



## OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:50

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 50

### SANITARY MAINTENANCE

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|                             |                                                                   |              |     |
|-----------------------------|-------------------------------------------------------------------|--------------|-----|
| <b>Purpose</b>              | To ensure safe maintenance of sanitary system in eco-friendly way | <b>Scope</b> | ISG |
| <b>Responsibility</b>       | Concerned HOS / Safety co-ordinator                               |              |     |
| <b>Performance criteria</b> | No. of incidents / accidents in the area                          |              |     |
| <b>Cross reference</b>      | OHSAS : 18001 , ISO : 14001                                       |              |     |

#### PPEs & Precautions Used

|                                                                                   |                         |                                                                                   |                                                               |                                                                                     |                                                          |
|-----------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------|
|  | Insulated rubber gloves |  | Eye protection as identified in SDS must be worn at all times |  | Respiratory protection as identified in SDS must be worn |
|-----------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------|

#### Procedures and Controls

| S. No. | Activity                                                                                                                                       | Responsibility       |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1.     | The waste water from the bath-rooms and toilets are to be properly drained.                                                                    | Concerned supervisor |
| 2.     | In no case the soak pit to be made near the underground tube well or the open well.                                                            | Concerned HOD / HOS  |
| 3.     | The bath rooms and toilets be cleaned every day.                                                                                               | Concerned supervisor |
| 4.     | The toilets must have proper ventilation systems.                                                                                              | Concerned HOD / HOS  |
| 5.     | There should be sufficient spittoons and dustbins kept in every floors.                                                                        | Concerned supervisor |
| 6.     | There should be adequate ladies toilet for lady employees.                                                                                     | Concerned HOD / HOS  |
| 7.     | The canteen and the kitchen are to cleaned every day with proper disinfectants and fly proof nets are to be provided in the doors and windows. | Concerned supervisor |
| 8.     | The kitchen wastes are to be properly disposed.                                                                                                | Concerned supervisor |
| 9.     | The drinking water is to be treated before use.                                                                                                | Concerned supervisor |

Site Safety department to identify all possible Hazard Areas related to sanitary maintenance and ensure control 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 |
|--------------|------------|----------|----------------|------------------|
|              |            |          |                |                  |
|              |            |          |                |                  |



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### 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 (with sign) |
|---------------|--------------|----------|----------|--------|------------------------|
|               |              |          |          |        |                        |
|               |              |          |          |        |                        |
|               |              |          |          |        |                        |