



HSE Management System Manual For Vendors

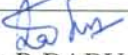
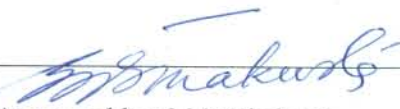
Doc. No. IS/HSE/Vendor

Site Safety Plan

CONFORMATION TO BE GIVEN BY VENDORS ALONGWITH TECHNICAL OFFER

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	20. List of Applicable Statutory / Regulatory requirements
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Checklist / Formats : Available at BHEL Site for use	
IS-QII-4-409/010	SAFETY DECLARATION BY SUB-CONTRACTOR
IS:HSE:CL01	CHECK LIST FOR WORKING AT HEIGHT
IS:HSE:CL02	CHECK LIST FOR HOUSE KEEPING
IS:HSE:CL03	CHECK LIST FOR SCAFFOLDING
IS:HSE:CL04	CHECK LIST FOR GENERAL SAFETY INSPECTION
IS:HSE:CL05	CHECK LIST FOR HEAVY MATERIAL HANDLING EQUIPMENT INSPECTION
IS:HSE:CL06	CHECK LIST FOR ARC WELDING TRANSFORMER
IS:HSE:CL07	CHECK LIST FOR DC ARC WELDING GENERATOR

Note:

1. This Site Safety Plan is to be used at all Sites. Project Specific Details and Site Organization Chart are to be added in Section -1.
2. The Checklists provided are to be used and maintained as records.
3. These documents and records are verifiable for compliance under Quality & HSE systems.

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1. Details of Project

1.	Name of the Project & Site	
2.	Job Number	
3.	Customer	
4.	Overall Scope of work: Design / Supply / Installation	Civil Structural Mechanical Electrical & Instrumentation Others
5.	Project Schedule	Starting Date: Completion Date:
6.	Erection & Commissioning Machinery / Tools / Instruments Required:	
7.	Sub-Contractor Details	Name of the Sub-contractor Job order No.: Duration of Completion:
8.	Name of Vendor's Residence Manager	Attach Site Organization Chart Will be furnished on award of Contract
9.	Designated Safety Officer of Vendor	Will be furnished on award of Contract

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2. HEALTH, SAFETY & ENVIRONMENTAL POLICY OF BHEL ISG (TO be adhered by the VENDOR)



The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment to all employees as an integral part of business performance and strive towards zero accident through:

- Compliance with applicable Legislation and Regulations.
- Promoting the objective to minimize waste generation and to conserve/reduce/reuse resources such as raw materials, water and power.
- Enhancement of Environmental, Safety and Occupational Health awareness amongst employees, customers and suppliers by proactive communication and training.
- Continual improvement through periodical review of EMS and OHSAS to ensure its suitability, adequacy and effectiveness.
- Regular evaluation and proactive measures for prevention of accidents/ occupational diseases.
- Communication of HSE Policy to all employees and interested parties.
- Coordination with concerned agencies/regulatory bodies engaged in Occupational Health, Safety & Environmental activities.

3. Roles of Site Personnel :

Resident Manager:

- Ensuring that Health, Safety, Environment Management System (HSEMS) requirements are implemented and maintained at sites in consultation with BHEL Resident Manager. He shall have commensurate authority and organisational freedom in that regard.
- He shall report on the performance of the HSEMS to the BHEL Resident Manager for review.
- Identification and evaluation of Environmental Aspects & Impacts, Occupational Health & Safety Hazards and assess Risks at Site.

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Duties & Responsibilities of the Designated Safety Officer at Site:

- To advise on safety aspects to all personnel at site including vendor's sub-contractors.
- To carry out Site safety inspection in order to observe the physical conditions of work and the work practices and procedures followed by Sub-contractors and to render advise on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by sub-contractor's personnel.
- To organize / verify the availability of personal protective equipment
- To investigate select accidents
- Co-ordinate hazard and risk management
- Furnish Safety Declaration to BHEL Resident Manager.
- Impart Safety Training to all site personnel including sub-contractors working at Site in consultation with BHEL Resident Manager.

4. Safety Awareness & Training:



Safety Awareness and consciousness among workers, supervisors and executives is imparted by the Designated Safety Officer of BHEL / Sub-contractor. This is done by way of following.


- Talk on Safety issues as per Site Safety Plan
- Posters and Notices at prominent places
- Display of warning boards
- Creating awareness and response for emergencies like Fire, Shock, accidents, dangerous occurrences and on First-aid, Emergency assistance agencies and their contact telephone numbers etc.
- Use of Personnel Protective Equipment

5. Site Safety Inspection:

Designated Safety Officer will inspect the site on Daily basis

- To identify unsafe conditions and unsafe actions by the labourers and bring to the notice of Resident Manager. The main objective of the Daily Inspection is to rectify the potentially dangerous situations and avoid occurrence of any incident.
- To suggest suitable remedial action to correct the unsafe conditions / acts.
- To use appropriate checklists to verify and record the safety observations.

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6. Emergency Preparedness and Response Plan:



- Use the **Emergency Preparedness and Response Plan IS/HSE/EPR/01** available at site to be followed
- First aid kits are to be kept in the site office or the locations in the vicinity of work place. The kit is to be maintained. Records of FIRST AID treatment given to be maintained in a register.
- Whoever first notices the accident occurrence shall immediately notify the same to Designated Safety Officer / Other BHEL executives.
- Determine the area of accident and organize for evacuation of the personnel.
- Organize for sending the injured person to nearby First-aid / Health Center / Hospitals depending on the emergency.
- In the event of fire organize for extinguishing the fire using the apparatus available and for major fire notify the local / nearby Fire Station.

7. Electrical Safety Inspection:

- All the electrical distribution system, sub system, relevant protection unit at electrically powered machines and tools are inspected periodically including earthing at two points, to avoid electrical shocks.
- Checklist for House keeping and General safety inspection is to be followed for periodical inspection.
- For safe operation all the Electrical portable tools and devices are connected with Earth Leakage Circuit Breaker (ELCB) protection at Distribution Board and continuity of earth connection is to be ensured.
- The ELCBs are tested periodically and records of such tests are maintained.
- After each inspection the filled up check list date wise is to be retained by Resident Manager.

8. Transportation and Material Handling Equipment:

- Checklist of Inspection of Material Handling Equipment shall be used and records are to be maintained.

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9. Erection of equipment:

- Erection Manual is to be followed during erection of equipment.
- SAFETY MANAGEMENT AT ERECTION SITES
- Checklists provided by BHEL, shall be used and records are to be maintained.

10. Commissioning of equipment:



- The instructions given in Commissioning Manual are to be followed during Commissioning of Standard equipment.
- Wherever Checklists are provided, the same shall be used and records are to be maintained.

11. Use of Personal Protective Equipment (PPE):

- Personal Protective Equipment shall be provided by Vendor for all workers, labour and other site personnel during construction.
- The PPE in use shall conform to IS or other relevant standard and the same shall be discarded in case it is damaged or worn out. The specification of PPE is available with BHEL site & HQs for reference.

LIST OF required Personnel Protective Equipment (PPE) to be maintained at site

HEAD PROTECTION	<ul style="list-style-type: none">• Industrial Safety Helmet• Leather Cap
FACE PROTECTION	<ul style="list-style-type: none">• Plastic face Shield,• Welding Hand Shield,• Welding Head Shield.
EAR PROTECTION	<ul style="list-style-type: none">• Ear muff / plugs
EYE PROTECTION	<ul style="list-style-type: none">• Goggles,• Welding filter lens
BODY PROTECTION	<ul style="list-style-type: none">• Aluminised suit,• Fire proximity suit,• Apron,• Safety Belt,• Pant & Jerkin,• Cotton coverall,• Over coat,

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	<ul style="list-style-type: none">• Gloves,• Barrier cream,• Hand cleanser,
FOOT PROTECTION	<ul style="list-style-type: none">• Kevlar Safety Boots,• Gum Boots (Knee Boots),• Safety Shoes,• Cotton socks,• leather leg guard.
NASAL PROTECTION	<ul style="list-style-type: none">• Cloth & Paper respirator (Dust & Mist),• Chemical fume respirator,• Welding fume respirator,• Canister gas mask,• Air line respirator,• Self breathing apparatus.

12. Housekeeping:



- **The Site Safety Plan** document Reference No. IS/HSE/SSP/01 available at BHEL site office is to be followed regarding the Housekeeping of materials, equipment. Scraps etc. during construction.
- The Housekeeping Checklist IS:HSE:CL02 available in this document shall be followed and records are to be maintained.

13. Accident Investigation and Reporting: To be followed as per BHEL Guidelines given below in consultation with BHEL & Customer:

GUIDELINES FOR RESIDENT MANAGERS ON CONTRACT LABOUR, SAFETY & ACCIDENT REPORTING SYSTEM

CONTRACT LABOUR

- 1) Form V under Contract Labour (Regulation and Abolition Act) may be arranged from the customer, who is the principal employer, in the name of sub-contractor directly and ensure that the sub-contractor shall obtain licence under Contract Labour (Regulation and Abolition Act).
- 2) Ensure PF coverage in respect of all the contract labour deployed by our sub-contractors.

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- 3) Ensure ESI coverage, wherever applicable, in respect of all the contract labour deployed by our sub-contractors.
- 4) Ensure gate pass issued by the customer to all the contract labour deployed by our sub-contractors
- 5) Ensure Insurance coverage in lieu of Workmen's Compensation in respect of all the contract labour deployed by our sub-contractors.
- 6) Ensure payment of minimum wages, bonus, gratuity and other statutory payments to the contract labour

SAFETY

- 7) Ensure compliance of all safety measures/aspects by sub-contractors.
- 8) Ensure usage of PPEs as per the safety norms for each work / site by BHEL employees and persons engaged by the sub-contractors.
- 9) Ensure compliance of safety aspects envisaged in HSE Management System Manual.

ACCIDENT REPORTING SYSTEM

- 10) In case of major accidents resulting in serious bodily injury or death, report the same to Business Manager, DGM (HR), etc. at HQ immediately.
- 11) If the accident happened to any contract labour, please obtain a letter from the contractor regarding the accident and forward the same to the customer after obtaining concurrence from HQ.
- 12) In case of Fatal Accident to contract labour, local Police shall be informed by the contractor under intimation to you.
- 13) In case of Fatal Accident to BHEL employee, local Police shall be informed by the Resident Manager under intimation to HQ.
- 14) Obtain the concurrence and approval of Business Manager & DGM(HR) before signing any Accident Notice Forms under the Factories Act or Form EE under Workmens Compensation Act, etc. or any other documents related to the accident.
- 15) In case of Fatal Accident to contract labour, ensure contractor shall arrange for postmortem and other formalities and hand over the body to the relatives.



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- 16) In case of major accidents resulting in serious bodily injury or death to contract labour, Resident Manager shall forward the prescribed Form (Notice of Accidents or Dangerous Occurrences Resulting in Death or Bodily Injury under the Factories Act Rules of the state in which site is situated) filled and submitted by the sub-contractor to the Customer for onward transmission to the Assistant Labour Commissioner and other concerned Authorities within the prescribed time limit.
- 17) In case of major accidents resulting in serious bodily injury or death to BHEL employee, Resident Manager shall fill and submit the prescribed Form (Notice of Accidents or Dangerous Occurrences Resulting in Death or Bodily Injury under the Factories Act Rules of the state in which site is situated) to the Customer for onward transmission to the Assistant Labour Commissioner and other concerned Authorities within the prescribed time limit.
- 18) Contact Resident Manager / HR executive of Power Sector Site at the same location, if available, and take their assistance, in case if they had already handled a similar accident case at the same location.
- 19) Ensure providing the details like age (date of birth), wages of the person met with an accident and injured or expired.
- 20) Ensure depositing of Workmens Compensation amount decided by the authority under The Workmens Compensation Act with the Commissioner of Workmens Compensation by the contractor or their Insurance Company.
- 21) Inform HQ regarding the payment of Workmens Compensation to the dependents of the person expired through the authorities.

HSE ACCIDENT / INCIDENT REPORTING

- 22) Strictly comply with section 17.0 of HSE Management System Manual in respect of Accident / Incident reporting system
- 23) Submit the Accident / Incident Report format to HQ immediately after occurrence of accident.
- 24) Submit the Accident / Incident Investigation Report format to HQ after completion of the investigation

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14. Protection against Fire

- The GENERAL SAFETY INSPECTION Checklist - IS:HSE:CL04 available in BHEL Site shall be followed and records are to be maintained.
- **FIRE FIGHTING PLAN** Extract from: Chapter 4 – Internal Appliances of Fire Protection Manual Issued by Tariff Advisory Committee Bombay as elaborated below is to be followed for finalizing the requirement of fire extinguishers at site. **(Please refer point No. 18 below.)**

15. Protection against Noise

- The Equipment used at Construction site must follow the acceptable ambient noise level as detailed below in **NOISE STANDARDS**.

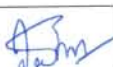

16. Welding Sets

- Whenever Welding sets are brought by the contractor to site, the healthiness of the equipment is to be checked and inspected and the record is to be maintained as per the checklist IS:HSE:CL06 and CL07 available at BHEL site..

17. Civil / Structural Work

Wherever Civil work is involved the following work instructions / checklist are available at BHEL site to be referred and followed.

- **Work Instructions for Civil Work at Site** – IS:CW:01, Rev:01, Dated 04.09.1996.
- Safety Management at Construction Site Document no. IS/HSE/SSM/01, Rev.00 Dated 11.06.1996
- Checklist for Scaffolding IS:HSE:CL03
- Checklist for Working at Height IS:HSE:CL01
- Formats for Field Quality Plan IS:CW:01, Rev.02, Dated 15.05.1997.

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18. FIRE FIGHTING PLAN

Extract from: Chapter 4 – Internal Appliances of Fire Protection Manual Issued by
Tariff Advisory Committee Bombay.



Class of Fire	Suitable type of appliances
A. Fire in ordinary combustible (wood, vegetable, fiber, paper etc.)	Chemical extinguishers of soda acid, gas / expelled water and anti-freeze types and water buckets.
B. Fires in flammable liquids, paints, grease, solvents etc.	Chemical extinguishers of Foam, Carbon Dioxide and Dry powder type and sand buckets.
C. Fire in gaseous substances under pressure	Chemical Extinguishers of Carbon Dioxide and Dry Powder Type.
D. Fire in reactive Chemicals, active metals	Special type of Dry Powder extinguishers and sand buckets.
E. Fire in electrical equipments.	Chemical Extinguishers of Carbon Dioxide and Dry Powder Type and sand buckets.
Clause 4.1.3.2	One 9 litre Water / Sand Bucket for every 100 sq.metre area
Clause 4.1.3.5.1	One no. of Not less than 2 kg, Dry Powder CO ₂ extinguisher within 15 metres of apparatus for rooms containing electrical transformers & switchgear.
Clause 4.1.3.5.2	One no. 5 kg, Dry Powder CO ₂ extinguisher within 15 metres of Motors / other Electrical equipment.

The following example will illustrate the method of determining the number of fire extinguishers required to give adequate protection for a given property:

Light engineering workshop (light hazards).

Area: 315m X 112m = 35300 sq.m

Type of fire:

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1. Class A Fire due to normal combustibles
2. Class B Fire due to existence of spray painting process and storage of flammable liquids
3. Class E Fire due to two electrical DB and motors

Number of appliances

Basic protection

353 buckets and
59 water type extinguishers
OR

90 Water type extinguishers if buckets are dispensed with.

For Class B fires 2 Water type extinguishers are replaced by 2 Foam Extinguishers.

For Class E fires 6 Dry Powder Extinguishers are provided. Thus the total no. of fire extinguishers are

Water type: 88



Foam type: 2

Dry powder type: 6

TOTAL 96

Reference Standards for Fire Extinguishers:

Sl.No.	Standard / Year	Description
1.	IS940 : 1989	Specifications of Portable fire extinguisher, water type (gas cartridge)
2.	IS2171 : 1999	Specifications of Portable fire extinguisher, Dry powder (Cartridge type)
3.	IS2878 : 1986	Specifications for Fire extinguisher, Carbon Di-oxide Type (Portable & trolley mounted)
4.	IS10204 : 2001	Specifications of Portable fire extinguisher, mechanical foam type
5.	IS10658 : 1999	Specifications for Higher capacity Dry powder Fire extinguisher (Trolley mounted)
6.	IS13385 : 1992	Specifications for Fire extinguisher, 50 capacity wheel mounted water type (Gas Cartridge)
7.	IS13386 : 1992	Specifications for Fire extinguisher, 50 l capacity, mechanical foam type

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8.	FPM / June 1995	Fire Protection Manual (Part-I) By Tariff Advisory Committee
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19. NOISE STANDARDS

NOISE : (Ambient standard)

Area Code	Category of Area	Limit in dB (A) Leq	
		Day time (6 AM to 9 PM)	Night time (9 PM to 6 AM)
A	Industrial area	75	70
B	Commercial area	65	55
C	Residential area	55	45
D	Silence Zone	50	40



Silence Zone is defined as area upto 100 metres around such premises as hospitals, educational institutions and courts.

Source: EPA Notification [G.S.R. 1063(E), DT. 26th Dec.1989

Domestic appliances & Construction equipment acceptable noise level:

Sl.No.	Type of Appliances	Standard dB(A)
1.	Window Air-conditioner to 1 Ton to 1.5 Tons	68
2.	Air Coolers	60
3.	Refrigerators	46
4.	Diesel Generators for Domestic Purpose	85-90
5.	Compactors (Rollers) Front Loaders, Mixers, Crane movable, Vibrators and Saws	75

Source: EPA Notification [G.S.R. 742(E), DT. 30th Aug.1990

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20. List of Applicable Statutory / Regulatory Requirements:

Sl.No.	Standard	Applicable or Not
1.	Indian Electricity Rules, 1956	Yes/ No
2.	The Electricity Act, 2003	Yes/ No
3.	The Indian Electricity Act, 1910	Yes/ No
4.	The Motor Vehicle Act, 1988	Yes/ No
5.	The Central Motor Vehicle Rules, 1989	Yes/ No
6.	The Gas Cylinder Rules 2004	Yes/ No
7.	The Environment (Protection) Act, 1986	Yes/ No
8.	The National Environment Tribunal Act 1995	
9.	The Noise Pollution (Regulation & Control) Rules, 2000	Yes/ No
10.	Battery (Management and Handling) Rules, 2000	Yes/ No
11.	Ozone Depleting Substances (Regulation and Control) Rules, 2000	Yes/ No
12.	Pollution Control Act, Rules and Notifications, September 2001	Yes/ No
13.	Pollution Control Law – Environmental Standard for Ambient Air, Automobiles, Fuels, Industries and Noise – July 2000	Yes/ No
14.	CBIP Guidelines	Yes/ No
15.	Contract Labour (Regulation and Abolition) Act, 1970	Yes/ No
16.	Factories Act, 1948 with relevant state rules	Yes/ No
17.	The Buildings And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Act, 1996	Yes/ No
18.	The Inter-state Migrant Workmen (Regulation Of Employment And Conditions of Service) Act, 1979	Yes/ No
19.	The Child Labour (Prohibition and Regulation) Act, 1986	Yes/ No
20.	Minimum Wages Act, 1948 with relevant state amendments	Yes/ No
21.	Payments of Wages Act, 1936	Yes/ No
22.	Payment of Bonus Act, 1965	Yes/ No
23.	Payment of Gratuity Act, 1972	Yes/ No
24.	Employees' State Insurance Act, 1948	Yes/ No
25.	The Employees' Provident Funds And Miscellaneous Provisions Act, 1952	Yes/ No
26.	Fatal Accidents Act, 1855	Yes/ No
27.	The Personal Injuries (Compensation Insurance) Act, 1963	Yes/ No
28.	Workmen's Compensation Act, 1923	Yes/ No
29.	The Industrial Disputes Act, 1947	Yes/ No
30.	Environmental Standards for TPP	Yes/ No
31.	The Indian Boilers Act, 1923	Yes/ No
32.	Tariff Advisory Committee - Insurance	Yes/ No
33.	Hazardous goods TAC	Yes/ No

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21. SAFETY DECLARATION BY SUB-CONTRACTOR

1. Name of Sub-contractor
2. Work Order No.
3. Nature of work
4. Project
5. Number of workers deployed
Category:
 1. - Nos.
 2. - Nos.
 3. - Nos.
 4. - Nos.
6. Number of workers attended safety induction training.
7. Safety appliances issued to workmen
Name of the appliances:
 2. Safety Helmet
 3. Safety Boots
 4. Hand gloves
 5. Safety belts
 6. Safety goggles
 7. Dust masks
8. First Aid box provided at site
9. Safety clearance taken from concerned authority for starting the job.
10. Sand and water provided at the welding station
11. Fire extinguishers provided at site

Signature of sub-contractor with seal

Date:

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