procedure
- Vehicle movement record for all vehicles entering and leaving the Location
- Records for all incoming and outgoing machineries such as cranes, excavators, piling rigs, etc,
- Stop and conduct checks on all persons, their identities, and any items in their possessions, custody or control
- Declaration form by persons carrying personal phones, pagers, walkie-talkies
- Control and management of unauthorized parking at Location premises

- o Location patrol
- o Support the Contractor Drug & Alcohol Monitoring and testing Procedure
- o Support Contractor Management in handling cases of workers involved in misconduct /violations at the project location.

### 6.52. Location traffic & Transport of Material

Contractors shall ensure the following conditions are in place for transportation of materials:

- o All vehicles must be roadworthy and conform to local legal requirements.
- o Inspection and maintenance of all vehicles and construction equipment before mobilization on Location. Periodic maintenance to be conducted after mobilization on-Location. All vehicles must be well maintained, and exhaust emissions must be clean, with no visible black smoke. All safety features/devices shall be fully operative at all times.
- o Risk assessment on the 'transport of materials to include as a minimum: loading, securing, unloading of materials, escorting heavy loads, escorting loads in complicated/congested routes, use of banksmen and spotters as needed, peak hour mobilizations, pre-checks of heavy loads routes and areas impacted by inclement weather.
- o Training and authorization of drivers of all classes of vehicles and construction equipment. Contractors must ensure that only licensed and authorised personnel are allowed to drive
- o Designating Location personnel to act as traffic controllers. Traffic controllers to be briefed on roles and responsibilities.
- o Demarcation of areas on-Location where traffic is allowed to be made known to all Location personnel and visitors. Contractors must erect barricades and install signs to separate pedestrians from vehicles. Particular attention must be paid at entrances to the Location.
- o Reverse sensors to be fitted on all vehicles where practicable. In the event where fitting of the sensors are impractical, traffic controllers should be deployed.
- o Seat belts are compulsory for the drivers and passengers of all classes of vehicles.
- o Vehicles must be parked at a designated car park and shall not block access or emergency points
- o Traffic management will be coordinated through the BPCL project manager.
- o Only authorised routes must be used to and from the Location- Mobilization route drawings must be communicated and update accordingly.

### 6.53. Piling

Contractor shall carry out Piling operations shall be carried out, as a minimum, in accordance with the following requirements:

- o Method statements risk assessments and emergency procedure for piling works
- o Structure adequately supported by sheet piling or other means of shoring in accordance with the design of a professional engineer (PE)
- o Contractors shall assign an area for pile preparation at a safe distance away from the piling zone
- o To determine the piling machine's safe working area/access on Location during operation/movement based on type of machine operated and the ground load bearing capacity e Provision of suitable PPE to protect rig operators and workers from falling objects, noise, etc, Inspection of the piling machine daily prior to start work. Ensure all safety mechanism/devices are well known by involved personnel and are in good working condition
- o Submit the Work Permit for piling prior to work commencement and proceed work subject to approval from the Project Manager
- o Suitable footing such as steel plate and hard core to be provided if piling rig is to be driven on soft ground
- o Only trained and competent persons to operate piling machines With valid LM certificates
- o Bored holes to be properly barricaded and/or effectively covered.

- The piling machine shall be subjected to regular inspection and maintenance regime programme. It shall have updated and valid certification.

### 6.54. Demolition

Contractor shall perform demolition work in accordance with the following requirements:

- Method statements and risk assessments for demolition work shall include exposure to hazardous chemicals such as dust and toxic chemicals
- De-energize all electrical supply prior to commencement of demolition works
- Protection of adjacent structures against premature collapse
- Disposal of all types of waste in accordance to local authority requirements
- Demarcation for no-entry zones to prevent unauthorized entry into the structure being demolished.
- Appropriate PPE requirements such as safety harnesses, anchoring points, respirators, etc.

### 6.55. Commissioning

It is vital to mobilize commissioning managers and other key persons early, and to maintain continuity of people, planning and work processes from construction through cold commissioning to hot commissioning to start-up. Cold commissioning involves cleaning and functional testing of utility and process systems without the introduction of nitrogen and hydrocarbons. Hot commissioning involves introduction of hydrocarbons or other process materials for testing purposes and the functional testing of all remaining utility and process systems. During commissioning, BPCL work permit system will be used.

### 6.56. Environmental Management

BPCL Project team should audit the implementation of adequate environmental protection plan, procedures, protocols and actions.

Environmental management shall include the following.

- Waste management
- Chemicals management
  - Fugitive dust controls
- Noise and vibration controls
- Traffic management ensuring "clean wheel policy"
- Reinstatement of land after temporary works
- Vector controls (e.g. by dewatering, water treatment, use of water-based spraying of mosquitoes instead of thermal fogging, others)
- Rodent and pest controls
- Hygiene controls of office and warehouse facilities and canteens
- Waste and spoil management to include hazardous waste (e.g. keeping a list of hazardous substances used and SDS, keeping a list and utilizing approved waste collectors, implementing programs to minimize waste by programme for recycling, reusing and recovering, others) Reporting of environmental incidents
- Training on environmental principles and procedures
- Effluent discharge controls
- Pollution prevention training
- Complying with all Pollution Control Board requirements
- Taking timely and adequate actions to resolve any potential audit observation

### 6.57. Waste Management

All Contractors shall take provision for proper disposal of general and industrial waste at the Location. Collection of garbage and industrial waste should be conducted on a regular basis. Waste should be segregated based on the different types such as metal, wood, food, hazardous and general waste. General guidelines on disposal of waste should include the following.

Hazardous waste to be disposed in separate containers and clearly labelled. Contractors should engage a licensed industrial waste collector to dispose all hazardous waste. Hazardous waste includes waste generated from clinics such as

- Signs are to be placed at designated areas for the storage of waste bins or containers
- Batteries should be segregated and subsequently disposed in a safe and controlled manner
- Only approved contractors should be engaged for the recycling of scrap metal.
- Chemical containers and drums should be reused if still in good condition
- Disposal of garbage shall meet local legislative requirements and public health standards. Solid waste management shall be managed by the collection of refuse by licensed general waste collectors
- There shall not be any overloading or spillage of construction wastes from skips
- Refuse bins shall be properly covered
- Organic food wastes and construction wastes must not be stored together and shall be removed daily
- Waste/used oil shall be properly collected and sent to a pollution control board licensed collector/agency.
- dressings, swabs, used syringes, needles, cartridges, medicines, tablet and other chemical waste used in OHS centre.

#### 6.58. Air Pollution Control by Contractors

- Lorries and vehicles carrying construction materials must be properly and adequately covered
- There shall not be any emission of dark smoke from construction equipment and machinery
- Open burning of construction waste is strictly prohibited.
- Dust preventive measures such as water sprinklers/spray, shielding, netting, covers/hoarding for aggregate/sand stores shall be provided and maintained.

#### 6.59. Noise Pollution Control by Contractors

- DG sets at Location shall be with acoustic enclosure.
- Regular maintenance shall be carried out for all equipment and machinery to prevent excessive noise emission
- Noise monitoring activities may be needed/required on particular cases.

#### 6.60. Toilet & Washing facilities by Contractors

Sufficient toilet and washing facilities at the Location office shall include the following facilities:

- Wash basins and showers shall be provided with hot and cold water, with soap and paper towels, continuous roller type towels or hand dryers
- Continuous supply of water should be provided at all times
- Toilet and washing facilities shall be kept clean and in working order
- Floors, walls, ceilings and fittings in the facilities should be of a finish that can be cleaned easily
- Waste water should be connected to a disposal drain and discharged to a drain

#### 6.61. Canteen & Food Hygiene

Contractors shall maintain a high level of food hygiene at the Location. The necessary steps are to be taken to prevent food contamination that may lead to case(s) of food poisoning:

- Provision of a designated area for consumption of food away from the Location.
- All Location personnel are to be briefed on good hygiene habits prior to consumption of food.
- Consumption of food at any other area other than the designated area should be strictly prohibited.
- Only food catering operators that are licensed are allowed to deliver food to the Location.
- Food handlers shall wear gloves or use tongs or other suitable implements when handling ready-to-eat or cooked food

### 6.62. Drinking Water

Contractors shall ensure the availability of sufficient potable drinking water for all personnel at the Location. Drinking water standards should meet WHO quality standards. Provision of potable drinking water and water stations shall also meet the following requirements:

- The stations for the drinking water and potable water tanks are to be labeled "Drinking Water" to differentiate from water used for industrial purposes
- Drinking water stations are to be indicated on the general Location layout plan to inform all personnel.

### 6.63. Lighting

Contractors shall provide sufficient and suitable lighting at every part of the Location as well as in the office. The requirements shall conform to the requirements stated in National building Code/OISD codes.

- General lighting requirements shall be as follows:
- Minimum 50 lux — for passageways, corridors and stairways
- Minimum 100 lux — for store rooms, toilets and wash rooms
- Minimum 200 lux — moderate discrimination of detail required (eg. rough bench and machine work)
- Minimum 300 lux - close discrimination of detail required (eg. medium bench and machine work)
- Emergency lighting shall also be provided in the event of a power failure affecting the general lighting.

### 6.64. Health Monitoring

Health surveillance will be provided for staff where there is a legislative requirement or for staff who have been identified as having exposure to hazardous substances and the exposure to the hazardous substance is such that it is likely that an adverse effect on the staff's health may occur under the particular conditions of the work.

### 6.65. Procedures, Records Storage

BPCL HSSE procedures will be used as reference for Contractors compliance during the Construction Stage. Stringent of the two shall be complied with. Contractors Procedures will be aligned with BPCL Procedures. BPCL HSSE procedures will be fully in use during the commissioning stage.

Contractors shall ensure that the following records are obtained and kept on file:

- Insurance details for each contractor including Workers Compensation and Public Liability;
- Licenses and Permits
- Drivers license (motor vehicle and plant);
- Electrical contractors license;
- Crane drivers, signalmen, riggers, etc;

Contractors shall ensure that as a minimum the following documentation is maintained on the project:

- Details of HSSE training (external & in-house) and induction records, attendance records;
- Hot Work Permits and Confined Space permits; »Records of all accidents and near misses;

- Details of all Inspections, hazard/risk assessments;
- Copies of all Health & Safety reports

### 6.66. Emergency Response Plan (ERP)

Location shall develop and implement a comprehensive Emergency Response Plan to be used during the construction and commissioning phase. Communication with external authorities and Emergency Response Organizations shall be clearly defined.

A copy of the up-to-date Emergency Preparedness and Response Plan for each Area shall be made available as guide of the Emergency Response Team (ERT).

Specific high risk activities that require potentially complex rescues e.g. Confined Space within confined space or confined space requiring ventilation entry into a vessel loaded with trays or activities conduct from particularly high structures, such as flares, will be requires to have "Stand By" rescue personnel.

Locations shall ensure that contractors properly communicate the Emergency Respond Plan to their all personnel. Contractors will be responsible to ensure safety of all their supplier and short term service personnel and escort them at all time on Location.

All visitors and personnel entering the work Location shall be provided with instructions in what action to take in the event of a potential emergency situation. Key subject areas will be.

- Locations of medical facilities
- Overview of emergency plan and procedures
- Potential emergency threats on project
- Action to take in the event of an emergency
- Emergency notification alarms and their location
- Location of " Assembly Area"
- Action to be taken at a " Assembly Area"
- Medical Emergency response requirements
- First aid requirements
- Emergency Telephone numbers

### 6.67. Emergency Alarm System

Locations shall evaluate the need to install alarm systems. This could consist of the following.

- Gas Detection Alarm Systems
- Office Building Alarm System

### 6.68. Medical Facilities

Location shall maintain an OHS centre, equipped ambulance and first aid boxes at project Location as per the Building and Construction Workers Rules as applicable . Any project location more than 500 workers shall have one fully equipped ambulance van.

### 6.69. Incidents and Near Misses Reporting and Investigation

All accidents and dangerous occurrences shall be reported/ recorded as per BPCL IRIS system, regardless of whether or not personnel injury occurs.

- Fatal accident
- Lost Time Injury accident
- Dangerous occurrence
- Any incident involving a member of the public
- Near Misses

BPCL shall conduct in-depth investigations into all fatal accidents, Lost Time Injury, accidents, incidents involving a member of the public, dangerous occurrences. Copies of these investigations shall be forwarded to the contractor Representative.

### 6.70. Dangerous occurrence Reporting

- Bursting of a revolving vessel, wheel, and grindstone or grinding wheel moved by mechanical power.
- Collapse or failure of a crane, derrick, winch or other appliance used in raising or lowering persons or goods or any part thereof (except the breakage of chain or rope slings), or the overturning of the crane;
- Explosion or fire causing damage to the structure of any room or place in which persons are employed, or to any machine or plant, resulting in the complete suspension of ordinary work.
- Electrical short circuit or failure of electrical machinery, plant or apparatus, attended by explosion or fire, causing structural damage involving its stoppage or disuse.
- Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
- Collapse in whole or part from any cause whatsoever of any roof, wall, floor, structure or foundation forming part of the construction Location in which persons are employed.
- Total or partial collapse of any overburden, face tip or embankment on the construction Location.
- The overturning of, or collision with any object by any bulldozer, dumper, excavator, grader, lorry or shovel loader, or any mobile machine used for the handling of any substance on the construction Location.

### 6.71. Reporting of Fires to BPCL

The contractor shall report to the BPCL Representative all fires which occur on Location including any fires that have been extinguished by the contractor, and the Employers Representative may send staff to investigate such fires. The following information shall be provided:

- Time of fire;
- Location of fire;
- Means of extinguishing fire;
- Injury to any person / damage to any property; and
- The probable cause of fire.

### 6.72. Monthly Safety Submittal to the BPCL

The contractor shall submit following monthly reports to BPCL (but not limited to)

- Monthly report of total number of workmen.
- Total Man hours worked
- Number of LTI incidents
- Minutes of Location safety committee Meeting.
- Safety inspection report
- Electrical inspection Report
- Scaffold inspection Report
- Crane inspection Report
- Any potential concern

### 6.73. Safety Record to be maintained by contractor

The contractor shall submit following monthly reports to BPCL (but not limited to)

- Accident / Incident / Dangerous Occurrence report form.

- Accident Statistic – Monthly report form.
- Contractors Monthly Safety report.
- Work permit records
- Risk Assessment worksheet.
- Safety Training Attendance record.
- Weekly Fire Fighting Equipment checklist.
- Electrical Inspection Report
- Scaffold Inspection Report
- Crane Inspection Report

### 6.74. Safety Inspections

Contractor shall establish following schedule of Inspections as a minimum at each project Location and submit Inspection checklist

| Inspection Category        | Inspection Type  | Periodicity |
|----------------------------|--|-------------|
| Planned General Inspection | Contractor and subcontractor Location safety committee     | Monthly     |
|                            | Daily safety inspection by contractor Location safety Team | Daily       |

|                    |   |       |
|--------------------|---|-------|
| Routine Inspection | Inspection of equipment   | Daily |
| Special Inspection | As per equipment manufacturer's manual (scaffold, crane, HEMM, Electrical etc.) | —     |

### 6.75. Safety Recognition

Locations shall develop and implement recognition scheme to recognize outstanding safety performance of workers, supervisors and subcontractors. This recognition shall be given out on a monthly basis.

BU/ Locations may award contractors who have performed well in best safety practices and achieved "Zero harm to People and Assets incident" target.

### 7.0 Review

Corporate HSE shall review this technical standard once in 2 years and need based in consultation with BU HSE Role Holders.

### 8.0 Definitions

|                                       |  |
|---------------------------------------|--|
| <b>Project</b>                        | A project, by definition, is a temporary activity with a starting date, scope, specific goals and conditions, defined responsibilities, a budget, a planning, fixed end date, parties involved. It means here a EPC project related to construction and commissioning of a new Installation at a new Location or expansion / modernization of existing Installation at the existing Location. The project work activities may include but not limited to activities related to Construction, Erection, Modifications, Expansions, Maintenance, Demolishing, etc. |
| <b>Project Safety Management Plan</b> | A comprehensive document defining entire safety management system for the proposed activities. This shall be submitted by contractors in BU prescribed template and shall be approved by project owner/his representative prior to start of the work.  |
| <b>Project Locations</b>              | It includes<br><br>A. New projects such as greenfield Locations as well as<br><br>B. Projects within or adjacent to existing installation/plant (but separated by a fence with an Independent access control. In case of project work , within or adjacent to existing Installation/plan , prior work permit shall be required.  |

### 9.0 Abbreviations

|              |  |
|--------------|--|
| <b>API</b>   | American Petroleum Institute                   |
| <b>ANSI</b>  | American National Standard Institute           |
| <b>ALARP</b> | As Low As Reasonably Practicable               |
| <b>BPCL</b>  | Bharat Petroleum Corporation Limited           |
| <b>BU</b>    | Business Unit                                  |
| <b>EPC</b>   | Eraction, Procurement and Commissioning        |
| <b>FEED</b>  | Front-End Engineering Design                   |
| <b>HSSE</b>  | Health, Safety, Security , Environment         |
| <b>HAZOP</b> | Hazard and Operability Analysis                |
| <b>HIRA</b>  | Hazard Identification and Risk Assessment      |
| <b>IRIS</b>  | Incident Reporting and Investigation System    |
| <b>ISO</b>   | International Organization for Standardization |
| <b>IS</b>    | Indian Standards                               |
| <b>JSP</b>   | Job Safety Plan                                |
| <b>OISD</b>  | Oil Industry Safety Directorate                |



## TECHNICAL STANDARD ON PROJECT SAFETY MANAGEMENT



|                   |  |
|-------------------|--|
| <b>RLTIFR</b>     | Reportable Lost Time Injury Frequency Rate         |
| <b>OHSA</b>       | Occupational Health and Safety                     |
| <b>P &amp; ID</b> | Piping & Instrument Diagram                        |
| <b>PSP</b>        | Project Safety Plan                                |
| <b>QRA</b>        | Quantitative Risk Assessment                       |
| <b>SWP</b>        | Safe Work Procedure / Standard Operation Procedure |
| <b>TS</b>         | Technical Standard                                 |
| <b>WPS</b>        | Work permit system                                 |

## Appendix 1 : Project Personnel Responsibilities

### BPCL Project Leader : Specific Responsibilities may include:

- Ensure Project Safety Management Plan is developed and implemented for the project and actively promote safety via personal example and supervision.
- Ensure the allocation of adequate resources for Implementation of the Project Safety Management Plan
- Promote the reporting of all incidents (including non-injury) by all employees
- Ensure an audit plan is in place to monitor the compliance and effectiveness of the Project Safety Management Plan
- Endorsement of the BPCL HSSE Policy

### BPCL Project Engineers

Specific Responsibilities may include.

- Ensure the effective communication of the Project Safety Management Plan to all employees, Contractors and its subcontractors
- Ensure the Project Safety Management plan as documented is implemented and to actively promote via personal example and supervision
- Familiarization and compliance of legislation as applied to the project
- To ensure safety training and induction programme are formulated and exercised to all employees, Contractors and its subcontractors
- Promote a recognition Scheme for personnel and Contractors with outstanding safety performance
- Promote a safety accountability scheme to deal with personnel with under expectation safety performance
- Promote the reporting of all incidents (including non-injury) by all employees.
- Ensure that the Contractors and their subcontractors have undertaken their Health and Safety obligations
- Undergo necessary safety training and induction of each construction location

### BPCL Project HSSE Role Holders

- Daily job planning with contractors job representatives
- Audit / Inspection the Implementation of the BPCL Location Project Safety Management Plan as defined herein.
- Liaison with Contractors' safety personnel and line managers.
- Audit Contractor Line Management Implementation of the Project Safety Management Plan
- Participate inspections of the work areas with Contractors Management
- Advise supervisory staff and employees in the implementation of strategies to identify and control potential hazards.
- Liaise with Contractor's Safety Role Holders to request to the Contractors action plans for safety performance improvement as needed
- Audit Contractors equipment and machinery inspection process
- Audit Contractors' Hazardous Materials storage and controls
- Conduct internal safety training



## TECHNICAL STANDARD ON PROJECT SAFETY MANAGEMENT



- Participate in safety meetings, including the Project Safety Committee Meetings
- Incident recordings and investigations
- Safety discipline

### Appendix 2: Sample Template for Project Safety Management Plan

#### Project Details:

|                       |  |
|-----------------------|--|
| <b>CLIENT/COMPANY</b> |  |
| <b>PROJECT</b>        |  |

Prepared by:

Reviewed by:

Approved by:

#### TABLE OF CONTENTS

| Sr. No | Particulars  | Page No |
|--------|--|---------|
|        | Name of contractor organization submitting Safety Management Plan  |         |
|        | Authorized Person Submitting safety Plan & Contact details   |         |
| 0.     | Purpose of the Plan  |         |
| 1.     | Project Highlights <ul style="list-style-type: none"> <li>• Title</li> <li>• Principal Employer</li> <li>• Project Brief</li> <li>• Period</li> <li>• Lay out plan</li> <li>• Contact No. of Principal Employer</li> </ul> |         |
| 2.     | Scope of the Contract against which this safety Plan is submitted  |         |
| 3.     | Reference Documents  |         |
| 4.     | Abbreviations /Definitions   |         |
| 5.     | General Duties of project managers   |         |
| 6.     | General Duties of workmen  |         |
| 7      | Safety Leadership, Policy & Objectives   |         |
| 7.1    | Safety Policy & Involvement of leadership in Safety Implementation   |         |
| 7.2    | Contractor's Alcohol & Drug Policy   |         |
| 7.3    | Safety Objectives & Targets  |         |
| 8      | Contractor's safety Organization <ul style="list-style-type: none"> <li>• Safety Committee</li> <li>• Project Director</li> <li>• Location Manager</li> <li>• Supervisor</li> </ul>  |         |

|    |  |  |
|----|--|--|
|    | <ul style="list-style-type: none"> <li>• Location Safety Head</li> <li>• Location SAFETY Managers</li> <li>• Location SAFETY Representatives</li> <li>• SAFETY Stewards</li> <li>• Labor Welfare officer</li> <li>• Medical Officer &amp; staff</li> <li>• Sub-contractors</li> <li>• Fire / Safety Watch</li> <li>• Quality Assurance Staff</li> </ul>  |  |
| 9  | Hazard Identification , Risk assessment & Risk mitigation Procedure  |  |
| 10 | Facility & Equipment provided to safety personnel  |  |
| 12 | Selection , Control & evaluation of Sub contractor   |  |
| 13 | Issuing I Card & Maintaining Register of workman   |  |
| 14 | Health Surveillance & Facilities<br>( Occupational Health center , Ambulance & First aid facilities)   |  |
| 15 | Contractor's Safety committee meetings   |  |
| 16 | Safety Department & Contractors Safety stewards meetings   |  |
| 17 | Pre start up meeting   |  |
| 18 | List of Safe Work Procedure to be maintained at Location   |  |
| 19 | Hazard Reporting & Rectification Procedure   |  |
| 20 | Work Permit Systems  |  |
| 21 | Lockout & Tag out followed, if yes details   |  |
| 22 | <p>Details of Persons Having "Certificate of Competency" on high risk activities including:</p> <ul style="list-style-type: none"> <li>• Work permit issuer</li> <li>• Electrical work</li> <li>• Operators- Crane, Hydra / Derrick</li> <li>• Drivers</li> <li>• Slings &amp; Rigging</li> <li>• Scaffold</li> <li>• Any other</li> </ul> <p>Note : Provide copies of certificates of competent persons</p>   |  |
| 23 | <ol style="list-style-type: none"> <li>a. Contractor's Safety Training , Promotion &amp; Recognition</li> <li>b. Induction Training to project managers / officers/ supervisors (Prior to start the work)</li> <li>c. Induction Training to contractors (Prior to start the work)</li> <li>d. Training plan and agenda</li> <li>e. Competency assessment training</li> <li>f. Safety Internal auditor training</li> <li>g. Mandatory Safety Training to selected employees/</li> </ol> |  |

|    |  |  |
|----|--|--|
|    | <p>workmen ( Firefighting / First aid / Emergency drill)</p> <p>h. Safety Intranet</p> <p>i. Quarterly Safety Campaign</p> <p>j. Safety Signage</p> <p>k. List of Days to be celebrated</p> <p>l. Safety Rewards</p>   |  |
| 24 | <p><b>Contractor's Safety Inspection System</b></p> <p>a. Management Walk</p> <p>b. Daily Safety Inspection by SAFETY Representative</p> <p>c. Daily Safety Inspection by contractor Safety Officer</p> <p>d. Scaffolding &amp; Platform Inspection ( weekly)</p> <p>e. Lifting machines / tools inspection by Competent Authority –Annually</p> <p>f. Lifting appliances ( Quarterly) – Inspection &amp; color coding</p> <p>g. Electrical safety Inspection – Monthly</p> <p>h. Heavy Earth moving machineries</p> |  |
| 25 | <p><b>Contractor's Safety Consultation &amp; Communication Arrangements</b></p>  |  |
| 26 | <p>Monthly Performance Reporting parameters to THDCL</p>   |  |
| 27 | <p>Monthly Reporting by Sub Contractors and designated person</p>  |  |
| 28 | <p><b>Contractor's System of Safety Audit</b></p> <ul style="list-style-type: none"> <li>• Internal Safety Audit</li> <li>• Corporate Safety Audit</li> <li>• Third Party Audit</li> <li>• Special Audit – Electrical, PTW, Fire Safety etc.</li> </ul>  |  |
| 29 | <p>Fire Protection Plan &amp; Facilities</p>   |  |
| 30 | <p>Work Place Monitoring</p>   |  |
| 31 | <p>Incident / Accident Management</p> <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Investigation</li> <li>• Control measures follow up</li> <li>• Statistics</li> </ul>   |  |
| 32 | <p>List of standard IS approved PPEs provided at location</p>  |  |
| 33 | <p>Road &amp; Traffic Management</p>   |  |
| 34 | <p>Details of Labor Health &amp; Welfare Camp &amp; facilities to be provided</p>  |  |
| 35 | <p>Environmental Management</p> <ul style="list-style-type: none"> <li>• Disposal of construction waste</li> <li>• Hazardous / Inflammable chemicals management</li> <li>• Hazardous waste management</li> </ul>   |  |

|    |   |  |
|----|---|--|
|    | <ul style="list-style-type: none"><li>● Dust Suppression</li><li>● Emissions – DG Sets</li><li>● Waste Water Management – Sewage</li><li>● Drinking Water Management</li><li>● Illumination Management</li><li>● Noise Management</li><li>● Vector Control Measures</li></ul> |  |
| 36 | Visitors and Security Management  |  |
| 37 | Records Management  |  |
| 38 | Abbreviations & Definitions   |  |

### Appendix 3: Contractors Roles & Responsibilities

#### Contractor's Project Manager

The contractor's Manager has overall responsibility for the development and implementation of appropriate Location Managing and Health and Safety Standards of BPCL. He shall also keep all team members of their responsibilities, current, new and amended statutory requirements.

The contractor's representative shall inform the name of Location Manager to BPCL at least 3 weeks prior to commencement of work. He shall work closely with BPCL Project manager and BPCL Location Safety officer.

#### Contractor's Managers/ Supervisors

All managers / supervisors employed by the contractor shall conform to the following requirements:

- I. The understanding and acceptance of their responsibilities under the BPCL health and Safety Policies and current Indian Health and Safety Legislation.
- II. Make themselves fully conversant with the contents of this document copy and operate within all legal and BPCL requirements applicable to the project location. This requires the continual and regular checking of these requirements in actual practice and taking any necessary corrective action.
- III. Ensuring that all newly engaged or transferred personnel under their control are made fully aware of any known hazards or processes within the project location and the preventative measures to be taken or provided to reduce the risk to personnel.
- IV. Ensuring that all employees, including Supervisors, are properly trained for the specific tasks allotted to them. That all newly engaged and transferred employees receive the Health and Safety induction training prior to commencing work at the project location, and that they receive on the job training in health and Safety matters.
- V. Ensuring that all personnel under their control are made fully aware of the emergency and evacuation procedures and that the locations of firefighting equipment, alarms, emergency doors and exit routes and assembly areas are pointed out to them.
- VI. Making sure that all plant, tools and equipment at the location are maintained in a condition that is safe to use, that all the necessary Safety equipment is readily available, issued, used and maintained and that there is a safe means of access and egress to and from the work location at all times.
- VII. Ensuring that the entire relevant safe operating procedures and systems of work instructions are generated, made known to all respective personnel and strictly adhered to. This includes the continual review of these procedures and instructions in practice and discussions with the employees concerned to ensure that they are workable and understood.
- VIII. Ensuring that all personnel under their control are adequately trained and capable of carrying out their duties correctly and safely, and that no newly engaged or transferred employees are required to undertake any task without the appropriate training, instruction and supervision.
- IX. Knowing and thoroughly implementing the accident and incident reporting investigation procedure and taking prompt remedial action to prevent recurrences.
- X. Assisting BPCL on investigations, complying with instructions given by him, and co-operating on areas recommended for improvement.

- xi. Demonstrating a personal interest in the health, Safety and welfare of personnel, applying a good standard of housekeeping within the work location and encouraging a positive response from other personnel by showing a high standard of self-discipline in respect of health and Safety.
- xii. Maintaining a high standard of health and Safety at project location by the day to day Safety training, no matter how small the requirement, by Individual Instructions, as necessary.
- xiii. Assisting the BPCL Representative on work location Inspections and taking action any recommendations made, provided they are able to do so. Ensuring that in the event that any matter raised be unresolved, even with the facilities available to them, they refer the issue to the location Incharge/ Head.
- xiv. Where new plant, equipment, process or changes are to be implemented within the work area, they are to make BPCL Representative(s) aware of the details and the potential effect such plant / equipment / practices are likely to have on the health and Safety of personnel in the work area.
- xv. Seek the advice of the Location Incharge on matters of health and Safety, protective equipment, clothing, systems of work and procedures wherever any doubt exists.
- xvi. Determine the requirements for protective equipment or clothing for operations and processes and requisition the same from stores and issue same to those requiring use of such equipment.
- xvii. Notify their immediate superior of any defective, damaged or missing guards on machinery or plant and request that the matter be dealt with immediately prior to permitting the use of any such plant or machinery, etc.
- xviii. Notifying the Location Incharge of all personnel whom they intend to employ on operations involving contact with hazardous process.
- xix. The contractor's managers/ supervisors have an overall responsibility to ensure that all machinery, plant and equipment under their direct control are safe and without risk to employees.
- xx. In the event of the contractor's managers/ supervisors not being able to resolve a health and Safety problem, especially ones reported to him by employees, he shall refer the matter to the BPCL project manager.
- xxi. The contractor shall maintain Portable First Aid Boxes in fully equipped state at various places. The contractor shall ensure that at least one employee on every working shift, is a trained First Aider, capable of administering First Aid competently until the arrival of professional help, in an accident situation.

### Contractor's Safety Officer

The contractor's Safety officer is primarily responsible for writing and the upkeep of his Safety Plan, and any other identified required procedures as the project progresses. Other responsibilities include, but are not limited to, advising the SM and any members of the project team on Safety matters, assuring compliance with BPCL Safety Manual and any other relevant Safety related documents, ensuring audits and inspections are conducted on a regular basis as required, ensure that personnel, at all levels within their scope receive appropriate Safety training through organized induction and refresher courses and activity toolbox talks, provide assistance to assure they fully comply with their responsibilities for Safety, chairing Safety committee meetings and constant liaison with the BPCL Safety Engineer. PSE shall be appointed and notified to the Employer in due course.

### Appendix 4 : Facilities /Equipment for the Contractor's Safety Function

The following minimum facilities shall be provided:

| S.No | Safety monitoring and Audio-Visual equipment details                         | Quantity |
|------|--|----------|
| 1    | Portable hand held Digital Sound Level Meter (SLM)                           |          |
| 2    | Portable hand held Digital Lux Meter   |          |
| 3    | Laptop computer with standard configuration including multimedia facilities. |          |
| 4    | Colour Printer   |          |
| 5    | Computer Projector with Screen   |          |
| 6    | Overhead Projector   |          |
| 7    | 35mm Camera  |          |
| 8    | Digital Camera with flash (4 Mega pixel minimum) with video facility         |          |
| 9    | Digital still Camera with flash (4 Mega pixel minimum)                       |          |
| 10   | Portable loud speaker (for tool box talk and emergency purpose)              |          |
| 11   | Communication facilities like mobile phones and Walky talky                  |          |
| 12   | Accident investigation kit   |          |

### Appendix 5: Indicative Contractor Toolbox Meeting Structure

| TOOLBOX MEETING STRUCTURE |  |
|---------------------------|--|
| <b>Coordinator</b>        | Contractor Supervisor  |
| <b>Attendees</b>          | Entire Work Crew for the workplace / work activity (Assemble workforce in groups of manageable size so the talk is effective)  |
| <b>Agenda</b>             | Supervisors shall consider the following when formulating the daily agenda:<br><b>Work Permit Conditions</b><br><b>PPE Requirements</b><br><b>Area and Task risk analysis</b><br><b>Emergency protocol, numbers and Assembly Areas</b><br><b>Emergency Exit Routes (for new personnel)</b><br><b>Equipment Condition and inspection</b><br><b>Emergency Exit Routes (for new personnel)</b><br><b>Dissemination of Safety Bulletins</b><br><b>Significant Incidents / Near Misses / Preventive actions / Incident reports, safety trends &amp; findings of Incident Investigations</b> |
| <b>Frequency</b>          | Daily/Weekly   |
| <b>Minutes</b>            | Toolbox meetings shall be considered a formal communication process and the recording of minutes with the standard Project Toolbox meeting record form shall be used   |



# TECHNICAL STANDARD ON PROJECT SAFETY MANAGEMENT



### Appendix 6: Indicative Project Safety Statistics

Name of Project :

#### A : General

| Indicator   | Total |
|---|-------|
| Man-hours<br>Current Reporting Period             |       |
| Accumulated Man-hours<br>(Since start of project) |       |
| Days without any Lost Time Injury                 |       |

#### B. Lead Safety Indicators

|   | Target  | Actual |
|---|---------|--------|
| Total Number of hazards/ unsafe conditions/ unsafe act Reported | Numbers |        |
| Near misses and findings closed on time                         | 100 %   |        |
| Safety audit and inspection findings closed on time             | 100 %   |        |
| Number of Monthly Safety Walks (against plan)                   | Numbers |        |
| Number of Monthly Safety Committee Meetings                     | Numbers |        |
| Number of Monthly Mass Communication Meetings                   | Numbers |        |

#### C. Lag Safety Indicators

|   | Target | Actual |
|---|--------|--------|
| Fatality                                  | Zero   |        |
| Lost Time Injury                          | Zero   |        |
| First Aid Case                            | Zero   |        |
| Dangerous Occurrences/ Near Misses        | Zero   |        |
| Spills                                    | Zero   |        |
| Fires                                     | Zero   |        |
| Asset damage Incident                     | Zero   |        |
| Traffic Incidents                         | Zero   |        |
| Security Incident                         | Zero   |        |
| Penalty Notices / Discipline Action Taken | Zero   |        |



## TECHNICAL STANDARD ON PROJECT SAFETY MANAGEMENT



|  |      |  |
|--|------|--|
| Total Lost Time Incident Rate (per 1,000,000 man-hours worked) | Zero |  |
| Total Compensation Paid  | Zero |  |

### Appendix 7 : Project Safety Basic Safety Rules

1. Contractor shall appoint adequate number of qualified and experienced safety staff at the BPCL Project Location.
2. All equipment, tools, crane, vehicle etc. brought by the contractor shall be inspected to ensure compliance with the applicable Safety requirements. Only those equipment, tools, crane, vehicle etc that meets the requirements and are approved by the BPCL shall be permitted for use.
3. Such Inspections shall be carried out Independently as well as Jointly by contractor and BPCL HSSE staff. Inspections checklists shall be used for these inspections.
4. Contractor employees shall comply with the BPCL HSSE procedures & policies as applicable at the concerned project location.
5. Contractor shall follow project safety management plan duly reviewed and approved by BPCL.
6. Contractor employees shall follow Safety precautions and procedures concerning specific operations and Jobs. Work or task shall be performed according to established procedures and with the designated tools & equipment.
7. Contractor employees shall not start work until authorized by the area owner or work supervisor from BPCL or his authorized agency.
8. Contractor employees shall only carryout the assigned task under a work permit issued by the BPCL or his authorized agency.
9. Contractor employees shall not bring Radios, Mobile phones, lighters, matches, or any other form of Ignition sources within project locations.
10. Firearms, ammunitions, knives etc. shall be strictly prohibited at project locations and workers camps within Industrial Sector.
11. Contractor employees shall not carryout photography or use video camera within the project locations without written approval of BPCL concerned department.
12. No Smoking Policy shall be strictly followed for all projects.
13. All temporary buildings of contractors within project locations shall be located in an area approved by the BPCL area owner and HSSE Department.
14. All temporary offices, office wiring including accessories installed therein shall be subjected to Inspection & approval of BPCL. Any changes to approved wiring or installation of new electrical accessories shall be submitted to BPCL for review and approval prior to implementation.
15. Contractor shall ensure that construction areas, fabrication shop, corridors, offices material storage area, workshops etc. have adequate natural or artificial lighting.
16. Contractor shall furnish adequate clean supply of potable water, containers disposable cups to their employees for drinking water.
17. Contractor shall furnish adequate portable toilet facilities for his employees. All portable toilets shall be kept clean and located in an easily accessible area. If they are to be used at night, the area shall have adequate illumination.
18. Contractor shall properly secure, transport, and use compressed gas cylinders. Cylinders not in use shall be capped and marked.
19. BPCL fire and emergency response equipment and systems shall not be used without authorization and/or for any non-emergency activity. Such equipment shall not be impaired (restricted access) by contractor work activity.
20. Contractor shall comply with applicable rules and regulations for disposal of debris, waste material including hazardous, toxic chemicals.
21. Contractor shall provide required safety signs, posters, warning lights, night lights, barricades and other devices/equipment necessary for all situations or for temporary hazards created by the contractors work activity.
22. All excavations made by the contractor shall be adequately protected to prevent sloughing of earth, by shoring or sloping and shall be protected against personnel slipping or falling into the excavation.
23. Contractor shall guard or place appropriate barricades around temporary openings in floor, temporary impairments to handrails, stairways, or walkways. Existing machinery or equipment guards shall not be modified or altered.
24. Work on live electrical systems shall be conducted in accordance with tag-out, lockout, and permit procedures.

25. Contractor shall follow State Pollution Control Board regulations for safe handling, storage & disposal of materials from the work .
26. When it is necessary for a contractor to operate cranes or lifting operations within 4 meters of the vicinity of energized electrical lines, the contractor shall review the hazards and precautions with the Tenant concerned area supervisor / end user to determine whether the lines can be de-energized. If the lines are to remain energized, the contractor is responsible to install suitable guards to prevent an electrical arc or accidental circuit condition. For such situations contractor shall submit a method statement along with a checklist for verifying all requirements.
27. Contractor shall ensure identification of underground services /pipelines etc in consultation with end user / facility owner prior to execution of job.
28. Contractor shall ensure compliance to compatibility requirements for hazardous material and cylinders storage.
29. Contractor supervisory personnel shall develop method/system and implement it to ensure that all safety procedures are understood and followed. Contractor supervisory personnel shall, at all times, set a good safety example.
30. Contractors shall be accountable for their employees' compliance with the Tenant safety rules.
31. Where it is apparent that contractor employees are not following prescribed Tenant safety regulations, policies, or procedures, the person observing such situations should notify the Tenant Supervising Department, who will take the necessary action to ensure that safe work conditions are maintained.
32. Horseplay, fighting, gambling, possessions of firearms or explosives, use of regulated drugs or alcohol, being under the influence of drugs or alcohol, theft, vandalism, sabotage, and distribution of unauthorized literature shall not be permitted. Those involved in such activities shall be removed from the project location and shall be liable for punishment by applicable law.
33. For Project Locations, within existing installations/plants, Contractor shall not perform any of the following jobs without the specific permission of the area supervisor / end user:
  - a. Make repairs or changes to existing equipment
  - b. Operate any valve, switch, or instrument control device.
  - c. Operate any utility services such as electricity, water, air, nitrogen, etc.
  - d. Connect into existing pipelines
  - e. Connect into existing sewers
  - f. Connect into existing electrical system or electrically operated equipment
  - g. Operate electrical equipment or electrical switches
  - h. Enter any closed vessel, tank, container, pit, excavations, or other confined space
  - i. Perform work involving radiography (X-ray etc.)
  - j. Use entity's pipelines, electrical conduits, handrails, or structures as supports for loads, ladders, or scaffolds
  - k. Use entity's structure, pipe or other equipment for attaching blocks, lines, or other services which apply loads on the equipment
  - l. Install guy lines across electrical lines
  - m. Operate cranes or derricks near electrical lines
  - n. Work on any machinery while it is in operation
  - o. Dispose any material in unauthorized areas
  - p. Make excavations without adequate protection to prevent sloughing and without fencing to prevent personnel from falling into them
  - q. Operate electrical equipment without grounding or ground fault circuit interruption (GFCI) protection
  - r. Move suspended loads without securing load to prevent swinging
  - s. Operate any metal-wheeled equipment without adequate protection for the street paving.

# **ANNEXURE - XII TO SPECIAL CONDITIONS OF CONTRACT**

**[LAND, POWER, WATER AND OTHER FACILITIES]**

**19.0 LAND, POWER, WATER AND OTHER FACILITIES:**

Construction Water and Construction Power supply shall be as per the below modifications of Clause Nos. 2.3 of GCC stands modified to the following extent as detailed below:

**19.1 Construction Water**

The Client shall provide construction water as a free issue to the Contractor for use in the execution of works. A water connection will be provided at one point near the Battery Limit of the plot and at one point in the fabrication areas allocated by the Owner.

Construction water shall be available throughout the construction period. The CONTRACTOR shall at his own cost arrange for tapping, storage tank & distribution required for his work including supply, installation & calibration of water meters for temporary construction facility. The Contractor shall be responsible for the distribution of construction water from the point of supply to the specific areas of work within the project site and any other areas under their control. All necessary infrastructure, including but not limited to, piping, valve etc shall be arranged and installed by the Contractor at his own cost.

The Contractor shall ensure that the water supplied are used solely for the purpose of carrying out intended works as specified in the scope and within these areas. The Contractor shall use the construction water judiciously and without any wastage. Any failure to do so may result in penalties or discontinuation of the facility at the discretion of the Client.

Any construction water required for works carried out outside the project site, including any work in shops or fabrication areas not specifically allocated by the Owner, shall be the sole responsibility of the Contractor, and shall be provided at the Contractor's own cost.

In the event of non-availability of construction water, for any reason, it shall not entitle the Contractor to make any claims of whatsoever nature, whether for extension of time, cost recovery, or any other form of compensation from the Owner. Therefore, the CONTRACTOR shall, within the quoted price, make alternate arrangement for construction water meeting water quality requirements from external local suppliers to cope with such eventuality. Additional water, if required, to meet the contractual requirements, shall be arranged by the CONTRACTOR at his own cost.

**19.2 Construction Power**

The Client shall provide construction power as a free issue to the Contractor for use in the execution of works. A power connection will be provided at one point near the Battery Limit of the plot and at one point in the fabrication areas allocated by the Owner. Voltage rating will be 415 Volts.

Construction power shall be available throughout the construction period. The CONTRACTOR shall at his own cost arrange for laying of cable / distribution panel etc & distribution required for his work including supply, installation & calibration of energy meters for temporary construction facility. The Contractor shall be responsible for the distribution of construction power from the point of supply to the specific areas of work within the project site and any other areas under their control. All necessary infrastructure, including but not limited to, cables, distribution panels etc shall be arranged and installed by the Contractor at his own cost. The energy meter to be installed by the CONTRACTOR shall be tested and certified by State Electricity Board or any other agency approved by the Owner.

The Contractor shall ensure that the power supplied are used solely for the purpose of carrying out intended works as specified in the scope and within these areas. The Contractor shall use the construction power judiciously and without any wastage. Any failure to do so may result in penalties or discontinuation of the facility at the discretion of the Client.

Any construction power required for works carried out outside the project site, including any work in shops or fabrication areas not specifically allocated by the Owner, shall be the sole responsibility of the Contractor, and shall be provided at the Contractor's own cost.

Bidder to provide construction power requirement schedule (month-wise) during execution and accordingly power will be allotted to bidder.

The construction power shall be made available to the CONTRACTOR subject to grid distribution. In the event of non-availability of construction power, for any reason, it shall not entitle the Contractor to make any claims of whatsoever nature, whether for extension of time, cost recovery, or any other form of compensation from the Owner. Therefore, the CONTRACTOR shall, within the quoted price, make alternate arrangement to cope with such eventuality and may use DG sets to meet the construction power requirements. Additional power, if required, to meet the contractual requirements, shall be arranged by the CONTRACTOR at his own cost.

### **19.3 LAND FOR CONTRACTOR'S FIELD, GODOWN AND WORKSHOP**

#### **19.3.1 PROVISION OF LAND FOR FABRICATION YARD & STORAGE:**

No separate space for fabrication yard, office and storage/warehouse shall be provided to the Contractor. However, Contractor shall make office and warehouse within the battery limit as indicated in the scope drawing of the Bidding Document. Contractor to ensure that there is no hinderance in execution of work due to their temporary office/warehouse. Space for Fabrication yard shall be arranged by the Contractor outside the Complex at their own cost. Any additional area required beyond the battery limit area shall be arranged by Package contractor outside the Refinery & Petrochemical Complex at Contractor's cost.

Contractor shall relocate their temporary construction facilities within refinery complex, if any, as and when required by BPCL.

Allocation of the graded land to Contractor for Construction & setting office/warehouse shall be as per Scope Drawing. The area required to be developed by the Contractor by their own and regular housekeeping to be maintained. In case contractor fails to do so the necessary housekeeping will be arranged by deploying other agencies at risk and cost of the contractor as well as vacating the area. Non availability of space inside refinery from BPCL should not be a case for extra claim or time extension. Therefore, the CONTRACTOR shall, within the quoted price, make alternate arrangement to cope with such eventuality.

The land for labour colony to be arranged by Contractor at their own cost.

Barricading, Site grading and development of the allocated area, if required, will be the responsibility of the contractor. The contractor shall remove all temporary buildings/ facilities etc. immediately after completion of works in all respects.

Additional space, if required, to meet the contractual requirements, shall be arranged by the CONTRACTOR outside refinery premises at his own cost. Contractor is required to vacate their entire temporary structure after carrying out all the housekeeping within **45 (forty five) days** from the date of overall completion of the job failing which applicable financial penalties, if applicable will be imposed by BPCL.

#### **19.3.2 PROVISION OF PROPER WAREHOUSING**

In line with requirements specified in GCC and specifications, materials shall be properly stored by CONTRACTOR in his warehouse to enable easy traceability, handling and preservation with all materials having proper identification marks, colour coding etc. In case CONTRACTOR fails to follow the specified requirements, next payment due to him shall not be released till he complies with all the requirements to the satisfaction of E-I-C.

**19.3.3 PROVISION OF LAND FOR LABOUR CAMP/ COLONY:**

The land for labour colony to be arranged by Contractor at his own cost. Barricading, Site grading and development of the area, if required, will be the responsibility of the contractor. The contractor shall remove all temporary buildings/ facilities etc. immediately after completion of works in all respects.

**19.4 Drinking Water**

Owner will provide drinking water if available within 500 Metres of the plot for ETP Package. Further distribution from the location shall be by the CONTRACTOR at their own cost. Contractor to arrange filtration for consumption purpose. Based on the Factories act requirement, CONTRACTOR to provide adequate drinking water taps at their own cost along with water coolers etc.

**ANNEXURE - XIII  
TO  
SPECIAL CONDITIONS OF CONTRACT**

**[QUALITY MANAGEMENT SYSTEM]**

बोलीकर्ता से गुणवत्ता प्रबंधन  
प्रणाली अपेक्षाओं हेतु विनिर्देश

SPECIFICATION FOR QUALITY  
MANAGEMENT SYSTEM  
REQUIREMENTS FROM BIDDERS

|             |          |                                  |  |  |                                    |                                 |
|-------------|----------|----------------------------------|--|--|------------------------------------|---------------------------------|
| 2           | 12.06.20 | General Revision                 | <br>QMS<br>Standards<br>Committee | <br>QMS<br>Standards<br>Committee | SKB                                | SKS                             |
| 1           | 12.03.15 | General Revision                 | QMS<br>Standards<br>Committee  | QMS<br>Standards<br>Committee  | MPJ                                | SC                              |
| 0           | 04.06.09 | Issued as Standard Specification | QMS<br>Standards<br>Committee  | QMS<br>Standards<br>Committee  | SCT                                | ND                              |
| Rev.<br>No  | Date     | Purpose                          | Prepared by  | Checked<br>by  | Standards<br>Committee<br>Convener | Standards<br>Bureau<br>Chairman |
| Approved by |          |                                  |  |  |                                    |                                 |

**Abbreviations:**

|     |   |  |
|-----|---|--|
| ISO | - | International Organization for Standardization |
| MR  | - | Material Requisition                           |
| PO  | - | Purchase Order                                 |
| PR  | - | Purchase Requisition                           |
| QMS | - | Quality Management System                      |

**QMS Standards Committee**

**Convener:** Mr. S.K. Badani

**Members:** Mr. Sanjay Mazumdar (Engg.)  
Mr. R.K. Singh (SCM)  
Mr. B. Biswas (SCM)  
Mr. Ravindra Kumar (Const.)  
Mr. Vinod Kumar (CQA)  
Mr. Swapnil Vaishnav (Projects)

## CONTENTS

| Clause No. | Title                                     | Page |
|------------|---|------|
| 1.0        | SCOPE .....                               | 4    |
| 2.0        | DEFINITIONS .....                         | 4    |
| 3.0        | REFERENCE DOCUMENTS .....                 | 4    |
| 4.0        | QUALITY MANAGEMENT SYSTEM – GENERAL ..... | 4    |
| 5.0        | QUALITY SYSTEM REQUIREMENTS .....         | 4    |
| 6.0        | AUDITS .....                              | 7    |
| 7.0        | DOCUMENTATION REQUIREMENTS .....          | 7    |

## **1.0 SCOPE**

This specification establishes the Quality Management System requirements to be met by BIDDER for following purpose:

- QMS requirements to be met by suppliers / contractors after award of work / during contract execution.

## **2.0 DEFINITIONS**

### **2.1 Bidder**

For the purpose of this specification, the word "BIDDER" means the person(s), firm, company or organization who is under the process of being contracted by EIL / Owner for delivery of some products (including service). The word is considered synonymous to supplier, contractor or vendor.

### **2.2 Project Quality Plan**

Document tailored from Standard Quality Management System Manual of BIDDER, specifying how the quality requirements of the project will be met.

### **2.3 Owner**

Owner means the owner of the project for which services / products are being purchased and includes their representatives, successors and assigns.

## **3.0 REFERENCE DOCUMENTS**

- |           |   |
|-----------|---|
| 6-78-0002 | Specification for Documentation Requirements from Contractors |
| 6-78-0003 | Specification for Documentation Requirements from Suppliers   |

## **4.0 QUALITY MANAGEMENT SYSTEM – GENERAL**

Unless otherwise agreed with EIL / Owner, the BIDDER proposed quality system shall fully satisfy all relevant requirements of ISO 9001 "Quality Management Systems – Requirements." Evidence of compliance shall be current certificate of quality system registration to ISO 9001 or a recent compliance audit recommending registration from a certification agency. The quality system shall provide the planned and systematic control of all quality related activities for execution of contract. Implementation of the system shall be in accordance with BIDDER'S Quality Manual and PROJECT specific Quality Plan.

## **5.0 QUALITY SYSTEM REQUIREMENTS**

- 5.1** BIDDER shall prepare and submit for review / record, Project Quality Plan / Quality Assurance Plan for contracted scope / job. The BIDDER'S Quality Plan shall address all of the applicable elements of ISO 9001, identify responsible parties within BIDDER'S organization, for the implementation / control of each area, reference the applicable procedures used to control / assure each area, and verify the documents produced for each area. The Project Quality Plan shall necessarily define control or make reference to the relevant procedures, for design and engineering, purchase, documentation, record control, bid evaluation, inspection, production / manufacturing, preservation, packaging and storage, quality control at construction site, pre-commissioning, commissioning and handing over (as applicable) in line with contract requirement and scope of work.

- 5.2** BIDDER shall identify all specified or implied statutory and regulatory requirements and communicate the same to all concerned in his organization and his sub contractor's organization for compliance.
- 5.3** BIDDER shall deploy competent and trained personnel for various activities for fulfillment of PO / contract. BIDDER shall arrange adequate infrastructure and work environment to ensure that the specification and quality of the deliverable are maintained.
- 5.4** BIDDER shall do the quality planning for all activities involved in delivery of order. The quality planning shall cover as minimum the following:
- Resources
  - Product / deliverable characteristics to be controlled.
  - Process characteristics to ensure the identified product characteristics are realized
  - Identification of any measurement requirements, acceptance criteria.
  - Records to be generated
  - Need for any documented procedure

The quality planning shall result into the quality assurance plan, inspection and test plans (ITPs) and job procedures for the project activities in the scope of bidder. These documents shall be submitted to EIL / Owner for review / approval, before commencement of work.

- 5.5** Requirements for sub-ordering of outsourced items / sub-contracting / purchasing of services specified in MR / contract / tender shall be adhered to. In general all outsourced items will be from approved vendors of EIL. Wherever requirements are not specified, or approved sub vendors do not exist, the sub-contractor shall establish and maintain a system for purchasing / sub-contracting to ensure that purchased product / service conforms to specified requirements in concurrence with EIL / Owner. Criteria for selection of sub-contractor, evaluation, re-evaluation, maintenance of purchasing data and verification of purchased product (sub-contractor services), constitute important components of this requirement.
- 5.6** BIDDER shall plan and carry production and service provision under controlled conditions. Controlled conditions shall include, as applicable
- a) the availability of information that describes the characteristics of the product
  - b) the availability of work instructions
  - c) the use of suitable equipment
  - d) the availability and use of monitoring and measuring devices
  - e) the implementation of monitoring and measurement
  - f) the implementation of release, delivery and post-delivery activities
- 5.7** BIDDER shall validate any processes for production and service provision where resulting output cannot be verified by subsequent monitoring and measurement. This includes any process where deficiencies become apparent only after the product is in use or service has been delivered.
- 5.8** BIDDER shall establish a system for identification and traceability of product / deliverable throughout product realization. Product status with respect to inspection and testing requirements shall be identified.

- 5.9** BIDDER shall identify, verify, protect and safeguard EIL / Owner property (material / document) provided for use or incorporation into the product. If any Owner / EIL property is lost, damaged or otherwise found to be unsuitable for use, this shall be reported to the EIL / Owner.
- 5.10** BIDDER shall ensure the conformity of product / deliverable during internal processing and delivery to the intended destination. Requirements mentioned in the MR/ tender shall be adhered to.
- 5.11** BIDDER shall establish system to ensure that inspection and testing activities are carried out in line with requirements. Where necessary, measuring equipment shall be calibrated at specified frequency, against national or international measurement standards; where no such standard exists, the basis used for calibration shall be recorded. The measuring equipment shall be protected from damage during handling, maintenance and storage.
- 5.12** BIDDER shall ensure effective monitoring, using suitable methods, of the processes involved in production and other related processes for delivery of the scope of contract.
- 5.13** BIDDER shall monitor and measure the characteristics of the product / deliverable to verify that product requirement has been met. The inspection (stage as well as final) by BIDDER and EIL / Owner personnel shall be carried out strictly as per the approved ITPs or ITPs forming part of the contract. Product release or service delivery shall not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by relevant authority and where applicable by Owner / EIL.
- 5.14** BIDDER shall establish and maintain a documented procedure to ensure that the product which does not conform to requirements is identified and controlled to prevent its unintended use or delivery
- 5.15** All non-conformities (NCs) / deficiencies found by the BIDDER'S inspection / surveillance staff shall be duly recorded, including their disposal action shall be recorded and resolved suitably. Effective corrective actions shall be implemented by the BIDDER so that similar NCs including deficiencies do not recur. The BIDDER shall take appropriate actions to address the Risks and Opportunities in the project.
- 5.16** All deficiencies noticed and reported by EIL / Owner shall be analyzed by the BIDDER and appropriate corrective actions shall be implemented. BIDDER shall intimate EIL / Owner of all such corrective action implemented by him.
- 5.17** BIDDER should follow the standards, specifications and approved drawings. Concessions / Deviations shall be allowed only in case of unavoidable circumstances. In such situations Concession / deviation request must be made by the BIDDER through online system of EIL eDMS. URL of EIL eDMS is <http://edocx.eil.co.in/vportal>.
- 5.18** BIDDER shall have documented procedure for control of documents.
- 5.19** All project records shall be carefully kept, maintained and protected for any damage or loss until the project completion, then handed over to EIL / Owner as per contract requirement (Refer Specification Nos. 6-78-0002 - Specification for Documentation Requirements from Contractors and 6-78-0003 - Specification for Documentation Requirements from Suppliers), or disposed as per relevant project procedure.

## **6.0 AUDITS**

BIDDER shall plan and carry out the QMS audit for the job. Quality audit programme shall cover design, procurement, construction management and commissioning as applicable including activities carried out by sub-vendors and sub-contractors. This shall be additional to the certification body surveillance audits carried out under BIDDER'S own ISO 9001 certification scheme.

The audit programmes and audit reports shall be available with bidder for scrutiny by EIL / Owner. EIL or Owner's representative reserves the right to attend, as a witness, any audit conducted during the execution of the WORKS.

In addition to above, EIL, Owner and third party appointed by EIL / Owner may also perform Quality and Technical compliance audits. BIDDER shall provide assistance and access to their systems and sub-contractor / vendor systems as required for this purpose. Any deficiencies noted shall be immediately rectified by BIDDER.

## **7.0 DOCUMENTATION REQUIREMENTS**

BIDDER shall submit following QMS documents immediately after award of work (Within one week) for record / review by EIL / Owner/ TPIA, as applicable.

- Organization chart (for complete organization structure and for the project)
- Project Quality Plan / Quality Assurance Plan
- Job specific Inspection Test Plans, if not attached with PR
- Job Procedures
- Inspection / Test Formats

In addition to above QMS documents, following documentation shall be maintained by the BIDDER for submission to EIL / Owner on demand at any point of time during execution of the project.

- Quality Manual
- Certificate of approval for compliance to ISO: 9001 standard
- Procedure for Control of Non-conforming Product
- Procedure for Control of Documents
- Sample audit report of the QMS internal and external audits conducted during last one year
- Customer satisfaction reports from at least 2 customers,
- Project QMS audit report
- Technical audit reports for the project
- Corrective action report on the audits

Documents as specified above are minimum requirements. BIDDER shall submit any other document / data required for completion of the job as per EIL / Owner instructions.

**ANNEXURE - XIV  
TO  
SPECIAL CONDITIONS OF CONTRACT  
  
[ENERGY POLICY]**



## Energy Policy

We at Bharat Petroleum Corporation Limited, Bina Refinery (BPCL-BR) are committed to continual improvement in Energy performance and Energy Management System, which shall be demonstrated by:

- **Proactively** anticipate & assess risks and opportunities, address them through short and long-term objectives and implement mitigation plans.
- **Ensuring** effective Management of Energy, Information and Resources to achieve Objectives & Targets and Complying with all applicable legislation and other requirements.
- **Strengthening** purchase of energy efficient products & services by utilizing latest technology to improve our energy performance.
- **Monitoring** & Controlling energy consumption through well-structured reviews.
- **Attaining** participative culture of energy conservation by creating awareness through training.

Date : 1<sup>st</sup> July 2023

Place : Bina

  
Chacko M Jose

Executive Director - BR

# **ANNEXURE – XV TO SPECIAL CONDITIONS OF CONTRACT**

**[LABOUR COMPLIANCE &  
SPECIFICATIONS/GUIDELINES FOR LABOUR  
WELFARE FACILITIES AT CAMP AND AT  
PROJECT SITE]**

## LABOUR COMPLIANCE

1. On the award of a contract, the contractor shall contact BPCL HR department to understand the requirements for onward process/ procedure for BPCL HR related activities and submit details/ contact number(s)/ email id(s) of their point of contact and authorization letter (for signing any BPCL HR related compliance document) of the person named so.
2. The scope of obligations of the contractors underlined also includes those of its subcontractor(s) and the contractor shall have the sole ownership and accountability for the same.
3. **Adherence to Statutes, Regulations, Schemes, Rules, BPCL's rules and procedures:** The contractor shall undertake to ensure due and complete compliance with respect to all Statutes, Regulations, Schemes, Rules, BPCL's rules and procedures etc. (which may be amended from time to time) whether of Central Govt. or State Govt. or any other competent authority applicable to the contractor and or employees employed or whose services are otherwise availed of by contractor or sub-contractor appointed by such contractor. Such laws shall also include Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, Employees State Insurance Act, 1948. Employees' Compensation Act, 1923, Payment of Gratuity Act, 1972, Provident Fund & Miscellaneous Provisions Act, 1952, Payment of Bonus Act, 1965, Apprentices Act, 1961 and all other applicable Act, laws, rules, regulations and orders as may be in force from time to time. The Contractor must ensure strict compliance with respect to all applicable Acts.
4. The Gate Passes for contractors' employees are processed through Contract Man Management System (CMMS) online portal. The contractor shall fill in details pertinent to the LOI/ LOA/ PO, Labour license (if applicable), accidental insurance (Employees State Insurance Act, 1948/ Employees Compensation Act, 1923 policy details) and personal details of contractors' employees in CMMS through its login credential. The contractor shall contact BPCL HR department to understand the requirements and process.
5. Documents related to the contractor's employees to be submitted to BPCL and or uploaded in CMMS:
  - 5.1. Character certificate (Police verification)
  - 5.2. Medical fitness certificate
  - 5.3. Insurance policy (Pehchan Card under ESIC/EC policy/Group Personal Accident (GPA) as applicable)
  - 5.4. Photo Id (preferably Aadhar)
  - 5.5. Education/ Experience certificate (as required)
  - 5.6. Bank account, mobile number and UAN details; if not available, after the first month of the running of the contract
  - 5.7. Any additional requirement will be communicated and shall be required to be complied
6. For Bina location, medical examination of the employees is to be done mandatorily at BPCL (VK BR) hospital, located in BPCL Township, Bina as per the applicable charges. The gate pass is issued only those who are declared medically fit. Medical fitness of employees

involved in the high-risk jobs like confined space entry, inert space entry, work at height etc. is reassessed for specific requirements (on form-32) at Occupational Health Centre.

7. BPCL has the sole proprietorship of the Gate Passes issued to the contractors' employees and the contractor is obligated to return all the gate passes issued to the contractor. In case of non-submission of the Gate passes / lost Gate passes / damaged Gate passes suitable amount per gate pass will be deducted by BPCL. Also, the case of non-submission of the Gate passes / lost Gate passes shall require the contractor to lodge complaint at the local Police Thana and submit a copy of the same to BPCL Security.
8. **Confirmation to BPCL HR department of Compliance under various Act applicable:** It shall be the responsibility of the Contractor to confirm to BPCL HR of conformance to statutory compliances under various Acts applicable and submit the required documents to BPCL HR in CMMS through its log in credentials, on monthly basis. The contractor is required to contact BPCL HR department to understand the requirements and process.
  - 8.1. Contractor shall ensure timely payment to employees, remittance of PF & Pension & ESIC contributions and maintain statutory documents & registers under various applicable Acts.
  - 8.2. The checklist of the documents and formats etc. to be maintained and submitted to BPCL can be obtained from the BPCL HR department after the award of contract.
  - 8.3. On submission of the aforementioned documents, BPCL HR will inspect and issue 'HR Clearance Certificate'. Clearance of invoices shall be subject to completion of all labour compliances and getting HR Clearance Certificate from BPCL HR.
9. **Inspections/ Audits:** The contractor shall maintain and keep a copy of statutory documents at site and shall present itself at the designated time and venue with the required documents as when demanded by the BPCL and or any statutory authorities.



# Specifications for Labour Camp



## 1 Purpose

To establish a minimum standard for the provision and maintenance of living conditions for the wellbeing and welfare of the workforce in construction projects of BPREP. The document aim to cover the norms apart from the existing provisions incorporated in relevant tenders.

## 2 Scope

This standard covers minimum basic requirements of design, construction, installation, and maintenance of temporary workers' housing quarters (Labor Camp) on construction site.

The contractor shall provide, free of cost temporary accommodation as the regulatory requirement to all workers engaged in the Project.

This document aims to provide the Project Teams and Contractors with guidance on the planning, design, construction, operation and decommissioning of Construction Camps in a sustainable way:

- Create adequate, respectable living conditions for the Project construction workforce.
- Maximize value over the entire lifecycle of the construction camp (maintenance, cleaning, waste management, energy and water usage management) and minimize footprint.
- Consider ethnic, religious and cultural differences and managing those.
- Create a secure, safe, and hygienic environment, including the logistics.
- Minimize impact on the local communities.
- Lower disease incidence and/or food poisoning outbreaks.
- Promote Health & Wellness and create a facility and community that exudes care for people.
- Maximize opportunities for beneficial use of the site, infrastructure, or parts thereof after project execution.
- It is assumed in this document that the facilities will be intended for single or bachelor status occupancy only unless specified differently.

This document does not cover permanent residential areas, neither temporary nor permanent office units nor buildings located inside project area.

## 3 Responsibilities

Following are the responsibilities of contractor:

- Providing Labour camp as per the norms listed in the tender document.
- Deploying manpower/ stewards/ managers and training workers as per contract norms for inspection & ensuring compliance

Maintaining records of labor complaints and submitting owner for record of compliance.



## 4 General guidelines for location of labor camp:

(To be read in Conjunction with labor camp layout, Appendix I)

- CONTRACTOR shall arrange land for construction of labour camp outside the Refinery. CONTRACTOR shall ensure that all workers stay in the labour camp. The workers having permanent address within 10 kms radius of the refinery location can be exempted from camp accommodation. For subject exemption, CONTRACTOR shall maintain record of all the workers with their name, age, local address, and permanent address along with copy of Aadhar card.
- CONTRACTOR shall develop and maintain all necessary facilities in labour camp like power, water, hutments, sanitation facilities, medical facilities, drainage, transportation facilities, etc. as per the norms mentioned in the tender document.
- Land for labour camp will be arranged by contractor following all local authorities rules and regulations. Camp must be located on elevated ground which is less prone to floods.
- Ensure that the land is not marshy in nature. Locality of the camp should be so selected that that there is no rift between the habitats of the camp and nearby community. Land under dispute shall not be selected for labor camp. If possible, commuting for shopping or to work shall be minimized.
- If there is danger of intrusion of snakes, carbolic acid must be spread around the labor camp and an area up to five meters from the buildings shall be cleared of any kind of shrubs, holes etc. that can house snakes and insects and it shall be maintained by periodic removal of vegetation.
- Availability of underground public utility services like electricity cables, water pipelines, gas pipelines and telephone / other lines shall be assessed and proper approval shall be taken from the authorities before excavating the land.
- If passing of overhead high-tension electric line over the labor camp cannot be avoided then a safe distance (minimum 3-5 meters) from the wires shall be ensured.
- Structures in the labor camp should be designed, constructed accordingly and their structural stability certificate shall be obtained.
- Water shall not be allowed to stagnate, and water generated shall be collected, treated and recycled.
- A small grocery shop shall be developed inside the labor camp.

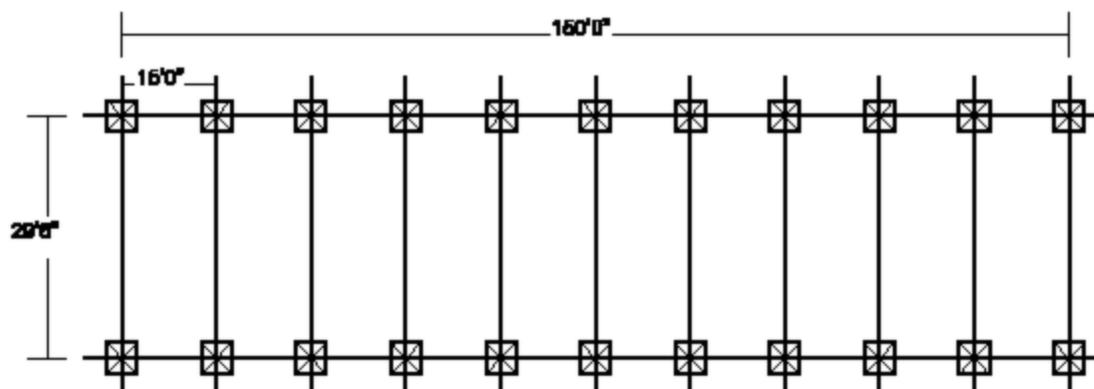
## 5 Norms for labor camp

### 5.1 Housing and Accommodation

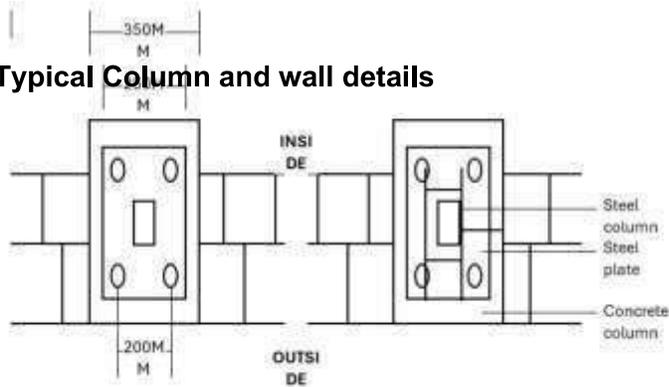
- The housing shall be in the form of weather protected, prefabricated houses or constructed with hollow blocks. Row type sheds constructed with Structural Steel structure and Prefabricated Aerocon Panels & GI sheet roofing with columns, trusses and purlins and thermocol false ceiling.

- The contractor shall be responsible for demolishing the camp, clear the area and hand over the land to the landowner post project completion.
- Contractor shall allocate everyone a minimum of 25 square feet of accommodation space.
- Accommodations should be structured to house four persons per unit, utilizing bunk beds to maximize the use of vertical space.
- Each room with bunk bed setup should be equipped with a fan and a window to ensure proper ventilation, and lockers should be provided for personal storage. There shall be provision of a meshed window, 3 feet x 2 feet in size, located 6-9" below the ceiling on the common wall for ventilation.
- The height of ceiling shall be a minimum of 10 feet. If bunker beds are provided, the ceiling shall be a minimum of 4 feet above the top bunker bed. In case of bunker beds, no ceiling fans are allowed, only wall mounted fans shall be permitted.
- Provision of hooks in rooms @ 5ft height from the floor for tying the mosquito nets shall be ensured.
- Additionally, each bed should be furnished with a suitable mattress to ensure comfort and support for the occupants.
- Contractor shall provide for family rooms of approximately 12\*10 square feet area in the ratio of 20:80 bachelor accommodation. The family accommodation shall be provided in the same camp area, separated by a barricading.
- Maximum 3-4 camps with 5000-8000 workers per camp may be considered for better management of facilities.
- Proper signages shall be installed at all turns and junctures to facilitate easy movement of habitants.
- Safe electric fitting with sufficient switches and plugs shall be provided. Every room shall have one tube light or LED, one fan and minimum 3 plug points. If bunker beds are used, number of light, fan and charging points shall be increased accordingly. ELCB of proper rating shall be provided for Electrical safety.
- The rooms and ceiling should be painted in light (preferably white) color for better illumination.
- The flooring should be made of Plain Cement Concrete.
- Every room shall have a window with grill and door with lock and key.
- Accommodation for bachelors and families shall be separate.
- Plinth of the rooms shall be approximately 300mm above the ground surface.

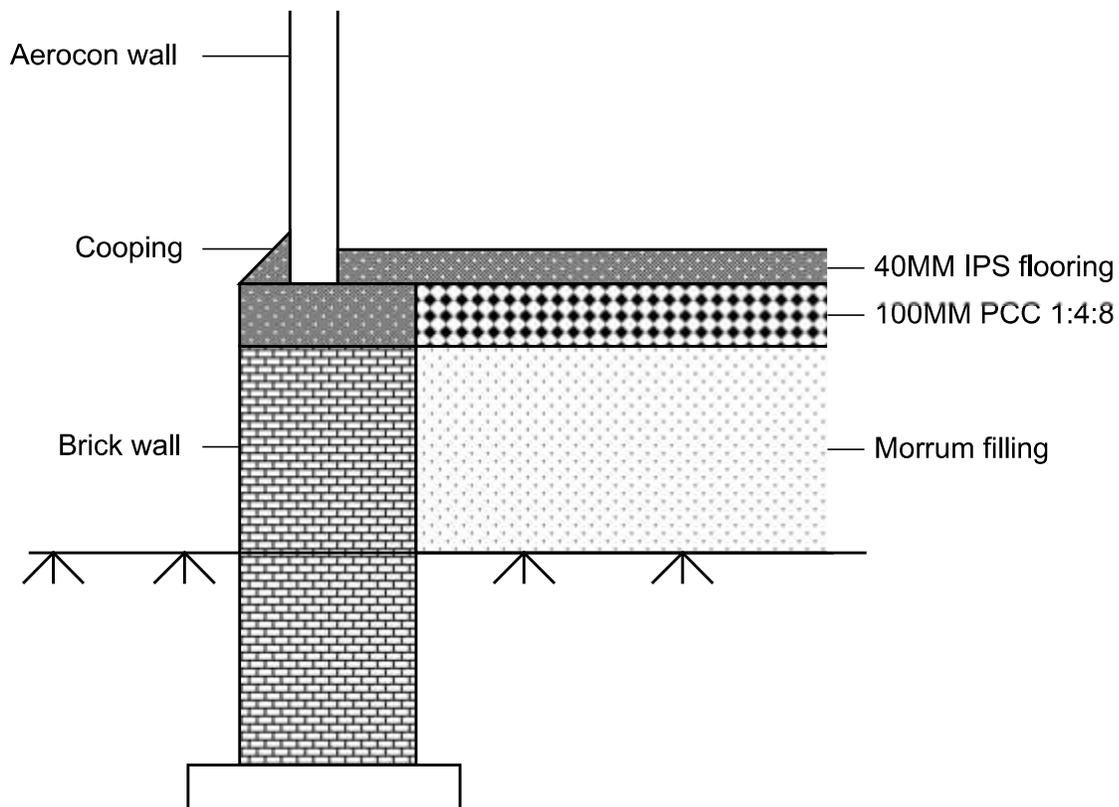
#### Labor quarters footing drawing



### Typical Column and wall details



### Typical Flooring details



Note: Details provided are typical in nature and for depiction only. Contractor shall design the structures as per standards and stability certification shall be provided.



## 5.2 Hygiene and Sanitation

### Washrooms:

- Contractor shall ensure segregated water closets for men and women, adhering to below ratio: .
  - 1 for up to 20 persons
  - 2 for 21 to 45 persons
  - 3 for 46 to 70 persons
  - 4 for 71 to 100 persons
  - From 101 to 200 persons, add at the rate of 3 %. For over 200 persons, add at the rate of 2.5 %.
- Additionally, urinals shall also be installed following a ratio of 1:40.
- Washrooms with brick wall, tile flooring and standard sanitary fittings shall be provided for labour camps.
- Toilets are to be located within 100m of home location at camp
- Essential to maintaining cleanliness and hygiene, disposable bags and adequately covered dustbins must be provided in all toilet facilities.
- Furthermore, ensuring that every washroom is stocked with handwash, and soap will promote hygiene and prevent the spread of disease. These improvements are essential for providing a safe and dignified environment for all workers at the site.
- To further enhance the sanitation management, the installation of small-scale Sewage Treatment Plants (STPs) in all camps is required. There should not be any untreated discharge to the storm water.
- Proper levelling/ pavement of roads is to be ensured to avoid water logging.

### Washing/Bathing Area:

- Contractor shall ensure segregated bathrooms/ washrooms for men and women, adhering to below ratio:
  - 1 for up to 20 persons
  - 2 for 21 to 45 persons
  - 3 for 46 to 70 persons
  - 4 for 71 to 100 persons
  - From 101 to 200 persons, add at the rate of 3 %. For over 200 persons, add at the rate of 2.5 %.
- The bathing area shall be constructed on P.C.C floor of area 24 feet x 24 feet with 5-bathroom block on each side and 2 feet gap on each side.
- The water shall be pumped to the portable tank lying on the structurally stable structure above the ground.
- The capacity of tank shall be suitable for 50 liters/person/day.
- The bathroom shall be completely covered with brick wall on 3 faces and gate on the 4th face.
- Size of each bathroom shall be 4ft x 4ft x 8 ft (height) fixed with a door.



- Labors shall be educated not to throw the shampoo pouches/soap cover in the bathrooms & proper screen shall be fixed to prevent all these solid wastes going into grey water treatment plant.

### 5.3 Water Supply

- To address drinking water issues, it is imperative to ensure a supply of 20-30 liters of water per person per day, specifically allocated for drinking and cooking purposes.
- Contractor shall ensure a daily water provision of 8-10 liters per person through water stations.
- Additionally, water coolers fitted with Reverse Osmosis (RO) systems shall be installed at all water stations to provide clean, safe drinking water at camp and site. The water used for cooking and drinking purpose shall be tested and potable as per IS 10500. Water tapes shall be push button type (as used in railways) in the drinking water area
- Recommended water supply for purposes other than drinking and cooking to be provided to ensure a minimum of 100 liters per person per day and a wastewater treatment plant of suitable capacity and design shall be established at each camp.

### 5.4 Grey Water and Sewage Treatment Plant

- Bathing and washing wastewater is termed as grey water and it is encouraged to treat the same in the grey water treatment plant, the treated water shall be reused for bathing and washing (by maintaining pH value), dust suppression/ green belt watering at the site.
- Grey water shall be treated in Grey water treatment unit and sewage shall be treated in sewage treatment plant before any discharge. Grey water and sewage treatment plant shall be provided by contractor for his labor camps. Both the units shall be designed and implemented as per labor camp capacity following all environmental and statutory guidelines after taking necessary approval from BPCL/ EIL.

### 5.5 Fresh Water Tank

Sintex (3 layered) water tanks of required capacity shall be provided to store the fresh water, considering 2 days' storage. They should be located close to the main gate. An electric pump and necessary plumbing to pump the water to other areas shall be provided.

- A designated common kitchen shall be provided in every camp, ensuring that food preparation facilities are accessible to all residents. Cooking area with a minimum area of 600 sqft shall be setup and be separated from other facilities
- Openings for exhaust and cross ventilation shall be provided.
- The food preparation area shall be equipped with fire extinguisher for safety.
- Adequate storage with lock and key shall be provided to all the gangs for storage of grocery and vegetable.
- Pest control with anti-rodent arrangements shall be conducted regularly in the cooking area.



- If LPG is used as fuel, periodic checking of supply pipe/ regulator shall be done for leakage detection
- Fuel storage: The fuel storage area shall be close to the cooking area which should be equipped with fire extinguishers and necessary safety arrangements. People shall be trained to use fire-extinguishers. Minimum area of fuel storage shall be 100 sqft.
- No kitchen shall be allowed at Project site, food packets to be delivered to the workers by respective contractors. The food distribution by respective contractors needs to be pre-planned for additional delivery during early start and late finish months.
- Provision shall be made inside camps for workers to cook food as per choice. Cooking inside the accommodation rooms shall be strictly banned.
- Kitchen shall be provided in family rooms by using space of verandah.
- Dining area shall be near to the cooking area and shall be minimum 20X40 feet for 100 workers. Dining area capacity shall be 25% of the total workers deployed by contractor.
- The dining area
- Fixed tables and sitting arrangements should be made preferably made of kadappa stone tables and benches.
- The area shall be sufficient for 80 to 100 labors at a time.
- Hand-wash area with drainage shall be provided.  
Covered Food-waste bins shall be kept near the dining area & waste shall be disposed on daily basis to avoid breeding of flies/mosquitoes.

#### **5.6 Utensil Washing Area**

- Utensil washing area shall be near to the cooking area and shall be minimum 20X20 feet.
- Utensil washing area shall be provided with 10 taps to wash the utensils.
- The wastewater stream from utensil washing area shall flow to gray water treatment plant after screening solids from the kitchen water.
- The screened solids shall be diverted to the waste disposal area, where food waste is disposed. Contractor should make proper arrangement for disposal of food waste/ other solid waste meeting all statutory and environmental compliance.

#### **5.7 Weather conditions at camps**

- Fans and proper ventilation shall be ensured in all camp accommodation by the respective contractors.
- Uninterrupted supply of cold water by sufficient industrial water coolers (stations) shall be ensured during the peak summer months.
- Provision of heaters/ blowers needs to be ensured at camp to cater to extreme cold.

#### **5.8 Worker Transportation**

- Comfortable seats in good condition shall be always maintained in the buses.
- Regular audits may be carried out by designated representative to ensure no overcrowding of buses.



- Site management shall ensure that parking at site is planned sufficiently to ensure no traffic because of buses at any time.
- Workflow shall be set-up by the respective contractors to ensure proper queuing of workers for getting in and getting out of the buses.

- **Provision of Transportation Services**

The Contractor shall provide adequate transport facilities for all workmen employed at the construction site. Contractor shall provide proper mode of transport in form of passenger Bus service for transporting workmen from Labour camp to entry gate and from entry gate to worksite. The facilities shall ensure timely onboarding, transportation to the site, and return to the designated pick-up points within the stipulated timeframes. This is to ensure the timely, efficient, and safe transportation of workmen to and from the work site, thereby minimizing downtime, improving productivity, and maintaining steady job progress.

- **Capacity and Frequency of Transport**

- a. The transportation facilities shall be organized to ensure that each bus caters to minimum 50 workers per trip.
- b. The number of buses and trips required shall be determined by the total number of workmen and their work schedules to avoid overcrowding or delays.

- **Prohibition of Overcrowding**

The Contractor shall ensure that all transport vehicles comply with applicable safety regulations and are not overcrowded. Adequate seating and standing arrangements shall be made, ensuring the comfort and safety of the workmen.

- **Compliance with Time Management**

- a. The transport schedule shall align with the work site's operational hours to guarantee that all workmen reach the site punctually.
- b. The downtime due to transportation delays shall be minimized, and any repeated failure to meet this standard may result in penalties or deductions, as specified in the contract.

- **Monitoring and Reporting**

The Contractor shall maintain a log of transport schedules, vehicle capacity, and the number of workers transported. This record shall be subject to periodic inspection by the Owner or their representative.

- **Health and Safety Standards**



The Contractor shall ensure all transport vehicles are in good working condition and comply with health and safety regulations. Drivers shall be licensed and trained to handle workmen transportation professionally.

- **Non-Compliance:**

Improper mode of transport ( deploying small vehicles , pick up vans , construction material carrier etc) will be considered as unsafe act and suitable penalty for unsafe act will be imposed.

## 5.9 Cultural Amalgamation and Recreation

- Absence of recreational facilities on site can affect the morale and overall well-being of workers. Site management shall incorporate an open space measuring 100 X 150 meters in each camp specifically designated for sports and recreational activities.
- The decision regarding the specific facilities to be included in this space should be made by the contractor, based on the preferences and interests of the workforce.
- A recreation room of minimum 20\*20 ft shall be provided for entertainment of labors
- The contractor needs to organize theme-based skits with professional agencies related to safety, unity, rights and duties, de-addiction, etc. once every two months.
- It shall be ensured that all the festivals are organized at camp and site to encourage bonding between workers.
- Training and awareness through slogans in different languages shall be ensured throughout the camp and site area.
- The camp management team shall comprise of representatives from different regions to ensure open communication with workers from different areas of the country.
- A TV (minimum 40 inch) with data cable connection shall be provided & be used for entertainment and showing informative videos on HSE/ general topics.
- Camp Head shall take care of the discipline in TV room and food, bidi, gutka shall not be allowed inside the TV room, also labors shall not be allowed to sleep inside the TV room
- Appropriate no of big floor mats of minimum 10ft\*10ft shall be provided for watching the TV.

## 5.10 Medical Facilities

- Medical check-up report needs to be mandatorily submitted by the contractor for all the workers before issuance of ID card.
- Site management shall ensure primary medical facilities to all workers through OHCU.
- An ambulance through tie up with nearby hospitals should be available on site at a ratio of one per 2000 workers. If the workers are less than 2000, minimum one ambulance to be maintained. A first aid center with adequate paramedics should be present next to the camp administrator's office and the area of this room shall be minimum 100 sqft. In case of female workers, female first aiders shall be made available.

- Contractors shall equip each dining area (within HSSE hub) with a first aid box, maintaining a ratio of one box per 150 workers, to ensure first aid supplies in case of emergencies.
- Furthermore, organizing medical camps every two months and conducting an annual health check-up for all workers will help in early detection and management of potential health issues.
- Mandatory Emergency First Response training shall be imparted to supervisors once every year.
- De-addiction drives shall be organized every two months to provide education, support, and resources to help workers overcome their addictions.

### **5.11 Safety and security**

- Security measures must include installation of a minimum of six closed-circuit television cameras in each camp, with capabilities to record continuously for 30 days to enhance safety and monitoring.
- Every labor camp shall have security cabin at the main gate to guard and to ensure safe passage of people, goods and belongings. The security cabin should typically be 6 feet x 6 feet.
- A security guard shall be deployed (24x7) at the main gate.

### **5.12 Waste Disposal Area**

- The waste disposal area shall be cleaned daily, and authorized vendor shall be engaged to dispose the collected waste.
- Bio-gas plant and food-waste composting shall be encouraged for energy conservation and for food waste management in large labor camps (more than 1500 labors). For specific details on size please touch base with Corporate HSE department.

### **5.13 Emergency Assembly Area**

- Emergency assembly area shall be clearly marked and should be easily accessible to everyone in the labor colony.
- Area: should be able to accommodate the full occupant load of the premises / area (as a thumb rule, not less than 2.25 square feet per person @ 1.5x1.5 feet)
- A notice board displaying the emergency contact numbers shall be provided in this area.
- Each occupant shall be briefed on the location of Emergency Assembly Area, first-aid room and their actions in case of an emergency

### **5.14 Grocery Shop**

- Provision for a grocery shop of 10\*10 Sq ft shall be made inside the labor camp, the shopkeeper must keep daily use items for labors like soap, washing powder, toothpaste,



Hair Oil, comb, shampoo etc. Kitchen items like cooking oil, rice, dal, wheat flour, spices etc shall be available with the shop.

- Shopkeeper may keep a provision for preparation of tea and ready to eat snacks, biscuits etc based on the requirement, but cooking shall not be permitted inside the grocery shop.

### 5.15 Creche

- In case of 50 or more female workers, a creche facility of minimum 20\*10 Sqft shall be provided inside the labor camp.
- Children below 6 years shall be accommodated in creche and a trained caretaker shall be appointed to take care of children. Proper nutrition, healthcare, hygiene and primary education shall be ensured for the children by the caretaker.

### 5.16 Electric Room

- Preferably, labor camp electrification shall have solar energy as the source of electric energy and a small DG set as back-up for emergencies.
- Electric room shall preferably be of adequate size to accommodate the DG and panels etc. In general, it may be of 200 sqft size with brick work, concrete flooring and plaster. Earthing pits shall be a part of it. If required, cable trays shall be provided to align the cables.
- The roof, floor and walls shall be leak-proof to avoid any leakage / dampness.
- It shall be equipped with firefighting equipment and with lock & key.
- Earth resistance shall be checked on weekly basis and no. of earth pit shall be done
- In case of solar powered labor camp, room to store batteries of energy bank shall be provided.

### 5.17 Camp Head Room

- An office room for the camp administrator shall be provided near the entrance gate.
- This office room shall be minimum 100 sqft.
- Provision of electrical fittings & fixtures (lights & fan) as well as a table, 4 chairs and cupboard shall be provided.
- A notice board in lock & key shall be provided outside the camp boss room but displaying notices, information etc.

## 6 Guidelines on compliance of norms

### 6.1.1 Audit

- **Inspection Protocol:** A third-party audit appointed by EIL/BPCL will be conducted monthly. Any deficiencies identified must be corrected and reassessed as per Attached annexure-I for penalty matrix



- **Audits and Feedback:** Surprise visits will be conducted by the owner's human resources, legal, IR, or safety teams, or by the PMC, to gather feedback on labor accommodation.

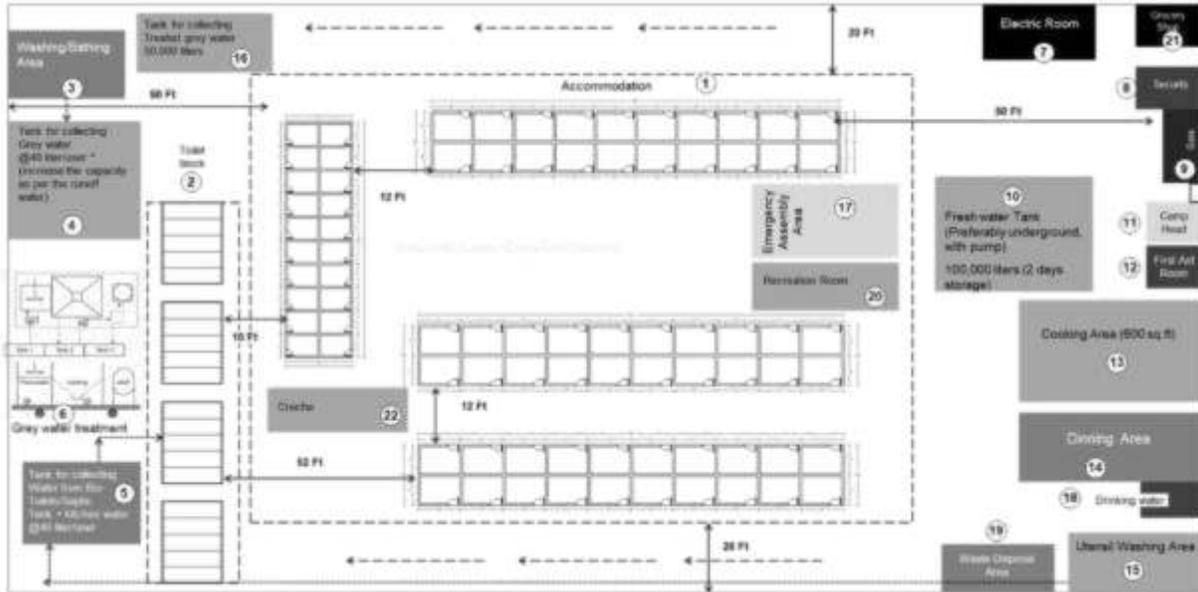
### 6.1.2 Reporting

- **Complaint Mechanism:** Each contractor's office must have a provision for laborers to submit complaints. The contractor is responsible for maintaining records of these complaints and resolving complaints in a timely manner.
- **Incident Reporting:** The PMC is tasked with verifying documents and informing the owner of any incidents. Human resources from the owner will report these incidents to the factory inspector, DISH, and PESO.

### 6.1.3 Pain - Gain

- **Non-Compliance Penalties:** The concerned authority from the owner/ PMC will impose penalties for each non-compliance issue, as per attached Annexure-I.
- **Appreciation and Rewards:** Appreciation letters will be awarded to the best contractor.
- **Recognitions** such as Safety/Quality person of the month, quarter, and year would be awarded to the contractors based on their performance in these domains.
- **Exclusive high tea sessions** with the leadership may be organized to motivate the manpower
- **Wall of fame** for outstanding laborers will be maintained and the names chosen by the auditing team.

### Depiction for Scheme for Labor camp establishment





## **Welfare facilities for Labour at Site**

### **1. Toilet/ Urinal:**

- Contractor shall ensure segregated water closets for men and women, adhering to a ratio of 1:20. Additionally, urinals shall also be installed following a ratio of 1:40.
- Washrooms with brick wall, tile flooring and standard sanitary fittings shall be provided in Process units ( in ECU, PP/BU, etc. areas for longevity) , whereas portable washrooms may be provided in other areas at site (as mentioned in the plot plan shared in tender)
- Toilets are to be located within 200m of work zone at site (<5 mins walk).
- Essential to maintaining cleanliness and hygiene, disposable bags and adequately covered dustbins must be provided in all toilet facilities.
- Furthermore, ensuring that every washroom is stocked with handwash, and soap will promote hygiene and prevent the spread of disease. These improvements are essential for providing a safe and dignified environment for all workers at the site.
- To further enhance the sanitation management, the installation of small-scale Sewage Treatment Plants (STPs) in all camps or, alternatively, the use of septic tanks is recommended. There should not be any untreated discharge to the storm water.
- Proper levelling/ pavement of roads is to be ensured to avoid water logging.

### **2. Drinking Water:**

- Contractor shall ensure a daily water provision of 8-10 liters per person through water stations.
- Additionally, water coolers fitted with Reverse Osmosis (RO) systems shall be installed at all water stations to provide clean, safe drinking water at camp and site. The water used for drinking purpose shall be tested and potable as per IS 10500. Water tapes shall be push button type (as used in railways) in the drinking water area

### **3. Food Shelters:**

- Contractor shall establish dining halls (multiple small dining halls if needed) with capacity to accommodate 25% of total workforce at that hall.
- Everyone shall be allotted a space of 20 square feet to ensure comfort while dining.
- Additionally, the area shall be equipped with coolers and fans to maintain pleasant temperature, as well as fly killers to enhance sanitary conditions, ensure dignified and hygienic environment.
- The area including the dining hall may be designated as HSSE hub and shall include drinking water, hand wash facility, rest area, toilets and first aid facility.



- Covered Food-waste bins shall be kept near the dining area & waste shall be disposed on daily basis (at designated locations) to avoid breeding of flies/mosquitoes. Food waste shall be utilized for bio-gas generation and manure production

#### 4. Weather conditions

- Adjustment of work schedule to include a 3–4-hour lunch break during the peak summer months, with an option for adjusting the same through an extended early start or finish, will help minimize exposure to peak temperature hours.
- It is recommended to provide a minimum of 20 square feet of shaded space per person, ideally located adjacent to the dining area. This can be achieved through the installation of tents made of fire retardant materials, which offer effective protection against the sun.
- Additionally, equipping these areas with fans that utilize atomized water or mist sprays will further help in reducing the temperature and providing comfort to the workers.
- Site management shall ensure properly laid out drawing in the tender documents, clearly showing the locations of shaded areas, water coolers, and washrooms.
- Provision of hydration supplements (ORS, Glucose) to mitigate dehydration during hot weather shall be ensured.
- Uninterrupted supply of cold water by sufficient industrial water coolers (stations) shall be ensured during the peak summer months.
- Towels need to be provided to workers on site to protect from harsh sun during summers.
- Provision of heaters/ blowers needs to be ensured at site to cater to extreme cold. Bonfires in site area shall be strictly prohibited to ensure safety and prevent hazard.

**Note:** Please refer Annexure-I for non-compliance Penalty



## Non-compliance penalties against Labour facilities

| Areas                                 | Provisions/ sub areas (as per specifications in tender norms) | Timeline for compliance post inspection (days) | Penalty for each instance of non-compliance post timeline given at inspection (in INR) | Penalty applicability at Camp & Project Site | Maximum penalty per unit (CoIE) per year for the specified area (in INR) |
|---------------------------------------|---|--|--|--|--|
| A                                     | B   | C  | D  | E  | F  |
| <b>General</b>                        | Upkeep of camp area- clearing bushes, etc.                    | 7  | 1,000  | Per 100 person camp/ Site                    | 12,000   |
|                                       | Approach Roads  | 15   | 2,000  | Per 100 person camp/ Site                    | 24,000   |
| <b>Housing/ accommodation</b>         | Accommodation space per person                                | 15   | 200  | Per room                                     | 2,400  |
|                                       | Fan   | 7  | 200  | Per room                                     | 2,400  |
|                                       | Window  | 7  | 200  | Per room                                     | 2,400  |
|                                       | Ceiling height  | 15   | 200  | Per room                                     | 2,400  |
|                                       | Mattress  | 7  | 100  | Per unit                                     | 1,200  |
|                                       | Signages  | 15   | 200  | Per 100 person camp                          | 2,400  |
|                                       | Provision of lighting/ socket in room                         | 7  | 200  | Per room                                     | 2,400  |
|                                       | Plinth height   | 15   | 1,000  | Per 100 person camp                          | 12,000   |
|                                       |   |  |  |  |  |
| <b>Washrooms</b>                      | Area and specifications                                       | 15   | 500  | Per washroom                                 | 6,000  |
|                                       | Nos of WC   | 15   | 500  | Per washroom                                 | 6,000  |
|                                       | Dustbins and disposable bags                                  | 7  | 100  | Per washroom                                 | 1,200  |
|                                       | Handwash and soap   | 7  | 100  | Per washroom                                 | 1,200  |
|                                       | Daily cleaning as per specification                           | 7  | 100  | Per washroom                                 | 1,200  |
|                                       | Ventilation as per specification                              | 7  | 100  | Per washroom                                 | 1,200  |
| <b>Bathrooms</b>                      | Area and specifications                                       | 15   | 500  | Per bathroom                                 | 6,000  |
|                                       | No of bathrooms   | 15   | 500  | Per bathroom                                 | 6,000  |
| <b>Drinking water</b>                 | Capacity for drinking and cooking (fresh water tanks)         | 7  | 1,000  | Per 100 person camp/ Site                    | 12,000   |
|                                       | No of water stations/ coolers (all with RO)                   | 7  | 1,000  | Per 100 person camp/ Site                    | 12,000   |
| <b>Water for washing and cleaning</b> | Capacity (as per specifications)                              | 7  | 1,000  | Per 100 person camp/ Site                    | 12,000   |
|                                       |   |  |  |  |  |
| <b>Water treatment</b>                | availability of grey water treatment unit                     | 15   | 1,000  | Per 100 person camp/ Site                    | 12,000   |
|                                       | availability of Sewage treatment plant                        | 15   | 2,000  | Per 100 person camp/ Site                    | 24,000   |
| <b>Dining hall</b>                    | Capacity of dining hall                                       | 15   | 2,000  | Per 100 person camp/ Site                    | 24,000   |
|                                       | Seating capacity (tables/ chairs)                             | 7  | 200  | Per unit                                     | 2,400  |
|                                       | Air coolers   | 7  | 1,000  | Per hall                                     | 12,000   |
|                                       | Fans  | 7  | 1,500  | Per hall                                     | 18,000   |
|                                       | Insectecutor  | 7  | 500  | Per hall                                     | 6,000  |
|                                       | Drinking water coolers  | 7  | 1,000  | Per hall                                     | 12,000   |
|                                       | Hand wash basin   | 15   | 500  | Per hall                                     | 6,000  |
|                                       | Hand wash/ soap   | 7  | 200  | Per hall                                     | 2,400  |
|                                       | Covered food- waste bins                                      | 7  | 200  | Per hall                                     | 2,400  |
| <b>Kitchen/ canteen</b>               | Area of cooking space   | 15   | 2,000  | Per 100 person camp                          | 24,000   |
|                                       | Exhaust fan   | 7  | 200  | Per 100 person camp                          | 2,400  |

| Areas                               | Provisions/ sub areas (as per specifications in tender norms) | Timeline for compliance post inspection (days) | Penalty for each instance of non-compliance post timeline given at inspection (in INR) | Penalty applicability at Camp & Project Site | Maximum penalty per unit (Col E) per year for the specified area (in INR) |
|-------------------------------------|---|--|--|--|---|
|                                     | Fire extinguisher   | 1  | 200  | Per 100 person camp                          | 2,400   |
|                                     | Storage with lock and key                                     | 7  | 100  | Per 100 person camp                          | 1,200   |
|                                     | Utensil washing area with hot water supply                    | 15   | 500  | Per 100 person camp                          | 6,000   |
| <b>Steps for weather conditions</b> | Minimum shaded space per person                               | 15   | 2,000  | Per 100 person                               | 24,000  |
|                                     | Fans  | 15   | 200  | Per 100 person                               | 2,400   |
|                                     | Hydration supplements   | 7  | 50   | Per person                                   | 600   |
|                                     | Heaters/ Blowers  | 7  | 200  | Per 100 person                               | 2,400   |
| <b>Transportation</b>               | No of buses/ trips  | 15   | 500  | Per 100 person camp/ Site                    | 6,000   |
| <b>Recreation facilities</b>        | Open space as per specification                               | 15   | 2,000  | Per 100 person camp                          | 24,000  |
|                                     | Recreation room   | 30   | 500  | Per 100 person camp                          | 6,000   |
|                                     | TV  | 7  | 500  | Per 100 person camp                          | 6,000   |
|                                     | Floor mats/ chairs in TV room                                 | 7  | 200  | Per 100 person camp                          | 2,400   |
| <b>Medical facilities</b>           | Annual check up   | 15   | 100  | Per person                                   | 1,200   |
|                                     | Ambulance   | 15   | 200  | Per 100 person camp/ Site                    | 2,400   |
|                                     | First aid (for each location)                                 | 7  | 100  | Per 100 person camp/ Site                    | 1,200   |
| <b>Waste disposal</b>               | Daily cleaning  | 7  | 500  | Per 100 person camp/ Site                    | 6,000   |
| <b>Emergency assembly area</b>      | Space as per specification                                    | 15   | 500  | Per 100 person camp/ Site                    | 6,000   |
|                                     | Notice board  | 7  | 200  | Per 100 person camp/ Site                    | 2,400   |
| <b>Creche</b>                       | Provision as per specification                                | 15   | 2,000  | Per 100 person camp                          | 24,000  |
| <b>Electric room</b>                | As per specification  | 15   | 2,000  | Per 100 person camp                          | 24,000  |
|                                     | D/G set   | 7  | 1,000  | Per 100 person camp                          | 12,000  |

**Note:** In case of non-adherence of the compliances mentioned in the contract or otherwise as applicable by the labour law, the principal employer will supply/ provide the facility and recover the cost of the same with penalty from respective contractors' running bill.  
The maximum overall penalty per year for non compliance of norms for labour facilities as per the tender document would be capped at 1% of the overall contract value

# **ANNEXURE - XVI TO SPECIAL CONDITIONS OF CONTRACT**

**[SOCIAL MEDIA POLICY FOR  
BUSINESS PARTNER]**



**BHARAT PETROLEUM CORPORATION LIMITED  
SOCIAL MEDIA POLICY FOR BUSINESS PARTNERS**

## Contents

|  |           |
|--|-----------|
| <b>1. OBJECTIVE .....</b>                        | <b>3</b>  |
| <b>1.1. Social Media .....</b>                   | <b>3</b>  |
| <b>1.2. Scope and Applicability .....</b>        | <b>4</b>  |
| <b>1.3. Relevant Documents .....</b>             | <b>4</b>  |
| <b>2. CONTENT GUIDELINES .....</b>               | <b>4</b>  |
| <b>3. ACCEPTABLE USAGE OF SOCIAL MEDIA .....</b> | <b>7</b>  |
| <b>4. ENFORCEABILITY AND COMPLIANCE .....</b>    | <b>10</b> |
| <b>ANNEXURE I .....</b>                          | <b>11</b> |
| <b>ANNEXURE II .....</b>                         | <b>12</b> |
| <b>ANNEXURE III .....</b>                        | <b>13</b> |

## TERMS AND CONDITIONS FOR ACCEPTABLE USE OF SOCIAL MEDIA BY BUSINESS PARTNERS

### 1. OBJECTIVE

Social media has become part of everyday life and a means of communication and sharing information with others. Every organization recognises the benefits that social media tools can provide, and also reckons the challenges it brings.

These terms and conditions ("**Social Media T&Cs**") seek to provide clear guidance on acceptable standards of conduct and practices to be followed by the Business Partners (*as defined below*) of Bharat Petroleum Corporation Limited ("**Corporation**"), in the usage of social media tools during and post their association with the Corporation. These terms and conditions are intended to protect and safeguard *inter alia* the interests and reputation of the Corporation, in the access, use of or participation on Social Media (*as defined below*) platforms by such constituents.

It is important to maintain the highest degree of professional standard that is associated with the Corporation's name, brand and reputation. Constituents must constantly be aware of the risk of damaging the Corporation's name or reputation in public forums. These terms and conditions should be adhered to by each constituent at all times and should be read harmoniously and in conjunction with the terms of their engagement with the Corporation, as well as other applicable policies and directions issued by Corporation, from time to time, including the Relevant Documents (*as defined below*).

#### 1.1. Social Media

Social Media includes any web or mobile based platform that enables an individual or agency to communicate interactively and enables exchange of user generated content. The term "**Social Media**" describes internet-based technologies and practices that people use to share opinions, insights, experiences and perspectives. It may be internal (housed within the Constituent's technology infrastructure and open for use *only* by the Constituents) or public (widely available to the population of internet users).

These terms and conditions are applicable equally to a wide range of websites and mobile phone / tablet applications, including the following:

- (a) Social Networking sites, for example - Facebook, Twitter, and LinkedIn.
- (b) Media Sharing sites, for example - Instagram, Snapchat, YouTube
- (c) Discussion forums, for example - Reddit, Quora, Digg, Glassdoor
- (d) Content Curation network, for example - Pinterest, Flipboard

- (e) Blogging and Publishing sites, for example - WordPress, Tumblr, Medium including blogs
- (f) Interest-based network, for example - Goodreads, Houzz
- (g) Information sharing sites, such as Wikipedia
- (h) Opinion sites (e.g. Yahoo! Answers)
- (i) Any other social media platform/s

## 1.2. Scope and Applicability

These Social Media T&Cs are applicable to all Business Partners (*as defined below*), including any prospective partners of the Corporation (the “**Constituents**”).

The Social Media T&Cs provides a framework for the usage of Social Media by the Constituents and non-conformance with these Social Media T&Cs or any other applicable policy or directions issued by the Corporation as may be relevant to the Constituents, may result in penalties ranging from financial to legal liabilities, as set out under the respective contractual understanding between each Business Partner and the Corporation.

## 1.3. Relevant Documents

These Social Media T&Cs have been formulated in line with the Framework & Guidelines for Use of Social Media for Government Organizations, issued by the Department of Electronics and Information Technology, Ministry of Communications & Information Technology, Government of India.

In addition, these Social Media T&Cs must be read in conjunction with the underlying contract documents including the following documents (collectively, the “**Relevant Documents**”), as may be applicable to each Constituent:

- (a) General Conditions of Contract for vendors (relevant clauses are placed at Annexure I);
- (b) Transportation Contract Agreement Bulk LPG Transportation Contract By Road (relevant clauses are placed at Annexure II);
- (c) PCVO, Retail and Lubes Transport guidelines.

## 2. CONTENT GUIDELINES

This section seeks to set out the guidelines for content management as well as administration rights of all official Business Partner Social Media accounts and ensure accountability of the authorised representatives of such Business Partner.

The following guidelines on content sharing (“**Content Guidelines**”) must be followed, in relation to all content created, posted or shared on Social Media:

- (a) All post and other content shared via Social Media shall abide by applicable laws, including the Information Technology Act, 2000 and rules made thereunder, as amended.
- (b) The content posted or shared through official Social Media accounts, shall be relevant, engaging and in line with the Corporation's brand and communication strategy, whether in the form of text, images, gifs, videos, etc.
- (c) The Constituents shall be mindful of content and the tone associated with it. A negative tonality, sarcasm, dry humour, pun, memes, etc. should be avoided to steer clear from any controversy.
- (d) The Constituents shall be careful and ensure that any content posted or shared through the official Social Media accounts does not bring disrepute to the Corporation. Opinion or comments on political observations, religious beliefs, gender biases, etc. must be avoided while operating official Social Media accounts. In the use of official Social Media accounts, the Constituents shall refrain from forwarding or sharing any videos or images or messages, which are considered inappropriate or any content that is considered offensive, obscene or derogatory in nature.
- (e) The Constituents shall be cognizant of concerns regarding confidentiality and disclosure requirements, and must at all times, adhere to the Relevant Documents as well as these terms and conditions, to understand what shall be disclosed on a public platform. For instance any communication marked as "privileged" or "restricted" or "confidential" or "not for circulation" should not be shared on Social Media. The Constituents are absolutely prohibited from disclosing commercially sensitive, anticompetitive, private or confidential information. If unsure whether the information that is proposed to be shared falls within one of these categories, authorised representatives of the Constituent may discuss with the concerned official as designated by the Corporation.
- (f) The Constituents shall ensure that any references to the Corporation or its employees, or other customers, partners and vendors do not contravene any non-disclosure agreements. The Constituents shall avoid disclosure of any information pertaining to any employee / vendor / customer or individual associated with the Corporation, without their prior consent.
- (g) The Constituents shall be vigilant about tagging, mentions and conversations around the Corporation. If it notices any customer complaint, dealer/ distributor/ vendor grievances, media story etc., the same may be flagged to the official channels of the Corporation and will be responded to by authorized personnel within the Corporation.
- (h) In the operation of official Social Media accounts, the Constituents shall be cognizant of maintaining professional etiquette for all interactions and shall not initiate or engage in discussions which may be characterised as showcasing a personal opinion such as political or religious beliefs. In

addition, official Social Media accounts should not share any content or comment that may be viewed as colouring the relations between the Corporation and the Government of India or any Ministry / Department of the Central or State Governments.

- (i) The Constituents, particularly in the use of official Social Media accounts, shall only post original content, which is free of any copyright infringement or plagiarism. To ensure the reputation and principles of the Corporation are safeguarded, all Constituents must avoid posting content that violates the law, infringes the intellectual property rights of the Corporation and its group companies or of any individual or organization. Any inadvertent posts, which violates these principles, must be removed / deleted immediately upon becoming aware of the implications as set out in these guidelines.

As responsible business partners of the Corporation, the following points must be strictly observed and followed by the Constituents:

- (i) Text, photos, images, musical work in any form, video clips, movie clips, or any other content for which the Constituent does not own copyright, must not be used in any form, and in particular for official purposes to promote any activities related to the Corporation, without obtaining consent from the copyright owner. If the copyright owner for such work cannot be identified or if the consent for use of such work is not provided by the copyright owner, the work must not be used by the Constituent.
- (ii) Capturing photographs and/or videos of the Corporation's offices, facilities, and other establishments (within or outside) or customer sites is strictly prohibited. Any such illegal images and/or videos of the Corporation's establishments, offices, facilities and factories or other sites and whether directly emailing or otherwise circulating such content via Social Media posts on the Internet, shall attract legal consequences. Official visual materials may be availed from the Corporation and can be requested through email, to the relevant State / Territory team.
- (iii) Creation, sharing and/or distribution of videos which make use of unlicensed music is strictly prohibited.
- (iv) Unauthorized videos of any events hosted by the Corporation, whether within or outside the Corporation's premises that may be captured by Constituents shall not be shared/distributed on Social Media.
- (v) All Constituents must take due care to protect the Corporation's copyright and intellectual property within and outside the organization.

- (j) The authorised personnel operating official Social Media accounts of respective Business Partner shall not post unverified news, or news from dubious 'sources', that may project the Corporation in a negative light.
- (k) The admins operating official Social Media accounts shall clearly state the source and give due disclaimers while quoting any third-party content through such Social Media accounts.
- (l) Additionally, content on official Business Partner Social Media Accounts shall be limited to the coverage of activities related to the business only. However, these accounts can re-share / retweet the posts of Corporation's official Social Media accounts, subject to the veracity of such accounts.

### 3. ACCEPTABLE USAGE OF SOCIAL MEDIA BY BUSINESS PARTNERS

The following guidelines are applicable to vendors, suppliers and other contractors of the Corporation ("**Business Partners**"), and these are intended to supplement, and do not to replace the terms and conditions or any other agreement or guidelines (including the applicable provisions set out under Annexure I or II of these Social Media T&Cs), which are currently in place to regulate the conduct of such Business Partners:

- (a) Business Partners have the discretion to decide whether their Social Media accounts will be used for personal or professional purposes. However, in any event, whether such Social Media accounts are used for official purposes or personal purposes, to the extent that they declare their affiliation with the Corporation in any way, it is deemed that they will abide by these terms and conditions read with the applicable contractual provisions and the Framework & Guidelines for Use of Social Media for Government Organizations, issued by the Department of Electronics and Information Technology, Ministry of Communications & Information Technology, Government of India.
- (b) Only official Business Partners accounts are eligible to declare their association with the Corporation or using any content owned by or belonging to the Corporation, including logo, product specifications, product pictures, product catalogues, etc. Such accounts may only post content that are official in nature and reasonably expected to promote the activities specific to its business. Such official Business Partner Social Media account shall be akin to a professional page to promote business interactions and shall not post any content which may showcase the account as expressing opinion on ancillary matters which are not in furtherance of the objective set out under the Relevant Documents, such as posts related to entertainment industry, or political views etc. However, such affiliation or use of Corporation's content, such as logo, product pictures etc. is only limited to use by official Social Media accounts of such Business Partner, and will not, at any time, be used by any authorised or other personnel of such Business Partner, in the operation of a personal Social Media account.

- (c) Every Business Partner's official or personal (individual) Social Media account is prohibited from posting / circulating any official communication / document or disclosing any business-related or other confidential information, pertaining to the Corporation, in accordance with the Relevant Documents.
- (d) Each Business Partner Social Media account, particularly those accounts which have been permitted to acknowledge their association with the Corporation, has an obligation to exercise caution in the posting or sharing of content on Social Media, and shall undertake adequate diligence prior to posting any content. In particular, such accounts shall be fully cognizant of posting or providing traction to any 'fake news' and shall refrain from posting or sharing unlawful, controversial or unverified news, or news from dubious 'sources', particularly in relation to the Corporation and the Central / State Governments.
- (e) The Business Partner Social Media account which are maintained for official purposes, shall refrain from engaging in unlawful or inappropriate posts or sharing any content that may be defamatory or may have the effect of downplaying the Corporation's business or competitors. In addition, such account should also not post or share content using derogatory language or is likely to demean sentiments of anyone with whom they engage in any public communication using Social Media.
- (f) Business Partners using Social Media for official purposes and especially those accounts that have been approved by the Corporation, shall maintain professional and proper etiquette in online interaction via Social Media and shall not engage in inappropriate behaviour. Such inappropriate behaviour includes but may not be limited to posting, sharing or endorsing in any form, any content which may be considered as:
  - (i) Divisive, unethical or unlawful at the workplace;
  - (ii) False, or derogatory, or amounting to bullying, trolling, intimidating, or harassing including using offensive, defamatory, threatening, discriminating, obscene or insulting language;
  - (iii) A misrepresentation of the Corporation, such as creating any unofficial groups or networks (whether intentional or unintentional) using the Corporation's name, logo, or email address;
  - (iv) Compromising the confidentiality (of the Constituents and/or the Corporation's information), or creating a conflict of interest;
  - (v) Disclosing commercially sensitive, anticompetitive, or information which is marked as restricted for internal circulation within the Corporation;
  - (vi) Misleading and misrepresentative, such as creating or endorsing any video channel / account representing the Corporation or any specific Business Unit, or otherwise posting or sharing any content owned by the

Corporation, unless such content has been posted on verifiable official Social Media accounts of the Corporation;

- (vii) Amounting to pornographic material (that is, writing, pictures, films and video clips of a sexually explicit nature) or content that could be considered as offensive, obscene or criminal; or
- (viii) Creating or likely to create any liability (whether criminal or civil, for the Corporation).

Where evidence of misuse or inappropriate behaviour is brought to the notice of the Corporation, the Corporation may undertake a more detailed investigation in accordance with its procedures, which may involve the examination and disclosure of records by those nominated to undertake the investigation and any witnesses involved in the investigation. If necessary, action may be taken against such Business Partner under the respective contractual agreement and in case required, such information may be handed to authorities in connection with the investigation.

- (g) Any violation of these Social Media T&Cs shall be treated as violation of General Conditions of Contract of the Corporation and may invite action by the Corporation as deemed fit, based on the sole discretion of the Corporation.
- (h) The Corporation has a zero-tolerance policy for any complaints that may be brought to its notice via Business Partner Social Media accounts. In the event the Business Partner or its associates *etc.* are dissatisfied with the Corporation, or have any unresolved query or grievance against the Corporation or any individual who is in the employment or association of the Corporation, the Business Partner or such person associated with it must reach out to the designated official and follow the hierarchy established within the Corporation. All such communication must follow the formal processes that are available as per contractual agreement with the Corporation. In the event the Business Partner, whether by itself or its employee or associate publishes any such information on Social Media or discloses details of any complaint or dispute with the Corporation on a public forum through Social Media, it will be in breach of the terms of these T&Cs and its agreement with the Corporation, and the Corporation will have the right to pursue such legal remedies as may be appropriate and available under law.
- (i) Upon termination or expiry of the Relevant Document / underlying contractual agreement between the Corporation and the Business Partner, the Business Partner shall ensure that all references and posts which disclose any affiliation with the Corporation has been scrubbed from the Business Partner's Social Media account and a formal written declaration to this effect must be provided to the Corporation, within 7 days of such termination or expiry.

#### **4. ENFORCEABILITY AND COMPLIANCE**

- 4.1. These Social Media T&Cs are construed to be a part of the Relevant Documents and form an integral part of the contractual understanding between the Corporation and the Business Partner.
- 4.2. Any violation of the Social Media T&Cs shall be treated as violation of respective contractual understanding between the Corporation and the Business Partner, and may invite appropriate action by the Corporation as deemed fit.
- 4.3. The Business Partner agrees and understands that all activities of the Business Partner's official Social Media Account is subject to monitoring and periodic audits by the Corporation, if required.
- 4.4. The Business Partner will provide its written acknowledgement to these Social Media T&Cs, in the form set out in Annexure III, failing which the Corporation may take such action as may be necessary to ensure compliance with these terms and conditions.
- 4.5. The concerned official of the Corporation shall be responsible for reviewing the compliance of these Social Media T&Cs as may be required to ensure that it meets legal requirements and reflects best practice.

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## ANNEXURE I

### GENERAL CONDITIONS OF CONTRACT FOR VENDORS

#### **Clause 34: Contractor's Subordinate Staff and Their Conducts:**

34.2 *If and whenever any of the Contractor's or sub-contractor's agents, sub-agents, assistants supervisor or other employees shall in the opinion of Engineer-in-Charge be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that in the opinion of the owner or Engineer-in-Charge, it is undesirable for administrative or any other reason for such person or persons to be employed in the works, the contractor, if so directed by the Engineer-in-Charge, shall at once remove such person or persons from employment thereon. Any person or persons so removed from the works shall not again be employed in connection with the works without the written permission of the Engineer-in-Charge. Any person so removed from the works shall be immediately replaced at the expense of the contractor by a qualified and competent substitute. Should the contractor be requested to repatriate any person removed from the works he shall do so and shall bear all costs in connection herewith.*

34.3 *The contractor shall be responsible for the proper behaviour of all the staff, supervisor, workmen and others and shall exercise a proper degree of control over them and in particular, and without prejudice to the said generality, the contractor shall be bound to prohibit and prevent any employees from trespassing or acting in any way detrimental or prejudicial to the interest of the community or of the properties or occupiers of land and properties in the neighbourhood and in the event of such employee so trespassing, the contractor shall be responsible therefore and relieve the Owner of all consequent claims or actions for damages or injury or any other grounds whatsoever. The decision of the Engineer-in-Charge upon any matter arising under this clause shall be final. Contractor shall ensure that none of their employees are ever engaged in any anti-national activities.*

#### **Clause 44: Liens**

44.2 *Contractor will not disclose details of the work to any person or persons except those engaged in its performance, and only to the extent required for the particular portion of the work being done. Contractor will not give any items concerning details of the work to the press or a news disseminating agency without prior written approval from Engineer-in-Charge. Contractor shall not take any pictures on site without written approval of Engineer-in-Charge.*

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## ANNEXURE II

### **TRANSPORTATION CONTRACT AGREEMENT FOR BULK LPG TRANSPORTATION CONTRACT BY ROAD**

#### **Clause 28:**

*(a) The Transporter shall remain at all times liable to the Corporation for any loss or damage caused to any building, plant machinery or the property of the Corporation due to careless, negligent, inexperienced act or default of the Transporter, their agents, representative or employees. The Corporation shall be entitled to deduct from the amounts payable to the Transporter under this Agreement or otherwise the loss or damages so suffered.*

*(b) The Transporter will be liable for any loss and/or injury to Corporation's employee due to careless, negligent, wrongful act or default of the Transporter, his/their representatives or employees in carrying out the job under this contract.*

#### **Clause 38:**

*All terms & conditions stipulated in the Guidelines for Bidders, Tender Terms & Conditions, Declarations, Agreement, Industry Bulk LPG Transport Discipline Guidelines and other documents furnished with the Tender and related correspondence shall form part of the contract. The Corporations are entitled to frame and implement the Policy(ies) applicable to Transporters, and to modify and amend the same from time to time, and that the Policy(ies) as framed, amended and modified would be binding on the Transporters, immediately upon being communicated to them.*

#### **Clauses from Transportation Agreement of Retail and MAK Lubricants**

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