

HSE RELATED SPECIAL TERMS & CONDITIONS OF CONTRACT

Compliances of safety rules and statutory requirements related to Safety, Health and Environment by contractors

- These Special terms and conditions of contract have been promulgated to ensure compliance of safety rules and statutory requirements as per Factory Act 1948, Maharashtra factory rules 1963 other Central and State Government Acts in force, while carrying out work by Contractors/Contract personnel at LDPL site.
- The Contractor before commencing any work at the LDPL premises must understand these special terms and conditions applicable to his contract and is expected to sign a declaration 'Form-A' . Format is placed at **Annexure I** for reference.
- LDPL reserves its right to suspend work in the event of the Contractor not complying with the rules or instructions regarding to Health & Safety practices for which no claim of any kind will be entertained.
- To ensure the Health & Safety ofContract employees in various operations, it is advisable that Contractor nominate his supervisor / representative to maintain liaison with the Engineer-in-charge of the work as may be necessary to acquaint himself with any changed conditions of other matters relating to the Health and Safety performance.
- All regulations codes and ordinance of the Government of India, Government of Maharashtra and local Municipal Corporation regarding Health and Safety will be applicable to the contractors. The statutory requirement as per Factory Act 1948 and Maharashtra factory rules 1963 and other Central and State Government Actsneed to comply as applicable to contract.
- The principal contractor is responsible for observance of these rules by his sub-contractors. Contractor's employees should not enter the areas where the nature of contracted work does not require their presence.

PROVISION OF PERSONAL PROTETCTIVE CLOTHING/EQUIPMENT

- 1) The Contractor shall provide his employees with all essential safety gears/appliances. The provision of essential safety gears is mandatory and without which contractors shall not employ any of their personnel for work at LDPL site. It is mandatory for all contract employees to use Yellow color safety helmet, Boiler Shute or Reflective vest, safety shoes, hand gloves, safety goggles & ear plugs while entering inside the shipyard. PPEs such as dust mask, welder's shoes, ankle guards, welding apron, leg guard, hand sleeves , welders face shield, grinders face shield, protective suit for personnel employed for blasting , painting etc. are to be provided as applicable to all the concerned contract employees. Full Body harness Respiratory mask with air ventilation arrangement must be provided to personnel likely to work in confined spaces. All necessary safety clothing must be provided as per requirement of the job being carried out. Adequate lighting and ventilation must be ensured at the place of work.
- 2) All PPEs and other safety gears/appliances/equipment provided by Contractor to their workers should meet the IS or equivalent specifications and meet the color code approved by LDPL. The specifications of the safety working uniform, safety gears/appliances/equipment to be used by Contractor personnel are available with HSE department and copy of the same

will be made available on request.

HAZARD IDENTIFICATION, RISK MANAGEMENT AND CONTROLS

- 3) The Contractor shall identify Hazards arising out of working conditions / practices in his area of work, carry out Risk Analysis and institute effective measures to eliminate or minimize likelihood of occurrence of the untoward incident or accidents. They shall submit an undertaking to the effect that they have made his employees aware of the risks arising out of Hazardous working conditions and unsafe working practices, trained them to follow safe working practices and will ensure that his employees have been provided with adequate safety gears/PPE
- 4) Detailed job safety instructions will be issued to the Contractor/Contract employee by concerned works-in-charge before commencement of the work by the contractor, and the Contractor undertake to collect such instruction and comply with same.

SAFETY CODE

- 5) The purpose of this safety code is to guard individuals working / moving in LDPL premises, remove hazardous sources, and eliminate unsafe working practices. The contractor must adhere to safety code to ensure complete Health and Safety all personnel at work. This code is issued only for guidelines and cover only basic safety requirements.
- 6) Basic safety awareness training is must for all contract employees. They will be issued with a special 'HSE Induction Card' after successful completion of HSE Induction Training. The individual will not be permitted to work inside the LDPL premises without undergoing Safety Induction Training. The validity of 'HSE Induction Card' will be for six months and same would be renewed after individual undertake periodic safety awareness training course conducted by HSE department.
- 7) All contract employees must wear LDPL specified safety working uniform with the name of the contractor inscribed on it.
- 8) No person / contract employee below 18 years of age will be permitted to work under any circumstances at LDPL Dockyard site.
- 9) No person should carry flammable or spark producing items in the vicinity of notified areas such as Gas Cylinder Storage, Diesel Tanks etc.
- 10) Speed limit for all vehicles inside the LDPL is 20 KMPH. The Contractor shall instruct their drivers to follow traffic rules and speed limits while driving vehicle inside LDPL premises. Only qualified and authorized persons as per CMVR 1989 should be allowed to drive the vehicle in the yard. Jumping on off trucks, automobiles or other moving vehicle is prohibited. Men should wait until the vehicle stops before attempting to enter or leave. Contractors should not park their vehicle in such a way be a hindrance to the smooth flow of traffic in the yard.
- 11) All work execution inside the Dockyard area should be carried out after obtaining relevant

- 'Work permit'. The format of Work Permit available with HSE Department need to be filled up and approval of Engineer-in Charge/HSE Officer/ Ship representative be obtained prior to commencement of work.
- 12) All work permits issued to the contractor and his employees shall stand canceled in case of EMERGENCY, which will be indicated verbally or by a siren.
 - 13) The contractor must comply with 'Injury Reporting Procedure' in the event of occurrence of any 'Loss of Time due to Injury' to their employee while working at LDPL site. The laid down reports in this connection must reach on the day of occurrence preferably within an hour to the Engineer-in –Charge/Project In charge/Ship representative of respective work area and HSE Officer for further action.
 - 14) Contract employees shall not tamper or interfere with any machinery or equipment in the operation areas unless they are authorized to work on machines. They should use, adjust and repair equipment only when authorized, by permit to work. They should not meddle with switches, controls, valves etc.
 - 15) Strict compliance with all safety rules, cautionary signs displayed at LDPL and verbal instructions shall be followed.
 - 16) The Contractor will ensure that fire-fighting equipment's are not obstructed at any time by his workers or equipment so as to cause blockage or hindrance to movement of any fire or safety equipment's.
 - 17) The Contractor will be responsible for the Health and Safety of their respective personnel and property as well as safety of personnel and property of LDPL in the area in which work is executed by his team.
 - 18) Loitering inside the LDPL, sleeping/ lying under or around any machine, vessel, equipment and other operation areas is not permitted.
 - 19) For any HSE violations Contract Company will be held responsible if found non compliances are being done by individual on repetitive basis. In such case the Contractor shall be liable for penalty and penalty would be based on severity of non-compliances as specified in Annexure II.
 - 20) First Aid Boxes equipped with requisite articles as specified in the Factory Act 1948 and rule 231 of the Buildings and Other Construction Worker (Regulation of Employment and Condition of Service) Central Rule 1998 have been provided at LDPL sites for the use of workers. Contractor shall train some of the personnel from his team in First-Aid and will ensure that First -Aid is provided whenever required.
 - 21) All accidents / incidents and near miss incidents occurring to contractor's personal must be reported promptly and immediately by the contractor or his representative to the HSE Officer in addition to the Engineer-in-charge/Ship representative of the work and this should be followed by an accident/incident report in the form prescribed by the LDPL. In the case of electrical accidents, report should be made in accordance with Rule 44 Annexure of Indian Electricity Rules 1956 and the form shall be in accordance with Annexure XIII to the Indian Electricity Rules 1956. The report should be furnished to the Manager, Technical Services immediately on occurrence of electrical accident but not later than 8 hours of occurrence. The operator in the Main Receiving Station should be informed about the accident immediately on the phone and necessary instructions taken from him.

PRECAUTIONS TO BE CARRIED OUT WHILE WORKEMEN WORKING AT HEIGHT

- 22) While working at heights adequate scaffolding or staging should be used. The workman should wear Full Body Safety Harness with adequate life lines. Cover all the man holes on decks/blocks onboard ships.
- 23) Scaffoldings should be of a sound material securely fastened and should be capable of supporting 4 times the combine's weight of men and material who may be working on them.
- 24) Scaffolding should be erected and dismantled by yard competent personnel only contractors shall not carry out any modification or change in existing scaffolding structure.
- 25) Guarding/railing and the toe board's boards should be installed in all scaffolding

SAFETY WHILE WORKING ON CRANES AND OTHER LIFTING APPLIANCES

- 26) Contractor should nominate representative who will be responsible for the safe loading and use of ropes, chains, cables slings, jacks, skids and other hoisting and lifting apparatus used in his working areas. In no case such equipment should be used unless and until the Engineer-in-charge is satisfied that it is free from defects and are safe for use.
- 27) The Operator should stop immediately all operation on receiving distress signals from any one.
- 28) Movement of persons near the rope/cable under tension and within the angle formed by the ropes or cables is prohibited.
- 29) The cable chains and other hoisting equipment's are not to be subjected to undue stresses.
- 30) Worn out or deteriorated ropes, cables, chains, slings, etc. to the point where their safe use may be doubtful must not be used and must be removed from place of work duly marked. Chains and wire ropes should not be spliced or joined.
- 31) Wherever use of hooks, rings and other fittings on chains or cables necessary they should be of the carrying capacity higher than that of the chain or cable.
- 32) Third party Test Certificate for lifting tools & Tackles should be submitted in HSE Department prior commissioning work.

SAFETY PRECAUTIONS TO BE OBSERVED DURING WELDING/CUTTING GRINDING OPERATIONS

- 33) Adequate precautions should be taken during welding or gas cutting against hazards such as electric shocks, burns, fumes fires, explosion and arc eyes. Gauntlet gloves should be worn while or gas cutting. Goggles or welder's helmets should be worn during welding. Goggles should be worn while chipping the welding slag.

- 34) Barriers should be erected to protect other persons in the vicinity from rays or electric arcs or welding flames.
- 35) Adequate ventilation & illumination should be provided while welding or cutting in confined spaces.
- 36) Adequate precautions should be taken to prevent sparks of hot metal slag falling out to the people or to the flammable material below while welding or gas cutting is carried out in elevated positions.
- 37) 'Hot Work Permit' from the HSE Dept. should be obtained when welding or cutting is intended to be carried out in confined spaces along with confined space entry permit.
- 38) All personnel working in confined spaces shall be provided with airline respirators (if atmospheric conditions are found to be hazardous). They shall wear respiratory mask with ventilation pipe.
- 39) Gas cutting, Grinding & welding work within 10-15 feet from the place where paint is being applied is considered dangerous.
- 40) Electric welding should be done only by qualified welders under the supervision of qualified supervisor and welder test certificate shall be provided to concern department.
- 41) Welder should use adequate personal protective equipment's while working. Arc welding equipment's should be properly earthed. While welding it should be ensured that no equipment forms part of the ground return.
- 42) Only qualified employees under the supervision of a qualified supervisor should be allowed to use oxy-acetylene equipment.
- 43) Oxy-Acetylene should be secured in upright position and leak test (bubble test) shall be carry out before commencing oxy- acetylene cutting.

PRECAUTIONS TO BE TAKEN AGAINST ELECTRICAL HAZARDS

- 44) The Contractor should ensure that they are complying with all the regulations under the Indian Electricity Act and relevant rules when they consume electricity and concern with yard electrical dept. before commencing any Electrical work.
- 45) All electrical insulations, wires, equipment's must be inspected by authorized personnel and shall be produce calibration certificates as and when required.
- 46) Double earthing shall be provided for all equipment's, switch boards, etc. Earthing points should not be extended by looping, for any electrical repair work consult with LDPL Electrical Dept. and "Electrical repair permit" shall be obtained from HSE department.
- 47) All necessary precautions to prevent tripping hazards caused by electric lines and welding lines etc. must be taken by Contract employees
- 48) In the event of fire, the contactors should notify to the Fire Station and HSE Dept. at once giving the exact location and nature of fire. At the same time he should start operations to extinguish or control the fire until assistance arrives. Adequate fire extinguishing arrangements need to be ensured at work place.

HEALTH CODE

- 49) The purpose of the Health code is to ensure healthy and good condition of workers.
- 50) Contractors should ensure that his men are aware of First Aid boxes provided at work place and should ensure proper medical care of all employees employed by him at LDPL.
- 51) Contractor should ensure that all contract employees employed at LDPL undergo pre-employment fitness examination & produce Medical Fitness Certificate & kept ready for inspection & one copy submit to HR Dept.
- 52) Contract employees completing six months should undergo periodic medical examination.
- 53) Use of solvents to wash hands and/or cloths by contract employees is strictly prohibited. Use of specified detergent solutions must be adhered to.
- 54) LDPL is declared as a Drug & Alcohol Policy.

ENVIRONMENT CODE :

- 55) Housekeeping is utmost important. Without removal of all the debris and material generated and used for the job, job will not be completed.
- 56) Contractor/ Ship owner/ship representative will be responsible for the waste generated by their specialized job like/ oil sludge/mud/ waste oil/ used oil/ scrap/ insulation waste etc., Removal / disposal of such waste will be the responsibility of the contractor/ Ship owners.
- 57) Do not oil spill in the yard, report if any Environmental incident occurred to HSE Dept.
- 58) Yard is responsible for only DG (used oil) and ETP Sludge.

RIGHT TO STOP WORK

- 59) The HSE Officer / Engineer In-charge at LDPL site shall have the right at his sole discretion to stop the work, if in his opinion the work is being carried out in such a way that it may cause accidents and endanger the Health and Safety of the persons and / or property, and / or equipment's. In such cases, the contractor shall be informed in writing about the nature of hazards and possible injury / accident and he shall comply to remove shortcomings promptly. The Contractor after stopping the specific work can , if felt necessary , appeal against the order of stoppage of work to the Site In-charge within 2 days of such stoppage of work and decision of the site In-charge in this respect shall be conclusive and binding on the Contractor.
- 60) The above mentioned '**SPECIAL TERMS AND CONDITIONS REGARDING SAFETY, HEALTH AND ENVIRONMENT**' have been promulgated for the guidance of the Contractors. These rules in no way relieve a contractor from his obligation under various statutory rules and regulations.

Annexure I**FORM 'A'****UNDERTAKING TO BE SUBMITTED BY CONTRACTOR****WITH RESPECT TO SAFETY OF HIS EMPLOYEES WORKING AT LDPL SITE.**

1. I, Shri/Smt _____ on behalf of M/S _____ hereby state that I have received a copy of '**Special Terms and Conditions with respect to Safety, Health and Environment regulations**'. I am also aware of statutory safety requirements issued by M/S Lavgan Dockyard Limited, Post-Jaigad, Tal & District- Ratnagiri, and Maharashtra as a part of Contract Agreement. I have understood all the terms and conditions and provisions of the said clauses including those mentioned in Factory Act – 1948, Maharashtra Factory rules 1963 other Central and State Government Acts / Statutory requirements and hereby agree to comply with them.
2. I will ensure that all necessary Personal Protective Clothing and applicable safety gears/appliances/equipment will be issued to personnel employed by me/by my firm at LDPL site.
3. I will ensure that safe working practices will be observed by my employees at all times while working at LDPL site.
4. I will ensure that only authorized electrical engineers will be employed by me for electrical work if any as a part of my contract.
5. I will ensure that all of my employees will undergo HSE Induction Training organized by my company/LDPL prior to putting my employee at work site.
6. I will ensure that personnel employed by me at LDPL site are fully aware of occupational health and safety hazards and have been instructed to adhere strictly safety practices at work.
7. **I will be responsible for the Health and Safety of personnel employed by me at LDPL site as well as safety of equipment under my control. I on behalf of my company or my employee or representative of employee shall not make any claim or any compensation from LDPL towards loss of life or injury to my employees while working at LDPL site.**
8. **I understand that I will be liable to pay penalty as per LDPL rules if my employee is found to have violated safety norms.**
9. I will take care of health related issues of my employees. I will ensure that none of my employee will consume alcohol or tobacco.
10. I will provide Third Party Certificate for Lifting Tools & Tackles & Welding Machine Testing Certificate, Electrical person Certificate etc.
11. I will insure that qualified & experience supervisor deployed at LDPL site.

I hereby authorize

Shri/Smt _____
Onbehalf of me and my company

M/S _____ who will maintain close coordination and liaison with HSE Officer and respective Engineer-in-Charge of LDPL. He will report immediately of any incident/near miss incident/accident, injury occurred to any of my employee while working at LDPL site. I have instructed him to get acquainted with work as per the scope of contract and understand the technical instructions, job description and safety requirements prior to commencement of work. He will inform me if any changes are effected in working conditions or matters relating to Safety performance by my employees working at LDPL site.

Signature of Contractor

Name of Contractor

Name of Company

Place

Date

Witnessed By:

Signed in the presence of

Shri _____

Address _____

Annexure II**PEANALTY FOR BREACHING HSE RULES BY CONTRACTOR AND CONTRACTOR'S EMPLOYEE**

Sr No	Warnings	Penalization
1	First Warning	Verbal intimation to individual Personnel
2	Second Warning	Written warning (NMR)
3	Third Warning (Non Compliance)	Written warning to contractor
4	Fourth Warning (Major NC)	Termination Of particular contract.