

TECHNICAL CONDITIONS OF CONTRACT (TCC)

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VOLUME - IA PART – I CHAPTER – I
PROJECT INFORMATION
1X18.5 MW SETS AT NALCO DAMANJODI TPS

A.1.1	Project Title	:	5th Stream Alumina Refinery Expansion at Damanjodi, Odisha
A.1.2	Owner	:	National Aluminium Company Limited
A.1.3	Plant site location	:	Damanjodi village, Semiliguda block, Koraput District ,Odisha
A.1.4	Location co-ordinates	:	18.82°N 82.72°E
A.1.5	Nearest Village	:	Damanjodi, Odisha
A.1.6	Nearest Town & City	:	Koraput (36 km)
A.1.7	State Capital	:	Bhubaneswar (475 km)
A.1.8	Nearest Railway Station	:	Damanjodi Railway Station (6 km)
A.1.9	Nearest Airport	:	Domestic airport at Vishakhapatnam (140 km)
A.1.10	Nearest Seaport	:	Vishakhapatnam (140 km)
A.1.11	Nearest Road access	:	10 km from South west of NH 26
A.2.0	Meteorological Condition		
A.2.1	Site Elevation	:	910 m avg. altitude from mean sea level
A.2.2	Temperature		
a.	Maximum Dry bulb temperature	:	46.6°C
b.	Minimum Dry bulb temperature	:	3°C
c.	Ambient temperature for design purpose	:	35°C
A.2.3	Relative Humidity for design purpose		70 ± 20%
A.2.4	Annual Rainfall		
	Average	:	1430 mm (avg.)
A.2.5	Basic Design Wind Pressure	:	As per IS: 875 (Latest Edition) 50m/sec
A.2.6	Wind Direction	:	Predominantly in Southwest direction
A.2.7	Seismic zone	:	Zone II as defined in IS:1893-Part-I

VOLUME-IA PART-I CHAPTER – II

SCOPE OF WORKS

The scope of the work will comprise of but not limited to the following: (All the works mentioned hereunder shall be carried out within the accepted rate unless otherwise specified.)

1.2.1 Broad scope of Work :

Providing service of one no. 250MT Capacity Hydraulic crawler crane on monthly hire basis with Operation and Maintenance crew for Construction work at NALCO 5th Stream Alumina Refinery Expansion, Damanjodi Village, Semiliguda Block, Koraput District ,Odisha, as per specification provided hereunder and tentative duration of deployment provided at 1.6.1.3.

1.2.2 Requirements for 250MT Crane

- 1.2.2.1 Main Boom Length to be provided is minimum 61 Mtrs and Luffing Jib Length to be provided is minimum 61 Mtrs. Combination of Main boom + Luffing Jib to be provided is minimum 61 Mtrs Main Boom Length with minimum 61 Mtrs Luffing Jib Length. However, the maximum main boom and Luffing Jib combination available with the provided crane would be used as and when required.
- 1.2.2.2 The Crane shall be engaged in the Project construction work of thermal power plants consisting of Boiler, Electrostatic Precipitator, various structures, Tanks, Vessels and other equipment of these plants as per the instructions of BHEL Engineer –in-Charge.
- 1.2.2.3 The crane shall be provided with all accessories, operator cum mechanic, helper and maintenance crew, all other consumables including spares & excluding fuel for the erection of Boiler and auxiliaries and any other material handling works which are required to be carried out as per the requirement at site from time to time.
- 1.2.2.4 Fuel oil (HSD) for normal operation of the crane shall be provided by BHEL / BHEL's erection contractor after the services of the crane is accepted by BHEL after first load test till the service are being utilized by BHEL. The bidder at his own cost shall arrange the HSD required during breakdown maintenance.
- 1.2.2.5 BHEL shall have the right to utilize the maximum capacity of the crane offered as per requirement without any extra cost.
- 1.2.2.6 In case the proposed crane is of better specification than the requirement mentioned above, then price quoted in price bid shall be taken as reference for purpose of evaluation & no additional payment shall be made towards the same.
- 1.2.2.7 Crane deployed at site should preferably be same as offered in the bid. BHEL Reserves the right to accept or reject any crane, other than offered crane in the bid. In case the bidder decides to deploy any other crane of the same or better specification, its acceptance shall solely be at BHEL's discretion & payment shall be made based on awarded price only & no additional payment shall be made towards the same. In such a

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- case, the bidder shall furnish complete details of the crane proposed to be deployed and deployment shall be done only after permission from BHEL.
- 1.2.2.8 The crane should be in good working condition and shall be Inspected, load tested and Certified by Competent Person of third-party agency certified by Director of Factories at site before the Crane is put into operation. The cost incurred towards the above to be borne by the bidder.
- 1.2.2.9 The Bidder should submit valid test certificate for the crane to be deployed at site. Load test has to be conducted at site as per the test procedure for which necessary load materials shall be provided by BHEL. Bidder must also furnish Insurance coverage details of the crane at Site at the time of deployment of crane.
- 1.2.2.10 Interested bidders are requested to visit the above site to see the site conditions before submitting the offer.

VOLUME IA PART – I CHAPTER – III
FACILITIES IN THE SCOPE OF CONTRACTOR / BHEL
(SCOPE MATRIX)

Sl No.	Description	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.1	PART I			
1.3.1.1	ESTABLISHMENT			
1.3.1.1.1	FOR CONSTRUCTION PURPOSE:			
1.3.1.1.1.1	Open space for office	Yes		Free
1.3.1.1.1.2	Open space for storage	Yes		Free
1.3.1.1.1.3	Construction of bidder's office, canteen and storage building including supply of materials and other services		Yes	
1.3.1.1.1.4	Bidder's all office equipments, office / store / canteen consumables		Yes	
1.3.1.1.1.5	Canteen facilities for the bidder's staff, supervisors and engineers etc		Yes	
1.3.1.1.1.6	Firefighting equipments like buckets, extinguishers etc		Yes	
1.3.1.1.1.7	Fencing of storage area, office, canteen etc of the bidder		Yes	
1.3.1.1.2	FOR LIVING PURPOSES OF THE BIDDER			
1.3.1.1.2.1	Open space		Yes	Refer Cl. No. 1.3.2.3.
1.3.1.1.2.2	Living accommodation		Yes	
1.3.1.2	ELECTRICITY			
1.3.1.2.1	Electricity of Voltage 415 / 440 V For construction purposes			
1.3.1.2.1.1	Single point source	Yes		

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SI No.	Description	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.1.2.1.2	Further distribution for the work to be done which include supply of materials and execution		Yes	
1.3.1.2.2	Electricity for the office, stores, canteen etc of the bidder which include:		Yes	
1.3.1.2.2.1	Distribution from single point including supply of materials and service		Yes	
1.3.1.2.2.2	Supply, installation and connection of material of energy meter including operation and maintenance		Yes	Calibration certificate to be provided
1.3.1.2.2.3	Duties and deposits including statutory clearances for the above		Yes	
1.3.1.2.2.4	Living facilities for office use including charges		Yes	
1.3.1.2.2.5	Demobilization of the facilities after completion of works		Yes	
1.3.1.2.3	Electricity for living accommodation of the bidder's staff, engineers, supervisors etc on the above lines.		Yes	
1.3.1.3	WATER SUPPLY			
1.3.1.3.1	<i>For construction purposes:</i>			
1.3.1.3.1.1	Making the water available at single point	Yes		
1.3.1.3.1.2	Further distribution as per the requirement of work including supply of materials and execution		Yes	
1.3.1.3.2	<i>Water supply for bidder's office, stores, canteen etc</i>			
1.3.1.3.2.1	Making the water available at single point		Yes	
1.3.1.3.2.2	Further distribution as per the requirement of work including supply of materials and execution		Yes	
1.3.1.4	LIGHTING			

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SI No.	Description	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.1.4.1	For construction work (supply of all the necessary materials) At office storage area At the preassembly area At the construction site /area		Yes	
1.3.1.4.2	For construction work (Execution of the lighting work / arrangements) At office storage area At the preassembly area At the construction site /area		Yes	
1.3.1.5	COMMUNICATION FACILITIES for site operations of the bidder			

1.3.2 OPEN SPACE:

- 1.3.2.1 Minimum open space will be provided free of charges.
- 1.3.2.2 Location and area requirement shall be discussed and mutually agreed to after award of work at site. Construction of site office, covered store or any other temporary building shall be in contractor's scope. Security of stores & work place shall be in Contractor's scope.
- 1.3.2.3 Land for residential accommodation for Contractor's staff and labour, if available & as provided by NALCO Damanjodi, may be made available to Bidder outside plant boundary limit at the discretion of BHEL and rent for the same will be as decided by BHEL according to location and the area occupied by the Bidder.

1.3.3 ELECTRICITY:

- 1.3.3.1 Construction Power will be provided at 415 V from the nearest sub-station, on chargeable basis, as charged by NALCO Damanjodi. The present Rate is Rs.4.30/kWh and any change in power tariff shall be intimated to the contractor. The contractor will make his own arrangement for temporary distribution of power from the nearest substation.
- 1.3.3.2 Contractor has to make his own arrangements for his electricity requirement for his labor colony at his cost.
- 1.3.3.3 The bidder shall have to provide earth leakage circuit breaker at each point wherever human operated electrical drives / T&Ps are deployed.
- 1.3.3.4 BHEL is not responsible for any loss or damage to the contractor's equipment as a result of variations in voltage / frequency or interruptions in power supply.

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1.3.3.5 Necessary "Capacitor Banks" to maintain/ improve the Power factor to a minimum of 0.9 shall be provided by the contractor at his cost. Penalty if any levied by customer on this account will be recovered from contractor's bills.

1.3.4 CONSTRUCTION WATER

1.3.4.1 Water for Construction purpose will be provided at one single point free of cost. Further distribution of water inside plant shall be by contractor.

1.3.4.2 Contractor has to make his own arrangements for his water requirement for his labour colony at his cost.

VOLUME-IA PART-I CHAPTER – IV
T&PS and MMEs TO BE DEPLOYED BY CONTRACTOR

The following minimum major Tools & Plants and MMEs shall be deployed by the contractor for execution of this contract with in the quoted rate:

- 1.4.1 Necessary tools and tackles and crane spares should be made available by the bidder immediately to attend the break downs if any.
- 1.4.2 Necessary structural supports / stands that are required for resting booms etc., for booms extension and reduction and supervision / guidance for the above job are included in the scope of bidder.
- 1.4.3 All the consumables such as lubricants, spare parts etc., except fuel for operation of the crane has to be arranged by the bidder. The rate quoted for monthly hire charges shall be inclusive of such consumables, lubricants, spare parts etc. In case contractor fails to provide the required consumables in time, BHEL reserves the right to supply the same and deduct the cost from bidder's (Crane Hiring Contractor) bill with applicable overhead charges. For recording the hours of operation, vendor is required to maintain a separate register at site, which shall be certified by site engineer.

VOLUME-IA PART-I CHAPTER - V
T&Ps AND MMEs TO BE DEPLOYED BY BHEL ON
SHARING BASIS

- 1.5.1 List of T&Ps to be made available by BHEL to contractor free of hire charges on sharable basis.**
- a. Only BHEL cranes as available at site will be provided free of hire charges including fuel and operator for unloading from trailer, Assembly, commissioning, dismantling and loading of the hired crane at site. In case BHEL is not able to provide operator for the aforesaid crane for whatsoever reason, it is the responsibility of the bidder to arrange operator at their own cost for safe unloading, dismantling and loading.
 - b. For boom extension and reduction of the hired crane, assist crane available at site will be provided by BHEL free of charges with fuel and Operator.
 - c. Fuel oil (HSD) for normal operation of the crane shall be provided by BHEL / BHEL's erection contractor after the services of the crane is accepted by BHEL after first load test till the service are being utilized by BHEL.

VOLUME-IA PART-I CHAPTER - VI

CONTRACT PERIOD

1.6.1 CONTRACT PERIOD

The entire contract period shall comprise of Mobilisation period, Hiring Period & demobilization period as mentioned below.

1.6.1.1 Commencement of Contract Period

The contract period shall commence from the date of written intimation for deployment of crane from Site Construction Manager, NALCO 5th Stream Alumina Refinery Expansion, Damanjodi, Odisha.

1.6.1.2 **Initial mobilization and tentative schedule for deployment and commencement of Hiring period:**

The deployment schedule of the crane indicated below is tentative. Crane shall be deployed and made operational (First successful load testing) at Site within thirty (30) Days from the written intimation for deployment of crane from Site Construction Manager, NALCO 5th Stream Alumina Refinery Expansion, Damanjodi, Odisha.

1.6.1.3 Commencement of Hiring period

The hiring period shall commence from 1st successful load testing of the Crane with mutually agreed boom length at Project Site and acceptance by BHEL.

Sl. No.	Description	Tentative Deployment Month / Year	Initial Hiring Period	Quantity
01	250MT Capacity Hydraulic Crawler Crane with Luffing Jib	Mar 2022	10 Months	01 No.

1.6.1.4 Similarly, the crane shall be demobilized from site within 15 days from the date of intimation by Site Construction Manager for demobilization.

1.6.1.5 Offered Crane is proposed to be deployed at site for an initial hiring period of 10 months and liable for extension up-to 6 months beyond initial hiring period at the discretion of BHEL at the same terms and conditions of Tender with rate as per Clause 1.8.5 of the rate Schedule.

1.6.1.6 For any extension beyond the period mentioned above (Initial Hiring Period – 10 Months and Extension Period – 6 Months)

1.6.1.6.1 All contract conditions shall be same as per the terms and conditions of Tender,

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except for rates which shall be on a mutually agreed basis.

- 1.6.1.6.2 Demobilisation planned if any beyond 16 months, by the bidder shall be brought to the notice of BHEL at least 3 months in advance.
- 1.6.1.7 Foreclosure of Contract:
 - 1.6.1.7.1 If the performance / services of the Contractor or the deployed crane are not to the satisfaction of BHEL, the contract is liable for termination without prior notice
 - 1.6.1.7.2 BHEL reserves the right of foreclosing the Contract within the initial hiring period or extended hiring period with 15 days' advance notice without assigning reason and no payments will be made for the period of foreclosure (i.e. after the 15 days' notice period). Hiring charges of the crane, in such case shall be paid on pro rata basis of the monthly rate for the no. of days worked at site.

VOLUME-IA PART-I CHAPTER - VII
NORMAL WORKING HOURS

- 1.7.1 The services of the crane with crane crew shall be made available to BHEL for round the clock operation (for duration of Twenty four hours per day). Every 12 hrs working period shall necessarily include one hour break.
- 1.7.2 However, regular working hours will be 12 hrs (including one hour break) on all the working days and 26 days per month excluding Sundays or Weekly holidays. Timings shall be fixed by site as per operational convenience.
- 1.7.3 Allotment of weekly and other holidays for crane crew is at the discretion of BHEL and will be decided by BHEL site (NALCO 5th Stream Alumina Refinery Expansion, Damanjodi, Odisha) according to the requirements from time to time. Only holidays as declared by BHEL apart from weekly holidays have to be followed. This may have to be adjusted by crane operator and his crew to suit the requirement of site. If necessary, Operator with his crew shall be available for the operation of their crane round the clock at normal working days and holidays in exigency.
- 1.7.4 Holiday working and extended hour working shall be at the discretion of site in charge. Working beyond normal working hours of 12 hours and working on weekly / other holidays will be treated as overtime and the charges for the same shall be paid as per CHAPTER – XI.

VOLUME-IA PART-I CHAPTER - VIII
INSTRUCTIONS TO RATE SCHEDULE

- 1.8.1 Bidder shall quote the Total Price (A) for each package in the respective Rate Schedule format enclosed as VOLUME-II PRICE BID Rate Schedule. Price quoted in any other format / manner will not be accepted.

Total Price “A” to be quoted by the bidder, separately for each package in respective Rate Schedule format, is inclusive of Operator cum Mechanic, helper, maintenance staff as required, all consumables such as lubricants, grease, filters and spares etc. (excluding fuel) based on the Normal working hours as mentioned under CHAPTER-VII including one-time Mobilization and De- mobilization charges together for the crane to & from site.

Based on the Total Price (A) quoted by the bidder Monthly Charges for initial hiring period and Mobilization and De-Mobilization Charges for each package are derived as per the formulas provided under Clause no. 1.8.2 & 1.8.3.

- 1.8.2 Monthly Charges for initial hiring period:
Monthly Hiring Charges = $(Ax0.80) / (\text{Initial Hiring period in Months})$.
- 1.8.3 Mobilization and De-Mobilization Charges:
Mobilization Charges would be fixed as per formula = $(Ax0.10)$ and Demobilization Charges would also be fixed as same, as that of Mobilization charges, i.e., as per formula = $(Ax0.10)$.
- 1.8.4 The price quoted shall be inclusive of operation (excluding fuel) and preventive as well as breakdown maintenance of the crane. The bidder shall deploy operator-cum-mechanic, Helper and Maintenance crew to ensure smooth operation and maintenance of the crane without affecting work. Overtime charges will be paid as specified at CHAPTER -XI Specific Terms and Conditions and no other extra payment shall be made.
- 1.8.5 In case of extension period, if any, the Monthly Hire Charges will be paid as 90% of the monthly hire charges agreed for the initial hiring period and no changes will be made in mobilization & Demobilization charges.
- 1.8.6 Contractor shall fully understand equipment description and scope of work before quoting. The scope of work and responsibility of the contractor as mentioned under

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these specifications shall be covered within the quoted rates.

- 1.8.7 The tenderer shall quote the rates as per the rate schedule only, in part II price bid (Original). Conditional price bid or price bid with any deviation / clarification etc. are liable to be rejected. No cutting / erasing / over writing shall be done.

VOLUME-IA PART-I CHAPTER - IX
TERMS OF PAYMENT

1.9.1 Terms of payment:

- 1.9.1.1 PVC, ORC, Secured Advance & Advance for Mobilization are not applicable for this tender.
- 1.9.1.2 Retention Amount as per clause 2.22 of GCC is Applicable for this Tender. Since Performance Guarantee of workmanship is not applicable for this tender, 100% of Retention amount shall be refunded along with Final Bill.
- 1.9.1.3 Payment of monthly agreed hire charges will be made once in a month at BHEL Site (NALCO 5th Stream Alumina Refinery Expansion, Damanjodi, Odisha) as certified by the BHEL Engineer-In-charge at site as per the terms and conditions.
- 1.9.1.4 Mobilization and demobilization charges shall be payable as per CHAPTER-VIII above. Payment of mobilization charges shall be made at BHEL site (NALCO 5th Stream Alumina Refinery Expansion, Damanjodi, Odisha) on successful commissioning and load testing of the crane by the Tenderer as certified by the BHEL Engineer In charge.
- 1.9.1.5 Payment of demobilization charges shall be made at BHEL Site (NALCO 5th Stream Alumina Refinery Expansion, Damanjodi, Odisha) on receipt of written confirmation from site In charge of BHEL that crane has been dismantled and removed from site in all respects by the Tenderer.
- 1.9.1.6 Contractor has to make his own arrangement at his cost for completing the formalities, for bringing all their material, and equipment etc at site or the execution of the work, including arrangement of Road Permits if any and as applicable under the relevant acts, etc.,

Note:

- a. RA bill payments as per Chapter-X of SCC (Volume IB).
- b. Refer VOLUME-IA Part-II, Chapter-1 of Technical Conditions of Contract (TCC) for Corrections & Revisions in GCC & SCC.

VOLUME-IA PART-I CHAPTER - X

TAXES AND OTHER DUTIES

1.10.1 Goods and service Tax (GST) & Cess

- 1.10.1.1 The successful bidder shall furnish proof of GST registration with GSTN Portal in the State in which the Project is being executed, covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work.
- 1.10.1.2 Contractor's price/rates shall be exclusive of GST & Cess (if applicable) (herein after termed as GST). Contractor shall submit to BHEL the GST compliant tax invoice/debit note/revised tax invoice on the basis of which BHEL will claim the input tax credit in its return. Since this is a works contract, the applicable rate shall be @ 18% GST, as applicable presently.
- 1.10.1.3 Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules wherein the 'Bill To' details will be as below:

BHEL GSTN	- 21AAACB4146P1ZR
NAME	– BHARAT HEAVY ELECTRICALS LIMITED
ADDRESS	- BHEL SITE OFFICE, NATIONAL ALUMINIUM COMPANY LIMITED, DAMANJODI VILLAGE, SEMILIGUDA BLOCK, KORAPUT DISTRICT, ODISHA

- 1.10.1.4 GST charged in the tax invoice/debit note/revised tax invoice by the contractor shall be released separately to the contractor only after contractor files the outward supply details in GSTR-1 on GSTN portal and input tax credit of such invoice is matched with corresponding details of outward supply of the contractor and has paid the GST at the time of filing the monthly return.
- 1.10.1.5 In case BHEL has to incur any liability (like interest / penalty etc.) due to denial/reversal / delay of input tax credit in respect of the invoice submitted by the contractor, for the reasons attributable to the contractor, the same shall be recovered from the contractor.
- 1.10.1.6 Further, In case BHEL is deprived of the Input tax credit due to any reason attributable to contractor, the same shall not be paid or Recovered if already paid to the contractor.
- 1.10.1.7 Tax invoice/debit Note/revised tax invoice shall contain all such particulars as prescribed in GST law and comply to the timelines for issue of the same. Invoices

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shall be submitted on time to the concerned BHEL Engineer In Charge.

1.10.1.8 TDS under GST (if/ as & when applicable) shall be deducted at prevailing rates on gross invoice value from the running bills.

1.10.1.9 E-way bills / Transit passes / Road Permits, if required for materials / T&P etc., bought into the project site is to be arranged by the Contractor only.

1.10.1.10 BHEL shall not reimburse any amounts towards any interest / penalty etc., incurred by contractor. Any additional claim at a later date due to issues such as wrong rates / wrong classification by contractor shall not be paid by BHEL.

1.10.2 All taxes and duty other than GST & Cess

The contractor shall pay all (except the specific exclusion viz GST & Cess) taxes, fees, license charges, deposits, duties, tools, royalty, commissions, Stamp Duties, or other charges / levies, which may be levied on the input goods & services consumed and output goods & services delivered in course of his operations in executing the contract and the same shall not be reimbursed by BHEL. In case BHEL is forced to pay any of such taxes, BHEL shall have the right to recover the same from his bills or otherwise as deemed fit.

1.10.3 Statutory Variations

Statutory variations are applicable under the GST Acts, against production of proof. The changes implemented by the Central / State Government during the tenure of the contract viz. increase / decrease in the rate of taxes, applicability, etc. and its impact on upward revision / downward revision are to be suitably paid/ adjusted from the date of respective variation. The bidder shall give the benefit of downward revision in favour of BHEL. No other variations shall be allowed during the tenure of the contract.

1.10.4 New Taxes/Levies –

In case Government imposes any new levy / tax after submission of bid during the tenure of the contract, BHEL shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of BHEL that such new levy / tax is applicable to this contract.

1.10.5 Direct Tax

BHEL shall not be liable towards Income Tax of whatever nature including variations thereof arising out of this contract as well as tax liability of the bidder and their personnel. Deduction of tax at source at the prevailing rates shall be effected by BHEL before release of payment as a statutory obligation, unless exemption certificate is produced by the bidder. TDS certificate will be issued by BHEL as per the provisions of Income Tax Act.

VOLUME-IA PART-I CHAPTER -XI
SPECIFIC TERMS AND CONDITIONS

- 1.11.1 Working on weekly holidays and other holidays and extended hour working beyond Normal Working Hours shall be considered as overtime. For Contract period, it is payable pro rata at 25% of the monthly accepted crane hiring charges and for extended period of hiring shall be worked out pro rata at 25% of accepted monthly hire charges at the time of extension.
- 1.11.2 Calculation for hourly rate for Holiday working and extended hour working within Contract Period of hiring =
$$\frac{\text{Monthly hire charges for initial hiring period} \times 0.25}{26 \text{ days} \times 12}$$
- 1.11.3 Calculation for Holiday working and extended hour working for extended period of hiring beyond the Contract Period =
$$\frac{\text{Monthly hire charges for extended period (Agreed monthly hire charges for initial hiring period} \times 0.9) \times 0.25}{26 \text{ days} \times 12}$$
- 1.11.4 Regular/Breakdown Maintenance Period of One day per Month shall be permitted. The same shall be decided in consultation with BHEL Engineer. Bidder shall carry out preventive maintenance beyond normal working hours or as per schedule agreed with BHEL Engineer.
- 1.11.5 The Accepted rate, shall remain firm throughout the contract period.
- 1.11.6 In case of exigency of site requirements, BHEL reserves the right to further extend the contract beyond contractual period. However monthly hire charges for the extended period shall be 90% of the monthly hire charges agreed for the initial hiring period.
- 1.11.7 The offer submitted by the agency shall be kept valid for a period of 180 days from the date of tender opening.
- 1.11.8 The accepted rate shall be inclusive of maintenance and operation of the crane. The bidder should provide one mechanic cum Operator and helper as required for operation and maintenance of their cranes at site without affecting the work.
- 1.11.9 No Advance payment will be made by BHEL for this contract.
- 1.11.10 The crane to be offered should be in good working condition as on date of opening of Technical bid and Bidders to submit a self-declaration in their letter head for the same. The physical inspection of crane at its present location will be carried out by BHEL if required.
- 1.11.11 The deployed crane should give trouble free operation without affecting the erection work.

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- 1.11.12 The bidder must maintain and operate crane regularly at site with their manpower. Breakdown/repair should be immediately attended by the bidder. The bidder shall maintain a log book giving full operation, routine/ preventive maintenance and break down details and obtain signature of Engineer In charge of site on a daily basis or as per the site procedure. Original log sheets shall be submitted to BHEL at the end of every month and before submission of monthly bills at site.
- 1.11.13 The cost of any repair arising during the operation should be borne by the bidder.
- 1.11.14 Necessary tools and tackles and crane spares should be made available by the bidder immediately to attend the break downs at their cost.
- 1.11.15 In case of absence of operator, the bidder should make an alternative arrangement for the continuation of work to meet the erection requirement of site.
- 1.11.16 Shifting of crane within the same site from one location to other location and time period required for extending and reducing the booms shall be considered as within the hiring period.
- 1.11.17 Other than Boom configuration change mentioned in above clause, Man power required for boom extension and reduction of the hired crane shall be provided free of cost by BHEL/BHEL's sub-contractor.
- 1.11.18 Bidder shall arrange the entry gate pass for their crew for which necessary documents will be forwarded by BHEL.
- 1.11.19 Crane operators deployed under this contract should possess valid license for crane operation. Necessary documents are to be submitted at site while deploying the operator.
- 1.11.20 Bidder shall be required to take Comprehensive Insurance Policy for the crane with Third Party Liability cover as well as adequate Insurance for Bidder's Crew before deployment of the crane at site. If due to negligence and of non-observation of safety and other precautions, any accident/injury occurs to any other persons/public/property, the bidder shall have to pay necessary compensation and other expenses, if so decided by the appropriate authorities/Statutory Authority.
- 1.11.21 Any loss or damage to BHEL or customer's property due to negligence of the crew employed by the bidder is attributable to the bidder.
- 1.11.22 **PERFORMANCE OF THE VENDOR**

Performance of the vendor shall be measured as per Annexure 9 in Volume IA Part II of TCC. Reports shall be received from site against each job and the same shall be communicated to the vendor. In case the performance of the contractor is not satisfactory (i.e. below 60%), BHEL reserves the right to initiate suitable action against the contractor which may lead to suspension/termination/banning and delisting in accordance with procedure in vogue.

VOLUME-IA PART-I CHAPTER –XII PENALTY

- 1.12.1 If the crane could not be utilized due to any failure of the crane, over and above the regular/Breakdown maintenance period of one day per month, the proportional amount towards Crane Hire charges, for the total hours taken for making the crane operational shall not be paid.
- 1.12.2 If the non-availability of the crane extends beyond one week after regular maintenance period, then additionally Penalty will be charged @ rate of 10% of the Daily Hire Charges, for every day of non- availability (including intervening Sundays and holidays), limited to 10% of the Awarded Contract Value or Executed Contract value, whichever is higher.
- 1.12.3 In case of total failure of the crane at site, the contractor should substitute a similar crane within 4 weeks which will be treated as idle period and no hire charges shall be paid for this period. Failing which, BHEL may engage a suitable crane at the Risk and Cost of the Contractor as per Clause 2.7 of GCC. The decision of BHEL in this regard shall be final and binding on the contractor.

VOLUME-IA PART-I CHAPTER -XIII
SPECIFIC CLAUSES APPLICABLE TO NALCO

- 1.13.1 The bidder to follow NALCO's occupational health & safety policy. The bidder has to ensure attendance in a training programme for all his contract workers conducted by safety department and obtain a certificate before putting the workers to work front.
- 1.13.2 The bidder has to adhere to "NALCO's safety code for contractors" while executing the work and the same has to be collected from NALCO's T & C department.
- 1.13.3 Medical Check-up: The bidder will have to submit medical certificate from a Govt. Hospital or registered medical practitioner in the prescribed format for the workmen engaged by him along with application for gate pass and for annual renewal. No gate pass will be issued / renewed unless the medical certificate is enclosed along with the application.
- 1.13.4 The Engineer in-charge executing the contract upon his satisfaction that the bidder is not performing as per the safety requirements may direct stoppage of work. The bidder shall not proceed with the work until he has complied with such directions to the satisfaction of concerned Engineer in-charge.
Without prejudice to the right conferred by the Clause above for stoppage of work for violating of safety requirements, the bidder shall be liable for penalty up to Rs. 3,000/- for the first violation and up to Rs.5,000/- for the second violation. For the third violation, he shall be liable to be debarred from further contracts up to a period of one year minimum from the date of completion of jobs in hand.
- 1.13.5 **NON-COMPLIANCE OF THE SHE AND SAFETY NORMS**
Penalty may be imposed on contractors working in the Project for non-compliance to the SHE (Safety, Health & Environment) requirements working in the Project as per The National Aluminium Company Limited (NALCO)'s norms.
- 1.13.6 **ENVIRONMENTAL CLAUSE (ISO-14000)**
In line with the requirement of ISO – 14001, all Bidders shall comply with the following: i)
Each and every Bidder engaged inside the Works shall maintain the up to-date training Certificate of their employees of Environment. The training shall be provided during safety & Environment training prior to start of the job.
- 1.13.7 Wages paid to the workmen by the Bidder should not be less than the rates specified by the Central Govt. as per Minimum Wages Act, 1948 and as adopted by NALCO from time to time.

Where the Minimum wages notified by the concerned State Government are higher than the rates notified by the Central Government, the states Government rates should apply in concerned scheduled employment as long as the same remains higher than the Central Government rates. The classification on workers in different categories will be as per the notification issued by the Central Govt. fixing the

TECHNICAL CONDITIONS OF CONTRACT (TCC)

- minimum wages for the above scheduled appointment.
- 1.13.8 Employees State Insurance Act
- (i) The Bidder agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employee State Insurance Act 1948 and the Bidder further agrees to defend, indemnify and hold Owner harmless for any liability or penalty which may be imposed by the Central, State or Local authority by reasons of any asserted violation by Bidder or his sub-contractor of the Employees' State Insurance Act, 1948 and also from all claims, suits or proceeding that may be brought against the Owner arising under, growing out of or by reasons of the work provided for by this Bidder, whether brought by employees of the Bidder, by third parties or by Central or State Government authority or any political sub-division thereof.
 - (ii) The Bidder agrees to fill in with the Employee's State Insurance Corporation, the Declaration forms, and all forms which may be required in respect of the Bidder's or his sub-contractor's employees, who are employed in the WORK provided for or those covered by ESI from time to time under the Agreement. The Bidder shall deduct and secure the agreement of his sub- contractor to deduct the employee's contribution as per the first schedule of the Employee's State Insurance Act from wages and affix the Employees Contribution Card at wages payment intervals. The Bidder shall remit and secure the agreement of his sub-contractor to remit the State Bank of India, Employee's State Insurance Corporation account the Employees contribution as required by the Act. The Bidder agrees to maintain all Cards and Records as required under the Act in respect of employees and payments and the Bidder shall secure the agreement of his sub-contractor to maintain such records. Any expenses incurred for the contributions; making contributions or maintaining records shall be to the Bidder's or his sub- contractor's account.
 - (iii) Owner shall retain such sum as may be necessary from the total value of contract until the Bidder shall furnish satisfactory proof that all contributions as required by the Employees State Insurance Act, 1948 have been paid. This will be pending on the Bidder when the ESI Act is extended to the place of work.
- 1.13.9 The contractor shall pay all the compensation payable in consequence of any accident or injury sustained by any workman or other person whether in the employment of the Contractor or not.
- 1.13.10 The bidder shall take Comprehensive General Liability Insurance. This insurance shall protect the Bidder against all claims arising from injuries, disabilities, disease or death of members of public or damage to property of others, due to any act or omission on the part of the Bidder, his agents, his employees, his representative and sub- contractors or from riots, strikes and civil commotion. This insurance shall cover all the liabilities of the Bidder arising out of the relevant clauses of enquiry documents.
- 1.13.11 Social Accountability 8000 (SA 8000)
The Bidders may be aware that NALCO are installing and implementing Social

TECHNICAL CONDITIONS OF CONTRACT (TCC)

Accountability 8000 (SA 8000). As a part of Implementation, it is necessary that all bidders, sub-contractors of NALCO make a written commitment to conform all requirements of SA 8000. Bidder to submit/upload with his Part-I bid details of SA 8000 as per format in Chapter 7 of Volume IA Part II of TCC.

Social Accountability 8000 Compliance Format A.

Basic information

Name of the organization Address

Telephone No

Name of the Proprietor Nature of Business License Number

- 1.13.12 Immediately on award of the work, the bidder should produce independent EPF and ESI code / sub-code for Odisha region.

VOLUME-IA PART –I CHAPTER -XIV GENERAL

**The scope of the work will comprise of but not limited to the following:
(All the works mentioned hereunder shall be carried out within the accepted rate unless otherwise specified.)**

- 1.14.1** Bidders are requested to furnish the following at PSSR-HQ
- i. Security Deposit.
 - ii. Unqualified Acceptance for Detailed LOI / Work Order.
 - iii. Rs.100/- Stamp Paper for preparation of Contract Agreement.
- 1.14.2** Bidders are requested to furnish the proof of documents for the following at the respective PSSR- Site
- i. PF Regn No.
 - ii. Labour License No.
 - iii. Workmen Insurance Policy No.
- 1.14.3** In addition to the clause 2.8 of General Conditions of Contract (Volume-1C of Book-II) the contractor shall comply with the following.
- 1.14.3.1 BOCW Act & BOCW Welfare Cess Act**
- 1.14.3.1.1** The Contractor should Register their Establishment under BOCW Act 1996 read with rules 1998 by submitting Form I (Application for Registration of Establishment) and Form IV (Notice Of Commencement / Completion of Building other Construction Work) to the respective Labour Authorities i.e.,
- a) Assistant Labour Commissioner (Central) in respect of the project premises which is under the purview of Central Govt.–NTPC, NTPL etc.
 - b) Appropriate State authorities in respect of the project premises which is under the purview of State Govt.
- 1.14.3.1.2** The Contractor should comply with the provisions of BOCW Welfare Cess Act 1996 in respect of the work awarded to them by BHEL.
- 1.14.3.1.3** The contractor should ensure compliance regarding Registration of Building Workers as Beneficiaries, Hours of work, welfare measures and other conditions of service with particular reference to Safety and Health measures like Safety Officers, safety committee, issue of Personal protective equipments, canteen, rest room, drinking water, Toilets, ambulance, first aid centre etc.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

- 1.14.3.1.4 The contractor irrespective of their nature of work and manpower (Civil, Mechanical, Electrical works etc) should register their establishment under BOCW Act 1996 and comply with BOCW Welfare Cess Act 1996.
- 1.14.3.1.5 Contractor shall make remittance of the BOCW cess as per the Act in consultation with BHEL as per the rates in force (presently 1%). BHEL shall reimburse the same upon production of documentary evidence. However, BHEL shall not reimburse the Fee paid towards the registration of establishment, fees paid towards registration of Beneficiaries and Contribution of Beneficiaries remitted.
- 1.14.3.1.6 Non-compliance to Provisions of the BOCW Act & BOCW Welfare Cess Act is not acceptable. In case of any non-compliance, BHEL reserves the right to withhold any sum as it deems fit. Only upon total compliance to the BOCW Act and also discharge of total payment of Cess under the BOCW Cess Act by the Contractor, BHEL shall consider refund of the amounts.

1.14.3.2 PROVIDENT FUND

- 1.14.3.2.1 The contractor is required to extend the benefit of Provident Fund to the labour employed by you in connection with this contract as per the Employees Provident Fund and Miscellaneous Provisions Act 1952. For due implementation of the same, you are hereby required to get yourself registered with the Provident Fund authorities for the purpose of reconciliation of PF dues and furnish to us the code number allotted to you by the Provident Fund authorities within one month from the date of issue of the letter of intent. In case you are exempted from such remittance an attested copy of authority for such exemption is to be furnished. Please note that in the event of your failure to comply with the provisions of said Act, if recoveries therefore are enforced from payments due to us by the customer or paid to statutory authorities by us, such amount will be recovered from payments due to you.
- 1.14.3.2.2 The final bill amount would be released only on production of clearance certificate from PF / ESI and labour authorities as applicable.

1.14.3.3 OTHER STATUTORY REQUIREMENTS

- 1.14.3.3.1 The Contractor shall submit a copy of Labour License obtained from the Licensing Officer (Form VI) u/r25 read with u/s 12 of Contract Labour (R&A) Act 1970 & rules and Valid WC Insurance copy or ESI Code (if applicable) and PF code no. along with the first running bill.
- 1.14.3.3.2 The contractor shall submit monthly running bills along with the copies of monthly wages (of the preceding month) u/r78(1)(a)(1) of Contract Labour Rules, copies of monthly return of PF contribution with remittance Challans under Employees

TECHNICAL CONDITIONS OF CONTRACT (TCC)

Provident Fund Act 1952 and copy of renewed WC Insurance policy or copies of monthly return of ESI contribution with Challans under ESI Act 1948 (if applicable) in respect of the workmen engaged by them.

- 1.14.3.3.3 The Contractor should ensure compliance of Sec 21 of Contract Labour (R&A) Act 1970 regarding responsibility for payment of Wages. In case of “Non-compliance of Sec 21 or non-payment of wages” to the workmen before the expiry of wage period by the contractor, BHEL will reserve its right to pay the workmen under the orders of Appropriate authority at the risk and cost of the Contractor.
- 1.14.3.3.4 The Contractor shall submit copies of Final Settlement statement of disbursement of retrenchment benefits on retrenchment of each workman under ID Act 1948, copies of Form 6-A (Annual Return of PF Contribution) along with copies of PF Contribution Card of each member under PF Act and copies of monthly return on ESI Contribution – Form 6 under ESI Act 1948 (if applicable) to BHEL along with the Final Bill.
- 1.14.3.3.5 In case of any dispute pending before the appropriate authority under ID Act 1948, WC Act 1923 or ESI Act 1948 and PF Act 1952, BHEL reserves the right to hold such amounts from the final bills of the Contractor which will be released on submission of proof of settlement of issues from the appropriate authority under the act.
- 1.14.3.3.6 In case of any dispute prolonged / pending before the authority for the reasons not attributable to the contractor, BHEL reserves the right to release the final bill of the contractor on submission of Indemnity bond by the contractor indemnifying BHEL against any claims that may arise at a later date without prejudice to the rights of BHEL.

1.14.3.4 DEPLOYMENT OF SKILLED / SEMI-SKILLED TRADESMEN

- 1.14.3.4.1 The following clause is applicable in case the contract value / contract price is Rs. Five crores and above.
- 1.14.3.4.2 The contractor shall, at all stages of work deploy skilled / semi-skilled tradesmen who are qualified and possess certificate in particular trade from CPWD Training Institute / Industrial Training Institute / National Institute of Construction Management and Research (NICMAR), National Academy of Construction, CIDC or any similar reputed and recognized Institute managed / certified by State / Central Government. The number of such qualified tradesmen shall not be less than 20% of total skilled / semi-skilled workers required in each trade at any stage of work. The contractor shall submit number of man days required in respect of each trade, its scheduling and the list of qualified tradesmen along with requisite certificate from recognized Institute to Engineer-in-Charge for approval. Notwithstanding such approval, if the tradesmen are found to have inadequate skill to execute the work of

TECHNICAL CONDITIONS OF CONTRACT (TCC)

respective trade, the contractor shall substitute such tradesmen within two days of written notice from Engineer-in-Charge. Failure on the part of contractor to obtain approval of Engineer-in-Charge or failure to deploy qualified tradesmen will attract a compensation to be paid by contractor at the rate of Rs. 100 per such tradesman per day. Decision of Engineer-in-Charge as to whether particular tradesman possesses requisite skill and amount of compensation in case of default shall be final and binding.

VOLUME-IA PART-II CHAPTER-1

CORRECTIONS / REVISIONS IN SPECIAL CONDITIONS OF CONTRACT, GENERAL CONDITIONS OF CONTRACT AND FORMS & PROCEDURES

Sl. No.: 1

The following clauses of GCC/SCC are not applicable for this tender.

SCC

- 1.0 - General Intent of the Specifications
- 2.0 - General Services to be rendered by the Bidder
- 3.0 - General Technical Requirements
- 4.0 - Obligations of Contractor
- 6.0 - Material handling, Storage, Preservation, etc.,
- 7.0 - Drawings
- 8.0 - Inspection and Quality
- 11.0 - Performance Monitoring.

GCC

- 2.7.9 - Liquidated Damages,
- 2.9 - Progress Monitoring, Monthly review and Performance Evaluation,
- 2.10 - Time of Completion,
- 2.11.2-2.11.4 - Extension for Time of Completion,
- 2.12 - ORC,
- 2.13 - Interest Bearing Recoverable Advance,
- 2.14 - Quantity Variation,
- 2.15 - Extra Works,
- 2.16 - Supplementary Items,
- 2.17 - PVC,
- 2.24 - Performance Guarantee for Workmanship.

Forms and Procedures

- 1.14 - Monthly plan and review with contractors (Form F-14 Rev 00)
- 1.15 - Monthly Performance Evaluation of Contractor (Form F-15 Rev 01)
- 1.17 - Evaluation of Contractor Performance (Annual) (Form F-17 Rev 01)
- 1.18 - Evaluation of Contractor Performance for the contract (Overall) (Form F-18 Rev 01)
- 1.19 - Milestone Completion Certificate (Form F-19 Rev 00)
- 1.26 - Analysis of unit rates quoted (Form F-26 Rev 00)

TECHNICAL CONDITIONS OF CONTRACT (TCC)

Sl. No.: 2

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT MANAGEMENT/ QUALITY ASSURANCE PROGRAMME

The following clauses in Occupational Health, Safety & Environment Management / Quality Assurance Programme published in Chapter-IX of Special Conditions of Contract (Volume I Book-II) is revised as under.

Chapter IX Clause 9.1 is modified as below:

Contractor will comply with HSE (Health, Safety & Environment) requirements of BHEL as per the “HSE PLAN FOR SITE OPERATION For BHEL PSSR NALCO DAMANJODI SITE. 1 X 18.5 MW, BTG PROJECT” enclosed.

Chapter IX Clause 9.1.1 to 9.1.25 stands deleted.

Chapter IX Clause 9.2 to 9.62 stands deleted.

Sl No.: 3

Clause No. 10.5 on RA Bill Payments, in Special Conditions of Contract (SCC), Volume-IB, Book- II, is revised as under:

The payment for running bills will normally be released within 30 days of submission of running bill complete in all respects with all documents. It is the responsibility of the contractor to make his own arrangements for making timely payments towards labour wages, statutory payments, outstanding dues etc., and other dues in the meanwhile.

Sl No.: 4

The following clause is added under clause 1.9 Earnest Money Deposit in General Conditions of Contract (Volume I Book II):

Refer Proforma of Bank Guarantee (in lieu of Earnest Money Deposit) provided as Chapter 3 in Volume IA Part II.

Sl No.: 5

The following clause is added under clause 1.10 Security Deposit in General Conditions of Contract (Volume I Book II):

1.10.8 Bidder agrees to submit security deposit required for execution of the contract within the time period mentioned. In case of delay in submission of security deposit, enhanced security deposit which would include interest (Base rate of SBI + 6%) for the delayed period, shall be submitted by the bidder. Further, if security deposit is not submitted till such time the first bill becomes due, the amount of security deposit due shall be recovered as per terms defined in NIT / contract, from the bills along with due interest

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SI No: 6

Procedure 2.3 that forms the part of Forms and Procedures is published as Chapter 5 in Volume IA Part II of this booklet (Volume-I Book-I).

SI. No.: 7

The chapter Reverse auction procedure published in 'Forms and Procedures' of Volume I Book-II stands deleted. 'Guidelines for Reverse Auction-2021' available in the website <http://www.bhel.com> -> Supplier Registration, shall be applicable._

SI. No.: 8

Existing format on BANK GUARANTEE FOR SECURITY DEPOSIT as available in Form No F-11 (Rev 00) of Volume ID Forms and Procedure stands deleted. Refer Proforma of Bank Guarantee (in lieu of Security Deposit)- Form WAM 22 provided as Chapter 4 in Volume IA Part II.

SI. No 9

Clause 2.22 RETENTION AMOUNT published in General Conditions of Contract (Volume IC Book-II) is revised as under:

2.22 RETENTION AMOUNT:

- 2.22.1 Retention Amount shall be 5% of executed contract value and shall be recovered at the rate of 5% from each Running Bill admitted, including PVC Bills. Alternatively, BG, in line with clause 1.12 of GCC, equivalent to 5% of Contract Value against Retention Amount can also be submitted before payment of first RA Bill. The validity of the said BG shall be initially for the contract period & shall be extended, if so required, up to acceptance of final bill. In case of increase in contract value, additional BG for 5% of differential amount shall be submitted by Contractor before payment of next RA Bill due. In case, contractor opts cash deduction from RA bills in the beginning & subsequently offers to submit BG later on, then refund of deducted retention amount may be permitted against submission of equivalent BG only once during the contract period.
- 2.22.2 Refund of retention amount shall be as follows:
100% of Retention Amount/ BG against Retention Amount shall be released along with Final Bill after deduction of all expenses/ other amounts due to BHEL under the contract/ other contracts entered into with them (contractor) by BHEL.

Note: PROFORMA OF BANK GUARANTEE (in lieu of RETENTION AMOUNT) enclosed in Volume IA Part II Chapter 6.

VOLUME-IA PART – II
CHAPTERS 2 to 9

Chapter 2 to 9 in next 167 pages as below

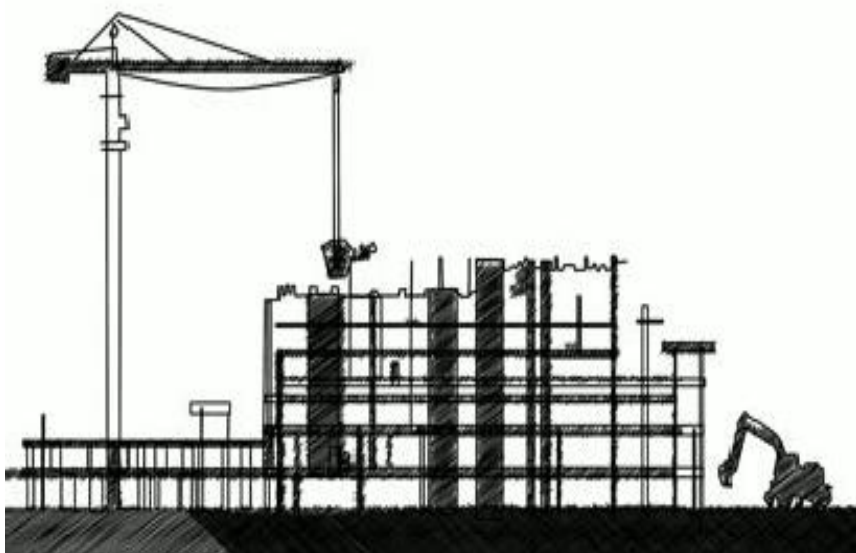
Chapter	Description	No. of Pages
Chapter-2	HSE PLAN FOR SITE OPERATION FOR BHEL PSSR NALCO DAMANJODI SITE. 1 X 18.5 MW, BTG PROJECT	139
Chapter-3	Proforma for Bank Guarantee (in lieu of Earnest Money)	03
Chapter-4	Pro forma for Bank Guarantee (in lieu of Security Deposit)	03
Chapter-5	Procedure 2.3-Procedure For Conduct Of Conciliation Proceedings	11
Chapter-6	Proforma for Bank Guarantee (in lieu of Retention Amount)	03
Chapter-7	Social accountability Format	05
Chapter-8	Format for Details of Offered Crane	01
Chapter-9	Format for Performance Evaluation	02



HEALTH, SAFETY AND ENVIRONMENT PLAN

For

**SITE OPERATION
For BHEL PSSR
NALCO
DAMANJODI SITE.
1 X 18.5 MW,
BTG PROJECT.**



POWER SECTOR

HSE PLAN FOR SITE OPERATIONS BY BHEL'S SUB-CONTRACTORS

AT A GLANCE

BEFORE START

SIGNING OF MOU

Agree to comply to HSE requirement- Statutory and BHEL's

PLAN

HSE ORGANISATION

Manpower

- 1 (one) safety officer for every 500 workers or part there of
- 1(one) safety-steward/supervisor for every 100 workers
- **Qualification**
As per Cl. 7.1

HSE Roles and responsibilities

- Site In-charge- As per clause 7.2.1
- Safety officer- As per clause 7.2.2

HSE Planning

for Man, Machinery/Equipment/Tools & Tackles

PROVIDE

HSE INFRASTRUCTURE

- | | |
|---|---|
| <ul style="list-style-type: none"> • PPEs • Drinking Water • Washing Facilities • Latrines and Urinals • Provision of shelter for rest • Medical facilities | <ul style="list-style-type: none"> • Canteen facilities • Labour Colony • Emergency Vehicle • Pest Control • Scrapyard • Illumination |
|---|---|

TRAIN

HSE TRAINING , AWARENESS & PROMOTION

Training

- Induction training
- Height work and other critical areas
- Tool Box talk & Pep Talk

Awareness & Promotion

- Signage
- Poster
- Banner
- Competition
- Awards

COMMUNICATE

HSE COMMUNICATION

Incident Reporting

- Accident- Fatal & Major
- Property damage
- Near Miss

Event Reporting

- Celebrations
- Training
- Medical camp

EXECUTE SAFELY

OPERATIONAL CONTROL PROCEDURES

PERMIT TO WORK

Height work (above 1.8 meters), Hot Work, Heavy Lifting, Confined Space, Radiography, Excavation (More than 1.5 meters)

SAFETY DURING WORK EXECUTION

- | | |
|--|---|
| <ul style="list-style-type: none"> • Welding • Rigging • Cylinder- storage & Movement • Demolition work • T&Ps • Chemical Handling • Electrical works | <ul style="list-style-type: none"> • Fire • Scaffolding • Height work • Working Platform • Excavation • Ladder • Lifting • Hoisting appliance |
|--|---|

HOUSE KEEPING

WASTE MANGEMENT

TRAFFIC MANAGEMENT

ENVIRONMENTAL CONTROL

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

CHECKS

HSE AUDITS & INSPECTION

- | | |
|---|--|
| <ul style="list-style-type: none"> • Daily Checks • Inspection of PPEs • Inspection of T&Ps • Inspection of Cranes, Hydra ,Winches & lifting tool and tackles | <ul style="list-style-type: none"> • Inspection of Height work • Inspection of Welding and Gas cutting • Inspection of elevators etc. |
|---|--|

HSE PERFORMANCE EVALUATION PARAMETERS


NON CONFORMANCE

PENALTY for NON-CONFORMANCE

Refer Clause 16

Incremental Penalty

For repeated violation by the same person, the penalty would be double of the previous penalty for repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

	HEALTH, SAFETY AND ENVIRONMENT PLAN FOR NALCO DAMANJODI SITE	Doc no.: HSEP: 14 REV: 01 Date: 31.03.2021
	POWER SECTOR	

HSE **PLAN FOR SITE OPERATION FOR**

PROJECT: -

BHEL PSSR NALCO DAMANJODI SITE. 1 X 18.5 MW, BTG PROJECT

SCOPE OF WORK: -

SITE WORK FOR COAL FIRED STEAM GENERATOR, TURBO GENERATOR, Sox & NOx Control System & its Auxiliaries along with associated facilities for steam & power Plant under 5th Stream Alumina Refinery Expansion Project at NALCO Damanjodi, Odisha

LOA No:-

REVISION HISTORY SHEET

Date	Revision No	Details of Changes	Reason	Prepared	Reviewed	Approved
20.1.2021	00	First issue	First issue	Sandeep Dalal, SE/HSE-HQ	M. Shrivastava, AGM/HSE/HQ	M. Shrivastava, AGM/HSE/HQ
31.03.2021	01	Second issue	Discussed with consultant (M/s Dastur) to incorporate few points	Sandeep Dalal, SE/HSE-HQ	M. Shrivastava, AGM/HSE/HQ	M. Shrivastava, AGM/HSE/HQ

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PSSR-HQ

Sandeep
19/4/2021

Reviewed By:-
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PSSR-HQ

M. Shrivastava
19.4.2021
मुकेश श्रीवास्तव
MUKESH SRIVASTAV

Approved By:-
M. Shrivastava /AGM (HSE)
PSSR-HQ

M. Shrivastava
19.4.2021

मुकेश श्रीवास्तव
MUKESH SRIVASTAV

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टेक टॉवर्स / Tek Towers

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FOR DASTUR/NALCO

CHECKED BY Page 4 of 141

APPROVED BY

NAME
DESIGNATION
DATE

MR. SUBHASH MUKHERJEE
ASST. MANAGER SAFETY
27.04.2021

MR. SUBHASH MUKHERJEE
ASST. MANAGER SAFETY
27.04.2021

SIGNATURE

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SUBHASH MUKHERJEE
Asst. Manager Safety
M.N. Dastur & Co. Pvt. Limited
NALCO, Damanjodi

S. Mukherjee
SUBHASH MUKHERJEE
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**HEALTH, SAFETY AND ENVIRONMENT
PLAN FOR 1x18.5 MW SPP
BHEL PSSR NALCO DAMANJODI SITE**

Doc no.: HSEP: 14

REV: 01

Date: 31.03.2021

POWER SECTOR

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1.0 PURPOSE

The purpose of this HSE Plan is to provide for the systematic identification, evaluation, prevention and control of general workplace hazards, specific job hazards, potential hazards and environmental impacts that may arise from foreseeable conditions during installation and servicing of industrial projects and power plants.

This document shall be followed by BHEL's Sub-contractor at all installation and servicing sites. In case customer specific documents are to be implemented, this document will be followed in conjunction with customer specific documents.

Although every effort has been made to make the procedures and guidelines in line with statutory requirements, in case of any discrepancy relevant statutory guidelines must be followed. In case the customer has any specific requirement, the same is to be fulfilled.


2.0 SCOPE

The document is applicable for BHEL's Sub-contractor at all installation / servicing activities of BHEL Power Sector as per the relevant contractual obligations.

3.0 OBJECTIVES AND TARGETS

The HSE Plan reflects that BHEL places high priority upon the Occupational Health, Safety and Environment at workplaces.

- Ensure the Health and Safety of all persons at work site is not adversely affected by the work.
- Ensure protection of environment of the worksite.
- Comply at all times with the relevant statutory and contractual HSE requirements.
- Provide trained, experienced and competent personnel. Ensure medically fit personnel only are engaged at work.
- Provide and maintain plant, places and systems of work that are safe and without risk to health and the environment.
- Provide all personnel with adequate information, instruction, training and supervision on the safety aspect of their work.
- Effectively control, co-ordinate and monitor the activities of all personnel on the Project sites including Sub-contractor in respects of HSE.
- Establish effective communication on HSE matters with all relevant parties involved in the Project works.
- Ensure that all work planning takes in to account all persons that may be affected by the work.
- Ensure fitness testing of all T&Ps/Lifting appliances like cranes, Hydra, chain pulley blocks etc. are to be certified by competent person.
- Ensure timely provision of resources to facilitate effective implementation of HSE requirements.
- Ensure continual improvements in HSE performance
- Ensure conservation of resources and reduction of wastage.
- Capture the data of all incidents including near misses, process deviation etc. Investigate and analyze the same to find out the root cause.
- Ensure timely implementation of correction, corrective action and preventive action.

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BHEL POWER SECTOR HSE TARGETS

EXPLOSION FATALITY	ZERO
LOST TIME INJURY FIRE	ZERO
VEHICLE INCIDENTS ENVIRONMENTAL INCIDENTS	ZERO
	ZERO
	ZERO

4.0 BHEL POWER SECTOR HEALTH, SAFETY & ENVIRONMENT POLICY


Health, Safety & Environment Policy of BHEL

In BHEL, Health, Safety and Environment (HSE) responsibilities are driven by our commitment to protect our employees and people we work with, community and environment. BHEL believes in zero tolerance for unsafe work/non-conformance to safety and in minimizing environmental footprint associated with all its business activities. We commit to continually improve our HSE performance by:

- Developing safety and sustainability culture through active leadership and by ensuring availability of required resources.
- Ensuring compliance with applicable legislation, regulations and BHEL systems.
- Taking up activities for conservation of resources and adopting sound waste management by following Reduce/Recycle/Reuse approach.
- Continually identifying, assessing and managing environmental impacts and Occupational Health & Safety risks of all activities, products and services adopting approach based on elimination/substitution/reduction/control.
- Incorporating appropriate Occupational Health, Safety and Environment criteria into business decisions, design of products & systems and for selection of plants, technologies and services.
- Imparting appropriate structured training to all persons at workplace and promoting awareness amongst customers, contractors and suppliers on HSE issues.
- Reviewing periodically this policy and HSE Management Systems to ensure its relevance, appropriateness and effectiveness.
- Communicating this policy within BHEL and making it available to interested parties.

sd/-

CMD, BHEL

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5.0 MEMORANDUM OF UNDERSTANDING:

After award of work, Sub-contractor are required to enter into a memorandum of understanding as given below:

Memorandum of Understanding

BHEL, Power Sector_____Region is committed to Health, Safety and Environment Policy (HSE Policy).

M/s_____do hereby also commit to comply with the same HSE Policy w h i l e

Executing the Contract Number

M/s_____shall ensure that safe work practices as per the HSE plan. Spirit and content therein shall be reached to all workers and supervisors for compliance.


In addition to this, M/S_____shall comply to all applicable statutory and regulatory requirements which are in force in the place of project and any special requirement specified in the contract document of the principal customer.

M/s_____shall co-operate in HSE audits/inspections conducted by BHEL /customer/ third party and ensure to close any non-conformity observed / reported with in prescribed time limit.

Signed by authorized representative of M/s-----

Name :

Place & Date:

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6.0 TERMS AND DEFINITIONS

6.1 DEFINITIONS

6.1.1 INCIDENT

Work-related or natural event(s) in which an injury, or ill health (regardless of severity), damage to property or fatality occurred, or could have occurred.

6.1.2 NEAR MISS

An incident where no ill health, injury, damage or other loss occurs, but it had a potential to cause, is referred to as "Near-Miss".

6.1.3 MAN-HOURS WORKED

The total number of man-hours worked by all employees including sub-contractors working in the premises. It includes managerial, supervisory, professional, technical, clerical and other workers including contract labours. Man-hours worked shall be calculated from the payroll or time clock recorded including overtime. When this is not feasible, the same shall be estimated by multiplying the total man-days worked for the period covered by the number of hours worked per day. The total number of workdays for a period is the sum of the number of men at work on each day of period. If the daily hours vary, from department to department, separate estimate shall be made for each department and the result added together.

6.1.4 FIRST AID CASES

First aids are essentially all reportable cases, where the injured person is given medical treatment and discharged immediately for reporting on duty, without counting any lost time.

6.1.5 LOST TIME INJURY

Any work injury, which renders the injured person unable to perform his regular job or an alternative restricted work assignment on the next scheduled work day after the day on which the injury occurred.

6.1.6 MEDICAL CASES


Medical cases come under non-reportable cases, where owing to illness or other reason the employee was absent from work and seeks Medical treatment.

6.1.7 TYPE OF INCIDENTS & THEIR REPORTING:

The three categories of Incident are as follows:

Non- Reportable Cases:

An incident, where the injured person is given medical help and discharged for work without counting any lost time.

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REPORTABLE CASES:

In this case the injured person is disable for 48 hours or more and is not able to perform his duty.

INJURY CASES:

These are covered under the heading of non-reportable cases. In these cases, the incident caused injury to the person, but he still continues his duty.

6.1.8 TOTAL REPORTABLE FREQUENCY RATE

Frequency rate is the number of Reportable Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula read as:

$$\frac{\text{Number of Reportable LTI} \times 1,000,000}{\text{Total Man Hours Worked}}$$

6.1.9 SEVERITY RATE


Severity rate is the Number of days lost due to Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula reads as:

$$\frac{\text{Days lost due to LTI} \times 1,000,000}{\text{Total Man Hours Worked}}$$

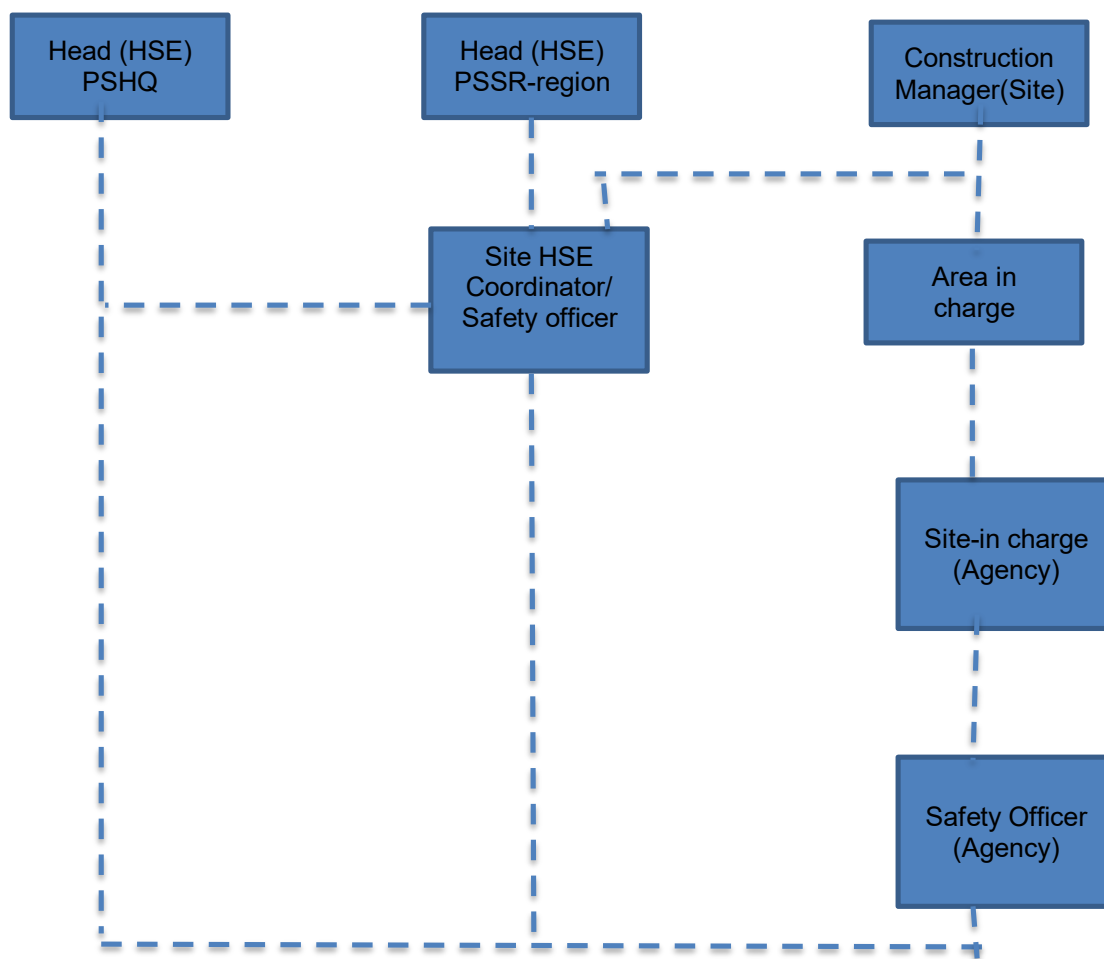
6.1.10 INCIDENCE RATE


Incidence Rate is the Number of LTI per one thousand man power deployed. Mathematically, the formula reads as:

$$\frac{\text{Number of LTI} \times 1000}{\text{Average number of manpower deployed}}$$

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7.0 HSE ORGANISATION



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7.1 NUMBER OF SAFETY OFFICERS

The Sub-contractor must deploy one safety officer for every 500 workers or part thereof in each package. In addition, there must be one safety-steward/safety-supervisor for every 100 workers.

Deployment: The sub-contractor should deploy sufficient safety officers and safety-steward /Safety-supervisor, as per requirement given above, since very initial stage and add more in proportion to the added strength in work force. any delay in deployment will attract a penalty of Rs.30,000/ per man month for the delayed period.

7.2 QUALIFICATION FOR HSE PERSONNEL


Sl.no	Designation	Qualification	Experience
1.	Safety officer (Construction Agency)	Degree or Diploma in Engineering with full time diploma in Industrial Safety with construction safety as one of the subjects	Minimum two years for degree holder and five years for diploma holder in the field of Construction of power plant/ major industries
2.	Safety Supervisor (Construction Agency)	A recognized Degree in Science (with Physics & Chemistry) alternatively Degree or diploma in any branch of engineering / tech with full time diploma in Industrial Safety with construction safety as one of the Subjects.	Minimum two years
3.	Safety Steward (Construction Agency)	As a minimum, he shall preferably possess School-leaving Certificate (of Class XII with Physics & Chemistry etc.) and trained in fire fighting as well as in safety/ occupational health related subjects, and preferably have adequate knowledge of the language spoken by majority of the workers at the construction site.	Minimum two years

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7.3 RESPONSIBILITIES

7.3.1 SITE IN-CHARGE OF SUB CONTRACTOR


- Shall sign Memorandum of Understanding (MOU) for compliance to BHEL's HSE Plan for Site Operations as per clause 5.0
- Shall engage qualified safety officer(s) and steward (s) as per clause 7.0
- Shall adhere to the rules and regulations mentioned in this code, practice very strictly in his area of work in consultation with his concerned engineer and the safety coordinators.
- Shall screen all workers for health and competence requirement before engaging for the job and periodically thereafter as required.
- Shall not engage any employee below 18 years.
- Shall arrange for all necessary PPEs like safety helmets, belts, full body harness, shoes, face shield, hand gloves etc. before starting the job. Shall ensure that no working men/women carry excessive weight more than stipulated in Factory Rule Regulation R57.
- Shall ensure that all T&Ps engaged are tested for fitness and have valid certificates from competent person.
- Shall ensure that provisions stipulated in contract Labour Regulation Act 1970, Chapter V C.9, canteen, rest rooms/washing facilities to contracted employees at site.
- Shall adhere to the instructions laid down in Operation Control Procedures (OCPs) available with the site management.
- Shall ensure that person working above 1.8 meter should use Safety Harness tied to a lifeline/ stable structure.
- Shall ensure that materials are not thrown from height. Cautions to be exercised to prevent fall of material from height.
- Shall report all incidents (Fatal/Major/Minor/Near Miss) to the Site engineer/HSE officer of BHEL.
- Shall ensure that Horseplay is strictly forbidden.
- Shall ensure that adequate illumination is arranged during night work.
- Shall ensure that all personnel working under sub-contractor are working safely and do not create any Hazard to self and to others.
- Shall ensure display of adequate signage/posters on HSE.
- Shall ensure that mobile phone is not used by workers while working.
- Shall ensure conductance of HSE audit, mock drill, medical camps, induction training and training on HSE at site.
- Shall ensure full co-operation during HQ/External /Customer HSE audits.

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- Shall ensure submission of look-ahead plan for procurement of HSE equipment's and PPEs as per work schedule.
- Shall ensure good house keeping.
- Shall ensure adequate valid fire extinguishers are provided at the worksite.
- Shall ensure availability of sufficient number of toilets /restrooms and adequate drinking water at work site and labour colony.
- Shall ensure adequate emergency preparedness.
- Shall be member of site HSE committee and attend all meetings of the committee
- Power source for hand lamps shall be maximum of 24v.
- Temporary fencing should be done for open edges if handrails and–railings and toe guards are not available.

7.3.2 HEALTH, SAFETY AND ENVIRONMENT OFFICER OF SUB-CONTRACTOR

- Carry out safety inspection of Work Area, Work Method, Men, Machine & Material, P&M and other tools and tackles.
- Facilitate inclusion of safety elements into Work Method Statement.
- Highlight the requirements of safety through Toolbox / other meetings.
- Help concerned HOS to prepare Job Specific instructions for critical jobs.
- Conduct investigation of all incident/ dangerous occurrences & recommend appropriate safety measures.
- Advice & co-ordinate for implementation of HSE permit systems, OCPs & MPs.
- Convene HSE meeting & minute the proceeding for circulation & follow-up action.
- Plan procurement of PPE & Safety devices and inspect their healthy ness.
- Report to PS Region/HQ on all matters pertaining to status of safety and promotional program at site level.
- Facilitate administration of First Aid
- Facilitate screening of workmen and safety induction.
- Conduct fire Drill and facilitate emergency preparedness
- Design campaigns, competitions & other special emphasis programs to promote safety in the workplace.
 - Apprise PS– Region on safety related problems.
- Notify site personnel non-conformance to safety norms observed during site visits/site inspections.
- Recommend to Site In charge, immediate discontinuance of work until rectification of such situations warranting immediate action in view of imminent danger to life or property or environment.
- To decline acceptance of such PPE/safety equipment that do not conform to specified requirements.
- Encourage raising Near Miss Report on safety along with, improvement initiatives on safety.
- Shall work as interface between various agencies such customer, package-in-charges, Sub-contractor on HSE matters

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8.0 PLANNING BY SUB CONTRACTOR


Monthly planning and review of HSE activities shall be carried out by Sub-contractor as per format No. HSEP:14-F30 jointly along with BHEL.

8.1 MOBILISATION OF MACHINERY/ EQUIPMENT /TOOLS & TACKLES BY SUB CONTRACTOR

- As a measure to ensure that machinery, equipment and tools & tackles being mobilized to the construction site are fit for purpose and are maintained in safe operating condition and complies with legislative and owner requirement, inspection shall be arranged by in-house competent authority for acceptance as applicable.
- The machinery and equipment to be embraced for this purpose shall include but not limited to the following:
 - Mobile Cranes & Hydra.
 - Side Booms.
 - Forklifts.
 - Grinding machine.
 - Drilling machine.
 - Air compressors.
 - Welding machine.
 - Generator sets.
 - Dump Trucks.
 - Excavators.
 - Dozers
 - Grit Blasting Equipment.
 - Hand tools.
- Sub-contractor shall notify the engineer, of his intention to bring on to site any equipment or any container, with liquid or gaseous fuel or other substance which may create a hazard. The Engineer shall have the right to prescribe the condition under which such equipment or container may be handled and used during the performance of the works and the Sub-contractor shall strictly adhere to such instructions. The Engineer shall have the right to inspect any construction tool and to forbid its use, if in his opinion it is unsafe. No claim due to such prohibition will be entertained.

8.2 MOBILISATION OF MANPOWER BY SUB CONTRACTOR

- The Sub-contractor shall arrange induction and regular health check of their employees as per schedule VII of BOCW rules by a registered medical practitioner.
- The Sub-contractor shall take special care of the employees affected with occupational diseases under rule 230 and schedule-II of BOCW Rules. The employees not meeting the fitness requirement should not be engaged for such job.
- Ensure that the regulatory requirements of excessive weight limit (to carry/lift/move weights beyond prescribed limits) for male and female workers are complied with.
- Appropriate accommodation to be arranged for all workmen in hygienic condition.

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8.3 PROVISION OF PPEs

- Personnel Protective Equipment (PPEs), inadequate numbers, will be made available at site & the irregular use by all concerned will be ensured
- The following matrix recommends usage of minimum PPEs against the respective job.


Sl. No	Type of work	PPEs
1	Concrete and asphalt mixing	Nose mask, hand glove, apron and gum boot
2	Welders/Grinders/ Gas cutters	Welding/face screen, apron, hand gloves, nose mask and ear muffs if noise level exceeds 90dB. Helmet fitted with welding shield is preferred for welders
3	Stone/ concrete breakers	Ear muffs, safety goggles, hand gloves
4	Electrical Work	Rubber hand glove, Electrical Resistance shoes
5	Insulation Work	Respiratory mask, Hand gloves, safety goggles
6	Work at height	Double lanyard full body harness, Fall arrestor (specific cases)
7	Grit/Sand blasting	Blast suit, blast helmet, respirator, leather gloves
8	Painting	Plastic gloves, Respirators (particularly for spray painting)
9	Radiography	As per BARC guidelines

- The PPEs shall conform to the relevant standards as below and bear ISI mark.

Relevant is-codes for personal protection

IS: 2925 – 1984	Industrial Safety Helmets.
IS: 4770 – 1968	Rubber gloves for electrical purposes.
IS: 6994 – 1973 (Part-I)	Industrial Safety Gloves (Leather & Cotton Gloves).
IS: 1989 – 1986 (Part-I-II)	Leather safety boots and shoes.
IS: 5557 – 1969	Industrial and Safety rubber knee boots.
IS: 6519 – 1971	Code of practice for selections care and repair of Safety footwear.
IS: 11226 – 1985	Leather Safety footwear having direct molding sole.
IS: 5983 – 1978	Eye protectors.
IS: 9167 – 1979	Ear protectors.
IS: 1179-1967	Eye & Face protection during welding
IS: 3521 – 1983	Industrial Safety Belts and Harness
IS: 8519 -1977	Guide for selection of industrial Safety equipment for body protection
IS: 9473-2002, 14166-1994, 14746-1999	Respiratory Protective Devices

The list is not exhaustive. The safety officer may demand additional PPEs based on specific requirement.

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- Where workers are employed in sewers and manholes, which are in use, the sub-contractor shall ensure that the manhole covers are opened and ventilated at least for an hour before the workers are allowed to get into manhole, and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent incident to the public
- Besides the PPEs mentioned above, the persons shall use helmet and safety shoe. The visitors shall use Helmet and any other PPEs as deemed appropriate for the area of work.

Colour scheme for Helmets:

- Workmen: Yellow
 - Safety staff: Green or white with green band
 - Electrician: Red
 - Others including visitors: White
- All the PPEs shall be checked for its quality before issue and the same shall be periodically checked. The users shall be advised to check the PPEs themselves for any defect before putting on. The defective ones shall be repaired / replaced.
 - The issuing agency shall maintain register for issue and receipt of PPEs.
 - The Helmets shall have logo or name (abbreviation of agency name permitted) affixed or printed on the front.
 - The body harnesses shall be serial numbered.

8.4 ARRANGEMENT OF INFRASTRUCTURE

8.4.1 DRINKING WATER


- Drinking water shall be provided and maintained at suitable places at different elevations.
- Container should be labeled as " Drinking Water"
- Cleaning of the storage tanks shall be ensured at least once in 3 months indicating date of cleaning and next due date.
- Potability of water should be tested as per IS 10500 at least once in a year.

8.4.2 WASHING FACILITIES

- In every workplace, adequate and suitable facilities for washing shall be provided and maintained.
- Separate and adequate cleaning facilities shall be provided for the use of male and female workers. Such - facilities shall be conveniently accessible and shall be kept in clean and hygienic condition and dully illuminated for night use.
- Overalls shall be supplied by the sub-contractor to the workmen and adequate facilities shall be provided to enable the painters and other workers to wash during the cessation of work.

8.4.3 LATRINES AND URINALS

- Latrines and urinals shall be provided in every workplace.
- Urinals shall also be provided at different elevations.
- They shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times, by appointing designated person.
- Separate facilities shall be provided for the use of male and female worker if any.

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8.4.4 PROVISION OF SHELTER DURING REST

Proper Shed & Shelter shall be provided for rest during break

8.4.5 MEDICAL FACILITIES

8.4.5.1 MEDICAL CENTRE (As per Schedule V, X and XI of BOCW central Rules,1998)

- A medical Centre shall be ensured/ identified at site with basic facilities for handling medical emergencies. The medical center can be jointly developed on proportionate sharing basis with permission from BHEL
- A qualified medical professional, not less than MBBS, shall be deployed at the medical centre
- The medical Centre shall be equipped with one ambulance, with trained driver and oxygen cylinder.
- Medical waste shall be disposed as per prevailing legislation (Bio-Medical Waste –Management and Handling Rules,1998)

8.4.5.2 FIRST AIDER

- Ensure availability of Qualified First-aider throughout the working hours.
- Every injury shall be treated, recorded and reported.
- Refresher course on first aid shall be conducted as necessary.
- List of Qualified first aiders and their contact numbers should be displayed at conspicuous places.


8.4.5.3 FIRST AID BOX (as per schedule III of BOCW)

- The Sub-contractor shall provide necessary first aid facilities as per schedule III of BOCW. At every work place first aid facilities shall be provided and maintained.
- The first aid box shall be kept by first aider who shall always be readily available during the working hours of the work place. His name and contact no to be displayed on the box.
- The first aid boxes should be placed at various elevations so as to make them available within the reach and at the quickest possible time.
- The first aid box shall be distinctly marked with a Green Cross on white background.
- Details of contents of first aid box is given in Annexure No.01
- Monthly inspection of First Aid Box shall be carried out by the owner as per format no. HSEP:14-F01
- The Sub-contractor should conduct periodical first aid classes to keep his supervisor and Engineers properly trained for attending to any emergency.

8.4.5.4 HEALTH CHECK UP (As per schedule VII and Form XI)

The persons engaged at the site shall undergo health checkup as per the format no. HSEP:14-F02 before induction. The persons engaged in the following works shall undergo health checkup at least once in a year:

- a. Height workers
- b. Drivers/ Crane Operators/ Riggers

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- c. Confined space workers
- d. Shot/sand blaster
- e. Welding and NDE personnel

8.4.6 PROVISION OF CANTEEN FACILITY

- Canteen facilities shall be provided for the workmen of the project in side the project site.
- Proper cleaning and hygienic condition shall be maintained.
- Proper care should be taken to prevent biological contamination.
- Adequate drinking water should be available at canteen.
- Fire extinguisher shall be provided inside canteen.
- Regular health check-up and medication to the canteen workers shall be ensured.

8.4.7 PROVISION OF ACCOMODATION/ LABOUR COLONY

- The Sub-contractor shall arrange for the accommodation of workmen at nearby localities or by making a labour colony.
- Regular housekeeping of the labour colony shall be ensured.
- Proper sanitation and hygienic conditions to be maintained.
- Drinking water and electricity to be provided at the labour colony.
- Bathing/ washing bay
- Room ventilation and electrification.

8.4.8 PROVISION OF EMERGENCY VEHICLE

- Dedicated emergency vehicle shall be made available at workplace by each Sub-contractor to handle any emergency

8.4.9 INSECT AND PEST CONTROL

Regular insect//pest control (Mosquito, Snake, Honey bee should be carried out by sub- contractor at all of his site work area, offices, mainly laboratories, canteen, labour colony and stores etc.

8.4.10 SCRAP YARD

- In consultation with customer, scrapyard shall be developed to store metal scrap, wooden scrap, waste, hazardous waste.
- Scrap/Waste shall be segregated as Bio-degradable and non-bio-degradable and stored separately.

8.4.11 ILLUMINATION

- The Sub-contractor shall arrange at his cost adequate lighting facilities e.g. flood lighting, hand lamps, area lighting etc. at various levels for safe and proper working operations at dark places and during night hours at the work spot as well as at the pre-assembly area.
- Adequate and suitable light shall be provided at all workplaces & their approaches including passage ways as per IS: 3646 (Part-II). Some recommended values are given below:



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Sl. No.	Location	Illumination (Lux)
A. Construction Area		
1.	Outdoor areas like store yards, entrance and exit roads	20
2.	Platforms	50
3.	Entrances, corridors and stairs	100
4.	General illumination of work area	150
5.	Rough work like fabrication, assembly of major items	150
6.	Medium work like assembly of small machined parts	300
7.	rough measurements etc.	
8.	Fine work like precision assembly, precision measurements etc.	700
9.	Sheet metal works	200
10.	Electrical and instrument labs	450
B. Office		
1.	Outdoor area like entrance and exit roads	20
2.	Entrance halls	150
3.	Corridors and lift cars	70
4.	Lift landing	150
5.	Stairs	100
6.	Office rooms, conference rooms, library reading tables	300
7.	Drawing table	450
8.	Manual telephone exchange	200

- Lamp (handheld) shall not be powered by mains supply but either by 24V or dry cells.
- Lamps shall be protected by suitable guards where necessary to prevent danger, incase of break age of lamp.
- Emergency lighting provision for night work shall be made to minimize danger in case of main supply failure.

If the Sub-contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions issued by the authorized BHEL official, BHEL shall have the right to take corrective steps at the risk and cost of the sub-contractor


9.0 HSE TRAINING & AWARENESS

9.1 HSE INDUCTION TRAINING

All persons entering into project site shall be given HSE induction training by the HSE officer of BHEL / Sub-contractor before being assigned to work.

In-house induction training subjects shall include but not limited to:

- Briefing of the Project details.
- Safety objectives and targets.
- Site HSE rules.
- Site HSE hazards and aspects.
- First aid facility.
- Emergency Contact No.
- Incident reporting.
- Fire prevention and emergency response.
- Rules to be followed in the labour colony (if applicable)

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- Proper safety wear & gear must be issued to all the workers being registered for the induction (i.e., Shoes/Helmets/Goggles/Leg guard/Apron etc.)
- They must arrive fully dressed in safety wear & gear to attend the induction.
- Any one failing to conform to this safety wear & gear requirement shall not qualify to attend.
- On completing attending sub contractor's in-house HSE induction, each employee shall sign an induction training form (format no. HSEP:14-F03) to declare that he had understood the content and shall abide to follow and comply with safe work practices. They may only then be qualified to be issued with a personal I.D. card, for access to the worksite.

9.2 HSE TOOL BOX TALK


- HSE tool Box talk shall be conducted by frontline foreman/supervisor of Sub-contractor to specific work groups prior to the start of work. The agenda shall consist of the followings:
- Details of the job being intended for immediate execution.
- The relevant hazards and risks involved in executing the job and their control and mitigating measures.
- Specific site condition to be considered while executing the job like high temperature, humidity, unfavorable weather etc.
- Recent non-compliances observed.
- Appreciation of good work done by any person.
- Any doubt clearing session at the end.
- Record of Tool box talk shall be maintained as per format no.HSEP:14-F04
- Tool box talk to be conducted at least once a week for the specific work.

9.3 TRAINING ON HEIGHT WORK

- Training on height work shall be imparted to all workers working at height by in-house/external faculty at least once in a year. The training shall include following topics:
- Use of PPEs
- Use of fall arrester, retractable fall arrester, life line, safety nets etc.
- Safe climbing through monkey ladders.
- Inspection of PPEs.
- Medical fitness requirements.
- Mock drill on rescue at height.
- Dos & Don'ts during height work.

9.4 HSE TRAINING DURING PROJECT EXECUTION

- Other HSE training shall be arranged by BHEL/ Sub-contractor as per the need of the project execution and recommendation of HSE committee of site.
- The topics of the HSE training shall be as follows but not limited to:
- Hazards identification and risk analysis(HIRA)
- Work Permit System
- Incident investigation and reporting
- Fire fighting
- First aid
- Fire-warden training
- EMS and OHSMS
- T & Ps fitness and operation

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- Electrical safety
- Welding, NDE & Radiological safety
- Storage, preservation & material handling.
- A matrix shall be maintained to keep an up-to-date record of attendance of training sessions carried out.

9.5 HSE PROMOTION- SIGNAGE, POSTERS, COMPETITION, AWARDS ETC

9.5.1 DISPLAY OF HSE POSTERS AND BANNERS

- Site shall arrange appropriate posters, banners, slogans in local/ Hindi/English languages at work place

9.5.2 DISPLAY OF HSE SIGNAGE

- Appropriate HSE signage shall be displayed at the work area to aware workmen and passersby about the work going on and do's and don'ts to be followed

9.5.3 COMPETITION ON HSE AND AWARD

- Site will arrange different competition (slogan, poster, essay etc.) on HSE time to time (Safety day, BHEL day, World Environment Day etc.) and winners will be suitably awarded.

9.5.4 HSE AWARENESS PROGRAMME

- Sub-contractor shall arrange HSE awareness programme periodically on different topics including medical awareness for all personnel working at site

10. HSE COMMUNICATION

10.1 INCIDENT REPORTING


- The Sub-contractor shall submit report of all incidents, fires and property damage to the Engineer immediately after such occurrence, but in any case not later than 24 hours of the occurrence. Such reports shall be furnished in the manner prescribed by BHEL. (Refer HSE procedure for incident investigation, analysis and reporting for details)
- In addition, periodic reports on safety shall also be submitted by the sub-contractor to BHEL from time to time as prescribed by the Engineer. Compiled monthly reports of all kinds of incidents, fire and property damage to be submitted to BHEL safety officer as per prescribed formats.
- HSE incidents of site shall be reported to BHEL site Management as per Procedure for Incident Investigation and Reporting in format no.HSEP:14-F15. Corrective action shall be immediately implemented at the workplace and compliance shall be verified by BHEL HSE officer and until then, work shall be put on hold by Construction Manager.

10.2 HSE EVENT REPORTING

- Important HSE events like HSE training, Medical camp etc. organized at site shall be reported to BHEL site management in detail with photo graphs for publication in different in-house magazines
- Celebration of important days like National Safety Day, World Environment Day etc. shall also be reported as mentioned above.

10.3 MONTHLY, WEEKLY, DAILY, HSE ACTIVITY REPORTING

Monthly, Weekly & Daily HSE activities shall be reported by Sub-contractor to BHEL as per formats issued by BHEL from time to time (as for example refer to Format No. HSEP: 14-F31A).

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10.4 ACCIDENT INVESTIGATION


- The sub-contractor should conduct a thorough, proper, unbiased & scientific accident investigation after Every accidents at site. The accident/ incident shall be investigated by a team of Contractor's senior Site personnel (involving Site-in-Charge or at least by his deputy) for establishing root-cause and recommending corrective & preventive actions. Findings shall be documented and suitable actions taken to avoid recurrences shall be communicated to BHEL/Owner.
- Sub-contractor should actively participate & co-operate (means provide manpower and other resources) in accident investigation committees, RCA (root case analysis) committee etc formed by BHEL/Owner.
- Sub-contractor should preserve documents/evidence related with accidents until an accident investigation is completed.
- BHEL shall have the liberty to independently investigate such occurrences and the sub-contractor shall extend all necessary help and cooperation in this regard. BHEL shall have the right to share the content of this report with the outside world.

10.5 HSE DOCUMENTATION


- The sub-contractor shall evolve a comprehensive, planned and documented system covering the following as a minimum for implementation and monitoring of the HSE requirements and the same shall be submitted for approval by BHEL/Owner
 - HSE Organizational chart
 - Site Specific HSE Plan
 - Safety Procedures, forms and Checklist. Indicative list of HSE procedures/Format is attached as Appendix
 - Inspections and Test Plan
 - Risk Assessment & Job Safety Analysis for critical works.
- The monitoring for implementation shall be done by sub-contractor after regular inspections and compliance of the observations thereof.
- However, compliance of HSE requirements shall be the responsibility of the Contractor. Any review/approval by BHEL / Owner shall not absolve sub-contractor of his responsibility/ liability in relation to fulfilling all HSE requirements.

10.6 OCCUPATIONAL HEALTH

- The contractor shall identify all operations that can adversely affect the health of its workers and issue & implement mitigation measures.
- For surface cleaning operations, sand blasting shall not be permitted even if not explicitly stated elsewhere in the contract.
- To eliminate radiation hazard, Tungsten electrodes used for Gas Tungsten Arc Welding shall not contain Thorium.
- Appropriate respiratory protective devices(hood with respiratory devices) shall be used to protect workmen from inhalation of air borne contaminants like silica, asbestos, gases, fumes, etc.
- Workmen shall be made aware of correct methods for lifting, carrying, pushing & pulling of heavy loads. Wherever possible, manual handling shall be replaced by mechanical lifting equipments.
- For jobs like drilling/demolishing/dismantling where noise pollution exceeds the specified limit of 85 decibels, ear muffs shall be provided to the workers
- To avoid work related upper limb disorders (WRULD) and backaches, Display Screen equipments workplace stations shall be carefully designed & used with proper sitting postures. Power driven hand-held tools shall be maintained in good working condition to minimize their vibrating effects and personnel using these tools shall be taught how to operate them safely & how to maintain good blood circulation in hands.

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- The Contractor shall arrange health check up (by registered medical practitioner) for all the workers at the time of induction. Health check may have to be repeated if the nature of duty assigned to him is changed necessitating health check or doubt arises about his wellness.
- BHEL/Owner reserves the right to ask the contractor to submit medical test reports. Regular health check-ups are mandatory for the workers assigned with Welding, Radiography, Blasting, Painting, Heavy Lift and Height (>1.8m) jobs. All the health check-ups shall be conducted by registered Medical practitioner and records are to be maintained by the Contractor.

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11.0 OPERATIONAL CONTROL PROCEDURES

All applicable OCPs (Operational control procedures) will be followed by sub-contractor as per BHEL instructions. This will be done as part of normal scope of work. List of such OCPs is given below. In case any other OCP is found to be applicable during the execution of work at site, then sub-contractor will follow this as well, within quoted rate. These OCPs (applicable ones) will be made available to Sub-contractor during work execution at site. However for reference purpose, these are kept with Safety Officer of BHEL at the Power Sector Regional HQ, or available in downloadable format in the website, which may be referred by sub-contractor, if they so desire.


LIST OF OCPs

Safe handling of chemicals	Safety in use of cranes	Hydraulic test
Electrical safety	Storage and handling of gas cylinders	Spray insulation
Energy conservation	Manual arc welding	Trial run of rotary equipment
Safe welding and gas cutting operation	Safe use of helmets	Stress relieving
Fire safety	Good house keeping	Material preservation
Safety in use of hand tools	Working at height	Cable laying/tray work
First aid	Safe excavation	Transformer charging
Food safety at canteen	Safe filling of hydrogen in cylinder	Electrical maintenance
Illumination	Vehicle maintenance	Safe handling of battery system
Handling and erection of heavy metals	Safe radiography	Computer operation
Safe acid cleaning	Waste disposal	Storage in open yard
Safe alkali boil out	Working at night	For sanitary maintenance
Safe oil flushing	Blasting	Batching
Steam blowing	DG set	Piling rig operation
Safe working in confined area	Handling & storage of mineral wool	Gas distribution test
Safe operation of passenger lift, material hoists & cages	Drilling, reaming and grinding(machining)	Cleaning of hotwell / deaerator
Electro-resistance heating	Compressor operation	O&M of control of AC plant & system
Air compressor	Passivation	Safe Loading of Unit
Safe EDTA Cleaning	Safe Chemical cleaning of Pre boiler system	Safe Boiler Light up
Safe Rolling and Synchronization		

11.1 HSE ACTIVITIES

HSE activities shall be conducted at site based on the HSEMSM developed by Power Sector and issued to site by Regions. While planning for any activity the following documents shall be referred for infrastructural requirements to establish control measures:

- 1) HSE Procedure for Register of OHS Hazards and Risks
- 2) HSE Procedure for Register of Environmental Aspects and Impacts
- 3) HSE Procedure for Register of Regulations

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- 4) Operational Control Procedures
- 5) HSE Procedure for Emergency Preparedness and Response Plan
- 6) Contract documents

11.2 WORK PERMIT SYSTEM

The following activities shall come under Work Permit System

- a. Height working above 1.8 meters
- b. Hot working at height
- c. Confined space
- d. Radiography
- e. Excavation more than 1.5 meter depth
- f. Heavy lifting above 20 ton

Refer Annexure 05 for Work permit formats.

- "HSE Procedure for Work Permit System" shall be followed while implementing permit system. Where customer is having separate Work Permit System the same shall be followed.
 - Permit applicant shall apply for work permit of particular work activity at particular location before starting of the work with Job Hazard Analysis.
 - Permit signatory shall check that all the control measures necessary for the activity are in place and issue the permit to the permit holder.
 - Permit holder shall implement and maintain all control measures during the period of permit. He will close the permit after completion of the work. The closed permit shall be archived in HSE Department of site.


11.3 SAFETY DURING WORK EXECUTION

Respective OCPS are to be followed and adherence to the same would be contractually binding

11.3.1 WELDING AND GAS CUTTING SAFETY

All safety precautions shall be taken for welding and cutting operations as per IS-818. All safety precautions shall be taken for foundation and other excavation marks as per IS-3764.

- Use trolleys and cradles of adequate strength, as far as possible, while moving the cylinders.
- Always keep LPG and other liquefiable gas cylinders in upright position and ensure that they are not knocked over
- Check that the valves of the gas cylinders are tightly shut when not in use.
- Do not release gas from the cylinder unless pressure regulator is fitted to its valve.
- Use gas hoses specially designed for the purpose with standard colour code
- Use proper clamps for hose connections, check leakage from hose connections before starting work. Never use steel wires for clamping.
- Take care that there are no kinks in the hoses and the hoses are laid such that nobody steps on the hoses and these do not get damaged due to activities in progress in the vicinity.
- Use flame flash back arrestors for both end such as torch and gas cylinder to avoid back firing in flammable gas cylinders.
- Open the valve of oxygen gas first and then flammable gas for lighting the torch
- Use friction gas lighters only for lighting the torch. Never use matches for smoldering manila ropes or rags for lighting the torch.
- Protect the gas cylinders and hoses from welding sparks or gas cutting sparks falling on them

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- Ensure that the valve key is easily accessible to close the valve immediately in case of emergency.
- Never crimp the hose for temporary shutting of gas. Always shut the supply through pressure regulators.
- Check the hoses daily for any visible damage. Discard the hoses in which gas had backfired.
- Remove the leaking cylinder of flammable gas immediately to an open space where it is least dangerous to life and property. Intimate the supplier of the cylinder.
- Ensure use of aprons, gloves and other PPE as appropriate.

11.3.2 RIGGING SAFETY

Rigging equipment shall not be loaded in excess of its recommended safe working load. Rigging equipment when not in use, shall be removed from the original work area so as not to present a hazard to employees.

11.3.3 CYLINDERS STORAGE AND MOVEMENT

- All gas cylinders shall be stored in up right position.
- Suitable trolley shall be used.
- There shall be flash-back arrestors conforming to IS-11006 at both cylinder and burner ends.
- Damaged tube and regulators must be immediately replaced.
- No of cylinders shall not exceed the specified quantity as per OCP
- Cylinders shall be moved by tilting and rolling them on their bottom edges.
- They shall not be intentionally dragged, struck or permitted to strike each other violently
- When cylinders are transported by powered vehicle they shall be secured in a vertical position.

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11.3.4 DEMOLITION WORK

- Before any demolition work is commenced and also during the process of the work the following shall be ensured:
- All roads and open areas adjacent to the work site shall either be closed or suitably protected.
- No electric cable or apparatus which is liable to be a source of danger nor a cable or an apparatus used by the operator shall remain electrically charged.
- All practical steps shall be taken to prevent danger to persons employed from the risks of fire or explosion or flooding.
- No floor, roof or other part of the building shall be so over loaded with debris or materials as to render them unsafe.
- Before commencement of demolition work, permission/permit should be taken from Owner/Consultant.

11.3.5 T&Ps


All T&Ps/ MMEs should be of reputed brand/appropriate quality & must have valid test/calibration certificates bearing endorsement from competent authority (TPI) of BHEL. Sub-contractor to also submit monthly reports of T&Ps deployed and validity test certificates to BHEL safety Officer as per the format/procedure of BHEL.

11.3.6 CHEMICAL HANDLING

Displaying safe handling procedures for all chemicals such as lube oil, acid, alkali, sealing compounds etc, at workplace. Where it is necessary to provide and/or store petroleum products or petroleum mixture & explosives, the Sub-contractor shall be responsible for carrying out such provision/storage in accordance with the rules & regulations laid down in the relevant petroleum act, explosive act and petroleum and carbide of calcium manual, published by the chief inspector of explosives of India. All such storage shall have prior approval if necessary from the chief inspector of explosives or any other statutory authority. The Sub-contractor shall be responsible for obtaining the same. MSDS should be displayed at site.

11.3.7 ELECTRICAL SAFETY

- A. Providing adequate no. of 24V sources and ensure that no hand lamps are operating at voltage level above 24 Volts.
- B. Fulfilling safety requirements at all power tapping points.
- C. High/ Low pressure welders to be identified with separate colour clothing. No welders will be deployed without passing appropriate standard holding valid welding certificates. Approved welding procedure should be displayed at workplace.
- D. The sub-contractor shall not use any hand lamp energized by Electric power with supply voltage of more than 24 volts in confined spaces like inside water boxes, turbine casings, condensers etc.
- E. All portable electric tools used by the Sub-contractor shall have safe plugging system to source of power and be appropriately earthed.
- F. Only experienced electricians with a valid license by appropriate statutory authority shall be employed by the Sub-contractor to carry out all types of electrical works.
- G. Details of earth resource and their test date to be given to BHEL safety officer as per the prescribed formats of BHEL
- H. The Sub-contractor shall use only properly insulated and armored cables which conform to the requirement of Indian
- I. Electricity Act and Rules for all wiring, electrical applications at site. BHEL reserves the right to replace any unsafe electrical installations, wiring, cabling etc. at the cost of the subcontractor.
- J. All electrical appliances used in the work shall be in good working condition and shall be properly earthed.
- K. No maintenance work shall be carried out on live equipment.
- L. The Sub-contractor shall maintain adequate number of qualified electricians to maintain his temporary electrical installations.
- M. Area wise Electrical safety inspection is to be carried out on monthly basis as per "Electrical Safety Inspection checklist" and the report is to be submitted to BHEL safety officer

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- N. Adequate precautions shall be taken to prevent danger for electrical equipment. No materials on any of the sites of work shall be so stacked or place as to caused anger or in convenience to any person or the public
- O. The Sub-contractor shall carefully follow the safety requirement of BHEL/ the purchaser with the regard to voltages used in critical are as.

11.3.8 SHOT BLASTING

Blasting is a specialized job involved a lot of hazards which often lead to accidents. There are many forms of risk associated with blasting work. Before beginning the work, employers should identify the hazards and assign a knowledgeable person who know the functioning of shot blasting machine trained to recognize hazards and with the authority to quick take corrective actions to remove them.

Safety measures should be taken before using shot blasting machine are:

- A. Provide training to shot blasters and support personnel on blasting health and safety hazards how to use control, personal hygiene practices and safe work practices.
- B. Safety Points Before Using Shot Blasting Machine
- C. Shot blasting operation can create a high level of dust and noise. shot blasting material and the surface being blasted may contain toxic materials that are harmful to workers. So respirator masks/helmet and safety glasses should be used to protect against nuisance type dust. Also must cover the worker's head ,neck and shoulder to protect the worker from rebounding abrasive.
- D. Review the blast area and security plan because the blast area is the area having the potential for flying material air overpressure can cause injury to a person. Review the communicating system used between blaster and blast area security personnel.
- E. Ensure that Machine is in good condition, fuel system of the machine is free from leakage. Blaster should be experienced.
- F. Use blast room or blast cabinet for smaller operations. Use restricted areas for non-enclosed blasting operations. Use exhaust ventilation system.
- G. Acknowledge the shot is properly loaded and secured. Steel grit shot have less potential to cause lung damage. So always use less toxic shots blasting material. Always use blasting material that can be delivered with water to reduce dust.
- H. Do not use compressed air to clean as this will create dust in the air. To prevent the spread of any hazardous material we should avoid blasting in windy conditions.
- I. Compressor for shot blasting should have a valid TPI.

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11.3.9 FIRE SAFETY


- A. Providing appropriate firefighting equipment at designated workplace and nominate fire officer/ warden adequately trained for his job.
- B. Sub-contractor shall provide enough fire protecting equipment of the types and numbers at his office, stores, temporary structure in labor colony etc. Such fire protection equipment shall be easy and kept open at all times.
- C. The fire extinguishers shall be properly refilled and kept ready which should be certified at periodic intervals. The date of changing should be marked on the Cylinders.
- D. All other fire safety measures as laid down in the "codes for fire safety at construction site" issued by safety coordinator of BHEL shall be followed.
- E. Non-compliance of the above requirement under fire protection shall in no way relieve the Sub-contractor of any of his responsibility and liabilities to fire incident occurring either to his materials or equipment or those of others.
- F. Emergency contacts numbers must be displayed at prominent locations
- G. Tarpaulin being inflammable should not be used (instead, only non-infusible covering materials shall be used) as protective cover while preheating, welding, stress relieving etc. at site.
- H. Correct type & required quantity of fire extinguishers and sand bucket should be provided at appropriate locations.
- I. Material storage area should have adequate fire fighting arrangement like fire extinguishers /sand buckets etc.
- J. Material storage area should have some person designated as fire watcher.

11.3.10 OPERATIONAL CONTROL PROCEDURE OF RADIATION

- A. Exposure to penetrating radiation from Radioactive Isotopes and other source is becoming more and more pronounced in the construction field.
- B. A couple of decades ago, radioactive sources, used, were comparatively 'mild' and less encountered. With the growing demand of weld joint inspection, metal thickness / flaw determination, liquid level measurement in High temperature / pressure process vessels etc., the use and application of the radioactive sources specially, Y-radiation, has increased considerably.
- C. However, the protection and procedure for work safety and personnel protection have warranted very little basic changes
- D. Atomic Energy authorities have been alert and alive to the situation Well organized and efficient monitoring, controlled operation and rescue / recovery system has been developed and enforced. Some of these are: -
- E. Authorized person obtains all Radioactive Isotopes from BARC (Bhabha Atomic Research Centre, Mumbai) only
- F. Transportation and storage specifications and standards are rigidly monitored and enforced by the authorities.
- G. Any mishap, loss or damage is promptly attended to and rectified by the authorities, immediately on receipt of information.
- H. They promptly and formally collect all isotopes reaching their Half-life stage.

Site requirements for the safe use of field personnel are as follows:

1. Isotope storage – a designated and certified location should be maintained properly with prescribed warning board and fencing.
2. Personnel using the Isotope must be medically checked before being permitted to handle and found fit.
3. They must have a valid BARC certificate for safe handling of Isotopes.
4. They must use a film Badge or Dosimeter as prescribed by the authorities while working with Isotopes.
5. Isotope attached to a metal pencil should be removed from storage only for the optimum period of work.
6. Isotope MUST not be taken out of the container lead pot till actual exposure stage is reached. The exposure time must be calculated beforehand.
7. Ensure radiation monitoring equipment is working, when exposure is in progress.
8. On expiry of the exposure time, the source must immediately be put back in the container.
9. All personnel working with radiation sources must maintain the prescribed safe distance at all stages of work.
10. Isotopes Pencil must be handled by a Collimator or monitoring rod of specified length, to avoid any unsafe proximity to the operator's body.

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11. Isotopes or the pencil should never be touched by hand or allowed to come in contact with body.
12. The area of work must be cordoned for a minimum radius of 10m for a Y-ray Isotope of about 3 C (S.A) and more as the strength – “Specific Activity” of the source, demands. Specified warning Boards MUST be installed adequately around the cordoned area.
13. If an isotope is damaged or lost: a) Immediately seal the working / suspected areas for all traffic, pedestrian or vehicle. b) Do not remove any materials tools, containers, vehicles – anything from the suspected area. Inform BARC Authorities – Radiation Protection, Directorate of Atomic Energy.
14. Keep strict watch till the authorities arrive. The authorities will locate and dispose off the offending isotope. On no account site people or any other persons – except BARC designated personnel – should attempt to recover the lost isotope. Suspected over exposure of any personnel must be reported to medical Centre immediately.
15. On a routine basis: All personnel attached to the radiography / radiometer crew must have prescribed medical check-ups.
16. Dosimeter / film badges must be returned to BARC for processing. Safe exposure dosage for each individual over different time stages – fortnightly, monthly, annually are predetermined and compared against actual exposures. If a person is over exposed at any time he should be: a) Taken off Radiography / Radiometry work. b) Assigned other duties as advised by doctor. He has no cause for panic. A careful handling and strict observance of precautionary measures.


11.3.11 SCAFFOLDING

- A. Suitable scaffolds shall be provided for workman for all works that cannot safely be done from the ground, or from solid construction except in the case of short duration of work which can be done safely from ladders.
- B. When a ladder is used, it shall be of rigid construction made of steel. The steps shall have a minimum width of 45 cm and a maximum rise of 30 cm. Suitable handholds of good quality wood or steel shall be provided and the ladder shall be given an inclination not steeper than ¼ horizontal and 1 vertical.
- C. Scaffolding or staging more than 3.6 m above the ground floor, swung or suspended from an overhead support or erected with stationery support shall have a guard rail properly bolted, braced or other wise secured, at least 90cm above the floor or platform of such scaffolding or staging and extending along the entire length of the out side and ends there of with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from savor, from swaying, from the building or structure.

Requirements for different types of Scaffolds:

Suspended Scaffold

- D. Suspended scaffolds are platforms suspended by ropes, or other non-rigid means, from an overhead structure.
- E. Requirements for use are to be pre approved by HSE Head, under a specific Permit to Work.
- F. Rolling Scaffolds
- G. The height of rolling scaffolds shall not exceed three times the minimum base dimension.
- H. The minimum base dimension of rolling scaffold will be 1.25 meters (4 feet).
- I. Adequate help must be provided when moving a rolling scaffold.
- J. Secure or remove all loose materials, equipment and tools before moving a rolling scaffold.
- K. No one is permitted to ride a rolling scaffold when it is being moved. Castor brakes must be locked-on when the scaffold is not being moved.

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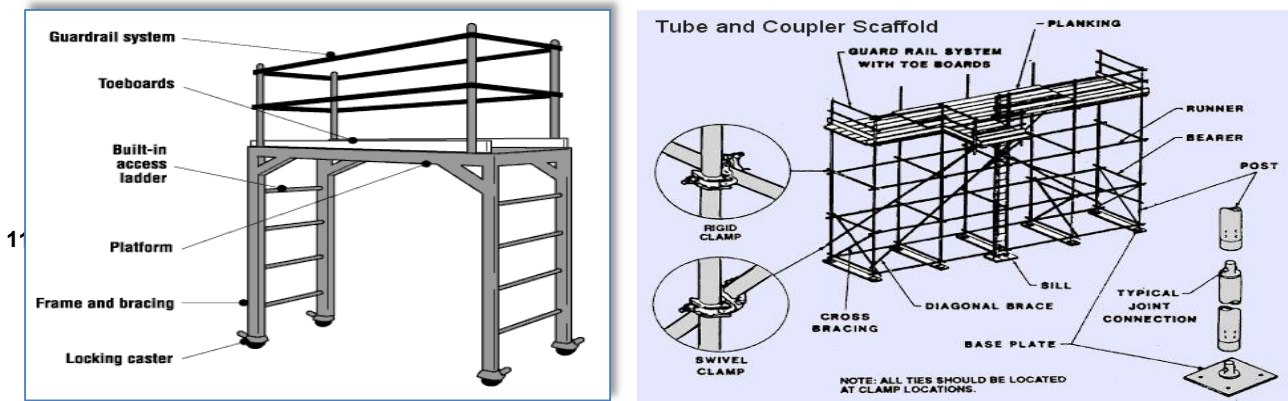


Fig. 13.2.1.3 Types of Scaffolds

Scaffold Tagging:- Scaffolds being erected, modified or dismantled must be tagged as suitable for use. The scaffolds can only be accessed by those involved with the process.

GREEN scaffold tag- shall be fixed when scaffold is complete and safe for use, signed and dated by the scaffolding competent person daily.

RED scaffold tag – to be fixed if scaffold is in some way defective and cannot be used or is still under erection.

Examples of scaffold tags


- Guard rails and toe-board/ barricades and sound platform conforming to IS:4912-1978 should be provided.
- All workers on job are medically fit for working at height (Person should not have vertigo)
- Where ever necessary, life-line (pp or metallic) and fall arrestor along with Poly amide rope or Retractable lifeline should be provided.
- Safety Net as per IS:11057: 1984 should be used extensively for prevention/ arrest of men and materials falling from height. The safety net shall be fire resistant, duly tested and shall be of ISI marked and then the net shall be located as per site requirements to arrest or to reduce the consequence of a possible fall of persons working at different heights.
- Reaching beyond barricaded area without lifeline support, moving with support of bracings, walking on beams without support, jumping from one level to another, throwing objects and taking short cut must be discouraged.
- Use of Rebar steel for making Jhoola and monkey-ladder (Rods welded to vertical or inclined structural members), temporary platform etc. must be avoided.
- Monkey Ladder should be properly made and fitted with cages.
- Jhoola should be made with angles and flats and tested like any lifting tools before use with valid TPI.
- Lanyard must be anchored always and in case of double lanyard, each should be anchored separately.
- In case of pipe-rack, persons should not walk on pipes and walk on plat forms only.
- In case of roof work, walking ladder/platform should be provided along with life line and /or fall arrestor.
- Empty drums must not be used.
- For chimney or structure painting, both hanging platform and men should be anchored separately to a firm structure along with separate fall arrestor. Rope ladder should be discouraged

11.3.12 SAFETY HARNESS, LANYARD, LIFELINE & LIFELINE POST

- All height workers must use Full Body Safety harness with double lanyards with shock absorber (only). The primary lanyard is never unhooked until the secondary lanyard is secure. The design of the working platform should be such that under no circumstances, worker should have both lanyards unhooked while at height.

LANYARD

- The type of work and the environment conditions determine lanyard and lifeline selection. If welding, chemical cleaning that may damage lanyards, connectors or lifelines, sandblasting, etc., either protect the components or use more


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appropriate type of system.

- Lanyards and lifelines must incorporate, or be used with, an appropriate deceleration (shock absorbing) device.
- Deceleration devices include rope grabs, rip-stitch lanyards, specially woven lanyards, tearing, or deforming lanyards, automatic self-retracting lifelines and lanyards which dissipate or limit the energy imposed on the employee during fall arrest.
- Once in use, the system's effectiveness is to be monitored. In some cases, a program for cleaning and maintaining the system may be necessary. Lanyard and lifelines must use locking snap hooks only and under no circumstances must two lanyard snap hooks be connected.

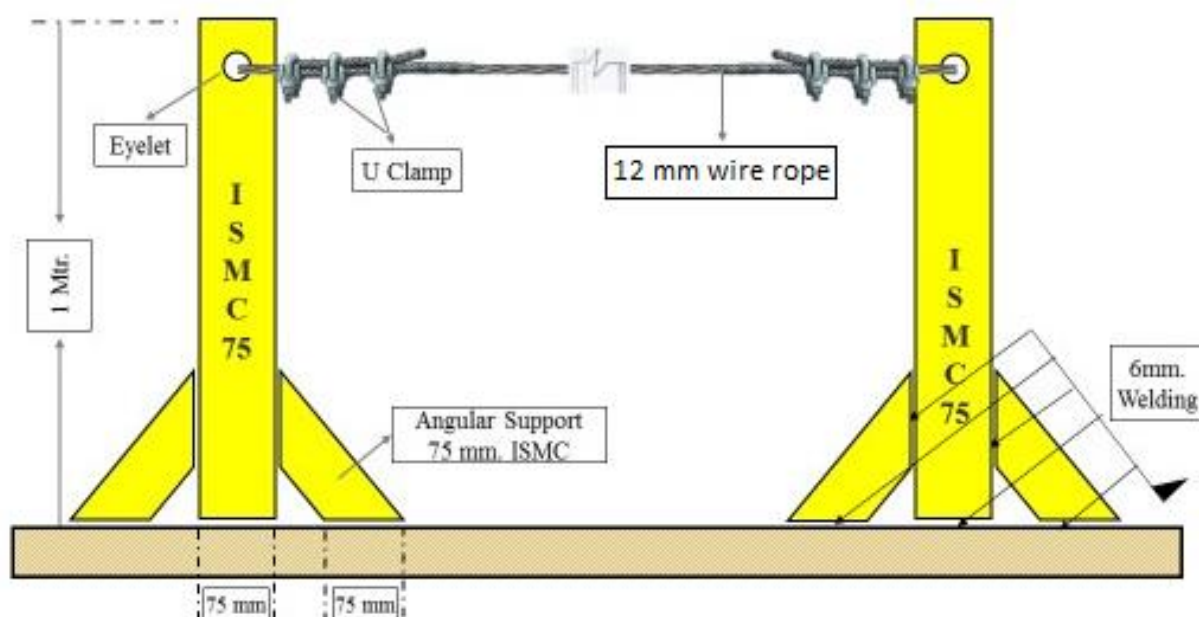
LIFELINE

- All lifelines in general are to be made of min 8/12 mm dia. steel rope (plastic coated) and tied to columns with 3 clamps at each end. Wherever columns are not available to tie the lifelines, the vertical posts as per the design below are to be provided after carrying out drop load test initially. A load of 240kg to be dropped off the mid-point of lifeline in this test.

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LIFELINE POST


DIAGRAM : LIFELINE POST



- The support at vertical post shall be fixed at end-to-end. The maximum length of one end to another end shall be 6 meters
- If the length of a lifeline is more than 6 meters, then intermediate vertical post(s) are to be used. Such intermediate post(s) will act as supports and the lifeline rope should simply pass through the eyelets (holes) of such supports without being anchored
- The lifeline need not be wrapped / clamped to any intermediate post
- Such intermediate posts must be used at an interval of every 6 meters
- The post(s) in which the original lifeline is to be installed should be capable of sustaining a tensile stress of 2268 Kgs.
- In a horizontal lifeline installation, maximum allowable sagging is 500-600 mm
- For a single spun lifeline, no more than 2 persons are allowed to work; for more than two workers, another lifeline should be installed
- Horizontal lifeline should be so installed that it does not impede safe movement of workers
- All the installation work must be carried out by competent person with adequate knowledge

11.3.13 WORKING PLATFORM

- Working platforms, gangways and stairways shall be so constructed that they do not sag unduly or unequally and if the height of the platform gangways provided is more than 3.6 m above ground level or floor level, they shall be closely boarded and shall have adequate width which shall not be less than 750 mm and be suitably fenced as described above. Every opening in the floor or a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 90 cm.

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11.3.14 EXCAVATION


- A. Where ever there are open excavation in ground, they shall be fenced off by suitable railing and danger signals installed at night so as to prevent persons slipping into the excavations.
- B. The following safety measures are to be ensured before and during excavation:
- C. All Excavation activities more than with depth of 1.5 meter or more shall require and Excavation Work Permit
- D. Check for underground utilities like electrical / telephone cables, sewage, water lines and proper care has to be exercised to protect and prevent damage to it
- E. Proper and adequate slope is maintained while excavating
- F. Adequate shoring or sheeting is done wherever require to prevent soil sliding
- G. Safe access through ladder or steps for exit & entry to excavation
- H. No material /excavated soil is kept within one meter from the edge
- I. Safe way is planned and provided for movement of HEM /transport equipment near excavation
- J. Safety helmet and shoes/gum boots are provided and worn by the workmen at excavation works
- K. Dewatering arrangement is made where water seepage is prevailed.
- L. Stop blocks are provided to avoid vehicles reversing into the excavated trenches
- M. Danger signs /Caution boards are displayed at work spot
- N. Hard Barricading is provided at excavated pits.

11.3.15 LADDER SAFETY

- A. Safe means of access shall be provided to all working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 m in the length while the width between side rails in rung ladder shall in no case be less than app.
- B. 29.2 cm for ladder up to and including 3 m in length.
- C. For longer ladders this width shall be increased at least ¼" for each additional foot of length.
- D. A sketch of the ladders and scaffolds proposed to be used shall be prepared and approval of the Engineer obtained prior to Construction.
- E. Ladder should be extended up to 01 meter

11.3.16 LIFTING SAFETY

- A. It will be the responsibility of the sub-contractor to ensure safe lifting of the equipment, taking due precaution to avoid any incident and damage to other equipment and personnel.
- B. All requisite tests and inspection of handling equipment, tools & tackle shall be periodically done by the sub-contractor by engaging only the Competent Persons as per law.
- C. Defective equipment or uncertified shall be removed from service.
- D. Any equipment shall not be loaded in excess of its recommended safe working load.

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11.3.17 HOISTING APPLIANCES


- A. Motors, gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards.
- B. Hoisting appliance should be provided with such means as will reduce to the minimum the risk of any part of as suspended load becoming incidentally displaced.
- C. When workers employed on electrical installations which are already energized, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary should be provided.
- D. The worker should not wear any rings, watches and carry keys or other materials which are good conductor of electricity.

11.3.18 GRINDING SAFETY

- A. Grinders shall be equipped with the 'dead man switch'.
- B. All handheld grinding machines shall be complete with handle or commonly known as the 'T' bar. Removal of the handle during use is strictly prohibited.
- C. Each grinding machine shall be fitted with its correct guard as supplied by the manufacturer, to protect against flying particles.
- D. All pedestal/static grinding machines must have an efficient starting and stopping device, which is easily accessible.
- E. Each grinding machine shall be inspected regularly.
- F. Abrasive wheels, grinding or cutting discs without the manufacturer's maximum RPM marked shall not be used.
- G. Grinding and cutting discs are different in the manufacture and shall therefore only be used for its intended purpose.
- H. Cutting wheel is only allowed for cutting do not do grinding using cutting wheel, chances of breaking.
- I. They shall be stored separately and physically identified to avoid selection error.
- J. Proper PPE, including double eye protection such as the use of goggles underneath of a shatter-resistant face shield and an inhalation mask such as dust mask, Leather gloves shall be worn by all personnel operating grinding machines.
- K. Work areas around pedestal / static abrasive wheels equipment shall be kept clear of obstructions to reduce the risk of tripping hazards.
- L. Cables shall be run neatly in a manner and shall hang on insulated hangers that do not cause tripping hazards.
- M. When changing the grinding disc of the grinder, the power source shall be isolated and the plug physically removed.
- N. Expiry year of shall be visible on the disk. Do not use an expired grinding disk. & do not use a wheel without an expiry date.
- O. Subjected Work-pieces shall be secured using proper clamps. Holding the work piece onto one hand while performing grinding operations is strictly prohibited.
- P. Due to the possibility of a wheel dis integrating during start-up, employees shall be briefed not to stand directly in front of the wheel as it accelerates to full operating speed.
- Q. Worn out / damaged, grinding or cutting disc shall be replaced. When changing the disc, proper tools shall be use.
- R. All worn out / damaged, grinding or cutting disc shall be returned to the stores to ensure that they are dispose of properly.
- S. The power source shall be isolated and the plug physically removed while not in operation.

11.3.19 DRILLING SAFETY

- A. Run drill at correct RPM for diameter of drill bit and material. Ask shop personnel for the correct RPM.
- B. Always hold work in a vise or clamp to the drill table.
- C. Use a correctly ground drill bit for the material being drilled. Shop personnel can help select the correct bit.
- D. Use the proper cutting fluid for the material being drilled. Ask the shop staff about the appropriate fluid for the material you are machining.
- E. Remove chips with a brush, never by hand.
- F. Ease up on drilling pressure as the drill starts to break through the bottom of the material.
- G. Do not use a dull or cracked drill. Inspect the drill before using.
- H. Do not drill with too much pressure.

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- I. Always try to support part on parallels or a backing board when drilling thru material.
- J. Never place taper shank tools such as large diameter drills or tapered shank reamers in a drill chuck. Only straight shank tools such as standard drills can be clamped in chucks.
- K. Always clean drill shank and/or drill sleeve, and, spindle hole before mounting.
- L. Remove taper shank tools from spindle or sleeve with a drill drift and hammer.
- M. Never try to loosen the drill chuck while the power is on.
- N. Lower the drill spindle close to the table when releasing the drill chuck or taper shank drill to reduce the chance of damage should they fall onto the table.
- O. Never clean a machine while it is in motion!!
- P. If the drill binds in a hole, stop the machine and turn the spindle backwards by hand to release the bit.
- Q. When drilling a deep hole withdraw the drill bit frequently to clear chips and lubricate the bit.
- R. Always remove the drill chuck key, or, the drill drift from the spindle immediately after using it.
- S. Wear safety eye protection while drilling.
- T. Let the spindle stop of its own accord after turning the power off. Never try to stop the spindle with your hand.

11.3.20 WEATHER PROTECTION

- A. Contractor shall take appropriate measures to protect workers from severe storms, rain, solar radiations, poisonous gases, dust, etc. by ensuring proper usage of PPEs like Sun glasses, respirators, dust masks, etc. and rearranging/ planning the construction activities to suit the weather conditions. Effective arrangement (without creating inconvenience to project facilities & permanent installations) for protecting workmen from hailstorm, drizzle in the form of temporary shelter may be made at site.

11.3.21 WORKING AT HEIGHT

- A. The Contractor shall issue permit for working (PFW) at height after verifying and certifying the checkpoints as specified in the relevant permit format. He shall also undertake to ensure compliance to the conditions of the permit during the currency of the permit including adherence of personal protective equipment(s). Contractor's Safety Officer shall verify compliance status of the items of permit document after implementation of action is completed by Contractor's execution / field engineers at work site.
- B. All personnel shall be medically examined & certified by registered doctor, confirming their 'medical fitness for working at height. The fitness examination shall be done once in a year.
- C. The Contractor shall arrange (at his cost) and ensure use of Fall Arrester Systems by his workers. Fall arresters are to be used while climbing/descending tall structures or vessels / columns etc. These arresters should lock automatically against the anchorage line, restricting free fall of the user. The device is to be provided with a double security opening system to ensure safe attachment or release of the user at any point of rope. In order to avoid shock, the system should be capable of keeping the person in vertical position in case of a fall.
- D. The Contractor shall ensure that Full body harnesses conforming relevant IS standard is used by all personnel while working at height. The lanyards and life lines should have enough tensile strength to take the load of the worker in case of a fall.
- E. One end of the lanyard shall be firmly tied with the harnesses and the other end with life line. The harness should be capable of keeping the workman vertical in case of a fall, enabling him to rescue himself.
- F. The Contractor shall ensure that a proper Safety Net System is used wherever the hazard of fall from height is present. The safety net, preferably a knotted one with mesh ropes conforming to IS 5175/ISO 1140 shall have a border rope & tie cord of minimum 12 mm dia. The Safety Net shall be located not more than 6.0 meters below the working surface extending on either side up to sufficient margin to arrest fall of persons working at different heights.
- G. In case of accidental fall of person on such Safety Net, the bottom most portion of Safety Net should not touch any structure, object or ground.
- H. The Contractor shall ensure positive isolation while working at different levels like in the pipe rack areas. The working platforms with toe boards & hand rails shall be sufficiently strong & shall have sufficient space to hold the workmen and tools & tackles including the equipment required for executing the job. Such working platforms shall have mid-rails, to enable people work safely in sitting posture.

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- I. For steel wire rope type (plastic coated type) life line thickness should of Life lines should be minimum 12 mm or 8 mm (as per job requirement).
- J. Lifelines should be tied to a standard / rigid post.

11.3.22 PROPER ACCESS / EGRESS (ACCESSIBILITY)


- A. The Contractor shall provide safe means of access (in sufficient numbers) & efficient exit to any working place including provisions of suitable and sufficient scaffolding/ramps/steps/ ladders at various stages during all operations of the work for the safety of his workmen and owner/ client.
- B. The Contractor shall implement use of all measures including use of "life line", "fall- arresters", "retractable fall arresters", "safety nets" etc. during the course of using all safe accesses & exits, so that in no case any individual remains at risk of slip & fall during their travel.
- C. Safe access & egress arrangements (e.g. ladders, fall arresters, life-liners etc) should be satisfactorily incorporated
- D. Access / egress to Electrical Distribution Boards / Panels should be clear from wires / cables / earth-strips etc.
- E. The access to operating plant / project complex shall be strictly regulated. Any person or vehicle entering such complex shall undergo identification check, as per the procedures in force / requirement at project site.
- F. Accessibility to 'confined space' shall be governed by specific system / regulation, as established at project site.

11.3.23 HEAVY LIFTINGS

- A. The BHEL Sub-contractor shall submit detailed lifting plan for BHEL /Owner approval prior to lifting equipment which is 20 ton or more
- B. Or any other lift which is of complex dimension (constraints of its dimensions, location of foundation height, approach & weight.) /shape/ or very expensive in nature.
- C. Contractor shall obtain lifting permit before such lifting (e.g HSE-15 "Permit for heavy lift/critical erection")
- D. Prior to actual lifting activities, contractor shall check the validity of the crane/T&P Third party inspection (TPI) certificate issued by statutory/ competent authority. This requirement shall also apply to all lifting equipment utilized for the job.
- E. The Sub-contractor shall, at all times, be responsible for all lifting/rigging activities.
- F. The Sub-Contractor shall ensure medical fitness of all workmen who are engaged/involved in erection of equipment, vessels etc. and such fitness checks shall be carried-out every six months interval with the help of a registered medical practitioner & record shall be maintained.
- G. Adequate safety measures such as positive barricading, usage of appropriate PPEs, permit to work, etc. shall be taken during all heavy or critical lifts.
- H. Crane operators should be experienced & medically fit. They should also posses valid driving license and eye test Report/ Certificate.

11.3.24 LIFTING TOOLS & TACKLES

- A. Lifting tools/tackles, machinery, accessories etc. shall be inspected, tested and examined by competent people (approved by concerned State authorities-TPI) before being used at site and also at periodical interval (e.g. during replacement, extension, modification, elongation/ reduction of machine/parts, etc.) as per relevant statutes. Hydra, cranes, lifting machinery, mobile equipment / machinery / vehicles, etc. shall be inspected regularly by only competent / experienced personnel at site and requisite records for such inspections shall be maintained by every contractor. Contractor shall also maintain records of maintenance of

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11.3.25 HEAVY VEHICLES

- A. The sub-contractor should ensure all statutory compliance of heavy vehicles (e.g Dumper, Truck, Excavator, Crane , Hydra etc) used at construction site like valid RC, Insurance, PUC, etc
- B. The vehicles shall be fitted with reverse warning alarms & flashing lights / fog-lights and usage of seat belts shall be ensured.
- C. Vehicles shall be properly maintained and appropriate maintenance records should be kept.
- D. For Cranes, Hydras Third Party inspections (TPI) by competent person should be done once a year.
- E. In case of Cranes & hydras overload protection device (SLI) (mechanical or electronic) as per possibility should be ensured.
- F. Presence of over hoist protection device should be ensured.

11.3.26 SAFETY DURING INSULATION WORK


- A. Insulation job workers should be given proper PPEs (e.g. nose mask, goggles, hand globe) as per job requirement
- B. Entry to insulation Area should be restricted
- C. Area properly barricaded by the means of caution tapes
- D. After finish of insulation work excess insulation wools should be properly disposed off.

11.3.27 SAFETY DURING HYDRAULIC/ PNEUMATIC PRESSURE TESTING WORK

- A. Sub-contractor should follow appropriate safety guidelines / relevant BHEL OCPs during Hydraulic / Pneumatic Pressure Testing job.
- B. No unauthorized persons should be present near to such work area.

11.4 ENVIRONMENTAL CONTROL

- A. Environment protection has always been given prime importance by BHEL. Environmental damage is a major concern of the principal sub-contractor and every effort shall be made, to have effective control measures in place to avoid pollution of Air, Water and Land and associated life. Chloro fluoro carbons such as carbon tetra chloride and tri chloro ethylene shall not be used. Waste disposal shall be done in accordance with the guidelines laid down in the project specification.
- B. Any chemical including solvents and paints, required for construction shall be stored in designated bonded areas around the site as per Material Safety Data Sheet (MSDS).
- C. In the event of any spillage, the principle is to recover as much material as possible before it enters drainage system and to take all possible action to prevent spilled materials from running off the site. The Sub-contractor shall use appropriate MSDS for clean-up technique
- D. All Sub-contractor shall be responsible for the cleanliness of their own areas.
- E. The Sub-contractor shall ensure that noise levels generated by plant or machinery are as low as reasonably practicable. Where the Sub-contractor anticipates the generation of excessive noise levels from his operations the Sub-contractor shall inform to Construction Manager of BHEL accordingly so that reasonable & practicable precautions can be taken to protect other persons who may be affected.
- F. It is imperative on the part of the Sub-contractor to join and effectively contribute in joint measures such as tree plantation,


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environment protection, contributing towards social upliftment, conversion of packing woods to school furniture, keeping good relation with local populace etc.

- G. The Sub-contractor shall carry out periodic air and water quality check and illumination level checking in his area of work place and take suitable control measure.

11.5 HOUSE KEEPING

- E. Keeping the area clean/free from debris, removed scaffoldings, scraps, insulation /sheeting wastage/ cut pieces, temporary structures, packing woods etc. will be in the scope of the sub-contractor. Such cleanings has to be done daily/weekly/ or as per site requirement by Sub-contractor within quoted rate, by an identified group.
- F. If such activity is not carried out by sub-contractor / BHEL is not satisfied, then BHEL may get it done by other agency and actual cost along with BHEL overheads will be deducted from contractor's bill. Such decisions of BHEL shall be binding on the subcontractor
- G. Proper house keeping to be maintained at work place and the following are to be taken care of on daily basis.
- H. All surplus earth and debris are removed/ disposed off from the working areas to identified locations.
- I. Unused/ Surplus cables, steel items and steel scrap lying scattered at different places/elevation within the working areas are removed to identified locations.
- J. All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from workplace to identified locations. Sufficient waste bins shall be provided at
- K. Different work places for easy collection of scrap/waste. Scrap chute shall be installed to remove scrap from high location.
- L. Access and egress (staircase, gangways, ladders etc.) path should be free from all scrap and other hindrances.
- M. Work men shall be educated through tool box talk about the importance of housekeeping and encourage not to litter.
- N. Labour camp area shall be kept clear and materials like pipes, steel, sand, concrete, chips and bricks, etc. shall not be allowed in the camp to obstruct free movement of men and machineries.
- O. Fabricated steel structures, pipes & piping materials shall be stacked properly.
- P. No parking of trucks/trolleys, cranes and trailers etc. shall be allowed in the camp, which may obstruct the traffic movement as well as below LT/HT power line.
- Q. Utmost care shall be taken to ensure overall cleanliness and proper upkeep of the working areas

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11.6 WASTE MANAGEMENT


Take suitable measures for waste management and environment related laws/legislation as a part of normal construction activities. Compliance with the legal requirements on storage/ disposal of paint drums (including the empty ones), Lubricant containers, Chemical Containers, and transportation and storage of hazardous chemicals will be strictly maintained.

11.6.1 BINS AT WORKPLACE

- Sufficient rubbish bins shall be provided close to work places.
- Bins should be painted yellow and numbered.
- Sufficient nos. of drip trays shall be provided to collect oil and grease.
- Sufficient qty. of broomsticks with handle shall be provided.
- Adequate strength of employees should be deployed to ensure daily monitoring and service for waste management.

11.6.2 STORAGE AND COLLECTION

- Different types of rubbish/waste should be collected and stored separately.
- Paper, oily rags, smoking material, flammable, metal pieces should be collected in separate bins with close fitting lids.
- Rubbish should not be left or allowed to accumulate on construction and other work places.
- Do not burn construction rubbish near working site.

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11.6.3 SEGREGATION

- Earmark the scrap area for different types of waste.
- Store wastes away from building.
- Oil spill absorbed by non-combustible absorbent should be kept in separate bin.
- Clinical and first aid waste stored and incinerated separately.

11.6.4 DISPOSAL

- Sufficient containers and scrap disposal area should be allocated.
- All scrap bin and containers should be conveniently located.
- Provide self-closing containers for flammable/spontaneously combustible material.
- Keep drainage channels free from choking.
- Make schedule for collection and disposal of waste.


11.6.5 WARNING AND SIGNS

- Appropriate sign to be displayed at scrap storage area
- No toxic, corrosive or flammable substance to be discarded to public sewage system.
- Waste disposal shall be in accordance with best practice.
- Comply with all the requirements of Pollution Control Board (PCB) for storage and disposal of hazardous waste.

11.7 TRAFFIC MANAGEMENT SYSTEM

11.7.1 SAFE WORK PLACE TRANSPORT SYSTEM (ROAD/ RAIL SAFETY)

- Traffic routes in a work place shall be suitable for the persons or vehicles using them. This shall be sufficient in number and of sufficient size. This shall reflect the suitability of traffic routes for vehicles and pedestrians.
- Where vehicles and pedestrians use the same traffic routes there shall be sufficient space between them. Where necessary all traffic routes must be suitably indicated. Pedestrians or vehicles must be able to use traffic routes without endangering those at work. There must be sufficient separation of traffic routes from doors, gates and pedestrian traffic routes.
- For internal traffic, lines marked on roads / access routes and between buildings shall clearly indicate where vehicles are to pass.
- Temporary obstacles shall be brought to the attention of drivers by warning signs or hazard cones.
- Speed limits shall be clearly displayed. Speed ramps preceded by a warning signs or marker are necessary.
- The traffic route should be wide enough to allow vehicles to pass and re-pass oncoming or parked traffic and it may be advisable to introduce on-way system or parking restrictions.
- Safest route shall be provided between places where vehicles have to call or deliver.
- Avoid vulnerable areas/items such as fuel or chemicals tanks or pipes, open or unprotected edges and structures likely to collapse

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- Safe areas shall be provided for loading and unloading.
- Avoid sharp or blind bends. If this is not possible hazards should be indicated e.g. blind corner.
- Ensure road crossings are minimum and clearly signed.
- Entrance and gate ways shall be wide enough to accommodate a second vehicle without causing obstruction.
- Set sensible speed limits which are clearly sign posted.
- Where necessary ramps should be used to retard speed. This shall be preceded by a warning sign or mark on the road.
- Forklift trucks shall not pass over road hump unless of a type capable of doing so.
- Overhead electric cable, pipes containing flammable hazardous chemical shall be shielded by using goal posts height gauge posts or barriers.
- Road traffic signs shall be provided on prominent locations for prevention of incidents and hazards and for quick guidance and warning to employees and public.
- Safety signs shall be displayed as per the project working requirement and guideline of the state in which project is done. Vehicles hired or used shall not be parked within the 15m radius of any working area. Any vehicle, that is required to be at the immediate/near the vicinity, shall be approved by the person in-charge of the site.
- For area where Rail lines also present at construction site, appropriate Rail safety guideline issued by BHEL/ Owner should be followed.


11.7.2 TRAFFIC ROUTE FOR PEDESTRIANS/ ROAD SAFETY

- Where traffic routes are used by both pedestrians and vehicles road shall be wide enough to allow vehicles and pedestrians safely.
- Separate routes shall be provided for pedestrians to keep them away from vehicles. Provide suitable barriers/guard at entrances/exit and the corners or buildings.
- Where pedestrian and vehicle routes cross, appropriate crossing shall be provided.
- Where crowd is likely to use road way e.g. at the end of shift, stop vehicles from using them at such times.
- Provide high visibility clothing for people permitted in delivery area.

11.7.3 WORK VEHICLE

Work vehicle shall be as safe stable efficient and roadworthy as private vehicles on public roads. Site management shall ensure that drivers are suitably trained. All vehicle e.g. heavy motor vehicle forklift trucks dump trucks mobile cranes shall ensure that the work equipment conforms to the following:

- A high level of stability.
- A safe means of access/egress.
- Suitable and effective service and parking brakes.
- Windscreens with wipers and external mirrors giving optimum all round visibility.
- Provision of horn, vehicle lights, reflectors, reversing lights, reversing alarms.
- Provision of seatbelts.
- Guards on dangerous parts.
- Driver protection to prevent injury from overturning and from falling objects /materials.
- Driver protection from adverse weather.
- No vehicle shall be parked below HT/ LT power lines.
- Valid Pollution Under Control certification for all vehicles

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11.7.4 DAILY CHECK BY DRIVER

- There should also be daily safety checks containing below mentioned points by the driver before the vehicle is used.
 - Brakes.
 - Tires.
 - Steering.
 - Mirrors.
 - Windscreen wipers.
 - Wipers.
 - Warning signals.
 - Specific safety system i.e. control inter locks
 - Sub contractor should ensure that drivers carry out these checks

11.7.5 STATUTORY COMPLIANCE OF TRANSPORTATION OF PERSONNEL AND MATERIALS BY VEHICLES


- All drivers shall hold a valid driving License for the class of vehicle to be driven and be registered as an authorized driver with the Administration Department.
- Securing of the load shall be by established and approved methods, i.e. chains with patented tightening equipment for steel/ heavy loads. Sharp corners on loads shall be avoided when employing ropes for securing.
- All overhangs shall be made clearly visible and restricted to acceptable limits
- Load shall be checked before moving off and after traveling a suitable distance.
- On no account a construction site to be blocked by parked vehicles Drivers of vehicles shall only stop or park in the areas designate by the stringing fore man.
- Warning signs shall be displayed during transportation of material.
- All vehicles used shall be in worthy condition and in conformance to the Land Transport requirement.

11.7.6 MAINTENANCE OF VEHICLES

All Vehicles used for transportation of man and material shall undergo scheduled inspections on frequent intervals to secure safe operation. Such inspections shall be conducted in particular for steering, brakes, lights, horn, doors etc. Site management shall ensure that work equipment is maintained in an efficient, working order and in good repair. Inspections and services carried out at regular intervals of time and or mileage. No maintenance shall be carried below HT/LT power lines.

11.8 EMERGENCY PREPAREDNESS AND RESPONSE

- Emergency preparedness and response capability of site shall be developed as per Emergency Preparedness and Response plan issued by Regional HQ
- Availability of adequate number of first aiders and fire warden shall be ensured with BHEL and its sub-contractors
- All the sub-contractor's supervisory personnel and sufficient number of workers shall be trained for fire protection systems.
- Enough number of such trained personnel must be available during the tenure of contract. Sub-contractor should nominate a supervisor to coordinate and implement the safety measures.
- Emergency assembly point shall be earmarked and access to the same from different location shall be shown
- Fire exit shall be identified and pathway shall be clear for emergency escape.

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- Appropriate type and number of fire extinguisher shall be deployed as per Fire extinguisher deployment plan and validity shall be ensured periodically through inspection
- Adequate number of first aid boxes shall be strategically placed at different work places to cater emergency need. Holder of the first aid box shall be identified on the box it self who will have the responsibility to maintain the same.
- First aid center shall be developed at site with trained medical personnel and ambulance
- Emergency contact numbers (format given in EPRP) of the site shall be displayed at prominent locations.
- Tie up with fire brigade shall be done in case customer is not having fire station.
- Tie up with hospital shall be done in case customer is not having hospital.
- Disaster Management group shall be formed at site
- Mock drill shall be arranged at regular intervals. Monthly report of the above to be given to BHEL safety Officer as per prescribed BHEL formats
- Mock drill shall be conducted on different emergencies periodically to find out gaps in emergency preparedness and taking necessary corrective action

12.0 HSE INSPECTION

Inspection on HSE for different activities being carried out at site shall be done to ensure compliance to HSE MS requirements. The Sub-contractor shall maintain and ensure necessary safety measures as required for inspection and tests HV test, Pneumatic test, Hydraulic test, Spring test, Bend test etc. as applicable, to enable inspection agency for performing Inspection. If any test equipment is found not complying with proper safety requirements then the Inspection Agency may with hold inspection, till such time the desired safety requirements are met.


12.1 DAILY HSE CHECKS

Both the Site Supervisors and safety officer of Sub-contractor are to conduct daily site Safety inspection around work activities and premises to ensure that work methods and the sites are maintained to an acceptable standard. The following are to form the common subjects of a daily safety inspection:

- Personal Safety wears & gear compliance.
- Complying with site safety rules and permit-to-work (PTW).
- Positions and postures of workers.
- Use of tools and equipment etc. by the workers.
- The inspection should be carried out just when work starts in beginning of the day, during peak activities period of the day and just before the day's work ends.

12.2 INSPECTION OF PPE

- PPEs shall be inspected by HSE officer at random once in a week as per format no. HSEP:14-F06 for its compliance to standard and compliance to use and any adverse observation shall be recorded in the PPE register.
- The applicable PPEs for carrying out particular activities are listed below.

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12.3 INSPECTION OF T&Ps

- A master list of T&Ps shall be maintained by each subcontractor.
- All T&Ps being used at site shall be inspected by HSE officer once in a month as per format no. HSEP:14-F07 for its healthiness and maintenance.
- The T&Ps which require third party inspection shall be checked for its validity during inspection. The third party test certificate should be accompanied with a copy of the concerned competent person's valid qualification record.
- The validity of T&P shall be monitored as per "Status of T&Ps" format no.HSEP:14-F08

12.4 INSPECTION OF CRANES AND WINCHES


- Cranes and winches shall be inspected by the operator through a daily checklist for its safe condition (as provided by the equipment manufacturer) before first use of the day.
- Cranes and Winches shall be inspected by HSE officer once in a month as per format no. HSEP:14-F09 for healthiness, maintenance and validity of third party inspection.
- The date of third party inspection and next due date shall be painted on cranes and winches.
- The operators /drivers shall be authorized by sub-contractor based on their competency and experience and shall carry the I-card.
- The operator should be above 18 years of age and should be in possession of driving license of HMV man & goods), vision test certificate and should have minimum qualification so that he can read the instructions and checklist.

12.5 INSPECTION OF HEIGHT WORKING

- Inspection on height working shall be conducted daily by supervisors before start of work to ensure safe working condition including provision of
 - Fall arrestor
 - Lifelines
 - Safety nets
 - Fencing and barricading
 - Warning signage
 - Covering of opening
 - Proper scaffolding with access and egress.
 - Illumination
- Inspection on height working shall be conducted once in a week by HSE officer as per format no. HSEP:14-F10.
- Medical fitness and vertigo test of height worker shall be ensured.
- Height working shall not be allowed during adverse weather.

12.6 INSPECTION OF WELDING AND GAS CUTTING OPERATION

- Supervisor shall ensure that no flammable items are available in near vicinity during welding and gas cutting activity.
- Gas cylinders shall be kept up right.
- Use of Flash back arrestor shall be ensured at both ends.

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- Inspection during welding and gas cutting operations shall be carried out by HSE officer once a month as per format no.HSEP:14-F11.
- Use of fire blanket to be ensured to avoid falling of splatters during welding or gas cutting operation at height.
- Availability of fire extinguisher at vicinity shall be ensured.

12.7 INSPECTION OF ELECTRICAL INSTALLATION / APPLIANCES

- Ensure proper earthing in electrical installation
- Use ELCB at electrical booth
- Electrical installation shall be properly covered at top where required
- Use appropriate PPEs while working
- Use portable electrical light <24V in confined space and potentially wet area.
- Monthly inspection shall be carried out as per format no.HSEP:14-F12.

12.8 INSPECTION OF ELEVATOR

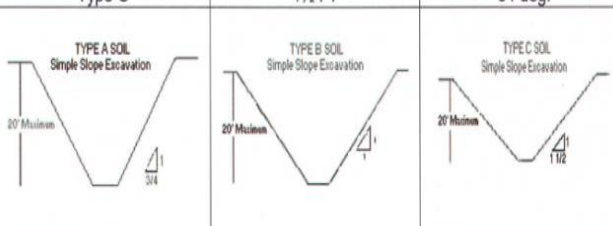
- Elevators shall be inspected by concerned supervisors once in a week as per format no. HSEP:14-F13.
- All elevators shall be inspected by competent person(TPI) and validity shall be ensured.
- The date of third party inspection and next due date shall be painted on elevator.

12.9 INSPECTION OF EXCAVATION


Excavation activities shall be inspected as per Format HSEP:14-F13A

- The following safety measures are to be ensured before and during excavation:
- All Excavation activities more than with depth of 1.22 meter or more shall require and Excavation Work Permit
- Check for underground utilities like electrical / telephone cables, sewage, water lines and proper care has to be exercised to protect and prevent damage.
- Proper and adequate slope is maintained while excavating
- Adequate shoring or sheeting is done wherever require to prevent soil sliding
- Safe access through ladder or steps for exit & entry to excavation
- No material /excavated soil is kept within one meter from the edge
- Safe way is planned and provided for movement of HEM /transport equipment near excavation
- Safety helmet and shoes/gum boots are provided and worn by the workmen at excavation works
- Dewatering arrangement is made where water seepage is prevailed.
- Stop blocks are provided to avoid vehicles reversing into the excavated trenches
- Danger signs /Caution boards are displayed at work spot
- Hard Barricading is provided at excavated pits. It should be made of scaffolding pipe and clamp with reflective nets.
- Trial Trench if required. Cable/Metal detector required for under ground services.

Soil Type	Height/Depth ratio	Slope Angle
Stable Rock	Vertical	90 deg.
Type A	¾ : 1	53 deg.
Type B	1 : 1	45 deg.
Type C	1½ : 1	34 deg.



Determining Soil Type		
Type	Description	Examples
A	Cohesive soils with an unconfined compressive strength of 1.5 tons per square foot or greater.	Clay, silty clay, sandy clay, clay loam and in some cases: silty clay loam and sandy clay loam.
B	Cohesive soils with unconfined compressive strength greater than 0.5 tsf but less than 1.5 tsf.	Angular gravel (similar to crushed rock), silt, silt loam, sandy loam and, in some cases silty clay loam and sandy clay loam.
C	Cohesive soils with unconfined compressive strength greater than 0.5 tsf or less.	Granular soils such as gravel, sand and loamy sand; submerged soil or soil from which water is freely seeping; submerged rock that is not stable.

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12.10 LIFTING & RIGGING SAFETY

- A. All Heavy / Complex Lifting operations as defined in Clause 6.12 shall require a Lifting Work Permit. A written rigging procedure and plan must be prepared for all individual heavy/ complex lifting operations.
- B. All the cranes and lifting tools & tackles shall be inspected on daily / weekly basis as well as monthly by expert as per applicable formats.
- C. In addition, inspection / certification as mandated by law shall be carried out wherein these shall be tested and certificates of fitness shall be obtained from 3rd party State Govt. approved competent agency before deploying at site and later periodically. BHEL shall be given advance intimation of any such inspections
- D. The last date of Third Party Inspection and the next Due date shall be conspicuously displayed on all cranes. A copy of certificate shall be pasted on operator's cabin of all the lifting equipment.

Following requirements shall be mandatorily followed, wherever applicable:

- E. The manufacturer's instruction for maintenance shall also be followed. All safety measures shall be followed.
- F. All tools tackles, lifting appliances; material-handling equipment etc. used by the Sub-contractor shall be of safe design and construction.
- G. The operators, slingers and signalers shall be qualified as per IS 13367 (part-1):2003 "Safe use of cranes- code of practices".
- H. There shall be a person responsible for co-ordination among cranes where multiple cranes are used, and lifting over 75% of the crane capacity to be avoided.
- I. Mobile phone should be banned for crane operator and lifting operation. Only walkie talkie shall be allowed in rigging/Lifting purpose.
- J. When performing similar lifts of identical items, only one rigging plan need be prepared, provided each of the lifts can be performed in accordance with the rigging plan.

LIFTS/ MOVEMENTS LESS THAN 5 TONS:

- K. An equipment rigging plan is not required for lifts less than 5 tons, safety measures are covered in the JSA. Personnel Lifts (Man-Basket / Jhoola):
- L. The design of personnel man basket shall be submitted to BHEL Engineer for approval before use. Relevant permit (Height work & others as applicable) shall be completed prior to lifting any people, along with a rigging plan.
- M. A separate Lifeline / fall arrestor anchored to a fixed structure outside of Jhoola shall be provided for the workers inside the basket. All occupants of the basket shall have Safety Harnesses equipped with rope grabs, which are to be hooked to the vertical lifeline.
- N. Man-basket shall be used where access through ladders or scaffolding is not feasible.
- O. Man-baskets shall be designed and engineered by a manufacturer (job made man-baskets are not allowed, unless designed and tested by a certified engineer), and built robust with MS Angles and flats or plates or channels only.
- P. Guard rails top and mid, must be in place and screened-in to avoid material from falling out of basket. The factor of safety shall be 200%.
- Q. It shall have a door with double latches and shall open inside. Anchor points shall be identified within the man-basket.
- R. The man-basket shall be thoroughly inspected and load tested and a trial run performed without personnel before being put to job.
- S. It shall be treated as a lifting tool (T&P Item) and shall undergo same certification cycle and inspection as other lifting equipment.
- T. An additional sling of required lifting capacity shall be fixed the man-basket main lifting point and attached to the crane above the ball or block.
- U. While lifting man-basket, the crane shall maintain a uniform speed of lift without any swing.
- V. Once man-basket reaches the destination, the lift brakes shall be locked as long as the basket remains at that point. The same care shall be taken in its descent. As for hanging man-basket, the same shall be hung off a rigid structure with help U-shaped handle welded to man-basket. This shall be tested once in a year by a competent person.
- W. Use of Rebar steel for making and monkey-ladder must be avoided.



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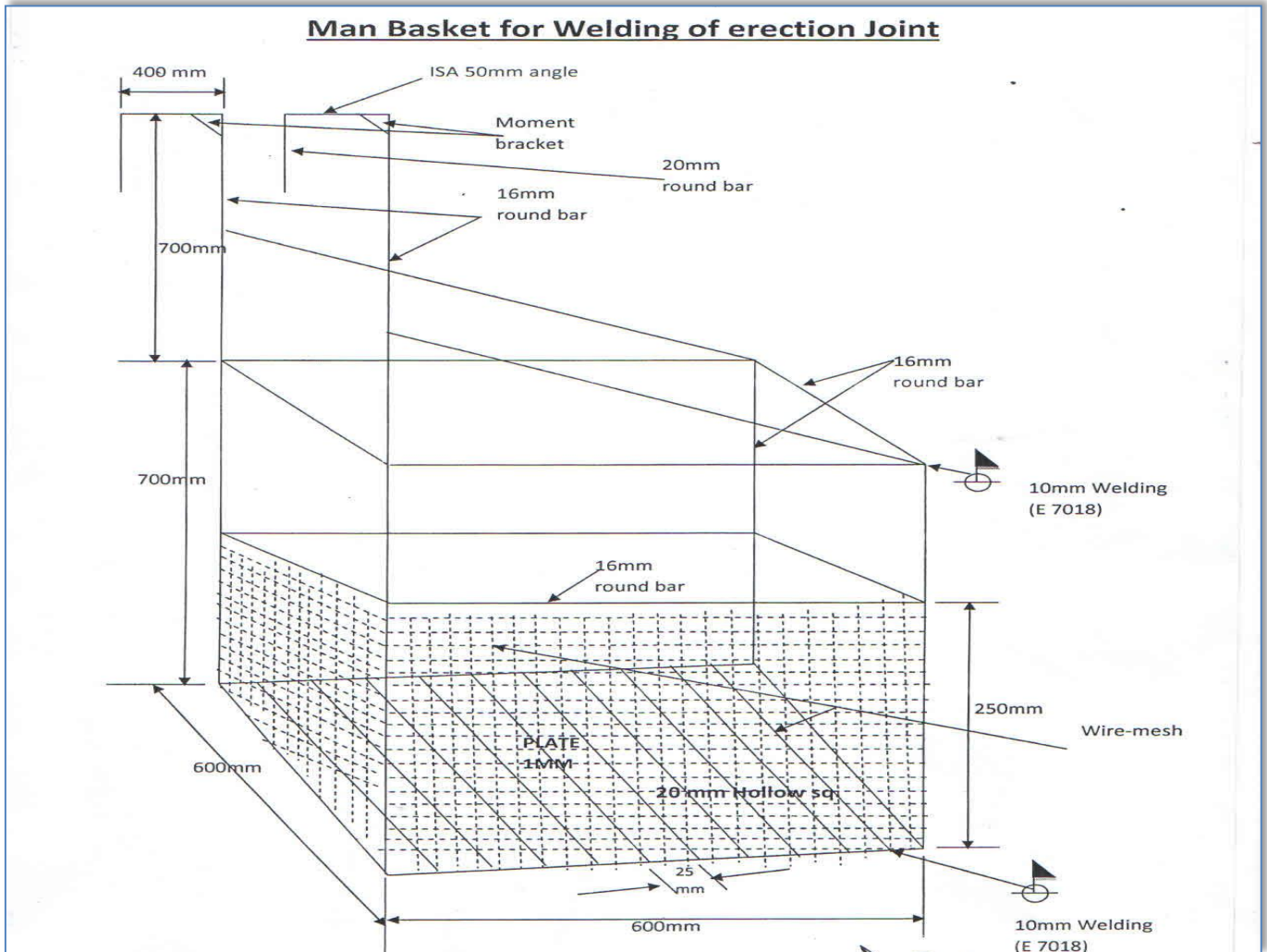
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13.0 HSE PERFORMANCE

- Contractor shall be assessed on monthly basis for HSE Compliance by BHEL Safety In-charge at site. The HSE compliance shall be based on Online HSE Evaluation System of BHEL as per Format No. HSEP: 14-F33.
- BHEL shall reserve the right to use this assessment for evaluating bidder's capacity for future tenders
- Suitable HSE reward system shall be developed at site level to promote HSE compliance amongst workmen by the sub-contractor. To decide HSE reward, performance towards HSE shall be evaluated for workmen and it shall be awarded regularly in public gathering.
- If safety record of the sub-contractor in execution of the awarded job is to the satisfaction of safety department of BHEL, issue of an appropriate certificate to recognize the safety performance of the sub contractor may be considered by BHEL after completion of the job.

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13.1 SAFETY DURING START UP, COMMISSIONING AND TESTING


- There are various activities involved prior to commissioning- the major ones are -Hydraulic Test, Steam Blowing, Transformers Charging, Boiler Light Up, Rolling and Synchronization and Full loading of unit.
- These activities shall be personally supervised by the site executive along with the commissioning engineer.
- Appropriate Work Permits shall be taken as applicable
- The readiness of upstream and downstream system shall be ensured before taking up.
- These shall be handled strictly by the authorized persons only and the team shall be suitably briefed about the activity including hazards & risks involved and control plan by the concerned executive-in-charge before start.
- Entry of persons to the area of activity shall be suitably restricted and the emergency functions like Ambulance, first aid center and Fire station shall be intimated about the plan well in advance.
- Tag-in/ Tag-out shall be in place while charging transformer and whenever necessary.
- Electricians with valid wiremen license only shall be permitted to work on power lines.
- The area and the passage shall be adequately illuminated
- Siren/Hooter for alerting workers during steam blowing should be ensured.

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14.0 HSE PENALTIES


- A. As per contractual provision HSE penalties shall be imposed on Sub-contractor for non-compliance on HSE requirement as per format no. HSEP: 14-F14. The list in the format is only indicative. For any other violation, not listed in the format, the minimum penalty amount is to be decided as per BOCW act.
- B. **If principal customer/ statutory and regulatory bodies impose some penalty on HSE due to the non-compliance of the sub-contractor the same shall be passed on to them.**
- C. The penalty amount shall be recovered by Site Finance department from sub-contractor's RA / Final bill.
- D. The Contractor shall adhere consistently to all provisions of HSE requirements. In case of non-compliances and also for repeated failure in implementation of any of the HSE provisions, DASTUR/Owner may impose stoppage of work without any cost & time implication to the Owner and/or impose a suitable penalty. The amount of penalty to be levied against defaulted Contractor shall be up to a cumulative limit of:
- E. This penalty shall be in addition to all other penalties specified elsewhere in the contract. The decision of imposing stop-work-instruction and imposition of penalty shall rest with Owner. The same shall be binding on the BHEL sub contractor. Imposition of penalty does not make the Contractor eligible to continue the work in unsafe manner.
- F. The amount of penalty applicable for (penalty by OWNER/CONSULTANT) on the Contractor on different types of HSE Violations is specified below:

Sl. No.	Violation of HSE Norms	Penalty Amount
1	For not using personal protective equipment (Helmet, Shoes, Goggles, Gloves, Full body harness, Face shield, Boiler suit, etc.)	Rs. 500/- per day/Item / Person.
2	Working without Work Permit/Clearance	Rs. 20000/- per occasion
3	Execution of work without deployment of requisite field engineer / supervisor at work spot	Rs. 5000/- per violation per day
4	Unsafe electrical practices (not installing ELCB, using poor joints of cables, using naked wire without top plug into socket, laying wire/cables on the roads, electrical jobs by incompetent person, etc.)	Rs. 10000/- per item per day.
5	Working at height without full body harness, using day. non-standard/ rejected scaffolding and not arranging fall protection arrangement as required, like hand- rails, life-lines, Safety Nets etc.	Rs. 10000/- per case per
6	Unsafe handling of compressed gas cylinders trolley, jubilee clips double gauge regulator, and not keeping cylinders vertical during storage/handling, not using safety cap of cylinder).	Rs. 500/- per item per day.
7	Use of domestic LPG for cutting purpose / not using flash back arresters on both the hoses/tubes on both ends.	Rs. 3000/- per occasion.
8	No fencing/barricading of excavated areas /trenches.	Rs. 3000/- per occasion.

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	9	Not providing shoring/strutting/proper slope and not keeping the excavated earth at least 1 .5M away from excavated area.	Rs. 5,000/- per occasion
	10	Non display of scaffold tags, caution boards, list of hospitals, emergency services available at work locations.	Rs. 1000/- per occasion per day

15.0 OTHER HSE REQUIREMENTS

- In case of any delay in completion of a job due to mishaps attributable to lapses by the subcontractor, BHEL shall have the right to recover cost of such delay from the payments due to the subcontractor, after notifying the sub-contractor suitably.
- If the Sub-contractor fails to improve the standard s of safety in its operation to the satisfaction of BHEL after being given reasonable opportunity to do so and/or if the sub-contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instruction regarding safety issued by BHEL, BHEL shall have the right to take corrective steps at the risk and cost of the sub-contractor after giving a notice of not less than 7 days indicating the steps that would be taken by BHEL.
- If the Sub-contractor succeeds in carrying out its job in time without any fatal or disabling injury incident and with out any damage to property BHEL may, at its sole discretion, favorably consider to reward the sub-contractor suitably for the performance.
- In case of any damage to property due to lapses by the subcontractor, BHEL shall have the right to recover the cost of such damages from the sub-contractor after holding an appropriate enquiry.
- The su-contractor shall take all measures at the sites of the work to protect all persons from incidents and shall be bound to bear the expenses of defense of every suit, action or other proceeding of law that may be brought by any persons for injury sustained or death owing to neglect of the above precautions and to pay any such persons such compensation or which may with the consent of the Sub-contractor be paid to compromise any claim by any such person, should such claim proceeding be filed against BHEL, the Sub-contractor hereby agrees to indemnify BHEL against the same.
- The Sub-contractor shall not employ men below the age of 18 years and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, overalls shall be supplied by the Sub-contractor to the workmen and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.
- The sub contractor shall notify BHEL of his intention to bring to site any equipment or material which may create hazard.
- BHEL shall have the right to prescribe the conditions under which such equipment or materials may be handled and the sub-contractor shall adhere to such instructions.

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15.1 BEHAVIOUR BASED SAFETY

The contractor shall develop a system to implement Behaviour-Based Safety (BBS) through which work groups can identify measure and change the behaviours of employees and workers. **The BBS process shall include the following:**

- A. Identify the behaviours critical to obtaining required safety performance.
- B. Communicate the behaviours and how they are performed correctly to all.
- C. Observe the work force and record safe/at risk behaviours. Intervene with workers to give positive reinforcement when safe behaviours are observed. Provide coaching/correction when risky behaviors are observed.
- D. Collect and record observation data.
- E. Summarize and analyze observation data.
- F. Communicate observation data and analysis results to all employees.
- G. Provide recognition or celebrate when safe behaviour improvements occur.
- H. Change behaviours to be observed or change activators or change consequences as appropriate.
- I. Communicate any changes to workforce

Contractor through its own HSE committee shall implement the above process. The necessary procedures and reporting formats shall be developed by the contractor for approval by Owner. The HSE committee of contractor shall observe individual's behavior for safe practices adapted for utilization/execution of work for following as a minimum:


- PPE
- Tools & equipment
- Hazard Identification & control
- House keeping
- Confined space entry
- Hot works
- Excavation
- Loading & unloading
- Work at height
- Stacking & storage
- Ergonomics
- Procedures

15.2 SLIPS, TRIPS & FALLS

The contractor shall establish a regular cleaning and basic housekeeping programme that covers all aspects of the workplace to help minimize the risk of slips, trips & falls. The contractor shall take positive measures like keeping the work area tidy, storing waste in suitable containers & harmful items separately, keeping passages, stairways, entrances & exits especially emergency ones clear, cleaning up spillages immediately and replacing damaged carpet/floor tiles, mats & rugs at once to avoid slips, trips & falls.

15.3 RADIATION EXPOSURE

- All personnel exposed to physical agents such as ionizing & non-ionizing radiation, including ultraviolet rays or similar other physical agents shall be provided with adequate shielding or protection commensurate with the type of exposure involved.
- For Open Field Radiography works, requirements of Bhabha Atomic Research Centre (BARC)/Atomic Energy Regulatory Board (AERB) shall be followed.

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- The Contractor shall implement an effective system of control (as described in the AFRB regulations) at site for handling radiography-sources & for avoiding its misuse & theft.
- The contractor shall generate the Format No: HSE-8 "Permit for radiation work" before start of work.
- In case the radiography work has to be carried out at day time, suitable methodology to be used so that other works, people are not affected

15.4 DEMOLITION/ DISMANTLING

- The contractor shall adhere to safe demolishing/dismantling practices at all stages of work to guard against unsafe working practices.
- The contractor shall disconnect service lines (power, gas supply, water, etc.)/make alternate arrangements prior to start of work and restore them, if required as directed by DASTUR/Owner at no extra cost.
- Before carrying out any demolition/dismantling work, the contractor shall take prior approval of Owner and generate the Format No.HSE-9. For revamp jobs in operating plants where location of underground utilities is not known with certainty, the contractor shall depute an experienced engineer for supervision and shall make adequate arrangements for Fire fighting & First-Aid during the execution of these activities.
- The Contractor shall arrange approved Job Safety Analysis (JSA) / Method Statement for the specific demolition / dismantling task. In no case any activity related to demolition/dismantling shall be carried out by the Contractor without engaging own supervision / field engineer.

15.5 HSE AWARENESS AND MOTIVATION

- The Contractor shall promote and develop awareness on Health, Safety and Environment protection among all personnel working for the Contractor.
- Regular awareness programs and fabrication shop / work site meetings at least on monthly basis shall be arranged on HSE activities to cover hazards/risks involved in various operations during construction.
- Contractor to motivate & encourage the workmen & supervisory staff by issuing / awarding them with tokens/gifts/mementos/monetary incentives/certificates, etc.


15.6 INTOXICATING DRINKS & DRUGS AND SMOKING

- The Contractor shall not allow any workman to commence any work at any locations of project activity who is/ are influenced / effected with the intake of alcohol, drugs or any other intoxicating items being consumed prior to start of work or working day.
- Awareness about local laws on this issue shall form part of the Induction Training and compulsory work-site discipline.
- The Contractor shall ensure that all personnel working for him comply with "No-Smoking" requirements of the Owner a notified from time to time. Cigarettes, lighters, auto ignition tools or appliances as well as intoxicating drugs, dry tobacco powder, etc. shall not be allowed inside the project/plant complex.
- Smoking shall be permitted only inside smoking area exclusively designated for.

15.7 ADDITIONAL SAFETY REQUIREMENTS FOR WORKING INSIDE A RUNNING PLANT

As a minimum, the contractor shall ensure adherence to following safety requirements while working in or in the close vicinity of an operating plant. Contractor shall obtain permits for Hot work, Cold work, Excavation and Confined Space from Owner in the prescribed format.

- A. The contractor shall monitor record and compile list of his workers entering the operational plant/unit each day and ensure & record their return after completing the job.

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- B. Contractor's workers and staff members shall use designated entrances and proceed by designated routes to work areas only assigned to them. The workers shall not be allowed to enter units' area, tanks area, pump rooms, etc. without work authorization permit.
- C. Work activities shall be planned in such a way so as to minimize the disruption of other activities being carried out in an operational plant/unit and activities of other contractors.
- D. The contractor shall submit a list of all chemicals/toxic substances that are intended to be used at site and shall take prior approval of the Owner.
- E. Specific training on working in a hydrocarbon plant shall be imparted to the work force and mock drills shall be carried out for Rescue operations/First-Aid measures.
- F. Proper barricading/cordoning of the operational units/plants shall be done before starting the construction activities. No unauthorized person shall be allowed to trespass. The height and overall design of the barricading structure shall be finalized in consultation with the Owner and shall be got approved from the Owner.
- G. Care shall be taken to prevent hitting underground facilities such as electrical cables, hydrocarbon piping during execution of work.
- H. Barricading with water curtain shall be arranged in specific/critical areas where hydrocarbon vapors are likely to be present such as near horton spheres or tanks. Positioning of fire tenders (from owner) shall also be ensured during execution of critical activities.
- I. Emergency evacuation plan shall be worked out and all workmen shall be apprised about evacuation routes. Mock drill operations may also be conducted.
- J. Flammable gas test shall be conducted prior to any hot work using appropriate measuring instruments. Sewers, drains, vents or any other gas escaping points shall be covered with flame retardant tarpaulin.
- K. Respiratory devices shall be kept handy while working in confined zones where there is a danger of inhalation of poisonous gases. Constant monitoring of presence of Gas/ Hydrocarbon shall be done.
- L. Clearance shall be obtained from all parties before starting hot tapping, patchwork on live lines and work on corroded tank roof.
- M. Positive isolation of line/equipment by blinding for welding/cutting/grinding shall be done. Closing of valve will not be considered sufficient for isolation.
- N. Welding spatters shall be contained properly and in no case shall be allowed to fall on the ground containing oil. Similar care shall be taken during cutting operations.
- O. The vehicles, cranes, engines, etc. shall be fitted with spark arresters on the exhaust pipe and got it approved from Safety Department of the Owner.
- P. Plant air should not be used to clean any part of the body or clothing or use to blow off dirt on the floor.
- Q. Gas detectors should be installed in gas leakage prone areas as per requirement of Owner's plant operation personnel.
- R. Experienced full time safety personnel shall be exclusively deployed to monitor safety aspects in running plants.

15.8 CONFINED SPACE ENTRY

The sub-contractor shall generate a work before entering a confined space. People, who are permitted to enter into confine space, must be medically examined & certified by registered doctor, confirming their 'medical fitness for working in confined space. All necessary precautions mentioned therein shall be adhered to. An attendant shall be positioned outside a confined space for extending help during an emergency. All appropriate PPEs and air quality parameters shall be checked before entering a confined space. It shall be ensured that the piping of the equipment which has to be opened is pressure-free by checking that blinds are in place, vents are open and volume is drained. Inside confined space works, only electrical facilities / installations of 24V shall be permitted. Contactor shall ensure usage of safe & suitable arrangement of oxygen supply for individual workmen (during the course of work in confined space), if oxygen concentration is found to be less than 19.5% (v/v) there.

15.9 SCAFFOLDINGS & BARRICADING

Suitable scaffoldings shall be provided to workmen for all works that cannot be safely done from the ground or from solid construction except such short period work that can be safely done using ladders or certified (by 3rd

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party competent person) man-basket. When a ladder is used, an extra workman shall always be engaged for holding the ladder.

The Contractor shall ensure that the scaffolds used during construction activities shall be strong enough to take the designed load. All scaffolds shall be inspected by a competent Scaffolding Inspector of the Contractor. He shall paste a GREEN tag (duly signed by competent Scaffolding Inspector) on each scaffold found safe and a RED tag (duly signed by competent Scaffolding Inspector) on each scaffold found unsafe. Scaffolds with GREEN tag only shall be permitted to be used and Scaffolds with RED ones shall immediately be made inaccessible. Work being found continuing on scaffolds with RED tag shall be considered unauthorized work by Contractor and may invite penalization from BHEL/Owner. For every 120-125 m² / m³ area / volume or its parts thereof minimum one TAG shall be provided.

The Contractor shall ensure positive barricading (indicative as well as protective) of the excavated, radiography, heavy lift, high pressure hydrostatic & pneumatic testing and other such areas. Sufficient warning signs shall be displayed along the barricading areas.


Scaffolding shall be constructed using foot seals or base plates only.

15.10 ELECTRICAL INSTALLATIONS

- All electrical installations/ connections shall be carried out as per the provisions of latest revision of following codes/standards, in addition to the requirements of Statutory Authorities and IE/applicable international rules & regulations:
- O1SD STD 173:- Fire prevention & protection system for electrical installations
- SP 30 (BIS):- National Electric Code
- All electrical installations shall be approved by the concerned statutory authorities.
- All temporary electrical installations / facilities shall be regularly checked by the licensed/competent electricians of the Contractor and appropriate records shall be maintained in format no: HSE-12" Inspection of temporary electrical booth/installation at project construction site". Such inspection records are to be made available to BHEL/Owner, whenever asked for.

15.11 WELDING/ GAS CUTTING

- Contractor shall ensure that flash back arrestors conforming to BS: 6158 or equivalent are installed on all gas cylinders as well as at the torch end of the gas hose, while in use.
- All cylinders shall be mounted on trolleys and provided with a closing key. Empty & filled-up gas cylinders shall be stored separately with TAG, protecting them from direct sun or rain. Minimum 2 nos. of Portable DCP type fire extinguishers (10 kg) shall be maintained at the gas cylinder stores. Stacking & storing of compressed gas cylinders shall be arranged away from DG set, hot works, Elect. Panels / Elec. boards, etc
- The burner and the hose placed downstream of pressure reducer shall be equipped with Flash Back Arrester/Non Return Valve device.
- The hoses for acetylene and oxygen cylinders must be of different colours. Their connections to cylinders and burners shall be made with a safety collar.
- At end of work, the cylinders in use shall be closed and hoses depressurized.
- Cutting of metals using gases, other than oxygen & acetylene, shall require written concurrence from Owner.
- All welding machines shall have effective earthing at least at distinctly isolated two points.
- In order to help maintain good housekeeping, and to reduce fire hazard, live electrode bits shall be contained safely and shall not be thrown directly on the ground.
- The hoses of Acetylene and Oxygen shall be kept free from entanglement & away from common pathways / walkways and preferably be hung overhead in such a manner which can avoid contact with cranes, hydra or other mobile

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construction machinery.


- Hot spatters shall be contained / restricted appropriately (by making use of effective fire- retardant cloth/fabric) and their flying-off as well as chance of contact with near-by flammable materials shall be stopped.
- The Contractor shall arrange adequate systems & practices for accumulation / collection of metal & other scraps and remnant electrodes and their safe disposal at regular interval so as to maintain the fabrication and other areas satisfactorily clean & tidy.
- All gas cylinders must have a cylinder cap on at all times when not in use.

15.12 ERGONOMICS OF TOOLS & TACKLES

- The Contractor shall assign to his workmen, tasks commensurate with their qualification, experience and state of health.
- All lifting tools, tackles, equipment, accessories including cranes shall be tested periodically by statutory/competent authority(TPI) for their condition and load carrying capacity. Valid test & fitness certificates from the applicable authority shall be submitted to Owner/DASTUR for their review/acceptance before the lifting tools, tackles, equipment, accessories and cranes are used.
- The contractor shall not be allowed to use defective equipment or tools not adhering to safety norms.
- Contractor shall arrange non-sparking tools for project construction works in operating plant areas / hydrocarbon prone areas.
- Wherever required the Contractor shall make use of Elevated Work Platforms (EWP) or Aerial Work Platforms (mobile or stationary) to avoid ergonomical risks and workmen shall be debarred to board such elevated platform during the course of their shifting / transportation.
- Contractor shall ensure installation of Safe Load Indicator (SLI) on all cranes (while in use) to minimize overloading risk. SLI shall have capability to continuously monitor and display the load on the hook, and automatically compare it with the rated crane capacity at the operating condition of the crane. The system shall also provide visual and audible warnings at set capacity levels to alert the operator in case of violations.
- The contractor shall be responsible for safe operations of different equipments mobilized and used by him at the workplace like transport vehicles, engines, cranes, mobile ladders, scaffoldings, work tools, etc.
- The Contractor shall arrange periodical training for the operators of hydra, crane, excavator, mobile machinery, etc. at site by utilizing services from renowned manufacturers.

15.13 HSE IMPLEMENTATION, INSPECTION AND MONITORING

- The Contractor shall be fully responsible for planning, reporting, implementing and monitoring all HSE requirements and compliance of all laws & statutory requirements.
- The Contractor shall also ensure that the HSE requirements are clearly understood & implemented conscientiously by their site personnel at all levels at site.
- The Contractor shall ensure physical presence of their field engineers, supervisors, during the continuation of their contract works/site activities including all material transportation activities. Physical absence of experienced field engineers/supervisors of Contractor at critical work spot during the course of work, may invite severe penalization as per the discretion of EIC, including halting /stoppage of work.
- The Contractor shall regularly review inspection report internally and implement all practical steps / actions for improving the status continuously.
- The Contractor shall ensure important safety checks right from beginning of works at every work site locations and to this effect format No: HSE-.10 "Daily Safety Check List" shall be prepared by field engineer & duly checked by safety personnel for conformance.
- The Contractor shall carry out inspection to identify various unsafe conditions of work sites/machinery/equipments as well as unsafe acts on the part of workmen/supervisor/ engineer while carrying out different project related works.

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- G. Adequate records for all inspections shall be maintained by the Contractor and the same shall be furnished to, whenever sought.
- H. The Contractor shall not carry-out work by engaging single worker anywhere without any supervisor anytime during day or night.
- I. As a general practice lifting tools/tackles, machinery, accessories etc. shall be inspected, tested and examined by competent people (approved by concerned State authorities-TPI) before being used at site and also at periodical interval (e.g. during replacement, extension, modification, elongation/ reduction of machine/parts, etc.) as per relevant statutes. Hydra, cranes, lifting machinery, mobile equipments / machinery / vehicles, etc. shall be inspected regularly by only competent / experienced personnel at site and requisite records for such inspections shall be maintained by every contractor. Contractor shall also maintain records of maintenance of all other site machinery (e.g. generators, rectifiers, compressors, cutters, etc.) & portable tools/equipments being used at project related works (e.g. drills, abrasive wheels, punches, chisels, spanners, etc.). The Contractor shall not make use of arbitrarily fabricated 'derricks' at project site for lifting / lowering of construction materials.
- J. Site facilities /temporary. installations, e.g. batching plant, cement godown, DG-room, temporary electrical panels/distribution boards, shot-blasting booth, fabrication yards, etc. and site welfare facilities, like labour colonies, canteen/pantry, rest-shelters, motor cycle/bicycle-shed, site washing facilities, First-aid centers, urinals/toilets, etc. should be periodically inspected by Contractor (preferably utilizing HR/Admin. personnel to inspect site welfare facilities) and records to be maintained.

15.14 LOTO (HAZARDOUS ENERGY CONTROL) PROCEDURES

Hazardous Energy Control Procedures, known as "Lockout/ Tag Out (LOTO)" refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

Contractors must develop and submit a written LOTO program This requires that a designated qualified individual turns off and disconnects the machinery or equipment from its energy source(s) before performing service or maintenance and that the authorized employee(s) either lock and tag the energy- isolating device(s) to prevent the release of hazardous energy and test the machine or equipment to verify that the energy has been isolated effectively. Locks should be used as per requirement or job.

MINIMUM REQUIREMENTS:

The following are minimum requirements that must be included in the Contractor's LOTO program:


Inspection of equipment by a trained individual who is thoroughly familiar with the equipment operation and associated hazards. Identification and labeling of lockout devices. Purchase of locks, tags, and blocks Development of a standard written operating procedure, permitted through a controlling authority that is followed by all workers.

GENERAL REQUIREMENTS

The following steps must be taken to protect workers that install or service equipment and systems:

Follow the hazardous energy procedures and statutory regulations. Follow the manufacturer's service/repair instructions. Identify and label all sources of hazardous energy. Before beginning work, accomplish the following:

- De-energize all sources of hazardous energy:
- Disconnect or shut down engines or motors.
- De-energize electrical circuits.
- Block fluid (gas or liquid) flow in hydraulic or pneumatic systems.
- Block or secure machine parts against motion.
- Block or dissipate stored energy.
- Discharge capacitors.
- Release or block springs that are under compression or tension.
- Vent fluids from pressure vessels, tanks, or accumulators—but never vent toxic, flammable, or explosive substances directly into the atmosphere.

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- Lockout and tag out all forms of hazardous energy including electrical breaker panels, control valves, etc. Make sure that only one key exists for each of your assigned locks and that access to the key is controlled. Verify by test and/or observation that all energy sources are de-energized.
- After completion of the work, accomplish the following:
- Inspect repair work before removing the lock and activating the equipment.
- Make sure that only the worker that installed the lock removes his/her assigned lock.
- Make sure that all workers are clear of danger points before re-energizing the system.

LOTO PROCEDURE PURPOSE AND SUMMARY

This procedure provides the requirements and responsibilities of Hazardous Energy Control and the process for Lockout / Tag out (LOTO) of energy isolating devices (valves, circuit breakers, disconnect, etc.). Its use shall ensure that machinery, equipment, or systems are isolated from all potentially hazardous energy to prevent unexpected energization, startup, or release of stored energy which may cause personnel injury or property damage.

This procedure applies to all BHEL personnel and Sub-contractor working on the Nalco projects where equipment must be taken out of service for the performance of work activities such as installation, maintenance, repair, construction, or equipment removal. The procedure may also be used to isolate equipment of which the energization or operation may present danger to personnel or property.

Lockout / tag out are not required for electrical equipment that can be unplugged from the source and the person performing the work has control of the plug.

This procedure shall be applied to prevent injury or damage caused by the unexpected release of active or stored energy. Hazardous energy sources could be in the form of the following:

- Electrical
- Hydraulic
- Chemical
- Thermal
- Mechanical
- Pneumatic

Preplanning of work activities includes the identification of all potential hazardous energy sources so that they may be properly controlled and isolated, locked, and tagged out.

Prior to initiating work activities on or around locked out / tagged out equipment, the equipment must be tested and tried by or in the presence of the person(s) performing the work activities.


LOTO RESPONSIBILITIES

- The Engineers in Charge is responsible for implementing and enforcing this procedure and approving lockouts /tag outs that impact the operation of the project.
- The Engineer in Charges responsible for authorizing Lockout /Tag out Requests.
- The Lockout / Tag out Coordinator is responsible for maintaining the Lockout / Tag out Log. Each shift should have a designated Lockout / Tag out Coordinator.
- The Isolator is responsible for determining the proper isolation devices and device positions required to isolate all potential energy sources so that the work stated on the Lockout /Tag out Request Permit may be safely performed. The Isolator must be familiar with the equipment and energy type(s) that require isolation. For this reason, in some cases the Isolator may be more than one person (i.e. Engineer, System Operator and/or Electrician). The Isolator shall position the specified device points, and apply locks and tags, and sign the tags and the LOTO Permit isolation point blocks.
- The Safety Manager is responsible for conducting an annual audit that is documented to ensure all procedures and requirements are current and being followed as written.

DEFINITIONS OF LOTO RELATED TERMS

AFFECTED EMPLOYEE:-

An employee whose job requires him/her to operate or use machinery or equipment on which servicing or maintenance is being performed under a lock out/tag out procedure or whose job requires him/her to work in an area

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in which servicing or maintenance is being performed under a lockout/tag out procedure

AUTHORIZED EMPLOYEE:-

An employee who implements a lockout/tag out procedure on machinery, equipment, or systems in order that servicing or maintenance may be performed. Often an authorized employee and an affected employee may be the same person.

DANGER “DO NOT OPERATE” TAG

A tag used to identify energy isolation devices and specify the required position of the device. The tag should be affixed to the isolation device such that it is in plain view of anyone attempting to operate the device. The tags shall be sequentially numbered and shall specify the lockout/ tag out request number. The tag shall also state the purpose, and the expected duration of the lockout /tag out

ISOLATION DEVICE

A device that is designed and intended to prevent the passage of energy. These devices, usually located at the energy source, are typically valves, circuit breakers, etc. Isolation devices should have a means of being locked in position

LOCKOUT DEVICE

A device that uses a positive physical means such as a lock, either key or combination type to maintain an energy isolation device in the safe position and prevent the inadvertent energization of machinery, equipment, or systems. Device locks should serve no other purpose other than hazardous energy control isolation

LOCKOUT TAG OUT REQUEST PERMIT


A pre numbered form used to request that machinery, equipment or systems be taken out of service. A Lockout/Tagout Request Permit may be initiated by any one requiring energy isolation for work activities or for taking faulty equipment out of service

LOCKOUT / TAG OUT REQUEST LOG

A record of all Lockout /Tag out Request Permits shall be maintained by the Lockout /Tag out Coordinator.

PROCEDURE FOR REQUESTING A LOCK OUT / TAG OUT PERMIT

- A. When machinery, equipment, or systems are partially or completely taken out of service for work activities or equipment protection, a lockout / tag out shall be requested. The requestor shall be familiar with scope of work required and shall provide a brief description of the work on the Lockout / Tag out Request Permit. The requestor shall also provide the proposed start time and estimated duration of lockout / tag out. If familiar with the machinery, equipment, or system to be taken out of service, the requestor may identify the devices that are required to be isolated. The LOTO Request Permit shall be forwarded to the Authorized Lockout / Tag out Coordinator for reviewed and signature, along with Permit to Work number to be entered on the LOTO Request Permit.
- B. The Lockout / Tag out Coordinator shall record the necessary information on the Lockout / Tag out Request Log and forward the request to the Engineer in Charge for approval.
- C. The Safety Manager or Engineer in Charge shall review the Lockout / Tagout Request Permit for impact on project operations. Project operations could be impacted by the equipment being taken out of service or by the required isolation to take the equipment out of service. If project operations are impacted by the Lockout / Tagout, the request shall be forwarded to the Engineer in Charge for approval. The Engineer in Charge shall provide the lockout / tag out isolation points necessary to perform the task stated on the request. The device identification, device location, device position, and locking mechanism shall be entered into the appropriate blocks on the Lockout / Tag out Request Permit.
- D. The Engineer in Charge indicates approval of the Lockout / Tagout Request Permit by signing in the appropriate space on the request. If the Lockout /Tag out Request Permit is rejected, the Engineer in Charge shall return it to the requestor, via the Lockout / Tagout Coordinator with a written explanation of the rejection.
- E. Once approved, the Lockout / Tag out Request Permit shall be forwarded to the Lockout / Tag out Coordinator to assign tags and locks.
- F. The log shall show current status of all Lockout / Tag out Request Permits from submittal to approval, through lifting of locks and tags to final closeout. The log shall be maintained by the Lockout / Tag out Coordinator in their office.

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PLACEMENT OF LOCKS AND TAGS

- A. The tags shall be filled out to match the information on the LOTO Request Permit. Appropriate locks for the types of isolation devices specified shall be collected and placed with the tags and the Lockout / Tag out Request Permit.
- B. The isolator(s) shall take the device locks, tags, and the Lockout / Tag out Request Permit to position the specified isolation devices, sign and hang the tags, and place the locks. If the isolator does not agree with or understand the Lockout / Tag out Request Permit, or has a problem performing the isolation, the problem should be brought to the attention of the Safety Representative or Area Supervisor immediately and the lockout / tag out should be postponed until the situation is resolved.
- C. Once the Isolator has placed all "locks" on isolation points, they will "test" and "try" the machinery, equipment, or system to ensure all hazardous energy has been completely removed and the isolation is one totally accomplished, and has initialed and signed the Lockout / Tag out Request Permit indicating all isolation points have been confirmed. Examples of "lock", "test" and "try"; by checking that all locks on the LOTO Request Permit have been applied and are in the specified position open/closed, on/off, etc.; metering test of electrical circuits, opening of drain valves, checking pressure gauges or indicators; and try by pushing start buttons and on/off switches, etc.
- D. Testing shall be performed by person(s) knowledgeable of the energy source(s) being isolated (e.g., an electrician should meter electrical circuits). A copy of the completed Lockout / Tag out Request Permit shall remain with the Work Package and used as part of the daily Pre Job Briefings

WORKING UNDER A LOCK OUT / TAG OUT REQUEST


- Prior to starting the work activity, the person(s) performing the work shall review the Lockout / Tag out Request Permit and place the necessary tags and personal locks on the identified isolation devices. Personal locks may be placed only on devices that have already been locked and tagged in accordance with the Lockout / Tag out Request Permit.
- All personal locks shall be accompanied by a tag that is signed and dated by the worker(s) and specifies the work activity being performed. Personal locks should be of a different color than device locks for ready identification.
- Verification of the effectiveness of the isolation by the Isolator shall be performed for Worker's working under the lockout / tag out, by demonstrating the checks on "lock", "test" and "try",
- When the work activity is finished, personal locks and tags shall be removed and the Safety Representative shall be notified that the Lockout / Tag out is no longer required. If work under a lockout / tag out is to be delayed or interrupted for a period in excess of 24 hours, personal locks shall be removed until the work restarts. Personal locks shall be removed prior to the worker(s) leaving the project at the end of shift unless the key(s) are maintained at the project.

REMOVAL OF LOCKS AND TAGS

- When the lockout / tag out is no longer required, the Safety Representative or Area Supervisor shall obtain the Lockout / Tag out Request Permit from the work package for LOTO removal. Prior to removing locks or tags that may allow equipment to be energized, a check shall be made to verify that the equipment is free to safely operate (i.e., will not cause damage or injury). The locks and tags shall be removed and returned to the Lockout / Tag out Coordinator. Isolation devices may be repositioned at the discretion of the Engineer in Charge according to operational requirements. The Isolator shall complete the Lockout / Tag out Request Permit indicating each lock and tag has been removed and the Safety Representative or Area Supervisor forward to the Lockout / Tag out Coordinator.
- The Lockout / Tag out Coordinator shall discard the tags and maintain the completed Lockout / Tag out Request Permit for future reference.
- In the event that an employee leaves the job site without removing the personal lock I tag, the following measures shall be taken and documented. The measures listed below are a minimum set of guidelines and under all circumstances, refer to the site specific safe work plan for detailed procedures
- Attempt calling / contacting the employee to return to the site for removal.
- In the event an employee cannot be contacted, the Site Manager and Safety Manager shall sign an Emergency Lockout/Tag out Removal Form, (see Attachment 5), which has been completed by the Area Supervisor.

Employee shall be notified upon returning to the site, prior to beginning any work.

INTERRUPTION OF A LOCKOUT / TAGOUT

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OPERATIONAL EMERGENCY

The Engineer in Charge / Safety Manager /Area Supervisor may deem it necessary to temporarily remove the locks and tags from isolation devices, prior to the end of the work activity. The standard procedure for removal of locks and tags shall be followed. Extreme caution shall be taken by the Isolator removing the locks and tags to prevent personnel injury.

TESTING

When the performance of a work activity requires the functional testing of a machine, component, or system, the locks and tags may be temporarily removed in accordance with the tag removal, to perform the test. As a result of the testing, if it is determined that the equipment needs further work, the locks and tags shall be positioned back on to the device. If it is not necessary to replace all the locks and tags, then the unnecessary locks and tags may be returned to the Lockout / Tagout Coordinator. The Engineer in Charge shall initial the Lockout / Tag out Request Permit in the removal block to indicate that these locks and tags have been removed. When testing has been satisfactorily completed, the locks and tags shall be removed.

ISOLATION DEVICES

- A. In most industrial applications, there are isolation devices that were not designed to accommodate a locking device. In these instances, an acceptable alternative that physically obstructs or prevents the use of the isolation device shall be found. Chains shall be placed on valves or electrical panels. Wires shall be determinate, pulled back, taped, and secured.
- B. If an isolation device does not accept a lock, a tag only is acceptable; however, all possible precautions shall be undertaken to provide a level of safety for the workers. The tag shall be readily visible to anyone attempting to operate the device.
- C. If more than one Lockout / Tagout Request Permit requires that a single isolation device be locked and tagged, a lock and tag for each request shall be placed. Each lock in itself prevents the inadvertent operation of the device.

GROUP / COMPLEX LOCKOUT


- A. isolating device. If the energy isolating device will not accept multiple locks or tags, a hasp (a multiple lockout In a multiple lockout / tag out procedure, each person working on the machinery or equipment must place a lock or tag on the energy
- B. device, may be used. The locks or tags must be placed in such a way that energy cannot be restored to the machinery or equipment until every lock or tag is removed. As each employee involved no longer needs to maintain lockout / tag out protection that employee removes his - her lock and/or tag. The employee attaching the lock or tag is the only person authorized to remove the lock or tag.


LOTO TRAINING

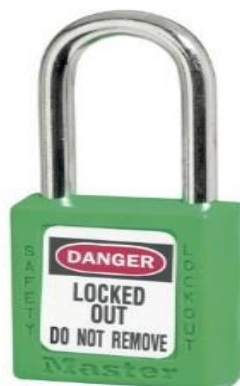
The training must include recognition of hazardous energy source, type and magnitude of energy available, methods and means necessary for energy isolation and control. Each authorized employee shall receive adequate training. The training should address that all affected employees are instructed in the purpose and use of the energy control procedure. There should be training provisions included for any other employee whose work operations are or may be in an area where energy control procedures may be utilized. The employee training should also address when tag out systems are used including the limitations of a tag (tags are warning devices and do not provide physical restraint). The training should also include that a tag is not to be removed without authorization. The tag is never to be ignored or defeated in any way. Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced. All training and I or retraining must be documented with employee's name and dates of training.

ATTACHMENTS

1. Danger (DO NOT OPERATE) Tags
2. Device & Personal Locks and Multi Lock Hasp:

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DANGER	DANGER
DO NOT OPERATE	THIS ENERGY SOURCE HAS BEEN LOCKED OUT!
THIS LOCK/TAG MAY ONLY BE REMOVED BY:	UNAUTHORIZED REMOVAL OF THIS LOCK/TAG MAY RESULT IN POSSIBLE DISCHARGE.
NAME: _____ DEPT: _____ EXPECTED COMPLETION: _____	REMARKS _____ _____ _____ _____ _____
<small>LOTAG36-25</small>	<small>www.nationalmarker.com</small>





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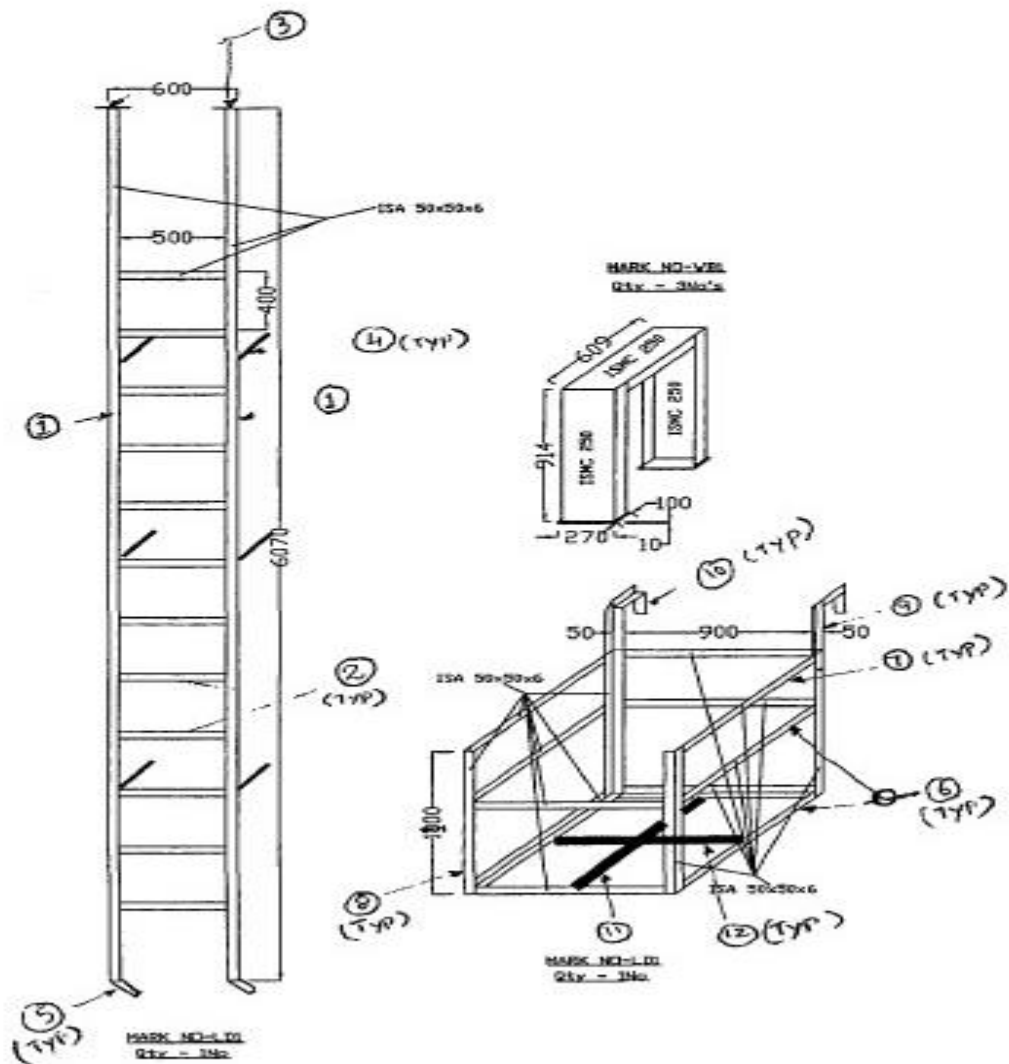
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15.15 VERTIGO TRAINING STRUCTURE FOR HEIGHT WORK

**HEIGHT WORK INDUCTION TRAINING MODULE
STRUCTURE SKETCH (SHEET NO.1)**





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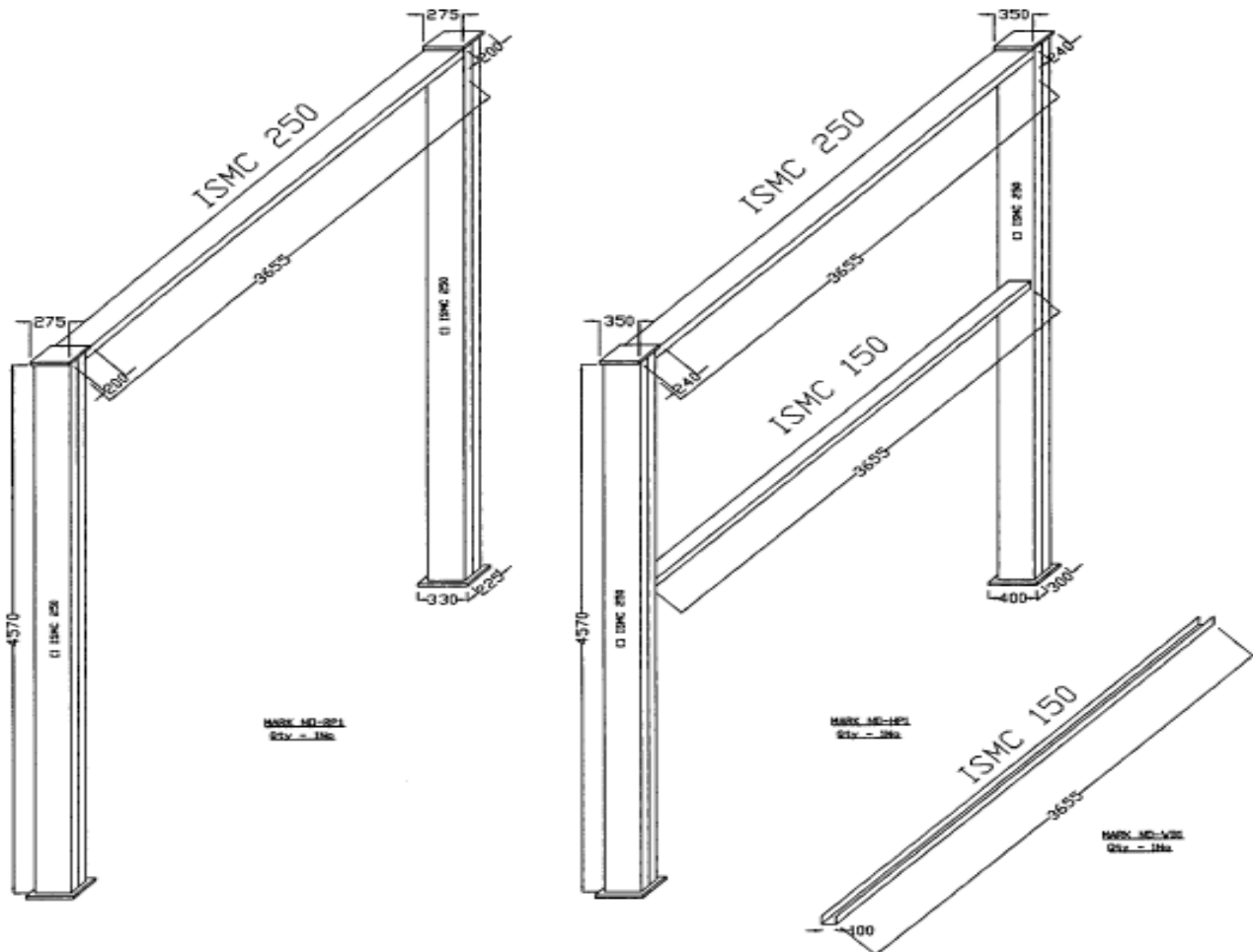
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HEIGHT WORK INDUCTION TRAINING MODULE
STRUCTURE SKETCH (SHEET NO.2)





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BOM FOR HEIGHT WORK INDUCTION TRAINING MODULE

Sl. No.	Description	Width (mm)	Legth (mm)	Qty(No's)	Unit Wt(Kgs).	Total Wt.(Kgs)
MKD NO. WB1						
1	ISMC250		609	3	34.20	62.483
2	ISMC250		914	6	34.20	187.553
3	ISMC100		3655	1	9.56	34.942
4	PL10	100	270	6	78.50	12.717
				Total weight(Kgs)		297.695
MKD NO. RP1						
1	ISMC250		4570	4	34.20	625.176
2	ISMC250		3655	1	34.20	125.001
3	PL25	225	330	2	196.25	29.143
4	PL25	200	275	2	196.25	21.588
				Total weight(Kgs)		800.908
MKD NO. HP1						
1	ISMC250		4570	4	34.20	625.176
2	ISMC250		3655	1	34.20	125.001
3	ISMC150		3655	1	16.80	61.404
4	PL25	300	400	2	196.25	47.100
5	PL25	240	350	2	196.25	32.970
						891.651
MKD NO. LD1						
1	ISA50X50X6		6070	2	4.50	54.630
2	ISA50X50X6		500	12	4.50	27.000
3	PL12	75	75	2	94.20	1.060
4	ISA50X50X6		300	6	4.50	8.100
5	ISA50X50X6		255	2	4.50	2.295
6	ISA50X50X6		1000	8	4.50	36.000
7	ISA50X50X6		910	3	4.50	12.285
8	ISA50X50X6		1100	4	4.50	19.800
9	ISA50X50X6		650	2	4.50	5.850
10	ISA50X50X6		350	2	4.50	3.150
11	PL8	75	900	1	62.80	4.239
12	PL8	75	410	2	62.80	3.862
						178.271
				Total weight(Kgs)		2168.525



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Guidelines for conducting the Height work Induction Training:

1. Walking Bench Training:

- Person should walk over the channel. He should maintain balance & walk without much problem.
- If the person has problem to balance himself on repeated chances, he may be having flat foot or some other problem. So, he may not be fit for height work.

2. Rope Climb Training:

- Person should be able to climb the rope up to the top channel for ensuring that in case of fall, a person hanging on the safety harness, will be able to safely climb back to the platform within minimum time period before the safety harness start breaking down under the load.

3. Height Work Training:

- Person should walk freely on the middle channel while holding the top channel with the help of safety harness.


4. Ladder for vertical fall arrestor Training:

- Vertical fall arrestor rope is fixed from top to bottom of the ladder. It will ensure:
 - a) Usage of vertical fall arrestor.
 - b) Usage of two lanyards of a safety harness.
 - c) Ensure 3(three) point contact on the ladder while climb.

5. Chair for work at height Training:

- Climb through vertical ladder with two lanyard ropes.
- Hooking of two lanyard ropes to life line. With this safe arrangement, He can walk to chair.
- Sits in the chair safely, comes out & walks back to the vertical ladder & come down from vertical ladder.

Those who pass the above training are fit for height work.

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- BHEL may prohibit the use of any construction machinery, which according to the organization is unsafe. No claim for compensation due to such prohibition will be entertained by BHEL.

16.0 NON COMPLIANCE (HSE PENALTY BY BHEL)

Non-conformity of safety rules and safety appliances will be viewed seriously and BHEL has right to impose fines on the sub-contractor as under for every instance of violation noticed:


SL.NO	Violation of Safety Norms	Fine (in Rs)
01	Not Wearing Safety Helmet	200/- *
02.	Not wearing Safety Belt or not anchoring life line	500/-*
03	Not wearing safety shoe	200/-*
04	Not keeping gas cylinders vertically	200/-
05	Not using flash back arrestors	100/-
06	Not wearing gloves	50/- *
07.	Grinding Without Goggles	50/- *
08.	Not using 24 V Supply For Internal Work	500/-
09.	Electrical Plugs Not used for hand Machine	100/-
10.	Not Sliding properly	200/-
11.	Using Damaged Sling	200/-
12.	Lifting Cylinders Without Cage	500/-
13.	Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.	200/-
14.	Not Removing Small Scrap From Platforms	500/-
15.	Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting	500/-
16.	Not Maintaining Electric Winches Which are Operated Dangerously	500/-
17.	Improper Earthing Of Electrical T&P	500/-
18	No or improper barricading	500/-
19.	Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case)	1000/-
20.	Incident Resulting in Partial Loss in Earning Capacity	25,000/- per victim
21.	Fatal Incident Resulting in total loss in Earning Capacity	1,00,000/- per victim for first instance #

- Legend:-**

*: per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The Sub-contractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same Sub-contractor for the same package in the same unit.

- Any other non-conformity noticed not listed above will also be fined as deemed fit by BHEL. The decision of BHEL engineer is final on the above. The amount will be deducted from running bills (RA) of the sub contractor.
- The amount collected above will be utilized for giving award to the employees who could avoid incident by following safety rules. Also the amount will be spent for purchasing the safety appliances and supporting the safety activity at site.

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17.0 HSE AUDIT/ INSPECTION


- Regular HSE Audit shall be carried out by Sub contractor as per Site audit calender.
- HSE checklist (**Annexure 02**) shall be used for carrying out audit/inspection and report shall be submitted to BHEL site management
- All non-conformities and observations on HSE identified during internal or external HSE audit shall be disposed off by site in a time bound manner and reported back the implementation status
- Corrective action and Preventive action on HSE issues raised by certification body issued by Regional HQs shall be implemented by site and reported to Site management.
- Regular HSE inspection shall be carried out by Sub contractor on daily basis.

18.0 MONTHLY/ WEEKLY / HSE COMMITTEE REVIEW MEETING


- Site shall hold HSE review meeting every week/ month to discuss and resolve HSE issues of site and improve HSE performance. It will also discuss the incidents occurred since previous meeting, its root cause and Corrective action and Preventive action. The agenda is given below:
 - Implementation of earlier MOM
 - HSE performance
 - HSE inspection
 - HSE audit and CAPA
 - HSE training
 - Health check-up camp
 - HSE planning for the erection and commissioning and installation activities in the coming month
 - HSE reward and promotional activities
- The meeting shall be chaired by Construction Manager, convened by HSE coordinator and attended by all HOS, Site In-charge of Sub-contractors and HSE officer of Sub-contractors.
- MOM on the discussion will be circulated to the concerned for implementation.
- The Contractor shall ensure participation of his top most executive at site (viz. Resident Construction Manager/Resident Engineer/ Project Manager / Site-in-Charge) in Safety Committee / HSE Committee meetings arranged by BHEL/Owner usually on monthly basis or as and when called for. In case Contractor's top most executive at site is not in a position to attend such meeting, he shall inform BHEL/Owner in writing before the commencement of such meeting indicating reasons of his absence and nominate his representative failure to do so may invite very stringent penalization against the specific Contractor, as deemed fit in Contract. The obligation of compliance of any observations during the meeting shall be always time bound. The Contractor shall always assist BHEL/Owner to achieve the targets set by them on HSE management during the project implementation.
- In addition, the Contractor shall also arrange internal HSE meetings chaired by his top most executive at site on weekly basis and maintain records. Such internal HSE meetings shall essentially be attended by field engineers/ supervisors (& not by safety personnel only) of the Contractor and its associates.
- Records of such internal HSE meetings shall be maintained by the Contractor for review by BHEL/Owner or for any HSE Audits.

AGENDA OF INTERNAL HSE MEETING SHOULD BROADLY COVER:

- Confirmation of record notes / minutes of previous meeting
- Discussion on outstanding subjects of previous points /subjects, if any
- Incidents / Accidents (of all types) at project site, if any
- Current topics related to site activities/subjects of discussion
- House keeping
- Behavioral Safety
- Information / views / deliberations of members / site sub Contractors

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- H. Report from Owner /Client
- I. Status of Safety awareness, Induction programs & Training programs
- J. The time frame for such HSE meeting shall be religiously maintained by one and all.

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19.0 FORMATS USED (DETAILS AVAILABLE IN ANNEXURE - 04)

SL. No.	Format Name	Format No.	Rev No.
01	Inspection of First Aid Box	HSEP:14-F01	00
02	Health Check Up	HSEP:14-F02	00
03	HSE Induction Training	HSEP:14-F03	00
04	Tool Box Talk	HSEP:14-F04	00
05	Monthly Site HSE Report	As specified by BHEL	00
06	Inspection of PPE	HSEP:14-F06	00



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07	Inspection of T&Ps	HSEP:14-F07	00
08	Status of T&Ps	HSEP:14-F08	00
09	Inspection of Cranes and Winches	HSEP:14-F09	00
10	Inspection on Height Working	HSEP:14-F10	00
11	Inspection on Welding & Gas Cutting	HSEP:14-F11	00
12	Inspection on Electrical Installation	HSEP:14-F12	00
13	Inspection on Elevator	HSEP:14-F13	00
14	HSE Penalty	HSEP:14-F14	00
15	Accident /incident / property damage /fire incident report	HSEP:14-F15	00

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20.0 ANNEXURES

ANNEXURE 01

As per Contract Labour (Regulation & Abolition Act), Central Rules, 1971,

- (1) The first-aid box shall be distinctively marked with a Red Cross on a white background and shall contain the following items, namely:

(a) For establishments in which the number of contract labour employed does not exceed fifty, each first aid box shall contain the following equipment:

(i)	6 small sterilized dressings
(ii)	3 medium size sterilized dressings
(iii)	3 large size sterilized dressings
(iv)	6 pieces of sterilized eye pads in separate sealed packets.
(v)	6 roller bandages 10 cm wide.
(vi)	6 roller bandages 5 cm wide.
(vii)	One tourniquet
(viii)	A supply of suitable splints
(ix)	Three packets of safety pins.
(x)	Kidney tray.
(xi)	3 large sterilized burn dressings.
(xii)	1 (30ml) bottle containing a two percent alcoholic solution of iodine
(xiii)	1 (30 ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label
(xiv)	1 snake bite lancet
(xv)	1 (30gms) bottle of potassium permanganate crystals.
(xvi)	1 pair scissors
(xvii)	1 copy of the First-Aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
(xviii)	A bottle containing 100 tablets (each of 5 grains) of aspirin
(xix)	Ointment for burns
(xx)	A bottle of suitable surgical anti-septic solution

(b) For establishment in which the number of contract labour exceeds fifty each first-aid box shall contain the following equipment:

(i)	12 small sterilized dressings
(ii)	6 medium size sterilized dressings
(iii)	6 large size sterilized dressings.
(iv)	6 large size sterilized burn dressings
(v)	6 (15 grams) packets sterilized cotton wool
(vi)	12 pieces of sterilized eye pads in separate sealed packets.



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(vii)	12 roller bandages 10 cm wide.
(viii)	12 roller bandages 5 cm wide.
(ix)	One tourniquet.
(x)	A supply of suitable splints.
(xi)	Three packets of safety pins.
(xii)	Kidney tray.
(xiii)	Sufficient number of eye washes bottles filled with distilled water or suitable liquid clearly indicated by a distinctive sign which shall be visible at all times.
(xiv)	4 per cent Xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops.
(xv)	1 (60ml) bottle containing a two percent alcoholic solution of iodine
(xvi)	One (two hundred ml) bottle of mercurochrome (2 per cent) solution in water.
(xvii)	1 (120ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label.
(xviii)	1 roll of adhesive plaster (6 cmX1 meter)
(xix)	2 rolls of adhesive plaster (2 cmX1 meter)
(xx)	A snake bite lancet.
(xxi)	1 (30 grams) bottle of potassium permanganate crystals.
(xxii)	1 pair scissors
(xxiii)	1 copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labour Institutes, Government of India.
(xxiv)	a bottle containing 100 tablets (each of 5 grains) of aspirin
(xxv)	Ointment for burns
(xxvi)	A bottle of a suitable surgical anti septic solution.

(2) Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.

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ANNEXURE 02

HSE AUDIT/ INSPECTION CHECKLIST CUM COMPLIANCE REPORT				
PROJECT: _____		SUBCONTRACTOR: _____		
DATE: _____		OWNER : _____		
_____INSPECTIONBY:				
Note : write 'NA' wherever the items is not applicable				
Item	Y e s	N o	Remarks	Action
HOUSEKEEPING				
Waste containers provided and used				
Passageways and walkways clear				
General neatness of working area				
Other				
PERSONNEL PROTECTIVE EQUIPMENTS				
Goggles; shields				
Face protection				
Hearing protection				
Respiratory masks etc.				
Safety belts				
Other				
EXCAVATIONS / OPENINGS				
Openings properly covered or barricaded				
Excavations shored				
Excavations barricaded				
Overnight lighting provided				
Other				
WELDING, CUTTING				
Gas cylinders chained upright				
Cable and hoses not obstructing				
Fire extinguisher (s) accessible				
Others				
SCAFFOLDING				
Fully decked platforms				
Guard and intermediate rails in place				
Toe boards in place				
Adequate shoring				
Adequate access				
Others				
LADDER				
Extension side rails 1 m above				
Top of landing				
Properly secured				



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Angle + 70° from horizontal				
Other				
HOISTS, CRANES AND DERRICKS				
Condition of cables and sheaf OK				
Condition of slings, chains, hooks OK				
Inspection & maintenance log maintained				
Outriggers used				
Signals observed and understood				
Qualified operators				
Others				
MACHINERY, TOOLS & EQUIPMENT				
Proper instruction				
Safety devices				
Proper cords				
Inspection and maintenance				
Other				
VEHICLE AND TRAFFIC				
Rules and regulations observed				
Inspection and maintenance				
Licensed drivers				
Other				
TEMPORARY FACILITIES				
Emergency instructions posted				
Fire extinguishers provided				
Fire-aid equipment available				
General neatness				
Others				
FIRE PREVENTION				
Personnel instructed				
Fire extinguishers checked				
No smoking in prohibited areas.				
Hydrants				
Clearance				
Others				
ELECTRICAL				
Proper wiring				
ELCB's provided				
Ground fault circuit interrupters				
Protection against damage				
Prevention of tripping hazards				
Other				
HANDLING & STORAGE OF MATERIALS				
Properly stored or stacked				
Passageways clear				
Other				
FLAMMABLE GASES AND LIQUIDS				
Containers clearly identified				
Proper storage				
Fire extinguisher nearby				



**HEALTH, SAFETY AND ENVIRONMENT
PLAN FOR 1x18.5 MW SPP
BHEL PSSR NALCO DAMANJODI SITE**

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POWER SECTOR

Other				
WORKING AT HEIGHT				
Safety nets				
Safety belts				
Safety helmets				
Anchoring of safety belt to the life line rope				
ENVIRONMENT				
Lubricant waste/engine oils properly dispose.				
Waste from Canteen, offices, sanitation etc. disposed properly.				
Disposal of surplus earth, stripping materials, expired batteries, oily rags and combustible materials done properly.				
HEALTH CHECKS				
Hygienic conditions at labor camps O.K.				
Availability of first-aid facilities				
Proper sanitation at site, office & labor camps.				
Arrangement of medical facilities.				
Measures for dealing with illness.				
Availability of potable drinking water for workmen & staff.				
Provision of crèches for children.				


	HEALTH, SAFETY AND ENVIRONMENT PLAN FOR 1x18.5 MW SPP BHEL PSSR NALCO DAMANJODI SITE	Doc No.: HSEP:14
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ANNEXURE 03


REFERENCES

- Contract documents
- Relevant legislations
- HSE MSM
- Relevant Indian standards as listed below (illustrative only):

SL NO	CODE NAME	TITLE
(1)	IS : 818-1888 (Reaffirmed 2003)	Code of Practice for safety and health requirements in Electric and Gas Welding and Cutting operations.
(2)	IS: 1179-1967 (Reaffirmed 2003)	Specification for Equipment for Eye & Face protection during welding.
(3)	IS : 1989 (Part 2):1986 (Reaffirmed 1997)	Specification for Leather Safety Boots & Shoes
(4)	IS:2925 – 1984 (Reaffirmed 2010)	Specification for Industrial Safety Helmets
(5)	IS:3521 : 1999 (Reaffirmed 2002)	Industrial Safety Belts & Harnesses-Specification
(6)	IS:3646(Part II) – 1966 (Reaffirmed 2003)	Code of Practice for Interior Illumination
(7)	IS:3696 (Part I) – 1987 (Reaffirmed 2002)	Safety Code for Scaffolds and Ladders
(8)	IS: 3696(Part 2) : 1991 (Reaffirmed 2002)	Scaffolds and Ladders-Code of Safety
(9)	IS:3786 – 1983 (Reaffirmed 2002)	Method for Computation of Frequency and Severity Rates for Industrial Injuries and Classification of Industrial Incidents
(10)	IS:4770 : 1991 (Reaffirmed 2006)	Rubber Gloves – Electricals purposes-Specification
(11)	IS:4912 : 1978 (Reaffirmed 2002)	Safety Requirements for Floor and Wall Openings, Railings and Toe Boards
(12)	IS: 5983 – 1980 (Reaffirmed 2002)	Specification for Eye-Protectors
(13)	IS:6519 – 1971 (Reaffirmed 1997)	Code of Practice for Selection, Care and Repair of Safety Footwear
(14)	IS:9167:1979	Specification for Ear-Protectors
(15)	IS:6994(Part I)-1973 (Re affirmed 1996)	Specification for Industrial Safety Gloves Leather and Cotton Gloves
(16)	IS:8519 – 1977 (Reaffirmed 1983)	Guide for Selection of Industrial Safety Equipment for Body Protection.
(17)	IS 11006 : 2011	Flash Back(Flame Arrestor) Specification

	HEALTH, SAFETY AND ENVIRONMENT PLAN FOR 1x18.5 MW SPP BHEL PSSR NALCO DAMANJODI SITE	Doc No.: HSEP:14
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(18)	IS:8520 – 1977 (Reaffirmed 2002)	Guide for Selection of Industrial Safety Equipment for Eye, Face and Ear Protection.
(19)	IS:9473:2002	Respiratory Protective Devices-Filtering Half Masks to protect against Particles-Specification.
(20)	IS:9944:1992 (Reaffirmed 2003)	Natural and Man-made Fiber Rope Slings-Recommendations on Safe working loads.
(21)	IS:11057 – 1884 (Reaffirmed 2001)	Specification for Industrial Safety Nets
(22)	IS:12254:1993 (Reaffirmed 2002)	Polyvinyl Chloride (PVC) Industrial Boots-Specification
(23)	IS:13367(Part 1):1992 (Reaffirmed 2003)	Safe Use of Cranes-Code of Practice
(24)	IS:14166:1994 (Reaffirmed 2002)	Respiratory Protective Devices-Full Face Masks Specification
(25)	IS:14746 : 1999 (Reaffirmed 2003)	Respiratory Protective Devices-Half Masks and Quarter Masks - Specification
(26)	IS : 15397 :2003 (Reaffirmed 2008)	Portable Extinguisher Mechanical Foam Type(Stored Pressure)-Specification
(27)	IS: 19011:2002	Guidelines for Quality and/or Environmental Management Systems Auditing

	HEALTH, SAFETY AND ENVIRONMENT PLAN FOR 1x18.5 MW SPP BHEL PSSR NALCO DAMANJODI SITE	Doc No.: HSEP:14
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ANNEXURE 04: SAFETY FORMATS

&

ANNEXURE 05: WORK PERMIT FORMATS

	POWER SECTOR	FORMAT NO: HSEP:14-F01 REV NO.: 00 PAGE NO. 01 OF 02
	INSPECTION OF FIRST AID BOX	

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Number of employees on the site: -

Sl. No.	Item	No. Available	Remarks
1	No. of small sterilized dressings		
2	No of medium sized sterilized dressings		
3	No of large sized sterilized dressings.		
4	No of large sized sterilized burn dressings		
5	No of (15 grams) packets sterilized cotton wool		
6	No of pieces of sterilized eye pads in separate sealed packets.		
7	No of roller bandages 10 cm wide.		
8	No of roller bandages 5 cm wide.		
9	Whether tourniquet available		
10	Whether supply of Suitable splints available.		
11	No of packets of safety pins.		
12	Whether kidney tray available		
13	Whether sufficient number of eye wash bottles, filled with distilled water or suitable liquid, clearly indicated by a distinctive sign which shall be visible at all times, available.		
14	Whether 4%-xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops available.		
15	Whether (60ml) bottle containing a two percent alcoholic solution of iodine available		
16	Whether (two hundred ml) bottle of mercurochrome (2 per cent) solution in water available.		




POWER SECTOR

INSPECTION OF FIRST AID BOX

FORMAT NO: HSEP:14-F01
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Sl. No.	Item	No. Available	Remarks
17	Whether 120 ml bottle containing Sal volatile having the dose and mode of administration indicated on the label, available.		
18	Whether roll of adhesive plaster (6 cmX1 meter)available		
19	No of rolls of adhesive plaster (2 cmX1 meter)		
20	Whether snake bite lancet available.		
21	Whether (30 grams) bottle of potassium permanganate crystals available.		
22	Whether a pair scissors available		
23	Whether copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labour Institutes, Government of India available.		
24	Whether bottle containing 100 tablets (each of 5 grains) of aspirin available		
25	Whether Ointment for burns available		
26	Whether bottle of a suitable surgical anti-septic solution available		


Signature of Sub contractor's Site I/C:

	POWER SECTOR	FORMAT NO: HSEP:14-F02 REV NO.: 00
	HEALTH CHECK UP	

Name of Site :	
Name of Sub-Contractor:	
Name of Employee :	


NAME:

History Of Past Illness	H/O Epilepsy	
	H/O Drug Allergy	
	H/O Diabetics/ Hypertension	
	H/O Unconsciousness	
Personal History		
EXAMINATION		OBSERVATION
<u>General Physical Examination</u>		
Height	:	
Weight	:	
BMI	:	
Built And nourishment	:	
Pallor	:	
Temperature	:	
Chest Expansion	:	Inspiration Expansion
Lymph Node Enlargement	:	
<u>Ear, Nose, Throat</u>	:	
Ear	:	
Nose	:	
Throat	:	

	POWER SECTOR	FORMAT NO: HSEP:14-F02 REV NO.: 00
	HEALTH CHECK UP	

EXAMINATION	OBSERVATION
<u>Cardiovascular System Examination :</u>	
Inspection :	
Palpation :	Pulse BP
Auscultation (Heart Sounds) :	
<u>Respiratory System :</u>	
Inspection :	Respiratory Rate
Palpation:	
Percussion :	
Auscultation (Breath Sounds) :	
<u>Examination of Abdomen :</u>	
Inspection :	
Palpation :	
Auscultation (Bowel Sounds) :	
Any Other :	
Clinical Impression	


Signature of the examining doctor

	POWER SECTOR	FORMAT NO: HSEP:14-F03 REV NO.: 00 PAGE NO. 01 OF 01
	HSE INDUCTION TRAINING	

Name of Site :	
Name of Sub-Contractor :	
Date :	
Name of Training Co -ordinator	

Sl No.	Name	Designation	Organization	Signature


Signature of Training coordinator :

	POWER SECTOR	FORMAT NO: HSEP:14-F04 REV NO.: 00 PAGE NO. 01 OF 01
	TOOL-BOX TALK	

Name of Site :	
Sub-Contractors Name :	
Date :	

Topic	Name of person delivered Tool Box Talk	No. of Participants attended	Remarks


Signature of Site I/C of Sub-contractor :

	POWER SECTOR	FORMAT NO: HSEP:14-F06 REV NO.: 00 PAGE NO. 01 OF 01
	PERSONAL PROTECTIVE EQUIPMENTS	

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Item	Issued this Month	Nos. Issued up to the Month	Percentage of usage at site
Safety Helmet			
Safety Shoes			
Full Body Harness			
Fall Arrestor			
Safety Nets			
Other PPEs.			


Signature of Site I/C of Sub-contractor :

	POWER SECTOR	FORMAT NO: HSEP:14-F07 REV NO.: 00 PAGE NO. 01 OF 01
	INSPECTION OF T&Ps	

Name of Site :	
Name of Sub-Contractor :	
Date of Inspection :	

Sl.No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs / overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	


Signature-Site Safety Officer (BHEL)	Signature-Subcontractor/ Safety Officer Subcontractor's
--	---

	POWER SECTOR	FORMAT NO: HSEP:14-F08 REV NO.: 00 PAGE NO. 01 OF 01
	STATUS OF T&Ps	

Name of Site	
Name of Sub-Contractor	
Date of Inspection	

Item	Nos. Deployed	Identification No.	Nos. Tested by competent person	Validity of Test Certificate
Winches				
Chain Blocks				
Wire Rope Slings				
Man Cages				
D-Shackles				
Air Compressors				
Crawler Cranes				
Mobile Cranes				
Hydra Cranes				
Others				

Signature of Site I/C of subcontractor:

	POWER SECTOR	FORMAT NO: HSEP:14-F09 REV NO.: 00
	INSPECTION OF CRANES AND WINCHES	
Name of Site :		
Name of Sub-Contractor :		
Inspected by :		
Date of Inspection:		

Crane Reg. No (Make/Model)

Name of Driver/Operator

Sl.no.	Description	Observation	Measures
1	Valid Driving license		
2	Hook & Hook Latch		
3	Over Hoist limit switch, Overload and SLI of crane/Hydra		
4	Boom limit switch		
5	Boom Angle Indicator		
6	Boom limit cutoff switch		
7	Condition of Boom		
8	Condition of ropes		
9	Number of load lines		
10	Size and condition of the slings		
11	Stability of the cranes		
12	Soil Condition		
13	Swing Break And Lock		
14	Proper Break And Lock		
15	Hoist Break And Lock		
16	Boom Break And Lock		
17	Main Clutch		
18	Leakage in Hydraulic Cylinders		
19	Out riggers fully extendable		
20	Tyre pressure		
21	Condition of Battery And Lamps		



POWER SECTOR

INSPECTION OF CRANES AND WINCHES

FORMAT NO: HSEP:14-F09
REV NO.: 00

Sl.no.	Description	Observation	Measures
22	Guards of moving and rotating parts		
23	Load chart provided		
24	Number and position of pedant ropes		
25	Reverse Horn		
26	Load Test Details		
27	Operator's fitness		
28	Pollution under control certificate		
29	Fire extinguisher of appropriate type.		
30	Training of the operator		

WINCH

Sl. No.	Description	YES	NO	NA	Remarks
1	Has the copy of Third Party Inspection certificate been provided in winch machine shed?				
2	Is winch machine operator experienced enough to operate the winch machine?				
3	Is the winch machine operated by someone other than the winch machine operator?				
4	Is there guard provided in all moving parts like wheel and motor's shaft?				
5	Will it protect against unforeseen operational contingencies?				
6	Are brakes, clutch and locking arrangement working properly?				
7	Has it been ensured that the guard does not constitute a hazard by itself?				
8	Are the cranks and the connecting rods protected by guardrails?				
9	Is there provision for fully covered shed with wooden plank roof?				




POWER SECTOR

INSPECTION OF CRANES AND WINCHES

FORMAT NO: HSEP:14-F09
REV NO.: 00

Sl. No.	Description	YES	NO	NA	Remarks
10	Is wire rope free from any kind of damage or wear and tear?				
11	Is split pin provided for the protection of clutch and brake locking arrangement?				
12	Is pulley inspected by competent person and certified before use?				
13	Is pulley free from any wear and tear visually?				
14	Is winch rope barricaded with clipsheet for the protection of rope and person?				
15	Is the wire rope lubricated by cardium oil?				
16	Is there any friction in wire rope which may damage the wire rope rather than the rolling parts?				
17	Is there any oil leakage in the hydraulic system of the winch machine?				
18	Has it been ensured that the guard will not cause discomfort or inconvenience to operator?				
	Total Number of NO:				
	Total Number of NA:				
	% Compliance :				

Signature of Site I/C of Sub-contractor :

	POWER SECTOR	FORMAT NO: HSEP:14-F10 REV NO.: 00 PAGE NO. 01 OF 02
	INSPECTION OF HEIGHT WORKING	

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Sl. No.	Descriptions	Observation (Yes/No)	Remarks
1	All the workers have been explained safe work method?		
2	An established communication system has been established and explained to the workers.		
3	Adequate illumination has been ensured.		
4	Work area inspected prior to the start of the work.		
5	Area below the work place barricaded, particularly below hot work.		
6	Workers provided with bags /box to carry bolts, nuts and hand tools		
7	Arrangement for fastening hand tools made.		
8	All work platforms ensured to be of adequate strength and ergonomically suitable.		
9	Fabricated makeshift arrangements are checked for quality and type of material welding, anchoring etc.		
10.	Work at more than one elevation at the same segment is restricted.		
	ACCESS/EGRESS		
1	Walkways provided with handrail, mid-rail and toe guard?		
2	All checkered plates, gratings properly welded/ bolted?		
3	Are ladders inspected and they are in good condition?		
4	Are ladders spliced?		
5	Are ladders properly secured to prevent slipping, sliding or falling?		
6	Do side rails extend 36" above top landing?		
7	Are built up ladders constructed of sound materials?		



POWER SECTOR

INSPECTION OF HEIGHT WORKING

FORMAT NO: HSEP:14-F10

REV NO.: 00

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Sl. No.	Descriptions	Observation (Yes/ No)	Remarks
8	Are rugs and cleats not over 12" on center?		
9	Metal ladders not used around electrical hazards.		
10	Proper maintenance and storage.		
11	Ladders placed at right slope.		
12	Ladders / staircases welded/ bolted properly.		
13	Any obstruction in the stairs.		
14	Are landing provided with handrails, knee rails, toe boards etc.?		
15	Whether ramp is provided with proper slope.		
16	Proper hand rails / guards provided in ramps.		
	Housekeeping		
1	Walkways, aisles & all overhead workplaces cleared of loose material.		
2	Flammable materials, if any, are cleared.		
3	All the de shuttering materials are removed after de shuttering is done.		
4	Platforms and walkways free from oil/grease or other slippery material.		
5	Collected scrap are brought down or lowered down and not dropped from height.		
	PPE And Safety Devices		
1	Use of safety helmet, safety belts ensured for all workers		
2	Anchoring points provided at all places of work.		
3	Common lifeline provided wherever linear movement at height is required.		
4	Safety nets are use wherever required.		
5	Proper fall arrest system is deployed at critical workplaces.		
6	Crawler boards/Safety system or works on fragile roof are used.		

Signature of Site I/C of Sub-contractor :



POWER SECTOR

INSPECTION OF WELDING AND GAS CUTTING

FORMAT NO: HSEP:14-F11
REV NO.: 00

Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection	

Welding				
Sl.no.	Description	Y e s	N o	Remarks
1	Is electric connection given through 30 mA ELCB/RCCB to welding m/c?			
2	Is electric cable fitted properly in junction box on m/c?			
3	Is electrical cable free from joints?			
4	Are the joints attached firmly & insulated with tape?			
5	Is double earthing given to body of m/c?			
6	Is the physical condition of the m/c good?			
7	Is ON/OFF switch connected to the m/c is working and in good condition?			
8	Are indication lamps on m/c working?			
9	Is the electrode holder in good condition?			
10	Are the cables of the welding m/c lugged & tight properly?			
11	Are return lead connected properly (Rod, Angle, Channels shall not be used)			
	Total No of NO			
	Total No of YES			




POWER SECTOR

INSPECTION OF WELDING AND GAS CUTTING

FORMAT NO: HSEP:14-F11
REV NO.: 00


Gas Cutting				
Sl. no	Description	Yes	No	Remarks
1	Are Cylinders kept on trolleys?			
2	Physical condition of Gas cylinders Good?			
3	Is there Oil/Grease on valve of the cylinder?			
4	Are pressure regulators in good condition?			
5	Condition of hose pipe OK?			
6	Are hose pipe clamped with hose clip?			
7	Is flash back arrestor & NRV fitted on torch both for O2 and LPG cylinder?			
8	Is nozzle of the torch cleaned?			
	Total Number of NO			
	Total No of YES			
	% Compliance			

Signature of Site I/C of Sub-contractor :

	POWER SECTOR	FORMAT NO: HSEP:14-F12 REV NO.: 00 PAGE NO. 01 OF 02
	INSPECTION OF ELECTRICAL INSTALLATION	


Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection:	

Sr. No.	Contents	Yes/No	Remarks
A	Cable		
1.	Whether the condition of cable is checked?		
2.	Are cables received from other sites checked for insulation resistance before putting them into use?		
3.	Are all main cables taken either underground / overhead?		
4.	Are welding cables routed properly above the ground?		
5.	Are welding and electrical cables overlapping?		
6.	Is any improper joining of cables/wires prevailing at site?		
B	DBs/SDBs		
1.	Is earth conductor continued up to DB / SDB?		
2.	Whether DBs and extension boards are protected from rain / water?		
3.	Is there any overloading of DBs / SDBs?		
4.	Are correct / proper fuses & CBs provided at main boards and sub-boards?		
5.	Is energized wiring in junction boxes, CB panels & similar places covered all times?		
C	ELCB		
1.	Whether the connections are routed through ELCB?		
2.	Is ELCB sensitivity maintained at 30 mA?		

	POWER SECTOR	FORMAT NO: HSEP:14-F12 REV NO.: 00 PAGE NO. 02 OF 02
	INSPECTION OF ELECTRICAL INSTALLATION	

Sr. No.	Contents	Yes/No	Remarks
3.	Are the ELCB numbered and tested periodically & test results recorded in a logbook countersigned by a competent person?		
D	Grounding		
1.	Is natural earthing ensured at the source of power (main DB at Generator or Transformer)?		
2.	Whether the continuity and tightness of the earth conductor are checked?		
3.	Mention the gauge of the earth conductor used at the site.		
4.	Mention the value of Earth Resistance.		
E	Electrically operated Machines or Accessories.		
1.	Whether the plug top is provided everywhere.		
2.	Are all metal parts of electrical equipment and light fittings / accessories grounded?		
3.	Is there any shed or cover for welding machines?		
4.	Are halogen lamps fixed at proper places?		
5.	Are portable power tools maintained as per norms?		
6.	Any other information:		

Signature of Site I/C of Sub-contractor :

	POWER SECTOR	FORMAT NO: HSEP:14-F13 REV NO.: 00 PAGE NO. 01 OF 01
	INSPECTION OF ELEVATOR	

Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection	

Sr. No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs/overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	
Signature-Subcontractor/Subcontractor's Safety Officer		Signature-Site Safety Officer (BHEL)

**POWER SECTOR****Inspection of Excavation**

FORMAT NO: HSEP:14-F13E

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Name of Site :

Name of Sub-Contractor :

Inspected by :

Date of Inspection :

Sl.no.	Description	Yes	No	Remarks
1	Precautions taken for Underground Electrical Cable			
2	Precautions taken for Under / Above ground sewer/ Drinking Water Line			
3	Precautions taken for Underground Telecommunication Line			
4	Precautions taken for Underground Product/Utility Line			
5	Precautions taken for Underground Fire Water Line			
6	Shoring / Shuttering / Sheet piling done to prevent collapse of excavation walls. Strength of Excavation wall ensured at all times			
7	Slope Cutting / Angle Maintained			
8	Hard Barricading & Edge Protection provided			
9	Separate Safe Access for Man and Vehicle			
10	Lighting arrangement			
11	Banksman Provided			
12	Required basic PPEs provided			
13	Excavated soil / Construction Material / equipment kept away from the edge.			
14	First aid in attendance.			
15	Other:			
	Total No of YES			

Signature-Subcontractor/ Subcontractor's Safety Officer

Signature-Site Safety Officer (BHEL)

**POWER SECTOR****HSE PENALTY**

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Sub: MEMO for Penalty for non-compliances in Safety

Following lapse (tick marked) was observed and penalty is imposed as stated at the bottom of this memo. It is requested that such occurrences be please avoided in future.


Safety Area

SN	Violation of Safety Norms	Fine (in Rs)
01	Not Wearing Safety Helmet	200/- *
02.	Not wearing Safety Belt or not anchoring life line	500/-*
03	Not wearing safety shoe	200/-*
04	Not keeping gas cylinders vertically	200/-
05	Not using flash back arrestors	100/-
06	Not wearing gloves	50/- *
07.	Grinding Without Goggles	50/- *
08.	Not using 24 V Supply For Internal Work	500/-
09.	Electrical Plugs Not used for hand Machine	100/-
10.	Not Slings properly	200/-
11.	Using Damaged Sling	200/-
12.	Lifting Cylinders Without Cage	500/-
13.	Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.	200/-
14.	Not Removing Small Scrap From Platforms	500/-
15.	Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting	500/-
16.	Not Maintaining Electric Winches Which are Operated Dangerously	500/-
17.	Improper Earthing Of Electrical T&P	500/-
18	No or improper barricading	500/-
19.	Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case)	1000/-
20.	Incident Resulting in Partial Loss in Earning Capacity	25,000/- per victim
21.	Fatal Incident Resulting in total loss in Earning Capacity	1,00,000/- per victim for first instance #

Legend: -

*: per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The Sub-contractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same Sub-contractor for the same package in the same unit.

	POWER SECTOR	FORMAT NO: HSEP:14-F14 REV NO.: 00 PAGE NO. 2 OF 02
	HSE PENALTY	

Details (if any) related to non- compliance (Name of persons, Nature of deficiency, etc.)

Penalty imposed:

- 1, Rate as per above chart

2. No. of Persons/ machine/ event/labour


3. Total Penalty= 1. X 2.=

Signature:

Witnessed by: (Sub- Contractor representative) (BHEL Personnel)

Name_____

Distribution: 1 Copy: to Sub- contractor,
 1 Copy to Site Construction Manager (BHEL)

	POWER SECTOR- HQ	FORMAT NO: HSEP:14-F15 REV NO.:00 PAGE NO. 01 OF 01
	Incident Report (To be submitted within 24 hours of time of incident)	

Type of incident: Fatal/Major/ Minor/Fire/Property Damage/Near-miss

1	NAME OF SITE		3	ACTIVITY AREA	
2	SCOPE OF WORK		4	NAME OF CONTRACTOR	
			5	NAME & DESIGNATION OF BHEL ACTIVITY I/C	
6	DATE & TIME OF ACCIDENT		7	DATE RESUMED	
8	NO. OF WORK-DAYS LOST BY VICTIM (If duty not resumed, give estimated figure)				
9	NO. OF MANHOURS LOST BY OTHERS				
10	PERSONAL DETAILS OF INJURED AND / OR DETAILS OF MATERIALS / EQUIPMENT / PROPERTY DAMAGED				
	NAME		NAME OF MATERIAL / EQUIPMENT / PROPERTY		
	PERIOD OF EMPLOYMENT				
	AGE	YRS	SEX	MALE/ FEMALE	
	MARITAL STATUS		SINGLE / MARRIED		
	OCCUPATION		NATURE OF DAMAGE		
	PART OF BODY INJURED				
	NATURE OF INJURY				
	AGENCY (OBJECT / EQUIPMENT / SUBSTANCE) MOST RESPONSIBLE FOR CAUSING ACCIDENT / INJURY / DAMAGE				
12	PERSON (NAME & DESIGNATION) WITH MOST CONTROL OVER AGENCY (OBJECT / EQUIPMENT / SUBSTANCE) CAUSING ACCIDENT INJURY / DAMAGE				
13	DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED (USE ADDITIONAL SHEET, IF REQUIRED)				
ANALYSIS					
14	WHAT ACTS AND / OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT				
15	WHAT ARE THE BASIC REASON FOR THE EXISTENCE OF THESE ACTS AND / OR CONDITION ?				
16	WHAT CORRECTIVE ACTIONS HAVE BEEN TAKEN TO PREVENT ACCIDENT RECURRENCE ?				
	DATE :		SIGNATURE OF SITE HSE COORDINATOR		
17	COMMENTS OF HEAD / SOX				
	DATE:		SIGNATURE OF HEAD/SOX		

**POWER SECTOR****Format for Monthly HSE Planning & Review**

FORMAT NO: HSEP:14-F3o

REV NO.: 00

PAGE NO. 01 OF 3

Note: This is a template and can be modified in consultation with BHEL

Name of the Site		Name of the Subcontractor	
Scope of Work		Date	
PART- A: PLAN OF HSE ACTIVITIES FOR THE MONTH OF		PART-B: REVIEW ON	
SN.	Description of HSE Activity& Formats	Plan & Targets for the month	Review
1	Availability of First Aid Box at Required Places and Inspection thereof as per Format: Fo1	Areas 1.	
2	Health check-up as per Format: Fo2	Health check-up for Nos 1. New inductees 2. Drivers & Operators 3. Workers in following high risk areas: a. ...	
3	Induction training of newly joined workers as per Format: Fo3	Minimum No. of workers:	
4	Toolbox talks (TBT) conducted before start of work as per Format: Fo4	Locations of TBTs & No. of workers 1. ...	
5	PPE usage and issue as per Format: Fo6		
6	Inspection of T&Ps as per Format: Fo7	List of T&Ps to be inspected 1.	
7	Identification & Inspection Status of T&Ps as per Format: Fo8		
8	Inspection of Cranes & Winches as per Format: Fo9	List of Cranes & Winches & Nos. 1. ...	
9	Inspection of Height Working as per Format: F10	Areas: 1. ...	
10	Inspection of Welding & Gas Cutting operations as per Format: F11	Areas: 1. ...	
11	Inspection of Electrical Installations as per Format: F12	Locations: 1. ...	
12	Inspection of Elevators (as applicable) as per Format: F13	Locations: 1. ...	
13	Inspection of Excavation as per Format: F13E	Locations: 1. ...	



POWER SECTOR

Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F3o

REV NO.: 00

PAGE NO. 02 OF 3

SN.	Description of HSE Activity& Formats	Plan & Targets for the month	Review
14	Job Safety Analysis as per Format F32B	Activities: 1. ...	
15	Regular Job Specific Training (Re-training) for workers involved in hazardous activities	Topics/ Hazards & No. of workers 1. ...	
16	Mass housekeeping (HK) drive in work areas	Areas 1. ...	
17	Vertigo Test of Height workers	Minimum No. of workers:	
18	Deployment of qualified HSE Officers as per contract	Location(s) & Nos. 1. ...	
19	Deployment of qualified HSE Stewards as per contract	Location(s) & Nos. 1. ...	
20	Deployment of Safety tools & Equipment (Safety Nets, Lifelines, Fall arrestors, Man-cages, flashback arrestors, scaffolding etc.)	Tool/ Equipment & Location 1. ...	
21	Safety Walks by site in charge of agency (4 -Weekly once)	Dates:	
22	Safety walks by departmental head (8-Weekly twice)	Dates:	
23	Availability/ deployment of Safety posters/ placards/ signage at strategic locations	Locations: Nos. 1. ...	
24	Provision of clean drinking water sources for workers	Locations: Nos. 1. ...	
25	Provision of toilets for workers (separate for male & female workers)	Locations: Nos. 1. ...	
26	Rest sheds for workers during lunchtime, rain, dust storm etc.	Locations: Nos. 1. ...	
27	Availability of following in Labor colony	1. Clean drinking water 2. Toilets 3. Cleanliness & Hygiene 4. Grass cutting, 5. Fogging 6. Electrical Inspection ...	

**POWER SECTOR****Format for Monthly HSE Planning & Review**

FORMAT NO: HSEP:14-F30

REV NO.: 00

PAGE NO. 03 OF 3

SN.	Description of HSE Activity& Formats	Plan & Targets for the month	Review
28	Availability of dust/ waste bins at various locations	Locations: 1. ...	
29	Availability of Ambulance (individual/ joint) in each shift	Ambulance No.	
30	Availability of emergency vehicle in each shift	Emergency vehicle	
31	Deployment/ Availability of tested Fire Extinguishers	Locations & Nos. 1. ...	
32	Tree plantation	Locations & Nos. 1. ...	
33	Waste disposal & Scrap Bins	Locations 1. ...	
34	Illumination checks	Locations 1. ...	
35	Safety award function: 1. Display of good practices Award presentation	Minimum 1 per month	
36	Submission of Daily Reports as per Format No.F31A	Daily Reports (Night & Day Shifts)	

PLAN**REVIEW****Agency**

Name:

Sign:

Date:

BHEL

Name:

Sign:

Date:

Agency

Name:

Sign:

Date:

BHEL

Name:

Sign:

Date:

POWER SECTOR

Format for Daily HSE Reporting

FORMAT NO: HSEP:14-F31A

REV NO.: 00

PAGE NO. 01 OF 1

Note: Following format to be submitted (preferably) in excel/ soft copy by Sub-contractor daily at the end of each shift. Any photographs/ records to attached

Night		Day	SHIFT	Year	Site
			Submitted By		
			Work Area(s)		
			Staff		
			Man-Power		
			Safety Officers		
			Safety Stewards		
			Tool Box (Topics and No. of Participants)		
			Induction Training (No. of Participants)		
			Vertigo Test (Numbers Tested)		
			On-the-Job Training (Topic & participants)		
			Work Permits		
			Job Safety Analyses conducted		
			Height Work Inspection		
			Other Hazardous Activities Inspection		
NA			T&P Inspection (Names & Nos. Inspected)		
			Safety Walk (Designation, Areas)		
NA			HSE Meeting		
NA			Safety Reward (Details)		
NA			Housekeeping/ Dust Suppression/ Tree Pruning		
			Lost time Accident		
			Restricted Work Case		
			Medical Treatment Case		
			First Aid Case		
			Near miss		
			Property Damage/ Fire		
			Non-Compliances Submitted by BHEL		
			Complied by Agency		
			Any other Remarks/ Inputs		



POWER SECTOR

Job Safety Analysis Format


FORMAT NO: **HSEP:14-F32B**

REV NO.: 00


PAGE NO. 01 OF 1

Name of the Site	
Name of the Subcontractor	
Activity, Area	

HAZARDS				PRECAUTIONS		
(Name)	Submitted By (Agency HSE)		Reviewed By (BHEL Execution)		Approved By (BHEL HSE)	
(Sign)						
(Date)						

	POWER SECTOR- HQ		FORMAT NO: HSEP:14-F33	
	Checklist for Evaluation of HSE Performance		REV NO.:00 PAGE NO. 01 OF 3	
SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
1a	Induction training for new workers conducted through audio-visual medium & documented ?	M	1	Induction Training Records
1b	Tool box talk conducted regularly as per plan, and documented?	M	1	Toolbox Talk Records
1c	Contractor in charge and safety in charge attended safety meetings?	M	2	Minutes of Meeting
1d	Whether observations in safety meetings are complied before next meeting?	M	2	-do-
1e	Preparation and submission of Monthly HSE report within stipulated time	M	1	Report submission date
1f	Preparation and submission of Incident/near-miss report and RCA Report (as applicable) within stipulated time	M	1	Incident/ Near Miss Records
1g	Carrying out Inspections and submission of Inspection reports within stipulated time	M	1	Inspection Records
1h	Regular Job Specific Training ensured for High Risk Workers (through audio-visual medium) as per plan	M	1	Training & Attendance Records
2a	Whether the contractor is registered under BOCW	M	2	BOCW Registration Certificate
2b	Availability of Qualified safety officer (1 for every 500 labour)	M	2	Safety Officer qualification & experience records
2c	Availability of Qualified safety supervisor (1 for every 100 labour)	M	2	Safety Officer qualification & experience records
2d	All the workers are provided and using safety helmets and safety shoes/gum boots	M	2	PPE Issue Records, Inspection/ non-conformity records
2e	Housekeeping done on regular basis and scrap removal at site	M	1	Housekeeping records, Inspection/ non-conformity records
2f	Usage of Goggles/Face shields and Hand gloves for gas cutter and grinders		1	PPE Issue Records, Inspection/ non-conformity records
2g	Wall openings & floor openings are guarded?		1	Inspection/ non-conformity records
2h	Adequate illumination provided in all working area?		1	Inspection/ non-conformity records
2i	Safety posters, sign boards and emergency contact numbers in all prominent location are displayed?		1	Inspection/ non-conformity records
2j	Availability of automatic reverse horns, Main horn, hook latches for Vehicles, mobile cranes, Hydras		1	Inspection/ non-conformity records
2k	Ban of carrying mobile phones to work place is implemented for workers		1	Inspection/ non-conformity records
2l	Availability of Tags & Inspection Certificates for Cranes of all capacities		1	Master T&P List with internal & external test details
2l.2	Availability of Tags & Inspection Certificates for Winches of all capacities		1	Master T&P List with internal & external test details
2l.3	Availability of Tags & Inspection Certificates, color coding for Chain pulley blocks		1	Master T&P List with internal & external test details
2l.4	Availability of Tags & Inspection Certificates for Vehicles - Trailers, Dozers, Dumpers, Excavators. Mixers etc.		1	Master T&P List with internal & external test details
2l.5	Availability of Tags & Inspection Certificates for Welding machines, grinders, Drilling machines, etc.		1	Master T&P List with internal & external test details
2l.6	Availability of Tags & Inspection Certificates, colour coding for Wire rope slings etc.		1	Master T&P List with internal & external test details
2l.7	Availability of Tags & Inspection Certificates for Batching plants		1	Master T&P List with internal & external test details

POWER SECTOR- HQ

	POWER SECTOR- HQ	FORMAT NO: HSEP:14-F33
	Checklist for Evaluation of HSE Performance	REV NO.:00 PAGE NO. 03 OF 3

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
7a	Whether Scaffolding pipes made with steel or aluminum, are being used and checked periodically by experienced/ certified scaffolder?		2	Inspection/ non-conformity records
7b	8mm Stainless Steel wire rope with plastic cladding is provided for life line (Vertical / Horizontal) during height work?		2	-do-
7c	Availability of emergency lighting in case of power failure		1	-do-
7d	Whether all the openings are covered with Safety Nets made of fire proof Nylon?		1	-do-
7e	Whether MS pipe rails around staircases & platforms in usage are provided with top, middle rails and toe guard ?		1	-do-
7f	Whether Ladder with vertical life line /Fall arrestor is available to climb?		1	-do-
7g	Whether all workers deployed for working at height have been issued height pass after undergoing vertigo test?		1	Height Pass records
7h	Whether all workers deployed for height work / climbing ladder are provided and using Double lanyard safety belt?		1	PPE Issue records, inspection/ non-conformity reports
7i	Is all hand tools/Small material used by height workers is tied firmly to prevent fall?		1	-do-
8a	Flash back arrestors for all gas cutting sets is available on Torch side and cylinder side		1	Inspection/ non-conformity records
8b	Oxygen/Acetylene/LPG cylinders not in use have caps in place and stored separately?		1	-do-
8c	Availability of Face screen, Hand gloves, and Apron, for welders		1	-do-
8d	Protection from falling hot molten metal during metal cutting / welding at height by providing GI sheet below the cutting area especially in fire prone areas		1	-do-
9a	Pre-employment medical check-up done for all workers and submitted?		1	Medical check records
9b	Availability of first aid center, with MBBS doctor(Own or Sharing basis)	M	2	Attendance records
9c	Availability of Ambulance facility 24 hours (Own or sharing basis)	M	2	-do-
9d	Is First aid trained personnel's are available and their names are displayed at site?	M	1	-do-
9e	Availability of Emergency vehicle at site		1	
9f	Periodical medical check-up is conducted for all the workers and submitted?		1	Medical check records
9g	Availability of sufficient number of first aid box as per standard list and maintaining record		1	Inspection records
10a	Availability of Fire extinguishers, buckets at all vulnerable points		2	Fire extinguisher records
10b	Periodic fire mock drill conducted?		1	Fire, Mock drill records
10c	Are all flammable materials are stored separately?		1	
10d	Periodic grass cutting is done in material storage area?		1	
10e	Availability of 24V DC lighting in confined space work area		1	
10f	Availability of exhaust fan in confined space work area		1	

Note:

- **M: Mandatory; O: Optional.** Points other than mandatory can be excluded with appropriate justification (scope etc.) by BHEL
- Additionally: 30 Marks for each Fatal Accident and 10 mark for each major accident shall be deducted.



BURNING/ WELDING / HOT WORK PERMIT

Area: _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Work Performing Contractor: _____

Name of Package In-charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	Proper Access/Exit available		
2.	Proper ventilation and /or lighting provided.		
3.	Proper and safe scaffolding, platform, ladder provided.		
4.	Welding machine located in a clean and dry area.		
5.	Welding machine grounded at the equipment and proper leakage current protection device (ELCB) provided for welding machine.		
6.	Emergency STOP buttons are in working condition. Welder /Helper knows how to operate it.		
7.	Welding machine input/output cables, welding holder and weld return clamp (Holder) are insulated and in good condition.		
8.	Welder & Fitter trained to connect ground/work return clamps (Holder) to work place prior to energization of welding machine.		
9.	Gas cylinders are stacked vertically and not below the welding / cutting area. Regulator key is available with cylinder.		
10.	Pressure gauges/Flash back arrestor provided and in working condition.		
11.	Personal Protective equipment Minimum applicable: safety helmet, safety goggles, welding helmet, safety shoes, leather gloves, long sleeve and nose mask -provided		
12.	In case of pits, water removed from the pit and wood/rubber insulation provided.		
13.	Safety signboards are in place.		
14.	Adequate and Suitable nos. of fire fighting extinguisher provided.		
15.	Nearby combustible material removed. Housekeeping done.		
16.	Other		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ **Sign:** _____ **Date:** _____ **Time:** _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition. Name

of Work performing Authority: _____ *Sign:* _____ *Date:* _____ *Time:* _____

Name of Site Engr. (Permit Requesting Authority): _____ *Sign:* _____ *Date:* _____ *Time:* _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ *Sign:* _____ *Date:* _____ *Time:* _____

(This permit is valid only for the date it is issued)

Original at BHEL site

Second Copy –BHEL SAFETY

Third Copy :Contractor



LIFTING ACTIVITY PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: Name of Work

Performing Contractor: _____

Name of Package In-charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	Crane used for lifting activity tested, certified and approved for rated lifting		
2.	All lifting tackles, gears/appliances are tested and certified for lifting works.		
3.	Crane operator is trained and competent for lifting operation.		
4.	Lifting sling/ belt is protected against sharp edge of the jobs to be lifted.		
5.	Access and exit marked and without obstruction.		
6.	Lifting arrangement adequate.		
7.	Unwanted rubbish material removed from work platform.		
8.	Minimum 2 guidelines have been provided for balancing and guiding jobs to be lifted.		
9.	Periphery area of crane booms as well as lifting job is barricaded and unauthorized/no-entry sign board posted.		
10.	Rigger and signal man is trained and competent for lifting work.		
11.	No lifting activity to be carried out during lightening, heavy wind/rain.		
12.	If scaffolding to be used during lift, scaffolding with valid tag available for use.		
13.	Double lanyards safety harness/belt checked and in working condition.		
14.	Safety shoes (non-slip), helmet with chin strap available with employees.		
15.	Others.		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____ Name of

BHEL Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ **Sign:** _____ **Date:** _____ **Time:** _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issued)

Original at BHEL site

Second Copy –BHEL SAFETY

Third Copy :Contractor



WORKING AT HEIGHT PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: _____ Name of Work

Performing Contractor: _____

Name of Package In charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	All workers on job are medically fit for working at height (Person should not have vertigo)		
2.	Scaffolding with valid tag available for use		
3.	Safety harness with life line support/ fall arrester are checked and in working condition		
4.	Safety shoes (non-slip), Helmet with chin strip available with employees		
5.	Safety nets are provided as per design and provided 25 ft. below working area & extending 8 ft beyond.		
6.	Horizontal life lines are provided to cater to design specification of 2300kg per person.		
7.	Ladders have been inspected and provided as per BHEL standard/contract.		
8.	All lifting / tightening tools, hand tools/equipment checked and in good condition		
9.	Access and exit marked and without obstruction.		
10.	Lighting arrangement adequate.		
11.	Unwanted and rubbish material removed from working platform.		
12.	Electrical cable, welding Hose/Compressed air hose properly secured and lay down without obstruction.		
13.	Signboards provided on working platforms		
14.	Hazards in the vicinity are identified and communicated to the worker.		
15.	Other		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____ Name of BHEL

Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ **Sign:** _____ **Date:** _____ **Time:** _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition.

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issue)

Original at BHEL site

Second Copy – BHEL SAFETY

Third Copy : Contractor

CONFINED AREA WORK PERMIT

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Agency Performing the Work: _____

Name of Agency's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Agency's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned on this permit to work as under during the currency of the Permit.

No.	Item	Yes	Not required / Remarks
1.	Has the equipment been Isolated from Power/Steam/Air?		
2.	Has the equipment been Isolated from liquid or gasses?		
3.	Has the equipment been de-pressurized &/or drained?		
4.	Has the equipment been Blanked/blinded or disconnected?		
5.	Has the equipment been water flushed &/or steamed?		
6.	Whether man ways open and ventilated?		
7.	Whether constant Inert gas flow arranged?		
8.	Whether mechanically ventilated and adequately cooled?		
9.	Whether 24 V lighting provided inside the confined space?		
10.	Whether Radiation sources removed?		
11.	Whether training on confined space provided to the group?		
12.	Whether required PPEs used?		
13.	Whether Dust/Gas/Air Line mask used?		
14.	Whether attendant with SCBA/Air mask available?		
15.	Whether grounded air Exhaust/Blower/ AC provided?		
16.	Whether Personal Gas alarm provided?		
17.	Whether communication Equipment Provided?		
18.	Whether rescue equipment/team available?		
19.	Whether firefighting arrangement done		
20.	Emergency response team & Medical Facilities available.		
21.	Work hazards are identified, controlled and communicated to the worker.		
22.	Method Statements/ Job Safety Analyses attached:		
23.	Other:		
24.	List of Other Permits Required for the Activity (Attached):		

The conditions mentioned in the above checklist are sufficient for safe completion of this activity. These have been checked and found complied before issuing the Permit, and shall be monitored and ensured throughout the currency of this Permit.

A. Permit Requester/ Receiver (Agency):

Site Engineer:	
Signature: _____	
Name: _____	Designation: _____

Site HSE Officer:	
Signature: _____	
Name: _____	Designation: _____

B. Permit Issuer (BHEL):

Site HSE Officer / Authorized Representative:	
Signature: _____	
Name: _____	Designation: _____

Site Engineer / Authorized Representative:	
Signature: _____	
Name: _____	Designation: _____

C. Package-in-charge (BHEL):

Signature: _____	
Name: _____	Designation: _____

(* Permit valid for 14 days as per overleaf format)

Original: Permittee

2nd Copy: Agency Deptt. HDS

3rd Copy: BHEL Site HSE

P.T.O.

Page 1 of 2



LOCKOUT TAGOUT WORK PERMIT

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Agency Performing the Work: _____

Name of Agency's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Agency's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned on this permit to work as under during the currency of the Permit.

Tag No.	Device to be Tagged / Locked I.D. No.	Device Location	Device Position OPEN / CLOSED - ON/OFF	Lock No.	Tag Lock Placed by Name/Sign - Date/Time	Tag/Lock Removed by Name/Sign - Date/Time

No.	Item	Yes	Not required / Remarks
1.	Emergency response team & Medical Facilities available.		
2.	Work hazards are identified, controlled and communicated to the worker.		
3.	Method Statements/ Job Safety Analyses attached:		
4.	Other:		
5.	List of Other Permits Required for the Activity (Attached):		

The conditions mentioned in the above checklist are sufficient for safe completion of this activity. These have been checked and found complied before issuing the Permit, and shall be monitored and ensured throughout the currency of this Permit.

D. Permit Requester/ Receiver (Agency):

Site Engineer:
Signature:
Name: Designation:

Site HSE Officer:
Signature:
Name: Designation:

E. Permit Issuer (BHEL):

Site HSE Officer/ Authorized Representative:
Signature:
Name: Designation:

Site Engineer/ Authorized Representative:
Signature:
Name: Designation:

F. Package-in-charge (BHEL):
Signature:
Name: Designation:

(* Permit valid for 14 days as per overleaf format)

Original: Permittee

2nd Copy: Agency Deptt. HOS

3rd Copy: BHEL Site HSE



**HEALTH, SAFETY AND ENVIRONMENT PLAN
FOR 1x18.5 MW SPP
BHEL PSSR NALCO DAMANJODI SITE**

Doc no: HSEP:14

REV: 01

POWER SECTOR

Date: 31.03.2021

DEMOLISHING/ DISMANTLING WORK PERMIT

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :
Name of sub-contractor : No. of workers to be engaged:
(List enclosed with name & gate
pass numbers)

Line No./Equipment No./Structure to be dismantled:

Location details of dismantling/demolition with sketch: (clearly indicate the area)

The following items have been checked & compliance shall be ensured during currency of the permit:

Sl. No.	Item Description	Done	Not Applicable
1.	Services like power, gas supply, water, etc disconnected		
2.	Dismantling/Demolishing method reviewed & approved		
3.	Usage of appropriate PPEs ensured		
4.	Precautions taken for neighbouring structures		
5.	First-Aid arrangements made		
6.	Fire fighting arrangements ensured		
7.	Precautions taken for blasting		

(Contractor's Supervisor)

(Contractor's Safety Officer)

Permission is granted.

(Permit issuing authority)

Name :

Date:

Completion report:

Dismantling/Demolishing is completed on Date at Hrs.

Materials/debris transported to identified location
(as applicable)

☐

Tagging completed

☐

Services like power, gas supply, water, etc restored

☐

(Permit issuing authority)

CONTRACTOR's NAME



**HEALTH, SAFETY AND ENVIRONMENT PLAN
FOR 1x18.5 MW SPP
BHEL PSSR NALCO DAMANJODI SITE**

Doc no: HSEP:14

REV: 01

Date: 31.03.2021

POWER SECTOR

SAFETY WALK-THROUGH REPORT

(Name & signature of walk through performer to be inserted
at the bottom of each page)

Project : _____ Report no. : _____
Date : _____ Contractor : _____
Inspection by : _____ Owner : _____
Frequency : Monthly Job no. : _____

Note: Write 'NA' wherever the item is not applicable.

S1. No.	Item	Satis- factory/Yes	Non- satis- factory/No	Remarks	Action
1.	Housing Keeping				
a)	Waste containers provided and used				
b)	Sanitary facilities adequate and clean				
c)	Passageways and walkways clear				
d)	General neatness of working areas				
e)	Other				
2.	Personnel Protective Equipment				
a)	Goggles; Shields				
b)	Face protection				
c)	Hearing protection				
d)	Foot protection				
e)	Hand protection				
f)	Respiratory masks etc.				
g)	Full body harness conforming to CC, EN 361				
h)	Hard hat (HDPE)				
i)	Other				
3.	Excavations/Openings				
a)	Openings properly covered or barricaded				
b)	Excavations shored				
c)	Excavations barricaded				
d)	Overnight lighting provided				
e)	Other				

Safety walk-through performer (Name & Signature).....



**HEALTH, SAFETY AND ENVIRONMENT PLAN
FOR 1x18.5 MW SPP
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POWER SECTOR

(continued)

S1. No.	Item	Satis- factory/Yes	Non- satis- factory/No	Remarks	Action
4.	Welding & Gas Cutting				
a)	Gas cylinders chained upright				
b)	Cables and hoses not obstructing				
c)	Screens or shields used				
d)	Flammable materials protected				
e)	Live electrode bits contained properly				
f)	Fire extinguisher (s) accessible				
g)	Other				
5.	Scaffolding & Barricading				
a)	Fully decked platforms				
b)	Guard and intermediate rails in place				
c)	Toe boards in place				
d)	Adequate shoring				
e)	Adequate access				
f)	Positive barricading for critical activities				
g)	Installation of warning signs				
h)	Other				
6.	Ladders				
a)	Extension side rails 1 m above				
b)	Top of landing				
c)	Properly secured				
d)	Angle $\pm 70^\circ$ from horizontal				
e)	Other				
7.	Hoists, Cranes and Derricks				
a)	Condition of cables and sheaves OK				
b)	Condition of slings, chains, hooks and eyes OK				
c)	Inspection and maintenance log-books maintained				
d)	Outriggers used				
e)	Reverse horn installed/ active/coupled with gear				

Safety walk-through performer (Name & Signature)



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(continued)

Sl. No.	Item	Satisfactory / Yes	Non satisfactory / No	Remarks	Action
f)	Signs/barricades provided				
g)	Signals observed and understood				
h)	Qualified operators				
i)	Other				
8.	Machinery, Tools and Equipment				
a)	Proper instruction				
b)	Safety devices				
c)	Proper cords				
d)	Inspection and maintenance				
e)	Other				
9.	Vehicle and Traffic				
a)	Rules and regulations observed				
b)	Inspection and maintenance				
c)	Licensed drivers				
d)	Other				
10.	Temporary Facilities				
a)	Emergency instructions posted				
b)	Fire extinguishers provided				
c)	Fire-aid equipment available				
d)	Secured against storm damage				
e)	General neatness				
f)	In accordance with electrical requirements				
g)	Other				
11.	Fire Prevention				
a)	Personnel trained & instructed to make use of facility				
b)	Fire extinguishers checked periodically & record maintained				
c)	No smoking in Prohibited areas				
d)	Fire Hydrants not obstructed				
e)	Regular fire drill conducted				



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(continued)

Sl. No.	Item	Satisfactory / Yes	Non-satisfactory/ No	Remarks	Action
12.	Electrical				
a)	Use of 3-core armored cables everywhere				
b)	Usage of 'All insulated' or 'double-insulated' electrical tools				
c)	All electrical connection are routed through ELCB				
d)	Natural Earthing at the source of power (Main DB)				
e)	Continuity and tightness of earth conductor				
f)	Effective covering of junction boxes, panels and other energized wiring places				
g)	Ground fault circuit interrupters provided				
h)	Prevention of tripping hazards maintained				
i)	DCP extinguishers arranged & licensed electrician engaged at site				
13.	Handling and Storage of Materials				
a)	Safely stored or stacked				
b)	Passageways clear/free from obstructions				
c)	Fire fighting facility in place				
14.	Flammable Gases and Liquids				
a)	Containers clearly identified/protected from fire				
b)	Safe storage & transportation arrangement made				
c)	Fire extinguishers positioned nearby				
d)	Facilities kept away from electric spark, hot spatters & ignition source				



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(continued)

Sl. No.	Item	Satisfactory /Yes	Non-satisfactory/ No	Remarks	Action
15.	Working at Height				
a)	Approved Erection plan and work permit in place				
b)	Safe access, Safe work platform & Safety nets provided				
c)	Life lines, Fall arrester, Full body harness with double lanyards used				
d)	Health Check record available for workers going up?				
e)	Protective handrails arranged around floor openings				
16.	Confined Space				
a)	Work Permit obtained from requisite authority				
b)	Test for toxic gas and sufficient availability of oxygen conducted & status				
c)	Supervisor present at site & at least one person outside the confined space for monitoring deputed				
d)	Availability of safe means of entry, exit and ventilation (register for entry & exit maintained)				
e)	Fire extinguisher and first-aid facility ensured				
f)	Lighting provision made by using 24V Lamp				
g)	Proper usage of PPEs ensured				
17.	Radiography				
a)	Proper storage and handling of source as per BARC/AERB guidelines (authorized radiographer available)				
b)	Work permit obtained				
c)	Cordoning of the area done				



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Sl. No.	Item	Satis- factory/Yes	Non- satis- factory/No	Remarks	Action
d)	Use of appropriate PPE's ensured				
e)	HSE training to workers/supervisors imparted during the fortnight (indicate topic)				
f)	Minimum occupancy of workplace ensured				
18.	Health Checks				
a)	All Workers medically examined and found be fit for working at heights (slinging, rigging, painting etc.) in confined space in excavation/trenching in shot blasting				
b)	Availability of First Aid box with contents				
c)	Proper sanitation at site, office and labour camps				
d)	Arrangement of medical facilities				
e)	Measures for dealing with illness at site &labour camps				
f)	Availability of Potable drinking water for workmen & staff				
g)	Provision of crèches for children				
h)	Stand by vehicle / ambulance available for evacuation of injured				
19.	Environment				
a)	Chemical and Other Effluents properly disposed				
b)	Cleaning liquid of pipes disposed off properly				
c)	Sea water used for hydro-testing disposed off as per agreed procedure				
d)	Lubricant Waste/Engine oils properly disposed				

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Sl. No.	Item	Satis- factory/Yes	Non- satis- factory/No	Remarks	Action
e)	Waste from Canteen, offices, sanitation etc disposed properly				
f)	Disposal of surplus earth, stripping materials, Oily rags and combustible materials done properly				
g)	Green belt protection				



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ACCIDENT/INCIDENT REPORT

(To be submitted by Contractor after every Incident/Accident
within 24 hours to DASTUR/Owner)

Report No. : _____ Date : _____

Project site : _____ Name of work : _____

Contractor's name : _____ Contractor's Job
Engineer (Name) : _____

Non-disabling injury (Non-LTA)	Hospitalized but resumed duty before end of 48 hrs	
Disabling injury (other LTA)	Hospitalized & failed to resume duty within next 48 hrs	
Fatal (LTA)	Death/Expiry	
First Aid case (non LTA)	Resume duty after first aid	

Name of the injured: Father's name of victim:

Sub-contractor's Name:

Gate Pass No.: Age: Yrs.

Victim's medical fitness exam. (Pre-empl.) date:

Date & time of Accident/Incident:


Name of Witness: (1) (2) (3)

Profession of victim:

Bar Bender		Carpenter		Meson	
Fitter		Helper		Gas Cutter	
Grinder		Welder		Electrician	
Driver		Rigger		M/c. Operator	
Engineer		Manager		Others (specify)	

Qualification:

No formal education		Non-Matriculate		Matriculate	
Graduate		Post-graduate		Others (specify)	

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Job Experience:

NIL		Less than 2 yrs		2-5 yrs	
5-10 yrs		11-15 yrs		15 years and above	

Location where the incident happened:

Activity/works that was continuing during incident/accident:

Excavation		Demolition		Concrete carrying	
Concrete pouring		Transportation of materials (manually)		Transportation of materials (mechanically)	
Work on or adjacent to water		Work at height (+2.0mts)		Scaffold preparation	
Scaffold dismantling		Piling works		Welding	
Grinding		Gas cutting		Pipe fit-ups & fabrication	
Structural fabrications		Machine works		Hydro-testing works	
Electrical works		Erection activities		Others (specify)	

What exactly the victim was doing just before the incident/accident ?

.....

Nature of Injury:

Bruise or Contusion		Abrasion (superficial wound)		Sprains or strains	
Cut or Laceration		Puncture or Open wound		Burn	
Inhalation of toxic or Poisonous fumes or gases		Absorption		Amputation	
Fracture		Others (specify)			

Parts of body involved in incident/accident:

Head		Face		Eyes	
Throat		Arm (above wrist)		Hand (including wrist)	
Fingers		Trunk (Abdomen/ Back/ Chest/ Shoulder)		Throat	
Leg (above ankle)		Foot (incl. ankle)		Toes	
Multiple				Others (specify)	



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Accident type:

Struck against		Struck by		Fall from elevation	
Fall on same level		Caught in		Caught under	
Caught in between		Rubbed or abraded		Contact with (Electricity)	
Contact with (Temp./Extremes)		Contact with chemicals or oils		Vehicle accident	
Others (specify)					

Medical Aid provided (indicate specific aids/treatment etc):

.....
.....
.....

Actions taken to prevent recurrence of similar incident/accident:

.....
.....
.....
.....
.....

Intimation to local authorities (Dist. Collector/Local Police Station/ESI Authority)
: Yes/No/NA. If yes, to whom

.....
.....

Safety Officer
(Signature and Name)
Stamp of Contractor

Site Head/Resident Construction Manager
(Signature and Name)

To: Owner
RCM/Site-in-Charge DASTUR (3 copies)

Divisional Head (Construction) through RCM



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Project Manager, DASTUR, through RCM

**SUPPLEMENTARY INCIDENT/ACCIDENT INVESTIGATION REPORT
TICK THE APPROPRIATE ONE AS APPLICABLE (Furnish within 72 hours)**

Supplementary to Incident/Accident Report No. (Copy enclosed)

Report No.: _____ Date: _____

Project site: _____ Name of work: _____

Contractor's name : _____ Contractor's Job
Engineer (Name): _____

Non-disabling injury (Non-LTA)	Hospitalized but resumed duty before end of 48 hrs	
Disabling injury (other LTA)	Hospitalized & failed to resume duty within next 48 hrs	
Fatal (LTA)	Death/Expiry	
First Aid case (non LTA)	Resume duty after first aid	

Name of the injured: Father's name of victim:

Sub-contractor's Name:

Gate Pass No.: Age: Yrs.

Victim's medical fitness exam. (Pre-empl.) date:

Date & time of Accident/Incident:

Name of Witness: (1) (2) (3)

Profession of victim:

Bar Bender		Carpenter		Meson	
Fitter		Helper		Gas Cutter	
Grinder		Welder		Electrician	
Driver		Rigger		M/c. Operator	
Engineer		Manager		Others (specify)	


Qualification:

No formal education		Non-Matriculate		Matriculate	
Graduate		Post-graduate		Others (specify)	

Job Experience:

NIL		Less than 2 yrs		2-5 yrs	
5-10 yrs		11-15 yrs		15 years and above	

Location where the incident happened:

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Activity/Works that was continuing during incident/accident:

Excavation		Demolition		Concrete carrying	
Concreting pouring		Transportation of materials (manually)		Transportation of materials (mechanically)	
Work on or adjacent to water		Work at height (+2.0 mts)		Scaffold preparation	
Scaffold dismantling		Piling works		Welding	
Grinding		Gas cutting		Pipe fit-ups & fabrication	
Structural fabrications		Machine works		Hydro-testing works	
Electrical works		Erection activities		Others (specify)	

What exactly the victim was doing just before the incident/accident ?

.....
.....

Particular of tools & tackles being used and condition of the same after incident/accident:

.....

Description of incident/accident (how the incident was caused):

.....
.....

Nature of Injury:

Bruise or Contusion		Abrasion (superficial wound)		Sprains or strains	
Cut or Laceration		Puncture or Open wound		Burn	
Inhalation of toxic or Poisonous fumes or gases		Absorption		Amputation	
Fracture		Others (specify)			

Parts of body involved in incident/accident:

Head		Face		Eyes	
Throat		Arm (above wrist)		Hand (including wrist)	
Fingers		Trunk (Abdomen/Back/Chest/Shoulder)		Throat	



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Leg (above ankle)		Foot (incl. ankle)		Toes	
Multiple				Others (specify)	

(continued)

Accident type:

Struck against		Struck by		Fall from elevation	
Fall on same level		Caught in		Caught under	
Caught in between		Rubbed or abraded		Contact with (Electricity)	
Contact with (Temp./Extremes)		Contact with chemicals or oils		Vehicle accident	
Others (specify)					

Name & Designation of person who provided First-Aid to the victim:

Name & Telephone number of Hospital where the victim was treated:

Mode of transport used for transporting victim – Ambulance/Private car/Tempo/Truck/Others:

How much time taken to shift the injured person to Hospital:

In case of FATAL incident, indicate clearly the BOCW Registration No. of the Victim/Company:

Comments of Medical Practitioner, who treated/attended the victim/injured (attached/described here):

What actions are taken for investigation of the incident, please indicate clearly – (Video film/Photography/Measurements taken etc:)

Immediate cause (Please tick the right applicable):

Hazardous methods or procedures inadequately guarded		Poor housekeeping		Inadequate or improper PPE	
Environmental hazards (excess noise/space constraint/inadequate ventilation)		Improper illumination/moving on oval surface		Working on dangerous equipment	
Failure to secure		Horse-play		Failure to use PPE	
Inattention to surroundings		Improper use of hands & body parts		By-passing safety devices	



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Unsafe mixing or placement of tools & tackles		By-passing standard procedures		Failure in communication	
Operating without authority		Improper use of equipment or tools & tackles		Drug or alcoholic influence	
Excessive haste		Others (specify)			

(continued)

Basic cause:

Over confidence		Impulsiveness		Over exertion	
Faulty Judgment or poor understanding		Failing to keep attention constantly		Nervousness & fear	
Fatigue		Defective vision		Ill health or sickness	
Slow reaction		Others (specify)			

Root cause:

Inadequate Engg		Improper Design		Inadequate planning & organization	
Inadequate knowledge		Inadequate skill		Inadequate training	
Inadequate supervision		Improper work procedure		Inadequate compliance with standard	
Substandard performance		Inadequate maintenance		Improper inspection	
Others (specify)					

Loss of man days and impact on site works, (if any):

Remarks from Contractor(s) Safety Officer/Engineer:

- Was the victim performing relevant tasks for which he was engaged/employed ? .. Yes / No
- Was the Supervisor present on work-site during the incident .. Yes / No
- Have the causes of incident rightly identified ? .. Yes / No

Cause of Accident was

Remedial measures recommended by **Safety Officer of Contractor** for avoiding similar incident in future:

Intimation to local authorities (District Collector/Local Police Station/ESI authority): Yes / No / NA. If Yes, to whom



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Safety Officer
(Signature and Name)
Stamp of Contractor

Site Head/Resident Construction Manager
(Signature and Name)

To:
Owner
RCM/Site-in-Charge DASTUR (3 copies)
Divisional Head (Construction) through RCM
Project Manager, DASTUR, through RCM



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**NEAR MISS INCIDENT/DANGEROUS OCCURRENCE SUGGESTED
PROFORMA (To be submitted within 24 hours)**

- **Near Miss:** Human injury escaped and no damage to property, equipment or interruption to work.
- **Dangerous Occurrence:** Damage to property, equipment or interruption of work, but not resulting in personal injury/illness, e.g. fire incident, collapse of structure, crane failure, etc.

Report No.:

Name of Site: Date:

Name of Work: Contractor:

Incident reported by :

Date & Time of incident :

Location :

Brief description of incident:

Probable cause of incident:

Suggested corrective action:

Steps taken to avoid recurrence: Yes No. ☐ ☐

To: Owner

- RCM/Site-in-Charge DASTUR (3 copies)
- Divisional Head (Construction) through RCM
- Project Manager, DASTUR, through RCM



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MONTHLY HEALTH, SAFETY & ENVIRONMENT (HSE) REPORT

(To be submitted by each Contractor)

Actual work start Date:..... For the Month of:
 Project: Report No.:
 Name of Contractor: Status as on:
 Name of Work: Job No.:

Item	Upto Previous Month	This Month	Cumulative
1. Average no. of Staff & Workmen (average daily headcount, not man days)			
2. Man-hours worked			
3. No. of induction programmes conducted			
4. No. of HSE meetings organized at site			
5. No. of HSE awareness programmes conducted at site			
6. No. of Tool Box Talks conducted			
7. No. of Lost Time Accidents (LTA):			
- Fatal			
- Other LTA			
8. No. of Loss Time Injuries (LTI):			
- Facilities			
- Other LTI			
9. No. of Non-Loss Time Accidents			
10. No. of First Aid Cases			
11. No. of Near Miss Incidents			
12. No. of unsafe acts/practices detected			
13. No. of disciplinary actions taken against staff/workmen			
14. Man-days lost due to accidents			
15. LTA Free man-hours i.e. LTA free man-hours counted from last LTA (enter date:)			
16. Frequency Rate (No. of LTA per 2 lakhs man-hours worked)			
17. Se verity Rate (No. of man-days lost per 2 lakhs man-hours worked)			
18. Loss Time Injury Frequency (No. of LTI per 2 lakhs man-hours worked)			
19. No. of activities for which Job Safety Analysis (JSA) completed			
20. No. of incentives/awards given			
21. No. of occasions on which penalty imposed by DASTUR/Owner			
22. No. of Audits conducted			
23. No. of pending NCs in above Audits			
24. Compensation cases raised with Insurance			
25. Compensation cases resolved and paid to workmen			
26. Whether workmen compensation policy taken		Yes	No
27. Whether workmen compensation policy is valid		Yes	No
28. Whether workmen registered under ESI Act, as applicable		Yes	No
Remarks, if any:			

Date:

Prepared by Safety Officer
(Signature and Name)

Approved by Site Head/Resident Construction Manager
(Signature and Name)

To: - Owner
- RCM DASTUR (2 copies)



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DAILY SAFETY CHECKLIST

(To make use of before start of day's work)

Project : Sr. No. :

Name of the work : Date :

Name of contractor : Job No. :

Description of Job decided to perform:

● **Use of PPE/Safety Gadgets**

Sl. No.	PPEs	Compliance (Yes/No)	Sl. No.	PPEs	Compliance (Yes/No)
1	Safety Helmets		6	Face Shield	
2	Safety Shoes		7	Full body harness	
3	Hand Gloves		8	Fall Arrest System	
4	Dust Musk		9	Safety Net	
5	Safety Goggles		10	Horizontal life-line made of steel wire (dia not less than 8.0 mm)	

(Sl. No. 1 & 2 are compulsory for everyone. Specify and ensure use of other safety gadgets as required for the job).

● **Identify following important unsafe conditions:**

Sl. No.	Conditions	Yes/No
1	Access to work site/emergency escape clear	
2	Soil/Loose earth kept away from excavated pit/slope/ladder provided	
3	Electrical wire/welding lead lying entangled on ground/welding m/c. booth accessible	
4	Elevated Work platform/open ends are protected	
5	Ground area cordoned-off before lifting works ore erection at height/ground area checked and cordoned-off before start of height works	
6	Structural members/erected pipes/wooden boards/pieces etc are safely anchored at heights and are not likely to fall down on people when working beneath	
7	Rope ladders tied-up on tall steel structures, long before are removed to get rid of their use	
8	Any other	

- Indicate actions taken, if status of any of the above items is found No ☐

- Specific Safety Guidelines/Precautions, if any (communicated through TBT)

- Above conditions and PPE compliances are checked by undersigned and correct status are indicated after verification.



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*******END OF DOCUMENT*******



(On non-Judicial paper of appropriate value)
(Para 4.7.6 of Works Accounts Manual)

Bank Guarantee No.....
Date.....

To
(Employer's Name and Address)
.....

Dear Sirs,

In accordance with the terms and conditions of Invitation for Bids/Notice Inviting Tender No.....¹ (Tender Conditions), M/s.² having its registered office at³ (hereinafter referred to as the 'Tenderer'), is submitting its bid for the work of.....⁴ invited by Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at *BHEL House, Siri Fort, Asiad, New Delhi – 110049* through its unit at *Bharat Heavy Electricals Limited, Power Sector Southern Region, Tek Towers, No.11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai – 600097*.

The Tender Conditions provide that the Tenderer shall pay a sum of Rs⁵ as Earnest Money Deposit in the form therein mentioned. The form of payment of Earnest Money Deposit includes Bank Guarantee executed by a Scheduled Bank.

In lieu of the stipulations contained in the aforesaid Tender Conditions that an irrevocable and unconditional Bank Guarantee against Earnest Money Deposit for an amount of⁶ is required to be submitted by the Tenderer as a condition precedent for participation in the said Tender and the Tenderer having approached us for giving the said Guarantee,

we, the(Name & address of the Bank)
..... having our Head Office at
.....(hereinafter referred to as the Bank) being the Guarantor under this Guarantee, hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer without any demur, merely on your first demand any sum or sums of Rs.....⁶ (in words Rupees.....) without any reservation, protest, and recourse and without the beneficiary needing to prove or demonstrate reasons for its such demand.

Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.⁶

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Tenderer in any suit or proceeding pending before any Court or Tribunal, Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment hereunder and the Tenderer shall have no claim against us for making such payment.

We Bank further agree that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender or to extend the time of submission of from time to time or to postpone

for any time or from time to time any of the powers exercisable by the Employer against the said Tenderer and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Tenderer or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Tenderer and notwithstanding any security or other guarantee that the Employer may have in relation to the Tenderer's liabilities.

This Guarantee shall be irrevocable and shall remain in force upto and including.....⁷ and shall be extended from time to time for such period as may be desired by the Employer.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Tenderer but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms hereof. However, unless a demand or claim under this Guarantee is made on us in writing on or before the⁸ we shall be discharged from all liabilities under this Guarantee.

We, Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed.....⁶
- b) This Guarantee shall be valid up to⁷
- c) Unless the Bank is served a written claim or demand on or before⁸ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank

We, Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

For and on behalf of
(Name of the Bank)

(Signature of Authorised signatory)

Date.....

Place of Issue.....

¹ Details of the Invitation to Bid/Notice Inviting Tender (Tender Ref. No. Eg. - BHEL PSSR SCT XXXX)

² Name of Tenderer

³ REGISTERED Office Address of the Tenderer

⁴ Details of the Work i.e Tender Description

⁵ EMD Amount as mentioned in Notice Inviting Tender

⁶ BG Amount in words and Figures (BG Amount shall be Minimum of EMD amount less Rs. 2 Lakhs)

⁷ Validity Date

⁸ Date of Expiry of Claim Period (Claim Period shall be minimum of 3 Months after the validity date of Bank Guarantee)

Note:

- 1. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.

2. In Case of Bank Guarantees submitted by Foreign Vendors-
 - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
 - b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)
 - b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
 - b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.
 - b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time).

PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)

(On non-Judicial paper of appropriate value)

(Para 4.7.6 of Works Accounts Manual)

Bank Guarantee No.....

Date.....

To

(Employer's Name and Address)

.....

In consideration of Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at *BHEL House, Siri Fort, Asiad, New Delhi – 110049* through its unit at *Bharat Heavy Electricals Limited, Power Sector Southern Region, Tek Towers, No.11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai - 600097* having agreed to exempt _____¹ (Name of the Vendor / Contractor / Supplier) with its registered office at _____² (hereinafter called the said "Contractor" which term includes supplier), from demand under the terms and conditions of the Contract arising vide Letter of Intent (LOI) reference No. _____ dated _____³ valued at Rs. _____⁴ (Rupees _____ only)⁴ (hereinafter called the said Contract), of Security Deposit for the due fulfilment by the said Contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. _____⁵ (Rupees _____ only),

We, the(Name & address of the Bank) having our Head Office at(hereinafter referred to as the Bank), at the request of _____ [Contractor(s)], being the Guarantor under this Guarantee, do hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer, an amount not exceeding Rs. _____ without any demur, immediately on demand from the Employer and without any reservation, protest, and recourse and without the Employer needing to prove or demonstrate reasons for its such demand

Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____⁵.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claims satisfied & the Employer certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) or acceptance of the final bill or discharge of this guarantee by the Employer, whichever is earlier. This guarantee shall initially remain in force upto and including _____⁶ and shall be extended from time to time for such period as may

be desired by the Employer. Unless a demand or claim under this guarantee is made on us in writing on or before the _____⁷, we shall be discharged from all the liability under this guarantee thereafter.

We, _____ (indicate the name of the Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms thereof. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We, BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed.....⁵
- b) This Guarantee shall be valid up to⁶
- c) Unless the Bank is served a written claim or demand on or before _____⁷ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

Date _____ Day of _____ for _____ (indicate the name of the Bank)

(Signature of Authorised signatory)

¹ NAME OF VENDOR /CONTRACTOR / SUPPLIER

² REGISTERED OFFICE ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.

³ LETTER OF INTENT(LOI) REFERENCE NO. WITH DATE

⁴ CONTRACT VALUE (AS MENTIONED IN LOI)

⁵ BG AMOUNT IN FIGURES AND WORDS

⁶ VALIDITY DATE

⁷ DATE OF EXPIRY OF CLAIM PERIOD (CLAIM PERIOD SHALL BE MINIMUM OF 3 MONTHS AFTER VALIDITY DATE)

Note:

1. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.
2. In Case of Bank Guarantees submitted by Foreign Vendors-
 - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
 - b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)
 - b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
 - b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.
 - b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time).

PROCEDURE FOR CONDUCT OF CONCILIATION PROCEEDINGS

1. The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided herein:
2. The party desirous of resorting to Conciliation shall send an invitation/notice in writing to the other party to conciliate specifying all points of Disputes with details of the amount claimed. The party concerned shall not raise any new issue thereafter. Parties shall also not claim any interest on claims/counter-claims from the date of notice invoking Conciliation till the conclusion of the Conciliation proceedings. If BHEL is to initiate Conciliation, then, the invitation to Conciliate shall be extended to the concerned Stakeholder in **Format 7** hereto. Where the stakeholder is to initiate the Conciliation, the notice for initiation of Conciliation shall be sent in **Format-8** hereto.
3. The party receiving the invitation/notice for Conciliation shall within 30 days of receipt of the notice of Conciliation intimate its consent for Conciliation along with its counter-claims, if any.
4. The Conciliation in a matter involving claim or counter-claim (whichever is higher) up to Rs 5 crores shall be carried out by sole Conciliator nominated by BHEL while in a matter involving claim or counter-claim (whichever is higher) of more than Rs 5 crores Conciliation shall be carried out by 3 Conciliators nominated by BHEL. The appointment of Conciliator(s) shall be completed and communicated by the concerned Department/Group of BHEL Unit/Division/Region/Business Group to the other party and the Conciliator(s) within 30 days from the date of acceptance of the invitation to conciliate by the concerned party in the **Format-9**. The details of the Claim, and counter-claim, if any, shall be intimated to the Conciliator(s) simultaneously in **Format-5**.
5. The Parties shall be represented by only their duly authorized in-house executives/officers and neither Party shall be represented by a Lawyer.
6. The first meeting of the IEC shall be convened by the IEC by sending appropriate communication/notice to both the parties as soon as possible but not later than 30 days from the date of his/their appointment. The hearings in the Conciliation proceeding shall ordinarily be concluded within two (2) months and, in exceptional cases where parties have expressed willingness to settle the matter or there exists possibility of settlement in the matter, the proceedings may be extended by the IEC by a maximum of further 2 months with the consent of the Parties subject to cogent reasons being recorded in writing.

- 7.** The IEC shall thereafter formulate recommendations for settlement of the Disputes supported by reasons at the earliest but in any case within 15 days from the date of conclusion of the last hearing. The recommendations so formulated along with the reasons shall be furnished by the IEC to both the Parties at the earliest but in any case within 1 month from the date of conclusion of the last hearing.
- 8.** Response/modifications/suggestions of the Parties on the recommendations of the IEC are to be submitted to the IEC within time limit stipulated by the IEC but not more than 15 days from the date of receipt of the recommendations from the IEC.
- 9.** In the event, upon consideration, further review of the recommendations is considered necessary, whether by BHEL or by the other Party, then, the matter can be remitted back to the IEC with request to reconsider the same in light of the issues projected by either/both the Parties and to submit its recommendations thereon within the following 15 days from the date of remitting of the case by either of the Parties.
- 10.** Upon the recommendations by the Parties, with or without modifications, as considered necessary, the IEC shall be called upon to draw up the Draft Settlement Agreement in terms of the recommendations.
- 11.** When a consensus can be arrived at between the parties only in regard to any one or some of the issues referred for Conciliation the draft Settlement Agreement shall be accordingly formulated in regard to the said Issue(s), and the said Settlement Agreement, if signed, by the parties, shall be valid only for the said issues. As regards the balance issues not settled, the parties may seek to resolve them further as per terms and conditions provided in the contract.
- 12.** In case no settlement can be reached between the parties, the IEC shall by a written declaration, pronounce that the Conciliation between the parties has failed and is accordingly terminated.
- 13.** Unless the Conciliation proceedings are terminated in terms of para 22 (b), (c) & (d) herein below, the IEC shall forward his/its recommendations as to possible terms of settlement within one (1) month from the date of last hearing. The date of first hearing of Conciliation shall be the starting date for calculating the period of 2 months.
- 14.** In case of 3 members IEC, 2 members of IEC present will constitute a valid quorum for IEC and meeting can take place to proceed in the matter after

seeking consent from the member who is not available. If necessary, videoconferencing may be arranged for facilitating participation of the members. However, the IEC recommendations will be signed by all members. Where there is more than one (1) Conciliator, as a general rule they shall act jointly. In the event of differences between the Members of IEC, the decision/recommendations of the majority of the Members of IEC shall prevail and be construed as the recommendation of the IEC.

- 15.** The Draft Settlement Agreement prepared by the IEC in terms of the consensus arrived at during the Conciliation proceedings between the Parties shall be given by the IEC to both the parties for putting up for approval of their respective Competent Authority.
- 16.** Before submitting the draft settlement agreement to BHEL's Competent Authority viz. the Board Level Committee on Alternative Dispute Resolution (BLCADR) for approval, concurrence of the other party's Competent Authority to the draft settlement agreement shall be obtained by the other party and informed to BHEL within 15 days of receipt of the final draft settlement agreement by it. Upon approval by the Competent Authority, the Settlement Agreement would thereafter be signed by the authorized representatives of both the Parties and authenticated by the members of the IEC.
- 17.** In case the Draft Settlement Agreement is rejected by the Competent Authority of BHEL or the other Party, the Conciliation proceedings would stand terminated.
- 18.** A Settlement Agreement shall contain a statement to the effect that each of the person(s) signing thereto (i) is fully authorized by the respective Party(ies) he/she represents, (ii) has fully understood the contents of the same and (iii) is signing on the same out of complete freewill and consent, without any pressure, undue influence.
- 19.** The Settlement Agreement shall thereafter have the same legal status and effect as an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal passed under section 30 of the Arbitration and Conciliation Act, 1996.
- 20.** Acceptance of the Draft Settlement Agreement/recommendations of the Conciliator and/or signing of the Settlement Agreement by BHEL shall however, be subject to withdrawal/closure of any arbitral and/or judicial proceedings initiated by the concerned Party in regard to such settled issues.
- 21.** Unless otherwise provided for in the agreement, contract or the Memorandum of Understanding, as the case may be, in the event of likelihood of prolonged

absence of the Conciliator or any member of IEC, for any reason/incapacity, the Competent Authority/Head of Unit/Division/Region/Business Group of BHEL may substitute the Conciliator or such member at any stage of the proceedings. Upon appointment of the substitute Conciliator(s), such reconstituted IEC may, with the consent of the Parties, proceed with further Conciliation into the matter either de-novo or from the stage already reached by the previous IEC before the substitution.

22. The proceedings of Conciliation under this Scheme may be terminated as follows:

- a.** On the date of signing of the Settlement agreement by the Parties; or,
- b.** By a written declaration of the IEC, after consultation with the parties, to the effect that further efforts at conciliation are no longer justified, on the date of the declaration; or,
- c.** By a written declaration of the Parties addressed to the IEC to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
- d.** By a written declaration of a Party to the other Party and the IEC, if appointed, to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
- e.** On rejection of the Draft Settlement Agreement by the Competent Authority of BHEL or the other Party.

23. The Conciliator(s) shall be entitled to following fees and facilities:

Sl No	Particulars	Amount
1	Sitting fees	Each Member shall be paid a Lump Sum fee of Rs 75,000/- for the whole case payable in terms of paragraph No. 27 herein below.
2	Towards drafting of settlement agreement	In cases involving claim and/or counter-claim of up to Rs 5crores. Rs 50,000/- (Sole Conciliator) In cases involving claim and/or counter-claim of exceeding Rs 5 crores but less than Rs 10 crores. Rs 75,000 (per Conciliator)

Sl No	Particulars	Amount
		<p>In cases involving claim and/or counter-claim of more than Rs 10 crores.</p> <p>Rs 1,00,000/- (per Conciliator)</p> <p>Note: The aforesaid fees for the drafting of the Settlement Agreement shall be paid on the,</p> <p>Signing of the Settlement Agreement after approval of the Competent Authority</p> <p>or</p> <p>Rejection of the proposed Settlement Agreement by the Competent Authority of BHEL.</p>
3	Secretarial expenses	<p>Rs 10,000/- (one time) for the whole case for Conciliation by a Sole Member IEC.</p> <p>Where Conciliation is by multi member Conciliators –Rs 30,000/- (one time)- to be paid to the IEC</p>
4	Travel and transportation and stay at outstation Retired Senior Officials of other Public Sector Undertakings (pay scale wise equivalent to or more than E-8 level of BHEL)	As per entitlement of the equivalent officer (pay scale wise) in BHEL.
	Others	<p>As per the extant entitlement of whole time Functional Directors in BHEL.</p> <p>Ordinarily, the IEC Member(s) would be entitled to travel by air Economy Class.</p>
5	Venue for meeting	Unless otherwise agreed in the agreement, contract or the Memorandum of Understanding, as the case may be, the venue/seat of proceedings shall be the location of the concerned Unit / Division / Region /

Sl No	Particulars	Amount
		Business Group of BHEL. Without prejudice to the seat/venue of the Conciliation being at the location of concerned BHEL Unit / Division / Region / Business Group, the IEC after consulting the Parties may decide to hold the proceedings at any other place/venue to facilitate the proceedings. Unless, Parties agree to conduct Conciliation at BHEL premises, the venue is to be arranged by either Party alternately.

- 24.** The parties will bear their own costs including cost of presenting their cases/evidence/witness(es)/expert(s) on their behalf. The parties agree to rely upon documentary evidence in support of their claims and not to bring any oral evidence in IEC proceedings.
- 25.** If any witness(es) or expert(s) is/are, with the consent of the parties, called upon to appear at the instance of the IEC in connection with the matter, then, the costs towards such witness(es)/expert(s) shall be determined by the IEC with the consent of the Parties and the cost so determined shall be borne equally by the Parties.
- 26.** The other expenditures/costs in connection with the Conciliation proceedings as well as the IEC's fees and expenses shall be shared by the Parties equally.
- 27.** Out of the lump sum fees of Rs 75,000/- for Sitting Fees, 50% shall be payable after the first meeting of the IEC and the remaining 50% of the Sitting Fees shall be payable only after termination of the conciliation proceedings in terms of para 22 hereinabove.
- 28.** The travelling, transportation and stay at outstation shall be arranged by concerned Unit as per entitlements as per Serial No. 4 of the Table at para 23 above, and in case such arrangements are not made by the BHEL Unit, the same shall be reimbursed to the IEC on actuals limited to their entitlement as per Serial No. 4 of the Table at Para 23 above against supporting documents. The IEC Member(s) shall submit necessary invoice for claiming the fees/reimbursements.
- 29.** The Parties shall keep confidential all matters relating to the conciliation proceedings. Confidentiality shall extend also to the settlement agreement,

except where its disclosure is necessary for purposes of its implementation and enforcement or as required by or under a law or as per directions of a Court/Governmental authority/ regulatory body, as the case may be.

- 30.** The Parties shall not rely upon or introduce as evidence in any further arbitral or judicial proceedings, whether or not such proceedings relate to the Disputes that is the subject of the Conciliation proceedings:
- a.** Views expressed or suggestions made by the other party in respect of a possible settlement of the Disputes;
 - b.** admissions made by the other party in the course of the Conciliator proceedings;
 - c.** proposals made by the Conciliator;
 - d.** The fact that the other Party had indicated his willingness to accept a proposal for settlement made by the Conciliator.
- 31.** The Parties shall not present the Conciliator(s) as witness in any Alternative Dispute Resolution or Judicial proceedings in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- 32.** None of the Conciliators shall act as an arbitrator or as a representative or counsel of a Party in any arbitral or judicial proceeding in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- 33.** The Parties shall not initiate, during the Conciliation proceedings, any arbitral or judicial proceedings in respect of a Disputes that is the subject matter of the Conciliation proceedings except that a Party may initiate arbitral or judicial proceedings where, in his opinion, such proceedings are necessary for preserving his rights including for preventing expiry of period of limitation. Unless terminated as per the provisions of this Scheme, the Conciliation proceedings shall continue notwithstanding the commencement of the arbitral or judicial proceedings and the arbitral or judicial proceedings shall be primarily for the purpose of preserving rights including preventing expiry of period of limitation.
- 34.** The official language of Conciliation proceedings under this Scheme shall be English unless the Parties agree to some other language.

**STATEMENT OF CLAIMS/COUNTER CLAIMS TO BE SUBMITTED TO THE
IEC BY BOTH THE PARTIES**

1. Chronology of the Disputes
2. Brief of the Contract/MoU/Agreement/LOI/LOA
3. Brief history of the Disputes:
4. Issues:
5. Details of Claim(s)/Counter Claim(s):

Sl. No.	Description of claim(s)/Counter Claim	Amount (in INR)Or currency applicable in the contract	Relevant contract clause

6. Basis/Ground of claim(s)/counter claim(s) (along with relevant clause of contract)

Note– *The Statement of Claims/ Counter Claims may ideally be restricted to maximum limit of 20 pages. Relevant documents may be compiled and submitted along with the statement of Claims/ Counter Claims. The statement of Claims/ Counter Claims is to be submitted to all IEC members and to the other party by post as well as by email.*

FORMAT-7

FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY BHEL FOR REFERRING THE DISPUTES TO CONCILIATION THROUGH IEC

To,

M/s. (Stakeholder's name)

Subject: **NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE CONTRACT BY BHEL**

Ref: Contract No/MoU/Agreement/LOI/LOA& date _____.

Dear Sir/Madam,

As you are aware, with reference to above referred Contract/MoU/Agreement/LOI/LOA, certain disputes have arisen, which, in spite of several rounds of mutual discussions and various correspondences have remained unresolved. The brief particulars of our claims which arise out of the above- referred Contract/MoU/Agreement/LOI/LOA are reproduced hereunder:

Sl. No.	Claim description	Amount involved

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring disputes to conciliation.

In terms of Clause -----of Procedure i.e., Annexure ----- to the Contract/MoU /Agreement / LOI / LOA, we hereby seek your consent to refer the matter to Conciliation by Independent Experts Committee to be appointed by BHEL. You are invited to provide your consent in writing to proceed with conciliation into the above mentioned disputes within a period of 30 days from the date of this letter along with details of counter-claims, if any, which you might have with regard to the subject Contract/ MoU/ Agreement/ LOI/ LOA.

Please note that upon receipt of your consent in writing within 30 days of the date of receipt of this letter by you, BHEL shall appoint suitable person(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you
Yours faithfully

Representative of BHEL

Note: The Format may be suitably modified, as required, based on facts and circumstances of the case.

FORMAT-8**FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY A
STAKEHOLDER FOR REFERRING THE DISPUTES TO CONCILIATION
THROUGH IEC**

To,

BHEL (Head of the Unit/Division/Region/Business Group)

Subject: **NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE
CONTRACT BY A STAKEHOLDER**

Ref: Contract No/MoU/Agreement/LOI/LOA& date _____.

Dear Sir/Madam,

As you are aware, with reference to above referred Contract/MoU/Agreement/LOI/LOA, certain disputes have arisen, which, in spite of several rounds of mutual discussions and various correspondences have remained unresolved. The brief particulars of our claims which have arisen out of the above-referred Contract/MoU/Agreement/LOI/LOA are enumerated hereunder:

Sl. No.	Claim description	Amount involved

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring inter-se disputes of the Parties to conciliation.

We wish to refer the above-said disputes to Conciliation as per the said Clause of the captioned Contract/MoU/Agreement/LOI/ LOA. In terms of Clause -----of Procedure i.e., Annexure ----- to the Contract/MoU /Agreement / LOI / LOA, we hereby invite BHEL to provide its consent in writing to proceed with conciliation into the above mentioned disputes within a period of 30 days from the date of this letter along with details of counter-claims, if any, which it might have with regard to the subject Contract/ MoU/ Agreement/ LOI/ LOA and to appoint suitable person(s) as Conciliator(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you

Yours faithfully

Representative of the Stakeholder

Note: The Format may be suitably modified, as required, based on facts and circumstances of the case.

FORMAT FOR INTIMATION TO THE STAKEHOLDER ABOUT APPOINTMENT OF CONCILIATOR/IEC

To,

M/s. (Stakeholder's name)

Subject: **INTIMATION BY BHEL TO THE STAKEHOLDER AND CONCILIATOR(S) ABOUT APPOINTMENT OF CONCILIATOR/IEC**

Ref: Contract No/MoU/Agreement/LOI/LOA& date _____.

Sir,

This is with reference to letter dated ----- regarding reference of the disputes arising in connection with the subject Contract No /MoU/Agreement/LOI/LOA to conciliation and appointment of Conciliator(s).

In pursuance of the said letter, the said disputes are assigned to conciliation and the following persons are nominated as Conciliator(s) for conciliating and assisting the Parties to amicably resolve the disputes in terms of the Arbitration & Conciliation Act, 1996 and the Procedure ---- to the subject Contract/MoU/Agreement/LOI/LOA, if possible.

Name and contact details of Conciliator(s)

a)

b)

c)

You are requested to submit the Statement of Claims or Counter-Claims (strike off whichever is inapplicable) before the Conciliator(s) in Format 5 (enclosed herewith) as per the time limit as prescribed by the Conciliator(s).

Yours faithfully,

Representative of BHEL

CC: To Conciliator(s)... for Kind Information please.

Encl: As above

Note: The Format may be suitably modified, as required, based on facts and circumstances of the case.

PROFORMA OF BANK GUARANTEE (in lieu of RETENTION AMOUNT)

(On non-Judicial paper of appropriate value)

Bank Guarantee No.....
Date.....

To
Bharat Heavy Electricals Limited,
Power Sector Southern Region,
Tek Towers, No.11, Old Mahabalipuram Road,
Okkiyam Thoraipakkam,
Chennai – 600097

In consideration of Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at BHEL House, Siri Fort, Asiad, New Delhi – 110049 through its Unit at Bharat Heavy Electricals Limited, Power Sector Southern Region, Tek Towers, No.11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai – 600097 having agreed to exempt _____¹ (Name of the Vendor / Contractor / Supplier) with its registered office at _____² (hereinafter called the said "Contractor" which term includes Supplier), from demand under the terms and conditions of the Contract reference No. _____ dated _____³ valued at Rs _____⁴ (Rupees _____)⁴ (hereinafter called the said Contract), of Retention Amount for the due fulfilment by the said Contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs _____⁵ (Rupees _____ only),

We _____ (indicate the name and address of the Bank) having its Head Office at _____ (address of the Head Office) (hereinafter referred to as the Bank), at the request of _____ [Contractor(s)], being the Guarantor under this Guarantee, do hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer, an amount not exceeding Rs _____ without any demur, immediately on demand from the Employer and without any reservation, protest, and recourse and without the Employer needing to prove or demonstrate reasons for its such demand.

Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claims satisfied & the Employer certifies that the terms and conditions of the said

PROFORMA OF BANK GUARANTEE (in lieu of RETENTION AMOUNT)

Contract have been fully and properly carried out by the said contractor(s) or acceptance of the final bill or discharge of this guarantee by the Employer, whichever is earlier. This guarantee shall initially remain in force upto and including _____⁶ and shall be extended from time to time for such period as may be desired by the Employer. Unless a demand or claim under this guarantee is made on us in writing on or before the _____⁷, we shall be discharged from all the liability under this guarantee thereafter.

We, _____ (indicate the name of the Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms thereof. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We, _____ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed _____⁵
- b) This Guarantee shall be valid up to _____⁶
- c) Unless the Bank is served a written claim or demand on or before _____⁷ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

Date _____ Day of _____

for _____ (indicate the name of the Bank)

(Signature of Authorized signatory)

PROFORMA OF BANK GUARANTEE (in lieu of RETENTION AMOUNT)

- ¹ NAME OF THE VENDOR /CONTRACTOR / SUPPLIER.
- ² ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.
- ³ DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE
- ⁴ CONTRACT VALUE
- ⁵ BG AMOUNT IN FIGURES AND WORDS
- ⁶ VALIDITY DATE
- ⁷ DATE OF EXPIRY OF CLAIM PERIOD

Note:

1. Units are advised that expiry of claim period may be kept 3-6 months after validity date. It may be ensured that the same is in line with the agreement/ contract entered with the Vendor.

2. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.

3. In line with the GCC, SCC or contractual terms, Unit may carry out minor modifications in the Standard BG Formats. If required, such modifications may be carried out after taking up appropriately with the Unit/Region's Law Deptt.

4. In Case of Bank Guarantees submitted by Foreign Vendors-

a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.

b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)

b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by **any of the Consortium Banks only** will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.

b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at **sl.no. b.1** will required to be followed.

b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time). The BG Format provided to them should clearly specify the same.

Social Accountability 8000 Compliance Format

A. Basic information

Name of the organization		
Address		
Telephone No		
Name of the Proprietor		
Nature of Business		
License Number and date of expiry		
Employees	Staff (Total Number)	Workmen (Total Number)
• Permanent		
• Casual		
• Badli		
• Temporary		
• Contracted		

B. Information regarding Social Accountability

- What is the minimum age required to join your organization?

_____ Years

- What types of certificates (Like mark sheet, birth certificate) you keep with you?

Original Copy / Xerox

- Do you require to keep any kind of deposit inform of cash at the time of employment?

Yes/No

- Do you provide safe & healthy work environment as per statutory requirement?

Yes/No

- If directly not provided by you, do you get health & safety benefits from NALCO?

Yes/No

- Are you certified for SA 8000?
If Yes, please submit a copy of SA8000 Certificate along with this filled up questionnaire

Yes/No

Have you undergone Code of Conduct Audit (COC Audit) in last 2 years ? Yes/No

If yes, please submit a copy of Code of Conduct Audit Report along with this filled up questionnaire

Have your sub-suppliers been certified for SA 8000? Yes/No

Have your sub-suppliers undergone Code of Conduct Audit (COC Audit) in last 2 years? Yes/No

▪ Do you provide personal protective equipment(s) to your employees free of cost? Yes/No

▪ Do you provide safety training to your employees? Yes/No

▪ Do you ensure canteen facility for your employees? Yes/No

▪ If not, do you get the facilities from NALCO Yes/No

▪ What types of medical benefits you provide to your employees?

▪ Do you allow trade union and collective bargaining in your organization? Yes/No

If no, how do you ensure freedom of expression?

▪ Incase of non-performance of any employee, how do you deal with such situations?

▪ What are the procedures of hiring/promotion/ remuneration in your organization?

- Do you provide appointment letter to your employees? Yes/No
- Do you maintain a documented terms and conditions of employment? Yes/No
- Do you maintain a disciplinary procedure? Yes/No
- If no, how do you terminate your employee?

- How do you ensure that your employees are not discrimination on the basis of cast creed, gender, religion, age and dieses?

- How many shift you have? _____ shifts
- What is the official working time? _____ hours
- Which day is off day in your organization? _____
- In case, a person works in off day or holiday, how is he/she compensated?

- Do you pay overtime to your employees as per law? Yes/No
- What is the lowest amount (salary/wage) you pay to your employees? Rs. _____/-
- Is there any case of deduction in wage? Yes/No

- In case, it is yes, what are the general reasons for such deduction?

- Is there any apprentice period in your organization? Yes/No

- If yes, what is the apprentice period in your organization? _____

- Do you have any international certification Yes/No

- If yes, please specify

- Do you receive, handle or promote goods and/or services from supplier/subcontractors or sub-suppliers Yes/No

- Do you receive, handle or promote goods and/or services from supplier/subcontractors or sub-suppliers who are classified as home worker? Yes/No

- If yes, what steps you have taken to ensure that they get similar level of protection as afforded to directly employed employees?

- Have you taken care to look into issues related to child labor Forced labor, health & safety, working hours and remuneration of your suppliers Yes/No

We do hereby declare that our organization is committed to social accountability. We will promptly implement remedial/corrective actions identified against the requirement and promptly inform your organization. We also declare that the sub-contractors/sub supplier's performances are monitored by us. Moreover, we declare that if invited, we shall participate in awareness program as well as monitoring program organized by you.

We declare that the above-mentioned information is correct.

Signature:

Designation:

Date

Seal of the organization

TECHNICAL CONDITIONS OF CONTRACT (TCC)

FORMAT – DETAILS OF OFFERED CRANE

Sl No.	Description of owned Crane (Model)	Make	Capacity	Crane Year of Manufacturing	Current Status of Deployment	Current Location of Crane	Percentage of Work Completed (If applicable)	Proposed date of release from Current deployment

TECHNICAL CONDITIONS OF CONTRACT (TCC)

EVALUATION OF VENDOR PERFORMANCE

NAME OF PROJECT / SITE:

NAME OF THE VENDOR:

ORDER REFERENCE:

PERFORMANCE FEEDBACK YEAR/QUARTER:

SI No.	CRITERIA	MAX SCORE	WEIGHTAGE	SCORE OBTAINED	WEIGHTED SCORE
1	MANPOWER	10	2.5	25	
2	QUALITY	20	3	60	
3	OTHERS	10	1.5	15	
TOTAL WEIGHTED SCORE (OUT OF 100)					
LESS: Score for Accidents attributable to Contractor during the reporting period (Major @ 3, Minor @1)					
Major Accidents – Fatal, Permanent Disability, Major damage to Equipment					
Minor Accidents – All Others					
Net Weighted Score (out of 100)					
Overall Performance Evaluation			Good / Satisfactory / Unsatisfactory		
Net Weighted Score					
80% and above			Good		
Between 60% to 80%			Satisfactory		
60% and Below			Unsatisfactory		

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VENDOR PERFORMANCE FEEDBACK

NAME OF PROJECT / SITE:

NAME OF THE VENDOR:

ORDER REFERENCE:

PERFORMANCE FEEDBACK YEAR/QUARTER:

Sl No.	Details	PERFORMANCE FEEDBACK				
		5	4	3	2	1
01	MANPOWER					
1.1	Deployed Crew Skill					
1.2	Job Co-ordination Skill					
2	QUALITY					
2.1	Crane Performance					
2.2	Attending to Breakdowns					
2.3	Response to Site Requirement					
2.4	Work as per Customer Satisfaction					
3	OTHERS					
3.1	Behavioural Aspect					
3.2	Responsiveness to statutory regulations and compliance level					

(Signature of Site Engineer)

(Signature of Construction Manager)