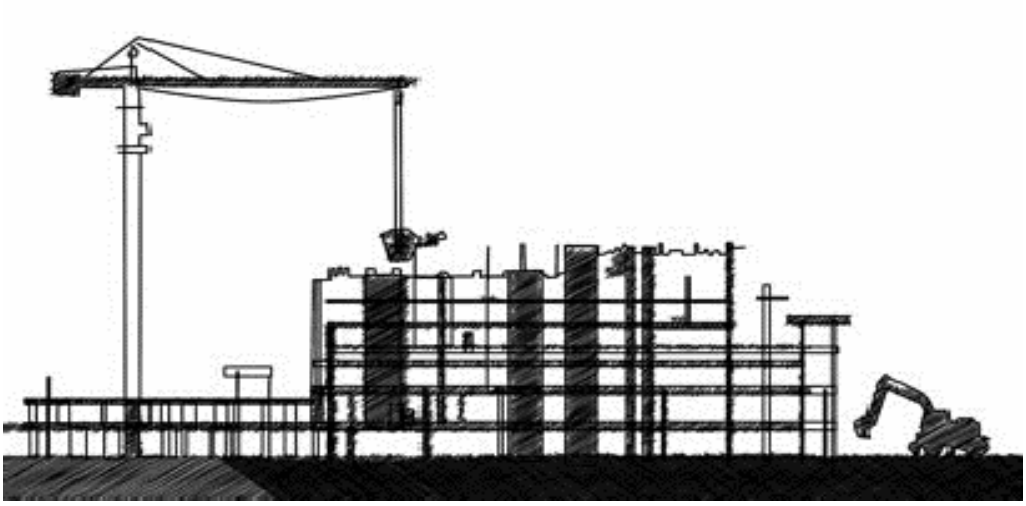
HSEP14

Health, Safety & Environment Plan for Site Operations by Subcontractors



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SECTION A

CRITICAL RESOURCES FOR HSE IMPLEMENTATION

1. SHARING OF OPERATING COSTS OF FACILITIES

TABLE A.1

SN	FACILITY
1	Ambulance with 24 hr. First Aid Trained Driver (Specs in Annexure A)
2	Operation of Medical center, Nurses, Medical Consumables etc. (Specs in Annexure A)
3	Training Center Consumables
4	Water sprinkling for dust suppression
	(Others:)

Note:

i. Responsibility of operation of above facilities shall rest with BHEL
ii. Operating cost of the above shall be deducted from subcontractors on 'proportional to contract' value basis. Sample deduction table enclosed as Annexure A.1
iii. "Contract value" defined above & subsequently in the document shall be considered as "Awarded contract value".
iv. No overhead cost/ enabling cost of BHEL shall be levied on the contractors for common facilities.
v. These running costs shall be recovered from all the available subcontractors at site for the complete operational duration of the site
vi. No overheads shall be charged on shared operating costs

2. RESOURCES TO BE PROVIDED SOLELY BY THE SUBCONTRACTOR

TABLE A.2

SN	ITEM	SPECIFICATIONS
1.	HSE DISPLAYS, Posters and signage	Annexure B
2.	HSE Tools/ Equipment/ Devices	Annexure C
3.	Rest Sheds for Workers	Annexure D
4.	Labor Colony	Annexure E
5.	Toilets (Latrines & Urinals) - in Site and Labor Colony	Annexure F
6.	Fire Extinguishers	Annexure G

Note:

In case subcontractor fails to provide the required resources, same will be procured and deployed by BHEL with applicable overhead on total procurement cost

3. ESTABLISHMENT OF COMMON FACILITIES

In green field projects BHEL shall arrange and provide the following facilities which shall be used by all subcontractors for their employees and workers. These shall be

i. Medical Centre
ii. Safety park with facilities of audio-visual training & vertigo test center.
iii. No cost shall be deducted from the subcontractors for the structure part only.
iv. The running cost with basic inputs already mentioned at Point 1 above shall be shared by all contractors.
v. The sub-contractors shall be required to ensure participation in trainings, medical checkup and vertigo test as per the guidelines laid in this document and required as per statutory HSE requirements.

vi. However, in projects where in these facilities are not provided by BHEL, subcontractors shall ensure the training, medical/ vertigo test of all workers at site in consultation and guidance of BHEL HSE team at site in line with provisions of this document.

vii. The overall onus of compliance to HSE practices pertaining to training, medical checkup including vertigo test shall lie on the subcontractor only.

4. CRITICAL REQUIREMENTS W.R.T. EQUIPMENT & PPES

i. Conventional Hydra crane with carriage in front shall not be permitted. Pick & carry tyre mounted Front Cabin mobile crane (FX or TRX/ NextGen series of 'ESCORT" or equivalent make) shall only be permitted.

ii. Any Heavy equipment (cranes, winch machines, etc.) shall be deployed only after pre-safety Inspection by safety dept. Valid AMCs/ Fitness/ other statutory clearances as per local rules shall be required to be submitted before mobilizing the equipment at site.

iii. All other Hand tools and power tools should not be older than 5 years.

iv. For Chimney passenger lift, winch to have double drum rope for passenger and double safety devices must be used. Winch should not more than 3 years old and winch rope must be inspected with valid certificate from competent authority within 6 months and should meet the IS standard 9507 provision of OLR and push back button arrangement or dead man switch.

v. Gate pass for all the lifting T&Ps and construction machinery/ equipment shall be made after obtaining written acceptance (Pre-entry Safety Clearance) from BHEL Site Safety Department after physical verification and checking all requisite documents/ compliance to Safety norms

vi. All motor vehicles should have valid registration certificate, insurance, Pollution under control (PUC) and fitness certificate as per Motor Vehicle Act 2020. The certificates should be pasted in the glass from inside.

vii. PPEs shall be from reputed manufactures viz. 3M, Udyogi, Karam, Frontier, Freedom, Honeywell, Liberty, Bata, Nomex, Acme, Unicare, Life Gear or equivalent. In case Subcontractor recommends any other name the same can be approved at site level by the Construction manager & Site HSE

viii. For height work, where fall could result in death or disability, a secondary means of fall protection (Safety Net, Retractable Fall Arrestor etc.) shall be mandatorily provided by the subcontractor, failing which, a penalty of INR 10000 per case will be imposed. In addition, there should be constant supervision for such critical height work. Any non-erection activities at height eg. Housekeeping etc. shall also fall under the category of height work

ix. **Scaffold Tagging**

Scaffolds being erected, modified or dismantled must be tagged as suitable for use. Tagging shall be done with standard tag holder. Scaffolding tag should be certified by scaffolding inspector having valid certificate.

- **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.
- **YELLOW** scaffold tag – to be fixed if scaffold is in under construction/ maintenance.

FIG. A.4.1 SAMPLE SCAFFOLD TAGS AND TAG HOLDER

x. **T&P Color Coding:**

a. Inspections and tests shall be documented by means of color coding which shall verify that inspections or testing are current and that all receptacles, portable Power tools, Lifting Tools & Tackles have been inspected and tested as required. The color codes used on the project shall be:

GREEN	BLUE	YELLOW	PURPLE
January	April	July	October
February	May	August	November
March	June	September	December

TABLE. A.4.2: T&P COLOR CODES

b. The cycle of colors shall be Quarterly as a minimum or as decided by BHEL. The color code tape / Sticker shall be clearly visible to designate the period for which the inspections and tests were conducted.

c. Following the initial inspection, the equipment must be color-coded quarterly as per color-coding instructions that will be issued by the subcontractor.

d. Fire extinguisher with the current month color-coding inspection sticker must be provided and secured in the platform.

e. All slings shall be regularly inspected in accordance with the requirement of the project for frequent and periodic inspections and discard immediately if they fail to meet the minimum requirements of the project.

f. The Subcontractor's HSE Officer shall ensure that all PPE is inspected prior to its issue. He is to ensure all subcontractor personnel are using safe and proper PPE equipment. Regular

inspections on the PPE shall be carried out and personnel not adhering to those inspections shall be removed immediately from the site.

g. A Ten (10) day interval period shall be given into each monthly color code change. During this Ten (10) day period either color shall be acceptable.

xi. **T&P Tagging:**
All deployed Wire Rope Slings, Chain Pulley Blocks, Hooks, slings etc. shall be Tagged using aluminum or any other metal tag with punching.

5. HSE PERSONNEL TO BE PROVIDED SOLELY BY THE SUBCONTRACTOR

5.1. Numbers Of HSE Personnel (Applicable For Each Work Shift)

Number of HSE Officers and Supervisors shall be in proportion to number of workers as per Table A.6 below

Table A.5

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

5.1.1. Deployment Plan

i. Above requirement is for every shift for each unit.

ii. The dynamic deployment plan of Safety manpower at various locations containing names, areas, time periods, shifts etc. shall be submitted to BHEL for approval by subcontractor

iii. BHEL may modify the deployment plan based on nature and volume of jobs, Risks and hazards associated etc.

iv. For less than 20 workers HSE Officer is not mandatory. In case the number of workers exceed 20 for 3 consecutive months, HSE Officer is to be engaged. The HSE Officer shall be deployed for a minimum period of 6 months even if the number of workers fall below 20 in any month subsequent to deployment. If within that 6-month period, the number of workers is more than 20 for at least 3 months, the deployment duration of HSE Officer will extend further 6 months after completion of previous 6-month period.

v. For Site Material Management/ Handling (Loading/ Unloading) contracts, 1 no. HSE Officer shall be required irrespective of the total manpower deployed.

vi. HSE Officers/Supervisors of all the vendors may be required to report directly to BHEL HSE Officer at site & shall comprise as a total team for handling all HSE issues. However, each safety officer/ agency shall be individually responsible for the safe execution of work in their respective areas.

5.2. Qualification & Experience Requirements Of HSE Personnel

5.2.1. HSE Officer

First HSE Officer to be mandatorily as per Option I as under and shall be designated Senior HSE Officer. In case of non-availability of HSE Officers with Option I configuration, the subsequent HSE Officers can be as per Option II below with recorded reasons and approval of Site Construction Manager of BHEL. All these deviations should be reported to Region HSE and PSHQ HSE.

A. Option I

i. possesses a recognized degree in any branch of engineering or technology or architecture and had a practical experience of working in a building or other construction work in a supervisory capacity for a period of not less than two years or possesses a recognized diploma in any branch of engineering or technology and has had practical experience of building or other construction work in a supervisory capacity for a period of not less than five years;

ii. possesses a recognized degree or diploma in industrial safety with at least one paper in construction safety (as an elective subject/ part thereof);

iii. has adequate knowledge of the language spoken by majority of building workers from the construction site in which he is to be appointed.

B. Option II:

Graduation Degree in Science with Physics & Chemistry and degree or diploma in Industrial Safety (All Degrees/ Diploma from any Indian institutes recognized by AICTE or State Council of Technical Education of any Indian State) with practical experience of working in a building, plant or other construction works (as HSE Officer, in line with Indian Factories Act, 1958 or BOCW Act, 1996) for a period of not less than five years

Note:

i. HSE Officer as per Option II shall be valid only on availability of Senior HSE Officer as per Option I at site.

ii. In case of resignation of the Senior HSE Officer, the same has to be replaced within 15 days else all subsequent HSE Officers as per Option II (in case of multiple HSE Officers with a single agency) shall not be considered as valid.

iii. The penalty shall be deducted considering non-availability of any HSE Officer at site.

5.2.2. HSE Supervisor: Either of X or Y below

X. Recognized Degree in any branch of Engineering OR Diploma in any branch of engineering with at least one-year construction experience

OR

Y. A recognized graduation Degree in Science (with Physics & Chemistry) or a recognized diploma in Engg. or Tech.

Additional requirements for option (Y) above

i. Trained in fire-fighting as well as in safety / occupational health related subjects, with:
ii. Minimum Two years of practical experience in construction work environment or in the field of safety and

Note:

i. Option a above is by default, b is under special approval from Site HSE & Construction manager
ii. In both cases the candidate should possess requisite skills to deal with construction & fire safety related day-to-day issues.

5.3. HSE In-Charge

In case there is more than one HSE Officer with any subcontractor, one of them, who is senior most by experience & meets qualification as per option 1 as mentioned in clause 2.1 A above (in HSE discipline), may be designated as HSE In-charge who will be the nodal point of contact on HSE matters.

5.4. Supporting Staff To HSE Team

i. Supporting Staff shall include scaffolders, scaffolding inspectors, riggers, skilled and unskilled manpower
ii. Subcontractor shall provide adequate number of workers as and when required, in order to attend and comply to Safety observations raised by BHEL/ Customer.

5.5. Availability And Penalty For Non-Deployment

i. The subcontractor shall submit the certificates of qualification & experience of HSE manpower before deployment for BHEL to assess suitability as per requirement detailed in this document
ii. In case of rejection, subcontractor shall arrange additional candidates and submit resume to BHEL. Penalties will be applicable during the period of non-deployment in such cases as well.
iii. Subcontractor shall ensure physical availability of safety personnel at the place of specific work locations.
iv. The Subcontractor shall deploy the HSE Officers as per the site's requirement. Non-deployment shall lead to stoppage of the work and final decision shall rest with Site HSE & Construction manager.
v. The Subcontractor shall prepare an organization chart identifying the areas of operations, responsibilities and reporting structure of all safety personnel for each shift and submit the same to BHEL.
vi. The subcontractor shall deploy sufficient HSE Officers, supervisors, as per numbers & qualifications mandated in this Section since mobilization of first batch of manpower and add more in proportion to the added strength in work force. Any delay in deployment will attract a penalty at following rates:

Non-deployment of HSE Officer –	Rs. 75,000 per man-month
Non-deployment of HSE Supervisor –	Rs. 50,000 per man-month

vii. Penalty shall be collected for the period of non-availability of safety personnel after allowing a grace period of 15 days for finding a replacement. The same shall be deducted on pro-rata basis till the required manpower is deployed.

viii. In case of abnormal delay & frequent rejections of candidates proposed by the subcontractor, BHEL shall exercise the right to deploy the safety manpower & deduct the amount from subcontractor's running bill with applicable overheads. In such cases also, the provision of logistics, transportation, food and other logistical support to the HSE personnel shall be in the scope of subcontractor in addition to the salary. After deployment of manpower by BHEL, the penalty for non-deployment specified above shall not be applicable.

6. COMPETENCY OF OPERATORS/ DRIVERS OF CRANE, WINCH, LIFTING/ CONSTRUCTION EQUIPMENT ETC.

i. The Operators/ Drivers of crane, winch, construction/ lifting equipment etc. shall be experienced and have valid driving license for the class of vehicle / machinery as applicable (like Crane/ Forklift/ Rig, Construction equipment driving license etc.).

ii. Minimum HMV driving license is required for all heavy equipment/ heavy vehicle (trailer/ Hyva /dumper /TM) operators at site.

iii. The subcontractor shall certify competence of these persons in writing as and when they are posted at site.

iv. Crane, Winch, Construction & lifting equipment operator should have certificate on subject course or experience certificate in employer letterhead.

v. Where state is providing license for operating crane, tractor and other construction vehicles, same to be ensured.

Note: In case the statutory requirements i.e. State or Central Acts and / or Rules as applicable like the Building and Other Construction Workers' Regulation of Employment and Conditions of Service- Act,1996 or State Rules (wherever notified), the Factories Act, 1948 or Rules (wherever notified), etc. are more stringent than above, the same shall be followed.

7. In case of any stringent requirement of BHEL's customer over and above the specifications mentioned in current document, the same shall also be required to be complied at site by subcontractor.

8. REFERENCES

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

8.1. FOR GREENFIELD PROJECTS

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

8.2. For Expansion, Modification, Alteration And, Or Construction Activity Within An Existing Plant Operating As Per Approved Site Plan Under The Factories Act

a) Factories Act, 1948,
b) Factories Rules, as adopted by the various State Governments
c) BOCW Act
d) BOCW Rules
e) In case a new act/ statutory guideline/ modification/ consolidation of acts is implemented the same shall be required to be adhered by the subcontractor.
f) The latest amendment of the above-mentioned acts/ rules shall be followed at site.

9. BHEL POWER SECTOR HSE MANAGEMENT SYSTEM

The Systems and procedures of BHEL Power Sector HSE Management System shall be implemented by the subcontractor, including:

- HSE Procedure for Register of OHS Hazards and Risks
- HSE Procedure for Register of Environmental Aspects and Impacts
- HSE Procedure for Register of Regulations
- HSE Procedure for Training and Awareness
- HSE Procedure for Emergency Preparedness and Response Plan
- HSE Procedure for Permit to Work
- HSE Inspection and Other Formats

Note:

i. BHEL reserves the right to revise/ update these systems and procedure as per requirement to address any changing HSE needs

ii. BHEL will provide hard / soft copies of applicable HSE Procedures, Work Permits, Operational Control Procedures, Inspection/ Other Formats etc. that are necessary for ensuring safe work to the successful bidder at Site. It is the responsibility of the subcontractor to ensure availability of these documents before commencing work at site.

iii. The subcontractor can get soft copies of these documents from respective Region SCT/ HSE for reference. The signed hard copies of the same shall not be required to be submitted along with tender document

iv. Subcontractor shall use the Digital (Web & App-Based) HSE management Software Systems provided by BHEL whenever provided. In case not provided, hard copy systems will continue to be used. All information technology resources (Computers, mobile phones, mobile data, internet access etc.) for the use of such systems shall be ensured by the subcontractor.

10. CLEARANCE OF MONTHLY RUNNING BILLS SUBJECT TO SAFETY COMPLIANCE

i. The monthly running Bills of the subcontractor shall be released subject to compliance to HSE requirements as per checklist in Annexure H
ii. BHEL site HSE Head and Package In-charge shall be authorized to issue the clearance
iii. Site Construction Manager of BHEL shall be the final authority on the matter.

11. HSE PERFORMANCE EVALUATION

i. Subcontractor shall be assessed on monthly basis for HSE Compliance by BHEL Safety In-charge at site.
ii. The HSE evaluation shall be based on HSE Performance Evaluation System of BHEL covering the contractual, statutory and regulatory requirements of HSE.
iii. BHEL shall reserve the right to use these performance scores for evaluating bidder's capacity for future tenders
iv. If safety record of the subcontractor 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 subcontractor may be considered by BHEL after completion of the job, provided the execution performance is satisfactory.

12. HSE PENALTIES

i. Nonconformity of safety rules and safety appliances will be viewed seriously and BHEL has right to impose fines on the subcontractor for every instance of violation noticed.
ii. As per contractual provision HSE penalties shall be imposed on subcontractors for non-compliance on HSE requirement as per following format.
iii. Following are the applicable penalties for various Safety violations:

Sub: MEMO for Penalty for non-compliances in Safety

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

S. No	Nature of Non - Compliance	Penalty (in INR)	Remarks
A. System Violations			
1	Working without valid Work Permit/ HIRA/ Method Statement / JSA	2000	Per case
2	Controls as per Work Permit/ HIRA/MS/JSA not ensured	2000	Per case
3	Reported Safety Violations Not Closed within Stipulated Time	1000-10000	Per case
4	Absence of required Subcontractor Officials (Site Head, HS Head) in Safety Reviews/Meetings	5000	Per case
5	Not providing required PPEs (Safety Harness, Lifeline, Safety Net, Fall arrestor, Safety Helmet, Gloves, Shoes etc.) for the work by subcontractor	2000	Per case
B. Competency/ Training/ Induction Violations			

1	Incompetent personnel deployed for specialized jobs like height work, hot work, rigging, vehicle operation etc. (without valid license/ certificate etc.)	3000	Per case
2	Work without induction training & medical check	2000	Per case
3	Height Work without Vertigo Test and height work training	2000	Per case
C. PPE Violations – Height Work			
1	Not wearing/ hooking Double Lanyard Safety Harness while working at height (> 1.2 meters) or not anchoring to lifeline	1000	Per case
2	Not Providing Lifeline for height work	3000	
3	Unsafe platforms – without Top, Mid Rails and Toe-Guards for Height Work	3000	
4	Not providing secondary means of fall protection for height work (Safety Nets, Retractable Fall Arrestors etc.)	3000	Per case
D. PPE Violations – General			
1	Not wearing safety helmet	1000	Per case
2	Wearing of helmets without chin straps	1000	Per case
3	Not Wearing safety shoes	500	Per case
4	Not wearing gloves	500	Per case
6	Not using grinding goggles/ face shield during grinding/ cutting	2000	Per case
E. Electrical Safety Violations			
1	Broken/ exposed wires/ cables	2000	Per case per day
2	Electrical plug not used for connection/ hand machines	1000	Per case per day
3	Not using proper ELCBs for electrical equipment	2000	Per case per day
4	Improper earthing of welding & Other electrical machines (Lack of double earthing, improper/ untested earth pit etc.)	2000	Per case per day
5	Not using 24 V supply for lighting in confined spaces	2000	Per case
6	Cables haphazard/ blocking way/ not organized properly	1000	Per case per day
F. Lifting & Rigging Violations			
1	Using Sling/ Chain Pulley Block and other Small T&Ps without proper, traceable Tag and Test Certificate	2000	Per T&P per day
2	Using damaged slings or not slinging properly	2000	Per T&P per day
3	Use of lifting equipment without having valid Test certificate	5000	Per equipment per seven days
4	Lifting hooks used without latches	2000	Per hook per day
5	Not effectively barricading area below lifting activity	5000	Per case
6	Using untrained/ unqualified rigger	5000	Per case
G. Housekeeping			
1	Non-removal of scrap from platforms	5000	Per Event Per location per 7 days
2	Not conducting scheduled housekeeping drives	5000	Per drive
H. Hot Work Safety Violations			
1	Gas cutting without flash back arrestor at both ends	5000	Per machine per incidence
2	Gas cutting at height without fire blanket	2000	Per event

3	Not keeping gas cylinders vertically	2000	Per event
4	Lifting cylinders without cage or rolling of cylinders	2000	Per incidence
5	Leakage in gas cylinder	2000	Per incidence
I. Vehicle Safety/ Operation			
1	Not having valid driving license for the type of vehicle/ T&P	2000	Per driver per incidence
2	Two-wheeler entry in construction area	2000	Per vehicle
3	Using Hydra for material movement at site in unsafe manner	2000	Per case
4	Using Two Hydra in Tandem for material movement without proper precautions as per OCP	2000	Per case
5	Vehicles, Hydras, Cranes, Dumpers and Earth Movers not having automatic back horns linked to gear	2000	Per Equipment per day
6	Not providing proper hard barricades around excavations/ unpermitted areas	5000	Per location per day
7	Not using guide rope while transporting material using Hydra or Cranes	2000	Per event
8	Over speeding	5000	Per case
9	Using Conventional Hydra crane	50000	Per day /crane
J. Accidents/ Incidents/ Near Misses			
1	Non-reporting of Near Miss/ Incident	20000	Per case
2	Major Accident – Worker unable to resume work within 48 hrs	100000	Per incident
3	Fatal Accident	500000	Per incident
K. Miscellaneous			
1.	Not providing the facility (drinking water, rest shed, labor colony etc. as per the specifications/ requirement)	5000	Per month per violation
2.	Not nominating the required number of workers for training as per plan	5000	Per incidence
3.	Lack of proper arrangement for disposal of sewage/ waste water/ effluents etc.	10000	Per incidence

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

Penalty Amount:

1. Rate as per above chart
2. No. of Persons/ machine/ event/ labor
3. No. of times the same error is repeated: Repetition factor
4. Total Penalty= 1. X 2. X 3. =

Witnessed by:

(Sub- Subcontractor representative) (BHEL representative)

Signature _____ _____

Name _____ _____

Distribution: 1 Copy: to Sub- subcontractor Site In-charge,
1 Copy to Site Construction Manager (BHEL)
1 Copy to Site Finance

Note:

i. In case the amount of penalty imposed by BHEL's Client on BHEL for Safety violation/ incident due to or in the area of the subcontractor is more than those indicated above, same shall be imposed back-to-back on the subcontractor. However, in case such an amount is less than the specified above, penalty amount indicated above shall be imposed on the subcontractor.

ii. For same violation only one penalty (higher of the two mentioned below) shall be applicable
   a. Penalty imposed by BHEL's Customer over BHEL.
   b. Penalty as indicated in current document.

iii. For repeated violation for the same equipment/ location, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.

iv. For repeated fatal incident in the same Unit incremental penalty shall be imposed: The subcontractor will pay 2 times the previously paid penalty in case there is repeated major/ fatal incident under the same subcontractor for the same package in the same unit.

v. 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.

vi. If principal customer/statutory and regulatory bodies impose some penalty on HSE due to the non-compliance of the subcontractor the same shall be passed on to them.

vii. The penalty amount shall be recovered by BHEL Finance department from subcontractors from the RA/Final bill.

13. PUNITIVE ACTIONS FOR "CRITICAL SAFETY VIOLATIONS":

"Critical Safety Violations" include:

i. Not wearing required PPEs when provided and not following safe work procedure

ii. Taking unnecessary risks especially in height work, hot work, radiation work, lifting activity

iii. Coming to work under influence of sedatives like alcohol, drugs etc.

iv. Coming to work without ID Card/ Gate Pass (if provided)

v. Intimidating/ threatening at work

vi. Using cell phones during height work, hot work, lifting activity, driving.

In case any worker carries out any of the critical safety violations as above, BHEL reserves the right to enforce punitive action in following manner:

First Offence:	1 Punch on Gate Pass/ Induction Card/ ID Card etc. and 1-hour HSE Training. With one day off from duty
Second Offence:	2 Punches and 2-hours HSE Training with one day off from duty

Third Offence:	3 Punches and the worker will be dismissed. Gate pass to be confiscated

In case any employee of subcontractor carries out any of the critical safety violations as above, subcontractor Site In-charge shall issue warning letter to concerned employee with copy to BHEL

Note:

i. For above violations, guilt of the worker/ employee has to be established through appropriate evidences and records maintained.

ii. If worker/ employee has not been given the required PPEs and safety equipment by the agency and/or not facilitated by the agency to follow safety rules, he/ she will not be considered liable but the agency will be penalized as per penalty provision in this document. In such cases, the subcontractor shall not pass the penalty over to the worker/ employee through wage deduction etc.

iii. These critical safety violations and their consequences shall be shared with all workers and employees during induction and other training programs/ meetings, toolbox talks etc.

iv. Gate Pass shall have provision of Tagging as indicated above

v. The appellate authority (only for final dismissal) in this case shall be the BHEL Site In-charge whose decision shall be final on the matter and binding on all parties.

14. LEGAL IMPLICATIONS

Any legal Costs incurred by BHEL, on account of accidents taking place in the activities of the subcontractor, shall be debited to the subcontractor on actual cost basis.
For any accident occurring at site to any worker/ employee of the subcontractor leading to legal implications to BHEL Employee/ Management shall be safeguarded by BHEL legal department. All legal expenses incurred by BHEL on this account shall be recovered from the subcontractor. The accident also includes fire, loss of property or life at site.

15. HSE REVIEW MEETING

i. Subcontractor Site In-charge and HSE In-charge shall attend the HSE Review Meeting as and when called by BHEL.
The indicative agenda points are given below:

a) Implementation of earlier MOM points
b) Compliance Status of HSE Observations
c) Incidents & Near Misses, their Root Causes and Actions Taken
d) HSE performance review
e) HSE inspection findings
f) HSE audit and CAPA
g) HSE training
h) Health check-up camp
i) HSE planning for the erection and commissioning and installation activities in the coming month

j) HSE reward and promotional activities

ii. MOM on the discussion along with HSE observations will be circulated to the subcontractor for action.

iii. The subcontractor shall close the observations to the satisfaction of BHEL within stipulated time frame

16. OTHER REQUIREMENTS

i. If the subcontractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given reasonable opportunity to do so and/or if the subcontractor 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 and the cost shall be debited to the subcontractor with applicable overheads.

ii. If the subcontractor succeeds in carrying out its job in time without any fatal or disabling injury incident and without any damage to property BHEL may, at its sole discretion, favorably consider to reward the subcontractor suitably for the performance.

iii. 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 subcontractor after holding an appropriate enquiry.

iv. The subcontractor 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 subcontractor be paid to compromise any claim by any such person, should such claim proceeding be filed against BHEL, the subcontractor hereby agrees to indemnify BHEL against the same.

v. The subcontractor 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 subcontractor to the workmen and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.

vi. The subcontractor shall notify BHEL of his intention to bring to site any equipment or material which may create hazard.

vii. BHEL shall have the right to prescribe the conditions under which such equipment or materials may be handled and the subcontractor shall adhere to such instructions.

viii. 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.

17. MEMORANDUM OF UNDERSTANDING:

After award of work, subcontractors 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 while executing the Contract Number _____

M/s……..have gone through and understood all the HSE requirements of the contract including HSE manpower, tools & equipment, systems & procedures, and agree to fulfill the same as a minimum. Any additional resources and support required for ensuring fulfillment of HSE Objectives shall be provided by subcontractor at no extra cost.

M/s…….. agree that in case they fail to comply to the HSE requirements as stipulated in the contract, BHEL shall have the right to implement the same and the cost shall be recovered from the subcontractor with applicable overheads.

M/s…….. shall ensure that safe work practices as per the HSE plan. Spirit and content therein shall be imbibed in 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 within prescribed time limit.

M/s…….. agree that the subcontractor shall seek HSE clearance as per BHEL format before each RA bill as mentioned in clause no. 9. The penalty amounts for not providing Safety manpower and various Safety violations have also been reviewed and agreed.

M/s…….. agree to share the HSE Costs (running costs) of common facilities created by BHEL on proportional to contract value basis as calculated at Site by BHEL.

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

Name :

Place & Date:

SECTION B

OPERATIONAL REQUIREMENTS

1. PURPOSE:

1.1. 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.

1.2. This document shall be followed by BHEL's subcontractors 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 in complementary manner.

1.3. Although every effort has been made to make the procedures and guidelines in line with statutory requirements, in case of any discrepancy wherein the relevant statutory guidelines supersedes this document, the same shall be followed.

1.4. In case there's any specific HSE requirement from BHEL's Client, not explicitly indicated in this document the same shall be required to be fulfilled as per the decision of BHEL Site construction manager.

2. SCOPE:

The document is applicable to BHEL's Subcontractors at all installation / servicing activities of BHEL Power Sector as per the relevant contractual obligations

3. OBJECTIVES AND TARGETS:

i. To achieve "Zero Incident at Site"
ii. 100% compliance to all legal/statutory requirements related to EHS.
iii. 100% Health, Safety and Environmental Induction training attendance for all workers.
iv. 100% High Risk activities to be carried out only after approved Method Statement, HIRA / Aspect-Impact / JSA / OCP and Permit to Work are implemented.
v. 100% PPEs compliance in high and medium risk activities.
vi. 100% incident reporting, recording and reviewing for corrective actions.
vii. Regular Safety Reviews to assess HSE program compliance and closure of any recognized gaps to improve safety management and incident prevention
viii. Prevent injury and ill health of all workers at site ('Workers' refers to all personnel including managerial, supervisory, professional, technical, clerical and other workers including contract laborers)
ix. Prevent pollution to environment
x. Ensure the Health and Safety of all persons at work site is not adversely affected by the work.
xi. Ensure protection of environment of the work site.
xii. Comply at all times with the relevant statutory and contractual HSE requirements.
xiii. Provide trained, experienced and competent personnel. Ensure medically fit personnel only are engaged at work.
xiv. Provide and maintain plant, places and systems of work that are safe and without risk to health and the environment.

xv. Provide all personnel with adequate information, instruction, training and supervision on the safety aspect of their work.
xvi. Effectively control, co-ordinate and monitor the activities of all personnel on the Project sites including subcontractors in respects of HSE.
xvii. Establish effective communication on HSE matters with all relevant parties involved in the Project works.
xviii. Ensure that all work planning considers all persons that may be affected by the work.
xix. Ensure fitness testing of all T&Ps/Lifting appliances like cranes, chain pulley blocks etc. are to be certified by competent person.
xx. Ensure timely provision of resources to facilitate effective implementation of HSE requirements.
xxi. Ensure continual improvements in HSE performance.
xxii. Ensure conservation of resources and reduction of wastage.
xxiii. Capture the data of all incidents including near misses, process deviation etc. Investigate and analyze the same to find out the root cause.
xxiv. Ensure timely implementation of correction, corrective action and preventive action. The subcontractor shall also comply with HSE Targets stipulated by BHEL from time to time.

4. BHEL HEALTH, SAFETY & ENVIRONMENT POLICY:

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, subcontractors 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.

Chairman & Managing Director/ BHEL

Bharat Heavy Electricals Limited, Power Sector

Regd. Office: BHEL House, Siri Fort, New Delhi-110049

5. Illustrative Responsibilities of Subcontractor Employees

5.1 HSE - A Line Responsibility

i. HSE is a “Line Responsibility”.

ii. The term "Line" includes management, Executives, Supervisors, Foremen, and Workers who are part of the workforce. Line is to be fully involved in HSE Planning & Implementation with the aid and advice of HSE organization.

iii. “Line”, having control of resources and manpower is responsible for overall implementation of HSE Systems and closure of HSE observations.

5.2 Site In -Charge:

i. Shall sign Memorandum of Understanding (MoU)

ii. Shall ensure availability of all necessary resources required for implementation of HSE at Site

iii. Shall engage qualified HSE Officer(s) and supervisors (s)

iv. Shall adhere to the rules and regulations mentioned in this code, practice very strictly in area of work in consultation with concerned engineer and the safety coordinator.

v. Shall screen all workmen for health and competence requirement before engaging for the job and periodically thereafter as required.

vi. Shall not engage any employee below 18 years.

vii. Shall arrange for all necessary PPEs like safety helmets, belts, full body harness, shoes, face shield, hand gloves etc. before starting the job.

viii. Shall ensure that all T&Ps engaged are tested for fitness and have valid certificates from competent person.

ix. Shall ensure closure of all HSE non-conformities reported by BHEL or observed during internal inspection by providing appropriate resources in a timely manner.

x. Shall ensure the implementation of provisions of applicable acts and rules pertaining to HSE.

xi. Shall ensure availability of updated (Hazard Identification and Risk Assessment) Register for the area of activity

xii. Shall ensure availability of Method Statements & Job Safety Analysis for all hazardous activities

xiii. Shall ensure necessary controls to minimize risk in all applicable hazardous activities including Height Work, Hot Work, Lifting & Rigging, Confined Space, Maintenance, excavation, Radiography, Loading/ Unloading, Drilling/ Blasting etc.

xiv. Shall ensure implementation of HSE requirements mentioned in this document and as specified in the BHEL HSE management System including training, inspection, awareness, reporting etc.

xv. Shall ensure that person working above 2.0 meter should use Safety Harness tied to a life line/stable structure.

xvi. Shall ensure a secondary means of fall protection (Safety Net, Retractable Fall Arrestor etc.) for preventing fall from height

xvii. Shall ensure that materials are not thrown from height. Cautions to be exercised to prevent fall of material from height.

xviii. Shall report all incidents (Fatal/Major/Minor/Near Miss) to the Site engineer /HSE officer of BHEL.
xix. Shall ensure that Horseplay is strictly forbidden.
xx. Shall ensure that adequate illumination is arranged during night work.
xxi. Shall ensure that all personnel working under subcontractor are working safely and do not create any Hazard to self and to others.
xxii. Shall ensure display of adequate signage/posters on HSE.
xxiii. Shall ensure that mobile phone is not used by workers while working.
xxiv. Shall ensure conductance of HSE audit, mock drill, medical camps, induction training and training on HSE at site.
xxv. Shall ensure full co-operation during HSE audits.
xxvi. Shall ensure submission of look-ahead plan for procurement of HSE equipment's and PPEs as per work schedule.
xxvii. Shall ensure good housekeeping.
xxviii. Shall ensure adequate valid fire extinguishers are provided at the work site.
xxix. Shall ensure availability of sufficient number of toilets (preferably bio-toilets) /restrooms and adequate drinking water at work site and labor colony.
xxx. Shall ensure adequate emergency preparedness.
xxxi. Shall be member of site HSE committee and attend all meetings of the committee
xxxii. Power source for hand lamps shall be maximum of 24 v.
xxxiii. Temporary fencing should be done for open edges if Hand – railings and Toe-guards are not available
xxxiv. To record all incidents including near miss and report to BHEL and to ensure analysis & corrective actions for the same
xxxv. Shall conduct weekly Safety Walks in the work area and record the findings.
xxxvi. Construction of Canteen at Site, Office Infrastructure: Printer, PC, Fire Extinguishers etc.
xxxvii. Shall analysis HSE Performance regularly in work area and take steps to improve the same
xxxviii. Shall ensure stoppage of work in case of unacceptable Safety hazards

5.3 HSE Officer:

i. Carry out safety inspection of Work Area, Work Method, Men, Machine & Material, P&M and other tools and tackles.
ii. Facilitate inclusion of safety elements into Work Method Statement and creation of Job Safety Analysis (JSA)
iii. (HSE Head) To prepare deployment plan of HSE personnel for all shifts, so as to ensure constant supervision of all areas. The plan to be submitted to BHEL
iv. Highlight the requirements of safety through Tool-box / other meetings.
v. Help concerned HOS to prepare Job Specific instructions/ JSA for critical jobs.
vi. Conduct investigation of all incident/dangerous occurrences & recommend appropriate safety measures.
vii. Advice & co-ordinate for implementation of HSE Systems & Procedures.
viii. To stop work in case of any critical safety violation until the violation is cleared
ix. Convene HSE meeting & minute the proceeding for circulation & follow-up action.

x. Plan procurement of PPE & Safety devices and inspect their healthiness.
xi. Report to BHEL on all matters pertaining to status of safety and promotional program at site level.
xii. Facilitate administration of First Aid
xiii. Facilitate screening of workmen and safety induction.
xiv. Conduct fire Drill and facilitate emergency preparedness
xv. Design campaigns, competitions & other special emphasis programs to promote safety in the workplace.
xvi. Apprise BHEL on safety related problems.
xvii. Notify site personnel non-conformance to safety norms observed during site visits / site inspections.
xviii. 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.
xix. To decline acceptance of such PPE / safety equipment that do not conform to specified requirements.
xx. Encourage raising Near Miss Report on safety along with, improvement initiatives on safety.
xxi. Shall work as interface between various agencies such customer, package-in-charges, subcontractors on HSE matters.

5.4 HSE SUPERVISOR:

i. All requirements as per 5.1
ii. To monitor allotted area for Safety violations, take required action and inform the concerned Safety Supervisor / Officer
iii. To assist HSE Officer

5.5 PACKAGE IN-CHARGES, ENGINEERS & ALL EMPLOYEES:

i. To be aware of, get involved in and ensure implementation of all HSE related Systems and Procedures including but not limited to:
   a. BHEL HSE Management System including HSE Procedures and OCPs, HIRA, JSA etc.
   b. Work Permit System
   c. Emergency Preparedness Response Plans
   d. Contractual HSE requirements
   e. Legal Requirements
   f. Penalty System
   g. Training requirements
ii. To ensure that the persons engaged in respective area follow the safety rules like using appropriate PPEs.
iii. To develop Method Statements and ensure availability of Job Safety Analysis for all activities in scope
iv. To ensure that the reported HSE non-conformities in the work area are resolved immediately before resuming work
v. To record all incidents including near miss and report to BHEL.

vi. To adopt safe working practices at all times and act as role model for Safety
vii. To take immediate corrective action actions in case any non-conformity is observed on product / process / system with respect to Occupational Health, Safety and Environment.
viii. In case any particular activity / work has extremely high consequential risk or high environmental impact, same shall be brought to the notice of BHEL Package In-charge before starting the work.
ix. To interfere/ stop work as & when identified unsafe.
x. To maintain & promote improved level of house-keeping all the time at site.
xi. To support/co-operate with audit team members as & when safety audits are carried out.
xii. To involve in investigation, if any incident occurs in his work area.
xiii. To participate in safety promotional programs
xiv. To attend the safety committee meeting, if member/invitee
xv. To ensure that only fit T&Ps and qualified persons are engaged for all activities.
xvi. Shall ensure that person working above 2.0 meter should use Safety Harness tied to a life line/stable structure.
xvii. Shall ensure that materials are not thrown from height. Cautions to be exercised to prevent fall of material from height.
xviii. Shall ensure that all T&Ps engaged are tested for fitness and have valid certificates from competent authorities.

6. HSE Planning by Subcontractor:

6.1 Hazard Analysis & Risk Assessment (HIRA), Method Statement (MS) & Job Safety Analysis (JSA):

i. Subcontractor shall identify all OHS Hazards and Risks applicable to all activities in scope and plan & implement the required control measures. HIRA Register shall be maintained.
ii. Subcontractor shall develop Method Statements & Job Safety Analysis documents for all hazardous activities in scope and ensure the required control measures. Job Safety Analysis is to be attached along with any Work Permit request

6.2 Register of Regulations:

Subcontractor shall prepare a register of applicable rules and regulations in the scope and plan to ensure compliance.

HIRA Register, Method Statements, Job Safety Analysis and Register of Regulations are dynamic documents and shall be revised (as applicable):

i. At fixed frequency of 3 months
ii. Addition/ deletion/ modification of a process/ activity
iii. After an accident/ incident
iv. After any change in applicable rules/ regulations/ laws.

6.3 Monthly HSE Plan covering the following as a minimum shall be prepared and submitted to BHEL for approval:

i. HSE Trainings covering all activities/ hazards/ workers

ii. HSE Inspection Plan covering all areas/ activities/ equipment/ hazards

iii. HSE Activities: Safety walks, Awards, housekeeping, reviews etc.

Note: Online/ App-based system shall be used for HSE Planning and Implementation/ Update whenever provided by BHEL otherwise Hard-copy based system shall continue

6.4 Monthly HSE Planning & Review of HSE Activities along with BHEL:

Monthly planning and review of HSE activities shall be carried out by subcontractor as per provided **format** jointly along with BHEL

7. Mobilization Of Machinery/Equipment/Tools By Subcontractor:

i. Subcontractor 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 subcontractor 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.

ii. As a measure to ensure that machinery, equipment and tools 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. Inspection by Third Party competent person shall be arranged:

   a. Before first time use at site
   b. After carrying out any modification
   c. After repairs subsequent to involvement in any accident/ incident

iii. As a further measure to ensure that machinery, equipment and tools being mobilized to the construction site are fit for purpose and are maintained in safe operating condition and comply with legislative and owner requirement, inspection as per provided format shall be arranged by in-house expert / competent authority (preferable) for acceptance. The equipment considered for this purpose shall include all those in the T&P list in the tender document.

8. Mobilization of Manpower by Subcontractor:

i. As a measure to ensure that manpower being mobilized to the construction site is fit and competent for safe working, screening arrangement shall be made by the sub-subcontractor to ensure competency and fitness through following measures:

a) **Medical Checkup:** Examination of medical fitness shall be conducted through qualified medical professional for all workers to be deployed as per provided **format**. For height workers, vertigo (height phobia) test to be carried out as qualification criteria as per Annexure K and recorded in provided **format**.

b) **Induction Training**: Induction training of all workers to be ensured as per **provided procedure and format**. Training evaluation to be carried out and training to be repeated if not passed

c) Only on successfully meeting above criteria, permanent gate passes to be issued

ii. The subcontractor shall arrange induction and regular health check of their employees as per schedule VII of BOCW rules by a registered medical practitioner.

iii. The subcontractor 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.

iv. 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.

v. Appropriate accommodation to be arranged for all workmen in hygienic condition.

vi. Cost of contractual, statutory and regulatory requirements like Training, medical checks, PPEs etc. shall not be transferred to the workers and such activities shall be considered as part of the job.

9. Provision of Personal Protective Equipment (PPEs):

i. Personnel Protective Equipment (PPEs), shall be provided by the subcontractor to all workers as per requirement of the job.

ii. The choice of PPEs to ensure multiple (at least more than 1) means of protection against any hazard. All applicable safety precautions for a job shall be ensured notwithstanding the duration or perceived importance of the task.

iii. The applicability of PPEs shall be as per the concept of Hierarchy of controls, i.e.:

iv. Elimination->Substitution->EngineeringControls->AdministrativeControls-PPEs

v. Relying solely on PPEs without ensuring necessary controls to be strictly avoided.

vi. The following matrix recommends usage of minimum PPEs against the respective job.

Activity	Type of Protection						Remarks, if any
	Hand	Eye	Ear	Body	Respiratory	Others	
Gas Welding & Cutting	LG	WG	-	LA	*SCBA/ OLBA	-	* for confined space
Electric Arc Welding	LG	HMWS	-	LA	*SCBA/ OLBA	-	* for confined space
Rigging	CG	SG	-				--
Working at Height	-	SG	-	DLFBH	-	*FAS	* for vertical columns
Grinding & Chipping	CG	FS / SG	-	LA	-	-	--
Working in High Noise	-	-	EP / EM	-	-	-	--
Handling of Cement Concrete	RG	SG	-	-	DM	-	

Blasting	CG	SG	EP*	-	-	-	* at noise area
Excavation	CG	SG	-	-	DM	-	*Gum boot in place of Safety shoe for foot
Chemical Handling	PVCG	CSG	-	PVCA	-	-	*Full body rubber suit with hood
Electrical and C&I	ERG*	SG	-	-	-	-	*For high voltages
Sand/shot blasting	CG	-	EP/ EM	CA	SAMH	-	

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

The list is not exhaustive. Additional PPEs to ensure Safe Work may need to be deployed as per the requirement of the task at no additional cost.

vii. The PPEs shall conform to the relevant standards as below (illustrative list) and bear ISI mark.

RELEVANT IS-CODES FOR PERSONAL PROTECTION

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

viii. Where workers are employed in sewers and manholes, which are in use, the subcontractor 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

ix. All the personnel and visitors shall mandatorily use safety helmet (with company logo), safety shoe and reflective vests, in addition to any other PPEs as deemed appropriate for the area of work/ visit.

x. Following Color scheme for Helmets shall be followed:

a. Workmen: Yellow
b. Safety staff: Green or white with green band
c. Electrician: Red
d. Others including visitors: White
e. For height workers, special marking on helmets besides indication on Gate Pass/ ID Card

xi. The subcontractor shall maintain register for issue and receipt of PPEs.

xii. All the PPEs shall be checked for quality before issue and the same shall be periodically re-checked. The users shall be advised to check the PPEs themselves for any defect before putting on. The defective ones shall be replaced.

xiii. The Helmets shall have logo or name (abbreviation of agency name permitted) affixed or printed on the front.

xiv. The body harnesses shall be serial numbered.

10. ARRANGEMENT OF INFRASTRUCTURE:

10.1 DRINKING WATER:

i. Drinking water shall be provided and maintained at suitable places at different elevations such that minimum quantity of 5 liters is available for each worker during the day.

ii. Drinking water tank shall be so installed so as to be available within 200 meters of each working area

iii. Container should be labeled as “Drinking Water” in languages understood by the workers

iv. Cleaning of the container shall be ensured at least once in a week. Mild cleaning detergents as used for cleaning vessels shall be applied and scrubbers (3M or equivalent) shall be used for removing scales and deposits on the inside surface. The tank shall be thoroughly cleaned with potable water only before it is refilled (also applicable to labor colony).

v. Suitability of water source for drinking to be tested as per IS10500 at least once in six months.

10.2 WASHING FACILITIES:

i. In every workplace, adequate and suitable facilities for washing shall be provided and maintained.

ii. 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.

iii. Water suitable for washing and not for drinking shall be clearly indicated as “Not for Drinking” in language understood by workers.

iv. Overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the painters and other workers to wash during the cessation of work.

10.3 Latrines and Urinals:

i. Latrines and urinals shall be provided in every work place as indicated in Section A
ii. Urinals shall also be provided at different elevations.
iii. They shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times, by appointing designated person.
iv. Separate facilities shall be provided for the use of male and female worker if any.

10.4 Provision of Rest Sheds for Workers During Rest Period:

Proper Rest Shed (s) with shelter shall be provided for rest during break so as to accommodate all workers as indicated in Section A

10.5 Medical Facilities:

10.5.1 General

i. Provision of Medical Center, Ambulance etc. shall be as per Section A of this document
ii. Medical waste shall be disposed as per prevailing legislation (Bio-Medical Waste – Management and Handling Rules, 1998)
iii. Every injury shall be treated, recorded and reported.
iv. All First Aid injuries shall be recorded as per provided Format
v. List of qualified first aiders and their contact numbers to be displayed at conspicuous places.

10.5.2 First Aider/ First Aid Box

i. The first aider along with facilities should be available at a point nearest to the work location wherein majority of the workers are working.
ii. The subcontractor shall provide necessary first aid facilities as per schedule III of BOCW. At every work place first aid facilities shall be provided and maintained.
iii. 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.
iv. 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.
v. The first aid box shall be distinctly marked with a Green Cross on white background.
vi. Details of contents of first aid box is given in Annexure J
vii. A slip of contents shall be pasted on the First Aid Box with following details
viii. Monthly inspection of First Aid Box shall be carried out by the owner as per provided format
ix. The subcontractor should conduct periodical first –aid classes to keep his supervisor and Engineers properly trained for attending to any emergency.

10.5.3 Health Check Up

The persons engaged at the site shall undergo health check-up as per provided format before induction. In addition, the persons engaged in the following works shall undergo health check-up at least once in a year:

i. Height workers
ii. Drivers/crane operators/riggers
iii. Confined space workers
iv. Shot/sand blaster
v. Welding and NDE personnel

10.5.4 Height Phobia/ Vertigo Test:

i. The persons engaged in working at heights (above 2 meters) to be assessed for Vertigo and associated conditions and recorded as per provided format. Suggested Vertigo Test Procedure is given in Annexure K
ii. Such workers are to be allowed only on successful completion of test, otherwise shall be allocated ground-based jobs.
iii. IDs / Height passes shall be issued to such workers, besides special markings on helmets for easy identification.

10.5.5 Provision of Canteen Facility:

i. Canteen facilities shall be provided for the workmen of the project inside the project site where worker strength is 250 or more.
ii. Proper cleaning and hygienic condition shall be maintained.
iii. Proper care should be taken to prevent biological contamination.
iv. Adequate drinking water should be available at canteen.
v. Fire extinguisher shall be provided inside canteen.
vi. Regular health check-up and medication to the canteen workers shall be ensured as per applicable regulations.
vii. Canteen waste to be disposed of in hygienic manner

10.6 Provision of Accommodation/Labor Colony for workforce:

i. Proper accommodation for workforce to be provided in line with minimum requirements indicated in Section A
ii. Labor colony shall be inspected each week by HSE Officer and report submitted to BHEL as per provided format

10.7 Pest Control:

Regular pest control should be carried out at all offices, mainly laboratories, canteen, labor colony and stores.

10.8 Scrapyard:

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

10.9 ILLUMINATION:

i. The subcontractor 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.

ii. Lamp (hand held) shall not be powered by mains supply but either by 24V or dry cells.

iii. Lamps shall be protected by suitable guards where necessary to prevent danger, in case of breakage of lamp.

iv. Emergency lighting provision for night work shall be made to minimize danger in case of main supply failure.

v. Adequate and suitable light shall be provided at all work places & their approaches including passage ways as per IS: 3646 (Part-II).

SUITABLE ILLUMINATION LEVELS FOR VARIOUS AREAS SHALL BE DECIDED BASED ON BROAD GUIDELINES INDICATED BELOW:

S. No.	Location	Lux Level (lumens/sqm)
A.	**Construction Site**	
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	Fine work like precision assembly, precision measurements etc.	700
8	Sheet metal works	200
9	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

vi. Illuminations shall be inspected on weekly basis as per provided **format** using a calibrated lux meter.

11. HSE TRAINING & AWARENESS:

11.1 TRAINING PLAN:

i. All training programs to be carried out in a planned manner. Monthly/ Annual Training Calendar to be submitted to BHEL for approval and shall cover HSE Training requirements of all activities, workers, hazards applicable to the area(s) of work.
ii. Subcontractor shall nominate workers as per the schedule of specific training plan, failing which, penalty shall be imposed.
iii. Training records of all workers along with attendance, signatures, faculty details etc. shall be maintained in soft/ hard copy as per provided **formats**.
iv. Each labor should undergo at least 0.5% of total man-hours worked in HSE training.

11.2 HSE INDUCTION TRAINING

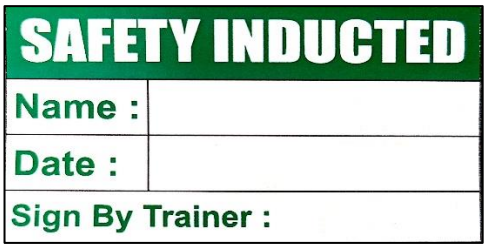
i. All persons entering into project site shall be given HSE induction training by the HSE officer of BHEL /subcontractor before being assigned to work.
ii. The induction training shall be imparted through audio-visual medium (Classroom specialized training), and shall be minimum of 1 Complete Day.
iii. Evaluation to be carried out after training and training shall be repeated in case of failure.
iv. Safety Induction Card shall be printed by Subcontractor and provided to all trained workers. A Safety induction book shall also be printed and issued to each worker after induction training (Format for the same may be provided by BHEL).
v. Induction training subjects shall include but not limited to:

    a. Briefing of the Project details.
    b. Safety objectives and targets.
    c. Site HSE rules.
    d. Critical Safety Violations and consequences
    e. Site HSE hazards and aspects.
    f. First aid facility.
    g. Emergency Contact No.
    h. Incident & Near Miss reporting.
    i. Fire prevention and emergency response.
    j. Rules to be followed in the labor colony (if applicable)
    k. Accident case studies

vi. General:

    a. 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.)
    b. They must arrive fully dressed in safety wear & gear to attend the induction.
    c. Any one failing to conform to this safety wear& gear requirement shall not qualify to attend.

d. On completing attending subcontractor's in-house HSE induction, each employee shall sign an induction training form to declare that he had understood the content and shall abide to follow and comply with safe work practices.
e. They may only then be qualified to be issued with a personal I.D. card, for access to the work site subject to clearing the medical fitness test.



ABOVE STICKER SHALL BE PASTED ON HELMET OF WORKERS AFTER SAFETY INDUCTION TRAINING

11.3 JOB-SPECIFIC SKILL BASED HSE TRAINING

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

TRAINING MATRIX

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

Safety in Working at height	-	Y	Y	Y
Safety in Confined space work	-	Y	Y	Y
Defensive Driving	-	Y*	Y*	Y*

*for construction vehicle operators, helpers & crane operators

Y=YES

Note:

i. Subcontractor shall prepare a training plan/ matrix covering all hazards and implement the same after approval of BHEL.
ii. It is to be ensured that every worker undergoes Job-Specific training once every 3 months.
iii. Records of training programmes along with attendance shall be maintained by the subcontractor
iv. Each worker to be issued a Card indicating the types of trainings undergone.

11.4 HSE TOOL-BOX TALK:

i. HSE tool Box talk shall be conducted by frontline foreman/supervisor of subcontractor to specific work groups prior to the start of work and shall be randomly attended by subcontractor engineers/ officials. The agenda shall consist of the following:

   a. Details of the job being intended for immediate execution.
   b. The relevant hazards and risks involved in executing the job and their control and mitigating measures.
   c. Specific site condition to be considered while executing the job like high temperature, humidity, unfavorable weather etc.
   d. Recent non-compliances observed.
   e. Appreciation of good work done by any person.
   f. Any doubt clearing session at the end.

ii. Tool box talk to be conducted before start of work in every shift.
iii. During toolbox talk, visual check-up of workers regarding health, any signs of fatigue, intoxication etc. shall be conducted and any suspected workers to be acted upon.
iv. Record of Tool box talk shall be maintained as per provided **format**

11.5 TRAINING ON HEIGHT WORK:

i. Training on height work shall be imparted to all workers working at height by in-house/external faculty at least once every 3 months.
ii. For Height Workers Separate pass shall be provided by the subcontractor.
iii. The training shall be of minimum 2-hour duration, through audio-visual medium and followed by evaluation. In case of poor scoring, training shall be repeated.
iv. The training shall include following topics:

   a. Proper use of PPEs – safety harness, lanyard, fall arrester, retractable fall arrester, life line, safety nets etc.
   b. Provision of secondary means of fall protection

c. Safe climbing through monkey ladders.
d. Inspection of PPEs.
e. Medical fitness requirements.
f. Mock drill on rescue at height.
g. Dos & Don’ts during height work.
h. Accident case Studies

11.6 Re-Induction Training

The induction training shall be repeated for every worker after at least 1 year and shall be a pre-requisite for renewal of Gate Pass/ ID card.

11.7 Penalty Training

The personnel involved in Safety Violations/ Incidents shall mandatorily undertake penalty training pertaining to the violation/ incident. Penalty training shall be at least half-day duration.

11.8 HSE Promotion-Signage, Posters, Competition, Awards etc.:

i. HSE Displays shall be installed as indicated in Section A
ii. Contracting agencies shall arrange for display of safety hoardings depicting suitable safety cartoons/messages/ cautionary notices at appropriate places of project site to remind the workers to perform their duties safely.
iii. Apart from safety hoardings, each agency should maintain a safety bulletin board at all their work locations. Such safety bulletin boards should depict the activities being planned for the day, good practices, permit details etc.
iv. Safety suggestion boxes shall be kept at each subcontractor’s office at site for obtaining safety suggestions from the workers. Best suggestions should be implemented and may be rewarded suitably to encourage the workers for safety.
v. Safety awareness campaigns, competitions, plays, movie shows, songs etc. to be organized for workers at Site and Labor colony from time to time to enhance Safety Awareness

11.9 HSE Rewards & Incentive Scheme

Subcontractor shall implement a reward & incentive scheme for workers & supervisors displaying adherence to safety principles. Such workers shall be felicitated in a monthly function, attended by Subcontractor top management and BHEL representatives. Suitable gift shall be given to such workers for encouragement.

11.10 HSE Awareness Program for Officials:

Subcontractor shall arrange monthly HSE awareness program on different topics including medical awareness for all engineers/ supervisors / officials working at site. This program can be part of progress/ safety review meetings.

12. HSE COMMUNICATION AND PARTICIPATION:

12.1 HSE INCIDENT REPORTING, INVESTIGATION & CORRECTIVE ACTION:

i. All incidents (near misses, property damage, first-aid cases, minor, major and fatal incidents) shall be reported to BHEL as they happen immediately through SMS and Hard/Soft copy as per provided format

ii. All incidents including near miss, minor, major and fatal incidents shall be recorded

iii. All incidents shall be investigated for Root Causes and corrective actions ensured to prevent recurrence shall be implemented.

iv. Work shall be put on hold in the area till corrective actions are verified by BHEL

v. The Root Cause Analyses and Corrective actions taken shall be recorded

12.2 HSE EVENT REPORTING:

i. Important HSE events like HSE training, Medical camp etc. organized at site shall be reported to BHEL site management in detail with photographs for publication in different in-house magazines

ii. Celebration of important days like National Safety Day, World Environment Day etc. shall also be reported as mentioned above.

12.3 MONTHLY HSE REPORTING:

i. All routine and non-routine HSE activities shall be reported to BHEL on monthly basis by the subcontractor as per provided format. The reporting medium can be hard/soft as per BHEL requirement.

ii. The period of reporting shall be 25th of the preceding month to 24th of the present month and shall be submitted by the end of the calendar month.

iii. Report shall include good quality images of HSE Activities

12.4 DAILY HSE ACTIVITY REPORTING:

Daily HSE activities shall be reported by subcontractor to BHEL as per provided format

12.5 HSE SUGGESTIONS:

All workers and employees shall be encouraged to provide suggestions for improvement in Health, Safety & Environment performance at site. The suggestions shall be recorded in a “Suggestions Register” as per provided format. Suggestions found suitable for implementation shall be implemented and recognition / reward to be given to the submitter.

Suggestion Register to be placed at Site and Labor Colony and shall be reviewed on periodic basis

12.6 Client Communication:

All HSE related communication from BHEL, customer / external statutory and regulatory agencies to be handled on priority. Same to be recorded and issues to be resolved in expeditious manner

13. Safety During Work Execution:

Safety during work execution shall be ensured by following appropriate Safety Rules, providing adequate resources, deploying competent and trained manpower, regular training & inspection and non-conformity resolution. Main aspects are indicated as under:

13.1 Operational Control Procedures:

In order to reduce the risk associated with hazardous activities, applicable OCPs (Operational control procedures) will be followed by subcontractor as per BHEL instructions, outcomes of Hazard Analysis & other requirements. This will be done as part of normal scope of work. Illustrative list of reference OCPs is given below.

Table 13.1 Illustrative List of Reference OCPs

No.	Topic	No.	Topic	No.	Topic
0	General Safety	**22**	Steam blowing	**44**	Material preservation
1	Handling of chemicals	**23**	Working in confined area	**45**	Electro-resistance heating
2	Electrical safety	**24**	Operation of passenger lift, material hoists & cages	**46**	Blasting
3	Energy conservation	**25**	Vehicle/ Crane maintenance	**47**	Transformer charging
4	Welding and gas cutting operation	**26**	Radiography	**48**	Handling of battery system
5	Fire safety	**27**	Waste disposal	**49**	DG set
6	Use of hand tools	**28**	Handling & storage of mineral wool	**50**	Sanitary maintenance
7	First aid	**29**	Working at night	**51**	Piling rig operation
8	Food safety at canteen	**30**	Computer operation	**52**	Passivation
9	Use of cranes	**31**	Storage in open yard	**53**	EDTA Cleaning
10	Storage and handling of gas cylinders	**32**	Drilling, reaming and grinding(machining)	**54**	Chemical cleaning of Pre boiler system
11	Manual arc welding	**33**	Stress relieving	**55**	Boiler Light up
12	Use of helmets	**34**	Hydraulic test	**56**	Rolling and Synchronization
13	Good house keeping	**35**	Trial run of rotary equipment	**57**	Loading of Unit

14	Safe excavation	**36**	Batching	**58**	Air compressor
15	Working at height	**37**	Cable laying/tray work	**59**	Hydra Operation
16	Filling of hydrogen in cylinder	**38**	Spray insulation	**60**	Duct Pre-assembly
17	Illumination	**39**	Compressor operation	**61**	Resumption of construction activities after lockdown and prevention of coronavirus infection during site operations
18	Handling and erection of heavy metals	**40**	Gas distribution test		
19	Acid cleaning	**41**	Cleaning of Hot well / Deaerator		
20	Oil flushing	**42**	Electrical maintenance	**61A**	Prevention of Covid-19 infection in labour colony
21	Alkali boil out	**43**	O&M of control of AC plant & system	**62**	Truss/ Structure fit-up and alignment

a. The reference OCPs shall be suitably modified by subcontractor as per specific requirements to control the hazards.

b. In case any other OCP is found to be applicable during the execution of work at site, then subcontractor will prepare and follow those as well.

13.2 Work Permit System:

i. The following activities shall be carried out by the subcontractor strictly after obtaining Permit to Work from BHEL
   a) Height working
   b) Hot working
   c) Confined space Work
   d) Excavation more than 2-meter depth
   e) Radiography
   f) Heavy / Complex / Critical Lifting Activity
   g) Night / Holiday Work
   h) Material Loading / Unloading
   i) Grating, Safety Net, Safety Facility Removal
   j) Live Electrical Maintenance etc. - Lockout / Tagout
   k) Beam / truss/ duct/ structure alignment

ii. The Work Permit Formats shall be provided by BHEL at Site. It is the responsibility of the subcontractor to ensure their availability

iii. The above list is not exhaustive. BHEL reserves right to introduce additional Permits or modify requirements for usage of existing Permits. The conditions for using the Permit are specified in the Format (General Requirements).

iv. Where customer is having separate Work Permit System the same shall be followed in conjunction / merged to ensure all activities and checks are covered in all systems.

v. Details of working Group to be attached along with work permit request.

vi. All the Permits along with JSA/HIRA must be initiated by Agency Execution Team
vii. Permit applicant shall apply for work permit of particular work activity at particular location before starting of the work with Job Hazard Analysis.
viii. All Permit signatories (including subcontractor's package in-charge and HSE Officer) shall physically visit the work area and check that all the safety control measures necessary for the activity are in place. Only then the permit shall be issued.
ix. Signatory shall physically visit the area of work and ensure all required safeguards before signing the Permit
x. Signatory shall periodically visit the area to confirm the availability of required safeguards throughout the currency of the permit
xi. In case any Permit requirement is not available, work will be stopped till it is made available
xii. Permit holder shall implement and maintain all control measures during the period of permit. The permit will be closed after completion of the work.
xiii. Online Work Permit System shall be used whenever provided by BHEL, otherwise hard copy shall be used

13.3 Activity-Specific Precautions/ Controls

Detailed HSE precautions for various activities undertaken at Site by the subcontractors are specified in **Annexure I**. Same are to be ensured by the Sub-subcontractor while carrying out respective activities at Site

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14. ENVIRONMENTAL CONTROL & SOCIAL RESPONSIBILITY

i. Environment protection has always been given prime importance by BHEL. Environmental damage is a major concern of the principal subcontractor and every effort shall be made, to have effective control measures in place to avoid pollution of Air, Water and Land and associated life. Banned substances like asbestos and Chlorofluorocarbons such as carbon tetrachloride and trichloroethylene shall not be used. Waste disposal shall be done in accordance with the guidelines laid down in the project specification.

ii. 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).

iii. 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 subcontractor shall use appropriate MSDS for clean-up technique

iv. All subcontractors shall be responsible for the cleanliness of their own areas

v. Regular dust suppression using sprinklers shall be carried out in respective area

vi. The subcontractors shall ensure that noise levels generated by plant or machinery are as low as reasonably practicable. Where the subcontractor anticipates the generation of excessive noise levels from his operations the subcontractor shall inform to Construction Manager of BHEL accordingly so that reasonable &practicable precautions can be taken to protect other persons who may be affected.

vii. It is imperative on the part of the subcontractor to join and effectively contribute in joint measures such as tree plantation, environment protection, contributing towards social upliftment, conversion of packing woods to school furniture, enhancing good relation with local populace etc.

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

15. HOUSEKEEPING

i. Keeping the work area and access roads clean/ free from debris, removed scaffoldings, scraps, insulation/sheeting wastage /cut pieces, temporary structures, packing woods etc. will be in the scope of the subcontractor. Such cleanings have to be done by subcontractor within quoted rate, on daily basis.

ii. If such activity is not carried out by subcontractor / BHEL is not satisfied, then BHEL may get it done by other agency and actual cost along with BHEL overheads will be deducted from subcontractor's bill. Such decisions of BHEL shall be binding on the subcontractor

iii. Dedicated Housekeeping gangs shall be deployed, who shall be provided all required PPEs and safety training

iv. Mass housekeeping shall be carried out for half a day in a week

v. Proper housekeeping to be maintained at work place and the following are to be taken care of on daily basis.

vi. All surplus earth and debris are removed/disposed off from the working areas to identified locations.

vii. Unused/Surplus cables, steel items and steel scrap lying scattered at different places/elevation within the working areas are removed to identified locations.

viii. All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from workplace to identified locations.

ix. Sufficient waste bins shall be provided at different work places for easy collection of scrap/waste. Scrap chute shall be installed to remove scrap from high locations.

x. Access and egress (stair case, gangways, ladders etc.) path should be free from all scrap and other hindrances.

xi. Workmen shall be educated through tool box talk about the importance of housekeeping and encourage not to litter.

xii. Labor 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.

xiii. Fabricated steel structures, pipes & piping materials shall be stacked properly.

xiv. 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.

xv. Utmost care shall be taken to ensure over all cleanliness and proper upkeep of the working areas.

16. WASTE MANAGEMENT

i. 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.

ii. Details of E-Waste, Hazardous Waste, biomedical waste etc. and their disposal plan, shall be submitted to BHEL every 6 months as per provided **formats**.

16.1 Bins At Work Place

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

16.2 Storage And Collection

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

16.3 Segregation

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

16.4 Disposal

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

16.5 Warning And Signs

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

17. Traffic Management System

17.1 Safe Workplace Transport System

i. 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.

ii. 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.

iii. For internal traffic, lines marked on roads / access routes and between buildings shall clearly indicate where vehicles are to pass.

iv. Temporary obstacles shall be brought to the attention of drivers by warning signs or hazard cones.

v. Speed limits shall be clearly displayed for each kind of vehicle.

vi. Speed ramps preceded by a warning signs or marker are necessary.

vii. 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.

viii. Safest route shall be provided between places where vehicles have to call or deliver.

ix. Avoid vulnerable areas/items such as fuel or chemicals tanks or pipes, open or unprotected edges and structures likely to collapse

x. Safe areas shall be provided for loading and unloading.

xi. Avoid sharp or blind bends. If this is not possible hazards should be indicated e.g. blind corner.

xii. Ensure road crossings are minimum and clearly signed.

xiii. Entrance and gateways shall be wide enough to accommodate a second vehicle without causing obstruction.

xiv. Set sensible speed limits which are clearly sign posted.

xv. Where necessary ramps should be used to retard speed. This shall be preceded by a warning sign or mark on the road.

xvi. Forklift trucks shall not pass over road hump unless of a type capable of doing so.

xvii. Overhead electric cable, pipes containing flammable hazardous chemical shall be shielded by using goal posts height gauge posts or barriers.

xviii. 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.

17.2 Traffic Route For Pedestrians

i. Where traffic routes are used by both pedestrians and vehicles road shall be wide enough to allow vehicles and pedestrians safely.

ii. 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.

iii. Where pedestrian and vehicle routes cross, appropriate crossing shall be provided.

iv. Where crowd is likely to use roadway e.g. at the end of shift, stop vehicles from using them at such times.

v. Provide high visibility clothing for people permitted in delivery area.

17.3 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:

i. A high level of stability.
ii. A safe means of access/egress.
iii. Suitable and effective service and parking brakes.
iv. Windscreens with wipers and external mirrors giving optimum all round visibility.
v. Provision of horn, vehicle lights, reflectors, reversing lights, reversing alarms.
vi. Provision of seat belts.
vii. Guards on dangerous parts.
viii. Driver protection - to prevent injury from overturning and from falling objects/materials.
ix. Driver protection from adverse weather.
x. No vehicle shall be parked below HT/LT power lines.
xi. Valid Pollution Under Control certification for all vehicles
xii. Wheel stopper shall be use during the parking of vehicle
xiii. Helper to be deployed in each vehicle as per site requirement.

17.4 Daily Check By Driver

1. There should also be daily safety checks containing below mentioned points by the driver before the vehicle is used.

Brakes	Mirrors	Warning signals
Tires	Windscreen waters	Specific safety systems i.e. controls & interlocks
Steering	Wipers	

2. Management should ensure that drivers carry out these checks.

17.5 Transportation Of Personnel And Materials By Vehicles

i. All drivers shall hold a valid driving License for the class of vehicle to be driven and be registered as an authorized BHEL driver with the Administration Department.

ii. 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.

iii. All overhangs shall be made clearly visible and restricted to acceptable limits

iv. Load shall be checked before moving off and after traveling a suitable distance.

v. On no account is construction site to be blocked by parked vehicles Drivers of vehicles shall only stop or park in the areas designate by the stringing foreman.

vi. Warning signs shall be displayed during transportation of material.

vii. All vehicles used by BHEL shall be in worthy condition and in conformance to the Land Transport requirement.

viii. Wheel stopper shall be use during the parking of vehicle

ix. Helper to be deployed in each vehicle as per site requirement.

17.6 MAINTENANCE

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.

18. EMERGENCY PREPAREDNESS AND RESPONSE

i. Emergency preparedness and response capability of site shall be developed as per Emergency Preparedness and Response plan issued by BHEL

ii. Availability of adequate number of first aiders and fire warden shall be ensured with BHEL and its subcontractors

iii. All the subcontractor'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. Subcontractor should nominate his supervisor to coordinate and implement the safety measures.

iv. Assembly point shall be earmarked and access to the same from different location shall be shown

v. Fire exit shall be identified and pathway shall be clear for emergency escape.

vi. Appropriate type and number of fire extinguisher shall be deployed as per Fire extinguisher deployment plan and validity shall be ensured periodically through inspection

vii. 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 itself who will have the responsibility to maintain the same.

viii. First aid center shall be developed at site with trained medical personnel and ambulance

ix. Emergency contact numbers (format given in EPRP) of the site shall be displayed at prominent locations.

x. Tie up with fire brigade shall be done in case customer is not having fire station.

xi. Tie up with hospital shall be done in case customer is not having hospital.

xii. Disaster Management group shall be formed at site

xiii. Mock drill shall be arranged at regular intervals. Monthly report of the above to be given to BHEL HSE Officer as per prescribed BHEL formats

xiv. Mock drill shall be conducted on different emergencies periodically to find out gaps in emergency preparedness and taking necessary corrective action

19. HSE INSPECTION

Inspection on HSE for different activities being carried out at site shall be done to ensure compliance to HSE requirements. The subcontractor shall maintain and ensure necessary safety measures as required for inspection and tests HV test, Pneumatic test, Hydraulic test, Spring test, Bend test 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 withhold inspection, till such time the desired safety requirements are met.

Online/ App-based HSE Inspection system shall be used for inspection whenever provided by BHEL otherwise Hard-copy based system shall continue

☐ OK	☐ NOT OK
Contractor Name:	
Equipment Identification No :	
Inspection Date :	
Next Inspection Date :	
Inspected By :	

Every Inspected Equipment shall display above sticker

19.1 INSPECTION PLAN

Subcontractor shall prepare an inspection plan covering all areas/ activities/ equipment/ hazards and implement the same after getting approval of BHEL. Responsibility to ensure coverage of all areas/ activities rests with the subcontractor.

All Inspections shall be witnessed by BHEL – only then they shall be considered as valid

19.2 INSPECTION REPORTS

Monthly inspection reports as per plan shall be submitted to BHEL HSE Head

19.3 NON-CONFORMANCES

Any non-conformances identified during inspection observed shall be addressed on priority.

The responsibility of resolution shall rest with the Subcontractor Site In-charge

In case immediate closure of non-conformities is not possible:

a. work to be halted in the area
b. non-conformance to be generated and submitted to responsible person and BHEL
c. non-conformance to be resolved through responsible agency / person

Only after closure of non-conformances, work to be allowed to resume

19.4 DAILY HSE CHECKS

Both the Site Supervisors and HSE Officer of Subcontractor 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:

i. Personal Safety wears & gear compliance.
ii. Complying with site safety rules and permit-to-work (PTW).
iii. Positions and postures of workers.
iv. 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.

19.5 Indicative List of Inspections And Periodicities

Indicative list & periodicity of Inspections is given as under. It is the responsibility of the subcontractor to develop an inspection plan covering all areas & activities in the scope.

SL. No.	Format Name	Frequency of check (if applicable)
01	Inspection of First Aid Box	Weekly
02	Inspection of PPE	Weekly
03	Inspection of T&Ps	Monthly
04	Inspection of Cranes	Monthly
05	Inspection of Winches	Monthly
06	Inspection on Height Working	Weekly
07	Inspection on Welding & Gas Cutting	Monthly
08	Inspection on Electrical Installation	Monthly
09	Inspection on Elevator	Weekly
10	Inspection of Excavation	Weekly
11	Inspection of Labor Colony	Monthly
12	Inspection of Illumination Levels	Weekly

The checklists shall be provided by BHEL at Site. It is the responsibility of the subcontractor to ensure their availability before start of work

19.5.1 Inspection Of PPE

i. PPEs shall be inspected by HSE officer at random once in a week as per provided **format** for its compliance to standard and compliance to use and any adverse observation shall be recorded in the PPE register.
ii. The applicable PPEs for carrying out particular activities are listed below.

19.5.2 Inspection Of Tools & Plants (T&Ps)

i. A master list of T&Ps shall be maintained by each subcontractor in provided **format**.
ii. All T&Ps being used at site shall be inspected by HSE officer once in a month as per provided **format** for its healthiness and maintenance.
iii. 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.

iv. BHEL shall be given advance intimation of Third-Party Inspection. BHEL shall associate with Inspection as per discretion.

v. The validity of T&P shall be monitored as per provided **format**

19.5.3 Inspection Of Cranes And Winches

i. 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.

ii. Cranes and Winches shall be inspected by HSE officer once in a month as per provided **format** for healthiness, maintenance and validity of third-party inspection.

iii. The date of third-party inspection and next due date shall be painted on cranes and winches.

iv. The operators/drivers shall be authorized by sub-subcontractor based on their competency and experience and shall carry the I-card.

v. 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 check list.

19.5.4 Inspection Of Height Working

i. Any activity carried out at more than 2 m height is classified as height work.

ii. Inspection of height working shall be conducted daily by Supervisors before start of work to ensure safe working condition including provision of

a. Fall arrestor
b. Lifelines – connected to rigid & independent structure
c. Safety nets deployed below all height work activities
d. Fencing and barricading
e. Warning signage
f. Covering of opening
g. Proper scaffolding with access and egress.
h. Illumination

iii. For full duration of height work, constant supervision to be maintained by dedicated HSE personnel

iv. Inspection on height working shall be conducted once in a week by HSE officer as per provided **format**.

v. Medical fitness of height worker shall be ensured.

vi. Height working shall not be allowed during adverse weather.

19.5.5 Inspection Of Welding And Gas Cutting Operation

i. Supervisor shall ensure that no flammable items are available in near vicinity during welding and gas cutting activity.

ii. Gas cylinders shall be kept upright.

iii. Use of Flash back arrestor shall be ensured at both ends.

iv. Inspection during welding and gas cutting operations shall be carried out by HSE officer once a month as per provided **format**.
v. Use of fire blanket to be ensured to avoid falling of splatters during welding or gas cutting operation at height.
vi. Availability of fire extinguisher at vicinity shall be ensured.

19.5.6 Inspection Of Electrical Installation / Appliances

i. Ensure proper earthing in electrical installation
ii. Use ELCB at electrical booth
iii. Electrical installation shall be properly covered at top where required
iv. Use appropriate PPEs while working
v. Use portable electrical light < 24 V in confined space and potentially wet area.
vi. Inspection shall be carried out as per provided **format**.

19.5.7 Inspection Of Elevator

i. Elevators shall be inspected by concerned supervisors once in a week as per provided **format**
ii. All elevators shall be inspected by competent person and validity shall be ensured.
iii. The date of third-party inspection and next due date shall be painted on elevator.

19.5.8 Inspection Of Excavation

Excavation activities shall be inspected as per provided **format**

19.5.9 Internal/ External HSE Audits/Inspections

i. All non-conformities and observations on HSE identified during internal or external HSE audit shall be disposed of by site in a time bound manner and reported back the implementation status.
ii. Corrective action and Preventive action on HSE issues raised by certification body issued by BHEL shall be implemented by site and reported to Site management.

20. Terms and Definitions:

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.

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”.

3. **Man-Hours Worked:**
   The total number of man hours worked by all employees including subcontractors working in the premises. It includes managerial, supervisory, professional, technical, clerical and other workers including contract labors. 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.

4. **First Aid Cases:**
First aids are not essentially all reportable cases, where the injured person is given medical treatment and discharged immediately for reporting on duty, without counting any lost time.

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. **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.

7. **Type of Incidents & Their Reporting:**
The three categories of Incident are as follows:

8. **Non-Reportable Cases:**
An incident, where the injured person is given medical help and discharged for work without counting any lost time.

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

10. **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.

11. **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:

Number of Reportable LTI x 1,000,000/ Total Man Hours Worked

12. **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:
Days lost due to LTI x 1,000,000/ Total Man Hours Worked

13. **Incidence Rate:**
Incidence Rate is the Number of LTI per one thousand manpower deployed. Mathematically, the formula reads as:
Number of LTIx1000/Average number of manpower deployed

14. HIRA:

Hazard Identification and Risk Assessment (HIRA) is a process of identifying Hazards in work area and then assessing them properly

15. Method Statement:

A method statement is prepared by the Execution/ Engineering Department detailing the steps, equipment, competencies and safety precautions required for carrying out any activity

16. Job Safety Analysis:

A job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are job hazard analysis (JHA) and job hazard breakdown.

17. Safety Walk:

It's conducted periodically by an official - it's a walk through a portion or whole of a site as a HSE officer who notes down HSE observations, speak to concerned workmen and supervisor on observation, get the same corrected with personal follow up- this sends out a strong message on Management's commitment to safety.

18. Heavy & Complex Lifting:

A heavy and complex lifting activity includes:

1. Lifting above 20 Tons
2. Tandem Lifting using multiple cranes
   Total load exceeding 75% of capacity of crane. Depending up the condition of cranes, hydra cranes, winch machines & other lifting accessories
3. Lift of unusual difficulty or geometry or rigging
4. Lift over operating units
5. Any other lift as decided by site HSE / Erection

19. Safety Committee:

As per the BOCW, Safety Committee shall be constituted if there are more than five hundred or more construction workers are employed at any site. As per the Factories Act, 1948 it is for 250 workers. It shall be represented by equal number of representatives of employer and construction workers.

20. Night Work:

Work conducted after sunset when only a fraction of total manpower is available

ANNEXURES

ANNEXURE A

Medical Centre & Ambulance

A. Medical Centre

1. Paramedical staff
    a. When < 500 workers, 1 Trained Male Nurse (round the clock deployment)
    b. When >=500 workers*:
        i. Registered Medical Practitioner (Qualified MBBS) to be deployed for at least 8 hours in a day, 5 days per week
        ii. 2 Trained Male Nurses (round the clock deployment)
2. All articles as per Schedule IV of BOCW Central Rules, 1998 to be made available in the Medical Centre (given under for convenience)
3. Basic Facilities/ Requirements to be provided as per location eg. Refrigerator, Air Conditioner, Anti Venom Serums etc.
4. Tie-ups with speciality hospitals to be ensured for referring serious patients

* In case the number of workers is envisaged to exceed 500, a medical practitioner is to be engaged.

SCHEDULE IV (BOCW CENTRAL RULES, 1998) ARTICLES FOR AMBULANCE ROOM
[SEE RULE 226 (C)]

i. A glazed sink with hot and cold water always available.
ii. A table with a smooth top at least 180 cm x 105 cm.
iii. Means for sterilising instruments.
iv. A couch.
v. Two stretchers.
vi. Two buckets or containers with close fitting lids.
vii. Two rubber hot water bags
viii. A kettle and spirit stove or other suitable means of boiling water.
ix. Twelve plain wooden splints 900 cm x 100 cm x 6 cm.
x. Twelve plain wooden splints 350 cm x 75 cm x 6 cm.
xi. Six plain wooden splints 250 cm x 50 cm x 12 cm.
xii. Six woollen blankets.
xiii. Three pairs of artery forceps.
xiv. One bottle of spiritus annemia aremations (120 ml).
xv. Smelling salt (60 gm).
xvi. Two medium size sponges.
xvii. Six hand towels.
xviii. Four kidney trays.
xix. Four cakes of toilet, preferably antiseptic soap.
xx. Two glass tumblers and tow wine glasses.
xxi. Two clinical thermometers.
xxii. Two tea spoons.
xxiii. Two graduated (120 ml) measuring glasses.
xxiv. Two minimum measuring glasses.
xxv. One wash bottle (1000 cc) for washing eyes.
xxvi. one bottle (one litre) carbolic lotion 1 to 20.
xxvii. Three chairs.
xxviii. One screen.
xxix. One electric hand torch.
xxx. Four first-aid boxes or cupboards stocked to the standards prescribed in
xxxi. An adequate supply of tetanus toxide.
xxxii. Injections—morphia, pethidine, atrophine, adrenaline, coramine, novocaine (6 each).
xxxiii. Cramine liquid (60 ml).
xxxiv. Tablets—antihistaminic antispasmodic (25 each).
xxxv. Syringes with needles—2 cc, 5 cc, 10 cc and 500 cc.

xxxvi. Three surgical scissors.
xxxvii. Two needle holders, big and small.
xxxviii. Suturing needles and materials.
xxxix. Three dissecting forceps
xl. Three dressing forceps
xli. Three scalpels.
xlii. One stethoscope and a B. P. apparatus.
xliii. Rubber bandage—pressure bandage.
xliv. Oxygen cylinder with necessary attachments.
xlv. Atropine eye ointments.
xlvi. I. V. Fluids and sets 10 nos.
xlvii. Suitable, foot operated, covered, refuse containers.
xlviii. Adequate number of sterilised, paired, latex hand gloves.

B. Ambulance

1. When number of workers is <500:
   If the distance to a major hospital capable of handling critical injuries expected at Site is <= 50 KM from Site, then 1 BLS (Basic Life Support)/ Type B Ambulance otherwise ALS* (Advanced Life Support)/ Type D Ambulance
2. If no. of workers increases to >2000 workers one additional BLS Ambulance to be deployed
3. Minimum Articles as per Schedule V of BOCW Central Rules to be ensured in each Ambulance. (given under for convenience)

*Final call to be taken at Site in consultation with all the contractors

SCHEDULE V (BOCW CENTRAL RULES, 1998)
CONTENTS OF AMBULANCE VAN OR CARRIAGE
[SEE RULE 227]

The Ambulance Van shall have equipment prescribed as under:

a) General—a portable stretcher with folding and adjusting devices with the Head of the stretcher capable of being tilted upward. Fixed suction unit with equipment. Fixed oxygen supply with equipment. Pillow with case, sheets, blankets, towels, emergency bag, bed pan, urinal glass.
b) Safety Equipment-Flaros with life of three thousand minutes, floor lights, flash lights, fire extinguishers (dry power type), insulated guntlets.
c) Emergency Care Equipment—
   i. **Resuscitation**—Portable suction unit, portable oxygen unit, bag valve mask, hand operated artificial ventilation unit, airways, mouth gag tracheostomy adapters, short spine board, I.V. FLUIDS with administration unit, B. P. manometer cuff stethoscope.
   ii. **Immobilisation**—Long and short padded boards, wire ladder splints, triangular bandage—long and short spine boards.
   iii. **Dressing**-Gauze pads—100 m x 100 mm universal dressing 250 x 1000 mm, roll of aluminium foils—soft roller bandages 150 mm x 5 mm yards adhesive tape in 75 mm roll safety pins, bandage sheets, burn sheets.
   iv. **Poisoning**—Syrup of Ipecac, activated charcoal pre packeted dose, snake bit kit, drinking water.
   v. **Emergency Medicines**—As per requirement (under the advice of construction Medical Officer).

ANNEXURE A.1

Sample calculation for deduction of operational cost of facilities

Annexure A.1

Cost Calculation Methodology of Operation of Facilities (Data is indicative only)

(Period of 48 months is considered - shall be on actual basis)

A. Project Info:

Total time of Project	48 months
Project cost	1000 Crore
No. of packages	10 (A1-A10)

B. Item-wise Calculation:

Item	Nos.	Rate	Unit	Amount
Ambulance with Driver	2		Monthly/Unit	170000
Nurse/First aider	2 X 2 shifts	15000	Per month	30000
Training center one time cost	1	100000	Once	100000
Medical center one time cost	1	200000	Once	200000
Medicines at medical center	1	10000	Monthly	10000
Dust supression water tank	2	2000	Monthly	4000
Doctor	1	70000	Monthly	70000
Cleaning staff	1	12000	Monthly	12000
			Recurring monthly expenditure	296000
			Total one-time expenditure	300000

C. Package-wise Deduction Plan for a period of 48 months

Period (In Months)	6	36	6
	For 1-6 months	For 7-42 months	For 43-48 months
Cost to be incurred from contractors	7%	81%	12%
	1.17% per month	2.25% per month	2.00% per month

D. Calculation For One-Time Running Cost

Packages/ Contracts	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10			
Contract Values (in Thousands)	100000	250000	2000000	200000	500000	1500000	1000000	1000000	250000	200000	7000000		
Share of common facilities one time running cost (in Thousands)	4	11	86	9	21	64	43	43	11	9	Individual Pkg value X Total one time running cost / All Pkg award values		
Timeline of work	1-6	1-8	2-48	6-36	7-15	10-48	6-48	7-40	40-48	41-48			
Month Count of work	6	8	47	31	9	39	43	34	9	8			
Deduction per month (in Thousands)	1	1	2	0	2	2	1	1	1	1	Total of One time Running cost (in thousands)	% deduction share of one time running cost per month	Nos. of active packages in month
Month No.													
1	1	1									2	1%	2
2	1	1	2								4	1%	3
3	1	1	2								4	1%	3
4	1	1	2								4	1%	3
5	1	1	2								4	1%	3
6	1	1	2	0			1				5	2%	5
7		1	2	0	2		1	1			8	3%	6
8		1	2	0	2		1	1			8	3%	6
9			2	0	2		1	1			7	2%	5
10			2	0	2	2	1	1			8	3%	6
11			2	0	2	2	1	1			8	3%	6
12			2	0	2	2	1	1			8	3%	6
13			2	0	2	2	1	1			8	3%	6
14			2	0	2	2	1	1			8	3%	6
15			2	0	2	2	1	1			8	3%	6
16			2	0		2	1	1			6	2%	5
17			2	0		2	1	1			6	2%	5
18			2	0		2	1	1			6	2%	5
19			2	0		2	1	1			6	2%	5
20			2	0		2	1	1			6	2%	5
21			2	0		2	1	1			6	2%	5
22			2	0		2	1	1			6	2%	5
23			2	0		2	1	1			6	2%	5
24			2	0		2	1	1			6	2%	5
25			2	0		2	1	1			6	2%	5
26			2	0		2	1	1			6	2%	5
27			2	0		2	1	1			6	2%	5
28			2	0		2	1	1			6	2%	5
29			2	0		2	1	1			6	2%	5
30			2	0		2	1	1			6	2%	5
31			2	0		2	1	1			6	2%	5
32			2	0		2	1	1			6	2%	5
33			2	0		2	1	1			6	2%	5
34			2	0		2	1	1			6	2%	5
35			2	0		2	1	1			6	2%	5
36			2	0		2	1	1			6	2%	5
37			2			2	1	1			6	2%	4
38			2			2	1	1			6	2%	4
39			2			2	1	1			6	2%	4
40			2			2	1	1	1		7	2%	5
41			2			2	1		1	1	7	2%	5
42			2			2	1		1	1	7	2%	5
43			2			2	1		1	1	7	2%	5
44			2			2	1		1	1	7	2%	5
45			2			2	1		1	1	7	2%	5
46			2			2	1		1	1	7	2%	5
47			2			2	1		1	1	7	2%	5
48			2			2	1		1	1	7	2%	5
Total	4	11	86	9	21	64	43	43	11	9	300	100%	

D. Calculation For Recurring Running Cost

Packages/ Contracts	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10		
Contract Values (in Thousands)	100000	250000	2000000	200000	500000	1500000	1000000	1000000	250000	200000	7000000	
Timeline of work	1-6	1-8	2-48	6-36	7-15	10-48	6-48	7-40	40-48	41-48	Total of Recurring cost (in thousands)	Nos. of active packages in month
	6	8	47	31	9	39	43	34	9	8		
Month No.												
1	85	211									296	2
2	13	31	252								296	3
3	13	31	252								296	3
4	13	31	252								296	3
5	13	31	252								296	3
6	8	21	167	17			83				296	5
7		15	120	12	30		60	60			296	6
8		15	120	12	30		60	60			296	6
9			126	13	31		63	63			296	5
10			95	10	24	72	48	48			296	6
11			95	10	24	72	48	48			296	6
12			95	10	24	72	48	48			296	6
13			95	10	24	72	48	48			296	6
14			95	10	24	72	48	48			296	6
15			95	10	24	72	48	48			296	6
16			104	10		78	52	52			296	5
17			104	10		78	52	52			296	5
18			104	10		78	52	52			296	5
19			104	10		78	52	52			296	5
20			104	10		78	52	52			296	5
21			104	10		78	52	52			296	5
22			104	10		78	52	52			296	5
23			104	10		78	52	52			296	5
24			104	10		78	52	52			296	5
25			104	10		78	52	52			296	5
26			104	10		78	52	52			296	5
27			104	10		78	52	52			296	5
28			104	10		78	52	52			296	5
29			104	10		78	52	52			296	5
30			104	10		78	52	52			296	5
31			104	10		78	52	52			296	5
32			104	10		78	52	52			296	5
33			104	10		78	52	52			296	5
34			104	10		78	52	52			296	5
35			104	10		78	52	52			296	5
36			104	10		78	52	52			296	5
37			108			81	54	54			296	4
38			108			81	54	54			296	4
39			108			81	54	54			296	4
40			103			77	51	51	13		296	5
41			120			90	60		15	12	296	5
42			120			90	60		15	12	296	5
43			120			90	60		15	12	296	5
44			120			90	60		15	12	296	5
45			120			90	60		15	12	296	5
46			120			90	60		15	12	296	5
47			120			90	60		15	12	296	5
48			120			90	60		15	12	296	5
Total	143	388	5676	329	235	3102	2334	1772	132	96	14208	

ANNEXURE B

HSE Displays

A. Types of Displays

1. Based on Content

SN	Type
1.	**HSE Hazards & Precautions** Height Work, Housekeeping, Fire Safety, PPEs, Hot Work, Lifting & Rigging Activity, Site-specific Hazards – eg. for Refineries, Nuclear plants etc.; COVID Precautions; Environment Protection etc.
2.	**Other Displays, Signage etc.** HSE Policy, ISO Certificate, Safety Statistics, Assembly Area Location/ Route, Emergency Contact Numbers, Site Safety Rules & Regulations, Speed Limit, Work in Progress, Lock-Out Tag-Out (LOTO) Boards etc.

2. Based on Mounting

[Type 1]	[Type 2]	[Type 3]
Flex Sign Boards of Wooden Frame – directly mounted on Structures (walls, stairs, railings etc.)	Flex Sign Boards with Wooden Frame – mounted on metallic/ wooden legs – preferably double-sided	Coloured weather-proof Paintings on Walls (after due concurrence of BHEL/ Customer – Type 1 in case of no concurrence/ space)

B. General Requirements:

a. Displays should be weather-proof as per installation location, i.e. rain-proof, wind-proof and sun-proof.
b. Installation location and size to ensure visibility for the intended viewers (workers and moving personnel)
c. Displays to have at least 50% graphical elements preferably (as applicable). Language should be understandable by majority of the workers
d. Displays to be relevant to the hazards in the area
e. Proper installation to ensure boards don't obstruct activities and should not be prone to fall so as to pose danger
f. In case of multiple elevations (eg. Boiler, Power-house etc.), each elevation to have displays for applicable hazards including Height-Work, Housekeeping
g. For temporary work locations, posters/ boards may be erected and shifted after task is over
h. Minimum size of displays should be A1 unless otherwise specified
i. In case of damage, displays shall be reviewed and repaired/ replaced
j. In areas where night work is envisaged, fluorescent displays shall be installed and these should comprise of at least 20-30% of total displays
k. Total Number of displays to be not less than 1 per 10 workers and are to be dynamically updated based on number of workers

C. Area-wise Displays

Below is list of Area-wise displays that are to be installed at Sites (Numbers, locations may be adjusted for specific requirements)

SN	Area	Suggested Subjects	Minimum Size	Minimum Quantity	Locations
1	**Walls/ Foundations/ Cement Structures etc. belonging to the package area**	Safety Hazards Prevention and other HSE Awareness content	**[Type 3]**	As per BHEL assessment from time to time	
2	**Site Interior Roads belonging to the package area**	At least every 20 meters: 1. Speed Limit Indication, Safe Driving board 2. Boards for hazard awareness	1.As needed **[Type 2]** **2.** A1 or equivalent each [**Type 2]**	As indicated	Sides of Roads; Height to ensure good visibility
3	**Specific Package Areas**	**A. Common** At entry to respective Package/ Work Area, each contractor to put up daily updated board with following for each shift: 1. Scope of work and start date 2. Emergency Contact Numbers 3. Emergency Assembly Location, Escape Plan 4. Locations and supervisors of various gangs in the area, 5. Current Work permit Details 6. Safety Supervisor Location assignments - Names, Mobile Nos., Assigned Locations 7. Details (Name, Contact No. etc.) of Package In-charge - Contractor & BHEL 8. Details (Name, Contact No. etc.) of Safety In-charge - Contractor & BHEL 9. LTI Free Man-days & details of last LTI also to be indicated In addition, Area-Specific Displays as indicated in Table 1	**A0** **[Type 2]**	1 per Package Area	Entry/ Ground Level

Table 1
(Area/ Package-wise HSE Display Plan – As applicable)

Prepared By (Subcontractor)				
S. No.	**Area**	**Suggested Minimum No. of Displays & Types**	**Type**	**Numbers Installed**
1	Boiler	3 per working elevation	**[Type 1]**	
2	Powerhouse	5 per elevation	**[Type 1]**	
3	ESP	5 Per Pass	**[Type 1]**	
4	Buildings	5 per elevation	**[Type 1]**	
5	Cooling Tower (NDCT/ IDCT/ ACC)	20 per Structure	**[Type 1]**	
6	Chimney	20 per Structure	**[Type 1]**	
7	Fabrication Yard	10 per Yard	**[Type 2]**	
8	Batching Plant	5 per Plant	**[Type 1]**	
9	Material Storage Yard – Open	20 per Yard	**[Type 2]**	
10	Material Storage Shed – Semi-Closed/ Closed	10 per Shed	**[Type 1]**	
11	Electrical Booths	2 per booth + Line diagram, Emergency contact details	**[Type 1]**	
12	Medical & First Aid Centre	2 per Centre	**[Type 1]**	
13	Rest Shed	2 per Shed	**[Type 1]**	
14	Canteen	2 per Canteen	**[Type 1]**	
15	Drinking Water Area	1 Per Outlet	**[Type 1]**	
16	Washing Water Area	1 Per Outlet	**[Type 1]**	
17	Training Centre	10 per room	**[Type 1/2]**	
18	Assembly Area	5	**[Type 1/2]**	
19	Stairs	1 per landing elevation	**[Type 1]**	
20	Cylinder Storage Area	5 + Signage: Type of Gas, Empty, Filled etc.	**[Type 1/2]**	
21	Labor Colony	Electrical Safety with Distribution Plan/ Line Diagram - 1 COVID Precautions Posters – 5 Safety Awareness Posters – 10 Hygiene awareness posters - 2	**[Type 1]**	
22	Others	As per requirement	**[Type 1/2]**	

Date:

Sign (Contractor) **Sign (BHEL)**

ANNEXURE C

HSE Tools/ Equipment/ Devices

Following equipment conforming to relevant IS/ISO/BS Codes/ Standards in indicated quantities shall be ensured by subcontractor. This list is tentative, not exhaustive. Quantity and date/ period of deployment shall be as per site requirement.

A. HSE Tools/ Equipment/ Devices

SN	Item
1	Lifelines
2	Retractable Fall Arrestors
3	Safety Nets (10m X 5m) fire proof double mesh
4	Sky Climbers
5	Fire Blanket
6	Honey Bee Removal Suit & Kit
7	Scaffolding Pipes
8	Flashback Arrestors
9	Barricading Tape
10	Binoculars
11	Walkie-Talkies
12	LOTO kit
13	24-Volt light
14	Sand Buckets
15	Hard barricading Pipes
16	Standby Fire kits
17	Hand-held Megaphone
18	Small Public Address System
19	Foldable Stretcher
20	Height Rescue Kit (Non-Motorized)
	(Others:)

B. Test & Measurement Devices

SN	Device
1	ELCB Tester
2	Multi meter (Light cables)
3	Earth Resistance Meter
4	Lux Meter
5	Sound Meter
6	Anemometer
7	Breath Analyzer (Alcohol)
8	Multi-gas dozi-meter/ detector
9	Gas leakage detector / alarm
10	Gas monitor (confined space)
11	Radiation meter & Badges
12	Blood Pressure Monitor
13	Fire detectors
14	Hand held signaling light
	(Others:)

ANNEXURE D

Rest Sheds

1. Determining the Number, Sizes and Locations of Rest Shelters

i. **Numbers:**

The number of rest shelters shall be determined based on maximum number of workers at any one time (across all shifts). Formula is:

Wmax = Maximum number of workers at any time in the Site

Space per worker = 1.1 sq meter

Total space required, Tspace = Wmax X 1.1

Based on total space requirement calculated above, the number of rest sheds can be decided according to availability of locations and concentration of workers – so as to ensure the required space.

ii. **Locations:**

The rest sheds should be so located so as to minimize the distance to be travelled by the workers from their locations of work considering all the practical constraints

iii. **Other:**

The Rest shelter should be fenced so that it cannot be used as parking area.

2. Design & Construction of Rest Sheds

a. Permanent/ Long duration Rest Sheds

i. For locations where, permanent rest sheds can be constructed without possibility of removal for relatively long period of time, a semi-closed shed can be constructed covered with tin roof and supported with well-grouted beams. The floor of the shed to be preferably cemented/ solidified.

ii. Adequate structural requirements suitable to the local weather (wind/ rain etc.) to be ensured.

iii. The design of the rest shed to be approved by Civil Engineering Department of BHEL Site before commencing work

b. Temporary/ Movable/ Portable Rest Sheds

i. For locations where, permanent rest sheds cannot be constructed either due to non-availability of permanent location or other reasons, temporary rest shed shall be constructed.

ii. Temporary rest sheds shall comprise of Tent arrangement carried out by professional agencies

3. Amenities in Rest Sheds

a. Essential Amenities

Following amenities shall be essentially ensured in a rest shed:

i. Hygienic environment with regular cleaning and housekeeping (with records)
ii. Adequate illumination
iii. Adequate ventilation/ heating as per weather conditions
iv. Clean Drinking water source
v. Hand Washing area
vi. Toilets & Urinals
vii. Benches/ mats for sitting/ lying
viii. Any other essential requirement deemed necessary by the Site
ix. Dust bins of sufficient quantity/ size that are vacated each day/ as per requirement

b. Additional/ Optional Amenities

Following amenities are optional but are recommended to enhance the level of satisfaction of work force:

i. Hot/ Cold drinks (Tea, Coffee, Glucose etc.) as per requirement
ii. Snacks
iii. Fans/ Coolers/ Heating arrangements as per requirement and weather conditions
iv. A nice, welcoming interior design, music etc.
v. Water cooler

4. Health & Safety Requirements of Rest Sheds

Use of asbestos in construction is banned and shall not be used.
In addition, following essential Safety features shall be ensured in Rest sheds:

i. Availability of Fire extinguishers (preferably CO2 type)
ii. Display of Safety Posters
iii. Pest/ reptile protection
iv. Mosquito prevention measures

5. Note:

Any suitable closed spaces/ newly constructed buildings etc. available at project may also be used for the purpose of rest shed with due concurrence of BHEL

ANNEXURE E

Labor Colony

1. These Guidelines suggest minimum requirements. However, additional requirements based on feasibility and circumstances, while adhering to directions of GOI/District Administration/Local Authority guidelines to be considered
2. Norms for social distancing, training/ awareness, face masks, disinfection, sanitization, gate entry, quarantine, medical, action in case of suspect cases of COVID and other communicable diseases etc. to be followed as per Govt. and BHEL guidelines issued from time to time
3. Labor colony to be developed as close to the Site as possible to avoid lengthy commute
4. A "Suggestion Register" shall be made available at the labor colony for residents. The feedback shall be reviewed on weekly basis and acted upon by concerned Contractor. Same shall be reviewed periodically by authorized BHEL Site Official.
5. **Canteens, Latrines & Urinals, Washing Facilities, Creches, Residential Accommodation and other infrastructure/ facilities:**
   Numbers/ Quantities and Features of these facilities shall be in line with the following as applicable:

   a. BOCW Act & State Rules
   b. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act & State Rules
   c. Factories Act & State Rules
   d. Other Relevant Acts & Rules

6. **Cleanliness & Hygiene/ Housekeeping:**
   a. Regular cleaning of the labor colony to be ensured.
   b. Daily cleaning of Sanitary facilities.
   c. Proper drainage system to prevent water-logging
   d. Regular fogging to prevent spread of mosquitoes
   e. Prevention of foul smell through necessary interventions
   f. Dust suppression as per requirement
   g. Cutting of Grass at regular intervals and other necessary measures to prevent pests & reptiles
   h. Stray animals to be banned from labor colony.
   i. Outside every common facility, eg. Toilet, washroom, food hall/ canteen etc., provision of washbasin with flowing water and soap (preferably liquid soap) to be ensured
7. **Power Supply Layout:**
   Electrical supply Layout of Labor Colony shall have the provision of Safety devices like MCBs, ELCBs etc. and to be clearly displayed
8. **Washing & Drinking Water Availability**
   a. Adequate water to be provided in line with: "Estimation of Water Requirements for Drinking and Domestic Use (Source: National Building Code 2016, BIS)"
   b. Drinking water tank to be cleaned every week and sticker for the same pasted on the tank
   c. Drinking water source should be tested as per IS 10500
9. **Waste Disposal:** Separate bins for dry, wet and biomedical waste to be installed. These bins to be evacuated regularly
10. **Training & Awareness/ Displays**
    a. **HSE Awareness Displays**: Posters/ banners/ boards to be displayed in labor colony. Subjects of displays shall be precautions for applicable hazards at work site.
    b. **Emergency Contact Numbers** including that of Doctor, Hospital, Labor Colony Supervisor, HSE Officials to be displayed prominently

11. **Doctor Visits:**
    Regular and need-based visits by Doctors to be ensured through tie-ups etc.
12. **Inspection & Review:** Regular inspection of labor accommodation to be carried out by the Contractor as per prescribed format. Last inspection date, inspector and next due date to be prominently indicated near main gate
13. Provision of a Fair Price shop in the premises to be ensured as per requirement
14. Adequate arrangements to be ensured in case of children/ families

ANNEXURE F

Toilets

Toilets (Latrines and urinals shall be ensured at Site and Labor Colony in accordance with the Inter-State Migrant Workmen Act, 1979 as given below:

LATRINES	URINALS
1. Latrines shall be provided in every establishment on the following scale, namely: - a. Where females are employed, there shall be at least one latrine for every 25 females; b. Where males are employed, there shall be at least one latrine for every 25 males: Provided that where the number of males or females exceeds 190, it shall be sufficient if there is one latrine for 25 males or females, as the case may be, up to the first 100, and one for every 30 thereafter 2. Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.	1. There shall be at least one urinal for male workers up to fifty and one for female up to fifty employed at a time: Provided that where the number of male or female workmen, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every fifty females up to the first 500 and one for every 100 or part thereof thereafter. 2. The urinals shall be designed and located so as to ensure privacy.

Important:

1. Where workers of both sexes are employed there shall be displayed outside each block of latrine and urinal a notice in the language understood by the majority of the workers **'For Men Only'**, or **For Women Ónly'**, as the case may be.
2. The notice shall also bear the figure of a man or of a woman, as the case may be.
3. The latrines and urinals shall be conveniently situated and accessible to workers at all times at the establishment.
4. The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.
5. Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the public health authorities.
6. Water shall be provided by the means of tap or otherwise so as to be conveniently accessible in or near the latrines and urinals.
7. At Site, on ground, **Modular Bio-toilets** as per industry standard specifications and regular professional cleaning shall be ensured. The toilets should be sufficient in number and easily accessible to workers from every work area
8. At Site, in various elevations, suitable urinals with proper drainage to be ensured at each elevation in line with IS 2064 (1993). Same to be cleaned regularly

ANNEXURE G

Fire Extinguishers

SN	Type of Fire Risk (Class of Fire)	Extinguishing Medium & Relevant INDIAN STANDARD	Scale of Equipment (Minimum recommended)
1.	**CLASS 'A'** Fires involving ordinary combustible materials like wood, paper, textiles, rubber etc. (Ordinary hazard or low fire load)	WATER Soda acid type, water type (gas pressure) and water type (constant air pressure) IS: 934 -1976; IS: 940 -1976; IS: 6234 -1971	For every 600 square meter floor area or part, one 9-litre capacity. Minimum 4 numbers per floor or room; should not be required to travel more than 15 meter to reach any extinguisher.
2.	**CLASS 'A'** (Extra hazard &high fire load)	-do	-do – (Also, consult local fire authority).
3.	**CLASS 'A'** (Special hazards)	-do	-do – Extra provision For every 100 square meter floor area or part, one 4.5 Kg. CO2; minimum 2 numbers per room; should not be required to travel more than 10 meter to reach any extinguisher.
4.	**CLASS 'B'** (Fires in flammable liquids like oils, solvents, petroleum, products, varnishes, paints, etc. where blanketing effect is essential) (Storage and handling in small quantities)	FOAM / CARBON DIOXIDE / DRY CHEMICAL POWDER IS: 933 -1976; IS: 2878 1976; IS: 2171 1976; IS: 4308 -1982	For every 50 square meter floor area or part, 2 numbers 9 -liters foam or 5 kg dry powder; should not be required to travel more than 10 m in the area of storage to reach any extinguisher.
5.	**CLASS 'B'** (Bulk storage other than in tank form))	-do -	-do- (but minimum 3 numbers per room)
6.	**CLASS 'C'** (Fires involving gaseous substances under pressure where it is necessary to dilute the burning gas at a very fast rate with an inert gas or powder) (storage and handling of gas cylinders)	CARBON DIOXIDE / DRY CHEM. POWDER. The best way to extinguish such fire is by stopping the flow of fuel gas to the fire. Container is kept cool with water spray. IS: 2878 1976; IS: 2171 -1976; IS: 4308 -1982	For every 100 square meter floor area or part; 2 numbers, 10 kg powder extinguisher or 6 kg C02; minimum 3 nos. per room; should not be required to travel more than 10 meter to reach any extinguisher.
7.	**CLASS'D'** Fires involving metals like magnesium, aluminum, zinc, potassium etc. where the burning metal is reactive to water and which require special extinguishing media or technique	SPECIAL DAY POWDER IS: 2171 -1976 IS: 4861 -1968	For every 50 square meter floor area or part, 2 nos. 5 kg special dry powder; minimum 3 nos. per room; should not be required to travel more than 10 meter to reach any extinguisher.
8.	**MIXED OCCUPANCY** (electrical); Generators; Transformers; etc.	CARBON DIOXIDE DRY POWDER, IS: 2878 1976; IS: 2171 -1976	For every 100 square meter floor area or part one 10 kg C02. Minimum 2 numbers for every location should not be required to travel more than 10 meter to reach an extinguisher.
Note: Due to peculiarities of the power plant construction sites, there would be locations in the construction areas of Boiler, Turbine, Generator, Transformer, etc. where different types of fire risk (classes of fire) may co-exist. Special care shall be taken while selecting and installing portable fire extinguishers for such locations so that all types of fire risk that may co-exist, are adequately covered. Similar special care shall be taken for storage areas.			

a. All Electrical welding booths shall be equipped with appropriate Fire Extinguisher

b. Appropriate Fire Extinguishers shall be made within easy reach of all welding operations
c. Fire extinguishers shall be regularly tested and last checked date to be indicated on each. Master list shall be prepared with location and details
d. Providing appropriate fire-fighting equipment at designated work place and nominate a fire officer/warden adequately trained for his job.
e. Subcontractor shall provide enough fire protecting equipment of the types and numbers at his office, stores, temporary structure in labour colony etc. Such fire protection equipment shall be easy and kept open at all times.
f. 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.
g. 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.
h. Non-compliance of the above requirement under fire protection shall in no way relieve the subcontractor of any of his responsibility and liabilities to fire incident occurring either to his materials or equipment or those of others.
i. Emergency contacts nos. must be displayed at prominent locations
j. 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.

ANNEXURE H

HSE Compliance Certificate

Annexure H-HSE Compliance Certificate

Bill Ref no:_____Date:_____

NAME OF THE AGENCY: _____ Work-Area/Package:_____

Sl. No.	Description	Remarks
1	**HOUSE KEEPING**:	
1.1	All working areas at site (specific to the agency) are free from garbage's, scraps & any other undesired non-plant materials. There is no encroachment in safe passage of man, material & T&P to carry out activities safely	
1.2	All the plant materials under the custody of the agency are stacked & stored properly.	
2	**GENERAL ILLUMINATION**:	
2.1	ALL the working areas at site & office of the agency including passages are having proper & sufficient illumination.	
3	**STATUTORY & REGULATORY REQUIREMENT**:	
3.1	Sufficient water for drinking & other purposes and sanitation in work area and labour colony are available.	
3.2	Periodical Medical check-up of workers & staff done regularly & report submitted to BHEL	
3.3	Regular EYE testing is done for Crane operators/Welders and data's are available with agency	
3.4	All the T&P, Cranes etc used by the agency are having proper T.Cs & Fitness certificate available from competent authority.	
4	**SAFETY COMPLIANCE:**	
4.1	Number of Tool box meetings between Safety officers, erection staff & workers of the agency held in this month with location mentioned	
4.2	All precautions & Safety measures including PPE compliances are taken before working at HEIGHT	
4.3	Permit for working at Height is taken & complied accordingly	
4.4	ELCB is used in Construction Power Supply source by the agency & Proper Distribution board and electrical cabling has been used by the agency and regularly checked by electrician & safety officer of the agency	
4.5	Unsafe areas barricaded properly &unsafe opening closed properly	
4.6	Proper Platforms & Hand-rails used In areas earmarked earlier	
4.7	Proper safety signage's, Slogans & Emergency contact phone numbers including FIRE contact nos. are made available by the agency in locations mentioned	
5	Whether any penalty imposed by BHEL towards non-compliance of above points.	

VENDOR'S SIGNATURE	
Erection Engineer	
HSE Officer	
Site-in-Charge	

BHEL'S SIGNATURE	
Erection Engineer	
HSE Officer	
Package-in-Charge	

ANNEXURE I

Activity-Specific Safety Precautions/ Controls

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General

The philosophy of hierarchy of controls as below shall be followed

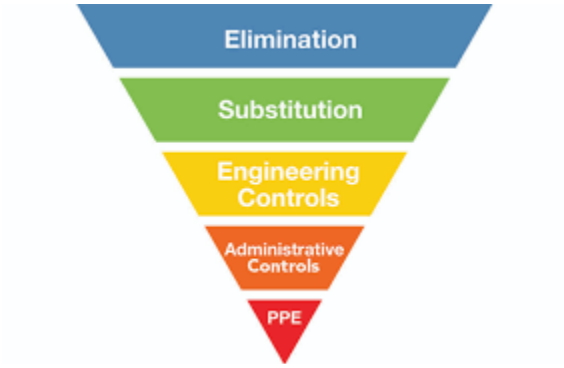


Fig. 1.1

It shall be ensured that there are multiple protections against any accident/ incident. For example, for height work there shall be safe platforms and walkways, Safety Nets and Lifelines for hooking double lanyard Safety harness by workers.

Monitoring and modifying worker behavior shall be part of ensuring safety. All personnel should be competent and trained for the job

Brief Safety guidelines for various hazardous activities are indicated below, besides the mandatory requirements based on Hazard Identification studies, HSE Procedures, Operational Control Procedures, Work Permits, applicable Indian Standard Codes and other provisions detailed in this document. Constant supervision at all times to be maintained by Execution & Safety Team to ensure implementation of these provisions.

1. WORK AT HEIGHT:

a. All work at height above 2 meter above ground level without complete platforms, handrails and other related fall protection shall require a work permit in the prescribed form. This shall require approval by the competent authority. The HSE officer of sub-contractors shall follow the checklist religiously by physically verifying the condition of the work area before recommending for approval.

b. Prior to the start of work at elevation, the HSE Officer involved with the work must meet the work supervisor to review the scope of work, and must review all the possible fall hazards and effective safety responses. The evaluation / analysis must be documented and kept on file and on site by the HSE Officer.

c. Whenever a fall hazard or other exposure exists for working at heights more than 2.0m/6ft, the nature and scope of work will be evaluated for conditions and environmental factors before selecting the appropriate fall protection system (active, passive or a combination of measures, as appropriate).

d. All Engineering and Administrative Controls including barricading, safe platform, Safety Nets etc. shall be made available at work location. Under no circumstances, there shall be total reliance on PPEs only

e. **Safety Nets**
   i. Contractor shall maintain sufficient stock of Safety Nets for deployment
   ii. Safety Nets as per IS: 11057:1984 should be used extensively for prevention / arrest men and materials falling from height.
   iii. The safety nets shall be fire resistant, duly tested and shall be of ISI marked.

iv. Safety Nets shall be deployed below all platforms where height work is envisaged. Duration of work, delay shall be no excuses for non-installation of Safety Net

f. 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 shortcut must be discouraged.

g. Monkey Ladder shall be fitted with cages. Rope ladder should be discouraged.

h. In case of pipe-rack, persons should not walk on pipes and walk on platforms only.

i. In case of roof work, walking ladder/ platform should be provided along with lifeline and/ or fall arrestor.

j. For chimney or structure painting, both hanging platform and men should be anchored separately to a firm structure along with separate fall arrestor.

k. The procedures for the safety response to identified fall hazards developed and rescue plans must be reviewed with all individuals exposed to the hazards.

l. The HSE Officer must establish an inspection process of fall protection systems. Some equipment requires documented inspections by its manufacture on a regular schedule. Such equipment must have evidence of the inspection and re-certification process on it. This information must be reviewed before the equipment is actually used. Individuals must visually inspect the fall protection equipment before each use. Failure to complete this inspection process could result in serious injury or death.

m. Immediately remove from service any fall protection equipment that is identified as defective, damaged, or has been subjected to an impact. Damaged fall protective equipment must be destroyed to prevent re-use and not be discarded into trash containers, as the worn or damaged equipment could be unintentionally re-used.

n. Aerial lifting devices, excluding scissor lifts require the use of full body harnesses and lanyards in any elevated position.

o. Where Height related works are applicable then rescue team (consist of 5- 10 person) shall be identified and trained for potential rescue.

1.1 Personnel fall protection system must include:

a. Safety Harness

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.

b. Lanyard

i. 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 appropriate type of system.

ii. 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.

iii. 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.

c. Lifeline

All lifelines in general are to be made of min 12mm 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.

d. Lifeline Post

DIAGRAM : LIFELINE POST

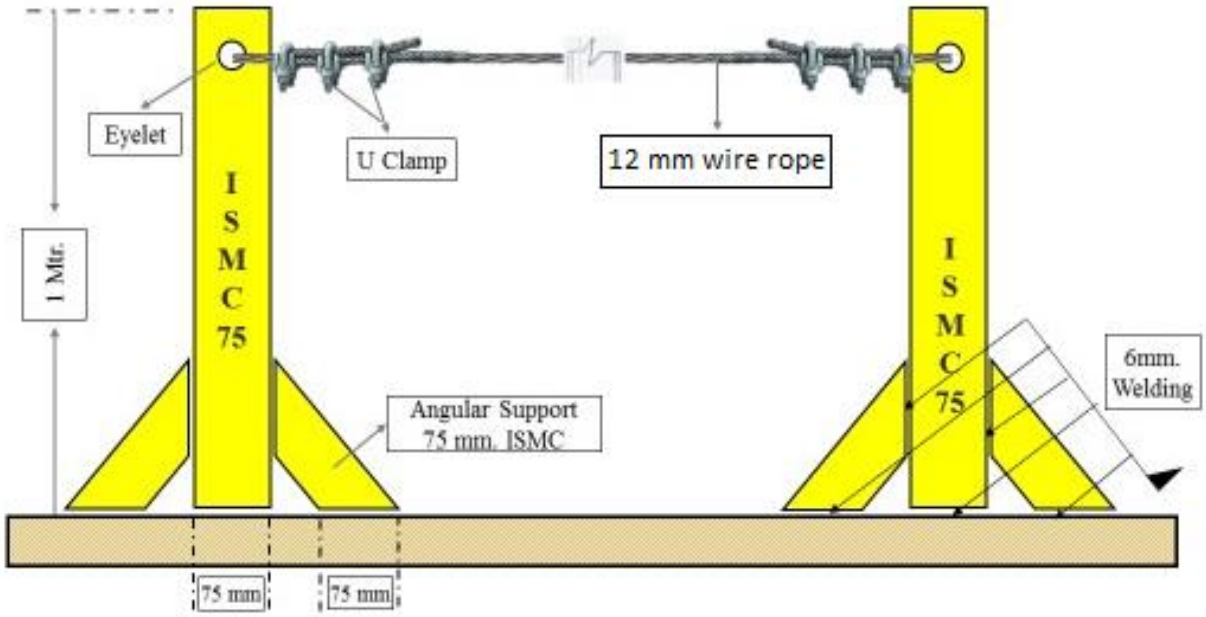


Fig. 2.1 Lifeline Post

i. The support at vertical post shall be fixed at end-to-end (welded/ bolted). The maximum length of one end to another end shall be 6 meters
ii. 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
iii. The lifeline need not be wrapped / clamped to any intermediate post
iv. Such intermediate posts must be used at an interval of every 6 meters
v. The post(s) in which the original lifeline is to be installed should be capable of sustaining a tensile stress of 2268 Kgs.
vi. In a horizontal lifeline installation, maximum allowable sagging is 500-600 mm
vii. For a single spun lifeline, no more than 3(Three Nos.) persons are allowed to work; for more than two workers, another lifeline should be installed
viii. Horizontal lifeline should be so installed that it does not impede safe movement of workers
ix. All the installation work must be carried out by competent person with adequate knowledge

1.2 Working Platform

a. 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.

b. <u>Precautions against the fall of Materials, Persons and Collapse of Structures:</u>

i. Every opening in the floor or a building or in a working platform shall be suitably barricaded to prevent the fall of persons by providing suitable fencing or railing whose minimum height shall be 90 cm.

ii. Adequate precautions should be taken such as the provision of fencing, or barriers to protect any person who might be injured by the fall of materials, or tools or equipment being raised or lowered. Hard barricading shall be made at such places made of scaffolding pipe & clamps covered with reflective net. Cradle may be used for lifting materials - however this shall be made of MS angles and flats only and duly certified by the HSE officer. Operators may also use designed containers for lifting small tools.

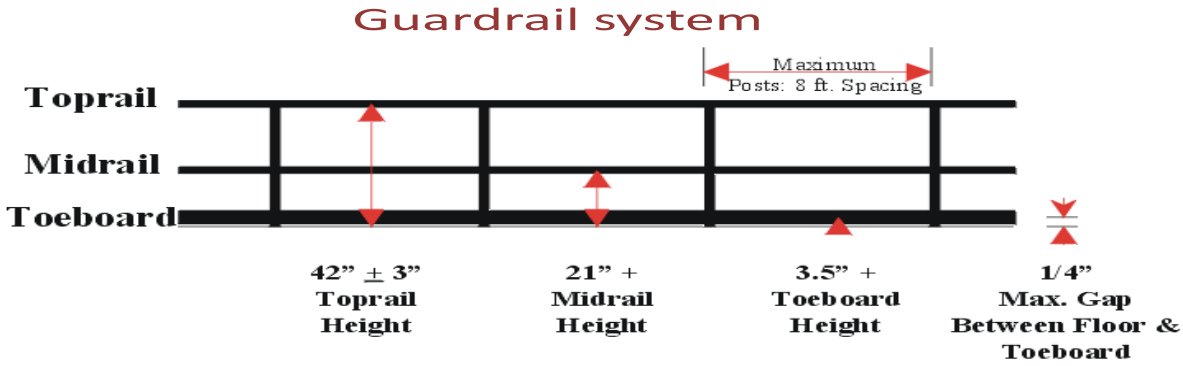
iii. Guardrails (including scaffolding) erected over/adjacent working areas must have the guardrails screened (opening < 0.5), to prevent material from falling outside the platform/decking.

iv. Guardrails must be able to withstand a 200-pound force exerted in any one direction.

v. Where necessary to prevent danger, guys, stays or supports should be used or other effective precautions should be taken to prevent the collapse of structures or parts of structures that are being erected, maintained, repaired, dismantled or demolished.

vi. All openings through which workers are liable to fall should be kept effectively covered or fenced and indicated in the most appropriate manner.

vii. Guardrails and toe-board/barricades and sound platform conforming to IS: 4912-1978 and other Indian laws and regulations as depicted below should be provided.



<u>Fig. 2.2 Guard Rail System</u>

viii. Guardrails shall be provided to protect workers from falling from elevated work places. The rails are generally made of MS pipes of suitable dia. Rebar shall not be used for any handrails, ladder or cover purpose. Wherever the guard-rails and toe-boards cannot be provided:

a. adequate safety nets or safety sheets shall be erected and maintained; or
b. adequate safety harnesses shall be provided and used and / or
c. adequate fall arrestor shall be provided and used.

As mentioned under PPE clause, all these PPEs shall be defect free and regularly inspected for any defect. The full body safety harness shall have double lanyard only with max 1.8m length.

ix. The monkey ladders shall have sufficient fall arrestors. Adequate lifelines of 8mm steel wire rope shall be provided across the work area.

x. The HSE officer shall recommend appropriate PPEs after analyzing hazards and risks involved.

1.3 Scaffolding

All scaffolds shall be conformant to the relevant standards including IS 3696 and IS 4014 as applicable. A sketch of the scaffolds proposed to be used shall be prepared and approval of the BHEL Engineer obtained prior to construction / use. Only cup lock type scaffoldings will be allowed in site. Where cup lock type scaffolding arrangement is not feasible by the virtue of the location, in that case only pipe and clamp type scaffolding will be allowed.

a. The scaffolding work must be carried out by a competent person, who shall train the scaffold users on safety aspects
b. All scaffolds shall be erected / dismantled by scaffolding crew under direct supervision of competent scaffolding supervisors.
c. All scaffolds shall be capable of supporting 4 times maximum intended load and erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement. Bamboo scaffolding is not permitted for use on site.
d. Each employee on the scaffold shall use an approved safety harness attached to an independent lifeline. The lifeline is to be securely attached to substantial members of the structure (not the scaffold itself) or to securely rigged lines, which shall safely suspend a worker in event of a fall.
e. Guard rails and toe boards shall be installed on all open sides and ends of platforms more than (2) meters above ground or floor
f. Scaffold planks must be at least 5 cm x 25 cm (2” x 10”) full thickness lumber scaffold grade or better.
g. Scaffold planks shall not span distances greater than 2.5 meters (8 feet).
h. Scaffold planks shall extend over end supports not less than 6 inches nor more than 12 inches and be secured to the scaffold. Scaffolding and accessories with defective parts shall be immediately repaired or replaced.
i. All scaffolding must be a minimum of two planks wide. No one may work from a single plank.
j. Scaffold planks must be inspected before use. Planks that have been damaged must be removed from the site.
k. Access ladders must be provided for each scaffold. Climbing the end frames is prohibited unless the design incorporates an approved ladder.
l. Adequate mudsills or other rigid footing capable of withstanding the maximum intended load must be provided.
m. Scaffolds more the 6 meters (20 feet) in height must be tied to the building or structure at intervals which do not exceed 4 meters (13 feet) vertically and 6 meters (20 feet) horizontally.
n. Do not overload scaffolds. Material should be brought up as needed. Scaffolding must not be loaded in excess of its rated capacity.
o. Barrels, boxes, kegs, blocks or similar unstable object must never be used as work platforms or to support scaffold.
p. Where persons must work under or pass under a scaffold then a 18 gauge wire mesh screen must be installed between the toe board and guard rail.
q. Employees exposed to overhead hazards while working on a scaffold will be protected by 5 cm (2”) thick planks.
r. Wooden/bamboo ladders shall not be allowed at any cost. Ladder’s rungs shall be fitted /welded

properly. Before every use the rungs should be checked for safe use.

s. Wooden scaffolds shall not be used in areas where fire / fire products are expected

t. Ropes made of jute / Plastic and other fire prone material shall not be used to tie up scaffolding components together

u. The platform should have permanent hand rail and mid rail with Toe board without fail.

v. All platforms are to be tightly planked for the full width of the scaffold, except as may be necessary for entrance openings. Platforms shall be secured in place.

w. On suspension scaffolds designed for a working load of 500 pounds, no more than two workers are permitted to work on the scaffold simultaneously. On suspension scaffolds with a working load of 750 pounds, no more than three workers are permitted on the scaffold simultaneously.

x. Requirements for different types of Scaffolds:

A. Suspended Scaffold

i. Suspended scaffolds are platforms suspended by ropes, or other non-rigid means, from an overhead structure.

ii. Requirements for use are to be preapproved by HSE Head, under a specific Permit to Work.

B. Rolling Scaffolds

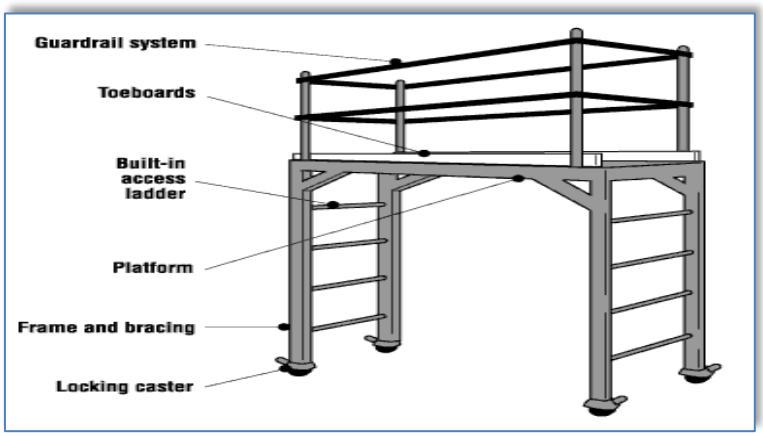
i. The height of rolling scaffolds shall not exceed three times the minimum base dimension.

ii. The minimum base dimension of rolling scaffold will be 1.25 meters (4 feet).

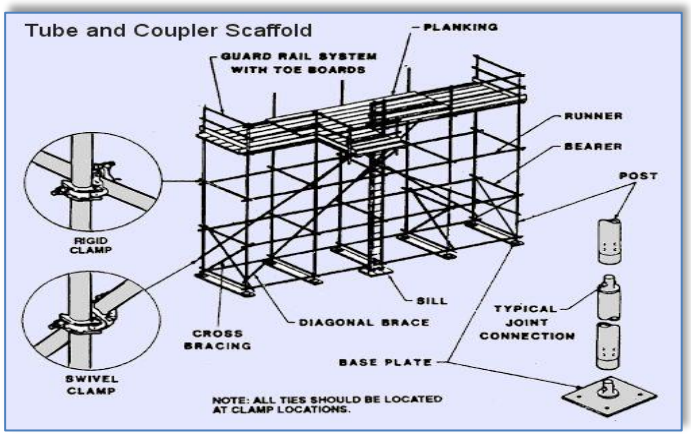
iii. Adequate help must be provided when moving a rolling scaffold.

iv. Secure or remove all loose materials, equipment and tools before moving a rolling scaffold.

v. 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.



Rolling Scaffold



Tube & Coupler Scaffold

Fig. 2.3 Types of Scaffolds

1.4 Ladder Safety

A sketch of the ladders proposed to be used shall be prepared and approval of the BHEL Engineer obtained prior to construction / use

a. Safe Use of Ladders:

i. Fall protection is required when working on a ladder above 2 meters and when climbing above nearby guardrails.

ii. Ladders must be inspected prior to use and by a competent person quarterly, with documentation.
iii. Use portable ladders for height up to 4 M only
iv. Provide fixed ladders for height above 4 M
v. Place the ladder at an angle of 75 degrees (approx.) from the horizontal (1:4)
vi. Extend ladder at least 1 M above the top landing
vii. Secure top and bottom of the ladder firmly to prevent displacement- anti skid lining at the bottom
viii. Ensure that the width of the ladder is not less than 300 mm and distance between rungs is not more than 300 mm
ix. Provide landings of minimum size 600 x 600 mm at intervals not more than 6 M for fixed ladders. Check the ladders daily for any defects
x. Ensure that the areas around base and top of the ladder are clear. Getting on and off the ladder is more hazardous than using it. Use a mudsill if the ladder is to rest on soft, lose or rough soil
xi. Do not use ladders of conducting material near power lines, and only use ladders near power line or other energize system with exposed parts if they are confirmed locked-out and de-energized.
xii. Stand no higher than the fourth rung from the top for carrying out any job standing on a ladder.
xiii. Never reach out from a ladder to perform work where your belt buckle protrudes past the ladder rung.
xiv. Always face the ladder while climbing up or down
xv. Maintain three-point contact while climbing up or down a ladder i.e. two hands and one foot or two feet and one hand on the ladder at all the times.
xvi. Avoid climbing up or down a ladder while carrying anything in hands. Lift tools, equipment and materials with a rope.
xvii. Work from portable and extension ladders near guardrail where fall expose exists over the guardrail regardless of height, and above 2.0 mtr. heights from the working/walking surface will require the use of personal fall arrest equipment

2. EXCAVATION & CIVIL WORKS

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

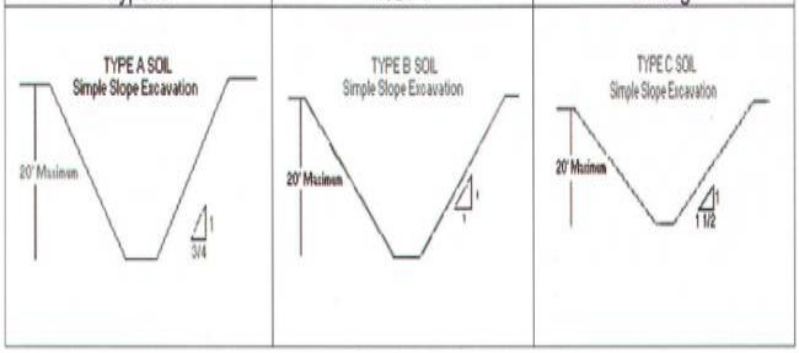
2.1 Excavation

The following safety measures are to be ensured before and during excavation:

a. All Excavation activities more than with depth of 1.22 meter or more shall require and Excavation Work Permit
b. 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.
c. Electrical cables and service lines to be identified using cable detector/locator device before carrying out the excavation work
d. Proper and adequate slope is maintained while excavating
e. Adequate shoring or sheeting is done wherever require to prevent soil sliding
f. Safe access through ladder or steps for exit & entry to excavation
g. No material /excavated soil is kept within one meter from the edge
h. Safe way is planned and provided for movement of HEM /transport equipment near excavation
i. Safety helmet and shoes/gum boots are provided and worn by the workmen at excavation works

j. Dewatering arrangement is made where water seepage is prevailed.
k. Stop blocks are provided to avoid vehicles reversing into the excavated trenches
l. Danger signs /Caution boards are displayed at work spot
m. Hard Barricading is provided at excavated pits. It should be made of scaffolding pipe and clamp with reflective nets.
n. All Excavated area of depth 3mtr or more is to be hard barricaded with pipe.

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.

Fig. 3.1 Excavation Reference

2.2 Piling

Ensure the following precautionary measures before starting piling works:

a. Inspection of piling equipment by responsible person for its condition before initiating piling operation.
b. Checklist and OCP for piling to be prepared using manufacturer's instructions and used
c. Testing and its certification wire rope, slings, D-shackles, chain pulley blocks using in the process of piling work by competent person
d. Adequate support and secured foundation of the piling equipment to avoid toppling
e. Hoses should be lashed and adequately secured
f. Proper work platform is to be provided on piling frame
g. Safe work procedures and close supervision to prevent unsafe acts of operators/any unsafe conditions that may arise
h. Only experienced and trained operators are engaged for the piling operation
i. Provision of Personal Protective Equipment (PPE) like safety shoes/gumshoes/safety helmet/safety belt etc. and its use by their workmen.
j. Special care and precautions If work is near electrical live cables/ electrical equipment
k. Cordoning of work area to prevent un authorized entry
l. Guarding of revolving parts
m. Specific measures to prevent over turning of pile driver/missing of hammer/ hammer movement out of range

2.3 Batching Plant Operation

Following Safety considerations for batching plant are to be ensured:

1. Modern type batching plant should be used in which all the moving parts are protected and emergency

and safety features are incorporated.

2. Installation of external Electric moto-vibrators in the feeding hopper of all batching plants to reduce human intervention.
3. Installation of safety devices like pull-chord on both the sides of conveyor for stopping the conveyor in emergency
4. Workers carrying cement / sand to be given appropriate PPEs like respiratory masks & gloves.
5. Conveyor belt/rotating parts must be guarded properly.
6. Safety awareness shall be inculcated in workmen about the risk involved in rotating parts.
7. The agency shall ensure to erect the batching plant as per drawing including installation of all safety devices as provided by manufacturer and witnessed by BHEL Engineer in charge before starting of machine in future.
8. Safety audit to also focus on Batching plant.
9. The site shall impose penalty on the agency who has violated the safety norms as per contract.

2.4 Mobile Plant

Mobile plant includes tractors, trailers, dumpers, excavators, bulldozers, road rollers etc. for earthmoving purpose and concrete mixers, concrete transit mixtures, concrete pumps etc for concreting purpose. Due to the very nature of their function and movement in difficult terrains, congested areas, working in tandem with manual work and other operations the danger is inherent.

Automatic reverse camera with reverse horn connected with reverse gear is compulsory for all moving machineries.

Following Safety measures to be ensured for Mobile Plant:

a. Where movement around site is involved, routes should be planned, obstruction free and well maintained
b. Observe specified speed limits
c. Operating personnel should be aware of associated risks and its preventive measures
d. Only experienced, trained and authorized persons with valid license (wherever applicable) should operate the mobile equipment/vehicles
e. Provide and use Warning lights and reverse horn for cautioning the people around
f. Operation should be on level and stable ground with adequate working clearance.
g. Loading of out riggers/stabilizers should be well within safe ground bearing capacity
h. No person should be on equipment or vehicle during loading and unloading of material
i. Operators should be protected by warning barriers or switching off power when working in close proximity of overhead power lines
j. The equipment /vehicles should be well maintained and provided with effective brake system and other safety devices (wherever require)
k. Rotating parts of equipment should be adequately guarded
l. Provide necessary personal protective appliances and ensure its use by the operating personnel Ensure effective measures at source to control harmful emissions, dust, fumes contaminating atmosphere and cause health hazards to the operators and people in the vicinity.
m. No overloading/over stressing of vehicles/plant is allowed
n. Hoses, pipes, receivers, gauges and valves involved in carrying out hydraulic fluid/ compressed air should be checked for leaks and tested prior to operation.

o. Adequate safe clearance for swing and movement is to be judged during operation of Concrete mixer
p. Setting of machines on firm and level ground with wheel locked to prevent movement of machine
q. Proper instructions and Special precautions are to be ensured to prevent entry in to the danger zone of projectile of bucket while dropping bucket
r. Operator leaving work spot should ensure that the equipment/vehicle is kept in neutral position and place on firm and level ground.
s. The hand brake should be kept in position and block road wheels as additional safety measure
t. Blades/buckets should be kept low while moving
u. The dozer blades should not be used as brakes except in emergency
v. The ground should be examined for its bearing capacity and general safety especially when operating road roller at the edges of slopes, embankments.
w. The roller should not be moved downhill with the engine out of gear
x. If operating near excavations the following precautionary measures are to be ensured
y. Barricading, edge protection to prevent fall of persons/vehicles over running while reversing etc.
z. Suitable support system and adequate allowance to avoid the danger of side collapsing
aa. Experienced signaler /attendant should be always accompanied with operator/driver for proper direction /signal and also to caution others in the working Zone during operation of mobile plant

2.5 Concrete Vibrators

a. Revolving parts/belt drives should be adequately guarded and Vibrating unit shall be completely enclosed and have suitable overload relays and effectively earthed
b. Ensure sufficient length of cable to the Vibrator.
c. Ensure electric starters and other accessories are firmly fixed adequately supported
d. Ensure locking of needle load while inserting needle in to the vibrator,
e. Ensure periodical lubrication and maintenance

2.6 Concrete Mixers

a. Setting of machines on firm and level ground with wheel locked to prevent movement of machine
b. Proper instructions and Special precautions are to be ensured to prevent entry in to the danger zone of projectile of bucket while dropping bucket

3. WELDING & GAS CUTTING SAFETY (HOT WORK)

a. All Hot Work shall require a Hot Work Permit
b. Inbuilt Voltage Reduction Device (VRD) equipped arc welding machine will only be allowed for work.
c. There shall be flash-back arrestors conforming to IS-11006 at both cylinder and burner ends. Damaged tube and regulators must be immediately replaced.
d. All safety precautions shall be taken for welding and cutting operations as per IS-818.
e. When possible, items to be welded, cut, heated, etc. shall be moved to a safe location free of combustible or flammable material. If this is not possible, then all combustibles/ flammables that can be removed from the area shall be removed within a 35-foot circumference and a positive means of confining arcs and sparks generated by the process shall be ensured and additional person(s) shall be stationed as fire-watch for the area(s) still exposed, along with obtaining the Hot Work Permit as applicable.
f. Appropriate fire-fighting equipment is to be available in close proximity of any welding and gas cutting operations at all times suitable for the type of Fire.

g. Drums, tanks, and similar containers that have contained flammable or toxic material shall not be welded, cut, or heated until they have been made safe by water filling, thorough cleansing or similar accepted practices. The container shall also be ventilated during the welding, cutting, or heating process.
h. Proper ventilation is required for any welding or torch operations performed in a confined space.
i. Any welding or gas cutting operations performed on metals of toxic compounds or coating such as zinc, stainless steel, lead, cadmium, chromium, and beryllium shall be properly ventilated and/or proper respiratory protection shall be worn by any person that could be exposed to fumes, vapors, and gasses created by the welding and gas cutting processes.
j. Wherever it is practical, all arc welding operations shall be shielded to prevent direct light rays or sparks from contacting persons in the vicinity or from reaching areas normally used to travel through or into the vicinity. Where this is not practical, persons who shall be in the area are to use proper eye and skin protection. Other persons who are not participating in the welding or gas cutting operations are not to be allowed into the hazard zone.
k. Welders and other employees who are exposed to arc welding radiation shall wear suitable clothing and protective apparel to prevent burns and other types of ultraviolet radiation damage to the skin.
l. Arc welding machines shall be shut down when being moved or when they are not in continuous use. Electrode holders left unattended shall have electrodes removed and shall not be left where they might contact employees or conducting objects.
m. Arc welding power supply cable shall be of proper rating and material, e.g. copper.
n. Welders shall guard against allowing materials adjacent to or behind them to reflect radiation back toward them or towards others in the area. Reflected radiation can cause skin burns and eye flash burns.
o. Valve caps shall be in place when cylinders are not in use. Valve caps shall never be used for lifting the cylinder vertically.
p. Torches shall only be lit by approved strikers; never with matches, cigarette lighters, or hot-work.
q. Splatter / Slag Collector:

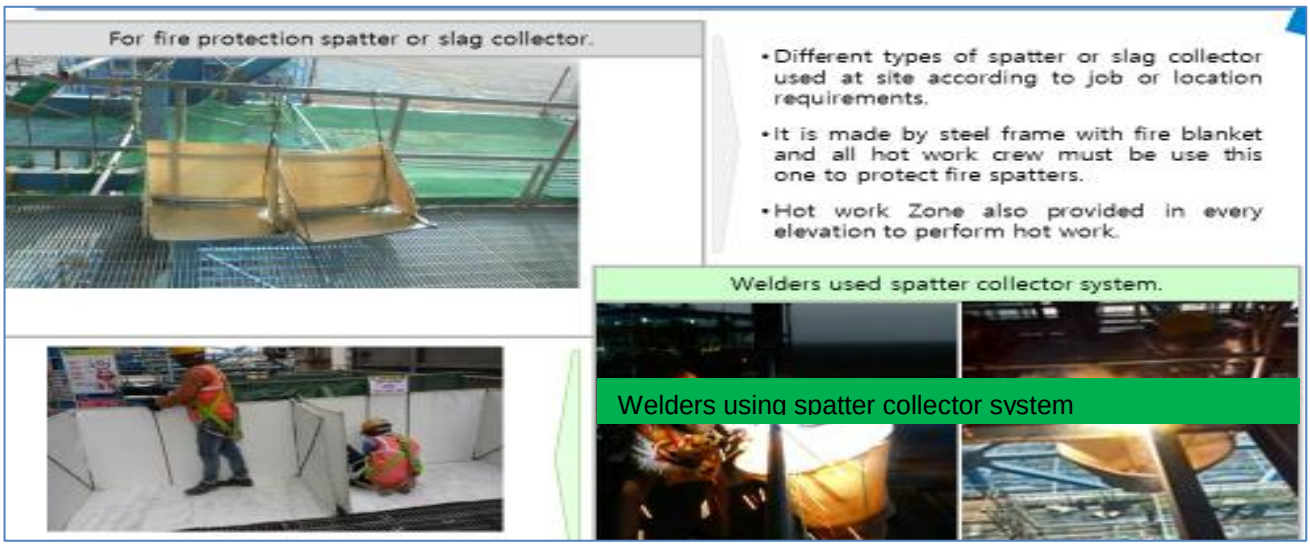


Fig. 4.1 Splatter / Slag Collector

While carrying out job at height, the sparks or molten slag shall be prevented from falling down by putting a fire-resistant (non-asbestos) sheet or patter/ slag collector or even MS Sheet. The passage of falling sparks

or molten slag shall be barricaded till ground floor and any cable/ tubes/ any other objects interfering in the passages hall either be removed or covered with Fire-resistant sheet or MS Sheet.

r. COMPRESSED GAS

i. All cylinder valves shall be closed when any work is finished and when any Cylinders are empty or being moved. Valve protection caps shall be placed and secured properly before gas cylinders are transported, moved or stored.

ii. Compressed gas cylinders shall be secured in an upright position with chain or appropriate means during storage & use. However, a trolley shall be used for transportation.

iii. Compressed gas cylinders shall always be secured from tipping or falling, whether in use, in storage or in transit. The cylinders shall always be secured upright, except during times when actually being hoisted or carried.

iv. When cylinders are transported by powered vehicle they shall be secured in a vertical position.

v. Regulators shall be removed when cylinders are not in use or are in transit, unless the cylinder is firmly secured on a special carrier designed for this purpose.

vi. Gas cylinders are not allowed to be used in man-basket when occupied.

vii. Cylinders containing oxygen or fuel gasses shall not be taken into confined spaces.

viii. Oxygen cylinders shall be stored a minimum of 6 meters from fuel gas cylinders or shall have an approved firewall between them.

ix. All cylinders shall be kept at a safe distance from welding or cutting operations or shielded from arc/ sparks / slag.

x. All cylinders shall be placed where they cannot become part of the electrical circuit.

xi. Oxygen and acetylene shall not be stored together. Oxygen must be separated from acetylene (or ANY fuel gas) or combustible material by at least 20ft or a barrier with a 30-minute fire resistance rating.

xii. All Cylinders should be stored upright in a designated area with labels for the type of gas. All applicable precautions to be ensured during storage

xiii. Oxygen and fuel gas regulators, hoses and associated equipment shall not be altered and shall be in proper working order while in use.

xiv. Compressed air can be extremely dangerous if allowed to penetrate the skin. As such, the use of compressed air to clean off yourself or other workers shall be strictly prohibited.

xv. All gas cylinders shall be stored in upright position. Suitable trolley shall be used for cylinder movement, the design of which shall be submitted to BHEL Engineer for approval.

xvi. No of cylinders shall not exceed the specified quantity as per OCP

xvii. 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.

xviii. All cylinder should be kept only in cylinder trolley.

xix. Cylinder shall be transported in upright vertical position by suitable mean.

4. 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.
e. Specifically designed heavy steel plates lifting clamps shall be used for lifting heavy metal sheets. Manmade lifting clamp chapa shall not be used for lifting/shifting of plates.
f. Following requirements shall be mandatorily followed, wherever applicable:
    i. The manufacturer's instruction for maintenance shall also be followed. All safety measures shall be followed.
    ii. All tools tackles, lifting appliances; material-handling equipment etc. used by the subcontractor shall be of safe design and construction.
    iii. The operators, slingers and signalers shall be qualified as per IS 13367 (part-1):2003 "Safe use of cranes- code of practices".
    iv. There shall be a person responsible for co-ordination among cranes where multiple cranes are used, and lifting over load chart of the crane to be avoided.
    v. Mobile phone should be banned for crane operator and lifting operation. Only walkie talkie shall be allowed in rigging/Lifting purpose.
g. Lifts/Movements between 5 Tons and 20 Tons:
    i. Shall include a rigging plan, detailing schematic representation of the handling/lifting operations that must be included on the Method Statement.
    ii. 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.
h. Lifts/Movements Less Than 5 Tons:
    i. An equipment rigging plan is not required for lifts less than 5 tons, safety measures are covered in the JSA. This could change as per BHEL requirement

i. Personnel Lifts (Man-Basket / Jhoola):

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.

i. 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.
ii. Man-basket shall be used where access through ladders or scaffolding is not feasible.
iii. 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.
iv. 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%.

v. It shall have a door with double latches and shall open inside. Anchor points shall be identified within the man-basket.

vi. The man-basket shall be thoroughly inspected and load tested and a trial run performed without personnel before being put to job.

vii. It shall be treated as a lifting tool (T&P Item) and shall undergo same certification cycle and inspection as other lifting equipment.

viii. 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.

ix. While lifting man-basket, the crane shall maintain a uniform speed of lift without any swing.

x. Once man-basket reaches the destination, the lift brakes shall be locked as long as the basket
   a. remains at that point. The same care shall be taken in its descent.

xi. 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.

xii. Use of Rebar steel for making and monkey-ladder must be avoided.

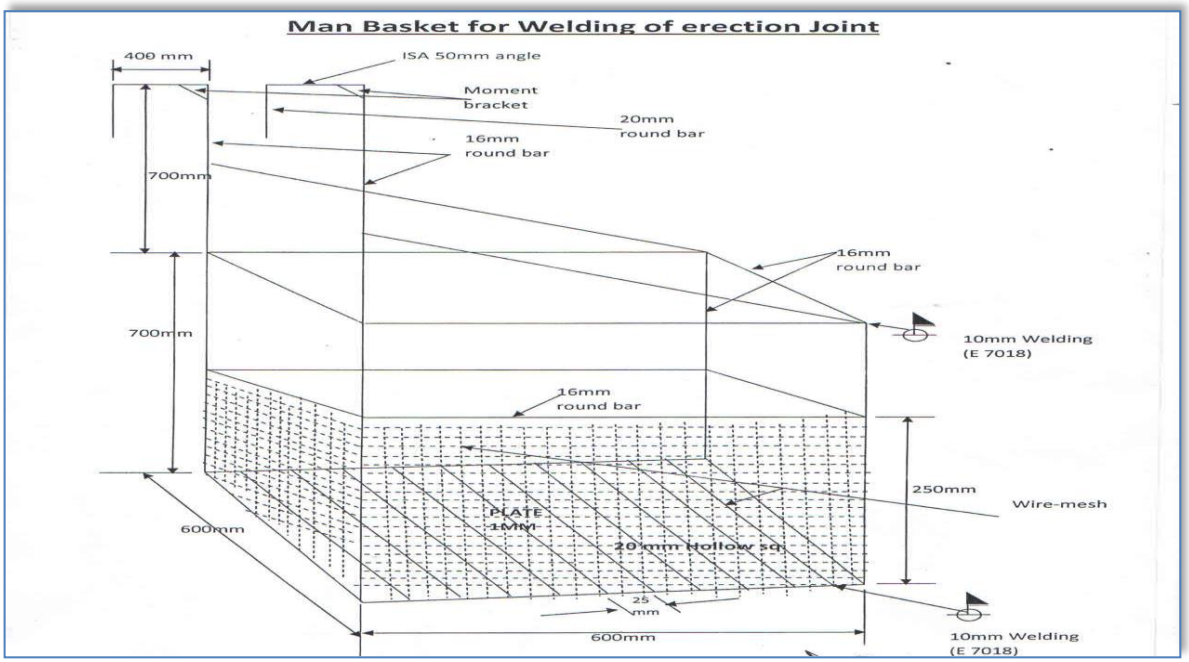


Fig. 5.1 Man Basket for Welding Erection Joint

4.1 Cranes & Hoisting Equipment:

This section provides the guidelines to ensure proper rigging and lifting activities are accomplished safely and in accordance with applicable specifications, codes, and regulations.

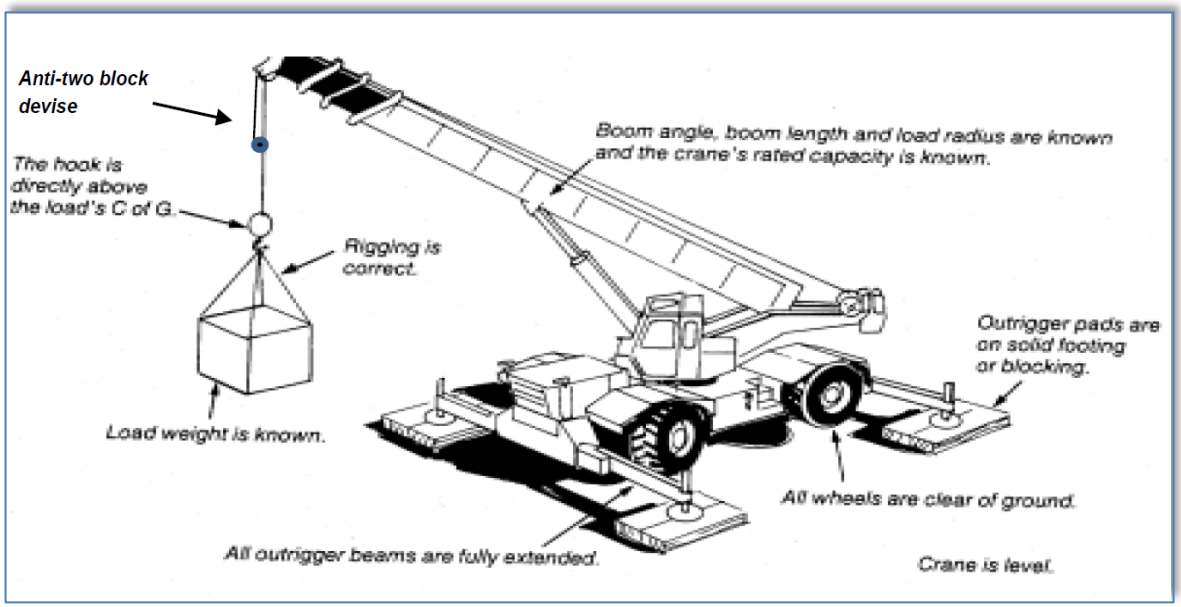


Fig. 5.2 Proper Crane Setup

a. On every crane or piece of hoisting equipment notices of all rated load capacities, recommended operating speeds, and any hazard warnings or special instructions shall be conspicuously posted. All instructions and warning shall be visible from the equipment operator 's station.
b. Cranes shall have an Anti-Two-block safety device installed
c. All mobile cranes shall have overload and backup alarms, load angle indicators and limit switches
d. All areas within swing radius of cranes that are potentially accessible by pedestrian, vehicular, or equipment movement shall be barricaded to prevent anyone or any vehicle or equipment from being struck by the crane or hoisting equipment, or its load(s).
e. No part of the lifting equipment or its load shall be within the distance as specified in the Indian Electricity Act from an energized power line
f. Cranes shall have annual certified third-party inspection and be inspected before use by the operator. Any defects shall be corrected before use. Logs of crane inspection shall be kept with the crane.
g. Make certain that the rigging personnel, material, and equipment have the necessary capabilities for the job and are in safe condition.
h. Communicate with person(s) directly responsible for accomplishing the work and / or work area to establish requirements/responsibilities and make certain that all preparatory work is complete.
i. Mats/Pads must be used on all lifting equipment, equipped with out riggers.
j. Pick and carry must have the load secured to the rig in front.
k. Only BHEL Approved Plate Lifting Spreader Beam configuration shall be used (Sample in Fig. 11.3.5.3)
l. Crane operators must follow the following:
    i. Pass an annual Operator's Physical examination
    ii. Carry a valid training certification card at all time while operating issued by the Govt. or other recognized institute.

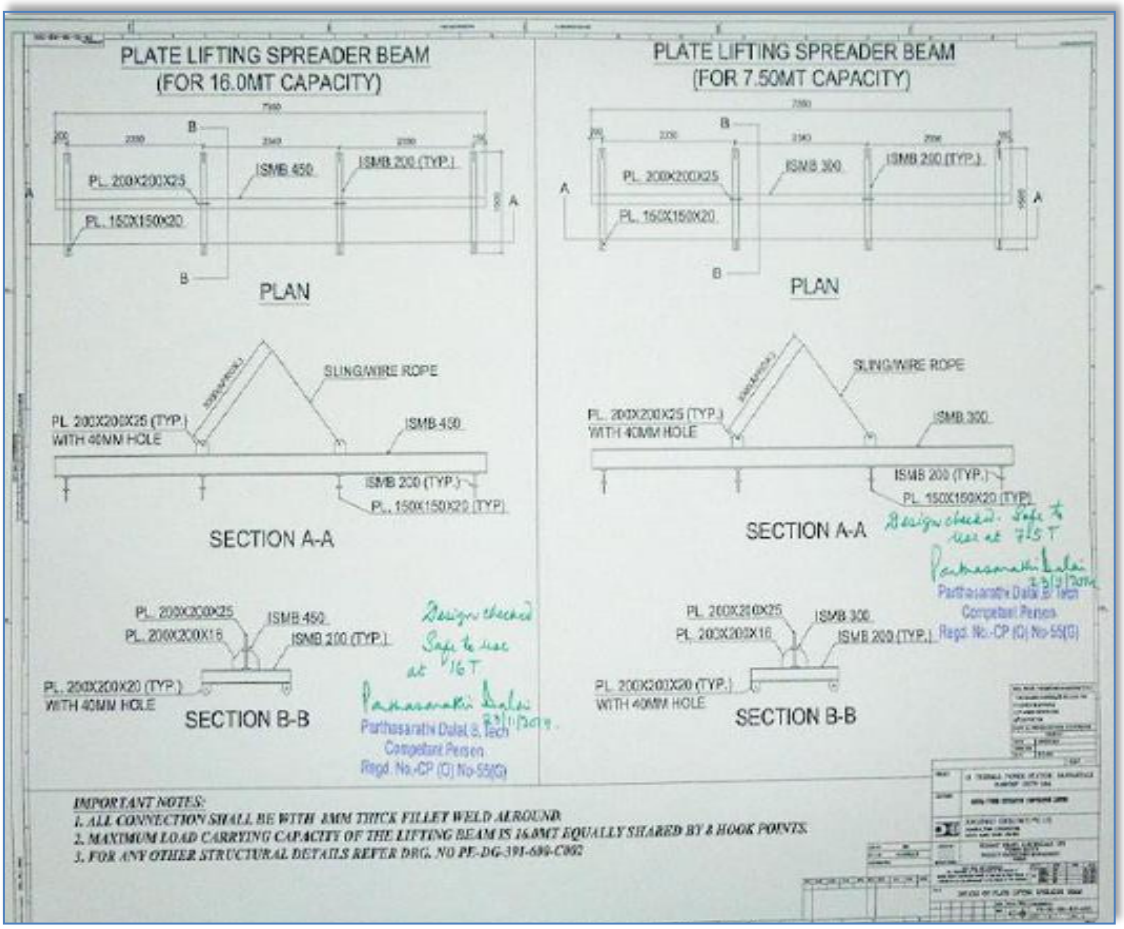


Fig. 5.3 Typical Plate Lifting Spreader Beam Configuration for 7.5 MT and 15 MT Loads

m. Safe Rigging Practices

i. Review the planned operation and requirements with the operator and rigging crew.

ii. Ensure a pre-lift meeting is conducted with crane operator, tagline operator, signal personnel, and Safety Manager.

iii. Designate a qualified person from the rigging crew to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desire clearance by visual means.

iv. Clear the lift area of all unnecessary personnel.

v. Hydras shall only be allowed for loading & unloading works & shall not be allowed to move with load

n. Rules for Safe Rigging

i. Use loops, thimbles and corner pads to prevent damage to slings when used around corners or on cutting edges.

ii. Never allow wire rope to lie on the ground for any length of time or on rusty steel or near solvents, chemicals or corrosive substances.

iii. Slings must not be pulled from between or under loads with load resting on the sling.

iv. Keep all rope away from flame cutting or welding operations.

v. Never use rope as sling material.

vi. Never wrap a wire rope completely around a hook.

vii. Do not bend wire rope near any attached fitting.

viii. The sling must be selected to suite the most heavily loaded leg rather than the total weight when using multi-legged sling to lift loads in which one end is heavier than the other.

ix. When using 3 and 4-legged sling configurations, any two legs must be capable of supporting the entire load.

x. Where possible, wire rope choker hitches must include a shackle with the eye around the shackle pin to prevent breaking wires of the choke. The choker hitch must be “snugged down” prior to lifting, not after tension is applied.

xi. Unless authorized by the hook manufacturer when more than two rope eyes are placed over a hook, install a shackle, pin resting in the hook, and place the rope eyes in the bowl of the shackle.

xii. Properly rig all loads to prevent dislodgment of any part.

xiii. Use guide ropes or tag lines to prevent the rotation or uncontrolled motion of the load when necessary.

xiv. Loads must be safely landed and properly blocked before being unhooked and unslung. Tag lines must not be used in situations that jeopardize the safety of the lift.

xv. Lifting beams must be plainly marked with their weight and designed working load and must only be used in the manner for which they were designed.

xvi. The hoist rope or chain must never be wrapped around the load. The load must be attached to the hook by slings or other rigging devices that are adequate for the load being lifted.

xvii. Multiple part lines must not be twisted around each other.

xviii. The hook must be brought over the center of gravity of load before the lift is started.

xix. If there has been a slack rope condition, determine that the rope is properly seated on the drum and in the sheaves prior to lifting.

xx. Keep hands away from pinch points as the slack is being taken up.

xxi. Leather gloves are recommended when handling wire rope.

xxii. Avoid impact loading caused by sudden jerking when lifting or lowering. Lift the load gradually until the slack is eliminated.

xxiii. Never ride on a load that is suspended.

xxiv. Avoid allowing the load to be carried over the heads of any personnel.

xxv. Never work under a suspended load until the load has been adequately supported from the floor and all conditions have been approved by the supervisor in charge of the operation.

xxvi. Never leave a load suspended unless emergency evacuation is required.

xxvii. Never make temporary repairs to sling.

xxviii. The capacity of a sling is determined by its angle, construction, type of hitch and size.

xxix. Never lift loads with one leg of a multi-leg sling until the unused legs are made secure.

xxx. Never point load a hook unless it is especially designed and rated for such use.

xxxi. Make certain that the load is broken free before lifting and that all legs are taking the load.

xxxii. When using two or more slings on a load make certain all slings are made from the same materials.

xxxiii. Lower the loads on to adequate blocking to prevent damage to the slings.

xxxiv. Materials and equipment being hoisted must be loaded and secured to prevent any movement which could create a hazard in transit.

xxxv. The weight of the hook, load block and any material handling devices must be included when determining crane capacity.

xxxvi. Calculated weights cannot exceed load chart without written approval.

xxxvii. Personnel must be completely clear of loads being picked up or set down by crane. Tag lines will be used to control the loads. Loads must not be touched by hand while placing/ moving.

o. <u>Slings</u>

The following are rules for safe use of synthetic slings:

i. Synthetic slings must be marked to show the rated capacity for each type of hitch and type of web material.

ii. Nylon web slings must not be used where fumes, vapors, sprays or mists or liquids of acids or phenolic are present. Web slings with aluminum fittings must apply in this category.

iii. Synthetic web slings must be removed from service and destroyed if any of the following conditions are present:

a. Acid or caustic burns
b. Melting or charring of any part of the sling surface
c. Snags, punctures, tears or cuts
d. Broken stitches
e. Distortion of fittings
f. Synthetic web slings of polyester or nylon must not be used at or come in contact with temperatures in excess of 82°C
g. Polypropylene web slings must not be used at or come in contact with temperatures in excess of 93°C
h. Insulated hooks must be tested yearly to ensure insulation integrity to at least manufacturer's specifications.

p. <u>Wire Rope Slings must be removed from service and destroyed if any of the following conditions are present:</u>

i. In (10) randomly distributed wires broken in one (1) rope lay, or five (5) broken wires in one (1) strand in one (1) rope lay.
ii. Wear or scraping of one-third the original diameter of outside wires.
iii. Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure such as:
iv. Evidence of heat damage.
v. End attachments that are cracked, deformed worn.
vi. Corrosion of the rope or end attachments.

q. <u>Metal mesh slings must be immediately removed from service if any of the following conditions are present:</u>

i. A broken weld or broken brazed joint along the sling edge.
ii. Reduction in wire diameter of 25 percent due to abrasion or 15 percent due to corrosion.
iii. Lack of flexibility due to distortion or corrosion.

r. <u>Requirements of Plate Clamps:</u>

i. The rated load of the plate clamp must be marked on the main structure.

ii. Care must be taken to make certain the load is correctly distributed for the plate clamp being used.

iii. Do not allow load or plate clamp to come into contact with any obstruction.

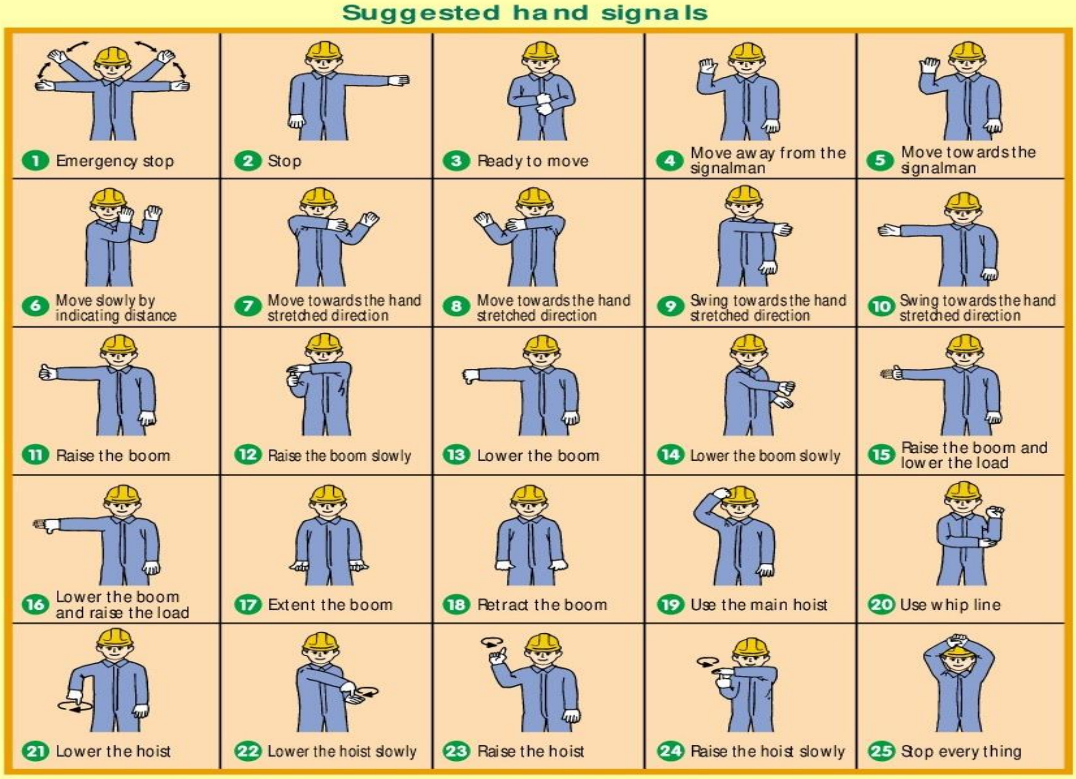
iv. The plate clamp must not be used for side pulls or sliding the load.

v. When lifting stainless steel or special alloys, ensure plate clamp is designed for use on the specific metal.

s. <u>Signaling Practices:</u>

- The "slinger" is responsible for attaching and detaching the load to and from the crane. He shall:
  - have received appropriate training on general safe lifting operations;
  - be capable of selectings lifting gears suitable for the loads;
  - liaise with the operator and direct the movement of the crane safely.
- The "signaller" is responsible for relaying the signal from the slinger to the crane operator. He shall:
  - have received appropriate training on general safe lifting operations;
  - be able to direct the movement of the crane and loads.

Suggested hand signals



Note: During the lifting operation, either the slinger or signaller shall communicate with the operator. Other communication methods (e.g., wireless walkie-talkies, telephones, etc.) may also be used.

<u>Fig. 5.4 Recommended Signaling Practices</u>

5. DEMOLITION WORK

Before any demolition work is commenced and also during the process of the work the following shall be ensured, besides using the Work Permit:

a. All roads and open areas adjacent to the work site shall either be closed, suitably protected or restricted for movement

b. 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.

c. 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 overloaded with debris or materials as to render them unsafe.

6. T&PS GENERAL

a. All T&Ps/ MMEs should be of reputed brand/appropriate quality & must have valid test /calibration certificates bearing endorsement from competent authority of BHEL.
b. Subcontractor to also submit monthly reports of T&Ps deployed and validity test certificates to BHEL safety Officer as per the format/procedure of BHEL.
c. Tagging and punching in all lifting tool is compulsory with SWL, sr. no. and due date.
d. All T&Ps shall be inspected by authorized Third Party agency as per applicable frequency. BHEL shall be kept informed of any such scheduled inspection
e. All T&Ps shall be internally inspected in each quarter and colour coded.

7. CHEMICAL HANDLING

a. Displaying safe handling procedures & MSDS for all chemicals such as lube oil, acid, alkali, sealing compounds etc. at work place.
b. Where it is necessary to provide and/or store petroleum products or petroleum mixture & explosives, the subcontractor 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 subcontractor shall be responsible for obtaining the same.
c. The used containers of chemicals shall be segregated and disposed of suitably
d. In case the used containers need to be re-used, all traces of the chemical to be removed by thorough cleaning with detergents etc. under trained supervision

8. ELECTRICAL SAFETY

a. Only electricians licensed by appropriate statutory authority shall be employed by the subcontractor to carry out all types of electrical works. The subcontractor shall maintain adequate number of qualified electricians to maintain his temporary electrical installations.
b. No PDB or any other distribution board shall be more than 03 (three) years of purchase. Only modern PDB with industrial sockets as shown in layout below to be allowed to use at site.
c. Power supply to all equipment at site to be routed through MCBs of appropriate rating. A 'Power Supply Distribution Plan' shall be prepared and submitted to BHEL Engineer for approval
d. All power supplies through cables shall be underground or overhead with height > 3mtrs.
e. All power distribution boxes shall be locked and the key controlled by site management of concerned subcontractor.
f. All individual equipment & tools at site shall be powered through Earth Leakage Circuit Breakers of 30 mA sensitivity.
g. These MCBs and ELCBs shall be regularly tested as per Clause 14
h. All fuses and fuse wires shall be of standard size and rating.
i. All electrical appliances used in the work shall be in good working condition and shall be properly double earthed other that armour earthling.

j. All extension boards shall have separate switches for all sockets / connections.

k. All portable electric tools used by the subcontractor shall have safe plugging system (industrial top & socket) to source of power and be appropriately earthed.

l. Providing adequate no. of 24 V sources and ensure that no hand lamps are operating at voltage level above 24 Volts especially in confined spaces like inside water boxes, turbine casings, condensers etc.

m. Electrical appliance shall have proper earthing and for appliances equal to & more than 415V shall have two separate earthing (as per IS-3043-1987)

n. Portable Electric Lights

i. Portable electric lights used in wet or potentially wet locations must be either low voltage type (24 volts or less) or protected by a GFI (ground fault interrupter).

ii. They must be visually checked before each use and periodically while in use to assure their original integrity is maintained.

iii. Cords with cuts, breaks, deep abrasions, etc. shall be taken out of service immediately.

iv. Repairs to extension cords shall only be performed by qualified/ licensed electricians.

v. Must not be allowed to lie in wet or potentially wet areas.

o. Underground Cables:

i. Every electric line or cable of unknown origin that is discovered or exposed during a digging, drilling, probing, or similar operation is to be considered as energized and life threatening.

ii. The senior company employee on the site will ensure that all necessary safety precautions are taken in order to isolate the line from all workers and the public.

iii. Such precautions may include halting the operation if appropriate.

iv. The senior company employee on the site is to then contact the proper authorities to have the line identified and either confirmed to be abandoned and/or made safe for continuing the work.

v. Any and all underground lines that are discovered or become severed must be considered energized on both sides, and be treated accordingly.

p. Details of earth resource and their test date to be given to BHEL safety officer as per the prescribed formats of BHEL

q. The subcontractor shall use only properly insulated and armoured cables and conform to the requirement of Indian Electricity Act and Rules for all wiring, electrical applications at site.

r. BHEL reserves the right to replace any unsafe electrical installations, wiring, cabling etc. at the risk & cost of the subcontractor.

s. No maintenance work shall be carried out on live equipment

t. 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 placed as to cause danger or inconvenience to any person or the public

u. The subcontractor shall carefully follow the safety requirement of BHEL/ the purchaser with the regard to voltages used in critical areas.

v. Wiring and Branch Circuits Must be protected by a proper amperage over-current device such as a HRC fuse or circuit breaker. Such installations must be located so as to prevent physical damage to the wire conductors & panels.

w. The sub-contractor shall supply modern power distribution board of different combination (1-phase & 3-phase). All the distribution of power should be through modern PDB. Equipment drawing is mentioned below.

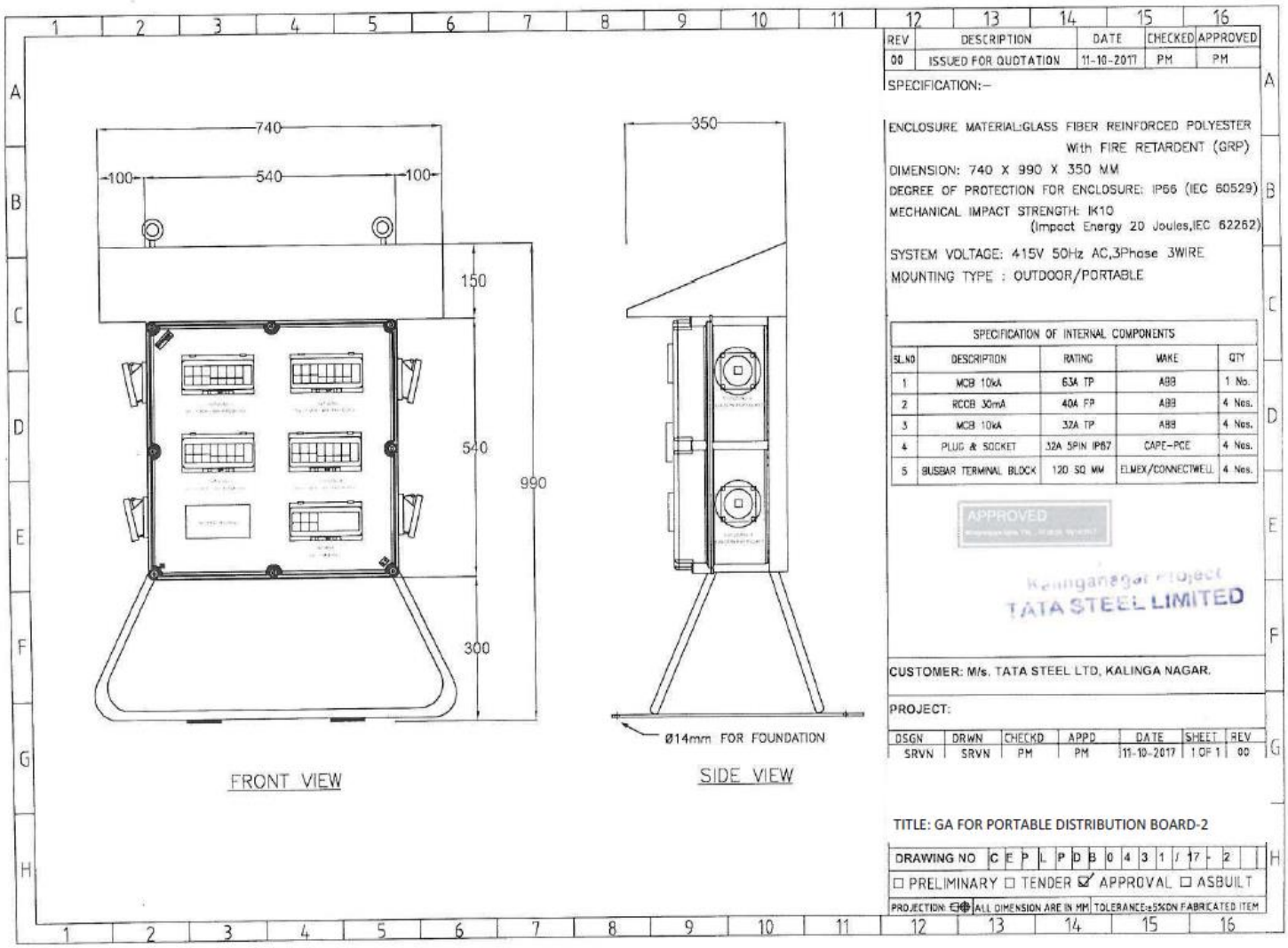


Fig. 9.1 Layout of a modern Power Distribution Board

x. General Electrical Safety

i. In general, equipment or machinery being moved or transported must maintain minimum clearances of 25 ft. to all power lines.

ii. TAG IN/ TAG OUT must be in force in Switch Room and all Distribution Boxes for live power line. The authorized person's name and contact no shall be displayed

iii. Ensure "double insulated" three - core cables and three pin connectors are used and are properly ground "all insulated" types, all electrical tools and appliances must be manufactured for industrial use.

iv. All connections shall be electrically and mechanically sound and properly insulated. Taped joints are not permitted. Connections to socket outlets must be made with proper plugs (industrial top and socket).

v. Splices in electrical cords are not permitted. Repairs must be made at the socket connection and retain the same mechanical and dielectric condition of the original connection.

vi. Damaged or defective electric tools, equipment and extension cords, etc. must not be used and shall be tagged out of service, removed from the work area and taken back to stores.

vii. Only licensed electricians are authorized to repair and work on electrical equipment. Tampering with electric tools or equipment by others could result in termination.

viii. Temporary electric cabling should be elevated 2.2 meters above the floor/ground or covered for protection. It must be kept clear of walkways and other locations where it may be exposed to damage or create a tripping hazard.

ix. Energized wiring in junction boxes, circuit breaker panels and similar places must be covered and locked at all times.

x. Areas with live high voltage wires or terminals must be barricaded against entry and warning signs posted Danger – High Voltage and Authorized Personnel Only.

xi. Personnel should never work on energized equipment, de-energizing (lockout/tag out) the equipment is always the first requirement.

xii. The lockout and tag out procedure will be used when testing or working on, or around, energized installation.

xiii. Working around energized equipment should never be done alone. A second electrician must always be available for assistance.

xiv. If lockout/tag out of the work is infeasible (must be demonstrated), work on energized electrical circuits must be approved by the Site In-charge. All safety precautions necessary must be taken, PPE use must be evaluated per the exposure and used, i.e high/low voltage gloves, insulated shoes, overcoats/aprons, face shields, and other protective equipment like insulated tools, blankets, mats, etc. must be used.

xv. The welding machines earth leads shall be properly fixed without loose contacts. The earth cable only has to be used. No steel members shall be used as earth leads.

xvi. Electrical crews must be qualified for the equipment and tools they work on, including being trained in Cardio-Pulmonary Resuscitation (CPR) methods and First Aid for rendering help in the event of electric shock.

y. Qualified Persons for Electrical Works

(One who is trained and wiremen licensed to Govt. of Respective State and familiar with the construction, operation and safety hazards of the equipment upon which they are permitted to work.)

i. Qualified persons are intended to be only those who are well acquainted/experienced with and thoroughly conversant in the electric equipment and electrical hazards involved with work being performed.

ii. Only qualified persons may be permitted to work on or near exposed energized parts. Such persons are required to have been trained in three specific areas:

iii. Qualified persons must be capable of working safely on energized circuits;

iv. Must be familiar with the proper use of special precautionary techniques and procedures bases on equipment and exposure; and

v. Must be familiar with required personal protective equipment, insulating and shielding materials, and insulated tools.

vi. Qualified persons are expected to be able to evaluate unknown situations and adjust their activities in such a way that only safe work practices are used. Such behavior is the responsibility of the qualified person.

vii. It is possible and likely for an individual to be 'qualified' with regard to certain equipment in the work place, and unqualified on other equipment they must know their limitation and stop work if not qualified on what equipment they were to work on.

viii. An employee who is undergoing on-the-job training, who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training, and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties. The process must be documented as proof.

z. Mandatory PPEs of electrical work on LV & HV

i. HV arc flash suit with protective hood (for protection of face and head) as specified for hazard risk category-4 in NFPA-70E or similar IS specification for working on HT switch gear (for all voltage >690 V) to the concerned licensed electrician or competent person.

ii. LV arc flash jacket/FR as specified for hazard risk category-4 in NFPA-70E or similar IS specification having ATPV rating of 8.5 to 9 cal/cm2 for working on LV (>260V and <=690V) to the concerned licensed electrician or competent person.

iii. The LV arc flash jacket as shown above shall be worn continuously while working on LV (>260V and <=690V). The color specification of LV arc flash jacket should be blue.

iv. Electrical hand gloves should have following specification: Flame resistance, arc flash and cut protection of voltage rating (>260V and <=690V).

v. Electrical safety over shoe of relevant IS make for foot protection of licensed electrician or competent person while working in HV & LV line or equipment.

9. USE OF HAND TOOLS AND POWER-OPERATED TOOLS

a. General Provisions

i. All hands and power tools and similar equipment, shall be maintained in safe condition.

ii. When power operated tools are designed to accommodate guards, they shall be equipped

iii. with such guards, when in use;

iv. Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains and other reciprocating, rotating or moving parts of the equipment shall be similarly guarded;

v. Personnel using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases shall be provided with the particular personal protective equipment necessary to protect them from the hazards;

vi. All hand-held powered platen sanders, grinders, grinders with wheels of 5 cm or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks of 0.5 cm wide or less shall be equipped with only a positive on-off control.

vii. All hand-held powered drills, tappers, fastener drivers, horizontal, vertical or angle grinders with wheels greater than 5 cm in diameter, disc sanders, belt sanders, reciprocating saws, saber saws and other operating powered tools shall be equipped with a momentary contact on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

b. Hand Tools

i. The subcontractor shall not issue or permit the use of unsafe hand tools;

ii. Wrenches including adjustable pipe end and socket wrenches shall not be used when saws are sprung to the point that slippage occurs;

iii. Impact tools such as drift pins, wedges and chisels shall be kept free of mushroomed heads;

iv. The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight on the tools.

c. Power Operated Tools

i. Electric power operated tools shall be either of the approved double-insulated type or shall be grounded;

ii. The use of electric cords for hoisting or lowering loads shall not be permitted;

iii. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming incidentally disconnected;

iv. Safety clips or retainers shall be securely installed or maintained on pneumatic impact (percussion) tools to prevent attachments from being incidentally expelled;

v. All pneumatically riveting machine staplers and other similar equipment provided with automatic fastener feed, which operate at more than 7 kg/cm2 pressure at the tool a safety device on the muzzle to prevent the tool from ejecting the fasteners unless the muzzle is in contact with the work surface;

vi. Compressed air shall not be used for cleaning purposes except when the pressure is reduced to less than 2 kg/cm2 and that too with effective chip guarding. The 2 kg/cm2 pressure requirement does not apply to concrete form, mill scale and similar cleaning purposes;

vii. The manufacturer's safe operating for hoses, pipes, valves, filters and other fittings shall not be exceeded;

viii. Only personnel who has been trained in the operation of the particular tool shall be allowed to operate power-actuated tools;

ix. The tool shall be tested each day before loading to see that the safety devices are in proper working condition. The method of testing shall be accordance with the manufacturer's recommended procedure;

x. Any tool found not in proper working order, or that which develops a defect during use, shall be immediately removed from service and not used until properly repaired;

xi. Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any other person. Hands shall be kept clear of the open barrel end;

xii. Loaded tools shall not be left unattended;

xiii. Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tiles, surface hardened steel, glass block, live rock, face brick or hollow tiles;

xiv. Driving into materials that can be easily penetrated shall be avoided unless backed by a

xv. substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side;

xvi. No fastener shall be driven into a palled area caused by an unsatisfactory fastening;

xvii. Only non-sparking tools shall be used in an explosive or flammable atmosphere;

xviii. All tools shall be used with the correct shield, guard or attachment as recommended by the manufacturer.

d. Abrasive Wheels and Tools

i. All grinding wheel must be ISO certified only.

ii. All grinding machines shall be supplied with sufficient power to maintain the spindle speed at safe levels under all conditions of normal operation;

iii. Grinding machines shall be equipped with suitable safety guards;

iv. The maximum angular exposure of the grinding wheel periphery and sides shall not be more than 900, except that when the work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure shall not exceed 1200. In either case, the exposure shall begin not more than 8.650 above the horizontal plane of the spindle. Safety guards shall be strong enough to withstand the bursting of the wheel;

v. Floor and bench-mounted grinders shall be work-rests, which shall be rigidly supported and readily adjustable. Such work-rests shall be kept at a distance not to exceed 5 mm from the surface of the wheel;

vi. Cup type wheels used for external grinding shall be protected by either revolving cup guard or a band type guard;

vii. When safety guards are required, they shall be mounted as to maintain proper alignment with the wheel and the guard and the guard and its fastening shall be adequate strength to retain the fragments of the wheel in case of incidental breakage. The maximum angular exposure of the grinding wheel periphery and sides shall not exceed 1800;

viii. Portable abrasive wheel used for internal grinding shall be provided with suitable safety flanges;

ix. When safety flanges are required, they shall be used only with wheels designed to fit the flanges. Only safety flanges, of a type and design and properly assembled so as to ensure that the pieces of the wheel will be retained in case of incidental breakage, shall be used;

x. All abrasive wheels shall be closely inspected and ring tested before mounting to ensure that they are free from cracks or defects;

xi. Grinding wheels shall fit freely on the spindle and shall not be forced on. The spindle nut shall be tightened only enough to hold the wheel in place;

xii. All employees using abrasive wheels shall be protected by suitable eye protection equipment.

e. Wood Working Tools

i. All fixed power-driven woodworking tools shall be provided with a disconnect switch that can either be locked or tagged in the off-position;

ii. The operating speed shall be attached or otherwise permanently marked on all circular saws over 0.5 m in diameter or operating at over 3000 peripheral rpm. Any saw so marked shall not be operated at a speed other than that marked on the blade. When a marked saw is re-tensioned for a different speed,

the marking shall be corrected to show the new speed;

iii. Automatic feeding devices shall be installed on machines wherever the nature of the work will permit. Feeder attachments shall have the feed rolls or other moving parts covered or guarded so as to protect the operator from hazardous points;

iv. All portable power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

10. 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 Synchronisation and Full loading of unit.

a. These activities shall be personally supervised by the site executive along with the commissioning engineer.
b. Appropriate Work Permits shall be taken as applicable
c. The readiness of upstream and downstream system shall be ensured before taking up.
d. 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.
e. 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.
f. Tag-in/ Tag-out shall be in place while charging transformer and whenever necessary.
g. Electricians with valid wiremen license only shall be permitted to work on power lines.
h. The area and the passage shall be adequately illuminated.

11. FIRE SAFETY

a. The Fire Prevention, Protection and Preparedness Program is an integral part of the overall HSE Program. Effort and consideration must be given to safety, life and potential for delays in construction schedules and plant startup, as well as protection of property on a given project. The purpose of which is to prevent
   i. Inception of fire
   ii. Loss of life or personal injury
   iii. Loss of Property
   iv. Interruption of operations
b. Site-in-charge / Safety Officer will make periodical review of the site Fire Protection, Prevention Preparedness Programme, Site conditions and available fire protection equipment. It is very imperative that the Sub-contractors along with BHEL to establish good contact with Local fire station for availability of Fire tender in case of emergencies, in additional to their own fire equipment.
c. Fire Protection, Prevention and Preparedness Inspections - The Contractor /Sub-Contractor will be required to make frequent fire prevention inspections of his work site and operating facilities.
   Deficiencies will be corrected at once.
d. Area where Hot work activities are carried out (Gas cutting / Welding/ any other spark producing work)

above a working spot, a GI / fire-resistant non-asbestos sheet or suitable material shall be placed to prevent the fall of hot sparks. A bucket of water shall be kept nearby while doing hot work

e. Hot work shall be preferably carried out in a designated area with a standing Hot Work Permit, to be renewed monthly. The designated area shall have fire extinguishers.

f. Any hot work outside designated area shall require a Hot Work permit and fire watch. No flammable material shall be stored within 35 feet from any fire load.

12. PAINTING:

a. Requirements provide a detailed procedure to be implemented by all concerned employees and sub-contractors involved in painting activities.

b. Significant Environmental Hazards:
   i. Chemical hazard due to inhalation of lead fumes (lead containing paint)
   ii. Chemical hazard due to inhalation of VOC's from paining operations
   iii. VOC's from painting and coating operation
   iv. Disposal of paints and coats drums

c. Control Procedure for Paining:
   i. Chemical products used in painting and coating operation shall have proper MSDS sheet in place. Whenever any doubt arises with respect to handling and safety point of view it should be accessed to all concerned.
   ii. Toxic substances and hazards relate the toxic chemicals shall be identified.
   iii. Proper PPE shall be used including plastic gloves appropriate overall etc.,
   iv. Arrangement for cleaning of spillage shall be ensured

d. Only trained workers shall be allowed and proper training should be imparted to the works.

e. Exposure limits of the toxic substances shall be checked before starting the work and nobody shall be allowed to carry the work beyond the permissible limit.

f. Ventilation or exhaust facility shall be provided at place where painting and coating operations are carried out.

g. Overalls shall be supplied by the contractors/subcontractors to the workmen and adequate facilities shall be provided to enable the painters to wash at the cessation of work.

h. Smoking, open flames or sources of ignition shall not be allowed in places where paints and other flammable substances are stored.

i. A caution board in national /regional language "**smoking strictly prohibited**" shall be displayed in the vicinity.

j. Suitable fire extinguishers/sand buckets shall be kept available at places where flammable paints are stored, handled or used.

k. In case of indoor painting or painting in confined spaces, exhaust ventilating shall be provided. If adequate ventilation is not provided a proper respirator shall be provided and used by persons who are trained and fit tested.

l. The VOC's from painting and coating operations shall not exceed the permissible level of CPCB/ SPCB norms. The paints and coats must be selected as per the guidelines.

m. Workers shall thoroughly wash their hands and feet before leaving the work.

13. "HAZARDOUS ENERGY" CONTROL PROCEDURE/ LOCKOUT/TAGOUT (LOTO)

Hazardous Energy Control Procedures, known as "Lockout/Tagout (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.

a. <u>Minimum Requirements:</u>

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

i. Inspection of equipment by a trained individual who is thoroughly familiar with the equipment operation and associated hazards.
ii. 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.

b. <u>General Requirements</u>

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:

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

c. 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.

d. After completion of the work, accomplish the following:

i. Inspect repair work before removing the lock and activating the equipment.
ii. Make sure that only the worker that installed the lock removes his/her assigned lock.
iii. Make sure that all workers are clear of danger points before re-energizing the system.

e. 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 subcontractors working on the WBPDCL (1X660MW) STAGE-III 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.

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

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 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 in advertent 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

1. REQUESTING A LOCKOUT / TAGOUT PERMIT

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.

a. 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.
b. 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.
c. 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.

2. 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 / Tagout 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 / Tagout 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 <u>locks</u> on the LOTO Request Permit have been applied and are in the specified position open/closed, on/off, etc.; metering <u>test</u> of electrical circuits, opening of drain valves, checking pressure gauges or indicators; and try by pushing start buttons and on/off switches, etc.
- Testing shall be performed by person(s) knowledgeable of the energy source(s) being isolated (e.g., an electrician should meter electrical circuits).

d. 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

3. WORKING UNDER A LOCKOUT / TAGOUT REQUEST

a. 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.

b. 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”,

c. When the work activity is finished, personal locks and tags shall be removed and the Safety Representative

shall be notified that the Lockout / Tagout 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.

4. REMOVAL OF LOCKS AND TAGS

a. When the lockout / tag out is no longer required, the Safety Representative or Area Supervisor shall obtain the Lockout / Tagout 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 / Tagout Coordinator. Isolation devices may be repositioned at the discretion of the Engineer in Charge according to operational requirements. The Isolator shall complete the Lockout / Tagout Request Permit indicating each lock and tag has been removed and the Safety Representative or Area Supervisor forward to the Lockout / Tagout Coordinator.

b. The Lockout / Tagout Coordinator shall discard the tags and maintain the completed Lockout / Tagout Request Permit for future reference.

c. 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/Tagout Removal Form, which has been completed by the Area Supervisor.
- Employee shall be notified upon returning to the site, prior to beginning any work.

5. INTERRUPTION OF A LOCKOUT / TAGOUT

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

- 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.

- 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.
- 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

In a multiple lockout / tag out procedure, each person working on the machinery or equipment must place a lock or tag on the energy isolating device. If the energy isolating device will not accept multiple locks or tags, a hasp (a multiple lockout 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.

6. 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.

7. PROGRAM REVIEW

The lockout / tag out program must be reviewed at least annually. The review must ensure that procedures are being followed and that they are effective. A documented review of the inspection must include the date, the equipment, employees involved & the inspector. The inspector must be someone other than those actually using the lockout / tag out in progress.

ATTACHMENTS

#1. Danger (DO NOT OPERATE) Tags

#2. Device & Personal Locks and Multi Lock Hasp:

#3. Lockout / Tagout Request Permit

बी एच ई एल BHEL	**LOCKOUT / TAGOUT REQUEST PERMIT**		LOTO Request Permit No.: Work Permit No.:
Equip. Out of Service:	LOTO Date Required by: _____/_____/_____	Estimated Duration:	**LOTO Requested** Date:
Scope of Work:			**LOTO Authorization** Signed by: Date:
			LOTO Removal Authorization Signed by:
			Date: Time:

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

Comments Instructions: **Attachment 3.Lockout / Tag out Request Permit:**

#4. Lockout / Tag out Request Log

LOTO Permit No.	**Requestor Name**	**Equipment & Location**	**Est. Work Completed Date**	**Approval Date**	**LOTO Placed Date**	**LOTO Removed Date**	**Comments**

14. RISK ASSESSMENT

Risk and Hazard Analysis

In order to produce an overall Project EHS Plan, a project must be assessed for its risks. There are two components to the risk and hazard analysis. The procedure used to examine and plan for the identified risks and hazards is called a General Hazard and Risk Assessment.

JSA/HIRA review

Prior to commence the following activities Method statement and JSA/HIRA to be prepared by the concern engineer in coordination with EHS officer and submit to the client for review and approval. After getting approval the work will be started under PTW after clearance. For HIRA and criteria for the defining the high, medium & low risk the relevant annexure be referred. In case any deviations required in the approved method statement the concerned engineer/supervisor has to prepare additional HIRA/JSA to cover the new activities and associated risk. Following activities to be covered,

- Deep excavation (more than 5 feet)
- Significant concrete pouring (like heavy foundation, TG deck, Slab casting etc.)
- Confined entry
- Blasting
- Working on electrical/ energized equipment's
- Steel erection more than 5-Ton weight
- Working at height prior to completion of stairs/ladders/hand railing etc.

Definition:

HAZARD - Any potential or present danger to persons or property within the project site, e.g., oil on the floor is a hazard.

INCIDENT - An unintended happening that may result in injury, loss or damage, e.g., Slipping on the oil is an Incident.

INJURY – Physical harm, the result of an Incident, e.g., a sprained wrist from the fall would be an injury.

Hazard Analysis Document

- For high risk and dangerous work identified, the Applicant shall complete and submit a Hazard Analysis Document together with the PTW request. It will be a JSA (Job Safety Analysis) or Preliminary Hazard Analysis Checklist. And it shall be reviewed and approved by respective Construction and HSE Representatives.
- Issues such as work interface, coordination, drawings, toolbox meetings and work type/duration shall be detailed and included with supporting documentation for the Applicant's request for PTW.
- If applicable, Hazard Analysis Document shall be used as the foundation for development of Safe Work Method Statement. Each hazard identified shall be addressed in the Safe Work Method Statement and be submitted as part of the Applicant's submittal package.

Evaluation of Sub-contractor Risk Assessments includes

- Experience and expertise in performing similar type work.
- Duration of work performed
- Location of the work to be performed.

- Nature of the work to be performed.
- Potential for a subcontractor performing the work to expose themselves, other persons or employees, to hazards.
- Potential for exposure to work site hazards.

Review of Subcontractor specific issues

Preventive and protective measures must be introduced according to the following order of priority

- Eliminating the hazard by removing the activity from the work process. Examples include substitution with less hazardous chemicals, using different manufacturing processes, etc.
- Controlling the hazard at its source through use of engineering controls. Examples include local exhaust ventilation, isolation rooms, machine guarding, acoustic insulating, etc.
- Minimizing the hazard through design of safe work systems and administrative or institutional control measures. Examples include job rotation, training safe work procedures, lock-out and tag-out, workplace monitoring, limiting exposure or work duration, etc.
- Providing appropriate personal protective equipment (PPE) in conjunction with training, use, and maintenance of the PPE.

15. HSE PREPAREDNESS FOR ADVERSE CLIMATES AND WEATHER

All Preventive and Precautionary measures to ensure Health & Safety of workers in all possible adverse weather conditions based on the analysis of the local area conditions to be taken by the subcontractor

15.1 SUMMER

1. The Working Time and Lunch Hour will be as per instruction of Statutory Authorities (no work between 11am to 3:30pm). However, in case temp comes down due to rain/cloudy weather work will continue as per normal routine.
2. During long lunch break, worker will be allowed to go back home for rest. Those who will like to stay back will avail at the facility of rest shed or other designed area.
3. They will be allowed to take small break during work as per their need.
4. Water sprinkling will be done on roads to reduce dust concentration.
5. Workers will be provided with adequate cool drinking water and Butter milk/Lemon water etc.
6. Adequate ORS stock will be made available at the work location in the First-Aid Box for use as needed and at First-aid Centre for emergency need.
7. Fire prevention shall be on high alert, with removal of dry grass and bushes, etc, inside and outside the surrounding work areas. No smoking, and control of open flame/sparks shall be maintained and monitored.
8. Worker will be informed about the Do’s and Don’ts to be followed during summer in the Pre Job Brief.

Dos & Don’ts

1. Drink plenty of cool water and other non-alcoholic fluid and keep body well hydrated.
2. Eat salt in food to replenish loss of salt through sweating.
3. Avoid over physical exercise.
4. Have adequate sleep at night.
5. Eat light and less spicy food
6. Avoid eating food which was cooked long time ago.

7. Nobody should use small water bodies such as pits, running rain water through crevices etc. for drinking and cleaning purpose as it may be unhygienic.

Emergency Handling

In case of emergency due to heat disorder:

1. Rescue the victim from workplace and place under shed.
2. If to be rescued from height, use stoke basket or rescue kit.
3. Inform Ambulance immediately.
4. If nearby any air conditioned room/shed is available, place him inside the room/shed.
5. Administer First aid by trained First aider for Heat Disorder
6. If conscious, give him ORS solution to drink.
7. If required send the victim hospital immediately.

15.2 MONSOON

A. Height Work & Structural Safety:

1. Ensure that all height work platforms are barricaded and avoid any highly hazardous
2. Height work.
3. Ensure that all personnel have good quality and intact safety shoes
4. Stop all dangerous height work during rain
5. Explain Do's and Don'ts to workers during Tool Box Meetings
6. Ensure that there are no weak structures, boards etc. that can fall during high winds
7. Do not allow any loose material (e.g. GI sheet, Ply board, empty cement bag, aluminium foil, foam sheets etc.) on roof sheds or top of structures.
8. Do not permit any one to ride up or come down scaffolds frame work during heavy wind or rain.
9. Provide "anchor" of adequate strength to scaffolds and other high-rise structures.
10. All rest sheds and GI sheds will be anchored into the round and wall and roof panels will be secured with J hook to prevent shed from blowing over or parts/pieces becoming airborne. Proper earthing per IS standard is also to be installed.
11. Do not go alone nor permit anyone to stay at tower-tops, roof-tops, high structures or on electrical poles during the course of stormy weather or heavy rain.

B. Electrical:

1. All electrical connections / loads have to be routed through ELCB / RCCB (residual current circuit breaker) whose rating should be 30mA.
2. RCCB operational checks need to be done DAILY / WEEKLY during monsoon season.
3. Avoid joints on power cables which need to be laid over-head or under-ground, better not to have any joint at all. In case joints become essential, such cables must be housed rigidly and insulation must be provided as per approved standard. The joint shall be suitable for outdoor use.
4. All electrical distribution board shall be properly covered at top and sides to protect from rain water. Extension boards shall be protected from rain water.
5. Ensure proper "earthing" for each and every electrical appliance.
6. Double earthing need to be provided for 3-phase power supply and for voltage more than 220V.

7. Provide lightening arrestors at the top of Boiler 3 and boiler 4 and rest sheds which are not covered by existing lightening arrestor of other installation.

C. Others:

1. Maintain smooth flow on open drains. i.e. no obstruction or blockade shall be made on storm water drains. If required, make temporary drains.
2. Arrange back-filling of excavated pits on war-footing basis.
3. Arrange bringing down booms of all cranes, hydra machines during stormy weather (wind speed 40-50 km/hr)
4. Confirm that all gantry cranes are effectively choked to prevent rolling and toppling.
5. Do not forget to deep ready a dew battery operated lights at site-offices during rainy season.
6. Avoid using wet damp clothes.
7. Hard Barricade excavated zone filled with water with scaffolding pipe & clamp with reflective net
8. Engage diesel operated water pump to dewater work area. For electrically operated water pump, the starter shall be protected from rain water. All rotating parts shall be guarded. Ensure availability of sufficient water pumps.

D. Health and hygiene:

1. Monsoon reduces the immunity of our body and makes us vulnerable to many diseases which are commonly associated with this season. It is time for us to keep our body challenging against disease by boosting our immunity and taking safety measures against these diseases.
2. The diseases associated with monsoon are Malaria, Jaundice, Gastro-intestinal infections, like typhoid, cholera etc. apart from these viral infections like cold and cough also make their presence felt. Majority of above said diseases are on account of:
3. Puddle of water formed due to rain become breeding grounds for mosquitoes which spread disease like, malaria and dengue fever. As a precautionary measure against mosquito-bite disease one can use mosquito net around the end which is better choice to mosquito repellents like mats and coils.
4. Pollution of drinking water during monsoon is very common. It is very necessary to drink clean and pure water when water-borne monsoon diseases like diarrhoea and gastro-intestinal infections threaten us.
5. Walking in dirty water during rainy season leads of numerous fungal infection which affect toes and nails. Diabetic patients have to take a special care about their feet. Keeping feet always dry and clean is very necessary. Avoid walking in dirty water. Keep shoes socks and raincoats dry and clean.

E. Workmen will be made aware of following Do’s and Don’ts:

1. Do not sleep in daytime.
2. Avoid over physical exertion.
3. During lightning and thunder storm, do not take shelter under tree. Take shelter inside rest shed or store room.
4. Wash vegetables with clean water and steam them well to kill germs.
5. Avoid eating un-cooked foods and salads should be washed properly before consumption.
6. Drink plenty of water and keep body well-hydrated.
7. Always keep the surrounding area dry and clean. Don’t allow to get water accumulated around.
8. Keep body warm as viruses attack immediately when body temperature goes down.

9. Do not enter air conditioned room with wet hair and damp cloths.
10. Dry your feet and webs with soft dry cloth whenever they are wet.
11. Eat light and less spicy food.
12. Avoid eating food which was cooked long time ago.
13. Eat salt in food to replenish loss of salt through sweating.

15.3 EMERGENCY WEATHER CONDITIONS

Cyclone/Severe thunder storm

In the event of Cyclone/Severe thunder storm, alert will be issued by subcontractor on notification received by Govt. authorities/Metrological departments Customer or BHEL.

The actions required during cyclone/rough weather:

1. Check and advice subcontractors to clean-up work area. Pick up all loose and unused material of respective supervisor's area.
2. Tie to secure all gas cylinders to avoid displacement and unsafe conditions which could be due to wind pressure.
3. Secure portable electricity generating sets and other equipment, pumps, hoses etc.
4. Make preparation for removal of water logging.
5. Take review of work activity and make preparation for removal of equipment and material from vulnerable areas.
6. Isolate/turn off all electrical power form the main panel/switches. Secure and anchor panels properly.
7. Recheck anchorage/tie of all temporary structures/sheds, tall objects, cranes, rigs, scaffolds etc. to avoid toppling due to wind force.
8. Cranes boom shall be secured, either locked or lowered the booms as reasonably and practicably possible and rigs to safe position for the safety point of view.
9. Group up all trash barrels, wooden pallets, forms; wooden decks etc. and anchor properly.
10. Welding machines, air compressors and such equipment are to be grouped together and secured to the stable objects. Welding leads, electrical cables, hoses are to be rolled up and secured properly.
11. Set on site vehicles on high ground in the site area with brakes set firmly.
12. Anchor all tanks, vessels, gas cylinders that may be moved by high wind and water.
13. Evacuate job site.

Personnel Evacuation:

1. Personnel Evacuation will be required if predicted wind speed and storm surge heights are beyond acceptable limits as per the instructions from Govt. Authorities/ Metrological departments or Customer.
2. Once the warning is received for personnel evacuation, an emergency response team shall be formed. The team will work with local authorities and other agencies formed/deployed to evacuate and transport all personnel involved in the project to the cyclone shelter.
3. Cyclone may be followed by the calm "EYE", be aware of it. If the wind suddenly drops, don't assume the cyclone is over. Violent wind may resume from the opposite side direction. Wait for the official "All clear Signal".

4. After the cyclone, do not go outside until officially communicated about safe situation outside. Use recommended routes for returning. Do not panic or rush while returning.
5. Checking of gas leaks and well-being of electrical appliances is essential before leaving the site.
6. Follow local communications for official warning and advice. The construction Manager shall also obtain updates from customer/metrological departments and communicate to the personnel on project site.

15.4 PREVENTION OF COVID-19 (COVID-19 HERE TO BE READ AS COVID-19 AND OTHER PANDEMICS/ COMMUNICABLE DISEASES) AT PROJECT SITE & LABOUR COLONY:

Resumption of Construction Activities after Lock Down and Prevention of Coronavirus Infection during Site Operations and OCP 61A: Prevention of COVID-19 Infection in Labor Colony will be strictly followed.

A. <u>Preventive measures at project site:</u>

- BHEL and Agencies shall nominate COVID Marshalls, who will be responsible for monitoring the COVID prevention measures and apprising management on the same.
- Mandatory health check-up for every worker/ official joining the site
- All activities to be carried out using least amount of paperwork and physical proximity as far as possible.
- ***HSE Observer App*** to be used to monitor HSE Activities and follow up with agencies for closure of non-conformities.

<u>a. Strict Control at the Gate/ Banning Entry to Anyone Not Wearing Masks</u>

i. Security personnel at the gate may erect a barricade preferably approx. 10 meters from the gate and only allow personnel who are wearing proper masks inside.
ii. Public address system may be used to warn any non-compliant visitors
iii. Near entry gate, round markers at minimum 1-meter distance to be ensured so that distancing is ensured
iv. A hand-wash or hand sanitiser facility is preferable at the gate to allow entry after hand wash or hand sanitisation. These are also to be provided at key locations to enable hand wash / hand sanitisation before starting work, before eating, etc.
v. Gutkha, Paan, tobacco etc. to be banned from the site. Spitting to be strictly prohibited.

<u>b. Screening at Gate with Contactless Thermometer & Action on Suspected Cases</u>

i. Security Personnel at the Gate to screen each person entering the premises using a non-contact infrared thermometer, which is duly serial numbered and calibrated.
ii. In case any site worker/ official is found to have fever more than 99 Degrees Fahrenheit or found coughing/ sneezing, he/she may be advised rest till recovery and entry to be permitted after obtaining clearance from medical officer/assistance/attendants.

- Parcel to be collected from gate by concerned person preferably with provision of Special Box
- Any construction material received at site, unless properly sanitized, to be kept undisturbed for at least 3 days and to be used only after that period.
- During Toolbox Talks, minimum 1-meter distance between any two workers to be ensured

<u>c. During site execution activities:</u>

For all site execution activities, social distancing is to be maintained. In case this is not possible due to nature of work, speciality of work, etc, ensure sensitisation of the labour/staff involved and use of appropriate PPEs, especially mandatory face mask. In any case, close working to be allowed only in special

circumstances and ensuring these activities are preferably time staggered to the extent possible

d. In office premises:

i. Sharing of items like pens, water bottles etc. in office premises to be avoided

ii. Doors preferably to be in open condition to avoid contact

iii. All common touch points to be frequently disinfected in a day.

e. Regular disinfection of all Areas, Equipment and facilities

i. A dedicated disinfectant gang to be identified for the task by each agency. The disinfectant gang to be provided full body suits for the task.

ii. All areas (including office premises, site areas, chairs, tables, furniture etc.), tools & equipment to preferably be disinfected by dedicated gang every day before resumption of work.

iv. Common touch points like handrails, lift buttons, door/window knobs or handles, vehicle door handles, taps, conference room & dining hall tables/chairs, common sofas/chairs, visitor sofa/chairs, files & folders, etc to preferably be disinfected regularly at frequent intervals every day.

v. Pool vehicles, to be disinfected after every use. Social distancing to be maintained inside the common pool vehicles as per Govt./ statutory body guidelines.

f. Disinfecting the operator/driver touch points of Vehicles/cranes, T&Ps etc.

Disinfection to also be carried out for all Cranes, Vehicles, Equipment, consoles, T&Ps etc. which come into contact with operating personnel.

g. Posters on COVID-19

Sufficient Posters on COVID-19 to be ensured across the site in languages understood by most workers.

h. Brief guidelines for hand washing are as below:

i. Soap to be provided at each wash basin and replenished regularly.

ii. Washing with soap for at least 20 seconds is recommended.

iii. As a general guideline, for every 100 workers, 1 wash-basin may be provided at site areas.

iv. Close queue to be avoided near wash-basins and 1-meter distance to be maintained. Round markers at 1-meter distance can be ensured as guidance

Composition of Disinfectant:

i. Readily available 1% hypochlorite solution or 4%

ii. Liquid chlorine-1% solution

Iii. Surgical spirit-95% alcohol content

iv. Hand sanitizer should have: Isopropyl alcohol-75%, Gycerol-1.45%, Hydrogen Peroxide-0.125%

B. Prevention of COVID-19 Infection in Labor Colony:

- Spacing of minimum 2 meters between living areas of workers inside a room may be maintained. Preferably, the living area of each worker may be partitioned using sheet of cloth, plastic etc.
- Rooms to be properly ventilated as far as possible
- Sanitation to be given prime importance and personal hygiene to be promoted
- Face masks shall be worn by everyone inside the colony premises
- Spitting of Pan. Gutkha etc. inside the colony and urinating etc. outside the toilets to be strictly avoided
- Regular visits by Doctors to the labor colony can be arranged on non-working day for check-up of all workers
- **Identification of "COVID Wardens" (CWs) by each agency for maintaining the following:**

i. Keeping an eye on the health of workers and report any suspected cases of fever, coughing etc. to the

management

ii. Keeping an eye on the social distancing measures in the labor colony and report any non-conformances to the management.

iii. Educate the workers about social distancing and COVID prevention measures.

- Training/ Awareness regarding COVID-19 to be provided to workers regularly.
- Workers to be instructed to maintain social distancing of minimum 1 m at all time
- **Posters on COVID-19:** Sufficient Posters on COVID-19 to be ensured across the labor colony in languages understood by most workers.
- All workers to be instructed to inform any suspected cases of illness (individual or others) to an emergency contact number of CW, the emergency contact numbers and CW contact numbers to be displayed at prominent locations
- **Inspection & Review**

  i. Daily Inspection by concerned COVID Wardens and reporting to Agency

  ii. Regular inspection by Agency & BHEL

15.5 Noise Mitigation

High noise is harmful to the human health and it can cause impairment if exposed for long duration at regular intervals, and also cause disruption in nearby communities.

- Noise monitoring shall be carried out in all construction locations periodically.
- Use of silent DG is allowed at site during construction.
- Low noise generation equipment's to be preferred.
- Work areas where noise levels exceed the 85db shall be posted as hearing protection required.
- Use of PPEs / ear plug/ear muff for personnel entering into high noise area.
- Activities generation High noise will be planned in day shift.

Noise Level Chart

Parameter	Night Noise level dBA	Daytime Noise Level dBA
At 1-meter from each piece of equipment	85	85
At Property boundary	70	70

ANNEXURE J

First-Aid Box

Details & Contents of First Aid Box as per Contract Labor (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 labor 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 Labor 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 labor 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.
(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 labor 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.

ANNEXURE K

Vertigo Test

Vertigo Test Procedure/ Guidelines

This document specifies minimum requirements for vertigo test. These may be supplemented by any additional requirements deemed fit by the medical examiner/ HSE department)

Fear of height may be physiological or psychological. Therefore, to rule out any possibility of physiological factor, detailed medical check-up of workers is carried out before vertigo test. Medical check-up of workers includes the following:

history of past illnesses (like epilepsy, drug allergy, diabetics/ hypertension, unconsciousness etc.), general physical examination (like height, weight, BMI, build and nourishment etc.), measurement of pulse rate, Blood Pressure, respiratory rate.

After this check-up, those who are found suitable for height work by examining doctor, are allowed to undergo vertigo test.

During this health check-up, psychology of workers is also studied. If any worker finds it extremely difficult/ frightening to climb the monkey ladder & walk on the beam, during/after performing vertigo test or even before performing, then he is treated as disqualified.

As per standard, during vertigo test, worker is allowed to climb on a foundation through monkey ladder, walk on a beam, then steps down at the other end of beam, through monkey ladder. Height of the beam should be at least six feet from ground level. All necessary safety precautions are taken during this test. Worker has to wear full body harness with double lanyard. A horizontal lifeline is run parallel to the beam and worker has to put his lanyards into the lifeline. Additionally, a safety net is also put below the beam for rescue of the victim in case of a fall from beam.

Following activities are suggested to be carried out during testing:

1. **Walking Bench Training:**
   a. Person should walk over the channel. He should maintain balance & walk without much problem.
   b. If the person has problem to balances 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:
   - Usage of vertical fall arrestor.
   - Usage of two lanyards of a safety harness.
   - Ensure 3-point contact on the ladder while climb.
5. **Chair for work at height Training:**
   - Climb though 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. After completion of vertigo test, blood pressure of worker is again measured. If it is not within acceptable limits for any worker, concerned worker is denied height pass.

Only those who pass the above training are to be considered as fit for height work.