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|  | <b>OPERATIONAL CONTROL PROCEDURE</b>             | <b>Doc. No.: HSEOCP: 61A</b><br><b>Rev. No.: 00</b><br><b>Rev. Date: 27.04.2020</b><br><b>Page 1 of 3</b> |
| OCP No. : 61A                                                                     | Prevention of COVID-19 Infection in Labor Colony |                                                                                                           |

|                             |                                                                                                                                                 |              |            |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|
| <b>Purpose</b>              | ➤ To ensure necessary precautions in Labor Colony in order to prevent spread of Infectious diseases like COVID-19 among residents               | <b>Scope</b> | PS Regions |
| <b>Applicability</b>        | ➤ This SOP applies to labor colonies at project sites.                                                                                          |              |            |
| <b>Responsibility</b>       | Concerned Site In-charge / Site HSE Head/Package Head                                                                                           |              |            |
| <b>Performance Criteria</b> | Number of cases of violations from these guidelines. Violations must be recorded and compliances be done for the same immediately/ within a day |              |            |
| <b>References</b>           | ➤ HSEOCP:61 and all References therein This OCP is an Annexure to HSEOCP 61)                                                                    |              |            |

| Procedures and Controls |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
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| S No                    | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Responsibility |
| 1                       | <p style="text-align: center;"><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>a. Norms for social distancing, training/ awareness, face masks, disinfection, sanitization, gate entry, quarantine, medical, action in case of suspect COVID cases etc. as indicated in HSEOCP:61, Corporate HSE Circular BHEL:CO: SOP: COVID-19 : 01 and Govt. guidelines</li> <li>b. Each labor colony will be secured preferably by a boundary wall and gate, manned by a guard. Only workers with valid ID cards to be let inside</li> <li>c. New workers should not be allowed to enter colony without health checkup.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Agency, BHEL   |
| 2                       | <p style="text-align: center;"><b><u>Precautions for Living Rooms &amp; Common Areas in Labor Colony</u></b></p> <ul style="list-style-type: none"> <li>a. <b>Spacing of minimum 2 meters between living areas of workers inside a room may be maintained.</b> Preferably, the living area of each worker may be partitioned using sheet of cloth, plastic etc.</li> <li>b. Rooms to be properly ventilated as far as possible</li> <li>c. Sanitation to be given prime importance and personal hygiene to be promoted</li> <li>d. Outside every common facility, eg. Toilet, washroom, food hall/ canteen etc., provision of washbasin with water (flowing water preferably) and soap (preferably liquid soap) to be ensured</li> <li>e. Round markers with chalk at 1-2 meter distance to prevent crowding at each common facility like toilet, washroom, drinking water point, washing area, mess/ canteen etc.</li> <li>f. <b>Staggered shift planning</b> – In case the capacity of infrastructure and facilities like toilets, washrooms, canteen etc. is not sufficient, workers can be assigned staggered shifts so as to not overwhelm the facilities. A group can depart before the next group starts to get ready. Detailed assessment and planning in this regard is to be carried out by each concerned agency</li> <li>g. Face masks shall be worn by everyone inside the colony premises (Refer 1(a)).</li> <li>h. Sanitisation/Disinfection of all areas to be carried out regularly (Refer 1(a)).</li> <li>i. Spitting of Pan. Gutkha etc. inside the colony and urinating etc. outside the toilets to be strictly avoided</li> <li>j. Regular visits by Doctors to the labor colony can be arranged on non-working day for check-up of all workers</li> <li>k. Banning animals from labor colony: As per recent reports, Coronavirus is also spreading among animals. Hence, all animals to preferably be expelled from labour colony.</li> <li>l. Necessary social distancing to be ensured during cooking and taking food. Separate water bottles, utensils etc to be preferably maintained by each worker to prevent infection. Common cooking to be preferably avoided. In case necessary, adequate care to be taken especially w.r.t. health and well-being of the cook and maintaining proper distance during serving food/ tea etc.</li> </ul> | Agency/ BHEL   |

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| OCP No. : 61A                                                                     | Prevention of COVID-19 Infection in Labor Colony |                                                                                                           |

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|  | <p>m. Identification of <b>"COVID Wardens"</b> (CWs) by each agency for maintaining the following:</p> <ul style="list-style-type: none"> <li>i. Keeping an eye on the health of workers and report any suspected cases of fever, coughing etc. to the management</li> <li>ii. Keeping an eye on the social distancing measures in the labor colony and report any non-conformances to the management.</li> <li>iii. Educate the workers about social distancing and COVID prevention measures.</li> </ul> <p>n. <b>Training/ Awareness regarding COVID-19</b></p> <ul style="list-style-type: none"> <li>i. Workers to be instructed to maintain social distancing of minimum 1 m at all time</li> <li>ii. <b>Posters on COVID-19:</b> Sufficient Posters on COVID-19 to be ensured across the labor colony in languages understood by most workers.</li> <li>iii. All workers to be instructed to inform any suspected cases of illness (individual or others) to an emergency contact number of CW, The emergency contact numbers and CW contact numbers to be displayed at prominent locations</li> </ul> <p>o. <b>Commute to/ from Labor Colony</b></p> <ul style="list-style-type: none"> <li>i. Social distancing precautions and masks to be strictly ensured during commute between labor colony and site. Govt. guidelines on occupancy of the vehicles to be followed.</li> <li>ii. In case vehicles are used, concerned drivers to be instructed to keep a watch on the occupants following the necessary social distancing measures and wearing masks.</li> </ul> <p>p. <b>Inspection &amp; Review</b></p> <ul style="list-style-type: none"> <li>i. Daily Inspection by concerned COVID Wardens and reporting to Agency</li> <li>ii. Regular inspection by Agency &amp; BHEL</li> </ul> |  |
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**Note:**

1. Other precautions as deemed necessary by concerned sites may be ensured in order to prevent Coronavirus Infections. This OCP suggests minimum requirements. However, Sites may consider alternative actions based on feasibility and circumstances, while adhering to GOI/District Administration/Local Authority guidelines, issued from time to time for social distancing, sanitation, use of face masks, etc
2. Responsibility assignments are only indicative – to be decided at Site Level



## OPERATIONAL CONTROL PROCEDURE

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### Prevention of COVID-19 Infection in Labor Colony

Site to follow all the general safety precautions as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

| Record Title | Record No. | Location | Responsibility | Retention Period |
|--------------|------------|----------|----------------|------------------|
|              |            |          |                |                  |
|              |            |          |                |                  |
|              |            |          |                |                  |

**Verification, Corrective and Preventive Action:**

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

#### Revision History

| Revision Date | Revision No. | Old Text | New Text | Reason      | Revised by |
|---------------|--------------|----------|----------|-------------|------------|
| 27/04/2020    | 00           | -        | -        | First Issue | PSHQ-HSE   |
|               |              |          |          |             |            |
|               |              |          |          |             |            |