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

1. PURPOSE:


The purpose of this protocol is to establish, implement and execute a safe and effective program for the prevention of incidents that may cause injury to persons or damage to the property. The specified responsibilities remain with the contractor for compliance.

2. SCOPE:


- 2.1 This protocol shall be considered minimum requirements necessary for all works performed inside the Institute for Plasma Research (IPR) and associated centres/units/departments.
- 2.2 All the contractor while at IPR and associated centres/units/departments work site are required to ensure that themselves, their workers and employees, sub-contractors, suppliers, vendors and visitors, must comply with the provisions of this protocol.
- 2.3 The contractor shall review and educate their workers and employees about the stipulations of this protocol.
- 2.4 This protocol is in addition to the responsibility of the contractor towards safety, health and environmental compliance envisaged under law, code or statutory requirements.

3. PROTOCOL:

- 3.1 The contractor has to provide appropriate Personal Protective Equipments (PPE) like safety shoes, safety helmets, goggles, hand gloves, full body safety harnesses, etc. as required for safety of themselves, their workers and employees, sub-contractors, suppliers, vendors and visitors at site. All PPE must conform to relevant Indian and/or International Standards. These should be maintained in recommended condition by suitable storage, maintenance and inspection. IPR shall have right to examine the PPE and determine their suitability, reliability, acceptability and adaptability.
- 3.2 The contractor shall provide and maintain proper illumination, fencing, guards, stairs, ladders, scaffolding, warning signs, caution boards, etc. as required to ensure safe working conditions at site.
- 3.3 The contractor must adhere to the requirements of Safety, Health and Environment (SHE) Policy of IPR, salient features of which are:
 - a. Continual improvement in its Safety, Health & Environment Performance,
 - b. Conservation of natural resources,
 - c. Waste minimization,
 - d. Compliance with applicable statutory and regulatory requirements,
 - e. Creating safety & environmental awareness to its employees and associates.

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- 3.4 The contractor has to ensure to employ only persons who are fit and skilled in the work to be performed.
- 3.5 The contractors themselves, their workers and employees, sub-contractors, if any, shall comply with the instructions given by the Safety Officer or his authorized nominee or IPR's representative regarding safety precautions, protective measures, housekeeping requirements, etc. IPR shall have the right at his sole discretion to stop the work, if the work is being carried out in such a way that it may cause accidents or harm to the workers or damage to the equipments. Contractor shall get the unsafe condition removed and report to IPR.
- 3.6 The contractor should ensure that water, fuel and energy are used judiciously. The water & power points must be closed / put off when not in use.
- 3.7 Good housekeeping practices must be followed strictly.
- 3.8 The contractor must not interfere or disturb electric, fuses, cables and other electrical equipments belonging to IPR or another agency under any circumstances whatsoever unless expressly permitted in writing by IPR.
- 3.9 Contractor shall arrange adequate facilities for first aid, medical aid and treatment for his staff and workers engaged on the work site.
- 3.10 The contractor has to fully be responsible for the behaviour and conduct of themselves, their workers and employees and sub-contractors. Any cost of loss or damage to client's property caused by contractor's employees or workers will be recovered from the contractor.
- 3.11 In case of any accident that occurs during the maintenance/ fabrication/erection or associated activities undertaken by the contractor thereby causing any minor or major or fatal injury to themselves, their workers and employees, sub-contractors due to any reason, it shall be the responsibility of the contractor to promptly inform IPR's Work in-charge and Safety Officer in prescribed form of IPR. This should also be informed to statutory authority, if required, under the applicable laws. The contractor shall maintain a register of accidents.
- 3.12 In case the contractor fails to fulfil statutory requirements, IPR shall have the right to withhold contractors payments till the requirement are fulfilled.
- 3.13 The contractor shall plan his activities so as to avoid interference with the assignments of other departments and contractors at the site. In case of any interference, necessary coordination must be sought by the contractor from IPR for safe and smooth working.
- 3.14 All necessary precautions shall be taken to prevent outbreak of fires at the site.
- 3.15 The contractor shall issue photo identity card for themselves, their workers and employees, sub-contractors to be deployed at site. They are required to be displayed prominently during the period of their stay within IPR and associated centres/units/departments.
- 3.16 The contractor shall obtain gate pass from IPR and associated centres/units/departments for entries and exists of all materials and equipments.

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- 3.17 Smoking and eating/chewing of tobacco is strictly prohibited at site.
- 3.18 Any person under the influence of any intoxicating beverage, even to the slightest degree shall not be permitted at work site.
- 3.19 Person below the age of 16 years must not be employed for any work at site. But, it is always suggested to employ the person of minimum 18 years old.
- 3.20 IPR may from time to time, add or amend to these protocols and issue directions.
- 3.21 The contractor shall comply with Safety Instructions as laid down in as per Annexure-I.