
	INSTITUTE FOR PLASMA RESEARCH	Revision: 00
	SAFETY INSTRUCTIONS FOR CONTRACTORS OF HOUSEKEEPING/GARDENING/SUPPLY OF CASUAL LABOURS AND GENERAL ACTIVITIES	Eff. Date: 20.03.2014


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1. GENERAL INFORMATION

- 1.1** The purpose of safety instruction document is to establish, implement and execute a practical and effective method for preventing accidents, injuries and property damage.
- 1.2** This document will help contractors and their associates to recognize, evaluate and control hazardous activities within their areas of responsibility.
- 1.3** This document defines the procedure with which safety practice will be administered, identifies responsibilities and ensures control of work area safety.
- 1.4** Contract agreement signed with contractors and the provisions of this document are intended to complement each other to ensure safe working conditions.
- 1.5** The provisions of this document apply to IPR and associated centres/units/departments.
- 1.6** Throughout this document, reference to a contractor means the contractor's company and the associated subcontractors, consultants, vendors and suppliers. Reference to contractor's management means personnel responsible for managing, supervising or directing contract activities and employees.
- 1.7** Non-compliance of this document is treated as non-compliance of contract agreement that may result in warning/penalty. Willful or repeated non-compliance may result in contractor dismissal and contract termination.
- 1.8** This document for contractors is a supplementary document to statutory rules, codes and regulations having jurisdiction, and does not negate, abrogate or minimise any provisions of these rules, codes and regulations. It is intended to supplement and enforce the individual program of the contractor and to coordinate the overall safety effort. Contractors are responsible for the safety and health of their employees, subcontractors, consultants, vendors, suppliers, and visitors while in IPR and associated centres/units/departments.
- 1.9** Contractor's managers and supervisors are responsible for preventing incidents or conditions that could lead to incidents, injuries, illness or fatalities. The ultimate success of the safety program depends on the cooperation of everyone. The contractor's management must ensure that safety provisions are enforced and that effective training and education programs are employed.

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2. ROLE OF IPR REPRESENTATIVES

2.1 IPR Contract Work In-charge


The duties and responsibilities of Work In-charge shall include:

- 2.1.1 To ensure that specified requirements including safety, health, environment and security are complied.
- 2.1.2 To ensure that contractor workforce deployed is adequately qualified, trained and healthy to commensurate with the requirements of the job.
- 2.1.3 To ensure that the tools/tackles and machinery being used are properly tested, calibrated, designated and are in sound working conditions.
- 2.1.4 To take the required necessary corrective action immediately upon noticing or reported on noncompliance or any such condition which may poses a threat to safety, health or environment. In the event of repeated non-compliance, suitable action may be initiated as per the contract.
- 2.1.5 To ensure that the incidents are reported to all concerned within stipulated time frame.
- 2.1.6 To ensure availability of all the documents related to safety needed for the execution of the contract.
- 2.1.7 To ensure safe dismantling of all temporary facilities including structures, machineries, connections, etc. put up by the contractor, after completion of work.
- 2.1.8 To compile a report on the safety performance which is to be considered in future when selecting contractors.
- 2.1.9 To coordinate with IPR Safety Officer.

2.2 IPR Safety Officer

The duties and responsibilities of the Safety Officer shall include:

- 2.2.1 To assess the hazards associated with jobs in consultation with all concerned and established safe working procedures.
- 2.2.2 To undertake routine/surprise inspections of all work sites, record deviation and reporting to authorities for corrective actions.
- 2.2.3 To investigate the incidents in order to advise corrective and/or preventive action.
- 2.2.4 To impose restrictions such as temporary closure of work site or electrical disconnection of equipment in case of non-compliance. Intimating the same to the contractor.
- 2.2.5 To identify areas of operations where specialised training is required for dealing with potential dangers.


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3. ROLE OF THE CONTRACTOR

3.1 Top Management of the Contractor

The commitment of top management of the contractor towards safety is very important. Top management needs to ensure the following:

- 3.1.1 To implement safe methods and practices, deploy appropriate machineries, tools & tackles, experienced supervision and skilled workforce, etc. required for execution.
- 3.1.2 To ensure that employees and workers deployed are physically and mentally fit. They should possess requisite skill, qualification, experience etc.
- 3.1.3 To deploy qualified and trained safety supervisor, safety officers and/or safety manager reporting to site In-charge for supervision, co-ordination and liaison for the implementation of safety.
- 3.1.4 To ensure that the employees and workers have appropriate health and safety training. The certification of such training should be produced for verification, on demand.
- 3.1.5 To obtain all necessary and applicable licences, permits, and insurance policy of his employees and workers before executing any work. A copy of the same must be submitted to the relevant authority at IPR.
- 3.1.6 To ensure that all incidents (minor/major injuries, fatality, fire, property damage etc.) including near misses shall be reported to the relevant authority at IPR immediately verbally as well as in written format of IPR. Also, keep record for the same.
- 3.1.7 The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- 3.1.8 To provide personal protective equipments required for the safety and first-aid kits at worksite.
- 3.1.9 To maintain appropriate records of all employees and workers deployed to carry out the work at site.
- 3.1.10 Contractor shall not employ any labour below 18 years of age.
- 3.1.11 A photo gate pass duly approved by IPR administration shall be issued by the contractor to their personnel, employees, subcontractors, etc.
- 3.1.12 To co-operate with all the security arrangements of IPR.
- 3.1.13 Contractor may ask for clarifications required in safety related issues, whenever a need arises.
- 3.1.14 To follow and implement all the safety rules and regulations of the local bodies, state, national and international. Contractor shall also comply with all the statutory requirements and notifications, as applicable, in relation to employment of his employees issued time to time by the concerned authorities.

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3.2 Contractor Safety Officer, Safety Supervisor and/or Job Supervisor


The duties and responsibilities of the contractor safety officer, safety supervisor and/or job supervisor shall include the following:

- 3.2.1 To assess the hazards associated with work at site in consultation with all concerned and establish safe working procedure.
- 3.2.2 To establish written records of factors that can cause injuries, illness or other safety related problems.
- 3.2.3 To undertake routine/surprise inspections of all work sites to ensure compliance with safety standards, codes, rules, regulations and orders applicable to the work concerned.
- 3.2.4 To check whether the proposed working arrangements/procedures are safe and satisfactory, particularly at the interface between contractors planned work and IPR facilities.
- 3.2.5 To ensure that required guards and protective equipment are provided, used and properly maintained.
- 3.2.6 To ensure that the workers understand the working procedures for carrying out the work safety and the hazards that may be encountered.
- 3.2.7 To take immediate actions to correct any violation of safety rules observed or reported.
- 3.2.8 To ensure that appropriate warning signboards and tags are displayed.
- 3.2.9 To report each incident and/or injury in accordance with established procedures and assists during investigation.
- 3.2.10 To arrange tool box meeting daily and shall continue this process to make workmen safety conscious. To keep a constant liaison with the relevant authority at IPR on safety issues.

3.3 Contractor Employees

The duties & responsibilities of the contractor employees should include the following:

- 3.3.1 The contractors' employees must be trained for safety standards, procedure to carry out high risk job (if involved), use of Personal Protective Equipments (PPEs) in general and specific for a particular job, emergency preparedness and fire extinguisher and medical first-aid.
- 3.3.2 To perform work safely as per the job requirements/instructions and wear appropriate PPEs.
- 3.3.3 To inform promptly to their management regarding all work related incidents resulting in personal injury, illness and/or property damage, etc.
- 3.3.4 To take all necessary and appropriate safety precautions to protect themselves, other personnel and the environment.


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4. PENALTY FOR NON-COMPLIANCE

The following penalties shall be imposed on the contractor by the IPR and shall be deducted from his running/final bill.

Sr. No.	Non-Compliance/Violation of Safety Protocols/Rules/Norms	Penalty
1.	Non-use of PPE like Safety Helmet / Safety Shoes etc.	Rs. 100 per day/person
2.	Over speeding (> 30Km/Hr) / rash driving or improper parking	Rs. 100 per occasion
3.	Non-use ELCB/MCB, Use of non-standard socket, poor cable joint, laying wire/cables on floor, non-use of socket, electrical jobs by incompetent person	Rs. 200 per day/case
4.	Working at height without full body safety harness, using non-standard scaffolding and not arranging fall protection arrangement	Rs. 500 per day/case
5.	Handling of compressed gas cylinders without trolley and double gauge regulator, Improper keeping/storage of gas cylinder	Rs. 200 per day/case
6.	Use of domestic LPG for cutting purpose.	Rs. 200 per day/case
7.	No fencing/barricading of excavated/open areas.	Rs. 200 per day/case
8.	No provision of firefighting equipment during hot works. Use of firewater for purpose other than firefighting.	Rs. 200 per day/case
9.	No reporting of Nearmiss/First-aid/Injury/Property damage/Minor fire etc. incidents	Rs. 500 per case
10.	Poor Housekeeping	Rs. 200 per day/case

Safety Officer or any other officer authorized by IPR will report safety violation to the concerned Engineer In-charge for imposing necessary penalty. Engineer-in-charge shall ensure that the penalty amount has been deducted from the running bill of contractor. Imposing any penalty for violation of safety norms does not absolve the contractors from their contractual obligation/responsibility. Contractor shall be fully responsible for any accident and/or injury to their employees or property due to violation of safety norms.


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5. GENERAL SAFETY PROVISIONS

5.1 Personal Protective Equipment

The contractor is responsible to provide all necessary standard make (ISI marked) personal protective equipment (PPE) suitable to give sufficient protection against hazards involved in their work / job to their employees, as per the job requirement and insist/enforce their staff to put on the same while at works and ensure that the PPEs are properly used and maintained in a condition suitable for immediate use. The contractor shall have sufficient stock of various PPEs to avoid any shortage of supply and shall take adequate steps to ensure proper use of equipment by those concerned. The ongoing work is liable to be stopped at any time if the contractor's staff is found working without PPEs.

- 5.1.1 All persons employed at site shall use safety helmets. For other types of works, persons working in that area shall also use safety helmets, if advised by Safety Engineer/Engineer-In-Charge.
- 5.1.2 Persons engaged in welding and gas-cutting works shall use suitable welding face shields. The persons who assist the welders shall use suitable goggles. Protective goggles shall be worn while chipping and grinding.
- 5.1.3 All persons working at heights more than 2.5 m above ground or floor and exposed to risk of falling down shall use full body safety harness, unless otherwise protected by cages, guard railings, etc. In places where the use of safety harness is impractical, suitable net of adequate strength fastened to substantial supports shall be employed.
- 5.1.4 When workers are employed in sewers and inside manholes, which are in use, the Contractor shall ensure that the manholes are opened and are adequately ventilated at least for an hour. After it has been well ventilated, the atmosphere inside the space shall be checked for the presence of any toxic gas or oxygen deficiency and recorded in the register before the workers are allowed to get into the manholes. The manholes opened shall be cordoned off with suitable railing and provided with warning signals or caution boards to prevent accidents. There shall be proper illumination in the night.
- 5.1.5 The following is the list of various PPEs to be used for various works/worksites,


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List of Safety Equipments

Sr. No.	PPE	Purpose
01	Industrial Safety Helmet	For protection of head against falling objects or during fall of person from height.
02	Safety Goggles (Grinding, Welding, etc).	For protection of eyes against flying particles / dust, chemical splash, spark, arc, flashover etc.
03	Face shield	For protection of face against flying particles / dust, chemical splash, spark, arc, flashover etc.
04	Ear plug / Ear muffs	For ear / hearing system protection while working in high noise level area.
05	Apron (PVC /cryo/Cotton)	For body protection against chemicals, oils, cryogenics, sharp edged objects, heat, hot objects etc.
06	Gloves (Nitrile/Leather, cryo, Electrical shock proof)	For protection of hands against chemicals, oils, cryogenics, sharp edged objects, heat, hot metals/objects, electricity etc.
07	Safety Shoes	For protection of leg/feet against falling objects, sharp edged objects, heat, hot metals/objects,, electricity etc.
08	Full body safety harness/ Rope /Life line/ Fall prevention system etc.	For fall prevention while working at heights or in depth, working in vessel or in confined space.
09	Dust Respirator	Protection of respiratory system against dust.
10	Self-contained breathing apparatus (SCBA) set	Working in oxygen deficient areas.

5.2 House Keeping


- 5.2.1 The Contractor shall at all times keep his work spot, site office and surroundings clean and tidy from rubbish, scrap, surplus materials and unwanted tools and equipment so as not to create unsafe condition or fire hazard.
- 5.2.2 Welding and other electrical cables shall be properly routed.

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- 5.2.3 No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public.
- 5.2.4 Cleaning of the work area at the end of the day and upon completion of work is a part of the job.
- 5.2.5 The Engineer-in-charge has the right to stop work if the Contractor fails to improve upon the housekeeping after having been notified.

5.3 Fire Safety

- 5.3.1 All necessary precautions shall be taken to prevent outbreak of fires at the site. Adequate provisions shall be made to extinguish fires, if it still breaks out.
- 5.3.2 Quantities of combustible materials like timber, bamboos, coal, paints, etc., shall be kept minimum in order to avoid unnecessary accumulation of combustibles at site.
- 5.3.3 Containers of paints, thinners and allied materials shall be stored in a separate room which shall be well ventilated and free from excessive heat, sparks, flame or direct rays of the sun. The containers of paint shall be kept covered or properly fitted with lid and shall not be kept open except while using.
- 5.3.4 Fire extinguishers shall be located at the site at appropriate places.
- 5.3.5 Adequate number of workmen shall be given education and training in firefighting and extinguishing methods.

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6.2 Incident Reporting Form

(This form is to be filled and submitted for all incidents except near miss to safety section within 72 hours from the incident time)

A. PERSONNEL INFORMATION


Name of Injured:		PR No.:
Group:		Contact No./ Ext. No.:
Incident Site:	Employee Category: <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Project Employee <input type="checkbox"/> Contract <input type="checkbox"/> AMC <input type="checkbox"/> TPIA <input type="checkbox"/> Service Provider/Vendor <input type="checkbox"/> Other Category	

B. CATEGORY OF INCIDENT

First aid case	
Medical case	
Asset/Equipment/Property damage	
Vehicle incident	
Fire	
Fatal Accident	

C. INCIDENT INFORMATION

Date / Time of Incident	Date/Time Reported To Group Leader
Person Reporting Incident	
Incident Description:	
Injury / Illness Description:	

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D. TREATMENT INFORMATION

Treatment Description		
Treatment Administered By	Date Of Treatment	Time Of Treatment
Phone No of clinic / hospital	Name of Clinic/Hospital:	
Pl. attach medical officer's prescription for medical treatment: -	Released from Hospital Date / Time: -	

E. INITIAL CORRECTIVE ACTION INFORMATION

Immediate Causes of incident:
Initial Corrective actions taken 1. 2. 3.

Prepared By:

Sign:
Name:
Designation:
Date:

Reviewed By:

Sign:
Name:
Designation:
Date: