

**GUIDE LINES FOR CONTRACTOR AS PER ISO-14001 AND ISO-45001**

**A. INSTRUCTIONS TO BE FOLLOWED BEFORE EXECUTION:-**

1. Gate pass for workers shall be obtained from required authority.
2. Work permit shall be taken from relevant plant in charge before commencement of work.
3. Requirement of fireman/safety engineer if mentioned in the work permit, the presence of the same at work place shall be ensured.
4. Proper scaffolding shall be prepared as per site requirement.
5. Restrict the spreading of sparks by covering area with asbestos clothes, wherever required as per work permit.
6. Required material brought at site shall be stored properly at safe protection device.
7. Hazardous material if any shall be kept at safe location/allocated area with required safety precautions.
8. Required electrical connection to be made with isolation & safe protection vertical position.
9. Open drain is to be covered near workplace wherever required.
10. Cordoning off required area shall be carried out before any radiography work at site.
11. All contractor labor to be trained on safety aspect.

**B. INSTRUCTIONS TO BE FOLLOWED DURING EXECUTION:-**

1. Workers must wear safety helmet, hand gloves etc. as per safety requisite.
2. Permit must be renewed in every shift from plant in charge as per issued work permit.
3. Any leakage's occurs during work shall be immediately informed to safety dept. /plant.
4. Heavy equipment dismantling & removal shall be done with appropriate tools/tackles including crane.
5. Removed equipment/insulation/misc. material shall be kept at specified location.
6. Required electrical connections to be made with isolation and safe protection device.
7. Welding buds, used grinding wheels, scrap generated due to welding/cutting, packing material, waste insulating material, empty containers of DP test, scrap cables, PVC tubes, cotton waste etc. shall be collected and disposed to scrap pit.
8. Gas cylinder used for welding/cutting operation shall always be stored in vertical position.
9. During grinding, air blowing, gasket bursting, pneumatic breaking and other noise generating activity, ear buds shall be used.

10. Cement bags stored in open shall be covered with plastic sheet to protect it from water ingress/spoiling. Empty bags shall be removed from field and taken back by contractor.
11. Sand, gravels, bricks, steel etc. shall be stored properly at roadside. Cement bags, reinforcement bars etc. shall be stored at specified location near site. Debris/waste material if any shall be stored at specified location during work.
12. Waste asbestos sheet shall be collected and handed over to concern group for storing at specified location.
13. Area of work during excavation, radiography, sand blasting shall be cordoned with warning tags of "work in progress", "no entry", "radiography" in progress' etc.
14. Spillage of oil if any on land during transformer charging and collected in pit shall be recovered from pit and handed over to concern group.

**C. INSTRUCTIONS TO BE FOLLOWED AFTER EXECUTION:-**

1. Site shall be cleared from any left out scrap material/waste after completion of work. Balance useable material shall be return back to store/relevant place.
2. Any old recovered useable equipment/material shall be return back to store after thorough cleaning by operation group.
3. Record of MIV & MRV of material shall be taken care of for reconciliation of material after job completion.