



MANAGEMENT INSTRUCTION

OMI 211

SITE SAFETY

REV 00

Page 1 of 5

1.0 INTRODUCTION

It is necessary to ensure safe working environment at site to all personnel in order to avoid accidents.

2.0 SCOPE

This Guideline brings out areas of work/ activities and the requirements of safety.

3.0 PROCEDURE

3.1 PREVENTIVE MEASURES

Safety measures should be taken at site in following areas.

- a) Material handling and erection
- b) During welding
- c) Against fires
- d) Against electric shocks
- e) While working at heights/ Depths

3.1.1 GENERAL

- Site –Charge shall ensure that all working areas are neat and clean. All approaches and roads are clear of obstructions.
- The sub-contractor shall take the power through proper distribution board duly earthed and with all safety fittings.

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REV 00

Page 2 of 5

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- Ensure that floors do not become slippery due to oil leakage/ spillage or any other reasons.
- Temporary electric supplies shall be laid, jointed, protected, insulated adequately to ensure safety from shock, sparking etc. All connection taken from the distribution board shall be through good quality IS marked wires/ cables. Laying cable/ wires on the ground should be avoided.
- Electric tools and machines used during erection are properly earthed to prevent electric shock.
- All the excavated pits must be barricaded suitably with danger tape.
- Vehicles engaged at site must have the proper permit and driver must carry the valid driving license.
- Entry of the children's in the working area should be strictly restricted.
- Adequate lighting shall be provided in work places.
- Proper and tested tools, tackles and lifting devices shall be used for carrying out the work.
- Safety shoes, hand-gloves and helmets where required shall be used by all Site-Staff and visitors while working / visiting at site.
- Site staff shall be aware of locations of various fire protection devices and trained in their immediate use in case of fire. These protection devices should all the time be in proper working condition by ensuring their regular maintenance.
- Proper shut down permits and circuit/ equipment earthing shall be ensured before working on electric lines/ equipments.
- At least one person at site and sub contractors personnel shall be trained in first-aid against wound, fire-burns and electric-shock. The First-aid-boxes should always be easily available in good condition at site.

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REV 00

Page 3 of 5

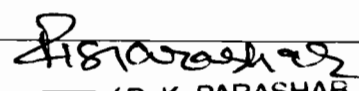
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- Site –In-Charge shall be aware of statutory aspects of accident reporting, investigation etc.
- Electric shock treatment chart shall be displayed in switchyard control room.
- Location and phone numbers of nearest medical aid centers both of general type and Intensive care unit should be displayed at visible prominent places.
- Phone number (s) of Fire-Fighting service should be prominently displayed at prominent places.

3.1.2 STORAGE

Separate storage arrangement shall be made for different items to prevent damage due to fire of costly items and wooden and other packing materials.

- Stack materials in a way to avoid congestion, leaving enough outlets for proper retrieval and attending to emergency needs.
- Transformer oil drums shall be unloaded smoothly, without dropping, and stored in open area with barricades.
- Leakage from any transformer oil drum shall be immediately stopped.
- Wooden packed cases shall be stored preferably in a shed under lock.
- Loose wooden cases, packing's are stored away and disposed-off as early as possible to avoid fire risk.
- Cable drum shall be stored in open and protected area.
- Batteries and acid shall be stored in a separate locked area exclusively earmarked for them and caution warning for acid storage shall be displayed prominently.
- Adequate fire extinguishers in proper working condition shall be provided.


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OMI 211

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REV 00

Page 4 of 5

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3.1.3 INSTALLATION

- Safety goggles for welding/ grinding shall be used by operators and observers while working.
- Proper safety belts shall be used by personnel working at heights. e.g. tower erection etc.

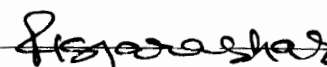
3.1.4 COMMISSIONING

- Permission from authorized engineer shall be obtained before charging the equipments/ bay.
- Any area charged or being charged shall be made known in writing to the customer, BHEL sub-contractor and other agencies working in and around the area to prevent unauthorized entry and working in such area without proper permit.
- Suitable Fire-fighting arrangement shall be made in the area where transformers, reactors etc are installed before initial energisation.
- Switchyard shall be suitably fenced and locked so that when the area is charged, entry of animals and unauthorized person is prevented.
- Proper danger sign boards shall be displayed for an electrically charged equipment/installation in English as well as the locally spoken language.

3.1.5 FIRST AID AFTER ACCIDENT

First-AID boxes and procedure shall be available at site for following accidents.

- a) Wounds/injury
- b) Burns
- c) Electric shock
- d) Fall from height


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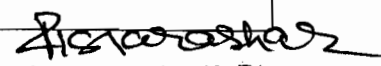
REV 00

Page 5 of 5

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3.1.6 FURTHER MEDICAL TREATMENT

When further medical treatment after first-aid is required the affected personnel shall be referred and sent to Hospital for further medical treatment


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