



SAFETY REGULATIONS
For
TRANSPORTATION CONTRACTS

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

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1. GENERAL

All contractors shall comply with OWNER's Safety and Security Regulations set forth herein. These regulations are applicable for performing any works in FACT Udyogamandal Complex. The contractor shall ensure that all state traffic regulations and Motor Vehicle Rules are complied while driving inside and outside the factory.

a. **Inspection & Training**

All vehicles transporting hazardous materials shall undergo the safety inspection at FACT-UC for getting the entry pass. During the inspection, details mentioned in section 3 shall be produced.

All Driver / Helpers shall attend safety trainings at FACT-UC for getting an entry pass.

Validity of vehicle inspection will be 3 months and Safety Trainings will be one year. If any accident happens / modifications are made to the vehicle it shall undergo safety inspection before filling or loading hazardous goods.

b. **Dress Code**

Drivers & helpers shall wear shirts & pants inside FACT-UC. Lungi/dothi & Shorts / Half trousers are not allowed.

c. **Speed limit**

The speed limit for all vehicles inside the factory premises is **20 km/h**.

d. **Parking**

Vehicles shall be parked at designated places only. Do not block roads or create hindrance for other vehicles and shall not leave vehicles unattended. Vehicles should not be parked at road turnings, in front of fire station and fire fighting equipment's. Parking in both sides of the road is prohibited.

e. **Safe Load**

Vehicle shall carry only the weight of load it is authorized to carry as per law. Load carried in trucks shall be properly secured so that they will not accidentally fall off / Spill while vehicle is in motion.

All the trucks, tippers shall be properly covered while transferring sand, gravel, Sulphur, rock etc. in order to avoid spillage. Goods shall not protrude beyond the platform of the vehicles carrying goods. If protruding a red flag / red light (in night) shall be provided at the tail end of the protruded object.

f. **Passengers in Vehicles**

All vehicles shall carry only the number of passengers authorised to travel as per law. No personnel shall be allowed to travel by sitting on the loads. Tractors/ Forklift etc.

- g. The body of the tipper lorry should always be lowered before driving the vehicle. Reversing the vehicles should not be carried out in unauthorised areas.
- h. TREM card issued from Safety Department after successful completion of safety inspection shall be kept in truck for ready reference and shall be submitted to fire force or police in case of an emergency.
- i. The contractor shall arrange for workmen compensation insurance / registration under ESI act as applicable.

j. Spark arrestors

The vehicles entering FACT UC should have spark arrestors attached to the exhaust. No vehicles shall be allowed to enter without spark arrestors.

k. Mobile phones.

Uses of mobile phones are strictly prohibited in premises of FACT UC. If any use of mobile phones is observed action will be taken such as seizure of the device and will be penalized financially.

l. Fire fighting equipment

Vehicles carrying Ammonia and Benzene should maintain a fire extinguisher with a valid test certificate.

m. Combustible Materials.

The drivers & helpers in the truck should not carry materials such as match sticks, mosquito coils, incense sticks, cigarettes, lighters etc. If found using or possessing these materials will be immediately seized and disciplinary action will be taken.

n. PPE

All the PPEs present in the trucks should be in proper condition. Not wearing PPEs or wearing defective PPEs will be penalized financially.

2. Standard operating procedure

All drivers and helpers shall strictly follow the standard operating procedures mentioned at the loading & unloading points.

Other than mandatory PPEs (Safety Helmet and Safety Shoe) following work specific PPEs shall be worn by helpers and drivers during loading and unloading operation.

- a. Chemical goggles
- b. PVC Suit with Hood

- c. PVC Gloves
- d. Gumboot

3. Documents or details to be submitted

a. Truck

1. Explosive License (if applicable)
2. Certificate of fitness
3. Road tax
4. Insurance
5. Pollution-free certificate
6. Certificate for the transportation of hazardous chemicals

b. Driver/Helper

1. Driving License (with valid hazardous licence)
2. ID proof details of helper
3. Police clearance certificate
4. Affidavit stating there are no history of accidents inside any other industries.

Date of Validity of vehicle pass will be the date of validity of any document of vehicle which expires first. The documents shall be renewed on time and submitted at FACT UDYOGAMANDAL COMPLEX for pass extension.

4. In case of accident

In case of accident the driver or helper or contractor shall inform FACT UC immediately and the contractor shall immediately arrange an empty tanker/truck to transfer the load and crane/hydra if necessary at their own cost.

5. Disciplinary actions in case of safety violations

- I. For First violation (with respect to degree of violation) warning will be given.
- II. In case of repetition of violation, a fine amount will be deducted by FACT UDYOGAMANDAL COMPLEX from the bill.
- III. In case of repeating the violation for the third time he/she will be blacklisted at all installations of FACT for a period of 1 year.
- IV. For any accidents inside FACT UC premises, in addition to the fine amount, the contractor shall be responsible to pay compensation decided by M/s FACT to rectify the damages caused.

6. 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. The penalty amount for violation / non-adherence of various safety norms is given below.

CODE	VIOLATION	FINE
TSV-01	Over speed (more than 20 Km/Hr) in side Factory premises, rash driving, wrong side parking, wrong side driving, not wearing seat belt or any other road safety violation.	Rs. 500/- per day/item/person
TSV-02	Not following dress code inside Factory premises.	Rs. 200/- per day/item/person
TSV-03	Not wearing PPEs or wearing defective PPEs.	Rs. 500/- per day/item/person
TSV-04	Unauthorised Use of Mobile phones inside the company.	Rs.1000/- per each case
TSV-05	Accidents inside factory premises.*	
TSV-06	Carrying or use of prohibited material like match box, cigarette, tobacco, lighter and other ignitable materials	Rs.1000/- per day/item/person Along with temporary barring of person from entering company for two weeks
TSV-07	Intoxication / smoking inside company	Rs.1000/- per day/item/person
TSV-08	Any other serious violation of safety and security norms.	Rs.1000/- per day/item/person
TSV-09	Not keeping TREM cards in hazardous trucks.	Rs. 300/- per day/item/person

****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

Sample of Financial Deterrent Acknowledgment Form is attached as ***Annexure II.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

**The Fertilisers and Chemicals Travancore Ltd.
Udyogamandal Complex**

Financial Deterrent Acknowledgment Form

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

Name:

Training Card No:

Contractor:

WO No:

Violation:

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Amount:

SIGNATURE OF SAFETY OFFICER

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