

Gujarat Narmada Valley Fertilizer & Chemicals Limited , Bharuch

OHS Guidelines for Contractors before awarding work:

1. Contractor shall ensure that he does not engage any workman less than 18 years of age for the work of the company.
2. Contractor shall ensure that he engages workmen of sound physical health and fitness to discharge the duties assigned at site effectively.
3. Contractor shall ensure that he provides suitable safety equipments & provide safe working condition to all his workmen & employees & follow all safety notices/instructions displayed at site such as:
4. Safety equipments such as safety belt, safety gloves, glasses, gum boots, earplugs, gas/welding shields/sets, insulated pliers and safe electrical equipments with proper earthing.
5. Safe means of access such as ladders, railings, scaffoldings
6. Wearing of tight fitting clothings
7. Contractor shall maintain proper discipline at his work place by his workmen and ensure that his workmen do not remove or damage factory property/ machines / equipments and do not interfere with or disturb electrical and other electrical equipment belonging to GNFC or to other contractor under any circumstances whatsoever, unless specially permitted in writing by GNFC to handle such fuse, wiring or electrical equipment.
8. Contractor shall ensure that he carry out periodical examination and tests for all lifting / hoisting equipments and tackles in accordance with the Factories Act. A register of such examinations and tests shall be maintained by the contractor once in each contract or once in six months, whichever is less.
9. Contractor shall ensure proper fastening of safety belts and use of personal protective equipments such as shields ,fall arrester etc. by his workmen as and when required while working at heights (>2 m).
10. Contractor shall ensure for safe transportation of materials/ tools being carried out by his workmen.
11. Contractor shall notify well in advance to the Site In-charge of his intention to bring any container filled with liquid or gaseous fuel, explosives or petroleum substance or such chemicals which may involve hazards. Where it is necessary to provide and/or store petroleum or petroleum mixtures and explosives, the contractor shall follow the instructions in accordance with the rules and regulations laid down in Petroleum Act 1934, Explosives Act 1948. All such storage shall have prior approval of the Site In-charge.
12. Contractor shall ensure the compliance of provisions of the Factories Act and Gujarat State Factories act and produce records when demanded by GNFC.
13. Contractor is required to get his labours checked for sound physical health and fitness after every six months. Contractor is asked to submit fitness certificate

of those labours who do not discharge their duties effectively as found by Site In-charge from certified medical surgeon.

14. Contractor must insure all his workmen in accordance with Employee State Insurance Act / Workman Compensation Act.
15. Contractor must provide first-aid box with specified medicines required to give first-aid to his workmen at site.
16. Contractor must ensure that he or his authorized representative must be present at site to ensure that his workmen are working with safety appliances and safe conditions for working during progress of work. GNFC have right to check the legal requirements at site at any time during their visits.

OHS guidelines while working inside GNFC :

1. Contractor to enforce that no job is started by his supervisor or workmen unless work permit is issued for the said job.
2. Contractor to ensure the compliance of all instructions mentioned in the work permit.
3. Contractor to ensure that the work permits are renewed at the start of each shift.
4. Contractor shall remove/ replace defective item and give compliance to this effect to the Engineer In-charge.
5. Contractor shall rectify/ replace the defective tools/tackles & means of transport.
6. Contractor to segregate and dispose the waste material as specified by company procedures,
7. Contractor to enforce use the personnel protective equipment by his Workmen
8. Contractor to enforce safe work procedures as specified by the company
9. Contractor to ensure optimal usage of resources, in particular oil, water, electricity etc.
10. Contractor to strictly follow the electrical isolations as informed by the company personnel during the maintenance.
11. Contractors to explain their workers about potential hazards, accidents emergencies, environmental impact and explain to all, the precautions to be taken.
12. Contractor to enforce use helmets / gloves / shoes / ear plugs / welders goggles as specified.
13. Contractor to send the workmen, supervisors for any training class conducted by GNFC for EHS requirements .

OHS Guidelines for Contractors during their work in GNFC is as under:

Do's For Civil Contractors:

1. Start job after getting work permit only.
2. Prepare sand/cement/aggregate mix on non permeable sheet or hard floor.
3. Keep all raw-construction material like sand, cement, bricks, etc. near work place with barricade.

4. Keep cement bags on wooden pallets or above road level.
5. Cover cement bags with polythene. / tarpaulin
6. Clean the area after job completion.
7. Isolate / guard the rotary parts of machine to carry out civil work plant area (near machines)
8. Keep oily and greasy cloths at identified place.

Don'ts for Civil Contractors:

1. Don't prepare cement mixture on bare ground.
2. Do not wear loose clothes and sleepers.
3. Don't allow to spill civil material in storm water drain or in workplace area.
4. Doesn't store cement bags on ground?
5. Don't keep loose cement in plant area (near machine).
6. Do not throw oily water in the soil.
7. Don't cut any tree without permission.

DO'S FOR Air Conditioner /Refrigerator /Water Cooler Repair Contractor:

1. Pump down refrigerant from window AC/refrigerator /water cooler in cylinders.
2. Take vacuum testing at 28" of Hg and hold it for 24 Hrs.
3. Check leakage in the system after gas charging and attend immediately

Environment Requirements for General Activities:

1. Whenever possible use natural sources of energy
2. Uses of material that do not cause any destruction of natural resources or cause any air, water pollution and/or land contamination.
3. Use of material that having natural recyclable property.
4. Reduction of power consumption.
5. Reduce power consumption from DG sets.
6. Use of recycled paper for stationery.
7. Increase recyclability of material.
8. Aim to eliminate PVC / ODS in material used.
9. Eliminate use of halogenated flame retardant.
10. Maintain eco system in balance and natural form wherever possible found).
11. Avoid shocks during transportation.
12. During installation, please ensure that copper pipe lines are safe.

DON'TS FOR Air Conditioner /Refrigerator /Water Cooler Repair Contractor:

1. Don't allow refrigerant to leak in the atmosphere.
2. Don't allow refrigerant oil to spill on the ground while charging or taking out.
3. Don't allow to handle the unit casually.
4. Don't give any load to copper fittings during lifting /handling the unit.

DO'S FOR Painting Contractor:

1. Keep all paint containers in closed/sealed condition.
2. Keep paint material at proper place and prepare paint at a specified area (workshop) only.
3. Keep paint containers on polythene base.
4. Provide polythene on floor while painting walls wherever possible.
5. Clean empty paint container and brush with kerosene/thinner and store residue in a tank at one place.
6. Use only steel scaffolding material while working at height.
7. Start job after getting proper work permit.
8. Handle thinners very carefully with proper body protection as needed.
9. Thinners should be stored in confined area because they are highly flammable.
10. Keep oily and greasy cloths at identified place.

DON'TS FOR Painting Contractor:

1. Does not use of any equipment or pipe or fittings for resting of foot, hand or support.
2. Do not enter in unauthorized area and restrict work in defined space only.
3. Do not throw paint, thinner etc. on ground /storm water drain.
4. Do not allow paint to fall on ground while painting wall etc.
5. Do not throw empty paint containers here and there and place only at a specified place.
6. Do not spin the painting brush on ground while cleaning it.
7. Do not wear loose clothes and sleepers.

DO'S FOR Fabrication /Welding Contractors:

1. Use safety appliances as per instructions.
2. Take safety precautions as per instructions.
3. Clean work place after completion of the work.
4. Ensure proper illumination on the work place.
5. Ensure that welding sparks do not fall through floor opening / floor grating on equipment / cable etc.
6. Provide M.S. sheet/ G.I. sheet below cutting material.
7. Provide earthing directly on welding machine.
8. Ensure that cutting hot iron pieces do not drop on ground.

DON'TS FOR Fabrication /Welding Contractors:

1. Do not rest on equipment or pipe or fittings railings etc.
2. Do not enter in unauthorized area and restrict work in defined space only.
3. Do not carry out any job before clearance from concerned engineer.
4. Do not wear loose clothes and sleepers while working.

5. Do not use unsafe means for access on the job.
6. Do not disturb existing machines, pipe lines etc. while working on the job.
7. Do not allow welding flux fall on ground.

Do's FOR Handling Scraps:

1. Check the scrap drums used for oils/lubricants for the residue. As such oil/lubricants are combustible and also cause pollution. Hence the same may be disposed off as per GNFC guidelines.
2. Collect & store the waste polythene bags for making reprocessing.
3. Collect & store the waste paper /craft papers for making recycling.
4. Exercise utmost care while handling the iron scrap material to prevent any injury to the worker handling them.
5. Exercise proper care for safely to prevent any accidents during loading/unloading process / or enroute while carrying them.

DON'TS FOR Handling Scraps Contractor:

1. Do not use oil, lubricants, chemicals empty drum for storage of food grains/ drinking water.

Environment Requirements for General Activities:

1. Whenever possible use natural sources of energy
2. Uses of material that do not cause any destruction of natural resources or cause any air, water pollution and/or land contamination.
3. Use of water-based paints rather than oil based paints.
4. Use of material that having natural recyclable property.
5. Reduction of power consumption.
6. Reduce power consumption from DG sets.
7. Use of recycled paper for stationery.
8. Increase recyclability of material.
9. Aim to eliminate PVC / ODS in material used.
10. Eliminate use of halogenated flame retardant.
11. Maintain eco system in balance and natural form wherever possible.