

Specification for HSE at
Site-6-82-0001 REV8

निर्माण स्थल पर
स्वास्थ्य, सुरक्षा एवं पर्यावरण
प्रबंधन हेतु मानक विनिर्देशन

STANDARD SPECIFICATION FOR
HEALTH, SAFETY & ENVIRONMENTAL
(HSE) MANAGEMENT AT
CONSTRUCTION SITES

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Abbreviations:

AERB	:	Atomic Energy Regulatory Board
ANSI	:	American National Standards Institute
BARC	:	Bhabha Atomic Research Centre
BS	:	British Standard
EIL	:	Engineers India Limited
BPCL	:	Bharat Petroleum Corporation Limited
ELCB	:	Earth Leakage Circuit Breaker
EPC	:	Engineering, Procurement and Construction
EPCC	:	Engineering, Procurement, Construction and Commissioning
ESI	:	Employee State Insurance
GCC	:	General Conditions of Contract
GM	:	General Manager
GTAW	:	Gas Tungsten Arc Welding
HOD	:	Head of Department
HSE	:	Health, Safety & Environment
HIRAC	:	Hazard, Identification Risk Assessment & Control
OISD	:	Oil Industry Safety Directorate
HV	:	High Voltage
IS	:	Indian Standard
IE	:	Indian Electricity
LOTO	:	Lock Out & Tag Out
LPG	:	Liquefied Petroleum Gas
LSTK	:	Lump Sum Turn Key
MV	:	Medium Voltage
PPE	:	Personal Protective Equipment
RCM	:	Resident Construction Manager or Site-in-Charge, as applicable
SCC	:	Special Conditions of Contract
SLI	:	Safe Load Indicator
TBT	:	Tool Box Talks

Construction Standards Committee

Convenor : Sh. T K Sen, ED(Construction)

Members : Sh. Amitava Pal, CGM (C)
Sh. S N Bhatnagar, GM (C)
Sh. M K Garg, GM (C)
Sh. A K Mishra, GM(C)
Sh. Janak Kishore, DGM (P)
Sh. Rajeev Jain, DGM (C&P)
Sh. Udayan Chakravarthy, AGM (Piping)
Sh. Ravindra Kumar, AGM (C)
Sh. Sunil Dahiya, AGM (C)

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1.0 SCOPE

This specification establishes the Health, Safety and Environment (HSE) management requirement to be complied by Contractors/ Vendors including their sub-contractors/ sub-vendors during construction.

This specification is not intended to replace the necessary professional judgment needed to design & implement an effective HSE system for construction activities and the contractor is expected to fulfill HSE requirements in this specification as a minimum. It is expected that contractor shall implement best HSE practices beyond whatever are mentioned in this specification.

Requirements stipulated in this specification shall supplement the requirements of HSE Management given in relevant Act(s)/ legislations, General Conditions of Contract (GCC), Special Conditions of Contract (SCC) and Job (Technical) Specifications. Where different documents stipulate different requirements, the most stringent shall apply.

2.0 REFERENCES

The document should be read in conjunction with following:

- General Conditions of Contract (GCC)
- Special Conditions of Contract (SCC)
- Building and other construction workers Act,
- Indian Factories Act
- Job (Technical) specifications
- Relevant International/ National Codes (refer Appendix-A for standards/codes on HSE)
- Relevant State & National Statutory requirements.
- Operating Manuals Recommendation of Manufacturer of various construction Machineries
- Occupation Health and Safety Management System (OHSAS 18001:2007) and Environmental Management System (ISO 14001:2004).

3.0 REQUIREMENTS OF HEALTH, SAFETY & ENVIRONMENTAL (HSE) MANAGEMENT SYSTEM TO BE COMPLIED BY BIDDERS

3.1 Management Responsibility

3.1.1 HSE Policy & Objectives

The Contractor should have a documented and duly approved HSE policy & objectives to demonstrate commitment of their organization to ensure health, safety and environmental aspects in their line of operations.

HSE Policy of the contractor shall be made available to Owner / EIL at the place of execution of specific contract works, as a valid document.

3.1.2 Management System

The HSE management system of the Contractor shall cover the HSE requirements & commitments to fulfill them, including but not limited to what have been specified under clauses 1.0 and 2.0 above. The Contractor shall obtain the approval of its site specific HSE Plan from EIL / Owner prior to commencement of any site works. Corporate as well as Site management of the Contractor shall ensure compliance of their HSE Plan at work sites in its entirety in true spirit.

3.1.3 Indemnification

Contractor shall indemnify & hold harmless, Owner/EIL & their representatives, free from any and all liabilities arising out of non-fulfillment of HSE requirements or its consequences.

3.1.4 Deployment & qualifications of Safety personnel

The Contractor shall designate/deploy various categories of HSE personnel at site as indicated below in sufficient number. In no case, deployment of safety Supervisor / Safety Steward shall substitute deployment of Safety Officer / Safety Engineer what is indicated in relevant statute of BOCW Act i.e. deployment of safety officer/Safety Engineer is compulsory at project site. The Safety supervisors, Safety stewards/Observer etc. Would facilitate the HSE tasks at grass root level for construction sites and shall assist Safety Officer /Engineers.

Contractor shall appoint safety personnel as given below for every work shift (As per table point):

Safety Observer/ Steward: Contractor shall depute one Safety Observer/Steward for every 100 workers and additionally thereon.

Safety Supervisor: In addition to above, contractor shall depute one Safety Supervisor for every 250 workers and additionally thereon.

Safety Engineer: In addition to above, one safety engineer/ officer for every 1000 workers and additionally thereon.

No. of Workers deployed	Requirement of Safety Personnel for every shift		
	Safety Observer/ Steward	Safety Supervisor	Safety Engineer/ Officer
1- 50	One	One	One
51-100			
101-150	Two		
151-200			
201-250	Three		
251-300			
301-350	Four	Two	
351-400			
401-450	Five		
451-500			
Up to 1000	Ten		
Up to 2000	Twenty	Eight	Two

In case any of the safety personnel leave the contractor the same shall be intimated to the owner/ Consultant/ EIL. The contractor shall recruit new personnel and fill up the vacancy.

a) Safety Steward/Observer

As a minimum, he shall possess class XII pass certificate and trained in fire-fighting as well as in safety/occupational health related subjects, with minimum two year of practical experience in construction work environment and should have adequate knowledge of the local language spoken by majority of the workers at the construction site.

b) Safety Supervisor

As a minimum, he shall possess a recognized graduation Degree in Science (with Physics & Chemistry) or a diploma in Engg. or Tech. with minimum Two years of practical experience in construction work environment and should possess requisite skills to deal with construction safety & fire related day-to-day issues.

c) Safety Officer / Safety Engineer

Safety officer/Engineer Should Possess following Qualification & Experience:

- (i) Recognized degree in any branch of Engg. or Tech. or Architecture with practical experience of working in a building or other construction work in supervisory capacity for a period of not less than two years, **or** possessing recognized diploma in any branch of Engg. or Tech with practical experience of working in a building or other construction work in supervisory capacity for a period of not less than five years.
- (ii) Recognized degree or diploma in Industrial safety
- (iii) Preferably have adequate knowledge of the language spoken by majority of the workers at the construction site.

Alternately

- (i) Person possessing Graduation Degree in Science with Physics & Chemistry and degree or diploma in Industrial Safety (from any Indian institutes recognized by AICTE or State Council of Tech. Education of any Indian State) with practical experience of working in a building, plant or other construction works (as Safety Officer, in line with Indian Factories Act, 1958) for a period of not less than five years, may be considered as Safety Officer.

d) HSE In-Charge

In case there is more than one Safety Officer at any project construction site, one of them, who is senior most by experience (in HSE discipline), may be designated as HSE In-Charge. Duties & responsibilities of such person shall be commensurate with that of relevant statute and primarily to coordinate with top management of Client and contractors.

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 clarifications, the same shall be followed.

Contractors shall ensure physical availability of safety personnel at the place of specific work location, where Hot Work Permit is required/granted. No work shall be started at any of the project sites until above safety personnel & concerned Site Engineer of Contractor are physically deployed at site. The Contractor shall submit a HSE Organogram clearly indicating the lines of responsibility and reporting system and elaborate the responsibilities of safety personnel in their HSE Plan.

The Contractor shall verify & authenticate credentials of such safety personnel and furnish Bio-Data/Resume/Curriculum Vitae of the safety personnel as above for EIL/Owner's approval, at least 1 month before the mobilization. The Contractor, whenever required, shall arrange submission of original testimonials/certificates of their Safety personnel, to EIL/Owner (for verification/scrutiny, etc.)

Imposition / Realization of penalty shall not absolve the Contractor from his/ her responsibility of deploying competent safety officer at site.

Adequate planning and deployment of safety personnel shall be ensured by the Contractor so that field activities do not get affected because of non-deployment of competent & qualified safety people in appropriate numbers.

3.1.5 Implementation, Inspection/ Monitoring

- The Contractor shall be fully responsible for planning, reporting, implementing and monitoring all HSE requirements and compliance of all laws & statutory requirements.
- The Contractor shall also ensure that the HSE requirements are clearly understood & implemented conscientiously by their site personnel at all levels at site.
- The Contractor shall ensure physical presence of their field engineers / supervisors, during the continuation of their contract works / site activities including all material transportation activities. Physical absence of experienced field engineers / supervisors of Contractor at critical work spot during the course of work, may invite severe penalization as per the discretion of EIC, including halting / stoppage of work.
- Contractor shall furnish their annual Inspection Plan, with regard to project issues /subjects, frequency and performers to EIL/Owner.
- The Contractor shall regularly review inspection report internally and implement all practical steps / actions for improving the status continuously.
- The Contractor shall ensure important safety checks right from beginning of works at every work site locations and to this effect format No: HSE-10 "Daily Safety Check List" shall be prepared by field engineer & duly checked by safety personnel for conformance.
- The Contractor shall carry out inspection to identify various unsafe conditions of work sites/machinery/equipment's as well as unsafe acts on the part of workmen/supervisor/engineer while carrying out different project related works.
- Adequate records for all inspections shall be maintained by the Contractor and the same shall be furnished to EIL/Owner, whenever sought.
- The Contractor shall not carry-out work by engaging single worker anywhere without any supervisor anytime during day or night.
- To demonstrate involvement/commitment of site management of Contractor, at least one Safety Walk through in a month shall be carried out by Contractor's head of site (along with his area manager/field engineers) and a report shall be furnished to EIL/Owner as per format No: HSE-1" Safety walk through report" followed by compliance for unsatisfactory remarks.
- As a general practice lifting tools/ tackles, machinery, accessories etc. shall be inspected, tested and examined by competent people (approved by concerned State authorities) before being used at site and also at periodical interval (e.g. during replacement, extension, modification, elongation/ reduction of machine/parts, etc.) as per relevant statutes. Hydra, cranes, lifting machinery, mobile equipment's / machinery / vehicles, etc. shall be inspected regularly by only competent / experienced personnel at site and requisite records for such inspections shall be maintained by every contractor. Contractor shall also maintain records of maintenance of all other site machinery (e.g. generators, rectifiers, compressors, cutters, etc.) & portable tools/equipment's being used at project related works (e.g. drills, abrasive wheels, punches, chisels, spanners, etc.).The Contractor shall not make use of arbitrarily fabricated 'derricks' at project site for lifting / lowering of construction materials.
- Site facilities /temporary. installations, e.g. batching plant, cement godown, DG-room, temporary electrical panels/distribution boards, shot-blasting booth, fabrication yards, etc. and site welfare facilities, like labour colonies, canteen/pantry, rest-shelters, motor cycle/bicycle-shed, site washing facilities, First-aid centers, urinals/toilets, etc. should be periodically inspected by Contractor (preferably utilizing HR/Admn. personnel to inspect site welfare facilities) and records to be maintained.

3.1.6 Behaviour Based Safety

- The contractor shall develop a system to implement Behaviour-Based Safety (BBS) through which work groups can identify, measure and change the behaviours of employees and workers towards construction safety aspects.
- The BBS process shall include the following:
 - Identify the behaviours critical to obtaining required safety performance.
 - Communicate the behaviours and how they are performed correctly to all
 - Observe the work force and record safe/at risk behaviours. Intervene with workers to give positive reinforcement when safe behaviours are observed. Provide coaching/correction when at risk behaviours are observed
 - Collect and record observation data
 - Summarize and analyze observation data
 - Communicate observation data and analysis results to all employees
 - Provide recognition or celebrate when safe behaviour improvements occur
 - Change behaviours to be observed or change activators or change consequences as appropriate.
 - Communicate any changes to workforce
- Contractor through its own HSE committee shall implement the above process.
- The necessary procedures and Monthly reporting formats shall be developed by the contractor for approval by EIL/ Owner.
- The HSE committee of contractor shall observe individual's behavior for safe practices adapted for utilization/ execution of work for following as a minimum:-
 - PPE
 - Tools & equipment
 - Hazard Identification & control
 - House keeping
 - Confined space entry
 - Hot works
 - Excavation
 - Loading & unloading
 - Work At height
 - Stacking & storage
 - Ergonomics
 - Procedures

3.1.7 Awareness and Motivation

- The Contractor shall promote and develop awareness on Health, Safety and Environmental protection among all personnel working for the Contractor.
- Regular awareness programs and fabrication shop/work site meetings atleast on monthly basis shall be arranged on HSE activities to cover hazards/risks involved in various operations during construction.
- Contractor to motivate & encourage the workmen & supervisory staff by issuing/ awarding them with tokens/ gifts/ mementos/ monetary incentives/ certificates etc.
- Contractor shall assess & recognize the behavioral change of its site engineers / supervisors periodically and constantly motivate / encourage them to implement HSE practices at project works.

3.1.8 Fire prevention & First-Aid

- The Contractor shall arrange suitable First-aid measures such as First Aid Box (Refer Appendix-B for details), stand-by Emergency Vehicle. Additionally separate ambulance with trained personnel/nurse (male) to administer First Aid shall be provided by the Contractor beyond deployment of 400 workmen during day/night working hours.

- The Contractor shall arrange installation of fire protection measures such as adequate number of steel buckets with sand & water and adequate number of appropriate portable fire extinguishers (Refer Appendix-C for details) to the satisfaction of EIL/Owner.
- The Contractor shall deploy trained supervisory personnel / field engineers to cater to any emergency situation.
- The Contractor shall arrange EMERGENCY MOCK DRILL like fire, bomb threat, gas leakage, earth quake, etc. at each site at least once in three months, involving site workmen and site supervisory personnel & engineers. The Contractor shall maintain adequate record of such fire drills at project site

3.1.9 Documentation

The Contractor shall evolve a comprehensive, planned and documented system covering the following as a minimum for implementation and monitoring of the HSE requirements and the same shall be submitted for approval by owner/EIL.

- HSE Organogram
- Site specific HSE Plan
- Safety Procedures, forms and Checklist. Indicative list of HSE procedures is attached as Appendix :H
- Inspections and Test Plan
- Risk Assessment & HIRAC for critical works.
- HIRAC Register as per Format no: HSE-19 to identify, assess, analyze & mitigate the construction hazards& incorporate relevant control measures before actually executing site works.
- Environmental Aspect Impact Register as per Format no: HSE-18 (identify, assess, analyze & mitigate the environmental impact & incorporate relevant control measures).
- Legal Register to identify and comply to all applicable HSE related legal requirements.

The monitoring for implementation shall be done by regular inspections and compliance of the observations thereof. The Contractor shall get similar HSE requirements implemented at his sub-contractor(s) work site/office. However, compliance of HSE requirements shall be the responsibility of the Contractor. Any review/approval by EIL/Owner shall not absolve contractor of his responsibility/liability in relation to fulfilling all HSE requirements.

3.1.10 Audit

The Contractor shall submit an Audit Plan to EIL/Owner indicating the type of audits and covering following as minimum:

- Internal HSE audits regularly at least on quarterly basis by engaging internal qualified auditors (viz safety officers/ Construction personnel having 5 years experience in construction safety and Lead Auditor Course : OSHA 18001certification).
- External HSE audits regularly at least on every six months by engaging qualified external auditors (viz safety officers/ Construction personnel having 10years experience in construction safety and Lead Auditor Course: OHSAS 18001certification).

All HSE shortfalls/ non-conformances on HSE matters brought out during review/audit, shall be resolved forthwith (generally within a week) by Contractor& compliance report shall be submitted to EIL/ Owner.

In addition to above audits by contractor, the contractor's work shall be subjected to HSE audit by EIL/ Owner at any point of time during the pendency of contract. The Contractor shall take all actions required to comply with the findings of the Audit Report and issue regular Compliance Reports for the same to OWNER/ EIL till all the findings of the Audit Report are fully complied.

Failure to carry-out HSE Audits& its compliance (internal & external) by Contractor, shall invite penalization.

3.1.11 Meetings

- The Contractor shall ensure participation of his top most executive at site (viz. Resident Construction Manager / Resident Engineer/ Project Manager / Site-in-Charge) in Safety Committee/HSE Committee meetings arranged by EIL/ Owner usually on monthly basis or as and when called for. In case Contractor's top most executive at site is not in a position to attend such meeting, he shall inform EIL/ Owner in writing before the commencement of such meeting indicating reasons of his absence and nominate his representative – failure to do so may invite very stringent penalization against the specific Contractor, as deemed fit in Contract. The obligation of compliance of any observations during the meeting shall be always time bound. The Contractor shall always assist EIL/Owner to achieve the targets set by them on HSE management during the project implementation.
- In addition, the Contractor shall also arrange internal HSE meetings chaired by his top most executive at site on weekly basis and maintain records. Such internal HSE meetings shall essentially be attended by field engineers / supervisors (& not by safety personnel only) of the Contractor and its associates. Records of such internal HSE meetings shall be maintained by the Contractor for review by EIL/ Owner or for any HSE Audits.
- Agenda of internal HSE meeting should broadly cover: -
 - a) Confirmation of record notes /minutes of previous meeting
 - b) Discussion on outstanding subjects of previous points / subjects, if any
 - c) Incidents / Accidents (of all types) at project site, if any
 - d) Current topics related to site activities / subjects of discussion
 - e) House keeping
 - f) Behavioral Safety
 - g) Information / views / deliberations of members / site, sub-contractors
 - h) Report from Owner / Client
 - i) Status of Safety awareness, Induction programs & Training programs

The time frame for such HSE meeting shall be religiously maintained by one and all.

3.1.12 Intoxicating drinks & drugs and Smoking

- The Contractor shall ensure that his staff members & workers (permanent as well casual) shall not be in a state of intoxication during working hours and shall abide by any law relating to consumption & possession of intoxicating drinks or drugs in force.
- The Contractor shall not allow any workman to commence any work at any locations of project activity who is/are influenced / effected with the intake of alcohol, drugs or any other intoxicating items being consumed prior to start of work or working day.
- Awareness about local laws on this issue shall form part of the Induction Training and compulsory work-site discipline.
- The Contractor shall ensure that all personnel working for him comply with “No-Smoking” requirements of the Owner as notified from time to time. Cigarettes, lighters, auto ignition tools or appliances as well as intoxicating drugs, dry tobacco powder, etc. shall not be allowed inside the project / plant complex.
- Smoking shall be permitted only inside smoking booths exclusively designated & authorized by the Owner/EIL.

3.1.13 Penalty

The Contractor shall adhere consistently to all provisions of HSE requirements. In case of non-compliances and also for repeated failure in implementation of any of the HSE provisions,

EIL/Owner may impose stoppage of work without any cost & time implication to the Owner and/or impose a suitable penalty.

The amount of penalty to be levied against defaulted Contractor shall be up to a cumulative limit of

2.0% (Two percent) of the contract value for Item Rate or Composite contracts with an overall ceiling of 1, 00, 00, 000 (Rupees One crore)

0.5% (Zero decimal five percent) of the contract value for LSTK, OBE, EPC, EPCC or Package contracts with an overall ceiling of 10, 00.00.000 (Rupees ten crores)

This penalty shall be in addition to all other penalties specified elsewhere in the contract. The decision of imposing stop-work-instruction and imposition of penalty shall rest with EIL/Owner. The same shall be binding on the Contractor. Imposition of penalty does not make the Contractor eligible to continue the work in unsafe manner.

The amount of penalty applicable for the Contractor on different types of HSE violations is specified below:

Sl. No.	Violation of HSE norms	Penalty Amount
1.	For not using personal protective equipment (Helmet, Shoes, Goggles, Gloves, Face shield, Boiler suit, etc.)	Rs.500/- per day/ Item / Person.
2.	Working without Work Permit/Clearance	Rs.20,000/- per occasion
3.	Execution of work without deployment of requisite field engineer / supervisor at work spot	Rs.5,000/- per violation per day
4.	Unsafe electrical practices (not installing ELCB, using poor joints of cables, using naked wire without top plug into socket, laying wire/cables on the roads, electrical jobs by incompetent person, etc.)	Rs.10,000/- per item per day.
5.	Working at height without full body harness, using non-standard/ rejected scaffolding and not arranging fall protection arrangement as required, like hand-rails, life-lines, Safety Nets etc.	Rs.10,000/- per case per day.
6.	Unsafe handling of compressed gas cylinders (No trolley, jubilee clips double gauge regulator, and not keeping cylinders vertical during storage/handling, not using safety cap of cylinder).	Rs.500/- per item per day.
7.	Use of domestic LPG for cutting purpose / not using flash back arresters on both the hoses/tubes on both ends.	Rs.3,000/- per occasion.
8.	No fencing/barricading of excavated areas / trenches.	Rs.3,000/- per occasion.
9.	Not providing shoring/strutting/proper slope and not keeping the excavated earth at least 1.5M away from excavated area.	Rs.5,000/- per occasion.
10.	Non display of scaffold tags, caution boards, list of hospitals, emergency services available at work locations.	Rs.1,000/- per occasion per day
11.	Traffic rules violations like over speeding of vehicles, rash driving, talking on mobile phones during vehicle driving, wrong parking, not using seat belts, vehicles not fitted with reverse horn / warning alarms / flicker lamps during foggy weather.	Rs.2,000/- per occasion per day

Sl. No.	Violation of HSE norms	Penalty Amount
12.	Absence of Contractor's RCM/ SIC or his nominated representative (prior approval must be taken for each meeting for nomination) from site HSE meetings whenever called by EIL/Owner & failure to nominate his immediate deputy (in the site-organogram) for such HSE meetings.	Rs.10,000/- per meeting.
13.	Failure to maintain HSE records by Contractor Safety personnel, in line with approved HSE Plan/Procedures/Contract specifications.	Rs.10,000/- per month.
14.	Failure to conduct daily site safety inspection (by Contractor's safety engineers/safety officers), internal HSE meeting, internal HSE Awareness/ Motivation Program, Site HSE Training and HSE audit at predefined frequencies (as approved in HSE Plan).	Rs.10,000/- per occasion.
15.	Failure to submit the monthly HSE report by 5 th of subsequent month to Project's Engineer-in-Charge/ Owner	Rs.10,000/- per occasion and Rs. 1,000/- per day of further delay.
16.	Poor House Keeping	Rs.5,000/- per occasion per subject
17.	Failure to report & follow up accident (including Near Miss) reporting system within specific time-frame.	Rs.20,000/- per occasion
18.	Degradation of environment (not confining toxic spills, spilling oil/ lubricants onto ground)	Rs.10,000/- per occasion
19.	Not medically examining the workers before allowing them to work at height / to work in confined space / to work in shot-blasting / to work for painting / to work in bitumen or asphalt works, not providing ear muffs while allowing them to work in noise polluted areas, made them to work in air polluted areas without respiratory protective devices, etc.	Rs.5,000/- per occasion per worker
20.	Violation of any other safety condition as per job HSE plan / work permit and HSE conditions of contract (e.g. using crowbar on cable trenches, improper welding booth, not keeping fire extinguisher ready at hot work site, unsafe rigging practices, non-availability of First-Aid box at site, not providing dead man handle switch for blasting, whiplash arrestor for the compressor line, not using hood with respiratory devices by blaster for shot/grit blasting, etc.)	Rs.5,000/- per occasion
21.	Penalty for non-deployment of ambulance in case of man-power more than 400 or not providing dedicated emergency vehicle in case of man-power less than 400.	Rs.3,000/- per day
22.	Failure to carry-out Safety audit in time (internal & external), close-out of identified shortfalls of Observations of Safety Aspects(OSA), etc.	Rs.20,000/- per occasion
23.	Carrying out sand blasting instead of grit/shot blasting.	Rs.50,000/- per day

Sl. No.	Violation of HSE norms	Penalty Amount
24.	Failure to deploy adequately qualified and competent Safety Officer	Rs.10,000/- per day per Officer
25.	Utilization of hydra/back-hoe loader for material shifting or any other unauthorized /unsafe lifting works	Rs.25,000/- per occasion
26.	Any Fatal Accident	Rs.10,00,000/- per fatality
26.	Any violation not covered above	To be decided by EIL/Owner.

- The Contractor shall make his field engineers/supervisors fully aware of the fact that they keep track with the site workmen for their behavior and compliance of various HSE requirements. Safety lapses / defects of project construction site shall be attributable to the concerned job supervisor / engineer of the Contractor, (who remains directly responsible for safely executing field works). For repeated HSE violations, concerned job supervisor / engineer shall be reprimanded or appropriate action, as deemed fit, shall be initiated (with an information to EIL & Owner) by the concerned Contractor.

Contractor shall initiate verbal warning shall be given to the worker/employee during his first HSE violation. A written warning shall be issued on second violation and specific training shall be arranged / provided by the Contractor to enhance HSE awareness/skill including feedback on the mistakes/ flaws. Any further violation of HSE stipulations by the erring individuals shall call for his forthright debar from the specific construction site. A record of warnings for each worker/employee shall be maintained by the Contractor, like by punching their cards / Gate passes or by displaying their names at the Project entry gate. Warnings, penalizations, appreciations etc. shall be discussed in HSE Committee meetings by site Head of the Contractor.

3.1.14 Accident/ Incident investigation

All accidents/incidents shall be informed to EIL/Owner at least telephonically by Contractor immediately and in writing within 24 hours on Format No. HSE-2 as applicable, by Contractor. Thereafter, a Supplementary Accident/Incident investigation Report on Format No. HSE-3 shall be submitted to EIL/Owner within 72 hours. Near Miss incident(s), Dangerous accidents/incident shall also be reported on Format No. HSE-4 within 24 hours. The accident/incident shall be investigated by a team of Contractor's senior Site personnel (involving Site-in-Charge or at least by his deputy) for establishing root-cause and recommending corrective & preventive actions. Findings shall be documented and suitable actions taken to avoid recurrences shall be communicated to EIL/Owner. Owner/EIL shall have the liberty to independently investigate such occurrences and the Contractor shall extend all necessary help and cooperation in this regard. EIL/Owner shall have the right to share the content of this report with the outside world.

3.2 House Keeping

The Contractor shall ensure that a high degree of housekeeping is maintained and shall ensure inter-alia; the followings:

- All surplus earth and debris are removed/ disposed-off from the working areas to designated location(s).
- Unused/ surplus cables, steel items and steel scrap lying scattered at different places within the working areas are removed to identify location(s).
- All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from work place to identified location(s).

- d) Roads shall be kept clear and materials like pipes, steel, sand, boulders, concrete, chips and bricks etc. shall not be allowed on the roads to obstruct free movement of men & machineries.
- e) Fabricated steel structural, pipes & piping materials shall be stacked properly for erection.
- f) Water logging on roads shall not be allowed.
- g) No parking of trucks/trolleys, cranes and trailers etc. shall be allowed on roads, which may obstruct the traffic movement.
- h) Utmost care shall be taken to ensure over all cleanliness and proper upkeep of the working areas.
- i) Trucks carrying sand, earth and pulverized materials etc. shall be covered while moving within the plant area/ or these materials shall be transported with top surface wet.
- j) The contractor shall ensure that the atmosphere in plant area and on roads is free from particulate matter like dust, sand, etc. by keeping the top surface wet for ease in breathing.
- k) At least two exits for any unit area shall be assured at all times – same arrangement is preferable for digging pits / trench excavation / elevated work platforms/ confined spaces etc.
- l) Welding cables and the power cable must be segregated and properly stored and used. The same shall be laid away from the area of movement and shall be free from obstruction.
- m) Schedule for upkeep/ cleaning of site to be firmed up and implemented on regular basis.

The Contractor shall carry-out regular checks (minimum one per fortnight) as per format No: HSE-11 for maintaining high standard of housekeeping and maintain records for the same. The Contractor shall provide supervisor for housekeeping exclusively for management of day-to-day housekeeping activities.

3.3 HSE Measures

3.3.1 Construction Hazards

The Contractor shall ensure identification of all Occupational Health, Safety & Environmental hazards in the type of work he is going to undertake and enlist mitigation measures. Contractor shall carry out HIRAC specifically for high risk jobs/critical jobs like

- a) Working at height (+2.0 Mts height) for cold (incl. colour washing, painting, insulation etc.) & hot works.
- b) Work in confined space,
- c) Deep excavations & trench cutting (depth > 2.0 mts.)
- d) Operation & Maintenance of Batching Plant.
- e) Shuttering / concreting (in single or multiple pour) for columns, parapets & roofs.
- f) Erection & maintenance of Tower Crane.
- g) Erection of structural steel members / roof-trusses / pipes at height more than 2.0 Mts. with or without crane.
- h) Erection of pipes (full length or fabricated) at height more than 2.0 Mts. height with Crane of 100T capacity.
- i) All lifts using 100T Crane plus mechanical pulling.
- j) All lifts using two cranes in unison (Tandem Lifting).
- k) Any lift exceeding 80% capacity of the lifting equipments (hydra, crane etc.).
- l) Laying of pipes (isolated or fabricated) in deep narrow trenches – manually or mechanically.
- m) Maintenance of crane / extension or reduction of crane-boom on roads or in yards.
- n) Erection of any item at >2.0 Mts. height using 100T crane or of higher capacity
- o) Hydrostatic test of pipes, vessels & columns and water-flushing.
- p) Radiography jobs (in-plant & open field)
- q) Work in Live Electrical installations / circuits

- r) Handling of explosives & Blasting operations
- s) Demolishing/ dismantling activities
- t) Welding/ gas cutting jobs at height (+2.0 Mts.)
- u) Lifting/placing roof-girders at height (+2.0 Mts.)
- v) Lifting & laying of metallic / non-metallic sheet over roof/structures.
- w) Lifting of pipes, gratings, equipments/ vessels at heights (+2.0 Mts) with & without using cranes
- x) Calibration of equipment, instruments and functional tests at yards / work-sites.
- y) Operability test of Pump, Motors (after coupling) & Compressors.
- z) Cold or Hot works inside Confined Space.
- aa) Transportation & shifting of ODC consignments into project areas.
- bb) Working in “charged/Live” elect. Panels
- cc) Stress Relieving works (Electrically or by Gas-burners).
- dd) Pneumatic Tests
- ee) Card board blasting
- ff) Chemical cleaning

And take feedback from EIL/Owner. The necessary HSE measures devised shall be put in to place, prior to start of an activity & also shall be maintained during the course of works, by the Contractor. Copies of such HIRAC shall be kept available at work sites by the Contractor to enable all concerned carrying out checks / verification.

A list of typical construction hazards along with their effects & preventive measures is given in **Appendix-E**.

3.3.2 Accessibility

- The Contractor shall provide safe means of access (in sufficient numbers) & efficient exit to any working place including provisions of suitable and sufficient scaffolding at various stages during all operations of the work for the safety of his workmen and EIL/Owner.
- The Contractor shall implement use of all measures including use of “life line”, “fall-arresters”, “retractable fall arresters”, “safety nets” etc. during the course of using all safe accesses & exits, so that in no case any individual remains at risk of slip & fall during their travel.
- The access to operating plant / project complex shall be strictly regulated. Any person or vehicle entering such complex shall undergo identification check, as per the procedures in force / requirement of EIL/Owner.
- Accessibility to ‘confined space’ shall be governed by specific system / regulation, as established at project site.

3.3.3 Personal Protective Equipment (PPEs)

- The Contractor workmen shall be permitted entry inside the project premises only with proper PPEs.
- The Contractor shall ensure that all their staff, workers and visitors including their sub-contractor(s) have been issued (records to be kept) & wear appropriate PPEs like nape strap type safety helmets preferably with head & sweat band with ¾” cotton chin strap (made of industrial HDPE), safety shoes with steel toe cap and antiskid sole, full body harness (CE marked and conforming to EN361), protective goggles, gloves, ear muffs, respiratory protective devices, etc. All these gadgets shall conform to applicable IS Specifications/ CE or other applicable international standards. The Contractor shall implement a regular regime of inspecting physical conditions of the PPEs being issued / used by the workmen of their own & also its sub-agencies and the damaged / unserviceable PPEs shall be replaced forthwith.

- Owner/EIL may issue a comprehensive color scheme for helmets to be used by various agencies. The Contractor shall follow the scheme issued by the owner/EIL and shall choose any colour other than white (for Owner) or blue (for EIL) All HSE personnel shall preferably wear dark green band on their helmet so that workmen can approach them for guidance during emergencies. HSE personnel shall preferably wear such dresses with fluorescent stripes, which are noticeable during night, when light falls on them.
- Florescent jackets with respective company logo to be worn by the contractor workmen with different color coding for categories like supervisor and workmen
- For shot blasting, the usage of protective face shield and helmets, gauntlet and protective clothing is mandatory. Such protective clothing should conform relevant IS Specification.
- For off-shore jobs/contracts, contractor shall provide PPEs (new) of all types to EIL & Owner's personnel, at his (contractor's) cost. All personnel shall wear life jacket at all time.
- An indicative list of HSE standards/codes is given under **Appendix-A**.
- Contractor shall ensure procurement & usage of following safety equipment's/ accessories (conforming to applicable IS mark / CE standard) by their staff, workmen & visitors including their subcontractors all through the span of project construction / pre-commissioning/ Commissioning:-
 - a. PPEs (Helmet with company name/logo, Spectacle, Ear-muff, Face shield, Hand gloves, Safety Shoes, Gum boot)
 - b. Barricading tape / warning signs
 - c. Rechargeable Safety torch (flame-proof)
 - d. Safety nets (with tie-chords)
 - e. Fall arresters
 - f. Portable ladders (varying lengths)
 - g. Life-lines (steel wire-rope, dia not less than 8.0 mm)
 - h. Full body harness (double lanyard)
 - i. Lanyard
 - j. Karabiner
 - k. Retractable fall arresters (various length)
 - l. Portable fire extinguishers (DCP type) – 5 kg capacity
 - m. Portable Multi Gas detector
 - n. Sound level meter
 - o. Digital Lux meter
 - p. Fire hoses & flow nozzles
 - q. Fire blankets / Fire retardant cloth (with eyelets)

3.3.4 Working at height

- The Contractor shall issue permit for working (PFW) at height after verifying and certifying the checkpoints as specified in the attached permit (Format No. HSE-6). He shall also undertake to ensure compliance to the conditions of the permit during the currency of the permit including adherence of personal protective equipment's. Contractor's Safety Officer shall verify compliance status of the items of permit document after implementation of action is completed by Contractor's execution / field engineers at work site. HIRAC for specific works at height duly commented by EIL/Owner, shall be kept attached with particular Permit for Work (PFW) at site for ready reference & follow-up.
- Such PFW shall be initially issued for one single shift or expected duration of normal work and extended further for balance duration, if required. EIL/Owner can devise block-permit

system at any specific area, in consultation with project specific HSE Committee to specify the time-period of validity of such PFW or its renewal. This permit shall be applicable in areas where specific clearance from Owner's Operation Deptt./ Safety Deptt. is not required. EIL / Owner's field Engineers/ Safety Officers/ Area Coordinators may verify and counter sign this permit (as an evidence of verification) during the execution of the job.

- All personnel shall be medically examined & certified by registered doctor, confirming their 'medical fitness for working at height. The fitness examination shall be done once in six months.
- In case work is undertaken without taking sufficient precautions as given in the permit, EIL/ Owner Engineers may exercise their authority to cancel such permit and stop the work till satisfactory compliance/rectification is arranged made. Contractors are expected to maintain a register for issuance of permit and extensions thereof including preserving the used permits for verification during audits etc.
- The Contractor shall arrange (at his cost) and ensure use of Fall Arrester Systems by his workers. Fall arresters are to be used while climbing/descending tall structures or vessels / columns etc. These arresters should lock automatically against the anchorage line, restricting free fall of the user. The device is to be provided with a double security opening system to ensure safe attachment or release of the user at any point of rope. In order to avoid shock, the system should be capable of keeping the person in vertical position in case of a fall.
- The Contractor shall ensure that Full body harnesses conforming EN361 and having authorized CE marking is used by all personnel while working at height. The lanyards and life lines should have enough tensile strength to take the load of the worker in case of a fall. One end of the lanyard shall be firmly tied with the harnesses and the other end with life line. The harness should be capable of keeping the workman vertical in case of a fall, enabling him to rescue himself.
- The Contractor shall provide Roof Top Walk Ladders for carrying out activities on sloping roofs in order to reduce the chances of slippages and falls.
- The Contractor shall ensure that a proper Safety Net System is used wherever the hazard of fall from height is present. The safety net, preferably a knotted one with mesh ropes conforming to IS 5175/ ISO 1140 shall have a border rope & tie cord of minimum 12mm dia. The Safety Net shall be located not more than 6.0 meters below the working surface extending on either side upto sufficient margin to arrest fall of persons working at different heights.
- In case of accidental fall of person on such Safety Net, the bottom most portion of Safety Net should not touch any structure, object or ground.
- Grade separators shall be provided in Pipe-rack/Tech-structures to arrest falling objects like welding spatters, welding rods, nuts, bolts, tools etc. and to facilitate U/G and A/G works simultaneously.
- Beam Clamps may be used for construction of localized temporary working platforms, sheds for welding booths etc. at height in all types of steel structure due to faster installation and requirement of less scaffolding materials.
- Hanging Platform, manufactured by Standard HSE equipment vendors must be encouraged for painting of Buildings etc.
- All the tools used at height (like spanner, screw driver etc.) shall be provided with securing arrangement like back-pack/waist pouch to prevent accidental slippage from worker hand.
- The Contractor shall install temporary lightening arrester in tall structures during construction to save human life and to avoid damage to equipments & machineries

- The Contractor shall ensure positive isolation while working at different levels like in the pipe rack areas. The working platforms with toe boards & hand rails shall be sufficiently strong & shall have sufficient space to hold the workmen and tools & tackles including the equipment's required for executing the job. Such working platforms shall have mid-rails, to enable people work safely in sitting posture.

3.3.5 Scaffoldings & Barricading

- Suitable steel scaffoldings only shall be provided to workmen for all works that cannot be safely done from the ground or from solid construction except such short period work that can be safely done using ladders or certified (by 3rd party competent person) man-basket. When a ladder is used, an extra workman shall always be engaged for holding the ladder.
- The Contractor shall ensure that the scaffolds used during construction activities shall be strong enough to take the designed load. Main Contractor shall always furnish duly approved construction-design details of scaffold & SWL (from competent designers) free of charge, before they are being installed / constructed at site. Owner/EIL reserves the right to ask the Contractor to submit certification and or design calculations from his Head office/ Design/ Engineering expert regarding load carrying capacity of the scaffoldings.
- All scaffolds shall be inspected by a competent Scaffolding Inspector of the Contractor. He shall paste a GREEN tag (duly signed by competent Scaffolding Inspector) on each scaffold found safe and a RED tag (duly signed by competent Scaffolding Inspector) on each scaffold found unsafe. Scaffolds with GREEN tag only shall be permitted to be used and Scaffolds with RED ones shall immediately be made inaccessible. Work being found continuing on scaffolds with RED tag shall be considered unauthorized work by Contractor and may invite penalization from EIL/Owner. For every 120-125 m² /m³ area / volume or its parts there of minimum one TAG shall be provided.
- The Contractor shall ensure positive barricading (indicative as well as protective) of the excavated, radiography, heavy lift, high pressure hydrostatic & pneumatic testing and other such areas. Sufficient warning signs shall be displayed along the barricading areas.
- Scaffolding shall be constructed using foot seals or base plates only.

3.3.6 Electrical installations

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

3.3.6.1 The Contractor shall meet the following requirements:

- a. Shall make Single Line Diagram (SLD) for providing connection to each equipment's & machinery and the same (duly approved by EIL/Owner) shall be pasted on the front face of DBs (distribution boards) or JBs (Junction boxes) at every site. (A typical Switch Board Sketch is attached as Appendix -G).

- b. Ensure that electrical systems and equipment including tools & tackles used during construction phase are properly selected, installed, used and maintained as per provisions of the latest revision of the Indian Electrical/ applicable international regulations.
- c. Shall deploy qualified & licensed electricians for proper & safe installation and for regular inspection of construction power distribution system/points including their earthing. A copy of the license shall be submitted to EIL / Owner for records. Availability of at least one competent (ITI qualified) / licensed electrician (by State Elec. authorities) shall be ensured at site round the clock to attend to the normal/emergency jobs.
- d. All switchboards / welding machines shall be kept in well-ventilated & covered shed/ with rain shed protection. The shed shall be elevated from the existing ground level to avoid water logging inside the shed. Installation of electrical switch board must be done taking care of the prevention of shock and safety of machine.
- e. No flammable materials shall be used for constructing the shed. Also flammable materials shall not be stored in and around electrical equipment / switchboard. Adequate clearances and operational space shall be provided around the equipment.
- f. Fire extinguishers and insulating mats shall be provided in all power distribution centers.
- g. Temporary electrical equipment shall not be employed in hazardous area without obtaining safety permit.
- h. Proper housekeeping shall be done around the electrical installations.
- i. All temporary installations shall be tested before energizing, to ensure proper earthing, bonding, suitability of protection system, adequacy of feeders/cables etc.
- j. All welders shall use hand gloves irrespective of holder voltage.
- k. Multilingual (Hindi, English and local language) caution boards, shock treatment charts and instruction plate containing location of isolation point for incoming supply, name & telephone No. of contact person in emergency shall be provided in substations and near all distribution boards / local panels.
- l. Operation of earth leakage device shall be checked regularly by temporarily connecting series test lamp (2 bulbs of equal rating connected in series) between phase and earth. ELCB tester /test meter shall be used for testing ELCBs
- m. Regular inspection of all installations at least once in a month. (Ref. **Format HSE-12**).

3.3.6.2 The following features shall also be ensured for all electrical installations during construction phase by the contractor:

- Each installation shall have a main switch with a protective device, installed in an enclosure adjacent to the metering point. The operating height of the main switch shall not exceed 1.5 M. The main switch shall be connected to the point of supply by means of armoured cable.
- The outgoing feeders shall be double or triple pole switches with fuses / MCBs. Loads in a three phase circuit shall be balanced as far as possible and load on neutral should not exceed 20% of load in the phase.
- The installation shall be adequately protected against overload, short circuit and earth leakage by the use of suitable protective devices. Fuses wherever used shall be HRC type.

Use of rewirable fuses shall be strictly prohibited. The earth leakage device shall have an operating current not exceeding 30 mA.

- All connections to the hand tools / welding receptacles shall be taken through proper switches, sockets and plugs.
- All single phase sockets shall be minimum 3 pin type only. All unused sockets shall be provided with socket caps.
- Only 3 core (P+N+E) overall sheathed flexible cables with minimum conductor size of 1.5 mm² copper shall be used for all single phase hand tools.
- Only metallic distribution boxes with double earthing shall be used at site. No wooden boxes shall be used.
- All power cables shall be terminated with compression type cable glands. Tinned copper lugs shall be used for multi-strand wires / cables.
- Cables shall be free from any insulation damage.
- Minimum depth of cable trench shall be 750 mm for MV & control cables and 900 mm for HV cables. These cables shall be laid over a sand layer and covered with sand, brick & soil for ensuring mechanical protection. Cables shall not be laid in waterlogged area as far as practicable. Cable route markers shall be provided at every 25 M of buried trench route. When laid above ground, cables shall be properly cleated or supported on rigid poles of atleast 2.1 M high. Minimum head clearance of 6 meters shall be provided at road crossings.
- Underground road crossings for cables shall be avoided to the extent feasible. In any case no underground power cable shall be allowed to cross the roads without pipe sleeve.
- All cable joints shall be done with proper jointing kit. No taped/temporary joints shall be used.
- An independent earthing facility should preferably be established within the temporary installation premises. All appliances and equipment shall be adequately earthed. In case of armoured cables, the armour shall be bonded to the earthing system.
- All cables and wire rope used for earth connections shall be terminated through tinned copper lugs.
- In case of local earthing, earth electrodes shall be buried near the supply point and earth continuity wire shall be connected to local earth plate for further distribution to various appliances. All insulated wires for earth connection shall have insulation of green colour.
- Separate core shall be provided for neutral. Earth / Structures shall not be used as a neutral in any case.
- ON/OFF position of all switches shall be clearly designated / painted for easy isolation in emergency.

3.3.7 Welding/ Grinding/ Gas cutting

- Contractor shall ensure that flash back arrestors conforming to BS:6158 or equivalent are installed on all gas cylinders as well as at the torch end of the gas hose, while in use.

- All cylinders shall be mounted on trolleys and provided with a closing key. Empty & filled-up gas cylinders shall be stored separately with TAG, protecting them from direct sun or rain. Minimum 2 nos. of Portable DCP type fire extinguishers (10 kg) shall be maintained at the gas cylinder stores. Stacking & storing of compressed gas cylinders shall be arranged away from DG set, hot works, Elect. Panels / Elec. boards, etc.
- The burner and the hose placed downstream of pressure reducer shall be equipped with Flash Back Arrestor/ Non Return Valve device.
- The hoses for acetylene and oxygen cylinders must be of different colours. Their connections to cylinders and burners shall be made with a safety collar.
- At end of work, the cylinders in use shall be closed and hoses depressurized.
- Cutting of metals using gases, other than oxygen & acetylene, shall require written concurrence from Owner.
- Grinding activity shall not be carried out in confined spaces without a valid work permit.
- All grinding/cutting machines shall be guarded and fitted with Dead-Man switch and this shall not be bypassed any time.
- All welding/grinding machines shall have effective earthing at least at distinctly isolated two points.
- In order to help maintain good housekeeping, and to reduce fire hazard, live electrode bits shall be contained safely and shall not be thrown directly on the ground.
- The hoses of Acetylene and Oxygen shall be kept free from entanglement & away from common pathways / walkways and preferably be hanged overhead in such a manner which can avoid contact with cranes, hydra or other mobile construction machinery.
- Hot spatters shall be contained / restricted appropriately (by making use of effective fire-retardant cloth/fabric) and their flying-off as well as chance of contact with near-by flammable materials shall be stopped.
- The Contractor shall arrange adequate systems & practices for accumulation / collection of metal & other scraps and remnant electrodes and their safe disposal at regular interval so as to maintain the fabrication and other areas satisfactorily clean & tidy.
- All gas cylinders must have a cylinder cap on at all times when not in use.

3.3.8 Ergonomics and tools & tackles

- The Contractor shall assign to his workmen, tasks commensurate with their qualification, experience and state of health.
- All lifting tools, tackles, equipment, trailers, trucks/dumpers, accessories including cranes shall be tested periodically by statutory/competent authority for their condition and load carrying capacity. Valid test & fitness certificates from the applicable authority shall be submitted to Owner/EIL for their review/acceptance before the lifting tools, tackles, equipment, trailers, trucks/dumpers, accessories and cranes are used.
- Load testing of Cranes must be made mandatory after each modification/alteration of crane configuration/change in boom length.
- The contractor shall not be allowed to use defective equipment or tools not adhering to safety norms.
- Contractor shall arrange non-sparking tools for project construction works in operating plant areas / hydrocarbon prone areas.
- Wherever required the Contractor shall make use of Elevated Work Platforms (EWP) or Aerial Work Platforms (mobile or stationary) to avoid ergonomical risks and workmen shall be debarred to board such elevated platform during the course of their shifting/ transportation.
- Contractor shall ensure installation of Safe Load Indicator (SLI) on all cranes (while in use) to minimize overloading risk. SLI shall have capability to continuously monitor and display the load on the hook, and automatically compare it with the rated crane capacity at the operating condition of the crane. The system shall also provide visual and audible warnings at set capacity levels to alert the operator in case of violations.

- The contractor shall be responsible for safe operations of different equipment's mobilized and used by him at the workplace like transport vehicles, engines, cranes, mobile ladders, scaffoldings, work tools, etc.
- The Contractor shall arrange periodical training for the operators of hydra, crane, excavator, mobile machinery, etc. at site by utilizing services from renowned manufacturers

3.3.9 Occupational Health

- The contractor shall identify all operations that can adversely affect the health of its workers and issue & implement mitigation measures.
- For surface cleaning operations, sand blasting shall not be permitted even if not explicitly stated elsewhere in the contract.
- To eliminate radiation hazard, Tungsten electrodes used for Gas Tungsten Arc Welding shall not contain Thorium.
- Appropriate respiratory protective devices (hood with respiratory devices) shall be used to protect workmen from inhalation of air borne contaminants like silica, asbestos, gases, fumes, etc.
- Workmen shall be made aware of correct methods for lifting, carrying, pushing & pulling of heavy loads. Wherever possible, manual handling shall be replaced by mechanical lifting equipment's.
- For jobs like drilling/demolishing/dismantling where noise pollution exceeds the specified limit of 85decibels, ear muffs shall be provided to the workers.
- To avoid work related upper limb disorders (WRULD) and backaches, Display Screen Equipment's' workplace stations shall be carefully designed & used with proper sitting postures. Power driven hand-held tools shall be maintained in good working condition to minimize their vibrating effects and personnel using these tools shall be taught how to operate them safely & how to maintain good blood circulation in hands.
- The Contractor shall arrange health check-up (by registered medical practitioner) for all the workers at the time of induction. Health check may have to be repeated if the nature of duty assigned to him is changed necessitating health check or doubt arises about his wellness. EIL/Owner reserves the right to ask the contractor to submit medical test reports. Regular health check-ups are mandatory for the workers assigned with Welding, Radiography, Blasting, Painting, Heavy Lift and Height (>2m) jobs. All the health check-ups shall be conducted by registered Medical practitioner and records are to be maintained by the Contractor.
- The Contractor shall arrange Medical Camps at regular intervals at work sites and labor colonies to assess health condition of workers.
- The Contractor shall ensure vaccination of all the workers including their families, during the course of entire project span.

3.3.10 Hazardous substances

- Hazardous, inflammable and/or toxic materials such as solvent coating, thinners, anti-termite solutions, water proofing materials shall be stored in appropriate containers preferably with lids having spillage catchment trays and shall be stored in a good ventilated area. These containers shall be labeled with the name of the materials highlighting the hazards associated with its use and necessary precautions to be taken. Respective MSDS

(Material Safety Data Sheet) shall be made available at site & may be referred whenever problem arises.

- Where contact or exposure of hazardous materials are likely to exceed the specified limit or otherwise have harmful effects, appropriate personal protective equipment's such as gloves, goggles/face-shields, aprons, chemical resistant clothing, respirator, etc. shall be used.
- The work place shall be checked prior to start of activities to identify the location, type and condition of any asbestos materials which could be disturbed during the work. In case asbestos material is detected, usage of appropriate PPEs by all personnel shall be ensured and the matter shall be reported immediately to EIL/ Owner.

3.3.11 Slips, trips & falls

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

- Grating removal permit system should be implemented during construction phase. So that after permanent gratings are installed on platforms and tech structure floors; removal of any gratings for whatever purpose (including for lifting piping material etc.) is required to be sanctioned by signed permit by HSE officers of both contractor and Engineer-in-charge. The spot where gratings are removed shall be hard-barricaded during course of work. The removed gratings shall be re-installed immediately after completion of work or at the time of cessation of work every day whichever is earlier and the permit shall be closed on daily basis. A register shall be maintained for recording all the grating removal permits and their closure shall be monitored on daily basis.

3.3.12 Radiation exposure

- All personnel exposed to physical agents such as ionizing & non-ionizing radiation, including ultraviolet rays or similar other physical agents shall be provided with adequate shielding or protection commensurate with the type of exposure involved.
- For Open Field Radiography works, requirements of Bhabha Atomic Research Centre (BARC)/ Atomic Energy Regulatory Board (AERB) shall be followed.
- The Contractor shall implement an effective system of control (as described in the AERB regulations) at site for handling radiography-sources & for avoiding its misuse & theft.
- The contractor shall generate the Format No: HSE-8 "Permit for radiation work" before start of work.
- In case the radiography work has to be carried out at day time, suitable methodology to be used so that other works, people are not affected.

3.3.13 Explosives/Blasting operations

- Blasting operations shall be carried out as per latest Explosive Rules (Indian/ International) with prior permission. The Contractor shall obtain license from Chief Controller of Explosives (CCoE) for collection, transportation, storage of explosives as well as for carrying out blasting operations.

- The Contractor shall prepare exclusive method statement (in cognizance with statutory requirements) for diffusing unfired explosives, if any, at project site before carrying out actual task. Nowhere blasting shall be carried out by the Contractor or its agency without the involvement of competent supervisor and licensed blaster / shot blaster.

3.3.14 Demolition/ Dismantling

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

3.3.15 Road Safety

- The Contractor shall ensure adequately planned road transport safety management system.
- The vehicles shall be fitted with reverse warning alarms & flashing lights / fog-lights and usage of seat belts shall be ensured.
- The Contractor shall also ensure a separate pedestrian route for safety of the workers and comply with all traffic rules & regulations, including maintaining speed limit of 20 KMPH or indicated by owner for all types of vehicles / mobile machinery. The maximum allowable speed shall be adhered to.
- In case of an alert or emergency, the Contractor must arrange clearance of all the routes, roads, access. The Contractor shall deploy sufficient number of traffic controllers at project site routes / roads/ accesses, to alert reversing movement of vehicles & machinery as well as pedestrians.
- Dumpers, Tippers, etc. shall not be allowed to carry workers within the plant area and also to & from the labour colony to & from project sites.
- Hydras shall only be allowed for handling the materials at fabrication/ storage yards and in no case shall be allowed to transport the materials over project / plant roads.
- The Contractor shall not deploy any such mobile machinery / equipment, which do not have competent operator and / or experienced banks-man/ signal-man. Such machinery/ equipment shall have effective limit-switches, reverse-alarm, front & rear-end lights etc. and shall be maintained in good working order.
- The Contractor shall not carry-out maintenance of vehicles / mobile machinery occupying space on project / plant roads and shall always arrange close supervision for such works.
- For pipeline jobs, the contractor shall submit a comprehensive plan covering transportation, loading / unloading of pipes, movement of side booms, movement of vehicles on the ROW, etc.
- Contractor shall arrange/ install visible road signs, diversion boards, caution boards, etc. on project roads for safe movement of men and machinery.

3.3.16 Welfare measures

Contractor shall, at the minimum, ensure the following facilities at work sites:

- A crèche at site where 10 or more female workers are having children below the age of 6 years.
- Adequately ventilated / illuminated rooms at labour camps & its hygienic up-keeping.
- Reasonable canteen facilities at site and in labour camps at appropriate location depending upon site conditions. Contractor shall make use of “industrial” variety of LPG cylinder & satisfactory illumination at the canteens. Necessary arrangement for efficient disposal of wastes from canteens & urinals /toilets shall also be made and regular review shall be made to maintain the ambience satisfactorily hygienic & shall also comply with all applicable statutory requirements.
- Adequately lighted & ventilated Rest rooms at site (separate for male workers and female workers).
- Provision for suitable mobile toilets to be made available by Contractor for remote/scattered job locations.
- Urinals, Toilets, drinking water, washing facilities, adequate lighting at site and labour camps, commensurate with applicable Laws/ Legislation.

3.3.17 Environment Protection

Contractor shall ensure proper storage and utilization methodology of materials that are detrimental to the environment. Where required, Contractor shall ensure that only the environment friendly materials are selected and emphasize on recycling of waste materials, such as metals, plastics, glass, paper, oil & solvents. The waste that cannot be minimized, reused or recovered shall be stored and disposed of safely. In no way, toxic spills shall be allowed to percolate into the ground. The contractor shall not use the empty areas for dumping the wastes.

Contractor to submit Environmental Aspect Impact Register detailing the list of activities in his scope, the respective environmental impact and the actions taken to minimize the impact. Environmental Aspect Impact Register to be prepared as per Format HSE-18 and to be updated and maintained till job completion.

The contractor shall strive to conserve energy and water wherever feasible.

The contractor shall ensure dust free environment at workplace by sprinkling water on the ground at frequent intervals. The air quality parameters for dust, poisonous gases, toxic releases, harmful radiations, etc. shall be checked by the contractor on daily basis and whenever need arises.

The contractor shall not be allowed to discharge chemicals, oil, silt, sewage, sullage and other waste materials directly into the controlled waters like surface drains, streams, rivers, ponds. A discharge plan suggesting the methods of treating the waste before discharging shall be submitted to EIL/Owner for approval.

For pipeline jobs, top soil shall be stacked separately while making ROW through fields. This fertile soil shall be placed back on top after backfilling.

For offshore construction barges, arrangements shall be made for safe disposal of human, food & other wastes and applicable laws in this regard shall be followed.

3.3.18 Rules & Regulations

All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules & regulations relating to the hazardous materials, substances and wastes. Contractor shall not dump, release or otherwise discharge or disposes off any such materials without the express

authorization of EIL/Owner. An indicative list of Statutory Acts & Rules relating to HSE is given under Appendix-D.

3.3.19 Weather Protection

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

3.3.20 Communication

All persons deployed at the work site shall have access to effective means of communication so that any untoward incident can be reported immediately and assistance sought by them.

All health & safety information shall be communicated in a simple & clear language easily understood by the local workforce.

For information to all, typical subjects that should be communicated are: -

Inside the company (Top to down)

- a. Quality Policy
- b. HSE Policy contents
- c. Environment Policy
- d. HSE Objectives
- e. Safety Cardinal Rules
- f. HSE Target – reached or missed
- g. Praises & Warnings to personnel for HSE Management
- h. Safety Walk Through Reports and safety defects / shortfalls (by management)
- i. HSE Audit results
- j. Revised Statutory Health & Safety provisions, if any
- k. H & S publicity
- l. Suggestions

Inside the Company (Bottom to up)

- a. Complaints
- b. Compliances on safety defects / shortfalls
- c. Suggestions
- d. Proposals for changes & improvements
- e. HSE Reports (including near-miss reports)

3.3.21 Confined Space Entry

The contractor shall generate a work permit (Format No. HSE -7) before entering a confined space. People, who are permitted to enter into confined space, must be medically examined & certified by registered doctor, confirming their 'medical fitness for working in confined space'. All necessary precautions mentioned therein shall be adhered to. An attendant shall be positioned outside a confined space for extending help during an emergency. Effective communication shall be maintained between personnel in confined space and outside by combination of visual/voice or portable radio. Compressed gas cylinders shall not be taken into confined space. Entry Register for confined space to be maintained with the name and time of entry/exit. All appropriate PPEs and air quality parameters shall be checked before entering a confined space. It shall be ensured that the piping of the equipment which has to be opened is pressure- free by checking that blinds are in place, vents are open and volume is drained. Inside

confined space works, only electrical facilities/ installations of 24V shall be permitted. Contactor shall ensure usage of safe & suitable arrangement of oxygen supply for individual workmen (during the course of work in confined space), if oxygen concentration is found to be less than 19.5% (v/v) there.

3.3.22 Heavy Lifts

- The contractor shall submit detailed rigging studies plan for EIL/ Owner approval prior to lifting equipment which cannot be erected with a crane of approx. 100 MT capacity due to constraints of its dimensions, location of foundation height, approach & weight.
- Contractor shall generate the format no:HSE-15 “Permit for heavy lift/critical erection”
- The Safe Working Load (SWL) and manufacturer’s serial numbers shall be clearly marked on the slings and the lifting gears, either by tagging, stamping, engraving or embossing.
- Prior to actual lifting activities, contractor shall check the validity of the crane inspection certificate issued by statutory/ competent authority. This requirement shall also apply to all rigging equipment’s utilized for the job.
- The contractor shall, at all times, be responsible for all rigging activities.
- The Contractor shall ensure medical fitness of all workmen who are engaged / involved in erection of equipment’s, vessels etc. and such fitness checks shall be carried-out every six months interval with the help of a registered medical practitioner & record shall be maintained
- Adequate safety measures such as positive barricading, usage of appropriate PPEs, permit to work, etc. shall be taken during all heavy or critical lifts.
- For lifting any material (irrespective of shape, size or volume), at any height, it is always advisable to prepare a Plan of Erection (PoE) taking into consideration hazards & risks associated therein – this can enable people to put their own experiences of various natures & side-by-side establish a practical method for risk-free erection / lifts. The contractor shall prepare PoE & shall document the same, when risks are identified as “medium” or “high” and the same shall be approved by its competent / qualified engineer.

3.3.23 Key Performance Indicators

The contractor shall measure an activity in both leading & trailing indicators for statistical and performance measurement. The activities pertaining to key performance indicators are covered in Monthly HSE Report (Format No. HSE-5). The contractor shall try to achieve a statistically fair record and strive for its continual improvement.

Leading Indicators viz :-

- Number of Safety Inductions carried-out at site (for workmen & staff members)
- Number of HSE inspections carried out
- Number of “Safety Walk Through” carried-out by site-head.
- Number of HSE shortfalls / lapses identified per contractor& closed-out in time.
- Number of Safety Meetings conducted (in-house / with contractors)
- Number of HSE Audits made (internal & external) vis-à-vis non conformances raised
- Number of HSE Awareness / Motivational program conducted by contractors
- Number of HSE Trainings conducted at site for supervisors & workmen
- Study of Near miss case reported
- Encouragements / Awards / Recognitions to workmen, job supervisors & field engineers.
- Suggestions for improvement

Trailing Indicators viz :-

- Calculation of HSE statistics viz frequency rate, severity rate, LTA free manhours, etc.
- Analysis of incidents / accidents (nature, severity, types etc.)
- Study of Incident / Accident with respect to :-
 - Variety
 - Period of the year / project span
 - Timings of the incident / accident
 - Age profile of victims
 - Body parts involved
 - Penalty levied for causing incident / accident

3.3.24 Unsuitable Land Conditions

Contractor shall take appropriate measures and necessary work permits/clearances if work is to be done in or around marshy areas, river crossings, mountains, monuments, etc. The Contractor shall make right assessment and take all necessary action for developing work areas to make them safe & suitable for crane operations or other vehicular movement before carrying out any project related activity / operation. Contractor shall take all necessary actions to make the surroundings of its site establishments (site office, stores, lay-down area etc.) work-worthy safe and secure.

3.3.25 Under Water Inspection

Contractor shall ensure that boats and other means used for transportation, surveying & investigation works shall be certified seaworthy by a recognized classification society. It shall be equipped with all life saving devices like life jackets, adequate fire protection arrangements and shall possess communication facilities like cellular phones, wireless, walkie-talkie. All divers used for seabed surveys, underwater inspections shall have required authorized license, suitable life saving kit. Number of hours of work by divers shall be limited as per regulations. EIL/ Owner shall have the right to inspect the boat and scrutinize documents in this regard.

3.3.26 Excavation

The Contractor shall obtain permission from competent authorities prior to excavation wherever required.

The Contractor shall locate the position of buried utilities (water line, cable route, etc.) by referring to project / plant drawing / in consultation with EIL/Owner. The Contractor shall start digging manually to locate the exact position of buried utilities & thereafter use mechanical means.

The Contractor shall keep soil heaps at least 1.5 M away from edge or a distance equal to depth of pit (whichever is more).

All excavated pits greater than 10 Sq.M plan area and depth more than 1.5M shall have at least two access routes for ingress and egress. Also, additional access routes shall be provided such that distance between any two access routes shall not be more than 20M.

The Contractor shall maintain sufficient “angle of repose” during excavation – shall also provide slope or suitable bench as decided by EIL / Owner.

The Contractor shall arrange “battering” or “benching” wherever required for preventing collapse of edge of excavations.

The Contractor shall identify & arrange de-watering pump or well-point system to prevent earth collapse due to heavy rain / influx of underground water.

The Contractor shall arrange protective fencing/ barricading with warning signal around excavated pits, trenches, etc. along with minimum 2 (two) entries, exits/ escape ladders.

The Contractor must avoid “underpinning” / under-cutting to prevent collapse of chunk of earth during excavation

The Contractor shall use “stoppers” to prevent over-run of vehicle wheels at the edge of excavated pits/ trenches.

The Contractor shall arrange strengthening of “shoring” & “strutting” proactively to avoid collapse of earth/ edges due to vehicular movement in close proximity of excavated areas/ pits/ trenches, etc.

3.4 Tool Box Talks (TBT)

Contractor shall conduct daily TBT with workers prior to start of work and shall maintain proper record of the meeting. A suggested format is given below. The TBT is to be conducted by the immediate supervisor of the workers

The Contractor shall conduct TBT before start of every morning or evening shift or night shift activities, for alerting the workers on specific hazards and their appropriate dos & don'ts. The Contractor shall provide sufficient rests to the site workmen and their foremen to avert fatigue & thereby endangering their lives during the course of site works.

TOOLBOX TALK RECORDING SHEET		
Date & Time		
Work Location		
Subject (Nature of work)		
Presenter		
Hazards involved		
Precautions to be taken		
Worker's Name	Signature	Section
Remarks, in any		

The topics during TBT shall include

- Hazards related to work assigned on that day and precautions to be taken.
- Any forthcoming HSE hazards/events/instruction/orders, etc.

The above record can be kept in local language, which workers can read. These records shall be made available to EIL/ Owner whenever demanded.

3.5 Training & Induction Programme

- Initial induction of workers into Construction oriented activities and appraising them about the methodology of works and how to carry-out safely and the same should not be inter mixed with Tool Box Talks or HSE Training. In this regard careful action should be made & maintained for imparting HSE induction to every individual, irrespective of his task/designation/level of employment, whereas, HSE Training should be imparted to specific person/group of people who are to carry-out that specific task more than once – for example, Riggers must be trained for working at heights, welders must be trained for work in confined space, fitters/carpenters, masons must be trained for work at heights, etc.

- Contractor shall conduct Safety induction programme on HSE for all his workers and maintain records. The Gate Pass shall be issued only to those workers who successfully qualify the Safety induction programme.
- The Contractor shall brief the visitors about the HSE precautions which are required to be taken before their proceeding to site and make necessary arrangements to issue appropriate PPEs like Aprons, hard hats, ear-plugs, goggles & safety shoes etc., to his visitors. The Contractor shall always maintain relevant acknowledgement from visitor on providing him brief information on HSE actions.
- Contractor shall ensure that all his personnel possess appropriate training to carry out the assigned job safely. The training should be imparted in a language understood by them and should specifically be trained about
 - Potential hazards to which they may be exposed at their workplace
 - Measures available for prevention and elimination of these hazards

The topics during training shall cover, at the minimum: -

- Why safety should be considered during work - explanation
- Education about hazards and precautions required
- Employees' duties & responsibilities
- Emergency and evacuation plan
- HSE requirements during project activities
- Fire fighting and First-Aid
- Use of PPEs
- Occupational health issues – dos & don'ts
- Local laws on intoxicating drinks, drugs, smoking in force
- Common environmental subjects – lighting, ventilation, vibration, smoke/fumes etc.
- Records of the training shall be kept and submitted to EIL/ Owner.
- The Contractor shall make regular program for conducting Safety Training on various topics related to various activities & their safe-guarding utilizing experienced persons / outside agency / faculty. A program for Safety Training (indicative list as per Appendix –F) shall be furnished by the Contractor in its HSE Plan.
- For offshore and jetty jobs, contractor shall ensure that all personnel deployed have undergone a structured sea survival training including use of lifeboats, basket landing, use of radio communication etc. from an agency acceptable to Owner/EIL.

3.6 ADDITIONAL SAFETY REQUIREMENTS FOR WORKING INSIDE A RUNNING PLANT

As a minimum, the contractor shall ensure adherence to following safety requirements while working in or in the close vicinity of an operating plant:

- a) Contractor shall obtain permits for Hot work, Cold work, Excavation and Confined Space from Owner in the prescribed format.
- b) The contractor shall monitor record and compile list of his workers entering the operational plant/unit each day and ensure & record their return after completing the job.

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

3.7 Self Assessment and Enhancement

The contractor shall develop a method of check & balance through self assessment & enhancement techniques and shall explore the opportunities for continual improvement in the HSE system.

3.8 HSE Promotion

The contractor shall encourage his workforce to promote HSE efforts at workplace by way of organizing workshops/ seminars/ training programmes, celebrating HSE awareness weeks & National Safety Day, conducting quizzes & essay competitions, distributing pamphlets, posters & material on HSE, providing incentives for maintaining good HSE practices and granting incentives / bonus for completing the job without any lost time accident.

3.9 Lock Out and Tag Out (LOTO) for Isolation of Energy Source

- Contractor shall follow the LOTO/ Isolation procedure of owner for all energy source isolations installed/under purview by/of owner i.e. “Brown field”
- For all the other energy source (not under purview of client/owner) i.e. “Green field” Contractor shall develop a system to ensure the isolation of equipments, pipelines, Vessel, electrical panels from the energy source covering following as minimum:-
 - Identification of all energy source viz electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, radiation and other forms of stored or kinetic energy.
 - Establishing the energy isolation devices viz: manually operated electrical circuit breakers, disconnection switches, blind flanges, etc.
 - Installation of Lock Out devices for preventing the inadvertent release of stored energy and Tag Out devices (“Danger”, “Do Not operate” or Do not Remove” tags) to indicate that testing, maintenance or servicing is underway and the device cannot be operated until the tag out device is removed.
 - Lock Out and Tag out log book
 - Permit for isolation and de-isolation of energy source as per format NO: HSE-16
 - Availability of competent persons like experienced operators at substations, pump house, units, etc, supervisors etc.
- Contractor shall ensure that all the sources are locked out and tagged properly before giving clearance to start the job.
- After the completion of job, contractor shall ensure all tools and tackles are removed and nobody is present in the working area and signing on LOTO log book.
- Only on confirmation of above the contractor will remove their lock and tag from the isolation points and give instructions for energizing the same. Only the person carrying out the task shall himself carry the key for the lock in /Lock out.

4.0 DETAILS OF HSE MANAGEMENT SYSTEM BY CONTRACTOR

4.1 On Award of Contract

The Contractor shall submit a comprehensive Health, Safety and Environmental Plan or programme for approval by EIL/Owner prior to start of work. The Contractor shall participate in the pre-start meeting with EIL/Owner to finalize HSE Plans which shall including the following:

- HSE policy & Objectives
- Job procedure to be followed by the Contractor for construction activities including handling of equipment's, scaffolding, electric installations, etc. describing the risks involved, actions to be taken and methodology for monitoring each activity. Indicative list of procedures is enclosed as Annexure-H
- EIL/Owner review/audit requirement.

- Organization structure along with responsibility and authority, on HSE activities.
- Administrative & disciplinary steps involving implementation of HSE requirements
- Emergency evacuation plan/ procedures for site and labour camps
- Procedures for reporting & investigation of accidents and near misses.
- HSE Inspection
- HSE Training programmes at project site
- HSE Awareness programmes, at project site
- Reference to Rules, Regulations and statutory requirements.
- HIRAC
- Environment Aspect Impact Register
- Legal Register
- HSE documentation viz reporting, analysis & record keeping.

4.2 During Job Execution

Contractor shall implement approved Health, Safety and Environment management programme including but not limited to as brought out under para 3.0. Contractor shall also ensure:

- to arrange workmen compensation insurance, registration under ESI Act, third party liability insurance, registration under BOCW Act etc., as applicable.
- to arrange all HSE permits before start of activities (as applicable), like permits for hot work, working at heights (Refer Format No. HSE-6), confined space (Refer Format No. HSE-7), Radiation Work Permit (Refer Format No. HSE-8), Demolishing/ Dismantling Work Permit (Refer Format No. HSE-9), Permit for erection/modification & dismantling of scaffolding (Refer Format No:HSE-14), Permit for heavy lift/critical erection (Refer Format No:HSE-15) ,Permit for energy Isolation & De-isolation” (HSE-16) ,storage of chemical /explosive materials & its use and implement all precautions mentioned therein. In this regard, requirements of *Oil industry Safety Directorate Standard No. Std-105 "Work Permit Systems"* shall be complied with while working in existing Oil or Gas processing plants. List of the persons involved shall be maintained as annexure to the work permit issued for a particular activity.
- to submit, timely, the completed checklist on HSE activities in Format No.HSE-1, Monthly HSE report in Format No.HSE-5 (use of web based package (www.eil.co.in/conthse) is compulsory wherever the facility is available else a hard copy is to be submitted), accident/incident reports, investigation reports etc. as per EIL/Owner requirements. Compliance of instructions on HSE shall be done by Contractor and informed urgently to EIL/Owner.
- that his top most executive at site attends all the Safety Committee/HSE meetings arranged by EIL/Owner and carries out safety walk regularly. Only in case of his absence from site that a second senior most person shall be nominated by him, in advance, and communicated to EIL/Owner for performing the above tasks.
- display at site office and at prominent locations HSE Policy, caution boards, list of hospitals, emergency services available, safety signs like Men at work, Speed Limits, Hazardous Area, various do's & don'ts, etc.
- provide posters, banners for safe working to promote safety consciousness.
- identify, assess, analyze & mitigate the construction hazards& incorporate relevant control measures before actually executing site works. (HIRAC = Hazard Identification, Risk Analysis and Control).
- identify, assess, analyze & mitigate the environmental impact & incorporate relevant control measures through Environmental Aspect Impact Register
- Identify and comply to all applicable HSE related legal requirements by preparing and maintaining a Legal register
- arrange testing, examination, inspection of own as well as borrowed construction equipment's / machinery (stationary & mobile) before being used at site and also at periodical interval, through own resources and also by 3rd party competent agencies (as

deemed fit in statutes). Records of such test, examination etc. shall be maintained & shall be submitted to EIL/Owner as & when asked for.

- carryout audits/ inspection (internal & external) at his works as well as sub-contractor works as per approved HSE plan/ procedure/ programme & submit the compliance reports of identified shortfalls for EIL/Owner review.
- arranging HSE training for site workmen (of his own & sub-contractors) through internal or external faculty at periodical intervals.
- Assistance & cooperate during HSE audits by EIL/Owner or any other 3rd party and submit compliance report.
- Generate & submit of HSE records/report as per this specification.
- apprise EIL/Owner on HSE activities at site regularly.
- carry-out all dismantling activities safely, with prior approval of EIL/Owner representative.
- The Contractor shall ensure that “Hot works” and painting works do not continue at the same place / location at project site for which chance or probability of “fire” incident exists.

4.3 During Short Listing of the Sub-Contractors

The contractor shall review the HSE management system of the sub-contractors in line with the requirements given in this specification. The contractor shall be held responsible for the shortcomings observed in the HSE management system of the sub-contractor(s) during execution of the job.

5.0 RECORDS

At the minimum, the contractor shall maintain/ submit HSE records in the following reporting formats:

Safety Walk Through Report	HSE-1
Accident/ Incident Report	HSE-2
Supplementary Accident/ Incident Investigation report	HSE-3
Near Miss Incident Report	HSE-4
Monthly HSE Report	HSE-5
Permit for working at height	HSE-5
Permit for working in confined space	HSE-7
Permit for radiation work	HSE-8
Permit for demolishing/ dismantling	HSE-9
Daily Safety checklist	HSE-10
Housekeeping Assessment & compliance	HSE-11
Inspection of temporary electrical booth/installation	HSE-12
Inspection for scaffolding	HSE-13
Permit for erection/modification & dismantling of scaffolding	HSE-14
Permit for heavy lift/critical erection.	HSE-15
Permit for Energy isolation and de-isolation.	HSE-16
Permit for Excavation	HSE-17
Inspection reports of Equipment/tools/tackles	*
Report of Toolbox talks	As indicated in specification
PPE issue report/register	*
Site inspection reports	*
Training records	*

(*) The formats shall be developed in consultation with EIL/Owner.

APPENDIX-A
(Sheet 1 of 2)

A. IS CODES ON HSE

SP: 53	Safety code for the use, Care and protection of hand operated tools.
IS: 838	Code of practice for safety & health requirements in electric and gas welding and cutting operations
IS: 1179	Eye & Face precautions during welding, equipment etc.
IS: 1860	Safety requirements for use, care and protection of abrasive grinding wheels.
IS: 1989 (Pt -II)	Leather safety boots and shoes
IS: 2925	Industrial Safety Helmets
IS: 3016	Code of practice for fire safety precautions in welding & cutting operation.
IS: 3043	Code of practice for earthing
IS: 3764	Code of safety for excavation work
IS: 3786	Methods for computation of frequency and severity rates for industrial injuries and classification of industrial accidents
IS: 3696	Safety Code of scaffolds and ladders
IS: 4083	Recommendations on stacking and storage of construction materials and components at site
IS: 4770	Rubber gloves for electrical purposes
IS: 5121	Safety code for piling and other deep foundations
IS: 5216 (Pt-I)	Recommendations on Safety procedures and practices in electrical works
IS: 5557	Industrial and Safety rubber lined boots
IS: 5983	Eye protectors
IS: 6519	Selection, care and repair of Safety footwear
IS: 6994 (Pt-I)	Industrial Safety Gloves (Leather & Cotton Gloves)
IS: 7293	Safety Code for working with construction Machinery
IS: 8519	Guide for selection of industrial safety equipment for body protection
IS: 9167	Ear protectors
IS: 11006	Flash back arrestor (Flame arrestor)
IS: 11016	General and safety requirements for machine tools and their operation
IS: 11057	Specification for Industrial safety nets
IS: 11226	Leather safety footwear having direct moulded rubber sole
IS: 11972	Code of practice for safety precaution to be taken when entering a sewerage system
IS: 13367	Code of practice-safe use of cranes
IS: 13416	Recommendations for preventive measures against hazards at working place

**APPENDIX-A
(Sheet 2 of 2)**

B. INTERNATIONAL STANDARDS ON HSE

Safety Glasses	:	ANSI Z 87.1, ANSI ZZ 87.1, AS 1337, BS 2092, BS 1542, BS 679, DIN 4646/ 58311
Safety Shoes	:	ANSI Z 41.1, AS 2210, EN 345
Hand Gloves	:	BS 1651
Ear Muffs	:	BS 6344, ANSI S 31.9
Hard Hat	:	ANSI Z 89.1/89.2, AS 1808, BS 5240, DIN 4840
Goggles	:	ANSI Z 87.1
Face Shield	:	ANSI Z 89.1
Breathing Apparatus	:	BS 4667, NIOSH
Welding & Cutting	:	ANSI Z49.1
Safe handling of compressed:P-1		(Compressed Gas Association Gases in cylinders 1235 Jefferson Davis Highway, Arlington VA 22202 - USA)
Full body harness	:	EN-361
Lanyard	:	EN-354
Karabiner	:	EN-362 and EN-12275

APPENDIX-B

DETAILS OF FIRST AID BOX

SL. NO.	DESCRIPTION	QUANTITY
1.	Small size Roller Bandages, 1 Inch Wide (Finger Dressing small)	6 Pcs.
2.	Medium size Roller Bandages, 2 Inches Wide (Hand & Foot Dressing)	6 Pcs.
3.	Large size Roller Bandages, 4 Inches Wide (Body Dressing Large)	6 Pcs.
4.	Large size Burn Dressing (Burn Dressing Large)	4 Pkts.
5.	Cotton Wool (20 gms packing)	4 Pkts.
6.	Antiseptic Solution Dettol (100 ml.) or Savlon	1 Bottle
7.	Mercurochrome Solution (100 ml.) 2% in water	1 Bottle
8.	Ammonia Solution (20 ml.)	1 Bottle
9.	A Pair of Scissors	1 Piece
10.	Adhesive Plaster (1.25 cm X 5 m)	1 Spool
11.	Eye pads in Separate Sealed Pkt.	4 pcs.
12.	Tourniquet	1 No.
13.	Safety Pins	1 Dozen
14.	Tinc. Iodine/ Betadin (100 ml.)	1 Bottle
15.	Polythene Wash cup for washing eyes	1 No.
16.	Potassium Permanganate (20 gms.)	1 Pkt.
17.	Tinc. Benzoin (100 ml.)	1 Bottle
18.	Triangular Bandages	2 Nos.
19.	Band Aid Dressing	5 Pcs.
20.	Iodex/Moov (25 gms.)	1 Bottle
21.	Tongue Depressor	1 No.
22.	Boric Acid Powder (20 gms.)	2 Pkt.
23.	Sodium Bicarbonate (20 gms.)	1 Pkt.
24.	Dressing Powder (Nebasulf) (10 gms.)	1 Bottle
25.	Medicinal Glass	1 No.
26.	Duster	1 No.
27.	Booklet (English& Local Language)	1 No. each
28.	Soap	1 No.
29.	Toothache Solution	1 No.
30.	Vicks (22 gms.)	1 Bottle
31.	Forceps	1 No.
32.	Note Book	1 No.
33.	Splints	4 Nos.
34.	Lock	1 Piece
35.	Life Saving/Emergency/Over-the counter Drugs	As decided at site

Box size: 14" x 12" x 4"

Note : The medicines prescribed above are only indicative. Equivalent medicines can also be used.
A prescription, in this regard, shall be required from a qualified Physician.

APPENDIX-C

TYPE OF FIRES VIS-À-VIS FIRE EXTINGUISHERS

Fire ↓ Fire Extinguisher →	Water	Foam	CO ₂	Dry Powder	Multi-purpose (ABC)
Originated from paper, clothes, wood	✓	✓	can control minor surface fires	can control minor surface fires	✓
Inflammable liquids like alcohol, diesel, petrol, edible oils, bitumen	✗	✓	✓	✓	✓
Originated from gases like LPG, CNG, H ₂	✗	✗	✓	✓	✓
Electrical fires	✗	✗	✓	✓	✓

LEGEND : ✓ : CAN BE USED

 ✗ : NOT TO BE USED

Note: Fire extinguishing equipment must be checked atleast once a year and after every use by an authorized person. The equipment must have an inspection label on which the next inspection date is given. Type of extinguisher shall clearly be marked on it.

APPENDIX-D

List of Statutory Acts & Rules Relating to HSE

- The Indian Explosives Act and Rules
- The Motor Vehicle Act and Central Motor Vehicle Rules
- The Factories Act and concerned Factory Rules
- The Petroleum Act and Petroleum Rules
- The Workmen Compensation Act
- The Gas Cylinder Rules and the Static & Mobile Pressure Vessels Rules
- The Indian Electricity Act and Rules
- The Indian Boiler Act and Regulations
- The Water (Prevention & Control & Pollution) Act
- The Water (Prevention & Control of Pollution) Cess Act
- The Mines & Minerals (Regulation & Development) Act
- The Air (Prevention & Control of Pollution) Act
- The Atomic Energy Act
- The Radiation Protection Rules
- The Indian Fisheries Act
- The Indian Forest Act
- The Wild Life (Protection) Act
- The Environment (Protection) Act and Rules
- The Hazardous Wastes (Management & Handling) Rules
- The Manufacturing, Storage & import of Hazardous Chemicals Rules
- The Public Liability Act
- The Building and Other Construction Workers (Regulation of Employment and Condition of service) Act
- Other Statutory Acts like EPF, ESIS, Minimum Wage Act.

APPENDIX-E (Sheet 1 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
(A) EXCAVATION Pit Excavation upto 3.0m	Falling into pit	Personal injury	Provide guard rails/ barricade with warning signal. Provide atleast two entries/ exits. Provide escape ladders.
	Earth Collapse	Suffocation/ Breathlessness Buried	Provide suitable size of shoring and strutting, if required. Keep soil heaps away from the edge equivalent to 1.5m or depth of pit whichever is more. Don't allow vehicles to operate too close to excavated areas. Maintain atleast 2m distance from edge of cut. Maintain sufficient angle of repose. Provide slope not less than 1:1 and suitable bench of 0.5m width at every 1.5m depth of excavation in all soils except hard rock. Battering/benching the sides.
	Contact with buried electric cables Gas/ Oil Pipelines	Electrocution Explosion	Obtain permission from competent authorities, prior to excavation, if required. Locate the position of buried utilities by referring to plant drawings. Start digging manually to locate the exact position of buried utilities and thereafter use mechanical means.
Pit Excavation beyond 3.0m	Same as above plus Flooding due to excessive rain/ underground water	Can cause drowning situation	Prevent ingress of water. Provide ring buoys. Identify and provide suitable size dewatering pump or well point system.
	Digging in the vicinity of existing Building/ Structure	Building/Structure may collapse Loss of health & wealth	Obtain prior approval of excavation method from local authorities. Use under-pining method. Construct retaining wall side by side.
	Movement of vehicles/ equipment's close to the edge of cut.	May cause cave-in or slides. Persons may get buried.	Barricade the excavated area with proper lighting arrangements. Maintain at least 2m distance from edge of cut and use stop blocks to prevent over-run. Strengthen shoring and strutting.

APPENDIX-E: (Sheet 2 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
Narrow deep excavations for pipelines, etc.	Same as above plus Frequent cave-in or slides	May cause severe injuries or prove fatal	Battering/ benching of sides. Provide escape ladders.
	Flooding due to Hydro- static testing	May arise drowning situation	Same as above plus Bail out accumulated water. Maintain adequate ventilation.
Rock by excavation blasting	Improper handling of explosives	May prove fatal	Ensure proper storage, handling & carrying of explosives by trained personnel. Comply with the applicable explosive acts & rules.
	Uncontrolled explosion	May cause severe injuries or prove fatal	Allow only authorized persons to perform blasting operations. Smoking and open flames are to be strictly prohibited.
	Scattering of stone pieces in atmosphere	Can hurt people	Use PPE like goggles, face mask, helmets etc.
Rock excavation by blasting (Contd.)	Entrapping of persons/ animals.	May cause severe injuries or prove fatal	Barricade the area with red flags and blow siren before blasting.
	Misfire	May explode suddenly	Do not return to site for atleast 20 minutes or unless announced safe by designated person.
Piling Work	Failure of pile-driving equipment	Can hurt people	Inspect Piling rigs and pulley blocks before the beginning of each shift.
	Noise pollution	Can cause deafness and psychological imbalance.	Use personal protective equipments like ear plugs, muffs, etc.
	Extruding rods/casing	Can hurt people	Barricade the area and install sign boards. Provide first-aid.
	Working in the vicinity of 'Live-Electricity'	Can cause electrocution/ Asphyxiation	Keep sufficient distance from Live-Electricity as per IS code. Shut off the supply, if possible. Provide artificial/rescue breathing to the injured.
(B) CONCRETING	Air pollution by cement	May affect Respiratory System	Wear respirators or cover mouth and nose with wet cloth.
	Handling of ingredients	Hands may get injured	Use gloves & other PPE.
	Protruding reinforcement rods.	Feet may get injured	Provide platform above reinforcement for movement of workers or provide end caps for protection on reinforcement bars.

APPENDIX-E : (Sheet 3 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
	Earthing of electrical mixers, vibrators, etc. not done.	Can cause electrocution/asphyxiation	Ensure earthing of equipments and proper functioning of electrical circuit before commencement of work.
	Falling of materials from height	Persons may get injured	Use hard hats. Remove surplus material immediately from work place. Ensure lighting arrangements during night hours.
	Continuous pouring by same gang	Cause tiredness of workers and may lead to accident.	Insist on shift pattern. Provide adequate rest to workers between subsequent pours.
	Revolving of concrete mixer/vibrators	Parts of body or clothes may get entrapped.	Allow only mixers with hopper. Provide safety cages around moving motors. Ensure proper mechanical locking of vibrator.
Super-structure	Same as above plus Deflection in props or shuttering material	Shuttering/props may collapse and prove fatal	Avoid excessive stacking on shuttering material. Check the design and strength of shuttering material before commencement of work. Rectify immediately the deflection noted during concreting.
	Passage to work place	Improperly tied and designed props/planks may collapse	Ensure the stability and strength of passage before commencement of work. Do not overload and stand under the passage.
(C) REINFORCE- MENT	Curtailment and binding of rods	Persons may get injured	Use PPE like gloves, shoes, helmets, etc. Avoid usage of shift tools.
	Carrying of rods for short distances/at heights	Workers may get injured their hands and shoulders.	Provide suitable pads on shoulders and use safety gloves. Tie up rods in easily liftable bundles. Ensure proper staging.
	Checking of clear distance/cover with hands	Rods may cut or injure the fingers	Use measuring devices like tape, measuring rods, etc.
	Hitting projected rods and standing on cantilever rods.	Persons may get injured and fell down	Use safety shoes and avoid standing unnecessarily on cantilever rods. Avoid wearing of loose clothes.

APPENDIX-E: (Sheet 4 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
	Falling of material from height	May prove fatal	Use helmets. Provide safety nets.
	Transportation of rods by trucks/ trailers	Protruded rods may hit the persons	Use red flags/lights at the ends. Do not protrude the rods in front of or by the side of driver's cabin. Do not extend the rods 1/3 rd of deck length or 1.5m whichever is less.
(D) WELDING AND GAS CUTTING	Welding radiates invisible ultraviolet and infra-red rays	Radiation can damage eyes and skin.	Use specified shielding devices and other PPE of correct specifications. Avoid thoriated tungsten electrodes for GTAW.
	Improper placement of oxygen and acetylene cylinders	Explosion may occur	Move out any leaking cylinder. Keep cylinders in vertical position. Use trolley for transportation of cylinders and chain them. Use flashback arrestors.
	Leakage/ cuts in hoses	May cause fire	Purge regulators immediately and then turn off. Never use grease or oil on oxygen line connections and copper fittings on acetylene lines. Inspect regularly gas carrying hoses. Always use red hose for acetylene & other fuel gases and black for oxygen.
	Opening-up of cylinder	Cylinder may burst	Always stand back from the regulator while opening the cylinder. Turn valve slowly to avoid bursting. Cover the lug terminals to prevent short circuiting.
	Welding of tanks, container or pipes storing flammable liquids	Explosion may occur	Empty & purge them before welding. Never attach the ground cable to tanks, container or pipe storing flammable liquids. Never use LPG for gas cutting.

APPENDIX-E: (Sheet 5 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
(E) RADIOGRAPHY	Ionizing radiation	Radiations may react with the skin and can cause cancer, skin irritation, dermatitis, etc.	Ensure Safety regulations as per BARC/AERB before commencement of job. Cordon off the area and install Radiation warning symbols. Restrict the entry of unauthorized persons. Wear appropriate PPE and film badges issued by BARC/AERB.
	Transportation and Storage of Radiography source	Same as above	Never touch or handle radiography source with hands. Store radiography source inside a pit in an exclusive isolated storage room with lock and key arrangement. The pit should be approved by BARC/AERB. Radiography source should never be carried either in passenger bus or in a passenger compartment of trains. BARC/AERB has to be informed before source movement. Permission from Director General of Civil Aviation is required for booking radio isotopes with airlines.
	Loss of Radio Isotope	Same as above	Try to locate with the help of Survey Meter. Inform BARC/AERB (*)
(F) ELECTRICAL INSTALLATION AND USAGE	Short circuiting	Can cause Electrocutation or Fire	Use rubberized hand gloves and other PPE. Don't lay wires under carpets, mats or door ways. Allow only licensed electricians to perform on electrical facilities. Use one socket for one appliance. Ensure usage of only fully insulated wires or cables. Don't place bare wire ends in a socket. Ensure earthing of machineries and equipments Do not use damaged cords and avoid temporary connections. Use spark-proof/ flame proof type field distribution boxes.

(*) Atomic Energy Regulatory Board (AERB),
Bhabha Atomic Research Centre (BARC)
Anushaktinagar, Mumbai – 400 094

APPENDIX-E: (Sheet 6 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
			Do not allow open/bare connections. Provide all connections through 30mA ELCB. Protect electrical cables/equipments from water and naked flames. Check all connections before energizing.
	Overloading of Electrical System	Bursting of system can occur which leads to fire	Display voltage and current ratings prominently with 'Danger' signs. Ensure approved cable size, voltage grade and type. Switch off the electrical utilities when not in use. Do not allow unauthorized connections. Ensure proper grid wise distribution of Power.
	Improper laying of overhead and underground transmission lines/cables	Can cause electrocution and prove fatal	Do not lay unarmoured cable directly on ground, wall, roof of trees. Maintain atleast 3m distance from HT cables. All temporary cables should be laid atleast 750 mm below ground on 100 mm fine sand overlying by brick soling. Provide proper sleeves at crossings/ inter-sections. Provide cable route markers indicating the type and depth of cables at intervals not exceeding 30m and at the diversions/ termination.
(G) FIRE PREVENTION AND PROTECTION	Small fires can become big ones and may spread to the surrounding areas	Cause burn injuries and may prove fatal	In case a fire breaks out, press fire alarm system and shout "Fire, Fire". Keep buckets full of sand & water/ fire extinguishing equipment near hazardous locations Confine smoking to 'Smoking Zones' only. Train people for using specific type of fire fighting equipments under different classes of fire. Keep fire doors/ shutters, passages and exit doors unobstructed. Maintain good housekeeping and first-aid boxes (for details refer Appendix-B). Don't obstruct access to Fire extinguishers. Do not use elevators for evacuation during fire. Maintain lightning arrestors for elevated structures. Stop all electrical motors with internal combustion.

APPENDIX-E : (Sheet 7 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
			Move the vehicles from dangerous locations. Remove the load hanging from the crane booms. Remain out of the danger areas.
	Improper selection of Fire extinguisher	It may not extinguish the fire	Ensure usage of correct fire extinguisher meant for the specified fire (for details refer Appendix-C). Do not attempt to extinguish Oil and electric fires with water. Use foam cylinders/ CO ₂ / sand or earth.
	Improper storage of highly inflammable substances	Same as above	Maintain safe distance of flammable substances from source of ignition. Restrict the distribution of flammable materials to only min. necessary amount. Construct specifically designed fuel storage facilities. Keep chemicals in cool and dry place away from heat. Ensure adequate ventilation. Before welding operation, remove or shield the flammable material properly. Store flammable materials in stable racks, correctly labeled preferably with catchment trays. Wipe off the spills immediately.
	Short circuiting of electrical system	Same as above Can cause Electrocutation	Don't lay wires under carpets, mats or door ways. Use one socket for one appliance. Use only fully insulated wires or cables. Do not allow open/bare connections. Provide all connections through 30mA ELCB. Ensure earthing of machineries and equipments.
(H) VEHICULAR MOVEMENT	Crossing the Speed Limits (Rash driving)	Personal injury	Obey speed limits and traffic rules strictly. Always expect the unexpected and be a defensive driver. Use seat belts/ helmets. Blow horn at intersections and during overtaking operations. Maintain the vehicle in good condition. Do not overtake on curves, bridges and slopes.
	Adverse weather condition	Same as Above	Read the road ahead and ride to the left. Keep the wind screen and lights clean. Do not turn at speed. Recognize the hazard, understand the defense and act correctly in time.

APPENDIX-E : (Sheet 8 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
	Consuming alcohol before and during the driving operation	Same as above	Alcohol and driving do not mix well. Either choose alcohol or driving. If you have a choice between hitting a fixed object or an on-coming vehicle, hit the fixed object. Quit the steering at once and become a passenger. Otherwise take sufficient rest and then drive. Do not force the driver to drive fast and round the clock. Do not day dream while driving.
	Falling objects/ Mechanical failure	May prove fatal	Ensure effective braking system, adequate visibility for the drives, reverse warning alarm. Proper maintenance of the vehicle as per manufacturer instructions.
(I) PROOF TESTING (HYDROSTATIC/ PNEUMATIC TESTING)	Bursting of piping Collapse of tanks Tanks flying off	May cause injury and prove fatal	Prepare test procedure & obtain EIL/ Owner's approval. Provide separate gauge for pressurizing pump and piping/equipment. Check the calibration status of all pressure gauges, dead weight testers and temperature recorders. Take dial readings at suitable defined intervals and ensure most of them fall between 40-60% of the gauge scale range. Provide safety relief valve (set at pressure slightly higher than test pressure) while testing with air/ nitrogen. Ensure necessary precautions, stepwise increase in pressure, tightening of bolts/nuts, grouting, etc. before and during testing. Keep the vents open before opening any valve while draining out of water used for hydro-testing of tanks. Pneumatic testing involves the hazard of released energy stored in compressed gas. Specific care must therefore be taken to minimize the chance of brittle failure during a pneumatic leak test. Test temperature is important in this regard and must be considered when the designer chooses the material of construction.

APPENDIX-E : (Sheet 9 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
			A pressure relief device shall be provided, having a set pressure not higher than the test pressure plus the lesser of 345 KPa (50 psi) or 10% of the test pressure. The gas used as test fluid, if not air, shall be nonflammable and nontoxic.
(J) WORKING AT HEIGHTS	Person can fall down	May sustain severe injuries or prove fatal	Provide guard rails/barricade at the work place. Use PPE like full body harness, life line, helmets, safety shoes, etc. Obtain a permit before starting the work at height above 3 meters. Fall arrest and safety nets, etc. must be installed. Provide adequate working space (min. 0.6 m). Tie/weld working platform with fixed support. Use roof top walk ladder while working on a slopping roofs. Avoid movement on beams.
		May hit the scrap/material stacked at the ground or in between	Keep the work place neat and clean. Remove the scrap immediately.
	Material can fall down	May hit the workers working at lower levels and prove fatal	Same as above plus Do not throw or drop materials or equipment from height i.e. do not <i>bomb</i> materials. All tools to be carried in a tool-kit Bag or on working uniform. Remove scrap from the planks. Ensure wearing of helmet by the workers working at lower levels.
(K) CONFINED SPACES	Suffocation/drowning	Unconsciousness, death	Use respiratory devices, if reqd. Avoid over crowding inside a confined space. Provide Exhaust fans for ventilation Do not wear loose clothes, neck ties, etc. Fulfill conditions of the permit.

APPENDIX-E: (Sheet 10 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
			Check for presence of hydrocarbons, O ₂ level. Obtain work permit before entering a confined space. Ensure that the connected piping of the equipment which is to be opened is pressure free, fluid has been drained, vents are open and piping is positively isolated by a blind flange.
	Presence of foul smell and toxic substances	Inhalation can pose threat to life	Same as above plus Check for hydrocarbon and Aromatic compounds before entering a confined space. Depute one person outside the confined space for continuous monitoring and for extending help in case of an emergency.
	Ignition/ flame can cause fire	Person may sustain burn injuries or explosion may occur	Keep fire extinguishers at a hand distance. Remove surplus material and scrap immediately. Do not smoke inside a confined space. Do not allow gas cylinders inside a confined space. Use low voltage (24V) lamps for lighting. Use tools with air motors or electric tools with max. voltage of 24V. Remove all equipments at the end of the day.
(L) HANDLING AND LIFTING EQUIPMENTS	Failure of load lifting and moving equipment's	Can cause accident and prove fatal	Avoid standing under the lifted load and within the operating radius of cranes. Check periodically oil, brakes, gears, horns and tyre pressure of all moving machinery. Check quality, size and condition of all chain pulley blocks, slings, U-clamps, D-shackles, wire ropes, etc. Allow crane to move only on hard, firm and leveled ground. Allow lifting slings as short as possible and check gunny packings at the friction points. Do not allow crane to tilt its boom while moving. Install Safe Load Indicator. Ensure certification by applicable authority.

APPENDIX-E : (Sheet 11 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
	Overloading of lifting equipments	Same as above	Safe lifting capacity of derricks and winches written on them shall be got verified The max. safe working load shall be marked on all lifting equipment's Check the weight of columns and other heavy items painted on them and accordingly decide about the crane capacity, boom and angle of erection Allow only trained operators and riggers during crane operation.
	Overhead electrical wires	Can cause electrocution and fire	Do not allow boom or other parts of crane to come within 3m reach of overhead HT cables. Hook and load being lifted shall preferably remain in full visibility of crane operators.
(M) SCAFFOLDING, FORMWORK AND LADDERS	Person can fall down	Person May sustain severe injuries and prove fatal	Provide guard rails for working at height. Face ladder while climbing and use both hands. Ladders shall extend about 1m above landing for easy access and tying up purpose. Do not place ladders against movable objects and maintain base at 1/4 unit of the working length of the ladder. Suspended scaffolds shall not be less than 500 mm wide and tied properly with ropes. No loose planks shall be allowed. Use PPE, like helmets, safety shoes, etc.
	Failure of scaffolding material	Same as above	Inspect visually all scaffolding materials for stability and anchoring with permanent structures. Design scaffolding for max. load carrying capacity. Scaffolding planks shall not be less than 50x250 mm full thickness lumber or equivalent. These shall be cleated or secured and must extend over the end supports by at least 150mm and not more than 300mm. Don't overload the scaffolds. Do not splice short ladders to make a longer one. Vertical ladders shall not exceed 6m.
	Material can fall down	Persons working at lower level gets injured	Remove excess material and scrap immediately. Carry the tools in a tool-kit bag only. Provide safety nets.

APPENDIX-E: (Sheet 12 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
(N) STRUCTU- RAL WORKS	Personal negligence and danger of fall	Can cause injury or casualty	Do not take rest inside rooms built for welding machines or electrical distribution system. Avoid walking on beams at height. Wear helmet with chin strap and full body harness while working at height. Use hand gloves and goggles during grinding operations. Cover or mark the sharp and projected edges. Do not stand within the operating radius of cranes.
	Lifting/ slipping of material	Same as above	Do not stand under the lifted load. Stack properly all the materials. Avoid slippage during handling. Control longer pieces lifted up by cranes from both ends. Remove loose materials from height. Ensure tightening of all nuts & bolts.
(O) PIPELINE WORKS	Erection/ lowering failure	Can cause injury	Do not stand under the lifted load. Do not allow any person to come within the radii of the side boom handling pipes. Check the load carrying capacity of the lifting tools & tackles. Use Safe Load Indicators (SLI) Use appropriate PPEs.
	Other	Same as above	Wear gum boots in marshy areas. Allow only one person to perform signaling operations while lowering of pipes. Provide night caps on pipes. Provide end covers on pipes for stoppage of pigs while testing/ cleaning operations.
(P) GRIT BLASTING	Pollution in neighboring area, hit by grits and high pressure air	Can cause personal injury	Ensure the blasting is done in enclosed shed. Keep safe distance while blasting operations. Wear positive pressure blast hood or helmet with view-window, ear-muff/plug, gloves, overall or leather coat /apron, rubber shoes.

APPENDIX-F

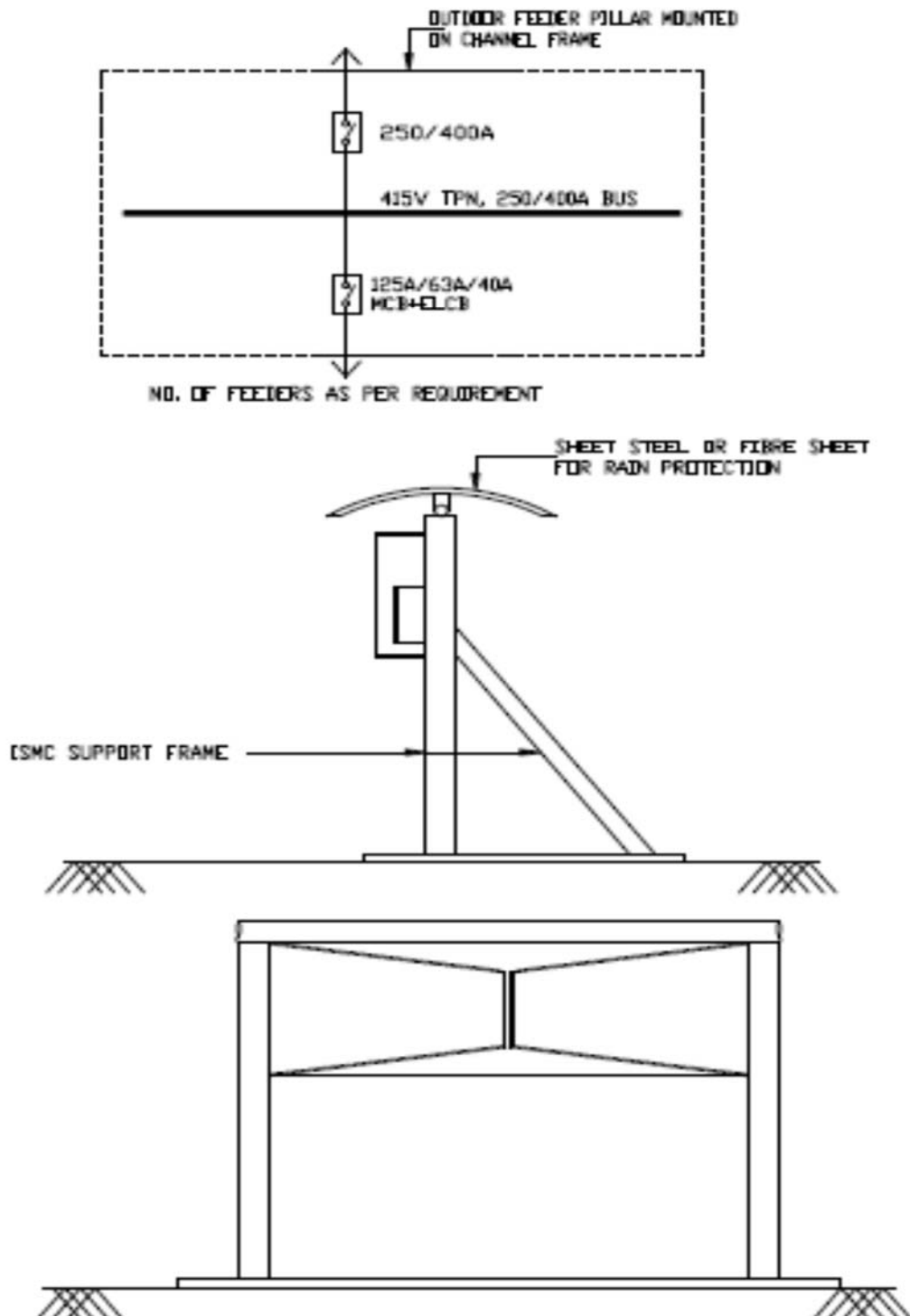
TRAINING SUBJECTS / TOPICS

(For contractors' personnel)

1. The Law & Safety – Statutory Requirement / Applicable statutes / Duties of employer / employee
2. Policy & Administration – Why HSE? / Duties & Responsibilities of Safety Personnel at project site / Effect of incentive on accident prevention
3. HSE & Supervision – Duties of Supervisor / HSE integrated supervision/ Who should be held responsible for site accidents?
4. Safety Budget / Cost of Accidents – Direct costs / Indirect costs
5. Hazard Identification / Type of hazards / HIRAC
6. Behavioural Safety & Motivation
7. Housekeeping – Storage / Stacking / Handling of materials / Hydra handling
8. Occupational Health in Construction sector
9. Personal Protective Equipments – Respiratory & Non- respiratory
10. Electricity & Safety – ELCB / Fuse / Powered tools / Project illumination
11. Handling of Compressed Gas – Transportation / Storage / FBAs / Fire prevention
12. Machine Safety – Machine guarding / Maintenance
13. Transportation – Hazards & risks in transp. of materials / ODC consignments
14. Cranes & Other Lifting machinery – Legal requirements vis-à-vis essential safety requirements.
15. Communication – HSE Induction/ TBTs/ Safety Committee/ Safety meeting/ Safety propaganda/ Publicity.
16. Excavation – Risks & Dangers / Safety measures
17. Working at Heights – Use of ladder / Work on roofs / Scaffolds / Double harness lanyards / Life-line / Fall arrester / Safety Nets / Floor openings
18. Hazards in Welding & important safety precautions
19. Gas Cutting – Hazards & safety measures
20. Fire prevention & fire protection

APPENDIX - G

CONSTRUCTION POWER BOARD (typ.)



NOTES:-

1. CONTRACTOR TO INSTALL TEMPORARY CONST. POWER BOARD AS SHOWN IN THE DRG. ITS LOCATION SHALL BE EASILY ACCESSABLE.
2. POWER DISTRIBUTION BOARD SHALL BE EARTHED AT TWO POINTS BY MINIMUM 40X5MM GI STRIP FROM THE AVAILABLE GRID OR DIRECTLY CONNECTED TO TWO DIRECTLY DRIVEN EARTH ELECTRODES.
3. DISTRIBUTION BOARD SHALL BE FABRICATED BY USING 14MM CRCA SHEET STEEL WITH HINGED DOORS AND ALL COMPONENT MOUNTED IN IT.
4. ALL INCOMING AND OUTGOING CABLES SHALL HAVE BOTTOM ENTRY.

APPENDIX-H

LIST OF PROCEDURES (MINIMUM) TO BE FORMING PART OF HSE PLAN:-

A. HSE Management Procedures:

- HSE Risk Management (including HIRA)
- HSE Legal Compliance and Other Requirements
- HSE Objectives & Performance
- HSE Training and Competence (including Induction)
- HSE Motivation & Award Scheme
- HSE Audits
- HSE Meetings
- HSE Sub Contractor Management
- HSE Emergency Management
- HSE Incidents Reporting and Management
- HSE Reports
- HSE Management System Review
- HSE Change Management
- HSE procedure for Behaviour based Safety
- First Aid & Management
- Roles, Responsibility, Accountabilities and Authorities

B. Job procedures/ Safe Operating procedures

- Setting Up Site & Signages
- Handling of Electrical Appliances
- Working at Height
- Confined Space Entry
- Permit to Work (including hot works)
- Housekeeping
- Lifting Operations
- Transportation of Materials including Manual Handling
- Compressed Air Tools and Units
- Earthmoving Operations & excavation
- Scaffolding
- Fire Prevention/ Protection
- Hazardous Substance Handling & Storage
- Radiation Hazard
- Personal Protective Equipment

FORMAT NO. : HSE-1 REV 0

(Sheet 1 of 6)

SAFETY WALK-THROUGH REPORT

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

Project : _____ Report no. : _____

Date : _____ Contractor : _____

Inspection by : _____ Owner : _____

Frequency : Monthly Job no. : _____

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

SL. NO.	ITEM	Satisfactory/ Yes	Non satisfactory/ No	Remarks	Action
1.	HOUSEKEEPING				
a)	Waste containers provided and used				
b)	Sanitary facilities adequate and Clean				
c)	Passageways and Walkways Clear				
d)	General neatness of working areas				
e)	Other				
2.	PERSONNEL PROTECTIVE EQUIPMENT				
a)	Goggles; Shields				
b)	Face protection				
c)	Hearing protection				
d)	Foot protection				
e)	Hand protection				
f)	Respiratory Masks etc.				
g)	Full body harness conforming to CC, EN 361				
h)	Hard hat (HDPE)				
i)	Other				
3.	EXCAVATIONS/ OPENINGS				
a)	Openings properly covered or barricaded				
b)	Excavations shored				
c)	Excavations barricaded				
d)	Overnight lighting provided				
e)	Other				

Safety walk-through performer (Name & Signature)

FORMAT NO. : HSE-1 REV 0

(Sheet 2 of 6)

SL. NO.	ITEM	Satisfactory/ Yes	Non satisfactory/ No	Remarks	Action
4.	WELDING & GAS CUTTING				
a)	Gas cylinders chained upright				
b)	Cables and hoses not obstructing				
c)	Screens or shields used				
d)	Flammable materials protected				
e)	Live electrode bits contained properly				
f)	Fire extinguisher (s) accessible				
g)	Other				
5.	SCAFFOLDING & BARRICADING				
a)	Fully decked platforms				
b)	Guard and intermediate rails in place				
c)	Toe boards in place				
d)	Adequate shoring				
e)	Adequate access				
f)	Positive barricading for critical activities				
g)	Installation of warning signs				
h)	Other				
6.	LADDERS				
a)	Extension side rails 1 m above				
b)	Top of landing				
c)	Properly secured				
d)	Angle + 70° from horizontal				
e)	Other				

Safety walk-through performer (Name & Signature)

FORMAT NO. : HSE-1 REV 0

(Sheet 3 of 6)

SL. NO.	ITEM	Satisfactory / Yes	Non satisfactory /No	Remarks	Action
7.	HOISTS, CRANES AND DERRICKS				
a)	Condition of cables and sheaves OK				
b)	Condition of slings, chains, hooks and eyes O.K.				
c)	Inspection and maintenance log-books maintained				
d)	Outriggers used				
e)	Reverse horn installed / active / coupled with gear				
f)	Signs/barricades provided				
g)	Signals observed and understood				
h)	Qualified operators				
i)	Other				
8.	MACHINERY, TOOLS AND EQUIPMENT				
a)	Proper instruction				
b)	Safety devices				
c)	Proper cords				
d)	Inspection and maintenance				
e)	Other				
9.	VEHICLE AND TRAFFIC				
a)	Rules and regulations observed				
b)	Inspection and maintenance				
c)	Licensed drivers				
d)	Other				

Safety walk-through performer (Name & Signature)

FORMAT NO. : HSE-1 REV 0

(Sheet 4 of 6)

SL. NO.	ITEM	Satisfactory / Yes	Non satisfactory /No	Remarks	Action
10.	TEMPORARY FACILITIES				
a)	Emergency instructions posted				
b)	Fire extinguishers provided				
c)	Fire-aid equipment available				
d)	Secured against storm damage				
e)	General neatness				
f)	In accordance with electrical requirements				
g)	Other				
11.	FIRE PREVENTION				
a)	Personnel trained & instructed to make use of facility				
b)	Fire extinguishers checked periodically & record maintained				
c)	No smoking in Prohibited areas.				
d)	Fire Hydrants not obstructed				
e)	Regular fire drill conducted				
12.	ELECTRICAL				
a)	Use of 3-core armored cables everywhere				
b)	Usage of 'All insulated' or 'double-insulated' electrical tools				
c)	All electrical connection are routed through ELCB				
d)	Natural Earthing at the source of power (Main DB)				
e)	Continuity and tightness of earth conductor				
f)	Effective covering of junction boxes, panels and other energized wiring places				
g)	Ground fault circuit interrupters provided				
h)	Prevention of tripping hazards maintained				
f)	DCP extinguishers arranged & licensed electrician engaged at site				

Safety walk-through performer (Name & Signature)

FORMAT NO. : HSE-1 REV 0

(Sheet 5 of 6)

SL. NO.	ITEM	Satisfactory/ Yes	Non satisfactory/ No	Remarks	Action
14.	HANDLING AND STORAGE OF MATERIALS				
a)	Safely stored or stacked				
b)	Passageways clear / free from obstructions				
c)	Fire fighting facility in place				
15.	FLAMMABLE GASES AND LIQUIDS				
a)	Containers clearly identified / protected from fire				
b)	Safe storage & transportation arrangement made				
c)	Fire extinguishers positioned nearby				
d)	Facilities kept away from electric spark, hot spatters & ignition source.				
16.	WORKING AT HEIGHT				
a)	Approved Erection plan and work permit in place				
b)	Safe access, Safe work platform & Safety nets provided				
c)	Life lines, Fall arrester, Full body harness with double lanyards used;				
d)	Health Check record available for workers going up?				
e)	Protective handrails arranged around floor openings				
17.	CONFINED SPACE				
a)	Work Permit obtained from requisite authority				
b)	Test for toxic gas and sufficient availability of oxygen conducted & status				
c)	Supervisor present at site & at least one person outside the confined space for monitoring deputed				
d)	Availability of safe means of entry, exit and ventilation (register for entry & exit maintained)				
e)	Fire extinguisher and first-aid facility ensured				
f)	Lighting provision made by using 24V Lamp				
g)	Proper usage of PPEs ensured				
18.	RADIOGRAPHY				
a)	Proper storage and handling of source as per BARC/ AERB guidelines (authorized radiographer available)				
b)	Work permit obtained				

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

FORMAT NO. : HSE-1 REV 0

(Sheet 6 of 6)

SL. NO.	ITEM	Satisfactory / Yes	Non satisfactory /No	Remarks	Action
c)	Cordoning of the area done				
d)	Use of appropriate PPE's ensured				
e)	HSE training to workers/supervisors imparted during the fortnight (indicate topic)				
f)	Minimum occupancy of workplace ensured				
19.	HEALTH CHECKS				
a)	All Workers medically examined and found be fit for working at heights (slinging, rigging, painting etc.) in confined space in excavation / trenching in shot blasting				
b)	Availability of First Aid box with contents				
c)	Proper sanitation at site, office and labour camps				
d)	Arrangement of medical facilities.				
e)	Measures for dealing with illness at site & labour camps.				
f)	Availability of Potable drinking water for workmen & staff.				
g)	Provision of crèches for children.				
h)	Stand by vehicle / ambulance available for evacuation of injured				
20.	ENVIRONMENT				
a)	Chemical and Other Effluents properly disposed				
b)	Cleaning liquid of pipes disposed off properly				
c)	Seawater used for hydro-testing disposed off as per agreed procedure				
d)	Lubricant Waste/ Engine oils properly disposed				
e)	Waste from Canteen, offices, sanitation etc. disposed properly				
f)	Disposal of surplus earth, stripping materials, Oily rags and combustible materials done properly				
g)	Green belt protection				

Safety walk-through performer (Name & Signature)

FORMAT NO. : HSE-2 REV 0

(Sheet 1 of 3)

ACCIDENT / INCIDENT REPORT

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

Report No.: _____ Date: _____

Project site: _____ Name of work: _____

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

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

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

Sub Contractor's Name:

Gate Pass No.: Age: _____ Yrs. Victim's medical fitness exam. (Pre-empl.) date: _____

Date & time of Accident / Incident: _____

Names of Witnesses: (1) _____ (2) _____ (3) _____

Profession of victim:

Bar bender		Carpenter		Meson	
Fitter		Helper		Gas cutter	
Grinder		Welder		Electrician	
Driver		Rigger		M/c. operator	
Engineer		Manager		Other/ specify	

Qualification

No formal education		Non-Matriculate		Matriculate	
Graduate		Post- grad		Other/specify	

Job Experience

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

Location where the incident happened: _____

FORMAT NO. : HSE-2 REV 0

(Sheet 2 of 3)

Activity / Works that were continuing during incident / accident: -

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

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

.....

.....

Nature of injury:

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

Parts of body involved in incident / accident

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

Accident type:

Struck against		Struck by		Fall from Elevation	
Fall on same level		caught in		caught under	
caught in between		Rubbed or abraded		Contact with (Electricity)	
Contact with (Temp./ extremes)		Contact with chemicals or oils		Vehicle accident	
Other/specify					

FORMAT NO. : HSE-2 REV 0

(Sheet 3 of 3)

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

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

Actions taken to prevent recurrence of similar incident / accident:

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

Intimation to local authorities (Dist. Collector / Local Police Station / ESI authority): Yes / No / NA.

If yes, to whom

Safety Officer
(Signature and Name)
Stamp of Contractor

Site Head / Resident Construction Manager
(Signature and Name)

To : Owner
: RCM/Site-in-charge EIL (3 copies)
└─ Divisional Head (Constn.) through RCM
└─ Project Manager, EIL, through RCM

FORMAT NO. : HSE-3 REV 0

(Sheet 1 of 5)

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

Supplementary to Incident / Accident Report No: _____ (Copy enclosed)

Report No.: _____ Date: _____

Project site: _____ Name of work: _____

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

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

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

Sub Contractor's Name:

Gate Pass No.: Age: _____ Yrs. Victim's medical fitness exam. (Pre-empl.) date: _____

Date & time of Accident / Incident: _____

Names of Witnesses: (1) _____ (2) _____ (3) _____

Profession of victim:

Bar bender		Carpenter		Meson	
Fitter		Helper		Gas cutter	
Grinder		Welder		Electrician	
Driver		Rigger		M/c. operator	
Engineer		Manager		Other/specify	

Qualification

No formal education		Non-Matriculate		Matriculate	
Graduate		Post- grad		Other/specify	

Job Experience

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

Location where the incident happened: _____

FORMAT NO. : HSE-3 REV 0

(Sheet 2 of 5)

Activity / Works that were continuing during incident / accident: -

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

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

.....

.....

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

.....

.....

Description of Incident/Accident (How the incident was caused):

.....

.....

.....

Nature of injury:

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

Parts of body involved in incident / accident

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

FORMAT NO. : HSE-3 REV 0

(Sheet 3 of 5)

Accident type:

Struck against		Struck by		Fall from Elevation	
Fall on same level		caught in		caught under	
caught in between		Rubbed or abraded		Contact with (Electricity)	
Contact with (Temp./ extremes)		Contact with chemicals or oils		Vehicle accident	
Other/specify					

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

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

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

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

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

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

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

Immediate cause (Please tick the right applicable) –

Hazardous methods or procedures inadequately guarded		Poor housekeeping		Inadequate or improper PPE	
Environmental hazards (excess noise/ space constraint/ inadequate ventilation)		improper illumination/ Moving on oval surface		Working on dangerous equipment	

FORMAT NO.: HSE-3 REV 0

(Sheet 4 of 5)

Failure to secure		Horse-play		Failure to use PPE	
Inattention to surroundings		Improper use of hands & body-parts		By-passing safety devices	
Unsafe mixing or placement of tools & tackles		Bypassing standard procedures		Failure in communication	
Operating without authority		Improper use of equipment or tools & tackles		drug or alcoholic influence	
excessive haste		Others(specify)			

Basic cause

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

Root cause

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

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

Remarks from Contractor's Safety Officer/ Engineer –

Was the victim performing relevant tasks for which he was engaged /employed? Yes / No

Was the Supervisor present on work-site during the incident? Yes / No

Have the causes of incident rightly identified? Yes / No

Cause of Accident was _____

FORMAT NO. : HSE-3 REV 0

(Sheet 5 of 5)

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

.....

.....

.....

.....

.....

.....

.....

Intimation to local authorities (Dist. Collector / Local Police Station / ESI authority): Yes / No / NA.

If yes, to whom

.....

Safety Officer
(Signature and Name)

Site Head / Resident Construction Manager
(Signature and Name)
Stamp of Contractor

To : Owner

: RCM / Site-in-charge of EIL (3 copies)

→ Divisional Head (Constn.) through RCM

→ Project Manager EIL, through RCM

FORMAT NO. : HSE-4 REV 0

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

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

Report No.: _____

Name of Site: _____

Date: _____

Name of work: _____

Contractor: _____

Incident reported by :

Date & Time of Incident :

Location :

Brief description of incident

Probable cause of incident

Suggested corrective action

Steps taken to avoid recurrence

Yes ☐

No ☐

To : Owner
: RCM/Site-in-charge EIL (3 copies)

└─ Divisional Head (Constn.) through RCM
└─ Project Manager EIL, through RCM

FORMAT NO. : HSE-5 REV 1

MONTHLY HEALTH, SAFETY & ENVIRONMENTAL (HSE) REPORT

(To be submitted by each Contractor)

Actual work start Date: _____

For the Month of: _____

Project: _____

Report No: _____

Name of the Contractor: _____

Status as on : _____

Name of Work : _____

Job No : _____

(Contractor in consultation with EIL shall generate the reports through web based package(www3.eil.co.in/eilhse)only.

ITEM	UPTO PREVIOUS MONTH	THIS MONTH	CUMULATIVE
1) Average number of Staff & Workmen (average daily headcount, not man days)			
2) Total Man-hours worked			
3) Number of Induction programmes conducted			
4) Number of HSE meetings organized at site			
5) Number of HSE awareness programmes conducted at site			
6) Number of Tool Box Talks conducted			
7) Number of Lost Time Accidents (LTA)	Fatal		
	Other LTA		
8) Number of Loss Time Injuries (LTI)	Fatalities		
	Other LTI		
9) Number of Non-Loss Time Accidents			
10) Number of First Aid Cases			
11) Number of Near Miss Incidents			
12) No. of unsafe acts/ practices detected			
13) No. of disciplinary actions taken against staff/ workmen			
14) Man-days lost due to accidents			
15) LTA Free man-hours i.e. LTA free man-hours counted from the Last LTA (enter date:)			
16) Frequency Rate (No. of LTA per 2 lacs man-hours worked)			
17) Severity Rate (No. of man days lost per 2 lacs man-hours worked)			
18) Loss Time Injury Frequency (No. of LTI per 2 lacs man-hours worked)			
19) No. of activities for which HIRAC completed			
20) No. of incentives/ awards given			
21) No. of occasions on which penalty imposed by EIL/ Owner			
22) No. of Audits conducted			
23) No. of pending NCs in above Audits			
24) Compensation cases raised with Insurance			
25) Compensation cases resolved and paid to workmen			
26) No of Vehicular Accident cases			
27) No of fire/Explosion cases			
28) Whether workmen compensation policy taken		Yes	No
29) Whether workmen compensation policy is valid		Yes	No
30) Whether workmen registered under ESI Act, as applicable		Yes	No
31) Whether HIRAC Register prepared and updated		Yes	No
32) Whether Environment Aspect Impact Register prepared and updated		Yes	No
33) Whether Legal Register prepared and updated		Yes	No
Remarks, if any			

Date:

Prepared by Safety Officer
(Signature and Name)

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

To : - OWNER
- RCM EIL (2 copies)

FORMAT NO. : HSE-6 REV 0

PERMIT FOR WORKING AT HEIGHTS (ABOVE 2.0 METER)

(In duplicate to be issued daily for site and for office)

Permit No..... Name of Main Contractor.....
Name of work executing agency / sub agency / vendor
Date..... Exact Location of work.....
Nature of work Duration of work (from) (to)
Number of workers covered within this permit
(List enclosed with name & gate pass numbers.)

Sl. No.	Items / Subjects	Status of compliance (Yes / No)	
1	Work areas / Equipments inspected		
2	Work area cordoned off		
3	Adequate lighting is provided		
4	Precautions against public traffic taken		
5	Concerned persons in & around have been alerted & cautioned		
6	Hazards / risks involved in routine / non-routine task assessed and control measures have been implemented at specific task		
7	ELCB provided for electrical connection & found working		
8	Ladder safely attached / fixed		
9	Scaffoldings are checked and TAGs are found used correctly		
10	Working platforms are provided and are found sound /safe for use		
11	Safe access & egress arrangements (e.g. ladders, fall arresters, life-lines etc.) are satisfactorily incorporated		
12	a. Openings on platform / floors are effectively cordoned / covered		
	b. Safety Nets are provided wherever required		
13	Use of following safety gadgets by people working at area under this permit, is checked and found satisfactory - Safety helmet Safety harness (full body) with double lanyard Safety Shoes Safety gloves Safety goggles		
14	Housekeeping of work area found satisfactorily tidy / clean & clear		
15	Adequate measures have been taken for works being continued at the ground level, when simultaneous works are permitted overhead at that very location.		
16	Materials are not thrown from heights on to ground		
17	Medical examination of workers are made & found satisfactory		
18	Responsible job engineer / supervisor found physically present at work spot for overall administration of work as well as safety of people.		

Above items have been checked & compliance has been found in place. Hence work is permitted to start / continue at the above-mentioned location. Work shall not start till identified lapses are rectified.

Additional Precautions, if any

Work Permit issued by
Contractor Engineer/ RCM

Verification By
Contractor Safety Officer

AT THE END OF THE DAY/WORK:

All works at height are completed & workmen have returned safely from work location at (time)
..... (date)

(Sig. Contractor Engineer)

FORMAT NO. : HSE-7 REV 0

CONFINED SPACE ENTRY PERMIT

Project site _____

Sr. No. _____

Name of the work _____

Date _____

Name of Contractor _____

Nature of work _____

Exact location of work _____

Safety Requirements POSITIVE ISOLATION OF THE VESSEL IS MANDATORY								
(A) Has the equipment been ?								
Y	NR		Y	NR		Y	NR	
<input type="checkbox"/>	<input type="checkbox"/>	Isolated from power/steam/air	<input type="checkbox"/>	<input type="checkbox"/>	water flushed &/or steamed	<input type="checkbox"/>	<input type="checkbox"/>	radiation sources removed
<input type="checkbox"/>	<input type="checkbox"/>	isolated from liquid or gases	<input type="checkbox"/>	<input type="checkbox"/>	Man ways open & ventilated	<input type="checkbox"/>	<input type="checkbox"/>	proper lighting provided
<input type="checkbox"/>	<input type="checkbox"/>	depressurized &/or drained	<input type="checkbox"/>	<input type="checkbox"/>	cont. inert gas flow arranged	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	blanked/ blinded/ disconnected	<input type="checkbox"/>	<input type="checkbox"/>	adequately cooled	<input type="checkbox"/>	<input type="checkbox"/>	
(B) Expected Residual Hazards								
<input type="checkbox"/>	<input type="checkbox"/>	lack of O ₂	<input type="checkbox"/>	<input type="checkbox"/>	combustible gas/ liquid	<input type="checkbox"/>	<input type="checkbox"/>	H ₂ S / toxic gases
<input type="checkbox"/>	<input type="checkbox"/>	corrosive chemicals	<input type="checkbox"/>	<input type="checkbox"/>	pyrophoric iron / scales	<input type="checkbox"/>	<input type="checkbox"/>	electricity / static
<input type="checkbox"/>	<input type="checkbox"/>	heat/ steam / frost	<input type="checkbox"/>	<input type="checkbox"/>	high humidity	<input type="checkbox"/>	<input type="checkbox"/>	ionizing radiation
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
(C) Protection Measures								
<input type="checkbox"/>	<input type="checkbox"/>	gloves	<input type="checkbox"/>	<input type="checkbox"/>	ear plug / muff	<input type="checkbox"/>	<input type="checkbox"/>	goggles / face shield
<input type="checkbox"/>	<input type="checkbox"/>	protective clothing	<input type="checkbox"/>	<input type="checkbox"/>	dust / gas / air line mask	<input type="checkbox"/>	<input type="checkbox"/>	personal gas alarm
<input type="checkbox"/>	<input type="checkbox"/>	grounded air duct/ blower/ AC	<input type="checkbox"/>	<input type="checkbox"/>	attendant with SCBA/air mask	<input type="checkbox"/>	<input type="checkbox"/>	rescue equipment/ team
<input type="checkbox"/>	<input type="checkbox"/>	Fire fighting arrangements	<input type="checkbox"/>	<input type="checkbox"/>	safety harness & lifeline	<input type="checkbox"/>	<input type="checkbox"/>	communication equipment
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Authorization / Renewal (It is safe to enter the confined space)								
	No. of persons allowed	Name of persons allowed	Signature			Time		Signature
			Contractor's Supervisor	Contractor's Safety Officer		From	To	Workman
<p>Permit Closure :</p> <p>(A) Entry <input type="checkbox"/> was closed <input type="checkbox"/> stopped <input type="checkbox"/> will continue on</p> <p>(B) <input type="checkbox"/> Site left in a safe condition <input type="checkbox"/> Housekeeping done</p> <p>(C) Multilock <input type="checkbox"/> removed <input type="checkbox"/> key transferred</p> <p> <input type="checkbox"/> Ensured all men have come out <input type="checkbox"/> Man-ways barricaded</p> <p>Remarks, if any:</p>								

FORMAT NO. : HSE-8 REV 0

RADIATION WORK PERMIT

Project : Sr. No. :
Name of the work : Date :
Name of site contractor : Job No. :

Location of work :

Source strength :

Cordoned distance (m) :

Name of Radiography agency : Approved by Owner/EIL ☐

No. of workers engaged :
(List enclosed with name & gate pass numbers.)

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

S. No.	Item description	Done
	Safety regulations as per BARC/AERB ensured while source in use/in transit & during storage	<input type="checkbox"/>
	Area cordoned off / safe working platform provided	<input type="checkbox"/>
	Lighting arrangements for working during nights ensured	<input type="checkbox"/>
	Warning signs/ flash lights installed	<input type="checkbox"/>
	Cold work permit taken (if applicable)	<input type="checkbox"/>
	PPEs like film badges, dosimeters used	<input type="checkbox"/>

Additional precautions, if any _____

(Radiography Agency's BARC/AERB authorized Supervisor)

Permission is granted.

Permit is valid from _____ AM/PM _____ Date to _____ AM/PM _____
Date

(Signature of permit issuing authority of site contractor)

Name: _____ Designation: _____ Date: _____

Permit renewal:

Permit extended upto		Additional precautions required, if any	Sign. of issuing authority with date (of site contractor)	
Date	Time			

Work completed/ stopped/ area cleared at _____ Hrs of Date _____
(Sign. of permit issuing authority)

Name & Signature of site contractor:

FORMAT NO. : HSE-9 REV 0
DEMOLISHING/DISMANTLING WORK PERMIT

Project : Sr.No. :
Name of the work : Date :
Name of contractor : Job No. :

Name of sub-contractor : No. of workers to be engaged:
(List enclosed with name & gate pass numbers.)

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

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

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

S. No.	Item description	Done	Not Applicable
	Services like power, gas supply, water, etc. disconnected	<input type="checkbox"/>	<input type="checkbox"/>
	Dismantling/ Demolishing method reviewed & approved	<input type="checkbox"/>	<input type="checkbox"/>
	Usage of appropriate PPEs ensured	<input type="checkbox"/>	<input type="checkbox"/>
	Precautions taken for neighbouring structures	<input type="checkbox"/>	<input type="checkbox"/>
	First-Aid arrangements made	<input type="checkbox"/>	<input type="checkbox"/>
	Fire fighting arrangements ensured	<input type="checkbox"/>	<input type="checkbox"/>
	Precautions taken for blasting	<input type="checkbox"/>	<input type="checkbox"/>

(Contractor's Supervisor)

(Contractor's Safety Officer)

Permission is granted.

(Permit issuing authority)

Name :

Date :

Completion report :

Dismantling/ Demolishing is completed on _____ Date at _____ Hrs.

Materials/ debris transported to identified location ☐ Tagging completed (as applicable) ☐

Services like power, gas supply, water, etc. restored ☐

(Permit issuing authority)

CONTRACTOR'S NAME

FORMAT NO. : HSE-10 REV 0

DAILY SAFETY CHECKLIST

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

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :

Description of Job decided to perform : -

• Use of PPE / Safety Gadgets

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

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

• Identify following important unsafe conditions: -

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

• Indicate actions taken, if status of any of the above items is found "No"

.....

• Specific Safety guidelines / precautions, if any (communicated thro' TBT)

.....

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

Inspected by
Contractor Engineer

Verification By
Contractor Safety Officer

FORMAT NO. : HSE-11 REV 0

(Sheet 1 of 2)

HOUSEKEEPING ASSESSMENT& COMPLIANCE

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :
Name of contractor : Fortnightly

Sl. No.	Subjects of Review	Satisfactory/ Yes	Non-satisfactory/ No	Remarks	Action
1.	Cleanliness at the Main entry / access of site				
2.	Ground condition / floor areas free from water-logging / oil spillage				
3.	Ground & elevated floors free from rubbish / wastes / accumulated debris / scraps.				
4.	Manholes / openings are covered / fenced				
5.	Trenches are barricaded / walkways are in place				
6.	Drains are cleaned / not choked / not occupied by dumped materials				
7.	Sufficient CAUTION boards / instructions displayed				
8.	Construction machinery are maintained & parked in orderly manner.				
9.	Movement of site people are not obstructed because of dumping / storing of construction materials				
10.	Access/ egress to Electrical Distribution Boards/ Panels clear from wires / cables / earth-strips etc.				
11.	Electrical panel rooms / sheds / MCC / Control rooms / Substations etc. are clean & tidy and not used for storing dress / clothes, tiffin-box or bicycles.				
12.	Passage behind Elec. panels are free for access				
13.	Fire extinguishers / fire-buckets are accessible without any difficulty.				
14.	Stair-steps, platforms & landings are clear & tidy				
15.	Sheds / rooms & work areas have got sufficient illumination as well as ventilation.				
16.	Cables / Wires / welding leads are routed / hanged appropriately & are not creating unsafe condition.				
17.	Stacking / storing of insulation materials or their packing.				
18.	Removal or cleanliness of left-over sand, concrete, brick-bats, insulation-materials, excess earth, wastes etc.				
19.	Storing / stacking of sand, metal chips, re-bars, steel pipes, valves, fittings etc.				
20.	One escape route at ground & minimum two escape routes at elevation available.				

FORMAT NO. : HSE-11 REV 0

(Sheet 2 of 2)

Sl. No.	Subjects of Review	Satisfactory/ Yes	Non-satisfactory/ No	Remarks	Action
21.	Captions / Posters / Slogans on various safety instructions are displayed legibly in local language				
22.	Cable trenches are water-free or regular arrangement for taking out accumulated water exists.				
23.	Windows of rooms / offices are regularly cleaned				
24.	Facilities for cycle sheds, drinking water, washing, rest-rooms etc. are maintained in tidy manner.				
25.	Toilet, Urinals, Canteen / kitchen / pantry etc. are maintained & free from obnoxious smell.				
26.	Construction tools / tackles are stored systematically - the items are tagged / tested / certified by competent third party.				
27.	Sufficient numbers of Dust-bins / Waste-bins found at site and are regularly emptied.				

Additional remarks, if any -

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

Inspected by
Contractor Engineer

Verification By
Contractor Safety Officer

FORMAT NO. : HSE-12 REV 0

INSPECTION OF TEMPORARY ELECTRICAL BOOTH / INSTALLATION

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :
Sub Station No./Booth No Location:

SL NO	SUBJECTS	OBSERVATION (YES /NO)	ACTION TAKEN
1	Switchboards installed properly are in order and protected from rain & water-logging.		
2	Adequate illumination provided for switchboard operation during night hours & the lamps are protected from direct human contact.		
3	Voltage ratings, DANGER signs, Shock-Treatment-Chart displayed in the installation / booth		
4	Fire extinguisher (DCP or CO ₂) & Sand Bucket kept in close vicinity of Switchboards		
5	Valid License & Competent Electrician / Wireman available & name/ license no. displayed at booth / installation.		
6	General housekeeping in & around booth / installation found in order.		
7	Cable-route-markers for U/G cables provided.		
8	Monthly inspection report of Electrical hand tools available in booth / installation.		
9	Insulated Mat provided in front of Elec. Panels.		
10	Rubber hand gloves available/ used by Electricians		
11	Availability of CAUTION boards for shutdown & / or repairing works.		
12	All incoming & outgoing feeders have proper MCCB / HRC fuses / Switches.		
13	Switchboards "earthed" at two distinctly isolated locations.		
14	Switchboards have adequate operating space at the front face & at the rear face too.		
15	All connections provided through 30mA ELCB.		
16	Testing records of all ELCBs available at site		
17	Only industrial type plugs & sockets are used.		
18	Temporary connections are 3-core double insulated & free from cuts & joints and 3 rd core is earthed at both ends		
19	Socket boards are properly mounted on stand & protected from water ingress.		
20	Electrical equipments operating above 250V have two earthing / double earthing.		
21	All incoming / outgoing cables are properly glanded & terminated with "lugs".		
22	Switch-boards are of industrial variety / type.		
23	Sketch for installation / connection (SLD) made & pasted& other safety labels/display boards		
24	Labeling of incoming / outgoing feeders made.		
25	All hand lamps are protected from direct contact.		
26	All electrical cable / joints are in safe condition		

Inspected by
Contractor Engineer

Verification By
Contractor Safety Officer

FORMAT NO. : HSE-13 REV 0

(Sheet 1 of 2)

INSPECTION FOR SCAFFOLDING

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :

Sl. No	Description	Yes	No	N.A	Actions taken
1	Whether work permit is obtained to take up work at height above 1.5 Mts?				
2	Whether atmospheric condition is "stormy" or "raining" and works at heights have been permitted?				
3	Whether steel pipes scaffoldings are used for units /off-site areas?				
4	Whether scaffolding has been erected on rigid/firm/leveled surfaces / ground? Whether "foot-seals" or "base-plates" are used beneath the up-rights (vertical steel pipes)				
5	Whether scaffold construction is as per IS specification with toe-board and hand-rails (top-rail as well as mid-rail)?				
6	Whether distance between two successive up-rights are less than 2.5 Mts (height of scaffold & load carrying capacity governs the distance between two uprights)				
7	Whether all uprights are extended at least 900 mm above the top most working platform (to enable fitting of handrails)?				
8	Whether vertical distance of two successive ledgers is satisfactory? (varying between 1.3 Mts. To 2.1 Mts)				
9	Whether the peripheral areas of working at height are cordoned-off? (for avoiding accident to people arising out of dropped / deflected materials)				
10	Whether platform is provided? Is it safely approachable?				
11	Whether end of scaffold platform / board are extended beyond transoms? (125mm to 150 mm)				
12	Whether CE / IS approved quality and worthy conditioned full-body safety harness (with double lanyard & karabiners) are used while working at heights?				
13	Whether life-line of safety harness is anchored to an independent secured support capable of withstanding load of a falling person?				
14	Whether the area around the scaffold is cordoned off to prohibit the entry of unauthorized person / vehicle?				
15	Whether clamps used are of good condition, of adequate strength and free from defects?				
16	Whether ladder is placed at secured and leveled surface?				
17	Whether water-pass and oil-spills are avoided around the scaffold structure?				
18	Whether ladder is extended 1.5mts. above the landing point at height?				
19	Whether more than one access/egress provided to the scaffold?				
20	Whether ladder used are of adequate length and overlapping of short ladders avoided?				
21	Whether metallic ladders are placed much away from near-by electrical transmission line?				
22	Whether rungs of ladder are inspected and found in good order?				
23	Whether fall-arresters provided on both the access/egress routes?				
24	Whether diagonal (cross) bracings are provided at regular interval on the scaffold?				
25	Whether working platform on the scaffold has been made free from "jolt" or "gap"?				
26	Whether tools or materials are removed after completion of the day's job at heights?				
27	Whether a valid Permit for Work (PFW) is obtained before taking up work over asbestos or fragile roof?				
28	Whether sufficient precaution is taken while working on fragile roof?				

FORMAT NO. : HSE-13 REV 0

(Sheet 2 of 2)

Sl. No	Description	Yes	No	N. A	Actions taken
29	Whether provision is made to arrange duck ladder, crawling board for working on fragile roof?				
30	Whether scaffold has been inspected by qualified civil engineers prior to their use?				
31	Whether the scaffolding has been designed for the load to be borne by the same?				
32	Whether the erection and dismantling of the scaffolding is being done by trained persons and under adequate supervision?				
33	Whether safety net with proper working arrangement and life-line has been provided?				
34	Whether TAGS (Green for acceptable and Red for incomplete/unsafe scaffolds) are used on scaffolds?				
35	Whether sufficient illumination is provided in and around the scaffold and access?				
36	Whether emergency rescue / response arrangements are made in place				

Inspected by
Contractor Engineer

Verification By
Contractor Safety Officer

FORMAT NO. : HSE-14 REV 0

(sheet 1 of 2)

PERMIT FOR ERECTION / MODIFICATION & DISMANTLING OF SCAFFOLDING

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :
Nature of activities : Duration: From.....To.....

SL. No.	SUBJECTS / ITEMS	DONE	NOT DONE	REMARKS
1	Specific task of Erection / Modification / Dismantling of scaffolds, identified & TAGGED accordingly (before as well as after carrying-out jobs).			
2	People engaged in doing the job are identified & are certified by Job Engineer of Main Contractor as experienced / trained.			Names to be noted
3	Concerned persons are alerted by the Job Engineer of Main Contractor in connection with possible hazards & what the workmen MUST do / MUST not do.			
4	Verification by Job Engineer of Main Contractor made for confirming that all persons permitted to carry-out the jobs are making use of Helmet, Safety Shoes, Goggles, Gloves & Double lanyard safety harness and other relevant PPEs.			
5	Area of work is effectively cordoned-off / barricaded / illuminated.			
6	For taking-up / lowering down Scaffolding members / clamps / couplings etc. appropriate ropes / pulleys/ chains etc. have been arranged for use (not to throw any item) & the same have been verified as "fit for purpose".			
7	Items / members of scaffold, being lowered are removed from the area & stacked correctly.			
8	Ropes, chains, pulley blocks etc. being used for lifting or lowering scaffold items, are inspected by the Job Engineer & their certifications as well as physical conditions have been found O.K, before signing this PERMIT.			
9	Safety Net / Life-line / Fall Arresters etc. are arranged in position and Job Engineer has found working conditions favourable for activities to start.			
10	Scaffold erection or dismantling tasks are being supervised by Experienced Engineer / Competent person.			
11	Only competent & experienced people have been selected / engaged in Scaffolding erection, modification or dismantling tasks.			
12	Adequate & effective actions for traffic and movement of people around the cordoned-off area taken to avoid inadvertent incident			
13	Working platforms are protected with handrails & toe-boards.			
14	Access & Exit (for reach & escape) are safe for use by people.			
15	Tools, tackles to be used for above jobs are verified by job Engineers of Main contractor as genuinely good and tied-up at height (to prevent their fall).			
16	Site important Telephone Nos. are made known to everyone			
17	SOP (Safe Operating Procedure) for the specific task is made & followed too.			
18	Emergency vehicle has been arranged at work locations.			

- This permit for work shall be available at specific work location all the time.
- After completion of work, permit shall be returned to safety cell of main contractor, without fail.
- This Permit shall be issued maximum upto (Monday to Sunday).
- Additional Precautions, if any

-
• **ACCORD OF PERMISSION** (to be ticked) - YES () / NO ()

Inspected by
Contractor Engineer

Verification By
Contractor Safety Officer

FORMAT NO. : HSE-14 REV 0

(sheet 2 of 2)

Everyday Site working conditions & performance of workmen shall be assessed / checked by Contractor Site Engr. and Safety Officer shall verify the same.

	Name / Sign.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Site Engr.								
Safety Off.								

FORMAT NO. : HSE-15 REV 0

PERMIT FOR HEAVY LIFT / CRITICAL ERECTION

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :
Nature of activities : Duration: From.....To.....
Location of work : Name /Type of crane :
Equipment/Structure to be erected: Wt. of equipment/ structure to be erected :

SL. NO.	Description of Item	COMPLIANCE STATUS			Remarks
		Yes	No	Not applicable	
1	Is the crane type suitable for lift or as per erection procedure?				
2	Is the crane have the correct number of counterweights fitted?				
3	Availability of Load Certification of crane from authorized agency.				
4	Is the load chart of crane available in crane cabin/or with Crane operator?				
5	Is the device to check the Wind speed in crane is working? Is the safety features in crane are working?				
6	Availability of Load certification of slings and other accessories from authorized agency				
7	Availability of Licensee/certificate for crane operator from authorized agency.				
8	Availability of approved HIRAC for the subject activities.				
9	Availability of approved erection/rigging procedures.				
10	Availability of temporary gratings/ platforms for critical lifting(as applicable)				
11	Tool Box conducted before erection?				
12	Has the area been cordoned off?				
13	Are the authorized persons during erection are identified?				
14	Does each person identified for erection understand their roles and responsibilities?				
15	Is the ground on which crane will rest or outrigger support are correct?				
16	Is hard stand requirement (if any) complied?				
17	Is the communication system (viz. walkie talkies, etc. are working properly?				
18	If more than one crane is lifting the load, is an Intermediate rigger will supervise the lift?				
19	If there is other obstruction within the operating radius of the crane, have correct precautions been taken to prevent collision?				
20	All the persons are wearing the requisite PPE?				

Inspected & Issued by
Contractor Engineer/RCM

Verification By
Contractor Safety Officer

FORMAT NO. : HSE-16 REV 0

PERMIT FOR ENERGY ISOLATION & DE-ISOLATION

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :

ENERGY ISOLATION PERMIT	
<ul style="list-style-type: none"> Clearance required from: Hrs Date To Hrs Date Name of equipment/ energy source etc. Nature of job to be done: Area: Location: 	
PERMIT VALIDATION I hereby authorize thepersonnel (performer) to isolate the above equipment/energy source from all sources of power and handover the equipment/energy source for maintenance/repair. Issuing authority Area –Incharge/RCM Signature: Date: Name:	PERFORMING AUTHORITY The work and precautions will be carried out under my overall responsibility.(Testing/execution engineer) Signature: Date: Name:
SAFETY PRECAUTIONS FOR CLEARANCE 1. Notify workers of intent to de- energize <input type="checkbox"/> 2. Obtain lock, tag or locking/tagging devices <input type="checkbox"/> 3. Shut down, de-energize, dissipate any residual energies. <input type="checkbox"/> 4. Apply lock ,tag and locking and/or tagging devices <input type="checkbox"/> 5. *Any other job specific precautions <input type="checkbox"/> 6. Verify effectiveness of lockout by attempting to restart. <input type="checkbox"/> 7. Proper PPE is ensured <input type="checkbox"/> I certify that the energy source mentioned above is isolated from all sources and is safe to start the work. Tag No: Lock No: Issuing authority Area –Incharge /RCM Signature: Date: Name: (*to be included by contractor in consultation with EIL/owner)	NORMALISING AFTER CLEARANCE 1. Notify workers of intent to re- energize <input type="checkbox"/> 2. Conduct visual inspection to confirm that the danger zone is clear of workers <input type="checkbox"/> 3. Conduct visual inspection to confirm that tools, equipment’s danger zone is clear of workers <input type="checkbox"/> 4. Reposition the safety devices (interlocks, valves, guards, covers, sensors, as applicable, etc.) <input type="checkbox"/> 5. *Any other job specific normalizing details <input type="checkbox"/> 6. Remove lock, tag and locking and/or tagging devices. <input type="checkbox"/> 7. Re-energize. <input type="checkbox"/> 8. Confirm system is operating properly & safely. I certify that the energy source mentioned above is isolated from all sources and is safe to start the work. Tag No: Lock No: Issuing authority Area –Incharge /RCM Signature: Date: Name: (*to be included by contractor in consultation with EIL/owner)
ENERGY DE-ISOLATION PERMIT	
PERMIT VALIDATION I hereby authorize thepersonnel (performer) to de- isolate the above equipment/energy source from all sources of power and handover the equipment/energy source for normal operation.. Issuing authority Area –Incharge/RCM Signature: Date: Name:	PERFORMING AUTHORITY I hereby certify that the equipment/energy source mentioned above has been de-isolated and is ready for normal operation. (Testing/execution engineer) Signature: Date: Name: Countersigned by Issuing authority

FORMAT NO. : HSE-17 REV 0

PERMIT FOR EXCAVATION

(depth 2m and above)

(Sheet 1 of 2)

Project : Sr. No. :
Name of the work : Date :
Name of contractor : Job No. :
Job Description : Location:
Size of excavation :

SL. NO.	Description of Item	COMPLIANCE STATUS			Remarks
		Yes	No	Not applicable	
1	Suitable and sufficient risk assessments and method statements has been carried to ensure that the work shall be undertaken in accordance with specification and standard.				
2	Are plans/details of underground services available and the same has been reviewed?				
3	Has survey done to locate the services/obstacles etc.				
4	Has the live services (electrical, water line, air line, telephone line, etc.) has been disabled for carrying out the job.				
5	Is adequate barriers/ fences to protect the excavation are in place?				
6	Is Adequate warning signs are in place?				
7	Is Assessment of ground conditions done and remedial action (if any) taken?				
8	Safe access / egress (e.g. ramp / steps / ladders etc.) provided for site workmen & supervisors.				
9	Is the excavation work being undertaken in proximity of structure, etc.? If Yes, it's effect is considered?				
10	Availability of competent person for supervising the excavation work?				
11	Adequate safe arrangement to prevent collapse of edges (e.g. shoring / strutting / benching / sloping etc.) made at site.				
12	Hard barricades (at least 1.0M away from edge & for excavation near site access roads) with warning signs/caution boards are provided				
13	Accumulation / passage-ways of water at periphery of excavation / trench stopped/ restricted.				
14	Is the equipment being used for excavation has been checked for adequacy and is in good working condition having all the safety features?				
15	Age & fitness of workmen ensured by medical test before engagement in job?				
16	Arrangement of Monitoring of possible oxygen deficiency or obnoxious gases done & action taken?				

PERMIT GRANTED - Yes / No

(List enclosed with name & gate pass numbers.)

Name & Signature of Site Engr.
Contractor (Initiator)

Name & Signature of Safety Officer
Contractor (Issuing authority)

FORMAT NO. : HSE-17 REV 0

PERMIT FOR EXCAVATION

(Sheet 2 of 2)

NOTES: -

1. Slopes or benches for excavation beyond 2.0M depth shall be designed & approved by Contractor's site head.
2. Excavated earth to be kept at least 1.5M away from edges.
3. Safety helmets, Safety shoes or gum-boots, gloves, goggles, Face shield, Safety Harness shall be essential PPEs.
4. Permit shall be made in **duplicate** and original shall be available at site of work.
5. Permit shall be issued for maximum **one week** only (Monday to Sunday).
6. After completion of works, permit shall be closed & preserved for record purpose.

GRANT OF PERMIT AND EXTENSIONS

Sl. No.	Validity period From ____ To ____	Working Time From ____ To ____	Initiator (site Engr. of Main Contractor)	Issuing authority (Safety Officer of Main Contractor)	Review by EIL / Owner (Remarks with date)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Additional safety instructions if any: -

- 1.
- 2.
- 3.

FORMAT NO. : HSE-18 REV 0

(Sheet 1of 2)

IDENTIFICATION OF ENVIRONMENTAL ASPECTS, IMPACT ASSESSMENT AND CONTROL MEASURES

S. No	Activity	Environmental Aspect	N/A/E	Environment Impact	Control Measures	Consequences						Risk Level	Significant	Gaps/ Recommendations
						A	B	C	D	E	F	G	Yes/No	

(Sheet 2 of 2)

INITIAL ENVIRONMENT REVIEW TECHNIQUE

Environmental Impacts	AP = Air Pollution	WP = Water Pollution	LC = Land Contamination	DNR = Depletion of Natural Resources	NP = Noise Pollution
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Scale	Quantity (A)	Occurrence (B)	Severity of Impact (C)	Detection (D)	Control (E)	Legal and other requirements (F)
1	Negligible	Very Rare	Negligible visual impact	Immediately	Available & effective at place	In compliance or not applicable
2	Low	Once a month or less	Causes Discomfort or Nuisance	Within 1 hour	Has in-built Secondary control	
3	Moderate	Once a day	Resource Depletion	Within 8 hours	Needs human Intervention	
4	High	Several times a Day	Affects Aquatic Life, flora, fauna or global issue	Within 24 hours	Mechanism in place but not reliable	
5	Excessive	Continuous	Human health effect	More than 24 hours	Absent or no effective control	Not in compliance

Risk Level - G : A x B x C x D x E x F

 Aspects with score of **100 and above** are considered as significant.

 Also, Irrespective of the score, all legal noncompliance's to be considered as significant

Condition	
N	NORMAL
A	ABNORMAL
E	EMERGENCY

FORMAT NO. : HSE-19 REV 0 HIRAC

RISK IDENTIFICATION						DESIRED CONTROLS & EXISTING GAPS, IF ANY		RISK ASSESSMENT				RECOMENDED CONTROL ACTIONs TO REDUCE THE RISK LEVEL	ACTION BY	REMARKS
S. No.	Activity	Activity type (R/NR)	Hazards	Condition (N/AN/E)	Associate d Risk	Desired Control Measures	Gaps If Any	Probabil ity (P)	Impact (I)	Risk R= P*I	Risk Classifi cation			

Likelihood – Possibility of occurrence of risks based on present gaps (technological / operational / competence / measurement and monitoring);

UL: Unlikely, **L:** Likely, **VL:** Very Likely, **FR:** Frequent, **C:** Continuous

Impact –

SI: Slight Injury, **MI:** Minor Injury, **MJ:** Major Injury, **SF:** Single Fatality, **MF:** Multiple Fatalities

Level of consequence – Refer Guidance criteria for this i.e. possible degree of damage;

Condition- N: Normal, **AN:** Abnormal, **E:** Emergency

Activity Type: R- Routine, **NR-** Non Routine

RISK –

L: Low Risk, **M:** Moderate Risk, **H:** High Risk