

Doc Ref: Safety/SPEC/001

SCOPE OF WORK AND SPECIFICATION

**A. Minimum Qualification and Experience of Safety Officers required:**

A Diploma in Engineering along with a diploma in Safety Engineering / Construction Safety / Diploma in Fire and Safety from a government approved institution. Minimum 2 Years Experience in handling Safety related issues at a large Construction sites / Thermal Power Plants.

**B. Scope of Work to be carried out by Safety Officers: (Acceptance to be given in writing) :**

1. To assist Site incharge in the Pre-employment Screening of Contractor Employees.
2. To assist Site incharge in the identification & implementation of Occupational Health related Management Programmes (OH MP)
3. To assist Site incharge in the compliance of Operation Control Procedures (OCP) related to Occupational Health, Safety.
4. To conduct create awareness on all applicable Statutory Requirements in relation to safety matters among contract labours.
5. Designing Site Specific Safety Management Plan.
6. Ensuring relevant Safety Documents are available at Site through interaction with HQ through Site incharge
7. Finalizing list of Safety Documents to be generated from Site.
8. To assist Site incharge in the continuous identification of Hazard / risk and its analysis.
9. Advise site-in-charge on safety related issues and submit weekly reports to Site-incharge on activities / compliance of safety norms.
10. Ensuring and conductance of regular Tool Box Meeting.
11. Conducting periodic training to BHEL / Contractor's employees on Fire Fighting System, Accident prevention, proper use of tools & tackles, Demonstration on use of PPEs, Electrical safety Systems, Good Safety Practices at Site and the essence of all the applicable Statutory Requirements.
12. Conducting periodic Safety Audit at Site as per IS and International Standards / Periodic Safety Meeting and the required follow up actions.
13. To ensure regular Site Safety reporting to HQ
14. Planning for on Site Emergencies and emergency preparedness plan in coordination with Customer.

15. Conducting mock drill once in six month to ensure preparedness in case of emergency like fire, accident etc.
16. Assisting Site incharge in the design of Storage areas from Safety angle.
17. To assist in Customer specific Safety assignments if any.
18. To assist Site incharge in the formation of Safety / Fire Safety Committees.
19. To participate and witness the Inspection & Testing of Tools & Plants conducted by approved / competent agencies.
20. To assist Site incharge in identifying & executing Management Programmes (MP) in Safety
21. To assist Site incharge in the compliance of Operation Control Procedures (OCP) related to Safety
22. To assist Site incharge in the continuous identification of Aspect / Impact and Its analysis
23. To assist Site incharge in the identification & implementation of Environmental Management Programmes (EMP)
24. To assist Site incharge in the compliance of Operation Control Procedures (OCP) related to Environment
25. To assist Site incharge in the identification and implementation of resource and Energy Conservation practices
26. To assist Site incharge to adopt Pollution Control measures wherever possible
27. To maintain/ verify with contractors statutory records, documents and to make available them as and when called for by the statutory authorities like labour commissioner, inspector of factories etc.
28. To assist Site incharge in case of any unfortunate accidents including liasioning with statutory authorities.
29. Maintenance of statutory / legal documents, Registers, Dairy with regard to requirement at site as well as required under BHEL HSE Manual.

**C. Other Requirement :**

1. Contract Period: The requirement is initially for 12 months extendable up to Twenty Four months from the date of first HSE services provided at the first site.
2. Payment will be made within 30 working days after receipt of invoice with required supporting documents. Invoices shall be sent along with certification of attendance, duly certified by our RM/ Representative. The above charges include the visit of expert once in three months if requested by us. All payments will be made from our HQ through NEFT / EFT. Necessary details like bank Account No., etc., to be provided by you for effecting the EFT payment.
3. Bachelor accommodation and transport arrangement will be provided by BHEL-ISG.
4. All the postings of Safety officers will be to Projects sites which are spread all over India. No other charges towards deployment of Safety officers will be borne by BHEL-ISG.
5. Working hours and working days are as per normal working hours and normal working days as followed by BHEL-ISG at site.
6. Documentary proof to be given with regard to service tax registration, PF, ESI as applicable.
7. Generally HSE Engineer need not stay beyond working hours. But, in case site need the services and to stay beyond working hours, it is expected to render services at no extra payment. However, compensatory off can be availed by the individual within the contract period calculating the total hours over and above the first two hours beyond normal working hours. Working on holidays declared by BHEL –ISG site office can also be compensated by availing off with the prior permission of the site incharge.
8. In addition to the above, 15 days of leave for a period of one year (1.25 day for every completed calendar month) can be availed by the Safety Officer in a single spell / more , with the approval of Site incharge.
9. For absence beyond the holidays and eligible leave, charges will be deducted on prorata basis (considering 30 days/PM), of payment including accommodation and transportation charges as the case may be.
10. The deployment of Safety Officers to be made within 15 days of the receipt of LOA by you.
11. The PPE's required for the safety officer shall be provided by the Agency.
12. In all cases, decision of BHEL is final and binding all contractual requirement. Enquiry terms & conditions with regard to the letter mentioned in the Scope of Work form part of the contract.
13. To address the issue of continuity of individuals at site, an industry standard package must be offered by the agency to safety officers. A minimum of Rs 20,000/- per month may be considered for payment to each safety officer. The agency shall provide proof of payment made to safety officers.