

**Contract Workers Management: -**

The following points are proposed for incorporation into BHEL Terms and Conditions” in Work Orders to be issued to Outside Agencies for carrying out work in BHEL Bhopal, including Township Area:

1. There should be a chapter entitled “Safety and Environment Obligations”, to be included in every set of Tender documents issued to outside agencies. The same should included in Work Order Award documents.
2. **Rules to Be Observed, (while inside BHEL premises): -**
  - i) BHEL is a no-smoking zone. This rule shall be observed by all workmen at all times while inside BHEL.
  - ii) Workers shall not indulge in gambling or consumption of liquor while inside BHEL.
  - iii) No workmen shall enter BHEL in inebriated condition.
  - iv) Contractor shall not post any worker at a workplace without instructing him of all Safety requirements, Technical requirements and all rules of proper conduct in line with Factories Act and BHEL Rules and regulations.
3. **SAFETY: -**
  - i) No workman shall be below the age of 18 years on the date of starting work in BHEL. Neither shall any contract worker be above 60 years of age during the entire period of contract.
  - ii) For any skilled / semi-skilled work, notarized copies of trade certificate such as ITI pass, Diploma, or degree shall be furnished.
  - iii) Electricians shall furnish their valid license from Chief Electrical Inspector, Govt. of MP. Or Equivalent Certificate of experience as per IEE Rules.
  - iv) For Crane operators, a minimum skill certificate of ITI pass shall be required. Experience certificate stating specific skill in crane operation such as EOT crane, mobile crane etc. as may be relevant, names of enterprises where cranes have been operated in the past, period (from and to date) shall be furnished at the time of quoting for the tender.
  - v) Contractor shall submit proof of crane operator having undergone training for operating the crane. Or that he is sufficiently/adequately skilled and/or experienced in operation of the said crane. This has to be in accordance of Factories Act Rule 62(3) which states “No person under 18 years of age and no person who is not sufficiently competent AND reliable shall be employed as driver (**meaning: operator**) of a lifting machine (**meaning: crane**) whether driven by mechanical power (**meaning Fork lift truck, mobile crane**) or otherwise (**meaning: JIB crane, Mono-rail/Goliath/semi-goliath crane, EOT Crane, Hoist, Lift**), or to give signals to driver (**meaning: slinger**)
  - vi) For slingers employed by contractor, the minimum educational qualification shall be 10th pass.
  - vii) List of all Personal Protective Equipment which shall be provided by Contractor must be furnished at the time of quoting for tender. In the event where, after award of work order, it is found that Contractor’s workmen are working without the required PPEs, BHEL reserves the right to terminate the contract OR to provide the PPEs at the cost of Contractor. The expenses so incurred shall be deducted from the running/final bills of the contractor.
  - viii) At the time of starting work, the contractor shall submit all PPEs through entries in BHEL Material Gate No-9 for such items as Face Shield, Respirators, Safety Belts, Dungarees, Welding shields etc. as relevant and mandatory for adequate safety of personnel. For other consumable nature of PPEs also, such as masks, ear-buds, muffs gloves, inspection at workplace by BHEL personnel shall confirm whether workmen are provided the PPEs and are using the same.

- ix) For items which are relevant with safe performance of work at workplace, on first day of commencement of work, the contractor shall get the signed endorsement from AGM concerned of the department where work is to be started, that workmen have been issued the relevant PPEs by contractor and that the same are being used.
- x) The Signed endorsement of this sheet shall be sent to CLC division at the time of commencement of work.
- xi) Failing to furnish this endorsed copy will result in objection for processing the running / final bill, whichever is put up first, for clearing.

**4. ENVIRONMENT: -**

- i) For any Chemicals, Paints or oils etc. that the contractor may be required to be bring inside factory, the empty drums, containers etc. shall be taken out through gate no-9 under intimation to AGM concerned of the department where work is carried out. OR will be deposited at SDX through concerned department, against SDN.
- ii) No oil, effluent or chemical etc. shall be drained in the drains or water pools inside factory.

**5. HEALTH: -**

- i) Medical certificate of current date, from local Registered doctor (MBBS) in respect of all workmen shall be furnished by contractor before starting work in BHEL.
- ii) For crane operators Medical certificate with special fitness of eye-sight & color-vision from Registered doctor (ophthalmology MBBS) shall be furnished before start of work; and fresh medical certificate shall be thereafter produced every 12 months. For an operator of 45 years and above, the same shall be furnished every 6 months of his working inside BHEL from Registered doctor (MBBS Ophthalmology).
- iii) All hired/on-contract crane operators shall be got verified by the contractor from Safety Department before deployment at any shop floor, and from time to time as required in accordance with directive of BHEL.
- iv) For such workmen as will be employed in Canteens, the contractor shall furnish Medical Certificate of fitness from Registered doctor (MBBS) stating fitness in addition to general aspects, free from any skin diseases, infectious diseases or diseases like TB, Asthma, Leprosy etc.
- v) As a general rule, no person above age 60 years shall be employed for contract work. However, if a specific skill set necessitates employing of a person above 60 years of age, the contractor shall specify this condition at the time of quoting for a tender. And BHEL reserves the right to allow / permit such a person to work inside BHEL. The necessary condition for this shall be that the contractor shall furnish a certificate (of current date) of Physical Fitness from a registered Medical doctor mentioning the age of the person to be employed. However, this may be allowed only as an exception due to skill-requirement, and not as a general practice. The permission for such exception may be granted after due consideration by an official not lower than AGM(HOD).
- vi) For all such work requiring working at heights such as chimneys, rooftops, columns of blocks etc. special medical certificate of fitness from MBBS doctor shall be furnished showing the person is free from such medical conditions as vertigo, epilepsy etc. Specific written permit shall be taken from the In-charge/HOD of that department not less than AGM, for such work.
- vii) The contractor shall follow the Permit system for all dangerous operations as governed under Factories act and State Rules.

**6. ROAD SAFETY: -**

- i) All vehicles brought inside the factory by contractor, shall have valid registration. The drivers, or operators as the case may be, shall have valid licenses. The vehicles shall be Road-worthy and Load-worthy as applicable.
- ii) Operation of Battery operated trucks (BOT) and Fork-lift trucks inside factory shall be done only by workmen who hold valid licenses for light commercial vehicles.
- iii) Maintaining road safety rules inside factory at all times is the prime responsibility of contractor's workmen. Any violation of the same shall be deemed a punishable offence in accordance with road safety rules. Any damage to the property of BHEL by any act of carelessness on road/mishap, shall be recoverable from the contractor.

**7. GENERAL SAFETY ASPECTS: -**

All Contractor's workmen shall abide by the rules & regulations of BHEL with respect to Safety, Health and Environment while inside BHEL Bhopal factory:

1. BHEL's HSE policy shall be honored at all times.
  2. PPEs shall be used as required at the work-place
  3. No unsafe act shall be indulged-in, by the workmen.
  4. Special written permission for working at heights shall be obtained by contractor.
  5. Medical clearances as required for work shall be submitted before start of work.
  6. While working at any machine tool area/dangerous operation, BOTs, Cranes etc. mobile phone usage is not allowed.
  7. No loose clothing's like shawls, mufflers, dupatta etc. should be worn near machine tools. Clothes shall be reasonably tight fitting and preclude any mishap occurrence.
  8. Smoking & consumption of intoxicating substances is prohibited at all times inside factory.
  9. No make-shift arrangements shall be made for any engineering shop-floor work.
  10. Compressed air shall not be used for area or personal cleaning/de-dusting.
  11. All stipulations of the Factories Act shall be honored and observed by contractor's workmen.
8. The following requirements are specific to the Skills, Trades and Situations as per Factories Act 1948. These have to be fulfilled by the contractor for allocating his worker(s) inside BHEL for any work awarded to him, for workers working at/on:  
*(All Factories Act & MP Rules to be fulfilled by contractor for Age, Skill, Training and Instruction for any of the below mentioned equipment, Machinery, Process)*
- 8.1 Revolving Machinery
  - 8.2 Pressure Vessels
  - 8.3 Lifting Devices
  - 8.4 Power Presses
  - 8.5 Work at heights
  - 8.6 Any confined space
  - 8.7 Electrical Equipment
  - 8.8 In the vicinity of other hazardous process/machinery

**To be signed by contractor**

(as proof of having read & agreed for compliance)