

DOCUMENT NO: YEPL/SM/01			YASUJA ENTERPRISES PVT. LTD. SAFETY MANUAL	
ISSUE DATE 15/01/2024	REVISION NO# 0			



**Regd. Office: C/O GYAN RANJAN HOTA, RANGADHIPA, SUNDARGARH,
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PREPARED BY

For YASUJA ENTERPRISES PVT. LTD.

 Director

APPROVED BY

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1.0. INTRODUCTION

The Managing Director base company of **YASUJA ENTERPRISES PVT LTD (YEPL)** believes that integration of best health and safety practices is a vital part of efficient business management and therefore, for executing jobs inside TATA STEEL Ltd, best possible HSE standard will be maintained.

With reference to our experience in the past for various job assignment and activities in TATA STEEL Ltd. incorporation of safety norms has been instrumental for improvement of productivity, losses due to accident/incident, loss of property, betterment of employee-employer relationship and prospective business.

1.1. Objective

In order to manage health and safety during the job execution phase in line with the company policy to meet the job completion in time, with exclusive control on accident/incident and cost overrun, effective safety management action plan needs to be implemented.

This Safety & Health Management System is a dynamic document and may be subjected to ongoing review and possible revision as and when required.

The objective of this manual is to provide requisite guideline for the implementation of HSE policy, safety systems and procedures so as to ensure accident free environment.

1.2. Scope

Applicable to all activities of **YASUJA ENTERPRISES PVT LTD (YEPL)** including its vendor, contractor and all those parties associated with the job execution.

1.3. Purpose

The purpose of this document is to be the principal support instrument to manage all safety related matters during the job execution and also business practices.

The execution of the plan requires a continuous active input from other parties involved, including Managing Director of **YASUJA ENTERPRISES PVT LTD (YEPL)** who have specific knowledge of the local situation and conditions. The role of contract Managing Director is to manage the entire “assigned” Safety program and to coordinate the actions of all parties involved to ensure a concerted effort to achieve the maximum safety performance level during carrying out the job.



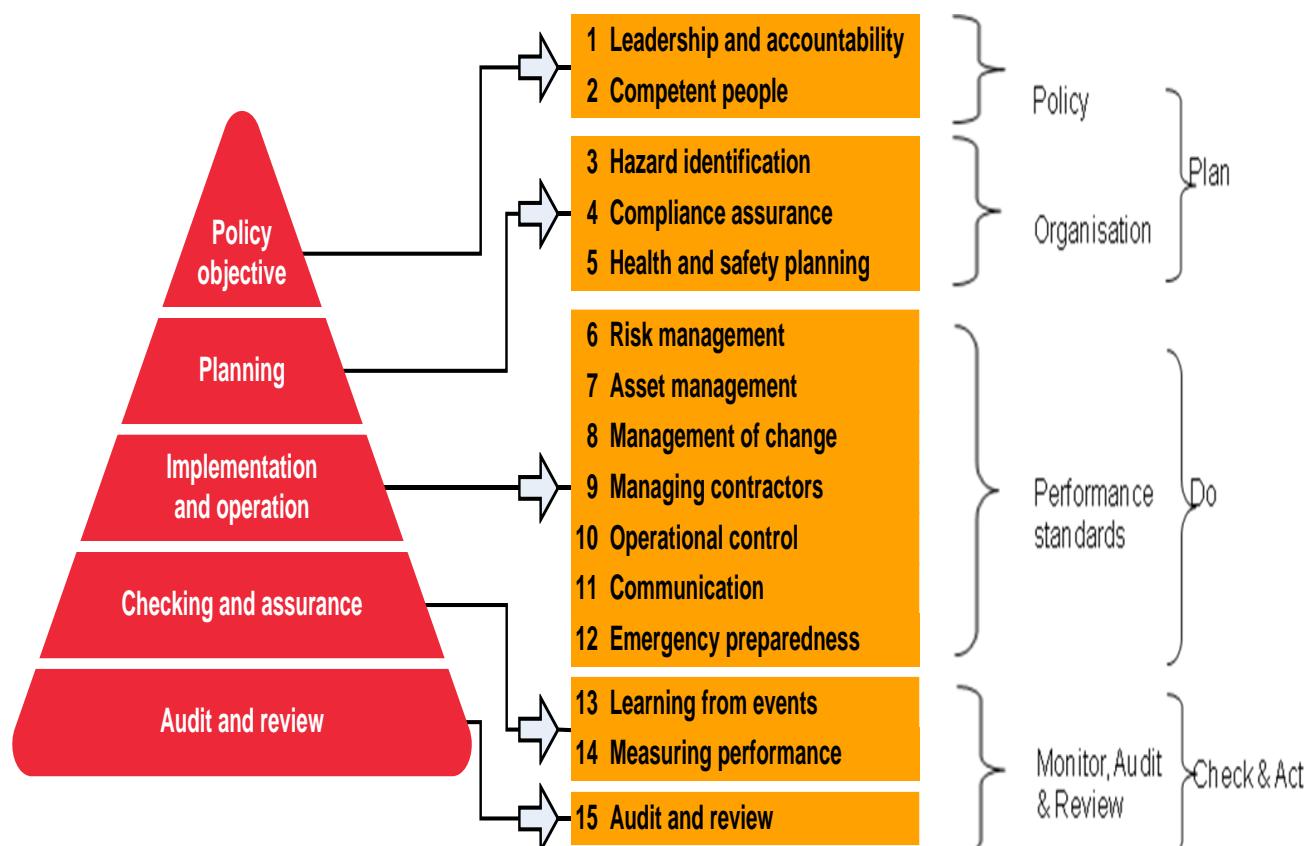
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CSMS FRAME WORK ILLUSTRATION



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2.0. COMPANY PROFILE

Name of the Firm	YASUJA ENTERPRISES PVT LTD
Year of Establishment	2022
Vendor Code	
Name of Director	GYANA RANJAN HOTA
PAN No.	AABCY6138R
GST No.	21AABCY6138R1ZV
UDYAM Reg. No.	UDYAM-OD-30-0016634
ESIC Code No.	85000405880000799
P.F. Code No.	ORRKL2814518000

Registered Address:

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2.1. Summary

We wish to introduce ourselves as a leading Transport company with 8 years of existence having good facilities for Transport of materials for Steel Plant. We also take the responsibility to safely and carefully traveling from source to destination and ensure the all-employees Safety.

2.2. Mission:

“YASUJA ENTERPRISES PVT LTD” is committed for zero safety tolerance in the business, we operate. And to build an organization where every individual associated with it, religiously Work for Safety & Work with Safety, by adopting safe standard and working procedures”.

Our Core Values are:

- Committed to zero safety tolerance, to be a *vendor of choice*.
- Proactive initiative for continual improvement in HSE
- To develop and retain, competent skill in accordance to CSMS
- Sustainable quality and employee satisfaction

2.3. Strength:

We have a dedicated and driven team of driver, qualified and experienced Supervisors, site in-charge along with expertise work force with all experience driver know how.

Service:

We supply Transportation, Equipment's & materials at the different locations.

2.4. Our Esteemed Clients:

ADANI POWER LIMITED, D B POWER LIMITED, M S AND SONS



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3.0. ABBREVIATION

BIS	Bureau of Indian Standards
CAPA	Corrective Action & Preventive Action
CA	Contract Administrator
CO	Contract Owner
MD	Managing Director
CIC	Chief Incident Controller
CSMS	Contractor Safety Management Standard
ESI	Employee State Insurance
EMP	Emergency Management Plan
HOD	Head of Department
HSE	Health, Safety & Environment
HIRA	Hazard Identification & Risk Analysis
YEPL	YASUJA ENTERPRISES PVT LTD
JHA	Job Hazard Analysis
MoM	Minutes of Meeting
NC	Non-Conformity
PPE	Personal Protective Equipment
RTA	Road Traffic Accident
SOP	Standard Operating Procedure
TSL	TATA STEEL LTD
TBT	Tool Box Talk

4.0. DEFINITIONS

4.1. CONTRACT

A written agreement between TSL and its contractor(s) to supply manpower, services, and/or materials or to carry out the whole or part of any work requested by TSL

4.2. CONTRACT ADMINISTRATOR (CA)

The Contract Administrator shall be responsible for managing all contractor safety related activities and shall ensure the overall implementation of the entire contractor safety management standard.



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4.3. CONTRACTOR/ MANAGING DIRECTOR (MD)

A person(s) or any non-company entity that has contracted with TSL to supply manpower, services, and/or materials

4.4. CONTRACT EMPLOYEE(S)

Any person(s) who is employed by contractors to carry out the contracted work. He/she is not employed directly by TSL

4.5. CONTRACT OWNER (CO)

Any TSL employee who has overall control of the contract or/and who certifies contractor invoicing/job during and/or after completion of work.

4.6. HIGHER RISK WORK

A Work or part of the Work that has got potential for an injury, property damage, loss of containments, ill health or a process incident or given consequences have already happened.

4.7. LOWER RISK WORK

A Work or part of the Work where the risk involved in the job is at a broadly acceptable level or has a very low potential of injury, property damage, loss of containments, ill health or a process incident.

4.8. SITE (parking place)

Site means the place so designated by owner for **YEPL** including such places in and around/adjacent, which are for storage of materials, equipments and machineries.

4.9. SAFETY PLAN

A safety plan is a guide for staying safe from deviation from safety standard and procedure. Safety plan must be relevant to job and must have adaptability if the condition changes.

4.10. OWNER / MANAGING DIRECTOR /PARTNER

Owner/ Managing Director /Partner means **YEPL** and includes its representative, its successors in title and permitted assignees.

4.11. WORKS

Work means all the professional driver are responsibilities to be performed by **YEPL** as specified, stated, indicated in the contract.

4.12. ACCIDENT

An unplanned or undesired event which can result harm to people, property or the Environment.



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4.13. INCIDENT

Event that results into an accident or have the potential to lead to an accident. The term Incident includes “Near Misses”.

4.14. NEAR MISS

A Near Miss is an event where no contact or exchange of energy occurred and thus did not result in personal injury, asset loss or damage to the environment.

Examples:

The vehicle is slowly movement, UN fortunately one person jumps the vehicle but no injury or no incident

4.15. HAZARD

A Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the work place environment or a combination of these.

4.16. RISK

A measure of the likelihood that the harm from a particular hazard will occur, taking into account the possible severity of the harm.

4.17. HARM

Harm includes death, injury, physical or mental ill health, damage to property, loss of production or combination of these.

4.18. UNSAFE ACT OR CONDITION

Any act or condition that deviates from a generally recognized safe way or specified method of doing a job and thus increases the potential for an accident.

4.19. LOST TIME INJURY (LTI)

Work related injury or illness that renders the injured person unable to perform any of his/her duties or return to work on an **YEPL** Scheduled work shift on any day immediately following the day of the accident.

4.20. FIRST AID CASE

“First Aid” as any one-time treatment and any follow-up visit for the purpose of observation of minor **YEPL** scratches, cuts, burns, splinters or other minor industrial injuries, which do not ordinarily require medical care.



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4.21. MEDICAL TREATMENT CASE (MTC)

Work related injury or illness requiring more than first aid treatment by physician, dentist, surgeon or registered medical personnel.

4.22. FATALITY

Death due to a work-related incident or illness regardless of the time between injuries or illness and death.

4.23. EXPOSURE

The measurement of time during which the subject is at risk from a hazard.

4.24. ILL HEALTH

Identifiable adverse physical or mental condition arising from and /or made worse by a work activity and/or work-relate situation

4.25. HOUSEKEEPING

A place for everything and everything in its place i.e. maintaining the working environment in an orderly manner.

4.26. RISK ASSESSMENT

The process of analyzing the level of risk considering those in danger, and evaluating whether hazards are adequately controlled, taking into account any measures already in place.

4.27. AUDIT

Systematic, independent and documented process for obtaining “audit evidence” and evaluating it objectively to determine the extent to which “audit criteria” are fulfilled.

4.28. CORRECTIVE ACTION

Action to eliminate the cause of a detected non conformity or other undesirable situation.

There can be more than one cause for a non-conformity. Corrective action is taken to prevent recurrence whereas preventive action is taken to prevent occurrence.

4.29. PREVENTIVE ACTION

Action to eliminate the cause of a potential non conformity or other undesirable potential situation.

There can be more than one cause for a potential non conformity. Preventive action is taken to prevent occurrence whereas Corrective action is taken to prevent recurrence.



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4.30. PERSONAL PROTECTIVE EQUIPMENT (PPE)

All equipment and clothing intended to be utilized, which affords protection against one or more risks to health and safety. This includes protection against adverse weather conditions.

4.31. TRAINING

The process of imparting specific skills and understanding to undertake defined tasks.

Contractors or contractor's work shall be classified into following categories depending upon their nature of work

There will be instances where work may not clearly fall into the 'Low Risk' category. In such cases, locations shall consult their local safety professional or Corporate Safety for a determination and classification of work. Some Jobs which could have been classified as low risk but can also convert into high-risk job e.g. 1) Inspection of fire extinguishers at offices is a low risk but it becomes high risk when the same job is done in steel making or iron making area, 2) Cleaning contract in office is a low risk job but once the cleaning is done on furnace it becomes a high risk job etc.

Category	Description	Examples of High Risk Activity/work
A	Vehicle	Vehicle maintenance, Before start the vehicle visually check
B	Road	Defensive driving training. Drive the vehicle on road.



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5.0. HEALTH & SAFETY OBJECTIVE AND TARGET

5.1. OBJECTIVE

- Provide Safe and Healthy working environment.
- Ensure Safety of all workers, visitors and machinery within our site.
- Prevent loss or damage to property resulting from our activities.
- Comply with all applicable legal requirements.

5.2. TARGET

- Fatality – Zero
- Lost Time Injury and Ill health issue – Zero
- Man, Days Lost – Zero
- Environmental Impact – Zero
- Legal Grievance – Zero
- Fire Incident – Zero
- Usage of PPE – 100%
- Safety Training – 100%
- Safety Audit – No severity # 5 violation

To achieve the prime objective of

‘ZERO ACCIDENT/ INCIDENT’

Through commitment and involvement of all employees in work place.



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6.0. SAFETY PRINCIPLE

Our Safety Guiding Principles outline the meaning of **zero harm** and demonstrate our commitment to driving safety for all employees.

- We value human life and well-being above all else and take action accordingly.
- We believe that all incidents, injuries and workplace illnesses are preventable.
- We are personally accountable for our own and collectively responsible for each other's safety.

By committing to safety first, we advance our goals for safely movement from source to destination.

For YASUJA ENTERPRISES PVT. LTD.

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7.0. HEALTH & SAFETY POLICY

We declare **YASUJA ENTERPRISES PVT LTD** commitment that safety & Occupational Health of the employees is matter of prime concern to the company and company reiterates its intention as under.

- All the statutory requirements pertaining to safety and health prescribed under the provisions of Factory act and rule shall be complied with.
- The company shall establish suitable norms for safety and cleanliness, where the employees of the company shall render their services.
- The company shall give due weightage to each individuals contribution in maintaining safety and clean environment while evaluating the overall performance report of an employee for his career advancement.
- The company shall adhere to the safety regulations of the organization in which the services shall be offered.
- It shall be the company's endeavor to give due consideration to health and safety while buying tools tackles and vehicles.
- The company is also committed to regular preventive maintenance of its tools and vehicles to ensure safety of the personnel.
- The company shall inform, educate, and impart training to the employees from time to time so that they become fully aware about the safety procedure.
- The company shall make budgetary provision for meeting the safety requirements.
- Our daily shift activity starts with a safety prayer and tool box talk.
- We follow the practice of Hazard Identification & Risk Analysis before starting any activity at work place.
- We depute our workmen with induction training by giving him the knowledge about the risk involved with the work place where he is going to be engaged.
- Always follow road safety rules and regulation.

For YASUJA ENTERPRISES PVT. LTD.

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ସୁରକ୍ଷା ପ୍ରତିଶ୍ରୁତି

ମୁଁ ନିଜକୁ ନିରାପଦରେ, ବ୍ୟକ୍ତିଗତ ଭାବରେ କାର୍ଯ୍ୟ କରିବାକୁ ପ୍ରତିଶ୍ରୁତି ଦେଇଥିଲି ଏବଂ ନିଶ୍ଚିତ କରେ ଯେ ମୋ ପାଇଁ କାର୍ଯ୍ୟ କରୁଥିବା ମୋର ବନ୍ଧୁ ଏବଂ କର୍ମଚାରୀମାନେ ସୁରକ୍ଷା ପ୍ରତି ପ୍ରତିବଦ୍ଧ ଅଟନ୍ତି ।

सुरक्षा प्रतिज्ञा

मैंने स्वयं को सुरक्षित रूप से काम करने के लिए प्रतिबद्ध किया है, तथा यह सुनिश्चित करने के लिए कि मेरे लिए काम करने वाले मेरे मित्र और कर्मचारी भी सुरक्षा के प्रति प्रतिबद्ध हैं।

SAFETY PLEDGE

I committed myself to work safely, personally and ensure that my Friends and Employees working for me are committed to Safety.



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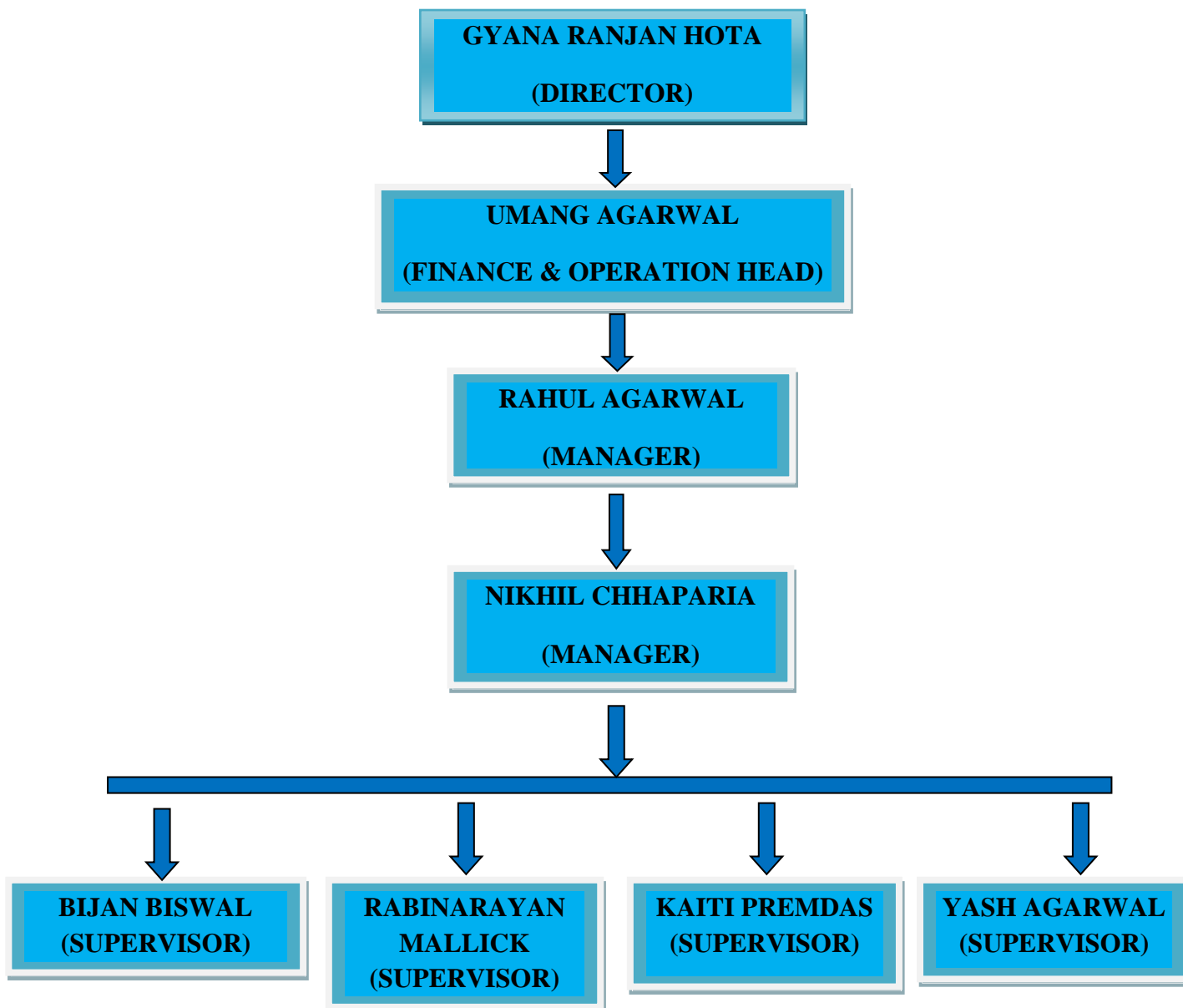
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8.0. SAFETY ORGANIZATION STRUCTURE CHART



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9.0. EMPLOYEE SELECTION PROCEDURE DEPLOYMENT & SKILL RETENTION PROCEDURE & POLICY

Employee selection; deployment and skill retention are the process of putting right men on right job for safe output with compliance of all norms for health, safety and environment. Safety is a Mandatory Requirement for All employees.

1. **Manager**- B Com. or Diploma in Engg. + 5 years working Experience.
2. **Accounts** -B Com/ Graduation/+02 years working experience.
3. **Office Asst.** -B Com/ Graduation/Diploma/+01 years working experience.
4. **Supervisor – Dip. In Engg. Or** Garduation+03 years working experience.
Diploma in Engg. 0 to 2 year working experience. B. E or B.Tech Engg. 0 to 2 year working experience.
5. **Safety officer/Safety Supervisor** – B.Sc. /B. E/B. Tech/Diploma Engg. + Industrial safety from recognize institution- (DGFASLI/CLI/RLI/AICTE/SCVTE/AICTC) qualified.
6. **Skilled employees** (Driver) etc. should have competency certificate. Mandatory & 5th pass & Above with Minimum 1 year Exp. Valid HMV & LMV License.
7. **Unskilled** Experience without competency certificate.

We have comprehensive **manual no. YEPL /SM/01** with human resource policy as under.

“To develop and retain competent work force in accordance to client’s standard and aspiration with zest for safety and to provide followings”

- ❖ *To provide safely drive on road.*
- ❖ *To provide indiscriminate opportunity to all, to grow skillfully and professionally.*



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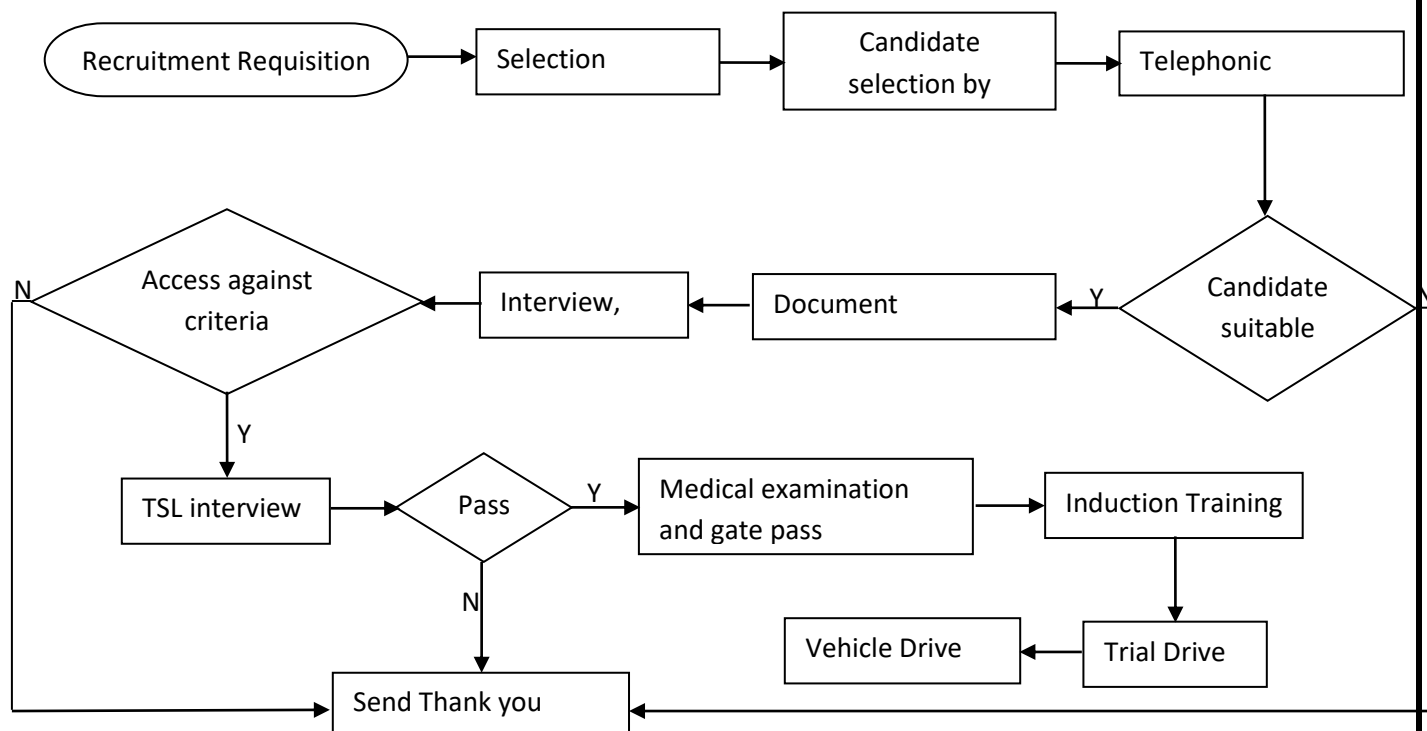
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- ❖ *Timely compliances of all relevant statutory laws and regulations and abiding all safety norms.*



9.1. Refer flow chart for recruitment & deployment



10.0.ROLE & RESPONSIBILITY OF EMPLOYEES

HSE management is a line responsibility requiring active participation of all levels of management and supervision in transport activities. (Mainly dumper & loader operators)
Individual HSE roles and responsibilities, along with task and target shall be distributed to the individuals for action, as described below.

Director :

- Responsible for completion of the targets (Material transportation) with total implementation of the own HSE policy requirement, HSE Management System & client HSE Procedures.
- Allocate resources for HSE function.
- Ensure that HSE legal & other requirements are compiled at the job site.
- Participate in Safety Inspection / Audits / award & Trainings when possible/practicable.



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- Providing safe and healthy working conditions for staff
- Participate in the investigation of high potential incidents.
- Organizing HSE information and promotional program within the organization.
- Participating in HSE-Audits and the Monthly Management HSE Meeting.
- Participating in emergency exercises as an observer.
- Participating in HSE Progress meetings.
- Ensure compliance to client Management Plan
- Reviewing HSE Plan implementation and discuss any outstanding issues in Project HSE Committee Meeting.
- Investigating non-compliance and non implemented items.
- Integrate HSE management during project tendering, all activities such that all risks are identified and effectively managed at the initial planning stage.
- To develop competency and awareness through effective training, motivation & promotional program.
- Empower personnel to stop unsafe act / conditions with imminent dangers of incident.

Authority

- Stop unsafe act / conditions with imminent dangers of incident.
- Review & Revise objectives and continual improvement plans.

Finance & Operation Head

- Allocate resources for HSE function.
- Prepares monthly invoices, submits to the Client.
- Exhibit commitment in implement the HSE management system requirements at job site in line with the allocated responsibility.
- Ensures the availability and adequate service of medical first aid facilities at workshop /maintenance location's.
- Liaison with statutory authorities as applicable.
- Correspondence with Client/ Sub Contractor/ Vendors.
- Ensure the functioning of complete medical examination (Pre-medical/ regular) of staffs, operators and workers.
- Develops and establishes mutual aid / collaboration with local hospitals and other emergency services as well as to display those emergency contact numbers (Internal /External) at conspicuous location.
- Ensures the legal and HSE compliances of conveyance vehicles with records.
- Ensures the compliances of environmental requirements while storing and handling of chemical, oils and other hazardous storage at workshop & maintenance areas etc.
- Ensures that fitness certified (HSE) vehicles /transport vehicles.
- Identifies the competent person for tools and tackles inspection and facilitates for tools and tackles inspection.



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- Co-ordinates and takes a major role in people evacuation and communication during emergency situations
- Ensures availability of wholesome drinking water at site & workshop areas.
- Ensures the welfare, health and hygiene at operator / labour colony and as well as at sites.
- Facilitates and renders supporting services for HSE campaigns and programmes.

Authority

- Ensuring legal compliances at site.
- Welfare, Health, and hygiene at sites as well as labour colony

Operation Head

- Exhibit commitment in implement the HSE management system requirements at site in line with the allocated responsibility.
- Participate in the site HSE Committees, site HSE meeting, site visits, inspections, and audits and ensure all sites HSE issues are addressed at the earliest.
- Allocate resources for proactive OHSE management to ensure consistent compliance.
- Ensures appropriate permits are taken for any activity as applicable.
- Reports Incidents and near misses, participates in the investigations (if applicable) and implement recommendations.
- Participate in the investigation of near miss cases/ LTI/ Fatal/ dangerous occurrences & recommend appropriate corrective measures as shall be required.
- Ensures all company & contractor personnel working under him are competent /experienced and suitably trained on safe working procedures as per client.
- Ensures and coordinate with SO / SS /ST for pre-deployment equipment fitness certifications.
- Ensures and scrutinizes the subject as well as HSE knowledge of Loader /Trip
- Tractor operators and suitably certifies (self) before deployment of the same.
- Ensures competent person certification for all P&M equipment's (Loader, Trip trailer/Dumper and others).
- Uses only tested and competent person certified lifting equipment, tools and tackles.
- Maintain good housekeeping in their respective area of control.
- Coordinate with site SO / SS /ST in effectively implementing the HSE management system & project

Authority

- Stop work where safety rules are violated/ safety clearance is pending as per client non conformance (UA/UC)

Site In charge / Maintenance & Driver In charge:



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- Exhibit commitment in implement the HSE management system requirements at job site in line with the allocated responsibility.
- Participate in the site HSE Committees of client, site HSE meeting, site visits, inspections, and audits and ensure all sites HSE issues are addressed at the earliest.
- Ensure the implementation of the Safe operating procedure as minimum to prevent Incidents/minimizing the risk
- Report Incidents and near misses, conduct investigation and implement recommendations at job site or work locations.
- Ensure all company & Contractor personnel/operator/driver working under him are trained on safe working procedures.
- Conduct Tool Box Talks daily regularly at site.
- Use only tested /third party certified lifting equipment, tools and tackles as well as Trip trucks shall have valid RC, Insurance, Pollution, etc as some were travelling interstate permits.
- Maintain good housekeeping in their respective area of control.
- Coordinate with site SO / SS /ST in effectively implementing the HSE Management system & JSA as per site conditions.

Authority

- Stop work where safety rules are violated / safety clearance is pending.

Health, Safety & Environment Officer

- Preparation of Project HSE plan with co-ordination from client HSE requirements.
- Develop and assist site management in implementing company HSE Management System and Client specific HSE Plan.
- Carry out HSE inspection of Work Area, Work Method, Men, Machine & Materials, P&M and other tools and tackles.
- Creating HSE awareness through TBT.
- Co-ordinate Project Manager/Operation head & Committee members in Job Safety Analysis /Assessment.
- Conduct investigation of all near miss cases / LTI / Fatal / dangerous occurrences & recommend appropriate corrective measures.
- Convene HSE Committee meeting & minute the proceedings for circulation & follow up action as required by client.
- Advice & co-ordinate for implementation of Work Permit Systems if required by client.
- Plan procurement of PPE & safety devices and inspect before use as per rested down norms.
- Facilitate screening of operator/workmen and conduct HSE induction/orientation.
- Monitor administration of First Aid.



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- Conduct inspect and arrange to maintain Fire Extinguishers mainly in cabins of trip trucks/dumpers.
- In the event of an emergency, coordinate with client and local medical/police as necessary.
- Organise campaigns, competitions & other special emphasis programmes to promote HSE in the job sites.
- Register Customer complaints and take corrective actions.
- Arrange for employees to conduct TBT & mass TBT as HSE Responsibilities

Authority

- Apprise Operation Head / HSE Team Leader on HSE related problems.
- Deploy Safety Steward suitably.
- Notify site personnel if non-conformance to HSE norms observed during site visits/site inspections by client representatives.
- Recommend to Director /Finance & Operation Head/Operation Head, immediate discontinuance of work until rectification, of such situations warranting immediate action in view of imminent danger to life / property / environment.
- Decline acceptance of such PPE / safety equipment that do not conform to specified requirements and report to Head Operation on the deficiencies identified during receiving inspection.
- Stop work when any HSE violations noticed.

Accountability

- Establishment of HSE Management system in working site
- Any deviation in HSE manual requirements and legal & other requirements
- Customer complaints w.r.t HSE matters
- To stop work when a violation is noticed.

Workers (incl. Operators/Mechanic/Helpers)

- Follow HSE rules informed during the induction training mainly as per client HSE procedures.
- Participate in the TBT & Mass TBT.
- Perform every work in safe condition.
- Only trained, experienced with proper documents & MEDICALLY FIT only shall be allowed to operate the equipment.
- Ensure driver under Intoxicated condition not allowed to drive the vehicle.
- Tip truck/Dumper should not be used for transportation of workmen.
- Before operation shall check the vehicle as per daily checklist (Ex: oil leakages, light, horn, break, mirrors, etc).
- Wear PPEs as required and ask store /site incharge if it's not available



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- Must not create unsafe environment /conditions.
- Always wheel choke in place even after hand breaks, during removing wheel chock ground clearance noted to avoid any untoward incidents.
- Must follow traffic /security guards' instructions in side mining areas.
- Must not try to overtake or over speed the vehicle as per site safety norms / assigned speed limit.
- In village areas village areas 20-30km/h.
- School areas morning & other restricted times as per "NO ENTRY" strictly implemented/obey.
- Drivers shall carry valid DL copy with him.
- Soft copy of DL & RC available in his mobile APP (mParivahan/Digi lockers will be for ready referrals)
- Keep the work place clean & hazard free.
- After continuous driving for 2 hours needs to take a break & then resume his driving.
- In case of EMERGENCY immediate contact/message/WhatsApp to his supervisor as well as near by police/medical as necessary.
- Must know JSA of transportation M/s YASUJA ENTERPRISES PVT.LTD as explained by SS/SI/OH.

Authority

- Ask supervisor for PPEs.
- Stop the work/vehicle if unsafe condition /traffic/road accidents during travelling prevails.

10.1. DRIVER

- Obey the Traffic rules & Regulation
- Used Appropriate PPE's
- Attend Tool box meeting if required as per the nature of job.
- Followed the Road safety Guidelines
- Used appropriate PPE's while on duty.
- Maintain good housekeeping at Vehicle, work place and Rest room area.
- Report all observation to Seniors

11.0.DRUGS & ALCOHOL POLICY

YASUJA ENTERPRISES PVT LTD. is committed in creating a drug & Alcohol-free workplace to achieve Safety business activities.



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By implementation of this Policy, to:

- Promote employee's wellbeing, health and safety.
- Create a work environment where employees feel safe.
- Discipline employees through serious misconduct procedures if found in procession of drugs/alcohol at work place.
- Drugs & alcohol policy and procedures will apply to all employees. We will support the staff in achieving this goal through education/Training

12.0.SEXUAL HARASSMENT POLICY

YASUJA ENTERPRISES PVT LTD. is committed to providing a workplace free from sexual harassment and as such prohibits the sexual harassment or gender-based discrimination of any employee.

Responsibilities:

The policy applies to all employees Management individually and collectively has the overall responsibility of carrying out the company's Sexual Harassment Policy in their respective work areas.

Sexual Harassment Policy includes:

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature. Showing pornography whether directly or by implication.

13.0.SAFETY DASH BOARD

Safety Dashboard is a simple and effective way to support our business 'Incident Management' process. It shall be displayed at our work site.

YASUJA ENTERPRISES PVT LTD				
SAFETY DASH BOARD				
MONTHS				
Leading Indicator	SL No	Description	Target	PLAN
	1	No.of Near miss incidents reported	Monthly	1
	2	No.of Mass Meeting Conducted	Quaterly	1



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Laging indicator	3	No.of Safety audit Conducted	Monthly	4
	4	No.of PPE inspection	Monthly	1
	5	No of Tools & tackles inspection	Monthly	1
	6	No.of Safety Campaign	Quarterly five	1
	7	No.of Tool box talk Conducted	Monthly	26
	8	No.of Safety training conducted	Monthly	2
	SL No	Description	Target	PLAN
	1	No. of Penalty Imposed	Monthly	0
	2	No.of First aid Case	Monthly	0
	3	No.of LTI(loss time Injury)	Monthly	0
	4	No.of Fatality	Monthly	0

14.0. SAFETY PLAN

SL No.	TYPE OF THE ACTIVITIES	LOCATION	SEQUENCE	SUBJECT
01	Tool box talk	Workplace	Every Day every shift Before starting the job.	(As per Nature of the Job)
02	Work place improvement Observation	Deferent Location in theplant	Every Day	Observation of Unsafe act & Condition.
03	Line walks with Top leaders	Deferent Location in theplant	Monthly Once	Observation of Unsafe act, Condition & Good practices.



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04	Safety Audit	Deferent location of Work place	Weekly once by every safety officer(Review by concern response person who take initiative/closing the observation)	Observation of Unsafe act, Condition & good practices.
05	Safety training	Work place/Offices	Induction for New employees, On job training, Classroom training.	SOP, Housekeeping, behavioral based, Emergency plan, etc.(As per TSL Standard)
06	Safety Checklist	Work place	Monthly Once	First aid box, Equipment, Tools and tackles, PPE's, Etc.
07	Mass Safety Meeting, Safety Committee meeting (Supervisors, site in-charge & Area Head)	Workplace	Monthly Once	Safety Matter as per agenda.
08	Safety reward and recognition.	Workplace	Monthly Once	Hazard observation reporting, Best Safety conscious person, Near miss reporting, Used of PPE's & Behavioral,



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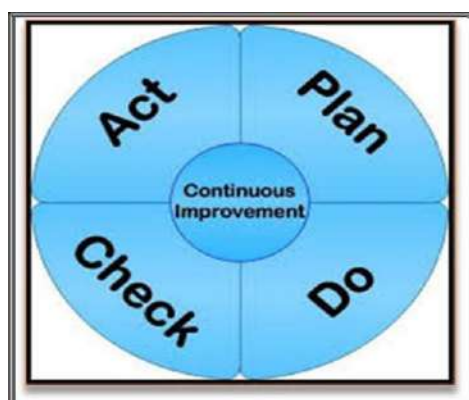
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A health and safety plan is a plan for a workplace that is designed in accordance with the legislative requirements covering the roles and responsibilities of the staff and the emergency action plan etc. A health and safety plan is a specific plan against an activity that is already set to go and it is designed to serve and protect the individuals affected by the organization in all matters of health, wellbeing and safety. The plan is equipped as per **PDCA cycle**.



Our health and safety plan (accident prevention program) is a valuable tool for organizing and managing the various aspects of workplace hazard.

- It provides for a safe and healthful work environment by identifying and controlling hazards.
- It provides a mechanism for organizing thoughts and approaches and documenting activities.
- It provides a structure for action, especially in an emergency.
- It helps compliance with state regulations and avoids the citations/penalties associated with non-compliance.



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Our health and safety plan includes, SOP/Method statement, Job Hazard Analysis, Six directional hazard identification, daily safe job execution plan along with administrative controls.

Administrative controls may include rotation of workers to reduce exposure time, specialized training or using less hazardous procedures. The best procedures are usually those recognized as safe by professionals working in the field. They are often referred to as “standard operating procedures,” (SOP’s), “operating instructions,” “safe practices” etc., and are often found in something like a manual.

15.0.METHOD STATEMENT

For all the activity, Method Statement will be prepared by the responsible site supervisor and safety supervisor would be the part of preparing the JHA /HIRA.

This would be then submitted to the Site In-charge for approval.

All the method statement would be required approval before the start the job.

1 Work Permit:

Daily work Permit is required for any kind of hazardous job execution inside the plant premises only for department instruction like (Hot work, cold work, Height work, Confined space, Material handling, Positive Isolation, Etc.

2 Standard Operating Procedure (SOP):

Standard Operating Procedures are written documents that are used to prevent incidents occurring when using machinery or equipment that has a risk or hazard associated with it.

Separate SOP for every job must be obtained after approval from the concerned department and SOP must be kept at worksite. Initiatives for pictorial SOP and in local language (ODIA) have also been taken. The contents of the SOP should be explained to the workers by the site supervisor and the same shall be displayed at site. All jobs must be carried out as per SOP.

3 Job Hazard Analysis (JHA):

JHA is a systematic method of identifying hazards & control measures to safely perform a specific task. It describes job tasks in step-by-step manner to identify associated hazards in each step and outlines appropriate hazard controls that minimize the risk of human injury or illness to the individual(s) performing that task. JHA is consisting of followings.



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- Breaking down a job into several steps
- Identifying hazards at each step
- Developing safe job procedures for each step

4 Basic Job Steps:

Break down the job into a sequence of steps. Each step should accompany some major tasks. That task will consist of a series of movements.

5 Potential Hazards:

To complete a JHA effectively, the hazards or potential hazards associated with each step must be identified. Every possible source of energy must be identified. It is very important to look at the entire aspect to determine every possible hazard that might exist which contributes to accidents and injuries.

6 Recommended Preventive Measures: Using the sequence of Basic Job Steps and Potential Hazards, necessary actions to eliminate, control or minimize hazards should be decided that could lead to accidents, injuries, damage to the environment or possible occupational illness.

Each safe job procedure or action must correspond to the job steps and identified hazards.

7 Recommended tools, tackles and PPE: The required tools, tackles and PPE should also be decided to complete the job in a safe manner.

The contents of the JHA (Potential hazard and Safe guard/Control measures) should be communicated to the workers.

The JHA should be reviewed, approved and signed by the supervisor before the task is started. Understanding every job step is very important. Whenever a job step changes or a new step is introduced, the JHA must be reviewed and updated.

8 The model JHA is prepared for one of critical activity is enclosed for reference.

Six Direction Hazard Identification



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(Note: This has to be filled up every day at the job site by site supervisor)

Job Title		Section/Location	
Working Agency		Contactor if any	
Date		SOP No.	
Direction	Hazard Observed	Precaution/Measures to be taken	Remarks
North			
South			
East			
West			
Top			
Bottom			
Signature		Name & Designation	

16.0.DAILY SAFE JOB EXECUTION PLAN

Our Site supervisor must use this daily safe job execution plan and execute all jobs as per this plan. The important points are given below:

YASUJA ENTERPRISES PVT LTD

SAFE JOB EXECUTION PLAN

- ➔ COMMODITY PLAN BY THE DEMAND OF CUSTOMER.
- ➔ TOOL BOX MEETING
- ➔ TAKEN DO / PERMIT FROM BOTH PARTY
- ➔ SELECTION OF VEHICLE & COMPITENT DRIVER
- ➔ ENSURE GOOD COMMUNICATION IN BETWEEN DRIVER & SUP.
- ➔ TAKEN APPROPRIATE TOOLS & PPE'S
- ➔ IDENTIFIED SIX DIRECTIONAL HAZARD & ELIMINATE IT.
- ➔ FOLLOWED SOP DURING EXCUTATION OF JOB
- ➔ CONTINUE MONOTORING OF THE JOB
- ➔ MAINTAIN GOOD HOUSEKEEPING
- ➔ JOB CLOSED SAFELY.



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1. **Tool Box meeting:** Before starting any job Tool box meeting is mandatory. All of our workers and supervisors must participate in daily tool box meeting. Tool box meeting format/register must be filled after the meeting.
2. **PPE checking:** PPE check of all workers must be done before start the vehicle. Damaged PPE to be replaced immediately. **Tool Check:** All tools must be checked before start the vehicle. Damaged/defective tools to be replaced.
3. **SOP:** Separate SOP for every job must be obtained from the department and SOP must be kept at worksite. All jobs must be carried out as per SOP.
4. **Job Hazard Analysis:** JHA must be carried out for all critical work to mitigate the hazard.
5. **Job specific safety standard:** Specific safety clauses as per contract for hazard control must be followed.
6. **Supervision:** Supervision of manpower must be done by the site supervisor (Managing Director). Any special instruction from the department must be followed.
7. **Housekeeping:** Good housekeeping of work area free from slip/trip/fall hazard must be maintained.

17.0. JOB HAZARD ANALYSIS

A job hazard analysis should be done and recorded to identify potential hazards and develop safeguards to mitigate such hazards

Job Hazard Analysis (JHA)

Annexure-4

DEPARTMENT & SECTION	Revision No.-00
LOCATION OF JOB	Revision Date-
JOB DESCRIPTION	



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TEAM			
Sequence of Basic job Steps	Potential Hazards	Safeguard/Control	Responsibility
Required tools	Required PPE's	Required Training	

18.0.HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

Introduction

Hazard Identification and Risk Assessment is in-depth examination of activities to be performed by dividing them in steps and sub steps. Hazards associated with each step and sub step are identified and preventive measures are suggested to eliminate/minimize/control these hazards.

Objective

Objective of this procedure is to provide guidelines for hazard identification and risk assessment of all activities to be performed at TSL site with a view to make the persons engaged in jobs to aware about the hazards associated with such job and to establish preventive measure prior to taking up the job.

Scope

This procedure is applicable to all critical activities to be performed by **YASUJA ENTERPRISES PVT LTD** at TSL work site.

Responsibilities

Supervisors shall ensure that all critical activities to be performed under their Scope of work are listed in order to complete Hazard Identification and Risk Assessment. They should further ensure that HIRA of such activities are made and approved by them and Safety



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Supervisor. Execution team shall be responsible to implement the same during execution of the job.

Methodology

Supervisor shall appoint a team inclusive of Safety supervisor for preparation of risk assessment for the jobs to be carried out in his area.

All routine and non-routine activities need to be identified.

Step - I

Identify activities carried out by contractors and the job offloaded to contractors (indirect activities).

List out all the activities in the form.

Step-I and record the same under the column “Existing” and “Gaps” in “Adequacy of Measure”.

Step - II

Observe tasks being carried out at site / work place. Make site assessment. Review documented procedure – Record the gaps.

Review accident record and its analysis – note down root causes.

Review health / toxicological data of persons engaged in sensitive activities as defined under The Factories Act, 1948

List out all actual and potential hazards.

Identify hazards related to activities under normal, abnormal and emergency conditions.

Identify unsafe conditions and practices through site inspection related to activities that are identified in

Step - III

Determine risks based on hazard involved considering likelihood and consequence based on existing control measure and gaps.

Step - IV



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Carry out risk assessment as per the guideline and Identify tolerable and non-tolerable risks.

Step - V

Carry out feasibility study on identified non-tolerable risk in order to eliminate / reduce or control based on:

Technology Availability
Physical Improvements
Further Feasibility Study Required
Technique / Training & Competency Required
Operational Feasibility
Economic Viability

Step - VI

Determine risk management measure in terms of:

Operational Control Management programs

Emergency Prevention, Preparedness & Response Procedure to minimize the risk to acceptable/trivial level

Guideline for Risk Assessment:

Scale (S1) - Criteria: Spot, Within Dept., Within Factory, Outside Factory

Score : 1 2 3 4

Severity (S2) - Two components:

Likelihood (L) & Consequence (C)

Likelihood:

1. Highly Unlikely (HU): Score – 1

Adequate technological & operational measures are in place. Training and competency defined and complied. Monitoring & Measurement and its review system defined and complied.

2. Unlikely (U): Score – 2

Technological and operational measures are in place. No gap observed in Training and competency. Monitoring and measurement & its review system are not up to desirable level.



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3. Likely (L): Score – 3

Technological and operational measures are in place. Training and competency not up to desirable level. Monitoring and measurement and its review system are not up to desirable level.

4. Very Likely (VL): Score – 4

Technological and operational measures are not in place. No Training and competency. Monitoring and measurement and its review system are not in place.

Level of Consequence

Level of Harm	Human	Property	Exposure Level
Slightly Harmful (SH) (Score - 2)	Momentary Discomfort	Insignificant damage. No action required	Below / equal to prescribed TLV (8 hrs)
Harmful (H) (Score - 4)	Minor injuries (Non reportable) requires first-aid	Minor damages	Above prescribed TLV (8 hrs); however < 20%
Very Harmful (VH) (Score - 6)	Major injuries, absence from the work \geq 48 hrs / temporary disability	Severe damages	Above prescribed TLV (8 hrs); however within 20% - 40%
Extremely Harmful (EH) (Score - 8)	Fatal / Permanent Disability. Major incidents involving large number of people	Annihilation (complete destruction)	Above prescribed TLV (8 hrs); And > 40%

18.1. Risk Classification

	RISK	SCORE
	TRIVIAL	4
	MODERATE	5 - 12
	SUBSTANTIAL	13 - 24
Non Tolerable OHS Risk	INTOLERABLE	25 - 40



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18.2. Risk Matrix

LIKELIHOOD	4 (VL)	MODERATE	SUBSTANTIAL	SUBSTANTIAL	INTOLERABLE
	3 (L)	MODERATE	MODERATE	SUBSTANTIAL	SUBSTANTIAL
	2 (U)	TRIVIAL	MODERATE	MODERATE	SUBSTANTIAL
	1(HU)	TRIVIAL	TRIVIAL	MODERATE	MODERATE
Risk Assessment 4x4 Matrix		2 (SH)	4 (H)	6 (VH)	8 (EH)
		CONSEQUENCE			

Importance of Risk Assessment

- Confirms that planned / existing controls are adequate/ inadequate
- Risks can be controlled before harm
- Promotes positive safety culture
- Provides opportunities for everyone to agree that procedures are:

Risk assessment sheet shall be jointly signed by the Site In-charge, Site Supervisor and Safety Supervisor.

HIRA EXAMPLE

HAZARD IDENTIFICATION & RISK ASSESSMENT REGISTER : CHAKADOLA TRAVELS													
S N O	Acti vity (if any)	Sub activit y	Asp ect	Haz ard	Measur es	Ri sk	Scale (S1)	Severity (S2=LxC)		Detec tibilit y (D)	RIS K CLA SSIF ICA TION	Total	Risk Man age ment meas ure
								Likelih ood (L)	Level of conse quenc e (C)			S1 +S 2+ D	



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[illegible]

18.3. List of all Major Activities under HIRA

S L NO	ACTIVITY
1	Cleaning & Checking of Vehicle daily before moving it on road.
2	Moving & placing the Vehicle at starting point
3	Moving the Vehicle on road
4	Stopping the at Vehicle stop
5	Parking the Vehicle at parking area

The model HIRA is prepared for one of critical activity is enclosed for reference.

19.0.SAFETY AUDIT AND REVIEW SYSTEM WITH EXAMPLE

Safety Audit is a systematic and wherever possible independent examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organization's policy and objectives.

YASUJA ENTERPRISES PVT LTD follows the safety audit as per **TSL, CSMS** audit criteria. We conduct field safety audit once in a week. The supervisor and safety supervisor are responsible to carry out the safety audit as per the given format mentioned below.

The findings of the audit points are reviewed. Corrective and Preventive actions are taken in case of any severity # 2,3,4&5 violations and near miss. The audit records are maintained by the safety supervisor.

Interpretation of severity:

Severity 1: Untidy, doesn't meet standards

Bubbar

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Illustration of picture:

- Paper cups and trash on ground.
- Poor maintenance of safety signs.
- Loose BNT Crap BNT Cattered around
- Trash in roadside drainage

Severity 2: Untidy, blocks access, sets a bad example



Illustration of picture:

- Trash or materials block access.
- Trash or materials not stored properly.
- Inadequate access to work areas.
- Less than 5 cubic meters of trash.

Severity 3: Rules or Procedure Violation



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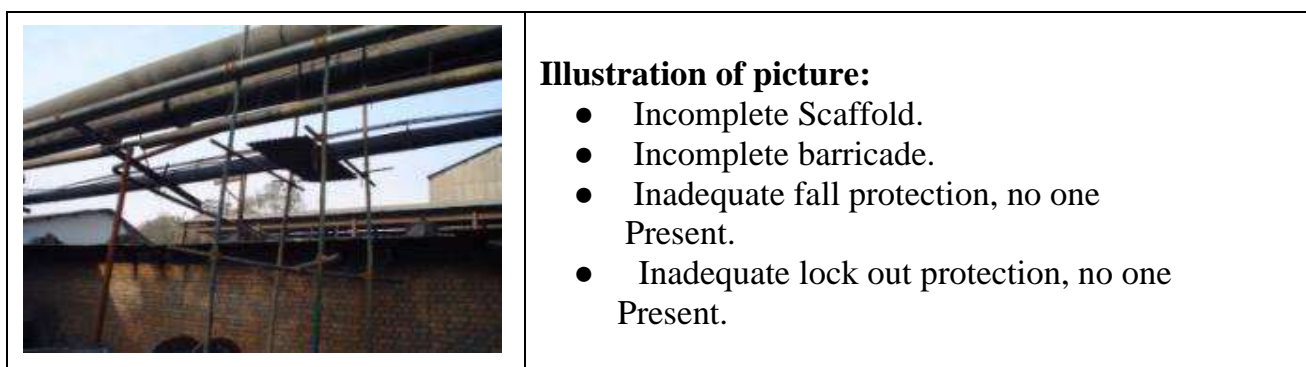
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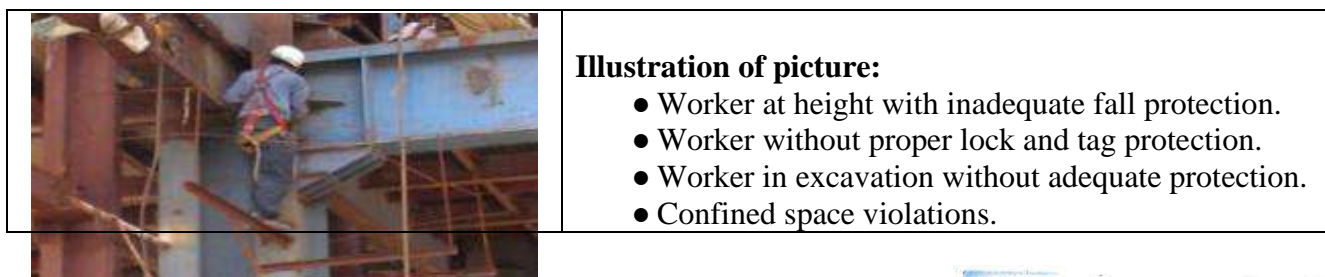
Illustration of picture:

- Not wearing PPE
- Serious trash accumulation, more than 5 cubic meters of trash.
- Cords across walkway/ tripping hazards.
- Incomplete Scaffolds no one in danger.
- Ladder not tied off, no one present.

Severity 4: Serious hazard, can cause serious injury if not corrected



Severity 5: Imminent Danger, STOP WORK and correct immediately





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First party audit system - a guideline for safety audit

1. Reaction of People:

Observe how people react when you come to audit into an area. Such as putting on helmet, safety goggles etc. changing their position, rearranging or stopping the job, providing isolation lock etc.

2. Position of people:

Observe what people are doing. Such as pulling or lifting heavy objects, position where people could fall, Trappe, collide, hit, struck with anything, ergonomic concern, fatigued, stressed etc.

3. Permit to work:

Check the work permit for its adequacy. E.g. filled up correctly, Gas Hazards permit, Confined Space permit, Electrical Power Cutting, Energy isolation, Hydraulic / Pneumatic energy isolation as applicable. Six directional hazards identified, tool box meeting etc.

4. SOP:

Ask for SOP of the job. Check the adequacy of the SOP e.g. steps for performing the job, related hazard identified correctly, adequate process of doing the job are written to maintain the quality and eliminate / control the hazard, responsibility are assigned correctly etc.

5. Clothing & PPEs:

Check for personal clothing tucked in and covered the body adequately. Minimal PPEs required for protection against exposure to hazard are available, using properly, quality of PPEs etc. check for availability & use of job specific PPE.

6. Tools & Equipment:

Observe for condition of tools, inspection & test report, right tools for the job, quality of homemade tools, using properly etc.

7. Housekeeping of Work area:



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Observe for working area barricading, unwanted materials / scrap / spares / tools / cottons etc haphazardly kept on floor, unsafe wiring / cable laying, spillage / accumulation of oil / water / coolant, emergency escape route, safety signage etc.

8. Training:

Interview the person at site to assess the skill level, emergency response, evacuation, use of fire extinguisher etc.

CONTRACTOR SAFETY AUDIT										
Department:				Section:						
Date:				Time:						
Departmental representative:										
Description of Severity rating:				Audit Team Members:						
1	Untidy area minor issues sets poor example									
2	Restricted access, unacceptable trash, disorderly									
3	Rule or procedure violation, potential injury									
4	Unsafe condition, serious injury potential									
5	Immediate serious injury potential, stop activity immediately and correct									
Name of Contractor with vendor code										
Total contractor's people working at site =										
Description				Criteria						
				Good Citizens	Number of Violations	Severity	Violations X Severity	Potential 4 & 5 (Fatality & Serious)	Unsafe Conditions	Unsafe Act
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
Sub totals										
Severity Index = (Total of Violations X Severity) divided by total no. of violations										

19.1. Corrective Action and Preventive Action (CAPA) Sheet

Date of Audit:



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Dept.:

Location:

Brief Description of severity – 2, 3 & 4 Violations and also near miss

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RECORD OF CORRECTIVE/PREVENTIVE ACTION

NAME OF THE PERSON INITATING THIS SHEET	
DATE/PERIOD OF OCCURANCE	
PROBLEM CATOGORY	QUALITY/MAINTENANCE/SAFETY/CUSTOMER RELATED ENVIROMENT/CALIBARATION/PRODUCTION
BRIFE DEBNTCIPTION OF PROBLEM	
PROBLEM ASIGNED TO/TARGET DATE	
ANALYSIS OF PROBLEM	
ROOT CAUSE(S)	
ACTION TO BE TAKEN	
CORRECTION	
CORRECTIVE ACTION	
PREVANTIVE ACTION	
SIGNATURE/DATE	



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OF ACTION	
MONITORING RESULT	
REVIEW ON DATE	
REVIEW EFFECTIVENESS. REMARKS AND SIGNATURE	

- ATTACH EXTRA SHEET(S)/RECORD(IF REQUIRED))/RECORD(IF REQUIRED)

The model CAPA is prepared for one of critical activity is enclosed for Reference.

20.0. AUDIT PLAN

SL NO.	TYPE OF AUDIT	RESPONSIBILITY	FREQUENCY	STATUS
1	SITE SEVEARITY AUDIT	SUPERVISOR/ SAFETY OFFICER	WEEKLY	
2	HOUSEKEEPING AUDIT	SAFETY OFFICER	MONTHLY	
3	TOOLS & TACKLES AUDIT	SAFETY OFFICER	MONTHLY	
4	VEHICLE AUDIT	SAFETY OFFICER	DAILY	
5	PPE'S AUDIT	SUPERVISOR/SAFETY OFFICER	MONTHLY	
6	STAR RATING AUDIT INTERNAL	MANAGER/SAFETY OFFICER	YEARLY	
7	FIRE EXTINGUSHERS	SUPERVISOR/SAFETY OFFICER	MONTHLY	



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8	FIRST AID BOX	SUPERVISOR/SAFETY OFFICER	MONTHLY	
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21.0.SAFETY TRAINING

Introduction

Training is an essential part of any Safety Program. Management recognizes that imparting relevant training is an absolute requirement for safe job execution. Training includes necessary job-related safety procedures and safety standard/SOP, statutory requirements, safe practices and behavioral safety.

Objective

Objective of this procedure is to identify training requirement, establish training modules and imparting relevant safety training to all our employees engaged in the activities of TSL.

Scope

This procedure focused on requirements of Safety training for all our employees engaged in TSL jobs as well as refresher training on regular basis to ensure that the skills are updated.

Target Groups

All employees of YEPL. Who is deployed at TATA STEEL work site, temporary or permanently.

Identification of training need

All new entrants are required to undergo 1-hour mandatory safety induction training by YEPL, approved by TSL before their deployment inside TSL.

YASUJA ENTERPRISES PVT LTD shall ensure that all their employees are trained and provided adequate awareness on Safety as per training matrix.

YASUJA ENTERPRISES PVT LTD shall identify training programs specific to the site requirement and ensure that all trainings are imparted.

Topics of generic safety training



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- A. Behavioral safety
 - B. Use of PPE
 - C. Training on SOPs
 - D. Preparation of JHA/HIRA
 - E. Emergency Preparedness
 - F. Road safety & traffic rules and regulation.
 - G. Gas safety.
 - H. Fire safety
 - I. Housekeeping.
 - J. Consequence Management
- Any other topic may be included as per need.

Training module can be classified into followings.

General Safety Orientation Training: Training on general Site or Workplace safety rules/norms. All employees must undergo this training before they are deployed to Site or Workplace, to work.

Job Specific Safety Training: This training shall cover the requirements relating to the specific hazards, risks, and control measures of the specific job as per the standard of contract and CSMS.

Supplemental Safety Skill Training: There are occasions when contract employees must work in high risk job on road, hazard facilities or engage in Higher Risk work where the Job Specific Safety Skill Training does not provided sufficient education on **hazards** and risks. This may include work involving on minor problem on machinery or many time tyre, change etc. For all such work, only those employees are allowed to work, who have successfully qualified the specialized training session organized by either TSL and/or relevant governmental agencies. Certificate/evidence of such trailing could be produce for successful employee training whenever demanded by TSL.

Emergency Response and Preparedness Training: This training ensures that all employees are fully understanding of and prepared to respond to general and work specific emergency events.



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Training Calendar

Considering the Scope of the training and target groups as mentioned above, YEPL will organize one training session for 30 minutes in every month. The date, time and venue of safety training will be intimated to the employees in advance.

TOPIC	April	May	June	July	Aug	Sept	Oct.	Nov	Dec	Jan	Feb	March
A	☺											
B		☺										
C			☺									
D				☺								
E					☺							
F						☺						
G							☺					
H								☺				
I									☺			
J										☺		
k											☺	
L												☺

The supervisors and safety officer will conduct the training session. TSL officers will also be invited as and when required to impart the safety training to our employees.

Training Records

Records of training shall be maintained in a file by the Supervisor and safety officer.



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22.0.SAFETY COMMUNICATION

22.1. Toolbox Meeting

Tool box talks are quite effective means of communicating the work place hazards and appropriate controls to the workers. It helps in better understanding and ensures proper controls to reduce the risks associated with the jobs.

Responsibility:

The site supervisor shall conduct daily toolbox meeting to discuss the health and safety issues before commencement of any activity of that day. Site Supervisors shall lead these meetings.

This meeting shall be no longer than maximum 20 minutes of duration and items covered at these meetings shall include:

- Work procedures, JHA/Risk Assessment applicable to the particular activity.
- Safety measures to be adopted during executing the job.

Any important information / happening related to particular activity.

Each toolbox talk shall be recorded in the TBT format indicating the topic and number of personnel attended. The record shall be maintained by the Safety supervisor.

These records shall be maintained for audit purpose.

TOOL BOX MEETING FORMAT

DATE: -----

LOCATION: -----

DEPARTMENT: -----

PRESENT: Company Supervisor/Line Manager-----

Safety Representative: -----

Contractor's Representative: -----

(TOPIC)

Contract Employees: -----

ITEMS DICUSSED: (Indicate if not discussed)

1. Safety contact and review of action items from last meeting



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2. **Items of general safety importance to the total work site:** (ask employees to mention any incident/near miss during the past day which may have resulted to damage to property or human injury)
3. **Standard Operating Procedure (SOP) relevant to this group):**
4. **Reminders to employees of their personal responsibilities to ensure and maintain:** Personal Protective Equipment (PPE), Housekeeping, Tools and tackles, Electrical equipment condition, Six directional hazards, Special requirements – e.g. Permit To Work, No horse play, Safe behavior, Team work approach, any hazardous material etc.
5. **Actions resulting from this Meeting and points raised by employee and supervisors:**

ITEM	ACTION BY	WHEN

Note: Tool Box meeting is generally conducted in every day, therefore a file considering above requirements should be made and maintained.

22.2. Safety Mass Meeting & Regular Safety Communication

Safety mass meeting & Regular safety Communication is very important event for both management and employees. Safety campaign, safety education, safety awards all can be found in that event and it is a good way to promote health and safety culture.

One of the keys to a successful safety program is regular communication between management and employees. Employees need to be kept up to date on safety-related programs, policies, accidents and the overall effectiveness of the company safety efforts.

YEPL is committed to organize safety mass meeting in every month. The date, time and venue of such mass meeting shall be intimated to all employees in advance. The participation of employee, supervisors and in charge in safety mass meeting is mandatory.



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The **presence of** Managing Director and communicating the safety issues to the workers in such meeting and also listening to the worker's suggestion during the meeting is ensured for implementation.

The meeting should last for 30 minutes or so and records of such meeting shall be maintained in a file by the supervisor.

23.0.TWO WAY COMMUNICATION SYSTEM

In addition to several existing safety communication system e.g. Tool box meeting, Safety Mass meeting and Safety Committee meeting, a system for two way communication (**Top – Bottom – Top**) between our leadership and their workforce i.e. Managing Director **in line walk** also exists.

The line walks are organized once in every month. The Contractor Managing Director along with the Line Manager, Head of the department walks through a work site to demonstrate safety and communicate with the workers, listen to their suggestion and feedback for further improvement in the field of health and safety. This will reduce the differences between expectation and actual safety conditions.

The records, photographs of line walk are maintained in a file.

Matrix for measurement

1. Number of safety audit done by Contractors Managing Director in The month along with line manager.
2. Attendance in safety committee meeting.
3. Feedback and review meeting with Line Manager in a month.
4. Line walk with Head of department in the contractors working area.

24.0.SAFETY COMMITTEE

Introduction

For safe execution of various activities within TSL, it is essential to establish participative safety management through safety committee to achieve organization's safety targets in line with company safety policy and to comply with statutory provisions.

Objective



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The objective of this procedure is to outline functions and responsibilities of safety committee within TSL.

Safety Committee

Safety committee is the body consisting of Managing Director of YEPL C. The **PROPRIOTER** shall be the **president** of the committee and **Office Supervisor** shall be the **secretary** of this committee. This committee shall function in achieving safety objective and target.

Functions of Safety Committee:

- Dealing with all major problem in vehicles concerns related to safety in entire vehicles and to arrive at practicable solutions to the problems encountered.
- Reviewing the site safety performance report and take important Decisions including disciplinary actions.
- Review of proceedings of earlier meetings.
- Reviewing the reports of major accidents / Dangerous occurrences and Suggest the measures to avoid the recurrence and follow up for Implementation of recommendations.
 - Carrying out random safety and health checks and recommend improvements.
 - Awarding the good and best safety performers on safety day.

Constitution of Safety Committee:

Members for the safety committee shall be nominated by Managing Director of the safety committee which includes Site in charge, Supervisor and at least three employee.

The Supervisor shall be the secretary of the Safety Committee.

Tenure of the Safety Committee shall be two years from the date of its constitution.

Safety Committee shall meet at least once in a month. The date, time and venue shall be intimated to the members in advance.

Safety Performance Review Meeting – MOM

MINUTES OF MEETING

YASUJA ENTERPRISES PVT LTD Minutes of Management Review Meeting



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Meeting No.	
Date of Meeting	
Location of Meeting	

S.L NO	PARTICIPANTS	DESIGNATION	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
S.L NO	INVITEES	DESIGNATION	SIGNATURE
1			
2			
3			



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24.1. Safety Performance and Management Review

Introduction

Effective safety management is an integral part of efficient business management. The management of **YEPL**, therefore, provides all leadership, resources and full support to achieve best safety performance during execution of jobs. Hence it is imperative to periodically evaluate the safety performance for actual status for its further improvement.

Objective

The objective of this procedure is to develop system and procedure to evaluate area and safety performance of **YEPL** in most professional way and to update management regarding the same.

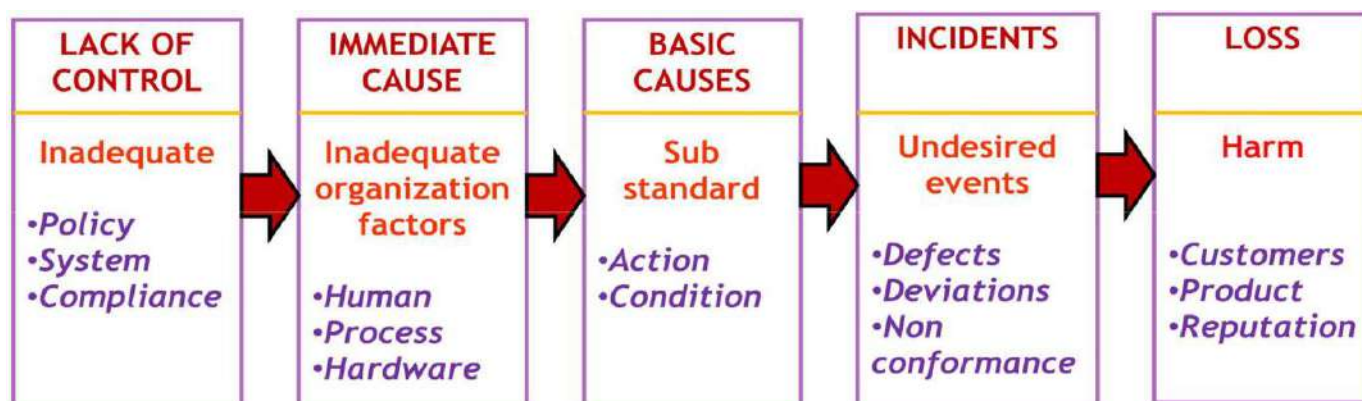
Scope

The scope of this procedure is applicable to all working areas of **YEPL** at TSL.

Causes of Industrial Accident



Control Measure





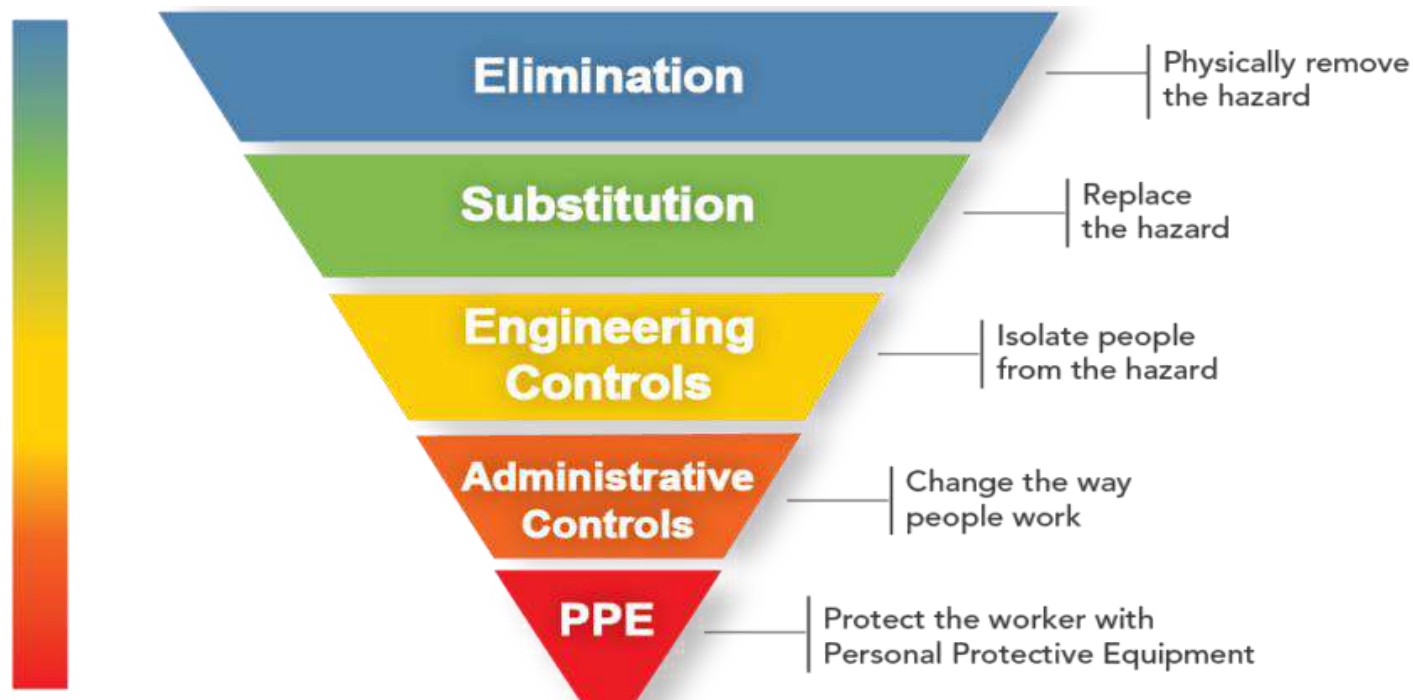
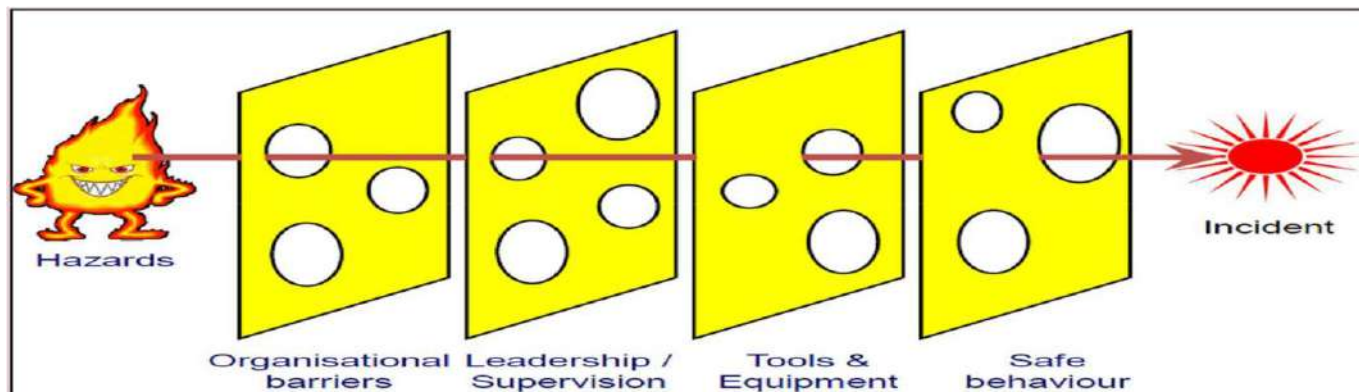
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Safety Parameters

The following safety parameters are the key safety performance measures.

$$\text{Lost Time Injury Frequency Rate (LTIFR)} = \frac{\text{Number of Injuries} \times 10^6}{\text{Average no. of Workman}}$$

$$\text{Lost Time Injury Severity Rate (LTISR)} = \frac{\text{No. of man-days lost due to injuries} \times 10^6}{\text{Average no. of Workman}}$$



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No. of Injuries x 1000

Incidence Rate = $\frac{\text{No. of Injuries x 1000}}{\text{Average no. of Workman}}$

Safety performance of **YEPL** is also reflects in its Safety dash board.

25.0.PERSONAL PROTECTIVE EQUIPMENT, PPE

(Issue of IS standard PPE, Use, Stock & Monitoring System)

Introduction

Importance of protective equipment in industry is very high. PPE should be the last resort or a supplementary control.

YEPL shall provide all required PPE to its employees in accordance with TSL job requirement. All PPE supplied and used by **YEPL** shall meet corresponding Indian standards.

Mandatory PPE

Safety helmet, Safety shoes, Eye protection and High visibility fluorescent jackets are mandatory PPE for all employees. No one shall be permitted to enter the vehicle without the above mentioned PPE. Other PPE shall be used as per the PPE matrix given below:

PPE MATRIX:

PPEs must be issued and available with contractors at site.

Activity	Type of Protection							
	Head	Foot	Hand	Eye	Ear	Body	Face	Respiratory
Mandatory PPEs for Site	H*	SS*	-	SG*	-	FJ*	-	-

25.1. IS Standard for PPE's -

YEPL shall procure only IS certified PPE's for the work site.

S.L NO	TYPE OF PPE	IS CODE
1	SAFETY HELMET	IS 2925



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2	SAFETY JACKET	IS254
3	SAFETY SHOE	IS 1989
4	SAFETY GOGGLES	Z87+

25.2. Use of Personnel Protective Equipment

S.L NO	TYPE OF PPE	IS CODE	ACTIVITI TO BE USE IN
1	SAFETY HELMET	IS 2925	While drive the vehicle
2	SAFETY JACKET	IS356	While drive the vehicle
3	SAFETY SHOE	IS 1989	While drive the vehicle
4	SAFETY GOGGLES	Z87+	While drive the vehicle

25.3. Issue, replacement and stock record of PPE:

- **YEPL** shall maintain issue and replacement register of PPE for their employees.
- These records shall be maintained employee name wise in a register.
- SF shall maintain 10% of total requirement of PPE available at their store and stock record shall be monitored.

25.4. Monitoring of proper use of PPE

To ensure protection of employees against physical hazards according to plan, the PPE must be properly used. **YEPL** shall take all reasonable steps to ensure that any PPE provided to its employees is properly used. Employees should not misuse or damage the equipment.

To ensure proper use of PPE, the following aspects should be monitored:

The employees follow instructions as laid down in the in-house safety rules and use the PPE provided to them whenever required.

- a) The PPE is used only after adequate training has been given to the user.
- b) The PPE is in good working condition.
- c) The PPE is properly worn and correctly fitted to the wearer.
- d) The PPE is properly cleaned and stored/kept after use.
- e) The maintenance Schedule of the PPE is strictly followed.



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25.5. Personal Protective Equipment - Self-Audit Checklist

PPE's CHECK LIST YASUJA ENTERPRISES PVT LTD

MONTH:

AREA:

S.L NO	NAME OF EMPLOYEES	FRP JACKETS	SAFETY HELMET	SAFETY SHOES	NOSE MASK	GOGGLES	HAND GLOVES	EAR PLUG	RE MARKS
1									
2									
3									
4									
5									
6									
7									
8									
9									

26.0.SKILL RETENTION, AMENITIES, EMPLOYEES LIABILITY

Skill Retention: Skill retention is the level of performance/skill acquisition that has been retained after a period of time has elapsed. Skill retention will vary with respect to time.

A given level of physical aptitude or skill will either deteriorate or being maintained or being improved upon.

YEPL has adopted the following for skill retention of our employee.

Promote employee development: This could be training to learn a new job skill to help further our employee's education.

Open communication between employees and management: Holding regular meetings (Tool Box meeting, Mass meeting, Safety Committee meeting and two-way communications with Managing Director's involvement with employees) in which employees can offer ideas and ask questions. We have an open-door policy that encourages our employees to speak frankly.

Management involvement: Our Supervisors spends time **coaching** the employees, helping good performers for reward, recognition or appreciation and minimizes poor performance.



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Financial rewards: Financial awards for employees who meet performance goals and stay for a predetermined time period. We also, provide meaningful annual rises if they meet pre specified performance goals. Annual bonus Scheme, leave encashment for employees are also in place.

Amenities, Employee Liability: Amenities includes anything that is done for the comfort and improvement of employees and is provided over and above the wages. Amenities help in keeping the morale and motivation of the employees high so as to retain the employees for longer duration. The amenities measures need not be in monetary terms only but in any kind/forms. Employee amenity includes monitoring of working conditions, creation of industrial harmony through infrastructure for health, industrial relations and insurance against disease, accident and unemployment for the workers and their families.

Employee amenity has the following objectives:

- ☐ To provide better life and health to the employee.
- ☐ To make the employee happy, motivated and satisfied for highest productivity.
- ☐ To relieve employee from industrial fatigue and to improve intellectual, cultural and material conditions of living of the workers.

YEPL is abiding by the following statutory and non-statutory employee amenity schemes which are mostly facilitated by TATA STEEL Ltd.

Statutory Welfare schemes:

The statutory welfare schemes include the following provisions:

1. **Drinking Water:** At all the vehicle safe hygienic drinking water should be provided.
2. **Facilities for seating:** Especially in vehicle, suitable seating arrangements Are to be provided.
3. **First aid appliances:** First aid appliances are to be provided and should be Readily assessable so that in case of any minor accident initial medication can be provided to the needed employee.
4. **Spittoons:** In every vehicle premises, spittoons are to be provided inconvenient places and maintained in a hygienic condition.



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5. **Lighting:** Proper and sufficient lights are to be provided for employees so That they can in and out during the night shifts.

6. **Rest rooms:** TSL are provided adequate numbers of restrooms to the drivers with provisions of water supply, wash basins, toilets, bathrooms, etc. at different vehicle parking place.

Non-Statutory schemes:

Our non-statutory welfare schemes include the following schemes:

1. **Regular medical check-ups for employees:** This is being done at TSL For each employee once in a year and before employment.
2. **Annual Bonus and Leave encashment:** Annual bonus and leave Encashment amount are credited to employee's bank account once in every Year.
3. **Harassment Policy:** Proper action to protect an employee from Harassments of any kind and also for protecting the aggrieved employee.
4. **Employees State Insurance (ESI) Scheme:** This insurance Scheme Provides adequate insurance coverage of employees for expenses related to Hospitalization due to illness, disease or injury or pregnancy.
5. **Liberal attendance in emergency call:** Full day attendance is given if He went home after receiving emergency call from family and other Social relationship.
6. **Soft Loan:** Financial support is extended to needy workman without any Charging of interest against loan.

27.0.REPORTING OF ACCIDENT, INCIDENT AND NEAR MISS & INVESTIGATION

Introduction

This procedure defines the system for reporting and investigation of accidents as well as implementation of recommended corrective actions to prevent the recurrence. It also outlines the communication channel to ensure effective communication to all other concerned sites too.

Objective

This procedure is intended to assist in the accomplishment of the following:



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- ☐ Reporting and recording of Near miss, Property damage, Injury, Fire, Explosion & Toxic Release, if any.
- ☐ Conducting investigation at the quickest opportunity upon occurrence of an Incident/accident to gather pertinent facts.
- ☐ Identifying the root causes of accidents/incidents/ near miss and Recommending corrective and preventive actions.
- ☐ Communicating channel for dissemination of information (root causes) to all Concerned to prevent its recurrence and future course of action.
- ☐ Reporting to all statutory authorities and complying legal requirements.

Scope

This procedure is applicable to all activities at TSL work premises.

Definitions

Accident means an unintended occurrence arising out of and in the course of employment of a person, which results into injury with or without damage to vehicle. Incident means an unplanned and uncontrolled event, like fire, property damage etc. which results in damage to vehicle without causing any injury to persons.

First Aid Injury: A work related injury that requires one time treatment and subsequent observation (for example minor scratches, burns, cuts, splinters which do not ordinarily require medical care) and does not result in a MTC or LTC Case. Such treatment and observation cases (which are not part of LTC or MTC as per above definitions) are considered first aid even if provided at the First Aid Centre/Occupational Health Centre by a physician or registered medical.

Medical Treatment Case (MTC): means any work related injury (That is not an LTC as per the definition of LTC) which requires treatment by a physician or other medical specialist.

Lost Time Injury (LTI): A work-related injury or illness that causes the injured person to beam way from work and is unable to join on the next designated work day / work shift from the time the injury occurred, because he is unfit to perform any duties. All LTC cases shall be reported by the site at which they occurred. Any intervening holidays shall be counted as absence from work. LTCs include fatalities also.

Fire:



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All fires regardless of whether the fire was extinguished by an extinguishing medium or got extinguished on its own due to limited flammable medium, shall be reported as fire incident. The size and extent of damage shall not determine whether it shall be classified as fire or not.

However, fires shall be classified as in 'Plant Areas' or 'Non Plant Areas'.

Fire (Non Plant Areas) shall be all other fires on the site.

27.1. Reporting of Accident, Incident and Near Miss

All the accidents/incidents/near misses/fire irrespective of their nature/magnitude shall be reported verbally immediately by the injured or a person closely associated with the event or by the Supervisor as per the flow chart attached below. In case of accident/ incident/ near miss cases, Site supervisor will immediately inform Safety supervisor.

- ☐ In case of accident/ incident / near miss, the Site supervisor shall ensure That the Accident Report Form stated below is filled, duly signed and sent by Contractor on the same day of accident to the safety dept.
- ☐ In Case of injury, after giving medical treatment, the medical report shall be Made clearly indicating the type of Injury (FAC, MTC or LTC) to all concerned As per flow chart.
- ☐ All the reportable accidents/dangerous occurrences that are notifiable to the Statutory authority shall be filled in prescribed format and submitted to the TSL Safety department for intimating to respective statutory authorities.

Report of Accident/Incident and dangerous occurrence (if any) to be reported to TSL Authority by Managing Director

27.2. Accident/Incident/Near Miss Investigation

- All the accidents, incidents and near miss shall be investigated as stated in Our company policy.
- all the accidents/incident/near misses with the exception of major Accidents/incidents like fatal, multiple fractures, major fire shall be Investigated jointly by TSL Safety dept. and concerned line manager, Contractor's supervisor. The report shall be prepared in the prescribed format As attached within 3 days following the accident/incident.
- All the major accidents/incidents like fatal, multiple fractures, major fire etc.



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shall be thoroughly investigated by the team consisting of TSL - HOD Safety, TSL departmental head/Sr. manager and other experts (if required.). The Report shall be prepared in the prescribed format as attached within 7 days Following the accident/incident.

A copy of the report may be sent to the concerned Managing Director, for preparing an action plan. The action plan shall be prepared and submitted within 3 days to concerned TSL Head/TSL – Safety.

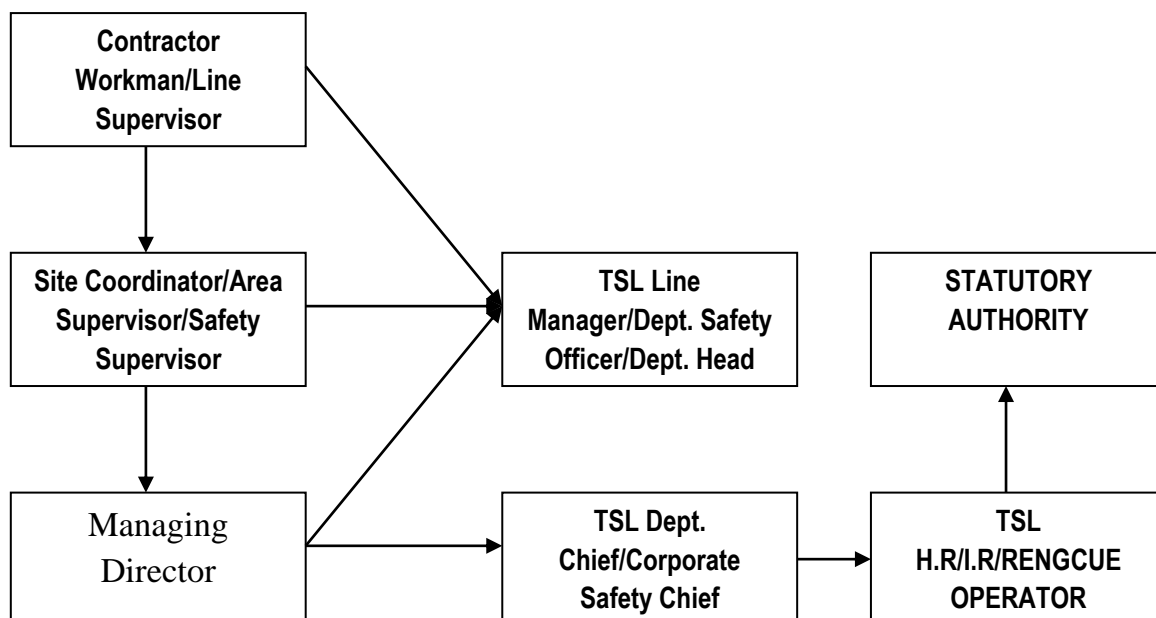
27.3. Compliance Status Tracking System

The full value of an investigation system can only be realized if there is a proper follow up on recommendations of the investigation.

The site supervisor shall ensure that appropriate action is taken for the implementation of recommendation and shall present the status of compliance to the top management.

Note: Responsibility for maintaining all records for accident investigation and reporting lies with the Safety supervisor.

27.4. Reporting Flow Chart for Accident/Incident/Near Miss





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27.5. Preliminary Accident/ Incident Information Report

(Format of Incident Reporting – to be used for internal communication)

(Put tick marks whichever is applicable)

First Aid	Medical Treatment Case	Lose Time Injury/Reportable
Fire	Dangerous Occurrence	Near Miss/Property Damage

Date & Time of accident/incident	
Name, Age, Sex, RFID & Designation of the injured	
Name of the contractor	
Location of accident	
Brief Description of the Accident (Add sketches and additional sheet if necessary)	
Nature of injury (fractures, superficial injuries, burns, effect of road accident, multiple injuries, others pl. specify) or Type of property damage – If applicable.	
Unsafe Acts / Conditions which caused the accident/incident	
Safety Appliances used: (If applicable)	
Corrective and Preventive measures taken to prevent recurrence	
Any other relevant information	
Witness	



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28.0.SAFETY REWARD & RECOGNITION AND CONSEQUENCE MANAGEMENT

By promoting best practices in the field of health and safety, organizations are benefitted with less number of work injuries, thereby availability of more interruption free working hours. Keeping this in view, an award scheme has been introduced at **YEPL** to appreciate and recognize the efforts of employees to improve their safety performance. Prizes will be awarded to the employees/workers whose safety performance is the best in a particular quarter. This award scheme has been developed with following objectives:

- To ensure the involvement of all workers in health and safety activities
- To develop standard for evaluation the site and individual safety performance To develop a motivational climate throughout the work site for achieving best individual performance in the field of health and safety.
- To recognize the best safety performances by presenting suitable reward.
- To reduce the number of work injuries throughout the work Site

28.1. CONSEQUENCE MANAGEMENT SYSTEM:

Defining and establishing process which will ensure definite action or reward / recognition on individuals for any identified violation or exemplary safe behavior / leading by example respectively on set safety direction / rules.

28.2. Objective of Consequence Management:

- ☐ Communicate acceptable performance standards.
- ☐ Being communicated to and understood /accepted in principle by every Employees.
- ☐ Be viewed as:
 - Impartial
 - Consistent
 - Fair
- ☐ Reinforce positive safety behavior.
- ☐ Discipline for infraction of rules, not for injuries.

YEPL has developed a suitable **consequence management system** for safety violations at TSL area by any of their employees and enforces significance action accordingly. Record shall be maintained in this regard.



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The following procedures shall be followed in case of any safety violation on the part of any employee:

Sl. No.	Safety Violation Status	Consequence Management
1	1st Violation	Verbal warning & Counseling (Record to be maintained)
2	2 nd Violation (within 6 months of 1 st violation)	Warning letter (written confirmation)
3	3 rd Violation (within 6 months of 2 nd violation)	Mark absent for one day (written confirmation in personnel file)
4	4 th Violation (within 6 months of 3 rd violation)	Termination from job (written confirmation in personnel file)

29.0.SAFETY MOTIVATION PROGRAMMED/CAMPAIGN

In order to ensure the involvement of all workers in health and safety activities and inculcate the safety culture amongst the working group, **YEPL** has developed a few motivational programs for the employees.

Motivational program like safety quiz, safety person of the month and safety suggestion Scheme are in place. Prizes shall be awarded to the employees / workers whose safety performance is best in a particular quarter. Similarly, we organize safety quiz for the workers and also encourage them for safety suggestions in every quarter. The winners of such competitions are also awarded prizes. The records are maintained in a register.

There is a **mechanism for bad & good safety performer** which is transparent and known to employees. Responsibility of campaign are defined and topic based campaign are conducted.

The following theme based safety campaigns are presently in place:

CAMPAIGN MONTH	CAMPAIGN THEME	RESPONSIBLE PERSON
April-14 – May	Fire Safety – Awareness Campaign	Site in-charge, Supervisor & Safety officer



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June-6 – July	Environment day/week celebration	
Aug.-18 – Sept.	House keeping	
Oct.	Emergency preparedness	
Nov.- – Jan.	Material Handling	
Feb.-	Road and Rail safety Day/week celebration	
March	National safety day celebration	

30.0.EMERGENCY PREPAREDNESS AND RESPONSE

Purpose

Emergency Management Plan (EMP) explains the procedures for all personnel at **YEPL** to clearly define the actions to be carried out in the event of an emergency within the plant premises. This plan gives the response guidelines for employees and visitors during an emergency. It describes the action required for prompt rescue, evacuation, co-ordination and communication with various team members or even with outside agencies during emergency. The emergency procedures outlined for round-the clock coverage, including holidays.

Objective

An emergency means an accidental situation occurring anywhere in the workplace, that may adversely effect on the activities or may cause serious human injures, loss of lives, extensive damage to property or serious disruption in and around the work site. The objective of an EMP includes:

- Effective rescue and medical treatment of casualties.
- Safeguard other people.
- Minimize damage to property and the environment.
- Initially contain and ultimately bring the incident under control.
- Provide for the needs of relatives.
- Provide authoritative information to principal employer.
- Secure the safe rehabilitation of affected area.



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30.1. Nature of Emergency

The emergency specified in the EMP refers to occurrence of one or more of the following events:

- Fire / Explosion
- Collapse of lifting appliances and transport equipment.
- Collapse of building or structures, etc
- Fire in Electrical installation.
- Gas leakage or spillage of dangerous goods or chemicals.
- Natural calamities like storm, wind, flood, earthquake, etc.
- Incident & accident on vehicle etc.

30.2. Emergency Control Centre (ECC)

The emergency control Centre (ECC) is presently at our MAIN SITE OFFICE, within TSL, for handling any kind of emergency.

All emergency operations shall be coordinated through this emergency control Centre.

Emergency Control Centre contains the following items:

- Copy of Emergency Management Plan and Route maps.
- List of important telephone numbers such as Fire Brigade Service,
- Security Control room, Gas Safety, Plant Medical (East Plant & West
- Plant First Aid), TSL Safety, TMH emergency and the EMP team members.
- Layout of the office, indicating entrances/exits, location of fire-fighting Systems.
- List of all employees at site, with address and telephone numbers. This should be updated periodically.
- Torch/Emergency light, Personal Protective Equipment (PPE), First Aid box, note book and pens/pencils to record messages received/send.

30.3. Assembly Point

In an emergency, it is necessary to evacuate non-essential personal from affected area as a precautionary measure. The evacuation will be activated on getting message from Chief Incident Controller (CIC). On evacuation, employees should assemble at designated 'Assembly Point' from where further evacuation to be done. This will be under control of Chief Incident Controller (CIC).



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30.4. Emergency Evacuation Plan

- Witness shall report to the area Supervisor immediately.
- In case of an emergency area supervisor shall notify all employees by telephone or by shouting.
- The area Supervisor shall decide whether an evacuation is necessary. Then evacuation shall be carried out by the area supervisor.
- Area in-charge shall direct all employees to assemble in the nearest and designated assembly point in an orderly manner without panic.
- Roll call of the employees shall be taken and head count status to be reported to the CIC, Factory Manager and Administration In charge.
- In case of any personal injury, immediate arrangement of First Aid Treatment to be given to the victim at site, and if required rush to the Nearby Plant First Aid Station for further medical help.
- Area notified to be declared safe by the Safety department, TSL to do the Job and then go back to the job. Otherwise leave the premises as per the Instruction of TSL, Officer.

30.5. Action Plan

- On noticing any emergency immediately try to control it.
- Inform TSL Security / Fire Brigade/ Ambulance

Through the Emergency Management Plan of **YEPL**, the following personnel have been assigned responsibilities for handling the crisis.

- ✓ Chief Incident Controller (CIC) – Site Coordinator/M.A
- ✓ Various Notified Team – Area Supervisors.

30.6. Chief Incident Controller (CIC)

Site In-charge will resume the charge of **Chief Incident Controller**. He will be overall in charge of the crisis management. He will co-ordinate all internal and external activities and responsible for declaration of the emergency and clearance of emergency.

In his absence, **Supervisor** will take charge of Chief Incident Controller (CIC).

30.7. Responsibilities of Chief Incident Controller (CIC)

- Declare major emergency, if considered necessary and ensure prompt Information to TSL emergency services for help.



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- Ensure key personnel are called in to exercise direct operation control.
- Instruct for calling Fire Brigade, Ambulance, Security and Safety, if required.
- In consultation with the TSL Officer, organize the shutting down, evacuation and other operation at the worksite.
- Ensure that the casualties if any are given attention and if necessary, ensure that the relatives are informed.
- Ensure casualties are rescued and given adequate attention and rendered Needed help.
- Establish liaison with Chief Officers of Fire, Safety, Plant Medical Officer, IR, Security and Police Dept.
- Ensure information/ reporting to corporate center and other statutory bodies as per requirement and provisions of statute.
- Ensure preservation of evidence for inquiries to be conducted by statutory authorities.
- Authorize the surrounding of the “All Clear” message to all.

30.8. Employee's duties on hearing Emergency Communication

On hearing the communication about evacuation of their respective locations, the employees shall move out of the site without panic, walk towards nearest assembly point under the guidance of Rescue / Evacuation team members and assemble at the assembly point.

Assembly Points





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- All the sites are having designated Assembly points with display boards.
- In case of an emergency, all employees shall assemble at assembly points.
- Chief Incident Controller shall make arrangement for the head count, Employees' attendance registers, visitors to the office etc.

30.9. In case of minor injury/First aid case:

1. Provide first aid
2. Inform control room
3. Send the victim to nearby First Aid station, if required

30.10. In case of major injury /fire /burn case /Gas exposure:

1. Rescue the injured person from location
2. Provide First aid
3. Inform control room
4. Inform to all emergency nos. Message to be conveyed to Managing Director

30.11. In case of Gas leakage/Gas exposure/fire:

1. Rescue the injured person from location
2. Provide oxygen to the victim for gas exposure and call Ambulance, if required
3. Try to extinguish fire with fire extinguisher during minor fire
4. Evacuate the area
5. Gather at assembly point and inform control room

30.12. During Black out/total power failure:

1. Keep calm
2. Evacuate the area slowly
3. Gather at safe place /assembly point
4. Follow instruction of shift in charge of control room
5. Gather at emergency assembly point

30.13. Toppling Of Vehicles

Preventive Measures:

Ensure the Condition of Road, Ensure center position of Materials and Competency of Driver/Operator.

- i. Rescued the operators in case the toppling of vehicle.



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- ii. Inform to Concern Emergency dept. like Ambulance, Security, Safety, Line manager and all respective dept. those are concern related to the incident.
- iii. Barricading the incident area, avoiding to gathering of unnecessarily.
- iv. Based on that inspection report, action is initiated by Managing Director
- v. Investigation to be done as per the statement of wetness and CCTV footage.

30.14. Mock Drill' As A Part Of Emergency Planning

DEPARTMENT: PLACE :
.....

- CONDUCTED ON :..... FOR : (GAS) ,
(FIRE), (.....)
- TICK THE AGENCIES PRESENT : (SAFETY), (FIRE BRIGADE), (GAS SAFETY),
(SECURITY), ()
- AGENCIES ABSENT :
.....
.....
- WHEATHER EMERGENCY BOARD DISPLAYED : (YES) (NO)
- WHEATHER EMERGENCY ALARM SOUNDED : (YES) (NO)
- DEFECTS / DRAW BACKS NOTICED IN THE MOCK DRILL (IF ANY) :
.....
.....
.....



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- ACTIONS RECOMMENDED TO OVER COME THE DEFECTS/DRAW BACKS
ALONG WITH AGENCIES

RESPONSIBLE PREFERABLY A TIME BOUND SCHEDULE.

Sl no. RECOMMENDATIONS ACTION BY EXPECTED DATE OF COMPLIANCE

-
-

NAME OF THE PERSON RESPONSIBLE TO FOLLOW OF THE ABOVE:

.....

.....

- OTHER REMARKS (IF ANY) :
-
-

Signature of Head of Department

NB:- Immediately after the Mock Drill is performed, the duly filled up format should be handed over to the representative of Safety Professional for record.

Check List of MOCK DRILL:- (Emergency Action Plan Board), (Alarm system), (Assembly Place), (Communication),

(Response), (firefighting System & Equipments), (Rescue Operation—Fire/Gas/Others), (First Aids), (Team Work).

(Workability of Safety devices & equipments), (Involvement of the departmental Rescue optn. /First Aiders/Fire Ftg. Teams).

MOCK DRILL



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Total No. of Persons at one timePerson to be notified of any Emergency
.....

- Telephone Nos.Office & Res:
- First-aiders: -.....
- Number of persons trained for Fire Fighting
- Number of Stretchers
- Number of Fire Extinguisher
- Number of Fire Hydrant in Plant
- Place of gathering (Open Space) at the time of emergency.....
- Location of Emergency Plan Board
- Details of signaling system
- Task force for MOCK DRILL/RESCUE operation
- Name of Chemicals used in

Mock drill exercise pertaining to be done in collaboration with TATA STEEL.

30.15. Emergency contact numbers:

Sl. No	Name	Agency	Contact Number
1	Fire Brigade	TSL	7077756141
2	First Aid Center	TSL	7077757535
4	Gas Safety	TSL	7077757321



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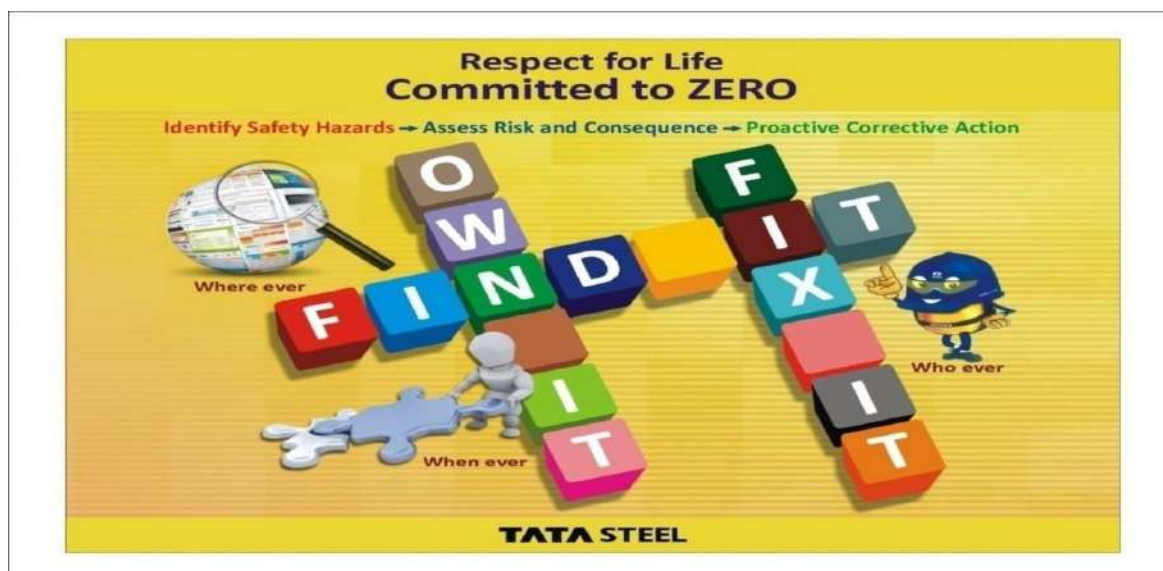
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5	Road Safety	TSL	7077725455
6	Director	YEPL	
7	Manager	YEPL	8260501454
8	Supervisor	YEPL	9853858091
9	Safety Supervisor	YEPL	6370861467

31.0.SELF SAFETY INITIATIVE FOR SAFETY IMPROVEMENT



With a view to further enhance the safety performance and control industrial accidents & losses; **YEPL** has introduced quite a few self-safety initiatives by involving the top management. We believe in TATA STEEL's proactive measures by **“Find it, own it and Fix it”**.

Following measures have been taken for self-safety initiative:

- Only trained employees are deployed to do the job.
- No employees shall do any job that appears unsafe.
- Employees are encouraged to report Near Miss incidents.



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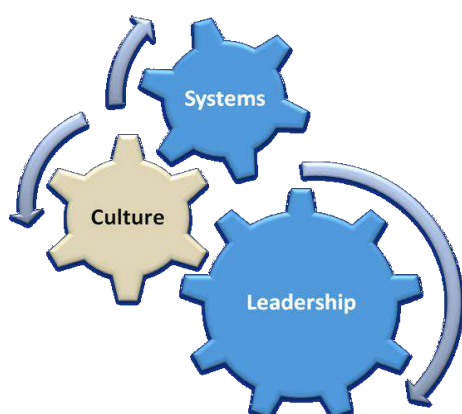
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- Work place hazard communication to employees is regularly provided through tool box talk, by the supervisor concerned before start the vehicle.
- Emergency evacuation program is organized for employee's time to time.
- Basic site safety rule has been framed for all employees and adherence to these rules is also monitored.
- Employees are encouraged to give safety suggestion. Records of number of suggestions received and number of suggestions implemented are also maintained.
- Safety poster, warning signs have been displayed at vehicle parking area.
- Safety motivational programs for employees e.g. Safety quiz, safety suggestion, best safety performer etc. are organized time to time and winners of such competitions are also awarded.




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32.0.SELF SAFETY ASSESSMENT MATRIX

	Evaluation Criteria	Scoring criteria (100 marks)	Actual score	Remarks
1	Zero Fatality / permanent disability / serious injury	0 Fatal - 10 marks 1 Fatal- consequence as per safety circular and 0 mark		
2	Zero Lost time injury	0 LTI - 10 marks 1 or more LTI - 0 mark		
3	Zero First aid case (FAC)	0 FAC - 10 marks 1 or more FAC - 0 mark		
4	Zero Dangerous occurrence	0 DO - 5 marks 1 or more DO - 0 mark		
5	Severity Index of contractors safety audit	Severity Index <2.5 - 5 marks Severity Index.>2.5 and<3.5 -3 mark No audit and severity Index >3.5- 0 mark		
6	Safety violation of fatal potential of severity 4&5 (limit- max 2/month)	Max 2 per month - 10 marks Between 2 - 10 - 5 marks More than 10 - 0 mark		
7	Safety non compliance cost recovery-(consequence management circular) Major & Minor safety non compliance	Major or Minor non compliance- 0 mark No non compliance- 5		
8	PPE - compliance to standard, appropriate and quality	Scale of 1 to 5 (5- excellent, 1- very poor)		
9	Tools and tackles - compliance to standard, appropriate and quality	Scale of 1 to 5 (5- excellent, 1- very poor)		
10	Near miss reporting	5 or more per month- 5 marks <5 per month- 3 marks No reporting 0 mark		
11	Training on SOP, emergency preparedness to all contract employees and its compliance	Scale of 1 to 5 (5 - excellent and 1- very poor)		
12	Leadership engagement- Contractor proprietor engagement in safety observation & audit	1 or more visit per month - 5 marks No visit - 0 mark		
13	Housekeeping standard - slip trip fall hazards, safe condition, pathway	Scale of 1 to 5 (5- excellent, 1- very poor)		
14	Supervisors safety behavior and safety attitude and his ability to react on safety audit points / non compliance	Scale of 1 to 5 (5- excellent, 1- very poor)		
15	Alignment with Tata Steel values, policy, ethical behavior and Social accountability compliance (SA-8000) etc.	Scale of 1 to 5 (5- excellent, 1- very poor)		



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33.0.SAFETY IN MATERIAL HANDLING

Introduction

Material handling contributes about 40% of industrial injuries; hence it is imperative to have a comprehensive procedure on material handling to control the hazards arising out of these operations.

Objective

The objective of this procedure is to outline methodology for safe operation, statutory inspection and testing of various material handling equipment's.

Scope

This procedure is applicable to all material handling equipment and activities at TSL work site. If any place Bus is break down inside the plant premises, the material shift through heavy vehicle like Truck and trailer. Lifting the material through hydra and crane.

33.1. Manual Handling

(A) Hazards in Manual Handling

- Strains, sprains, fractures and bruises are the common injuries arising due to unsafe manual handling. Back injury is a common problem arising out of improper manual handling. Method of Safe Manual Handling is as under:
- Place feet close to the load and spaced properly for body balance.
- Back straight and as nearly vertical as possible. Chin in and elbows as straight as possible. Bent knees until the hands reach the proper place for gripping the load.
- Grasp the load firmly, and then lift should be completed by straightening the knees, keeping the load close to the body.
- Use feet muscle and body weight to lift the load.
- The maximum weight to be lifted by Adult male is 25 kg and Adult female is 15 kg. In lifting load, the workers should first make a preliminary help to be sure that the load is within his lifting capacity. If two or more men are required, they should be similar in size and physique. One of them should act as leader.



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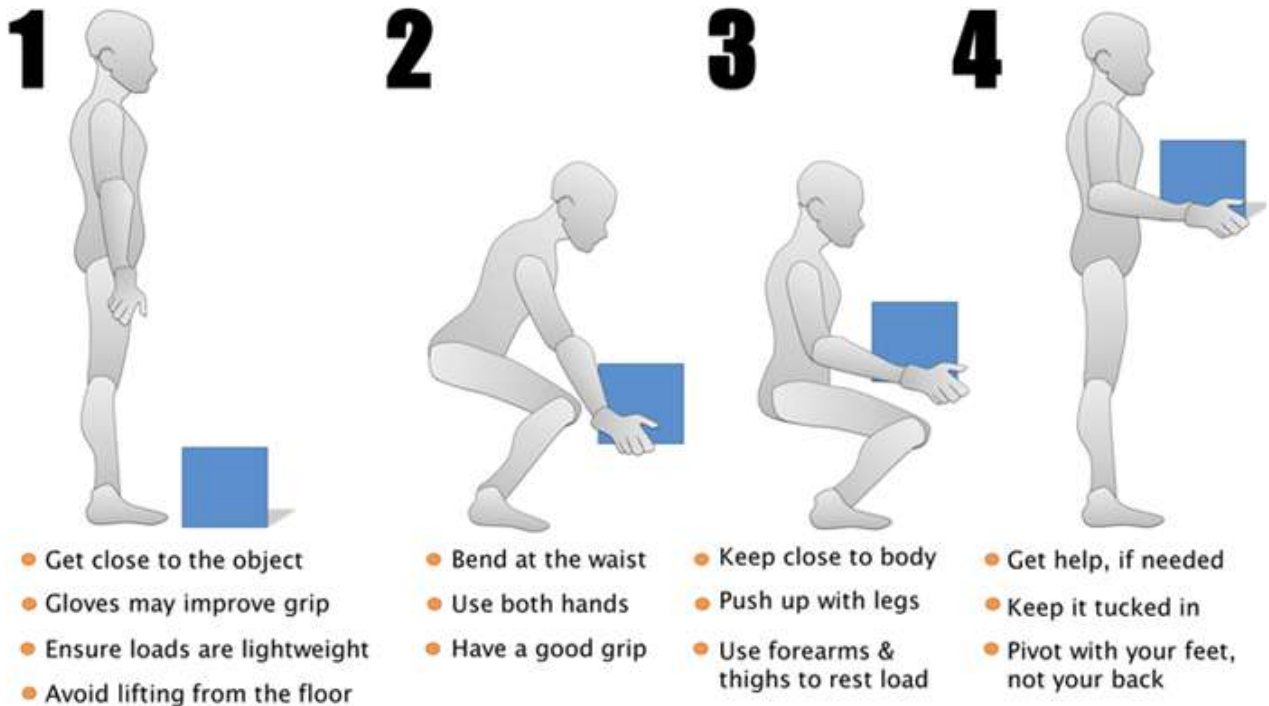
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How to lift the material ergonomically



33.2. Guidelines for Transportation of Material in Trucks/ Trailers

a) General Precautions

- Loading / unloading of materials from truck / trailer shall be done under the supervision of a competent supervisor.
- Materials shall be properly secured along with truck so that they do not fall out of truck / trailer. No material should protrude out of truck, which can cause injury or property damage.
- In case of trucks having tail doors, doors shall be kept closed during transit. Personnel shall not sit in material compartment. They should sit only in the personnel cabin.

b) Material /ODC (Over Dimensional Consignment) Transportation

- Identify material to be transported. It could be structural members, pipe spools, electrical cables/panels, equipment /ODC.
- Know the size, weight, center of gravity and quantity of material to be Transported.
- Know the details such as location of loading/unloading and route of Transportation.

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- Study lifting/tailing lug details, transportation drawings, area plot plan, over all plot plan, etc.
- Study beams requirement under ODC for self-loading/unloading by hydraulic axles (Heavy Trailer).
- Develop sufficient area to park trailer and loading crane at loading/unloading locations.
- Do route survey in case of ODC. Find out underground services such as pits, cable trenches, pipes, culverts, etc. and protect those from damage due to trailer/crane movement.
- Position loading crane well within safe working limit capacity as applicable.
- Load loose material one by one in a stocked manner. Load ODC either by crane or jacking up of axles.
- Material shall not project outside trailer. If it projects outside trailer, provide red tape and red alert light for better visibility to traffic that material is projected out and a sufficient distance shall be kept by passing vehicles/persons. In such cases avoid transportation during night. If it is ODC guide trailer with proper pilot (security vehicle) to regulate traffic movement.
- Do not overload trailer. Keep sufficient margin in capacity. Do not allow over flow of material on trailer/truck/dumper.
- Do hard lashing/soft lashing as required and secure load firmly.
- Move trailer within speed limit as applicable. Do not over speed. Be careful especially at turning point. Heavy vehicle speed < 20 km/hr in main road and branch road 10km/hr.

34.0. HOUSE KEEPING AND SLIP/TRIP/FALL HAZARD

Inside and outside vehicle, Housekeeping means not only cleanliness, but also an orderly arrangement of operations, tools, equipment's, storage facilities and supplies. It is a practical method of increasing production, reducing accident and improving employee's morale. Housekeeping is a direct responsibility of all employees and each should be held accountable to do the things necessary to implement an effective housekeeping program.



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Most of the industrial fires result from or are caused to spread by poor housekeeping conditions.

The most frequent sources of industrial fires are electrical system, friction, open flames or sparking, spontaneous ignition and smoking. All such fires can be prevented by good maintenance and housekeeping procedures.

Typical accidents due to poor housekeeping:

The relationship between accident and poor housekeeping is very close indeed from a careful analysis of accident at work site. Too often accidents are reported because of:

1. Person **tripping** over loose objects on floors, stairs and middle position of two seats;
2. Person **getting hit** by articles falling from overhead;
3. Person **slipping** on greasy, wet or dirty floors;
4. Person **running against** projecting, poorly piled or poorly placed materials;
5. Person **getting trapped** under materials falling from piles improperly built;
6. Person **steeping on or tearing hands/other parts of the body** on Projecting nails or hooks. Many more types of accidents including fires and Explosion can be attributed to poor housekeeping.

Typical items of unsafe housekeeping:

Good housekeeping cannot be attained by an occasional grand clean up and setting in order. It must be planed for and continuously pushed. To plan effectively, typical items which render a workplace unsafe must be recognized.

A list of typical items of unsafe housekeeping for a particular workplace is listed below:

1. Excessive material, waste or dust in the pathway.
2. Materials kept on walkway blocking safe access.
3. Avoid over loaded.
4. Tools left on pathway.
5. Spillage of oil, grease, etc. on pathway.
6. Poor lighting.
7. Dirty walls and windows.



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Once the items which are responsible for rendering a workplace unsafe are recognized, it becomes easier to plan for good housekeeping.

Dos & Don'ts of housekeeping:

DO'S

- Gather up and remove dust to keep the vehicle path way.
- Keep stairways, passageways, free of man movement and obstructions.

DON'TS

1. Do not throw tools or other materials from bus.
2. Do not spillage oil or grease in pathway.

Slip/Trip/Fall Hazard



YEPL has also initiated **systematic process of housekeeping (1S, 2S)** and regular campaign on slip, trip and fall hazard.

Slip, Trip and fall hazards can occur in virtually every type of workplace. Injuries from Slips, Trips and fall are due to the following unsafe conditions:

- Contaminants on the floor
- Indoor walking surface irregularities
- Outdoor walking surface irregularities
- Weather conditions: Rain (Water logging)
- Inadequate lighting
- Stairs and handrails



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- Improper use of floor mats and runners

Common Injuries due to slip, trip and fall hazards are:

- Sprains, strains
- Bruises, contusions
- Fractures
- Abrasions, cuts

Common affected body parts due to slip, trip and fall hazards are:

- Knee, ankle, foot
- Wrist, elbow
- Back
- Shoulder
- Hip
- Head

Visual display:

Along with the above, visual display of Housekeeping is available at work site and site office.

5S Audit for Housekeeping:

5S Explanation



5S audits are organized at our worksites & site store in every quarter as per the check list by a team comprising of:

- Site in-charge & Supervisor



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b) Safety Supervisor & driver

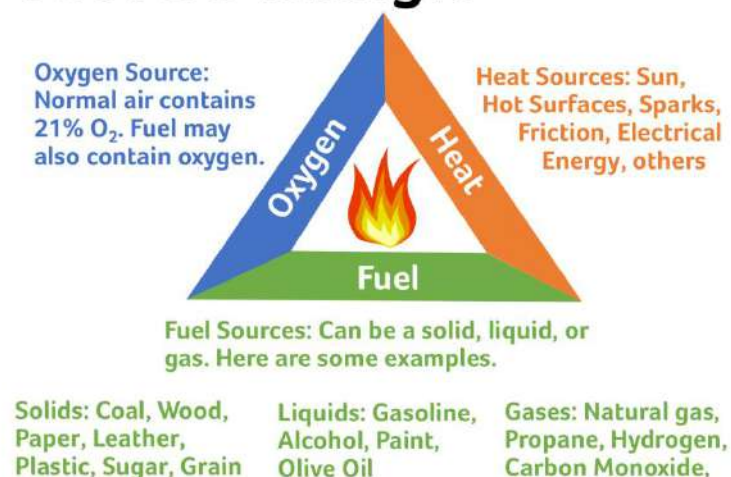
Plan for 5S Audit:

1 ST Q	2 ND Q	3 RD Q	4 TH Q
JUNE-	SEPT.	DEC.	MARCH-

35.0.FIRE AND ITS PREVENTION

Fire is a rapid chemical reaction, the self-sustaining process of rapid oxidation of a fuel, which produces heat and light. Therefore, the three components, **Oxygen**, **Heat** and **Fuel** are required to start a fire, commonly referred as “**Fire Triangle**”

The Fire Triangle



How does fire work:

- ☐ Three components
- ☐ Need all three components to start a fire
- ☐ Fire extinguishers remove one or more of the components



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The Basic Components of a Fire are:

- ☐ Fuel
- ☐ Source of ignition
- ☐ Oxygen
- ☐ Process of combustion - *Commonly referred to as the "fire tetrahedron"*

Extinguishment Theory:

- ☐ Removing Heat
- ☐ Removing Fuel
- ☐ Reducing Oxygen

Classification of Fire:

Fire is classified into four classes depending on the type of fire which are as follows:

- a) **Class A** - This includes fuels such as paper, wood, cloth and some rubber And plastic.
- b) **Class B** - This includes all hydrocarbon gases that will support combustion e.g. Gasoline, Oil, Grease, Paint and Plastic.
- c) **Class C** - This includes all fires involving energized electrical equipment e.g. Office equipment, Motors, Switchgear and Heaters.
- d) **Class D** - This includes combustible metals. Examples of these types of Metals are: zirconium, titanium, sodium, potassium and Magnesium.

Different Kinds of Extinguishers

- ☐ **Water** - class A only - cools /removes heat
- ☐ **Dry Chemical** - class A, B, or C - interferes with chemical reaction
- ☐ **Carbon Dioxide** - class A, B, or C (usually C) - removes Oxygen/ smothers fire
- ☐ **Halon** – (being phased out - ozone) class A, B, or C (usually C) - removes Oxygen/ smothers fire
- ☐ **Metl-X** - class D only - specialized dry chemical for metal fires
- ☐ **Foam** – Class B, holds down vapors

How to use a Fire Extinguisher (PASS method)

- 1) Pull the pin



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2) Aim the hose or nozzle

3) Squeeze the lever

4) Sweep the agent

Fire Prevention:

- ☐ Contractor's work area, open storage area etc. shall be kept free from Combustibles, dry vegetation, weeds etc.
- ☐ Material shall be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to safely accommodate.
- ☐ Non compatible materials, which may create a fire hazard, shall be Segregated.
- ☐ Good housekeeping shall be maintained all around the work area.
- ☐ Smoking shall be prohibited at or in the vicinity of storage sites both indoor & open storage yards, wooden work area, cylinder storage yard, paints yards etc. which constitute a fire hazard, and shall be conspicuously posted: "No Smoking or Open Flame."
- ☐ Storage areas for flammable liquids, gas cylinders, explosives, etc., shall be located well away from work sites, field offices, welfare facilities and from any ignition or excessive heat source. They shall be designed and operated with proper inventory control, labeling and signage. No Smoking signs shall be prominently posted at these storage areas.

All operations shall be conducted in a manner to minimize the risk of a fire. This shall be achieved by:

- a. Storage of flammable materials in a systematic and controlled way.
- b. Training on basic fire prevention and suppression to be included in the safety Programmed.
- c. Containment methods to be employed at any potential sources of ignition
e.g. fireproof blankets around welding operations, flame cutting operation.
- d. Control of smoking materials, including matches and lighters.
- e. No smoking inside the vehicle.

36.0.BASIC FIRST AID

Electric Shock



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- a. Lay victim down
- b. Keep victim warm
- c. Keep victim calm
- d. Get assistance

Bleeding

- a. Use clean bandage
- b. Apply pressure
- c. Elevate wound

Burns

- a. 1st Degree - redness only, flush with plenty of cool water
- b. 2nd Degree - blisters, place damp bandage, do not use ointments
- c. 3rd Degree - white or charred, use dry bandage
- d. 2nd or 3rd - get medical attention

Fractures

- a. Closed fractures - (no protruding bones) - immobilize
- b. Open fractures - immobilize, control bleeding

Head and Neck Injuries

- a. DO NOT MOVE VICTIM

Chemical Burns

- a. Flush with water for minimum 15 minutes

Bites and Stings

- a. Be aware of bee sting allergies
- b. Poisonous bites - seek medical attention



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37.0.ROAD SAFETY

In TATA STEEL:

Road accidents contribute 30% of total accidents in TSL
witnesses fatal on road every year.

There are 100s of Excreta cases i.e road accidents while coming/going from duty outside Works

a) COMMON TRAFFIC VIOLATIONS:

- Over Speeding
- Overtaking in un-safe areas
- Under influence of alcohol
- Rash and negligent driving

Violation of traffic rules and signs

b) General Road Safety Rules

FOR FOUR WHEELER DRIVERS :

Use safety belts before starting the vehicle. (Driver and passengers both).

**Use of seat
belt is
mandatory
while using
four wheeler**



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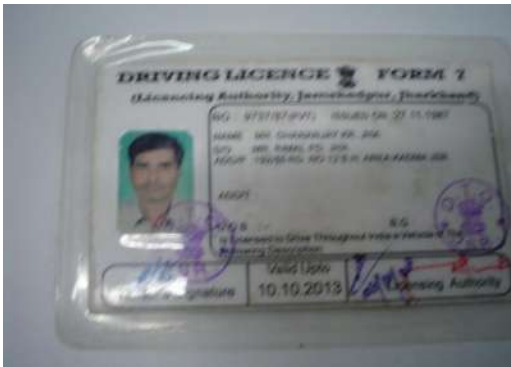


Use of mobile while driving phone is strictly prohibited

**Use of
mobile
while
driving
phone is
strictly
prohibited**



Driver must carry the vehicle permit and the driving license.



Speed limit is 20 Km/hr on main roads and 10 km/hr on Office road.

1. Use blinkers 30 m before turning on the road.
2. Overtake in case of urgency from right side of the vehicle.



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3. **Keep safe distance (Braking distance of 2 seconds minimum) from vehicles ahead**



4. **Park the vehicle at the designated places only, Use of hand brake is compulsory.**



5. **Stop at Zebra crossing and allow the pedestrians to cross the road**



At all crossings. STOP, LOOK and then PROCEED



6. **Stop before the STOP mark on The road at the traffic signals.**

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7. Tread Depth of the tire should not be less than the thickness of the match stick.



8. Only TATA STEEL registered vehicles are allowed in the premises.

Vehicle sticker



For Driving Two Wheeler:

- e) Condition of the vehicle should be checked before entering the premises.
- f) Tread Depth of the tires should not be less than the thickness of the match stick





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- g) Use crash helmet with visor of ISI registered make only. (Both driver and pillion).

Use crash helmet with visor
of ISI registered make only



- h) Chin strip of crash Helmet should be tightened sufficiently so that helmet doesn't come out in case of any impact.

Chin Strip Should be tightened



- i) Use blinkers 30 m before turning on the road.
- j) In case of emergency only, overtake from right side of the vehicle.

Over take from
right side





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- k) Use of mobile phone whether hand hold or hand free is strictly prohibited while driving.



- l) Stop at Zebra crossing and allow the pedestrians to cross the road.



General Road Safety Rules for Pedestrians

- m) Use all the required PPE's (safety helmet, safety goggles and safety shoes) while moving on road.
- n) Use only Footpath/Cycle path wherever available. (If not then always walk on left side of the road). Do not walk abreast on the road.
- o) Use only Zebra Crossing to cross the road.



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- p) Before crossing the road, first look right then left and again right and ensure there is no vehicle movement. Don't cross the road zigzag

Where ever zebra crossing not provided, cross the road straight



Mandatory or Regulatory

Signage Examples



Straight Prohibited or No Entry



Cycle Prohibited



Pedestrians Prohibited



One Way Sign



One Way Sign



Compulsory Cycle Track

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Cautionary Signage

Examples



Cycle Crossing



Pedestrian Crossing



Cross Road

Informatory Signage

Examples



Car Parking
Parking



Cycle Parking



Two Wheeler

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38.0.ASSET MANAGEMENT

We have foolproof plan for checking, monthly and Preventive maintenance of our all Asset with the help of standard checklist and through our Preventive maintenance Schedule.

1. Equipment's:

SL NO.	NAME OF THE EQUIPMENT	QTY.	REG. NO.	MAKE	PREVENTIVE MAINTAINANCE

2. Tools & Tackles:-

SL NO.	NAME OF THE TOOLS	QTY.	CHECKING PLAN
1			
2			
3			
4			

39.0.OPERATIONAL CONTROL PROCEDURE

1.0 PURPOSE :

To identify those operations and activities that are associated with the identified Safety hazards/risks and plan these activities, including maintenance, to ensure that they are carried out under specified conditions by establishing and maintaining documented procedures.



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To establish, implement and maintain procedure for the design of workplace, and machinery including their adaptation to human capabilities, in order to eliminate/reduce and control Safety risks at the source.

2.0 RESPONSIBILITY:

- Managing Director
- Manager Works & Safety
- Site In charge
- Management Representative.

3.0 PROCEDURE

3.1 System Guidelines:

All Site In charges in their respective area of responsibility are responsible for the implementation of these guidelines.

Operational control procedures are established and implemented, whereas their absence could lead to incidents, accidents or other deviations from the Safety Principles & Occupational Health Policy and Objectives & Targets, for all operations and activities that are associated with the identified unacceptable Safety risks. Site In charges ensure that adequate measures are exercised by establishing and implementing documented operational control procedures in the following areas wherever applicable;

- a) Purchase and transfer of goods and services and use of external resources.

This includes the following items;

Approval to purchase or transfer of hazardous chemicals, materials and substances.

Availability of documentation for the safe design, construction & handling of machinery, equipment, materials and chemicals at time of purchase, or the need to obtain such documentation. Periodic evaluation of the Safety competence of employees. Approval of the design of Safety provisions for new equipment & practices.

- b) Hazardous Tasks/Notified Dangerous Operations

This includes the following;



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- Identification of hazardous tasks such as work in confined area, gas hazardous area etc.
- Approved working methods like SOP.
- Pre-qualification of personnel for hazardous tasks such as competency certificate.
- Permit-to-work systems and procedures controlling the entry and exit of personnel to hazardous work sites.
- Critical Task Observation to control faulty practices and identify conditions requiring
- Compliments or corrections
- Findings from Site Safety Observations as logged in the safety observation register.

C) Hazardous materials

This includes the following;

- Identification of inventories and storage locations.
- Safe storage provisions and control of access.
- Provision and access to material safety data and other relevant information.
- Exercising control as per Legal and other requirement.
- First Aid and Medical facilities and provisions.
- These operational control procedures necessarily include the steps for;
- Planning of operations and activities.
- Maintenance requirements.
- Specific operating criteria.
- Steps to control operations under specified conditions
- Developing standard operating procedures as advised by Safety department.
- Monitoring and measurement of operating parameters and frequency thereof.



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- Records to track the effectiveness of control measures.
- Carry out critical task (all activities with potential for fatality or serious body injury) as per laid down criteria.
- Carry out site safety observations following six step methodologies.

Site In charges have also established and maintained procedures related to the identifiable non-tolerable Safety risks of goods and services used by the organization and are responsible for communicating relevant procedures and requirements to the suppliers and for ensuring compliance in their respective area of control.

Site In charges also ensure implementation of safety observations process at work site to ensure adequate control over the activities.

1.3 Reference:

Operational Control Procedures of is maintained under the Safety Management System .

All the related Work Instructions as referred in the above procedures, wherever applicable.

Safety Standards

SS/GEN-36	Fire prevention
SS/ENGG-13	Barricading
SS/GEN-39	Guidelines for small m/c being used by contractor in works
SS/ENGG-07	Personal protective equipment (PPE)
SS/GEN-02	Loose clothing
SS/GEN-04	Foot protection
SS/GEN-05	Hand protection
SS/GEN-06	Eye protection
SS/GEN-07	Head protection
SS/GEN-25	Work permit system



PREPARED BY

For YASUJA ENTERPRISES PVT. LTD.

 Director

APPROVED BY

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ISSUE DATE 15/01/2024	REVISION NO# 0		

SS/GEN-26	Positive isolation
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1.4 Records: All the records originating from the implementation of above Procedures, guidelines and Work Instructions, like, Inspection Checklist, Maintenance Records etc, are maintained with the respective workplace including the followings;

Subject	Form #EHSMSM/WORKS/
Daily Permit to Work Certificate for Gas Hazard Jobs	446/4001
Confined Space Entry Permit	446/4002
Request for Cutting Power	446/4005
Request for restoring Power Supply	446/4006
Work Permit	446/4007
Critical task Observation Record: for all those tasks with consequence of serious body injury to fatality.	446/4008
Safe Work Procedure for Contract Job	446/4009
Power Clearance for Electrical Equipment/Installations	446/4010

Note:- Above all Checklist, Format, Form are produce by TATA STEEL as per standard and followed by the Vendors.

40.0.LEGAL AND OTHER REQUIREMENTS

1.0 PURPOSE

To lay down a system to identify and have access to all relevant legal and other Occupational Health Safety requirements and to keep them up to date.

2.0 RESPONSIBILITY:

HR & Safety officer.



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Legal compliance

- Tax vehicles and equipment's
- Workmen register
- Height Pass
- GPA (Group personal Accident Policy)
- Permit of vehicles and equipment's
- Insurance of vehicles and equipment's
- Medical test certificate of Employees
- Driving license of drivers and operators
- GST
- Labour License
- TPI Certificates of lifting tools & Equipment
- ESI code,
- PF code



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