



SAFETY REGULATIONS

For

CONTRACT WORKS

FACT/UC/F&S/SRFC; Rev 0
30-July -2022

Contents

1. GENERAL.....	2
2. SAFETY TRAINING	2
3. CLOTHING.....	2
4. MEDICAL FITNESS.....	2
5. INTOXICATING DRINKS & DRUGS AND SMOKING	3
6. MOTOR VEHICLE MOVEMENT.....	3
7. RESTRICTION OF MOBILE PHONES.....	4
8. PERSONAL PROTECTIVE EQUIPMENT (PPE).....	4
9. HOUSEKEEPING	4
10. WORK PERMIT SYSTEM.....	4
11. WORKING AT HEIGHT	5
12. CONFINED SPACES.....	5
13. EXCAVATION	6
14. COMPRESSED GAS CYLINDERS.....	6
15. GAS CUTTING EQUIPMENT	7
16. CONTRACTORS EQUIPMENTS AND MACHINERY.....	7
17. USE OF OWNER'S EQUIPMENT	7
18. USING LIFTING TOOLS/ TACKLES / MACHINERIES.....	8
19. ELECTRICAL SAFETY	8
20. FIRE SAFETY	10
21. EMERGENCIES	10
22. UNSAFE ACTS / CONDITIONS	11
23. REPORT ON ACCIDENTS /INCIDENT/ NEAR MISSES.....	11
24. QUALIFICATION AND EXPERIENCE OF MANPOWER TO BE EMPLOYED	11
25. PERSONAL CONDUCT	12
26. SPECIAL SAFETY CONDITIONS.....	12
27. FINANCIAL DETERRENT FOR VIOLATION OF SAFETY NORMS BY CONTRACTORS.....	13
<i>ANNEXURE -I</i>	16
<i>ANNEXURE -II</i>	17
<i>ANNEXURE -III</i>	19

1. GENERAL

All contractors shall comply with OWNER's Safety and Security Regulations set forth herein. These regulations are applicable for performing any work in FACT Udyogamandal Complex and any facilities belonging to FACT- UC

Contractor shall be bound by all the Safety provisions as per Indian Standards Institution, The Petroleum Act 1934, The Factories Act 1948, The Kerala Factories Rules 1957, The Gas Cylinder Rules 2016, The Indian Electricity Act and such other Acts, Rules and Regulations formulated by Local, State or Central Governments and other statutory bodies from time to time.

In addition to statutory rules and regulations applicable, Safety Practices to be followed in FACT Udyogamandal Complex are being described in this document for strict observance. The CONTRACTOR shall be held responsible for all lapses of these rules by his sub-contractors/employees.

2. SAFETY TRAINING

All Contractors, Contract supervisors, Contract labours and Drivers/ Helpers of Hazardous goods transportation vehicles shall undergo Fire and Safety Induction Training before the issuance of gate passes by the CISF.

The contractor shall submit a duly filled training request form (Annexure I) to the safety department. The training date will be informed by the safety Dept. All contract employees shall appear for refreshment training after the due date.

3. CLOTHING

All contract employees are forbidden to wear loose dresses like dhotis, saree, neckties scarfs and loose shawls inside the factory premises

4. MEDICAL FITNESS

The contractor shall employ only medically fit personnel for any work and the medical fitness certificate from a registered medical practitioner shall be submitted to the concerned Officer-in-Charge and Security department while taking an entry pass

The contractor shall submit the fitness certificate from a registered medical practitioner for the workers who are involved in working at a height of more than 30 metres using temporary structures and confined spaces. (Annexure-2 Pre-placement medical examination record)

5. INTOXICATING DRINKS & DRUGS AND SMOKING

- a. The Contractor shall ensure that all personnel working for him comply with the “No-Smoking” requirements of the Owner as notified from time to time. Cigarettes, lighters, auto ignition tools, torches or appliances as well as intoxicating drugs, dry tobacco powder, etc. shall not be allowed inside the factory premises
- b. The Contractor shall not allow any workmen who are under the influence of alcohol/drugs or any other intoxicating substances to carry out any work at FACT UC.
- c. The violators of above rules shall be sent of the premises immediately with temporary barring from entering the premises for two weeks.

6. MOTOR VEHICLE MOVEMENT

The contractor shall ensure that all traffic regulations and Motor Vehicle Rules are complied while driving inside the factory premises. In addition following rules shall also be followed. All vehicles shall carry only the number of passengers authorised to travel as per rules.

- a. Speed limit
The speed limit for all vehicles inside the factory premises is 20 km/h.
- b. Parking
All vehicles of contractors shall be parked in such a way that it doesn't create hindrance to the movement of fire tender and other vehicles. No vehicle shall be parked in front of fire station, hydrants and monitors etc. Vehicles shall be parked only in designated parking area and shall not be parked in plant premises.
- c. Safe Load
Vehicle shall carry only the load it is authorized to carry as per rules. Goods carried shall be properly secured so that they will not accidentally fall off /spill while vehicle is in motion. Goods shall not protrude beyond the platform of the vehicles carrying the goods, if protruding a red flag / red light (at night) shall be provided at the tail end of the protruded object.
- d. Passengers in Vehicles
No person shall be allowed to travel by sitting / standing / lying on the goods. Tractors/ Forklift etc. shall not be used for transporting personnel.
- e. Spark Arrestor
All vehicles shall be fitted with spark arrestor before entering the company premises.

7. RESTRICTION OF MOBILE PHONES

Use of non-intrinsic safe mobile phone and other wearable items like smart watch, ear phones etc is strictly prohibited in company premises. Contractor has to take clearance from CISF and safety department in case of using intrinsically safe mobile phones.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Helmet, safety shoes, required PPEs and proper dress codes are mandatory to enter company premises, all contract workers shall wear YELLOW coloured safety helmets.

Contractor shall provide his workers PPEs required to carry out the work free of cost. PPEs shall be conforming to the relevant Indian standard.

In addition to the above requirement, any PPE which is required for safe execution of the job as per recommendations from Engineer-in-charge or Safety officers or any authorised person of that area shall also be used/ supplied by contractor to his workers. All PPEs used by contract workers shall be inspected periodically for any damages and replaced by contractor if found damaged.

Apart from respiratory apparatus (BA set & Canister Mask), if the contractor utilises any other PPEs issued by the safety Dept, FACT UC, Contractor will have to pay charges as per laid down procedure. In case of damages or loss of any materials / equipment provided by FACT on loan/returnable basis, same shall be recovered from the contractor's bill at the rate decided by FACT.

9. HOUSEKEEPING

The contractor should ensure proper housekeeping of worksite. All the scrap materials to be removed to scrap yard regularly. Materials and equipment should be stored in a safe and orderly manner so that they will not block exits to roads, buildings, aisles, passages and approach to fire fighting equipment such as fire hydrants, fire hoses and fire extinguishers or areas where emergency safety showers, electrical switch panels, manual call points and switch rooms are located.

10. WORK PERMIT SYSTEM

All works carried out in the company premises must be covered by a valid work permit issued by an authorised / competent person of the area. Presently permit system available are Cold work Permit, Hot work Permit, Work at higher elevation Permit/ Height Work Permit, Confined space work Permit, Excavation work Permit, Radiography work Permit, Electrical energizing/ de-energizing Permit.

All the Seven types of Work Permits are currently in electronic format and print out of the same will be issued upon approval, the print out shall be kept at site by contract supervisor and shall be shown to the safety officer for verification.

Note: For radiography work permit the contractor shall submit details of source along with decay certificate at Safety department and get prior approval of the Senior Manager (F&S). Before commencement of the work contract supervisor shall submit the serial number in the torch and decay chart for verification by the shift safety officer. The contractor shall be responsible for the safe storage and handling of any radiographic sources.

If there is any road cutting, the contractor shall submit a copy of the permit to safety department by stating the location of road cutting and get clearance.

11. WORKING AT HEIGHT

a. Scaffolding

Construction of Scaffolding shall be as per IS: 3696, scaffold clamp shall be used for scaffold erection. Use of any other material, such as coir, binding wire and plastic rope for scaffold erection shall not be permitted. Using materials such as bamboo, wooden poles, wooden platforms etc. for scaffolding is strictly prohibited

b. Ladder

Ladder used shall be of standard material like wooden/steel and be sufficiently strong conforming to IS: 3696 (Part 2). Ladder shall be secured at both end with ladder clamp, Ladder shall be in good condition.

c. Personal protective equipment's

Good quality full body harness with double lanyard conforming to relevant Indian standard shall be used for height works. If the anchoring point for safety harness is not available, provision of lifeline is mandatory. If the lifeline is a wire rope then the diameter shall be more than 8 mm and in case of Polyvinyl or polyamide lifeline, the diameter of the rope shall be more than 16 mm.

d. Isolation of the working area

While carrying out work at height, the area under the work shall be barricaded and proper sign board written as "HEIGHT WORK IS IN PROGRESS" shall be displayed to prevent unwanted access of other personnel.

12. CONFINED SPACES

a. Confined Space Entry Permit

Confined space entry permit shall be obtained from the area-in-charge prior to commencement of the jobs such as entry in to process vessels, storage tanks, reactors, sumps, ducts and excavations beyond 1.2 meters of depth etc. Contractor

shall maintain a register of personnel entering the confined space. The same shall be displayed at the entrance.

- b. Personal protective equipment: PPEs advised by Safety department to be used while commencing work at confined space.
- c. Only 24 volt DC electrical equipment shall be permitted to use inside confined spaces.
- d. Additional precautions advised by Safety department are applicable to commence work inside confined space considering the hazardous nature of the confined space.

13. EXCAVATION

All safety precautions as per IS: 3764 shall be followed while carrying out excavation. Contractor shall obtain clearance from Electrical, Instrumentation, Civil and Process departments before starting the work. He/she shall also ensure that the excavation does not damage any existing underground cables, pipelines, foundation of adjoining buildings or structures etc. Wherever possible excavation shall not be close and deep as to undermine safety of any adjoining building or structure.

When excavation work is to be undertaken, the contractor shall start digging manually to locate the buried utilities (water line, cables etc.) and thereafter use mechanical means. Cables scanning using instruments will be required in areas around high voltage cables.

The contractor shall maintain sufficient angle of repose during excavation, shall also provide battering and shoring wherever required to prevent collapse of edge of excavation.

The contractor shall arrange protective fencing / hard barricading with warning signal around excavated pits, trenches. Soil heaps shall keep at least 1.5M away from the edge or distance equal to the depth of pit (whichever is more).

14. COMPRESSED GAS CYLINDERS

Compressed gas cylinders shall be kept (both full & empty) in upright position and shall only be handled in trolley only.

Gas cylinders shall not be left at site after completing the work; it shall be shifted to the designated areas provided in plants before leaving the site. Compressed gas cylinders must never be stored or placed near hot equipment or lines. They must be protected against direct sunlight, high temperatures and contact with electrical circuits.

Storage and handling of gas cylinders shall be as per the regulations of gas cylinder rules 2016.

15. GAS CUTTING EQUIPMENT

Gas cutting equipment shall conform to relevant Indian standard, approved flash back arrestors are to be provided on both cylinder and torch side. Contract supervisor shall ensure that all the parts of gas cutting equipment such as pressure gauges, regulator, hose and torch shall be in good working condition before starting the work. Contract supervisor shall conduct regular inspection of the unit for any damage.

Hoses used for oxygen gas and fuel gas shall be of two different colours. Two stage regulators with two gauges are mandatory. Oxygen gas and other gas hoses should be without any joint. If joint becomes essential, only approved connector with jubilee clips to be used. Hoses should not be wound over the cylinders.

Contractor has to ensure the availability of suitable fire extinguisher with each Welding and gas cutting set.

Equipments shall not be left at site after works; it shall be kept at designated locations of the plant or in contractor's workshop/store.

16. CONTRACTORS EQUIPMENTS AND MACHINERY

All the tools and tackles, lifting machines and gas cylinders shall get certified by a competent person and a copy of test certificates shall be submitted and got approved from Safety department. The tools and tackles, lifting machines, gas cylinders and other equipment's shall be inspected by the contract supervisor on a daily basis before the use. Contractor Name, Equipment Identification No. shall be printed on all the equipment. Equipment's safety systems shall not be tampered or bypassed.

Maintaining shed inside factory for storing tools and tackles, permission from competent authority shall be obtained. Permission will be against the work orders only. Contractors shall submit a declaration about the items stored inside their shed. The store shall be subjected to inspection of Safety and Maintenance dept with the presence of Contractors. If anyone is not allowing to inspect shed, the same shall be break opened in the presence of CISF after giving notice to contractor. If any contractor is not having any contracts inside FACT UC for 2 years from the date of completion of last contract, he/she shall vacate the shed.

Under no condition shall any CONTRACTOR'S personnel tamper with or use any property belonging to the FACT- UC without obtaining prior sanction from the Engineer in charge/ authorized person of area concerned.

17. USE OF OWNER'S EQUIPMENT

Owner's equipment must not be handled or tampered with by contractor's employees. Owner may grant permission to contractor to operate his equipment, if conditions so

require. Contractor shall not use Owner's equipment and tools without obtaining permission from Owner's representative.

18. USING LIFTING TOOLS/ TACKLES / MACHINERIES

The crane, lifting tackles, slings, D shackles, etc. used for the work at site shall comply with the statutory requirement and shall accompany with valid test certificates duly approved by statutory authority. Copy of the test certificate shall be submitted to the Engineer-in-Charge before commencement of site work. Safe work load and copy of the test certificate shall be displayed on the crane. Load chart shall be always available inside the crane. The cranes and all types of vehicles shall be fitted with reverse horns. Contractor shall not bypass safety switches/fittings such as hoist limit switch, boom limit switch, safe load indicator etc.

The operator/driver of crane / hydra shall possess HMV driving license and valid licence from statutory authority to operate crane/hydra.

19. ELECTRICAL SAFETY

- a. Safety precautions stipulated in IS 5216 and CEA regulations 2010 shall be adhered to while carrying out electrical works.
- b. In no circumstances the contractor shall be permitted to interfere with fuses and electrical equipment's belonging to the owner or other contractors.
- c. Earth Leakage Circuit Breaker (ELCB)/Residual Current Circuit Breaker (RCCB) of suitable rating shall be provided in the Electrical Distribution board of contractor's installation as per statutory requirement. The ELCB shall be checked once in a month for short term/shut down jobs.
- d. All distribution boards and plug tops shall of industrial type only. Domestic type power boards, double adapters, 3 pin plug adapters and homemade power boards shall not be used.
- e. All hand lamps shall be of 24 volts rating connected using 3 core double insulated flexible cables. The third core shall be used for earthing the hand lamp.
- f. All Electrical DBs and switchboards shall be standard industrial type, identifiable with Contractor's name displayed on it and cleared by Electrical dept.
- g. Flexible cables for portable lamps, tools, and apparatus shall be regularly examined, tested periodically and maintained to ensure safety and protected against mechanical damages.
- h. Unless certified as double-insulated, electrical tools must have the casing grounded.
- i. For getting electrical connections to the Contractor's equipments he shall give a written request to Electrical Shift in charge and satisfy him that the equipment is in good condition. And shall inform the in charge about maximum current rating, voltage and phase of the appliance. Permission for power connection will not be

- granted until Owner/Engineer -in-charge is satisfied that the appliance is in good working condition and proper earthing connection provided.
- j. Only authorized persons shall carry out operation and maintenance of electrical systems.
- k. Work permit and isolation of the electrical system before taking up the work must be ensured.
- l. Do not overload electrical equipment. Do not fit make shift fuse wire.
- m. All electrical equipments like wires, switch board etc. shall be protected against rains or leaking water lines etc. in wet condition switches shall not be operated until it is dried up properly. Switches, starters shall be placed well above ground level.
- n. All welding jobs shall be properly earthed in work spot. Do not use structural earth.
- o. After the completion of work, please inform electrical dept. for power disconnection.
- p. All welding sets shall be double earthed with suitable capacity cables.
- q. The contractor shall bring power distribution boards, cables of sufficient length, power tools and other electrical equipments of adequate rating and capacity for the successful completion of work.
- r. All temporary connections to distribution boards, welding sets, power tools, etc. shall be given from industrial type sockets available at different locations in plant area. The contractor shall bring industrial type plugs of suitable rating for availing temporary connections.
- s. No work must be carried out on any live equipment. The equipment must be made safe and a work permit issued by Technician in Charge shall be taken before any work is carried out.
- t. Electrical tools shall be checked to ensure that the supplied voltage is comparable to the machine's design. Where required, electrical tools shall be properly earthed. High speed rotating equipment's such as grinders shall be fitted with protective guards. Power tools shall never be left operating unattended. Spark arrestors shall be fitted to all equipment exhausts where a risk of combustible gases in the atmosphere exists.
- u. Contractor shall ensure the following General safety precautions in electricity:
- Proper protective equipment's shall be used.
 - Check for defective cables, loose joints in conduits, damaged fuse boxes, loose pins, faulty sockets, and defective earth wire.
 - Use right type of tools for the jobs.
 - After maintenance of flameproof fittings, ensure that the fittings meet requirements of flameproof standards.
 - Power supply cable shall be laid normally underground from source to the work place whether permanent or temporary.

- Jointing of cable shall always be made using proper junction box and flameproof junction box when in hazardous areas even in case of temporary connections.
- All equipments LT or HT which are likely to cause hazard shall be turned off and segregated. All base terminals etc, shall be insulated. Rubber mats shall be used for LT/HT switch room, where applicable.
- Proper earthing shall be provided for all electrical items and effectiveness of earthing shall be checked from time to time.
- Electrical items shall be handled after isolation and care shall be taken to identify and replace damaged electrical items. Guard wire shall be provided for A/G HT wires.
- Ensure all fuses are of good quality and conform to correct ratings. Use MCB's as far as possible.
- Electrical maintenance workmen working around a wet area near a fuse box must use wooden platform with rubber mat, insulated tools and rubber boots.
- The contractor shall bring adequately rated switch board / junction box, fitted with ELCB and other safety devices for getting temporary electrical connections to portable tools, lighting supply etc.
- No electric cable in use by other Contractor/Owner will be disturbed without prior permission. No weight of any description will be imposed on any such cable and no ladder or similar equipment will rest against or be attached to it.
- All equipments shall be properly earthed, and cables properly insulated and connected.

20. FIRE SAFETY

The contractor shall take all necessary precautions to prevent outbreak of fires at the site. Handling and storage of flammable materials shall be as per the regulation of the company.

Permission must be obtained from concerned authority prior to CONTRACTOR'S personnel drawing water from the owner's fire water network. After the requirement of water is over, it shall be COMMUNICATED to the Fire station.

For storing flammable / explosive materials permission from safety department shall be obtained and storage shall be in compliance with all applicable rules.

All hot work sites shall have suitable type and number of fire extinguishers. If needed, fire extinguishers will be provided from fire station-petro against the work order upon request of the contractor.

21. EMERGENCIES

On hearing the emergency Siren or reporting any emergency (Fire, Acid spillage, oil spillage, gas leak, etc.) contractor's personnel shall safely stop their works and

proceed to the nearest assembly point. Before recommencement of the work, they should obtain clearance of Engineer in charge/ authorized person of the area.

Before commencement of any work contractor's personals shall identify following;

- i. Assembly point close to the location of the work.
- ii. Location of MCPs (Manual Call Points), Safety Showers & pond, Fire extinguisher and ambulance point number close to the area of work.

22. UNSAFE ACTS / CONDITIONS

No contract workers shall carryout unsafe acts or disregard of normal safe working practices. Any unsafe acts / conditions pointed out by any FACT employees or from Fire and Safety Department shall be immediately corrected.

The Safety Department is empowered to suspend any activity of the Contractor or his workmen and send them out if they fail to follow safe system of work with information to concerned Department Head.

Any contract personnel involved in violation of safety norms will be charged with fine as indicated in the Financial Deterrent norms of FACT.

23. REPORT ON ACCIDENTS /INCIDENT/ NEAR MISSES

- a. All accidents/ incidents shall be reported to Safety department through concerned engineer-in-charge / shift-in-charge immediately after occurrence.
- b. Medical treatment for injured Contractor's personnel will be entirely the responsibility of the Contractor. However, if required, emergency first aid treatment will be given at OHC.
- c. If any injured contract personnel fails to report back on duty in 48 hours after incident, status of the injured personnel and the date of return to duty shall be informed to Engineer-in-Charge and Safety Department.
- d. The contractor's personnel shall also report all near miss incidents at the work site to and Safety department through the near miss reporting boxes.
- e. All Accidents/ Incidents/ First Aid cases shall be reported to Safety department in prescribed format (accident report) though engineer in charge within 24 hrs.

24. QUALIFICATION AND EXPERIENCE OF MANPOWER TO BE EMPLOYED

- a. If a contractor is employing less than 30 employees, he shall designate one dedicated supervisor as a safety steward. For every 30 persons or more, contractor shall appoint one qualified safety steward (Diploma in industrial safety or equivalent qualification such as NEBOSH etc). In addition to above contractor shall also appoint one safety officer for every 100 workers. Safety officer shall have Diploma in Industrial Safety or any equivalent qualification from Government Recognized Institute and minimum 2 years of relevant industry experience. In

both the cases, the contractor must specify in writing the name of such persons to the engineer in-charge.

- b. Contractors shall deploy only experienced and qualified supervisors and workmen, who are well conversant with the Safety Regulations of FACT-UC.
- c. Also supervisors shall have sufficient knowledge of English language to understand Work permit system, work instructions, drawings and they should be able to assimilate the safety training inputs provided by FACT-UC Safety Officers.
- d. Past experience must be for same type of job for which the supervisors would be engaged.
- e. Contractor's skilled workmen like riggers, scaffolders, welders, fitters, crane operators, other specialized equipment operators like hydro-jetting, shot blasting, use of jacks, diamond cutting etc must have sufficient past experience and skills on relevant jobs.
- f. All workmen shall be capable of following instructions and training.

25. PERSONAL CONDUCT

The following activities / behaviours on the part of Contractor's personnel are strictly forbidden:

- a. Entering the factory premises while in possession of any type of weapons.
- b. Fooling on the work, mock fighting or fighting within the factory premises.
- c. Gambling within the factory premises
- d. Contractor's personnel shall not pick up quarrel or get into arguments with FACT employees/consultants'/ other contractor's personnel/ any other persons.
- e. Contractor's employees shall furnish / submit their security pass to Safety department whenever asked to do so, and failing which it will be considered as violation of safety regulations.

26. SPECIAL SAFETY CONDITIONS

1. Contractor shall maintain a register to record name of the persons engaged at a particular site on a daily basis.
2. Contractor supervisors and workers shall always carry their entry passes with them and it has to be produced on demand.
3. Contract personnel shall not use Plant areas, Pump houses, cable cellar rooms, substations, etc. for changing clothes, taking food, resting, etc.
4. The contractor shall notify FACT UC of his intention to bring on site any equipment or container holding liquid or gaseous fuel or other substances, which might create a hazard. The Owner will have the right to prohibit the use of such equipments or to prescribe the conditions under which such equipment may be used.
5. No workers/ contractors shall take rest or have food from plant premises. Sleeping and sitting below equipments/machines or in plant premises are not allowed.
6. Safety Department have the right to seize equipments, tools or PPEs used by contractors inside FACT which are non-standards or unsafe to use.

7. In addition to the Safety Regulations for Contract works, contractor shall follow all instruction of Safety department.

27. FINANCIAL DETERRENT FOR VIOLATION OF SAFETY NORMS BY CONTRACTORS

All contractors working in FACT Udyogamandal Complex have to strictly follow safety and security regulations. Contractors who are violating safety norms while executing the job will be penalized financially. Apart from financial deterrence, serious violations shall result in temporary or permanent de-listing and barring of the contractor. Penalty amount for violation / non adherence of various safety norms is given below.

CODE	Violation	Penalty Amount
SV-01	Working without proper Authorization / Permit	Rs.1000/- per case & holiday listing of 3 years if repeated.
SV-02	Violation of any of the conditions specified in the permit	Rs.500/- per permit
SV-03	Failure to keep work permit/ site reference copy at site.	Rs.500/- per case
SV-04	Working at height without safety belt./ Arrangement as required	Rs 1000/- per person per case.
SV-05	Not wearing Mandatory PPEs or wearing defective PPEs	Rs.500/- per person per case.
SV-06	Not following dress code inside Factory premises.	Rs. 200/- per person per case.
SV-07	Non-use of ELCB or use of faulty ELCB , using poor joints of cable, using naked wire without top plug into the socket , laying wire/cables on the roads, carrying out electrical jobs by incompetent person/Any unsafe activity on electrical equipment	Rs 1000/- per each case.
SV-08	Over speeding of vehicles, rash driving, wrong side parking, wrong side driving, not wearing seat belt or any other road safety violation.	Rs.500/- per case
SV-09	Unauthorized parking of contractor's vehicles/cranes inside the factory. Parking vehicles/cranes beyond the allotted time/date without parking permission after the completion of work.	Rs.500/- per case/day
SV-10	Non usage of trolley, flash back arrestor in gas cutting equipment or using damaged	Rs.500/- per item per case

CODE	Violation	Penalty Amount
	hoses for gas cutting	
SV-11	Unauthorised Use of Mobile phones inside the company.	Rs.1000/- per each case
SV-12	Carrying or use of prohibited material like match box, cigarette, tobacco, lighter and other ignitable materials	Rs.1000/- per each case
SV-13	Leaving gas cylinders unattended in site after completing work	Rs.200/- per day/item/person
SV-14	Use of non-certified lifting tools and tackles	Rs.100/- per day/item/person
SV-15	Failure to report accidents / incidents	Rs.300/- per day/item/person
SV-16	Intoxication / smoking inside company	Rs.1000/- per day/item/person Along with temporary barring of person from entering company for two weeks
SV-17	Any other serious violation of safety and security norms.	Rs.1000/- per day/item/person
SV-18	Accidents inside factory premises with damages to property*	

**The compensation for the damages caused will be decided by company and amount will be deducted from the bill*

First violation - warning
Second Violation - fine
Third Violation - barring of the personal

Notes:

The above penalties will be applicable for all the contracts jobs carried out inside the factory and covered by FACT HSE norms / work permit system.

Person will be sent out from the company premises in case of violations more than 3 times.

In case of frequent penalties for a particular contractor, necessary action such as holiday listing / delisting will be taken.

Implementation of above financial penalties for violation of HSE norms does not absolve contractors from their responsibilities to take at all times due and proper precautions to avoid injuries and accidents.

Contractors shall own the full responsibility for any accident and injury to any of the workers or to any person or persons or property arising due to violation of HSE norms by contractors even though financial penalty is not applied for such violation

Sample of Financial Deterrent Acknowledgment Form is attached as *Annexure III*

Fine amounts of safety violations will be deducted from the bills of contractors.

Signature :
Name of Contractor :

ANNEXURE -I
TRAINING REQUEST FORM

Name of Contractor

W O No:Details of work.....

Sl No	Details	Stamp size photo	Remarks
1.	Name:		
	Date of Birth:		
	Aadhar No:		
	ESI / Insurance No:		
	Emergency Contact No:		
	<input type="checkbox"/> Contractor <input type="checkbox"/> Supervisor <input type="checkbox"/> Worker		
2.	Name:		
	Date of Birth:		
	Aadhar No:		
	ESI / Insurance No:		
	Emergency Contact No:		
	<input type="checkbox"/> Contractor <input type="checkbox"/> Supervisor <input type="checkbox"/> Worker		
3.	Name:		
	Date of Birth:		
	Aadhar No:		
	ESI / Insurance No:		
	Emergency Contact No:		
	<input type="checkbox"/> Contractor <input type="checkbox"/> Supervisor <input type="checkbox"/> Worker		
4.	Name:		
	Date of Birth:		
	Aadhar No:		
	ESI / Insurance No:		
	Emergency Contact No:		
	<input type="checkbox"/> Contractor <input type="checkbox"/> Supervisor <input type="checkbox"/> Worker		

One stamp size photo shall be submitted in safety department with name written on back side for the purpose of training card. Safety Training will be on Saturdays except on national holydays. Form Shall be submitted in safety department 3 days prior to training day.

Signature & Seal of Contractor

Signature & Seal of Safety Officer

ANNEXURE -II
PRE-PLACEMENT MEDICAL EXAMINATION RECORD

Date:

Name :	D.O.B :
Sex : M / F	Reg. No. :
Post :	Dept. :

. I. GENERAL EXAMINATION

1.Height :	2. Blood Group :
3. Weight :	4. BMI
5. Chest : a) Normal : b) Expansion :	6. Past History of : a) HTN : b) Asthma : c) Others : d) Present Symptoms :
7. Skin :	
8. Lymph Nodes :	9. Habits : a) Alcohol b) Smoking c) Others
9. Thyroid :	

10. Eyes : a) Acuity of vision : b) Colour vision : c) Titmus Vision Testing :	Family History
11. Ear, Nose, Throat	
12. Oral Cavity Teeth	

II. SYSTEMIC EXAMINATION

1.CVS	Pulse :	B.P :	-Hearts Sounds Murmur
2. RS -	Lung - <u>For work at confined spaces</u> :Pulmonary Function Test		
3. AS -	Liver - Spleen Hernia		
4.CNS - <u>For work at height</u> Romberg's test : Straight line walking test : Tandem walking test :			
5.Genito - Urinary SystemExternal Genitalia			
6. Locomotor System..... ImpairmentDeformities			

III INVESTIGATION

1. Routine :	2. Special
a)Urine :	a) X-Ray Chest
b)Blood :	
3. Investigations :	
ECG :	Blood Bio-Chemistry:
4. Conclusion	
Examining Medical Officer	

ANNEXURE -III



The Fertilizers and Chemicals Travancore Ltd.
Udyogamandal Complex

Financial Deterrent Acknowledgment Form

Date: .../...../..... Time: Location:

Name:

Training Card No:

Contractor:

WO No:

Violation:

.....

.....

.....

.....

.....

Amount:

SIGNATURE OF SAFETY OFFICER

ROUTING: SM (F&S) / CONCERNED DEPT. DGM / DGM (FIN)