

- a) Blasting operations shall be carried out as per latest Explosive Rules (Indian/ International) with prior permission. The Contractor shall obtain license from Chief Controller of Explosives (CCoE) for collection, transportation, storage of explosives as well as for carrying out blasting operations.
- b) The Contractor shall prepare exclusive method statement (in cognizance with statutory requirements) for rock blasting works & diffusing unfired explosives, if any, at project site before carrying out actual task. Nowhere blasting shall be carried out by the Contractor or its agency without the involvement of competent supervisor and licensed blaster.

3.3.14 Demolition/ Dismantling

- a) The contractor shall adhere to safe demolishing/ dismantling practices at all stages of work to guard against unsafe working practices.
- b) The contractor shall disconnect service lines (power, gas supply, water, etc.)/ make alternate arrangements prior to start of work and restore them, if required as directed by EIL/ Owner at no extra cost.
- c) Before carrying out any demolition/dismantling work, the contractor shall take prior approval of EIL/Owner and generate the Format No.HSE-9. For revamp jobs in operating plants where location of underground utilities is not known with certainty, the contractor shall depute an experienced engineer for supervision and shall make adequate arrangements for Fire-fighting & First-Aid during the execution of these activities.
- d) The Contractor shall arrange approved HIRAC/ Method Statement for the specific demolition / dismantling task and corresponding action plan commensurate with hazards / risks associated therein. In no case any activity related to demolition / dismantling shall be carried out by the Contractor without engaging own supervision / field engineer.

3.3.15 Road Safety

- a) The Contractor shall ensure adequately planned road transport safety management system.
- b) The vehicles shall be fitted with reverse warning alarms & flashing lights / fog-lights and usage of seat belts shall be ensured.
- c) The Contractor shall also ensure a separate pedestrian route for safety of the workers and comply with all traffic rules & regulations, including maintaining speed limit of 20 KMPH or indicated by owner for all types of vehicles / mobile machinery. The maximum allowable speed shall be adhered to.
- d) In case of an alert or emergency, the Contractor must arrange clearance of all the routes, roads, access. The Contractor shall deploy sufficient number of traffic controllers at project site routes / roads/ accesses, to alert reversing movement of vehicles & machinery as well as pedestrians. Experienced drivers/operators with valid driving license (LMV/HMV) shall be allowed to drive/operate the vehicles/equipment's. The Contractor shall maintain copy of PUC, RC and Insurance etc. for all the vehicles/equipment's.
- e) Dumpers, Tippers, etc. shall not be allowed to carry workers within the plant area and also to & from the labour colony to & from project sites.
- f) Hydraulic Mobile Crane or equivalent shall only be allowed for handling (loading/unloading) the materials at fabrication/ storage yards and in no case shall be allowed to transport the materials over project / plant roads.
- g) The Contractor shall not deploy any such mobile machinery / Equipment's, which do not have competent operator and / or experienced banks-man/signal-man. Such machinery/equipment's shall have effective limit-switches, reverse-alarm, front & rear-end lights etc. and shall be maintained in good working order.
- h) The Contractor shall not carry-out maintenance of vehicles / mobile machinery occupying space on project / plant roads and shall always arrange close supervision for such works.

- i) For pipeline jobs, the contractor shall submit a comprehensive plan covering transportation, loading / unloading of pipes, movement of side booms, movement of vehicles on the ROW, etc.
- j) Height barrier/Restriction to be provided on both side of the HT lines, if required.
- k) Contractor's shall arrange /install visible road signs, diversion boards, caution boards, etc. on project roads for safe movement of men and machinery.

3.3.16 Welfare measures

Contractor shall, at the minimum, ensure the following facilities at work sites:

- a) A crèche at site where 10 or more female workers are having children below the age of 6 years.
- b) Adequately ventilated / illuminated rooms at labour camps & its hygienic up-keeping.
- c) Reasonable canteen facilities at site and in labour camps at appropriate location depending upon site conditions. Contractor shall make use of "industrial" variety of LPG cylinder & satisfactory illumination at the canteens. Necessary arrangement for efficient disposal of wastes from canteens & urinals /toilets shall also be made and regular review shall be made to maintain the ambience satisfactorily hygienic & shall also comply with all applicable statutory requirements.
- d) Adequately lighted & ventilated Rest rooms at site (separate for male workers and female workers).
- e) Provision for suitable mobile toilets to be made available by Contractor for remote/scattered job locations.
- f) Urinals, Toilets, drinking water, washing facilities, adequate lighting at site and labour camps, commensurate with applicable Laws/ Legislation.
- g) The contractor shall ensure the test report of drinking water.
- h) The contractor at periodic interval shall arrange to prevent mosquito breeding by fumigation/spraying of insecticides at workplace/fabrication yard.

3.3.17 Environment Protection

Contractor shall ensure proper storage and utilization methodology of materials that are detrimental to the environment. Where required, Contractor shall ensure that only the environment friendly materials are selected and emphasize on recycling of waste materials, such as metals, plastics, glass, paper, oil & solvents. The waste that cannot be minimized, reused or recovered shall be stored and disposed of safely. In no way, toxic spills shall be allowed to percolate into the ground. The contractor shall not use the empty areas for dumping the wastes.

The contractor shall ensure availability of stack emission test report of DG set. Monitoring of air quality emission of DG stack shall be carried out on yearly basis. However, air quality emission shall be monitored first time on commissioning of DG Set.

Contractor to submit Environmental Aspect Impact Register detailing the list of activities in his scope, the respective environmental impact and the actions taken to minimize the impact. Environmental Aspect Impact Register to be prepared as per Format HSE-18 and to be updated and maintained till job completion. Environmental Aspect Impact Register of the contractor shall be reviewed by EIL/Owner on half-yearly basis.

The contractor shall strive to conserve energy and water wherever feasible.

The contractor shall ensure dust free environment at workplace by sprinkling water on the ground at frequent intervals. The air quality parameters for dust, poisonous gases, toxic releases,

harmful radiations, etc. shall be checked by the contractor on daily basis and whenever need arises.

The contractor shall not be allowed to discharge chemicals, oil, silt, sewage, sullage and other waste materials directly into the controlled waters like surface drains, streams, rivers, ponds. A discharge plan suggesting the methods of treating the waste before discharging shall be submitted to EIL/Owner for approval.

For pipeline jobs, top soil shall be stacked separately while making ROW through fields. This fertile soil shall be placed back on top after backfilling.

For offshore construction barges, arrangements shall be made for safe disposal of human, food & other wastes and applicable laws in this regard shall be followed.

3.3.18 Rules & Regulations

All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules & regulations relating to the hazardous materials, substances and wastes. Contractor shall not dump, release or otherwise discharge or dispose off any such materials without the express authorization of EIL/Owner. An indicative list of Statutory Acts & Rules relating to HSE is given under Appendix-D.

3.3.19 Weather Protection

Contractor shall take appropriate measures to protect workers from severe storms, rain, solar radiations, poisonous gases, dust, etc. by ensuring proper usage of PPEs like Sun glasses, Sun screen lotions, respirators, dust masks, etc. and rearranging/ planning the construction activities to suit the weather conditions. Effective arrangement (without creating inconvenience to project facilities & permanent installations) for protecting workmen from hailstorm, drizzle in the form of temporary shelter shall be made at site.

3.3.20 Communication

All persons deployed at the work site shall have access to effective means of communication so that any untoward incident can be reported immediately and assistance sought by them.

All health & safety information shall be communicated in a simple & clear language easily understood by the local workforce.

For information to all, typical subjects that should be communicated are: -

Inside the company (Top to down)

- a. Quality Policy
- b. HSE Policy contents
- c. Environment Policy
- d. HSE Objectives
- e. Safety Cardinal Rules
- f. HSE Target – reached or missed
- g. Praises & Warnings to personnel for HSE Management
- h. Safety Walk Through Reports and safety defects / shortfalls (by management)
- i. HSE Audit results
- j. Revised Statutory Health & Safety provisions, if any
- k. H & S publicity
- l. Suggestions

Inside the Company (Bottom to up)

- a. Complaints
- b. Compliances on safety defects / shortfalls
- c. Suggestions
- d. Proposals for changes & improvements
- e. HSE Reports (including near-miss reports)

3.3.21 Confined Space Entry

The contractor shall generate a work permit (Format No. HSE -7) before entering a confined space. People, who are permitted to enter into confined space, must be medically examined & certified by registered doctor, confirming their 'medical fitness for working in confined space'. All necessary precautions mentioned therein shall be adhered to. An attendant shall be positioned outside a confined space for extending help during an emergency. Effective communication shall be maintained between personnel in confined space and outside by combination of visual/voice or portable radio. Compressed gas cylinders shall not be taken into confined space. Entry Register for confined space to be maintained with the name and time of entry/exit. All appropriate PPEs and air quality parameters shall be checked before entering a confined space. It shall be ensured that the piping of the equipment which has to be opened is pressure-free by checking that blinds are in place, vents are open and volume is drained. Inside confined space works, only electrical facilities / installations of 24V shall be permitted. Contractor shall ensure usage of safe & suitable arrangement of oxygen supply for individual workmen (during the course of work in confined space), if oxygen concentration is found to be less than 19.5% (v/v) there. All persons must be made aware of the risk associated with Nitrogen & all precautionary measures shall be taken when vessel/sphere/pipelines etc. are being purged with nitrogen.

Rescue arrangement must be readily available at workplace to fulfill requirement of the emergency situation.

3.3.22 Heavy Lifts

- a) The contractor shall submit detailed rigging study/ plan for EIL/ Owner approval prior to lifting equipment requiring a crane of approx. 100 MT capacity or more due to constraints of its dimensions, location of foundation height, approach & weight.
- b) Contractor shall generate the format no. HSE-15 "Permit for heavy lift/critical erection"
- c) The Safe Working Load (SWL) and manufacturer's serial numbers shall be clearly marked on the slings and the lifting gears, either by tagging, stamping, engraving or embossing.
- d) Prior to actual lifting activities, contractor shall check the validity of the crane inspection certificate issued by statutory/ competent authority. This requirement shall also apply to all rigging equipment's utilized for the job.
- e) The contractor shall, at all times, be responsible for all rigging activities.
- f) The Contractor shall ensure medical fitness of all workmen who are engaged / involved in erection of equipment's, vessels etc. and such fitness checks shall be carried-out every six months interval with the help of a registered medical practitioner & record shall be maintained
- g) Adequate safety measures such as positive barricading, usage of appropriate PPEs, permit to work, etc. shall be taken during all heavy or critical lifts.
- h) Ground condition should be suitable to sustain the Ground Bearing Load of the Crane with full load condition.
- i) For lifting any material (irrespective of shape, size or volume), at any height, it is always advisable to prepare a Plan of Erection (PoE) taking into consideration hazards & risks associated therein – this can enable people to put their own experiences of various natures & side-by-side establish a practical method for risk-free erection / lifts. The contractor shall

prepare PoE & shall document the same, when risks are identified as “medium” or “high” and the same shall be approved by its competent / qualified engineer.

3.3.23 Key Performance Indicators

The contractor shall measure an activity in both leading & trailing indicators for statistical and performance measurement. The activities pertaining to key performance indicators are covered in Monthly HSE Report (Format No. HSE-5). The contractor shall try to achieve a statistically fair record and strive for its continual improvement.

Leading Indicators viz:-:

- Number of Safety Inductions carried-out at site (for workmen & staff members)
- Number of HSE inspections carried out
- Number of “Safety Walk Through” carried-out by site-head.
- Number of HSE shortfalls / lapses identified per contractor & closed-out in time.
- Number of Safety Meetings conducted (in-house / with contractors)
- Number of HSE Audits made (internal & external) vis-à-vis non conformances raised
- Number of HSE Awareness / Motivational program conducted by contractors
- Number of HSE Trainings conducted at site for supervisors & workmen
- Study of Near miss case reported
- Encouragements / Awards / Recognitions to workmen, job supervisors & field engineers.
- Suggestions for improvement

Trailing Indicators viz:-:

- Calculation of HSE statistics viz frequency rate, severity rate, LTA free man hours etc.
- Analysis of incidents / accidents (nature, severity, types etc.)
- Study of Incident / Accident with respect to :-
 - Variety
 - Period of the year / project span
 - Timings of the incident / accident
 - Age profile of victims
 - Body parts involved
 - Penalty levied for causing incident / accident

3.3.24 Unsuitable Land Conditions

Contractor shall take appropriate measures and necessary work permits/clearances if work is to be done in or around marshy areas, river crossings, mountains, monuments, etc. The Contractor shall make right assessment and take all necessary action for developing work areas to make them safe & suitable for crane operations or other vehicular movement before carrying out any project related activity / operation. Contractor shall take all necessary actions to make the surroundings of its site establishments (site office, stores, lay-down area etc.) work-worthy safe and secure.

3.3.25 Under Water Inspection

Contractor shall ensure that boats and other means used for transportation, surveying & investigation works shall be certified seaworthy by a recognized classification society. It shall be equipped with all life saving devices like life jackets, adequate fire protection arrangement and shall possess communication facilities like cellular phones, wireless, walkie-talkie. All divers used for seabed surveys, underwater inspections shall have required authorized license, suitable life-saving kit. Number of hours of work by divers shall be limited as per regulations. EIL/ Owner shall have the right to inspect the boat and scrutinize documents in this regard.

3.3.26 Excavation

The Contractor shall obtain permission from competent authorities prior to excavation wherever required.

The Contractor shall locate the position of buried utilities (water line, cable route, etc.) by referring to project / plant drawing / in consultation with EIL/Owner. The Contractor shall start digging manually to locate the exact position of buried utilities & thereafter use mechanical means.

In case of non-availability of sufficient data/drawings, underground services i.e. underground cable/ pipe shall be checked by cable detector/pipe locator by the contractor.

The Contractor shall keep soil heaps at least 1.5 M away from edge or a distance equal to depth of pit (whichever is more)

All excavated pits greater than 10 Sq.M plan area and depth more than 1.5M shall have at least two access routes for ingress and egress. Also, additional access routes shall be provided such that distance between any two access routes shall not be more than 20M.

The Contractor shall maintain sufficient "angle of repose" during excavation – shall also provide slope or suitable bench as decided by EIL / Owner.

The Contractor shall arrange "battering" or "benching" wherever required for preventing collapse of edge of excavations.

Avoid vertical wall of less than 2mtrs between two adjacent deep excavated pit/area. Further deep excavation should not be kept open for a longer duration.

The Contractor shall identify & arrange de-watering pump or well-point system to prevent earth collapse due to heavy rain / influx of underground water.

The Contractor shall arrange protective fencing/hard barricading with warning signal around excavated pits, trenches, etc. along with minimum 2 (two) entries, exits / escape ladders.

The Contractor must avoid "underpinning" / under-cutting to prevent collapse of chunk of earth during excavation.

The Contractor shall use "stoppers" to prevent over-run of vehicle wheels at the edge of excavated pits / trenches. Vehicles movement should be restricted to minimum three meters away from the excavated pit.

The Contractor shall arrange strengthening of "shoring" & "strutting" proactively to avoid collapse of earth / edges due to vehicular movement in close proximity of excavated areas / pits/ trenches, etc.

3.4 Tool Box Talks (TBT)

Contractor shall conduct daily TBT with workers prior to start of work and shall maintain proper record of the meeting. A suggested format is given below. The Job specific TBT is to be conducted by the immediate supervisor of the workers.

The Contractor shall conduct TBT before start of every morning or evening shift or night shift activities, for alerting the workers on specific hazards and their appropriate dos & don'ts. The Contractor shall provide sufficient rests to the site workmen and their foremen to avert fatigue & thereby endangering their lives during the course of site works.

TOOLBOX TALK RECORDING SHEET

Date & Time		
Work Location		
Subject (Nature of work)		
Presenter		
Hazards involved		
Precautions to be taken		
Worker's Name	Signature	Section
Remarks, in any		

The topics during TBT shall include

- Hazards related to work assigned on that day and precautions to be taken.
- Any forthcoming HSE hazards/events/instruction/orders, etc.

The above record can be kept in local language, which workers can read. These records shall be made available to EIL/ Owner whenever demanded.

3.5 Training & Induction Programme

- Initial induction of workers into Construction oriented activities and appraising them about the methodology of works and how to carry-out safely and the same should not be inter mixed with Tool Box Talks or HSE Training. In this regard careful action should be made& maintained for imparting HSE induction to every individual, irrespective of his task/designation/level of employment, whereas, HSE Training should be imparted to specific person/group of people who are to carry-out that specific task more than once – for example, Riggers must be trained for working at heights, welders must be trained for work in confined space, fitters/carpenters, mesons must be trained for work at heights, etc. Contractor shall arrange suitable facilities (e.g training room/place, audio visual facilities etc.) for organizing such training on HSE.
- Contractor shall conduct Safety induction programme on HSE for all his workers and maintain records. Sticker for “Safety Induction” shall be pasted on the safety helmet of the site personnel. The Gate Pass shall be issued only to those workers who successfully qualify the Safety induction programme. Contractor to conduct effective safety induction program at work site by making efforts to arrange Video film/Virtual Reality (VR) technology pertaining to the escape routes, assembly points, risks involved in the event of an emergency etc while imparting safety induction.
- The Contractor brief the visitors about the HSE precautions which are required to be taken before their proceeding to site and make necessary arrangements to issue appropriate PPEs like Aprons, hard hats, ear-plugs, goggles & safety shoes etc., to his visitors. The Contractor shall always maintain relevant acknowledgement from visitor on providing him brief information on HSE actions.
- Contractor shall submit job specific training schedule for approval of EIL/Owner &ensure that all his personnel possess appropriate training to carry out the assigned job safely. The training should be imparted in a language understood by them and should specifically be trained about
 - Potential hazards to which they may be exposed at their workplace

- Measures available for prevention and elimination of these hazards

The topics during training shall cover, at the minimum: -

- Why safety should be considered during work - explanation
 - Education about hazards and precautions required
 - Employees' duties & responsibilities
 - Emergency and evacuation plan
 - HSE requirements during project activities
 - Fire fighting and First-Aid
 - Use of PPEs
 - Occupational health issues – dos & don'ts
 - Local laws on intoxicating drinks, drugs, smoking in force
 - Common environmental subjects – lighting, ventilation, vibration, smoke/fumes etc.
- e) Records of the training shall be kept and submitted to EIL/ Owner.
- f) The Contractor shall make regular program for conducting Safety Training on various topics related to various activities & their safe-guarding utilizing experienced persons / outside agency / faculty. A program for Safety Training (indicative list as per Appendix –F) shall be furnished by the Contractor in its HSE Plan.
- g) For offshore and jetty jobs, contractor shall ensure that all personnel deployed have undergone a structured sea survival training including use of lifeboats, basket landing, use of radio communication etc. from an agency acceptable to Owner/EIL.

3.6 ADDITIONAL SAFETY REQUIREMENTS FOR WORKING INSIDE A RUNNING PLANT

As a minimum, the contractor shall ensure adherence to following safety requirements while working in or in the close vicinity of an operating plant:

- a) Contractor shall obtain permits for Hot work, Cold work, Excavation and Confined Space from Owner in the prescribed format.
- b) The contractor shall monitor record and compile list of his workers entering the operational plant/unit each day and ensure & record their return after completing the job.
- c) Contractor's workers and staff members shall use designated entrances and proceed by designated routes to work areas only assigned to them. The workers shall not be allowed to enter units' area, tanks area, pump rooms, etc. without work authorization permit.
- d) Work activities shall be planned in such a way so as to minimize the disruption of other activities being carried out in an operational plant/unit and activities of other contractors.
- e) The contractor shall submit a list of all chemicals/toxic substances that are intended to be used at site and shall take prior approval of the Owner.
- f) Specific training on working in a hydrocarbon plant shall be imparted to the work force and mock drills shall be carried out for Rescue operations/First-Aid measures.
- g) Proper barricading/cordoning of the operational units/plants shall be done before starting the construction activities. No unauthorized person shall be allowed to trespass. The height and overall design of the barricading structure shall be finalized in consultation with the Owner and shall be got approved from the Owner.
- h) Care shall be taken to prevent hitting underground facilities such as electrical cables, hydrocarbon piping during execution of work.

- i) Barricading with water curtain shall be arranged in specific/critical areas where hydrocarbon vapors are likely to be present such as near horton spheres or tanks. Positioning of fire tenders (from owner) shall also be ensured during execution of critical activities.
- j) Emergency evacuation plan shall be worked out and all workmen shall be apprised about evacuation routes. Mock drill operations may also be conducted.
- k) Flammable gas test shall be conducted prior to any hot work using appropriate measuring instruments. Sewers, drains, vents or any other gas escaping points shall be covered with flame retardant tarpaulin.
- l) Respiratory devices shall be kept handy while working in confined zones where there is a danger of inhalation of poisonous gases. Constant monitoring of presence of Gas/Hydrocarbon shall be done.
- m) Clearance shall be obtained from all parties before starting hot tapping, patchwork on live lines and work on corroded tank roof.
- n) Positive isolation of line/equipment by blinding for welding/cutting/grinding shall be done. Closing of valve will not be considered sufficient for isolation.
- o) Welding spatters shall be contained properly by using fire retardant blanket and in no case shall be allowed to fall on the ground containing oil. Similar care shall be taken during cutting operations. Fire watcher to be deployed to ensure the same.
- p) The vehicles, cranes, engines, etc. shall be fitted with spark arresters on the exhaust pipe and got it approved from Safety Department of the Owner.
- q) Plant air should not be used to clean any part of the body or clothing or use to blow off dirt on the floor.
- r) Gas detectors should be installed in gas leakage prone areas as per requirement of Owner's plant operation personnel.
- s) Flame proof electrical distribution board, plug and socket shall be used for electrical appliances.
- t) Experienced full time safety personnel shall be exclusively deployed to monitor safety aspects in running plants.

3.7 Self-Assessment and Enhancement

The contractor shall develop a method of check & balance through self-assessment & enhancement techniques and shall explore the opportunities for continual improvement in the HSE system.

3.8 HSE Promotion

The contractor shall encourage his workforce to promote HSE efforts at workplace by way of organizing workshops/seminars/training programs, celebrating HSE awareness weeks & National Safety Day, conducting quizzes & essay competitions, distributing pamphlets, posters & material on HSE, providing incentives for maintaining good HSE practices and granting incentives/ bonus for completing the job without any lost time accident.

3.9 Lock Out and Tag Out (LOTO) for Isolation of Energy Source

- a) Contractor shall follow the LOTO/Isolation procedure of owner for all energy source isolations installed/under purview by /of owner i.e. "Brown field"
- b) For all the other energy source (not under purview of client/owner) i.e. "Green field" Contractor shall develop a system to ensure the isolation of equipments, pipelines, Vessel, electrical panels from the energy source covering following as minimum:-

- Identification of all energy source viz electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, radiation and other forms of stored or kinetic energy.
 - Establishing the energy isolation devices viz manually operated electrical circuit breakers, disconnection switches, blind flanges, etc.
 - Installation of Lock Out devices for preventing the inadvertent release of stored energy and Tag Out devices (“Danger”, “Do Not operate” or Do not Remove”tags) to indicate that testing, maintenance or servicing is underway and the device cannot be operated until the tag out device is removed.
 - Lock Out and Tag out log book
 - Permit for isolation and de-isolation of energy source as per format No.: HSE-16
 - Availability of competent persons like experienced operators at substations, pump house, units etc. supervisors etc.
- c) Contractor shall ensure that all the sources are locked out and tagged properly before giving clearance to start the job.
- d) After the completion of job, contractor shall ensure all tools and tackles are removed and nobody is present in the working area and signing on LOTO log book.
- e) Only on confirmation of above the contractor will remove their lock and tag from the isolation points and give instructions for energizing the same. Only the person carrying out the task shall himself carry the key for the lock in /Lock out.

4.0 DETAILS OF HSE MANAGEMENT SYSTEM BY CONTRACTOR

4.1 On Award of Contract

The Contractor shall submit a comprehensive Health, Safety and Environmental Plan or programme for approval by EIL/Owner prior to start of work. The Contractor shall participate in the pre-start meeting with EIL/Owner to finalize HSE Plans which shall including the following:

- HSE policy & Objectives
- Job procedure to be followed by the Contractor for construction activities including handling of equipment's, scaffolding, electric installations, etc. describing the risks involved, actions to be taken and methodology for monitoring each activity. Indicative list of procedures is enclosed as Annexure-H
- EIL/Owner review/audit requirement.
- Organization structure along with responsibility and authority, on HSE activities.
- Administrative & disciplinary steps involving implementation of HSE requirements
- Emergency evacuation plan/ procedures for site and labour camps
- Procedures for reporting & investigation of accidents and near misses.
- HSE Inspection
- HSE Training programme at project site
- HSE Awareness program at project site
- Reference to Rules, Regulations and statutory requirements.
- HIRAC
- Environment Aspect Impact Register
- Legal Register
- HSE documentation viz reporting, analysis & record keeping.

4.2 During Job Execution

Contractor shall implement approved Health, Safety and Environment management plan or programme including but not limited to as brought out under para 3.0. Contractor shall also ensure:

- a) to arrange workmen compensation insurance, registration under ESI Act, third party liability insurance, registration under BOCW Act etc., as applicable.

- b) to arrange all HSE permits before start of activities (as applicable), like permits for hot work, working at heights (Refer Format No. HSE-6), confined space (Refer Format No. HSE-7), Radiation Work Permit (Refer Format No. HSE-8), Demolishing/ Dismantling Work Permit (Refer Format No. HSE-9), Permit for erection/modification & dismantling of scaffolding (Refer Format No: HSE-14), Permit for heavy lift/critical erection (Refer Format No: HSE-15), Permit for energy Isolation & De-isolation” (HSE-16), storage of chemical/explosive materials & its use and implement all precautions mentioned therein. In this regard, requirements of *Oil industry Safety Directorate Standard No. Std -105 "Work Permit Systems"* shall be complied with while working in existing Oil or Gas processing plants. List of the persons involved shall be maintained as annexure to the work permit issued for a particular activity.
- c) to submit, timely, the completed checklist on HSE activities in Format No. HSE-1, Monthly HSE report in Format No. HSE-5 (use of web based package (www.eil.co.in/conthse) is compulsory wherever the facility is available else a hard copy is to be submitted), accident/incident reports, investigation reports etc. as per EIL/Owner requirements. Compliance of instructions on HSE shall be done by Contractor and informed urgently to EIL/Owner.
- d) that his top most executive at site attends all the Safety Committee/HSE meetings arranged by EIL/Owner and carries out safety walk regularly. Only in case of his absence from site that a second senior most person shall be nominated by him, in advance, and communicated to EIL/Owner for performing the above tasks.
- e) display at site office and at prominent locations HSE Policy, caution boards, list of hospitals, emergency services available, safety signs like Men at work, Speed Limits, Hazardous Area, various do's & don'ts, etc.
- f) provide posters, banners for safe working to promote safety consciousness.
- g) identify, assess, analyze & mitigate the construction hazards & incorporate relevant control measures before actually executing site works. (HIRAC = Hazard Identification, Risk Analysis and Control).
- h) identify, assess, analyze & mitigate the environmental impact & incorporate relevant control measures through Environmental Aspect Impact Register
- i) Identify and comply to all applicable HSE related legal requirements by preparing and maintaining a Legal register.
- j) To maintain & monitor the level of legal compliance at site, a committee shall be formed comprising of contractor's RCM as Head and lead representatives as member(s) from HR/Legal, HSE and discipline engineer(s) (Civil, Mechanical, Electrical, Instrumentation) as applicable. Committee shall review the applicable legal requirements during periodical meetings and monitor the compliance status.
- k) arrange testing, examination, inspection of own as well as borrowed construction equipment's/ machinery (stationary & mobile) before being used at site and also at periodical interval, through own resources and also by 3rd party competent agencies (as deemed fit in statutes). Records of such test, examination etc. shall be maintained & shall be submitted to EIL/Owner as & when asked for.
- l) carryout audits/inspection (internal & external) at his works as well as sub-contractor works as per approved HSE plan/procedure/programme & submit the compliance reports of identified shortfalls for EIL/Owner review.
- m) Arranging HSE training for site workmen (of his own & subcontractors) through internal or external faculty at periodical intervals.
- n) Assistance & cooperate during HSE audits by EIL/Owner or any other 3rd party and submit compliance report.
- o) Generate & submit of HSE records/report as per this specification.
- p) Contractor shall arrange minimum 100 lux. illumination level at construction site for night works & record shall be maintained.

- q) Mobile phones shall not be permitted in operational area of the Project Site. However, intrinsically safe mobile phone can be permitted on approval from EIL/Owner. Alternatively, telephone booth(s) may be set up by the contractor after obtaining approval from EIL/Owner. Use of mobile phone shall also be restricted during construction activities such as height work, erection of material, confined space and Pre-commissioning & Commissioning activities at all project sites.
- r) The contractor shall assign responsible person as in charge for night works and it shall be informed to owner/EIL.
- s) Appraise EIL/Owner on HSE activities at site regularly.
- t) Carry-out all dismantling activities safely, with prior approval of EIL/Owner representative.
- u) The Contractor shall ensure that "Hot works" and painting works do not continue at the same place/ location at project site for which chance or probability of "fire" incident exists.

4.3 During Short Listing of the Sub-Contractors

The contractor shall review the HSE management system of the sub-contractors in line with the requirements given in this specification. The contractor shall be held responsible for the shortcomings observed in the HSE management system of the sub-contractor(s) during execution of the job.

5.0 RECORDS

At the minimum, the contractor shall maintain/ submit HSE records in the following reporting formats:

Safety Walk Through Report	HSE-1
Accident/ Incident Report	HSE-2
Supplementary Accident/ Incident Investigation report	HSE-3
Near Miss Incident Report	HSE-4
Monthly HSE Report	HSE-5
Permit for working at height	HSE-5
Permit for working in confined space	HSE-7
Permit for radiation work	HSE-8
Permit for demolishing/ dismantling	HSE-9
Daily Safety checklist	HSE-10
Housekeeping Assessment & compliance	HSE-11
Inspection of temporary electrical booth/installation	HSE-12
Inspection for scaffolding	HSE-13
Permit for erection/modification & dismantling of scaffolding	HSE-14
Permit for heavy lift/critical erection.	HSE-15
Permit for Energy isolation and de-isolation.	HSE-16
Permit for Excavation	HSE-17
Environmental Aspect Impact Register	HSE-18
HIRAC Register	HSE-19
Checklist for Tower Crane	HSE-20
Crane Inspection Checklist	HSE-21
Hydraulic Mobile Crane Inspection Checklist	HSE-22
Hydraulic Rig Inspection Checklist	HSE-23



Boom Lift Inspection Checklist	HSE-24
Inspection reports of Equipment/tools/tackles	*
Report of Toolbox Talks	As indicated in specification
PPE issue report/register	*
Site inspection reports	*
Training records	*

(*) The formats shall be developed by contractor in consultation with EIL/Owner.

APPENDIX-A
(Sheet 1 of 2)

A. IS CODES ON HSE

SP: 53	Safety code for the use, Care and protection of hand operated tools.
IS: 838	Code of practice for safety & health requirements in electric and gas welding and cutting operations
IS: 1179	Eye & Face precautions during welding, equipment etc.
IS: 1860	Safety requirements for use, care and protection of abrasive grinding wheels.
IS: 1989 (Pt -II)	Leather safety boots and shoes
IS: 2925	Industrial Safety Helmets
IS: 3016	Code of practice for fire safety precautions in welding & cutting operation.
IS: 3043	Code of practice for earthing
IS: 3764	Code of safety for excavation work
IS: 3786	Methods for computation of frequency and severity rates for industrial injuries and classification of industrial accidents
IS: 3696	Safety Code of scaffolds and ladders
IS: 4083	Recommendations on stacking and storage of construction materials and components at site
IS: 4770	Rubber gloves for electrical purposes
IS: 5121	Safety code for piling and other deep foundations
IS: 5216 (Pt-I)	Recommendations on Safety procedures and practices in electrical works
IS: 5557	Industrial and Safety rubber lined boots
IS: 5983	Eye protectors
IS: 6519	Selection, care and repair of Safety footwear
IS: 6994 (Pt-I)	Industrial Safety Gloves (Leather & Cotton Gloves)
IS: 7293	Safety Code for working with construction Machinery
IS: 8519	Guide for selection of industrial safety equipment for body protection
IS: 9167	Ear protectors
IS: 11006	Flash back arrestor (Flame arrestor)
IS: 11016	General and safety requirements for machine tools and their operation
IS: 11057	Specification for Industrial safety nets
IS: 11226	Leather safety footwear having direct moulded rubber sole
IS: 11972	Code of practice for safety precaution to be taken when entering a sewerage system
IS: 13367	Code of practice-safe use of cranes
IS: 13416	Recommendations for preventive measures against hazards at working place

APPENDIX-A
(Sheet 2 of 2)

B. INTERNATIONAL STANDARDS ON HSE

Safety Glasses	:	ANSI Z 87.1, ANSI ZZ 87.1, AS 1337, BS 2092, BS 1542, BS 679, DIN 4646/ 58311
Safety Shoes	:	ANSI Z 41.1, AS 2210, EN 345
Hand Gloves	:	BS 1651
Ear Muffs	:	BS 6344, ANSI S 31.9
Hard Hat	:	ANSI Z 89.1/89.2, AS 1808, BS 5240, DIN 4840
Goggles	:	ANSI Z 87.1
Face Shield	:	ANSI Z 89.1
Breathing Apparatus	:	BS 4667, NIOSH
Welding & Cutting	:	ANSI Z49.1
Safe handling of compressed:P-1		(Compressed Gas Association Gases in cylinders 1235 Jefferson Davis Highway, Arlington VA 22202 - USA)
Full body harness	:	EN-361
Lanyard	:	EN-354
Karabiner	:	EN-362 and EN-12275

APPENDIX-B

DETAILS OF FIRST AID BOX

SL. NO.	DESCRIPTION	QUANTITY
1.	Small size Roller Bandages, 1 Inch Wide (Finger Dressing small)	6 Pcs.
2.	Medium size Roller Bandages, 2 Inches Wide (Hand & Foot Dressing)	6 Pcs.
3.	Large size Roller Bandages, 4 Inches Wide (Body Dressing Large)	6 Pcs.
4.	Large size Burn Dressing (Burn Dressing Large)	4 Pkts.
5.	Cotton Wool (20 gms packing)	4 Pkts.
6.	Antiseptic Solution Dettol (100 ml.) or Savlon	1 Bottle
7.	Mercurochrome Solution (100 ml.) 2% in water	1 Bottle
8.	Ammonia Solution (20 ml.)	1 Bottle
9.	A Pair of Scissors	1 Piece
10.	Adhesive Plaster (1.25 cm X 5 m)	1 Spool
11.	Eye pads in Separate Sealed Pkt.	4 pcs.
12.	Tourniquet	1 No.
13.	Safety Pins	1 Dozen
14.	Tinc. Iodine/ Betadine (100 ml.)	1 Bottle
15.	Polythene Wash cup for washing eyes	1 No.
16.	Potassium Permanganate (20 gms.)	1 Pkt.
17.	Tinc. Benzoine (100 ml.)	1 Bottle
18.	Triangular Bandages	2 Nos.
19.	Band Aid Dressing	5 Pcs.
20.	Iodex/Moov(25 gms.)	1 Bottle
21.	Tongue Depressor	1 No.
22.	Boric Acid Powder (20 gms.)	2 Pkt.
23.	Sodium Bicarbonate (20 gms.)	1 Pkt.
24.	Dressing Powder (Nebasulf) (10 gms.)	1 Bottle
25.	Medicinal Glass	1 No.
26.	Duster	1 No.
27.	Booklet (English& Local Language)	1 No. each
28.	Soap	1 No.
29.	Toothache Solution	1 No.
30.	Vicks (22 gms.)	1 Bottle
31.	Forceps	1 No.
32.	Snake –Bite Lancet	1No.
33.	Note Book	1 No.
34.	Splints	4 Nos.
35.	Lock	1 Piece
36.	Life Saving/Emergency/Over-the counter Drugs	As decided at site

Box size: Suitable size first aid box to be used for first aid items

Note : The medicines prescribed above are only indicative. Equivalent medicines can also be used. A prescription, in this regard, shall be required from a qualified Physician.

APPENDIX-C

TYPE OF FIRES VIS-A-VIS FIRE EXTINGUISHERS

Fire Extinguisher → Fire ↓	Water	Foam	CO ₂	Dry Powder	Multi purpose (ABC)
Originated from paper, clothes, wood	✓	✓	can control minor surface fires	can control minor surface fires	✓
Inflammable liquids like alcohol, diesel, petrol, edible oils, bitumen	×	✓	✓	✓	✓
Originated from gases like LPG, CNG, H ₂	×	×	✓	✓	✓
Electrical fires	×	×	✓	✓	✓

LEGEND : ✓ : CAN BE USED

× : NOT TO BE USED

Note: Fire extinguishing equipment must be checked atleast once a year and after every use by an authorized person. The equipment must have an inspection label on which the next inspection date is given. Type of extinguisher shall clearly be marked on it.

APPENDIX-D

List of Statutory Acts & Rules Relating to HSE

- The Indian Explosives Act and Rules
- The Motor Vehicle Act and Central Motor Vehicle Rules
- The Factories Act and concerned Factory Rules
- The Petroleum Act and Petroleum Rules
- The Workmen Compensation Act
- The Gas Cylinder Rules and the Static & Mobile Pressure Vessels Rules
- The Indian Electricity Act and Rules
- The Indian Boiler Act and Regulations
- The Water (Prevention & Control & Pollution) Act
- The Water (Prevention & Control of Pollution) Cess Act
- The Mines & Minerals (Regulation & Development) Act
- The Air (Prevention & Control of Pollution) Act
- The Atomic Energy Act
- The Radiation Protection Rules
- The Indian Fisheries Act
- The Indian Forest Act
- The Wild Life (Protection) Act
- The Environment (Protection) Act and Rules
- The Hazardous Wastes (Management & Handling) Rules
- The Manufacturing, Storage & import of Hazardous Chemicals Rules
- The Public Liability Act
- The Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act
- Other statutory acts Like EPF, ESIS, Minimum Wages Act.

APPENDIX-E(Sheet 1 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
(A) EXCAVATION Pit Excavation upto 3.0m	Falling into pit	Personal injury	Provide guard rails/ barricade with warning signal Provide atleast two entries/ exits. Provide escape ladders.
	Earth Collapse	Suffocation/ Breathlessness Buried	Provide suitable size of shoring and strutting, if required. Keep soil heaps away from the edge equivalent to 1.5m or depth of pit whichever is more. Don't allow vehicles to operate too close to excavated areas. Maintain atleast 2m distance from edge of cut. Maintain sufficient angle of repose. Provide slope not less than 1:1 and suitable bench of 0.5m width at every 1.5m depth of excavation in all soils except hard rock. Battering/benching the sides.
	Contact with buried electric cables Gas/ Oil Pipelines	Electrocution Explosion	Obtain permission from competent authorities, prior to excavation, if required. Locate the position of buried utilities by referring to plant drawings. Start digging manually to locate the exact position of buried utilities and thereafter use mechanical means.
Pit Excavation beyond 3.0m	Same as above plus Flooding due to excessive rain/ underground water	Can cause drowning situation	Prevent ingress of water Provide ring buoys Identify and provide suitable size dewatering pump or well point system
	Digging in the vicinity of existing Building/ Structure	Building/Structure may collapse Loss of health & wealth	Obtain prior approval of excavation method from local authorities. Use under-pining method Construct retaining wall side by side.
	Movement of vehicles/ Equipments close to the edge of cut.	May cause cave-in or slides. Persons may get buried.	Barricade the excavated area with proper lighting arrangements Maintain at least 2m distance from edge of cut and use stop blocks to prevent over-run Strengthen shoring and strutting

APPENDIX-E: (Sheet 2 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
Narrow deep excavations for pipelines, etc.	Same as above plus Frequent cave-in or slides	May cause severe injuries or prove fatal	Battering/benching of sides Provide escape ladders
	Flooding due to Hydro- static testing	May arise drowning situation	Same as above plus Bail out accumulated water Maintain adequate ventilation.
Rock by excavation blasting	Improper handling of explosives	May prove fatal	Ensure proper storage, handling & carrying of explosives by trained personnel. Comply with the applicable explosive acts & rules.
	Uncontrolled explosion	May cause severe injuries or prove fatal	Allow only authorized persons to perform blasting operations. Smoking and open flames are to be strictly prohibited
	Scattering of stone pieces in atmosphere	Can hurt people	Use PPE like goggles, face mask, helmets etc:
Rock excavation by blasting (Contd)	Entrapping of persons/ animals.	May cause severe injuries or prove fatal	Barricade the area with red flags and blow siren before blasting.
	Misfire	May explode suddenly	Do not return to site for atleast 20 minutes or unless announced safe by designated person.
Piling Work	Failure of pile-driving equipment	Can hurt people	Inspect Piling rigs and pulley blocks before the beginning of each shift.
	Noise pollution	Can cause deafness and psychological imbalance.	Use personal protective equipment's like ear plugs, muffs, etc.
	Extruding rods/casing	Can hurt people	Barricade the area and install sign boards Provide first-aid
	Working in the vicinity of 'Live-Electricity'	Can cause electrocution/ Asphyxiation	Keep sufficient distance from Live-Electricity as per IS code. Shut off the supply, if possible Provide artificial/rescue breathing to the injured
(B) CONCRETING	Air pollution by cement	May affect Respiratory System	Wear respirators or cover mouth and nose with wet cloth.
	Handling of ingredients	Hands may get injured	Use gloves & other PPE.
	Protruding reinforcement rods.	Feet may get injured	Provide platform above reinforcement for movement of workers or provide end caps for protection on reinforcement bars.

APPENDIX-E :(Sheet 3 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
	Earthing of electrical mixers, vibrators, etc. not done.	Can cause electrocution/ asphyxiation	Ensure earthing of equipments and proper functioning of electrical circuit before commencement of work.
	Falling of materials from height	Persons may get injured	Use hard hats Remove surplus material immediately from work place. Ensure lighting arrangements during night hours
	Continuous pouring by same gang	Cause tiredness of workers and may lead to accident.	Insist on shift pattern Provide adequate rest to workers between subsequent pours.
	Revolving of concrete mixer/ vibrators	Parts of body or clothes may get entrapped.	Allow only mixers with hopper Provide safety cages around moving motors Ensure proper mechanical locking of vibrator.
Super-structure	Same as above plus Deflection in props or shuttering material	Shuttering/props may collapse and prove fatal	Avoid excessive stacking on shuttering material Check the design and strength of shuttering material before commencement of work Rectify immediately the deflection noted during concreting.
	Passage to work place	Improperly tied and designed props/planks may collapse	Ensure the stability and strength of passage before commencement of work. Do not overload and stand under the passage.
(C) REINFOR-CEMENT	Curtailement and binding of rods	Persons may get injured	Use PPE like gloves, shoes, helmets, etc. Avoid usage of shift tools
	Carrying of rods for short distances/at heights	Workers may get injured their hands and shoulders.	Provide suitable pads on shoulders and use safety gloves. Tie up rods in easily liftable bundles Ensure proper staging.
	Checking of clear distance/ cover with hands	Rods may cut or injure the fingers	Use measuring devices like tape, measuring rods, etc.
	Hitting projected rods and standing on cantilever rods.	Persons may get injured and fell down	Use safety shoes and avoid standing unnecessarily on cantilever rods Avoid wearing of loose clothes

APPENDIX-E:(Sheet 4 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES (...Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
	Falling of material from height	May prove fatal	Use helmets Provide safety nets.
	Transportation of rods by trucks/ trailers	Protruded rods may hit the persons	Use red flags/lights at the ends Do not protrude the rods in front of or by the side of driver's cabin. Do not extend the rods 1/3 rd of deck length or 1.5m whichever is less
(D)WELDING AND GAS CUTTING	Welding radiates invisible ultraviolet and infra-red rays	Radiation can damage eyes and skin.	Use specified shielding devices and other PPE of correct specifications. Avoid thoriated tungsten electrodes for GTAW
	Improper placement of oxygen and acetylene cylinders	Explosion may occur	Move out any leaking cylinder Keep cylinders in vertical position Use trolley for transportation of cylinders and chain them Use flashback arrestors
	Leakage/ cuts in hoses	May cause fire	Purge regulators immediately and then turn off Never use grease or oil on oxygen line connections and copper fittings on acetylene lines Inspect regularly gas carrying hoses Always use red hose for acetylene & other fuel gases and black for oxygen
	Opening-up of cylinder	Cylinder may burst	Always stand back from the regulator while opening the cylinder Turn valve slowly to avoid bursting Cover the lug terminals to prevent short circuiting
	Welding of tanks, container or pipes storing flammable liquids	Explosion may occur	Empty & purge them before welding Never attach the ground cable to tanks, container or pipe storing flammable liquids Never use LPG for gas cutting

APPENDIX-E:(Sheet 5 of 12)

CONSTRUCTION HAZARDS, THEIR EFFECTS & PREVENTIVE MEASURES ...(Contd.)

ACTIVITY	TYPE OF HAZARD	EFFECT OF HAZARD	PREVENTIVE MEASURES
(E) RADIOGRAPHY	Ionizing radiation	Radiations may react with the skin and can cause cancer, skin irritation, dermatitis, etc.	Ensure Safety regulations as per BARC/AERB before commencement of job. Cordon off the area and install Radiation warning symbols Restrict the entry of unauthorized persons Wear appropriate PPE and film badges issued by BARC/AERB
	Transportation and Storage of Radiography source	Same as above	Never touch or handle radiography source with hands Store radiography source inside a pit in an exclusive isolated storage room with lock and key arrangement. The pit should be approved by BARC/AERB. Radiography source should never be carried either in passenger bus or in a passenger compartment of trains. BARC/AERB has to be informed before source movement. Permission from Director General of Civil Aviation is required for booking radio isotopes with airlines.
	Loss of Radio isotope	Same as above	Try to locate with the help of Survey Meter. Inform BARC/AERB (*)
(F) ELECTRICAL INSTALLATION AND USAGE	Short circuiting	Can cause Electrocution or Fire	Use rubberized hand gloves and other PPE Don't lay wires under carpets, mats or door ways. Allow only licensed electricians to perform on electrical facilities Use one socket for one appliance Ensure usage of only fully insulated wires or cables Don't place bare wire ends in a socket Ensure earthing of machineries and equipment's Do not use damaged cords and avoid temporary connections Use spark-proof/flame proof type field distribution boxes.

(*) Atomic Energy Regulatory Board (AERB),
Bhabha Atomic Research Centre (BARC)
Anushakti Nagar, Mumbai – 400 094