
CONTRACTOR HEALTH, SAFETY & ENVIRONMENT MANAGEMENT SYSTEM (CHSEMS)

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PUTI ENERGY
67/1B, BLOCK D3 , CHINCHWAD MIDC
PUNE-411019

INDEX

CHSEMS NO	CONTENT	PAGE
1	INDEX	2-3
2	CONTACTOR DETAILS	4
3	ORGANISATION CHART	5
3.1	ORGANIZATION PROFILE	6-7
4.1.A	HEALTH & SAFETY POLICY	8
4.1.B	TRAINING POLICY	9
4.1.C	CARDINAL RULES INCLUDING DRUG & ALCOHOL POLICY	10
4.1.D	ENVIRONMENT POLICY	11
4.1.E	QUALITY POLICY	12
4.1.F	CHEMICAL POLICY	13
4.2.A	HEALTH, SAFETY & ENVIRONMENT RESPONSIBILITIES	14-16
4.3.A	FORMAL INDUCTION & TRAINING PROGRAM	17
4.3.B	INDUCTION & TRAINING POLICY	18-20
4.3.C	SAFE WORK PRACTICES	21
4.3.D.1	HEALTH SAFETY & ENVIRONMENT – POLICY, PLAN AND PROGRAM	22
4.3.D.2	METHOD OF SAFETY SUPERVISION	23
4.3.D.3	TOOLBOX TALK / TOOLBOX MEETING / PEP TALK	24
4.3.D.4	EMERGENCY PROCEDURE / PLAN	25
4.3.D.5	FIRST AID FACILITIES	26
4.3.D.6	ACCIDENT / INCIDENT INVESTIGATION PROCEDURE	26
4.3.D.7	JOB HAZARD ANALYSIS TECHNIQUE	27
4.3.D.8	FIRE PREVENTION OR PROTECTION	28
4.3.D.9	NEW WORKER ORIENTATION PROGRAM	29
4.3.D.10	RESOLUTION OF SAFETY ISSUES	30
4.3.D.11	RESPONSIBILITIES	31
4.5	HEALTH MONITORING	32
4.6	SAFETY RECOGNITION AND REWARD	33
4.7.A	PLANT AND EQUIPMENTS	34
4.8	ACCIDENT/INCIDENT REPORTING AND INVESTIGATION PROCEDURE	35-40
4.9	PERSONAL PROTECTIVE EQUIPMENTS (PPEs)	41
4.10.A.1	SAFE WORK PROCEDURES	42
4.10.A.2	SCAFFOLDING SAFETY	43-44
4.10.A.3	FLOOR / WALL / ROOF OPENING GUARDS	45
4.10.A.4	MOBILE EQUIPMENT	46
4.10.A.5	HOUSEKEEPING AT WORKPLACE	47

INDEX

CHSEMS NO	CONTENT	PAGE
4.10.A.6	FIRE PROTECTION / SAFETY	48-49
4.10.A.7	INJURIES TREATMENT PROCEDURE	50
4.10.A.8	RESCUE / EVACUATION PROCEDURE	51
4.10.A.9	HAZARD RECOGNITION	52
4.10.A.10	TOXIC / HAZARDOUS SUBSTANCES	53
4.10.A.11	EXCAVATION SAFETY	54-55
4.10.A.12	SIGNS, BARRICADES & FLAGGING PROGRAM	56-58
4.10.A.13	ELECTRICAL SAFETY	59-60
4.10.A.14	CRANE SAFETY	61-62
4.10.A.15	CONFINED SPACE ENTRY SAFETY	63
4.10.A.16	WORK PERMIT SYSTEM (PTW)	64-66
4.10.A.17	LOCK OUT/TAG OUT (LOTO) PROCEDURE	67
4.10.A.18	MANUAL HANDLING	68
4.10.A.19	COMPRESSED GAS SAFETY	69-70
4.10.A.20	EYE & FACE PROTECTION	71
4.10.A.21	EAR PROTECTION	71
4.10.A.22	FOOT/HEAD/SKIN PROTECTION	72
4.10.A.23	CHEMICAL SAFETY	73-74
4.10.A.24	ANTI FALL PROTECTION PPE	75
4.10.A.25	HAND PROTECTION	76-77
4.10.A.26	DO's/DON'Ts	78
4.10.A.27	SAFETY MEETING	79
4.10.A.28	DRIVING AT WORK SAFETY	80
4.10.A.29	HOT WORK SAFETY	81
4.10.A.30	GAS CUTTING SAFETY	82
4.10.A.31	GRINDING SAFETY	83
4.10.A.32	WORKING AT HEIGHT	84-85
4.10.B.1	GAS SAFETY	86-87
4.10.B.2	ELECTRICAL / ELECTRICITY SAFETY	88-89
4.11	HAZARD IDENTIFICATION & MANAGEMENT	90
4.11.A	SAFETY MANAGEMENT PLAN	91
4.12	EMERGENCY PREPAREDNESS & RESPONSE PLANNING	92-96
4.13	CONTACT DETAILS	97
	ANNEXURE A	98
	ANNEXURE B	99-101

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CONTRACTOR DETAILS

Contractor Name : PUTI ENERGY
Contractor Address : 67/1B, Block D3, Chinchwad MIDC, Pune-411019

Site-In-Charge Contact Details : Mr. Rohit Gaikwad Mob :8983935035
Safety representative : Mr. Tejendra Bagdi Mob : 8388891990

Company Phone : 020-29950327
Contact Email ID : skr@flaregas.co
Project or type of work : supervision of Commissioning



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ORGANISATION CHART

S K Roy
(Director)

VikramPawer
GM

Sawant (HRD)

SAHRUK KHAN
(Site in charge)

SANJIB KUMAR
(Supervisor)

TIKESHWAR NAIK
(HELPER)

BHISIKESAN KHADIA
(HEPLPER)



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PF & ESIC DETAILS OF EMPLOYEE: -

	NOT APPLICABLE		



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CONTRACTOR ORGANISATION

Key Roles	Number
Managers	1
Site-In-Charge	1
Job Supervisors	1
Safety Supervisors	0
Employees: Skilled	2
Employees: Semi-Skilled	2
Employees: Un-Skilled	0



ORGANIZATION PROFILE

Welcome to PUTI ENERGY

PUTI ENERGY has trod the most innovative and strategic path in making end to end outsourced Talent Acquisition Solutions especially for Steel and Power sector. We provide the Iron Making & Steel Making Zone a cutting-edge workforce solution. Power Plant, Cold Rolling Mill, Hot Rolling Mill, Sinter Plant, DRI, DM Plant, Blast Furnace, Pellet and Beneficiation, Coke Oven, SID (sponge iron), SMS (Steel Melting Shop), Ferro Alloys, Mine (Iron ore, Coal, Dolomite, Limestone) Fabrications, Erection, Testing and Commissioning of Security CCTV camera service & Maintenance (O&M), Overhauling Services.

With a focus on integrity, social responsibility and top-notch customer service, and with the utmost consideration for both our manpower and our esteemed clients, we are levied with providing the best employees to our clients and upholding a level of quality on manpower handling and servicing clients.

Vision

Our vision is to ‘Partner with our clients in creating workforce solutions and services that enable them as an organization aims at helping businesses grow staffing and consulting needs and build rewarding careers for the professionals they place. PUTI ENERGY adheres to the highest quality and the most innovative with changing business needs’. PUTI ENERGY provides the right talent to their specialized needs by running a suitably run through a training program and upholding a philosophy of Ethics First in everything it does and creates a work environment where employees can thrive and innovate. PUTI ENNERGY inspires its employees to be a socially responsible corporate citizen and an active participant in the communities in which we live and work.



Scope

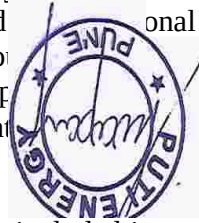
We are tasked to provide the finest employees to our clients and to uphold a quality standard on manpower handling and servicing clients, centering on integrity, social responsibility and excellent customer service, and taking utmost consideration of both our manpower and our esteemed clients. The company’s core expertise in manpower services is powered by the following cutting-edge advantages:

- ✓ Identification with and understanding the needs of each industry
- ✓ Commitment in provision of manpower in specific timeframe
- ✓ Quick and dynamic execution of cumbersome formalities including all the statutory compliances
- ✓ Transparency in operations and professional code of conduct

- ✓ Ensured quality, confidentiality and client loyalty
- ✓ A dynamic team of qualified and experienced experts with senior consultants from diverse fields of various industries
- ✓ Extensive reach with an exhaustive, nationwide database of qualified candidates
- ✓ Competitively cost effective

Our Services

The top-rated and highly skilled human resource and staffing firm in Jharsuguda, Western Odisha, PUTI ENERGY offers a variety of staffing solutions that are especially suited to the requirements of our clients and their particular sectors. We can meet all traditional and personal staffing needs thanks to our extensive suite of recruiting and staffing solutions, which cover various categories. Our solutions are based on our business expertise and access to a wide talent pool. Our human resources department has a competent pool of people with ten years of experience working on a variety of staffing assignments. We are qualified to offer staffing solutions for challenging vacancies and professions.



We pre-screen, interview, and validate the information included in applications submitted by job seekers at minimal cost, train them in accordance with their category and continue to oversee their performance even after they have been hired by a firm. We offer all types of manpower services. We assist in meeting their ongoing need for temporary staffing, labor supply and manpower solutions.

HEALTH & SAFETY POLICY

M/S PUTI ENERGY is functioning in the Industrial construction field, specialized in Erection, Commissioning, piping, Fabrications, running Plant Maintenance and industrial services for steel, Cement and power Plant of various customers

The Management & Team members of PUTI ENERGY of Concerns are fully committed to the principles of Health, Safety and Environmental Performance which encompass the Framework of Operations and accommodate the requirements of management. Staff and the Society, while applying integrated Management Systems for the Environment, occupational Health and Safety leading to continual Performance Improvement.

We will achieve it through:

- Top Management Commitment to prevent injury and Occupational Disease and continual improvement in Environment, Occupational Health & Safety Performance.
- Strict Compliance with local, state and national standards, in addition to all laws and legislations related to the scope of work to ensure, avoiding, reducing and controlling the elements that affect occupational Health, safety and environment with the aim of preventing Damage.
- Setting positive Objective and availing a suitable work Environment, while reviewing these Objectives to enhance HSE performance.
- Review the policy periodically, and as required to ensure that it remains Suitable with GIE's Scope of work.
- Optimum utilization of Recourses & Equipmen on of latest Technologies to cope with the sustainable Development, leading to Improv Performance and loss Prevention.
- Giving special Attention to periodical Staff Tr ion training to develop their personal skills in carrying out their Tasks and increasing s.
- All accidents, Incidents and near misses will be in time corrective actions to be taken, in order to prevent recurrence.
- Risk assessments
- Maintaining plant and equipment
- Safe handling and use of substances
- Responsibility and delegation of authority
- Monitoring hazards and risks
- Incident reporting
- Emergency procedures



TRAINING POLICY

PUTI ENERGY believes that training is the spirit and drive of this company. It is a crucial element of a professional workforce to constantly improve and enhance its skills and knowledge. It is our commitment to provide a hybrid training approach of our employees by our clients. In conjunction with relevant training providers, PUTI ENERGY will implement the following for all employees prior to commencement of a contract:

- Induction to the client's culture and requirements
- Security Management
- Specialized Training
- Incident Report
- Risk Management
- Occupational Health & Safety and First Aid

The benefits are as follows:

- More stable and qualified workforce with professional skills
- Skill levels set to competency tables that provide high level service delivery
- Understanding and assessing risk and responding to it in an efficient manner
- PUTI ENERGY recognizes the need for continuous upgrades of skill levels, providing consistently improved service delivery within the scope of the contract.





CARDINAL RULES INCLUDING DRUG & ALCOHOL POLICY

Our cardinal rules set down with the exception and consideration that; we have employees, customer employees, visitors, subcontractors and other agency employers while working at our sites. Cardinal rules should be remembered by all our employees

Do not override or interfere with any **safety provision**.

Not allow anyone else to override or interfere with them.

No person may work if under the **influence of alcohol** or **drugs**.

The management of PUTI ENERGY and its group of Concern are always committed to maintain the safety, health and security of its employees in most cultural manner.

- ❖ The management strongly believes and committed to maintain the social credibility of the team members as much important and inevitable for providing excellent Services to our customers maintaining safety and security to men, machineries, properties and good work culture

All employees should follow the Drug and Alcohol rules of the company, as explained below:



- Consumption /usage of any type of drugs while working or without the guidance of a registered medical practitioner, should be informed to the concerned person head / supervisor.
 - Any Persons caught in possession of or under the influence of drugs or alcohol will be removed from site immediately and subsequent penal actions shall be taken.
 - All team members are advised; not to be in influence of alcohol and drugs in & around in the site & residential surroundings too, which may destroy the social credibility of the total team and also may lead to disciplinary actions.
-

ENVIRONMENT POLICY

- ✓ This firm operates to an environmental policy and requires all staff, suppliers and contractors engaged by the firm to do so with due regard of the environmental impact of such works, which should be minimized wherever practicable.
- ✓ Any substances/products known to have a significant detrimental effect to persons or the environment and which are used or intended to be used by staff, suppliers or contractors, should be brought to the attention of the firm and should only be used where suitable and where economically viable alternative are not available.
- ✓ All wastes and contamination, either existing or arising from work carried out on the company premises, is the responsibility of the company to dispose in a responsible manner. To recycle whenever possible or dispose of responsibly.
- ✓ Any contractors waste is the responsibility of the client to dispose in a responsible manner.
- ✓ Commercial waste must be disposed of in line with the environment protection Act 1990, Part II section 34. No waste should be burned, but must be disposed of directly by staff or contractors unless they are licensed to do so.
- ✓ All staff suppliers and Contractors will be supplied with a copy of the company's environment policy and will observe the requirements specified in it.





QUALITY POLICY

- ❖ The management & Team members of NADVİN TECHLABS are committed to protect and secure customer satisfaction by providing **Quality services**.
- ❖ We are aware that Quality, Competitiveness, in time responds & delivery of services are the major pillars, on which customer satisfaction based.
- ❖ We aim to achieve it through; involving every team member of our organization in establishing a must effective **Quality System** for maintaining and developing the Service Quality with continuous monitoring for its improvement to achieve most better performance in all related operations.

For maintaining the effective Quality Policy; PUTI ENERGY. are fully committed to ensure the **safety, health and welfare** of all our employees and will be maintained and developed with a **Clean Environment** in the organization.





CHEMICAL POLICY

1. All chemicals and flammable materials must be properly stored.
2. All chemicals must be stored in labeled containers.
3. Do not store incompatible materials together.
4. Any oil product brought on site must be stored so  be contained.
5. Fixed or portable fuel tanks must have secondary



HEALTH, SAFETY & ENVIRONMENT RESPONSIBILITIES

The Basic Responsibilities of respective employees and management are maintained as follows (But not limited to the following):

Senior Management

1. Provide a safe and healthy workplace.
2. Establish and maintain a health and safety program.
3. Ensure that workers are properly trained
4. Report accidents and injuries to authorities of client or principle employer.
5. Provide medical/ first and facilities.
6. Provide workers with health and safety information.
7. Inspect projects/ sites and meet regularly with supervisors to monitor the program and like corrective action.
8. Provide the motivation and resources necessary to make the program work.
9. Ensure that operations comply with both the law and the program.
10. Consider accident prevention and safety performance when evaluation employees, especially supervisors.

Project/ Site Manager

1. Be responsible for onsite accident prevention.
2. Ensure that all PPE's other protective equipment, Safety materials and first aid supplies are provided and all are of standard make with proper quality.
3. Ensure the strict compliance of HSE policies of our client/ principle employer inline and in additions to our policy.
4. Instruct forepersons in the work practices re aw and by the program, and ensure that they are followed.
5. Monitor the health and safety performance o .
6. Report accidents and injuries to authorities' ment as required by the program and regulations.





7. Investigate accidents (with fore person) and take action to prevent recurrence.
8. Monitor safety behavior and performance of forepersons, crews and subcontractors.

Supervisors (Forepersons)

- 1) Make sure that the program is carried out at the work level.
- 2) Ensure that protective equipment required by law and by the programmer is used and maintained properly by workers and that workers understand the reasons for its use.
- 3) Instruct personal in proper work practices and update instruction as needed.
- 4) Check work practices and work areas for hazards and take corrective action where required.
- 5) Consult with the health and safety representative.
- 6) Ensure that injuries are treated and reported.
- 7) Investigate and report all accidents and take corrective action.
- 8) Ensure Induction to the new worker with hazards and safe work procedures.

Workers/Employees

- Work in accountancy with the safety program.
- Work in a manner that will not endanger any one.
- Report unsafe situations.
- Comply with the occupational Health and Safety Act and all relevant regulations.
- Reports injury or illness immediately.
- Help new employees to recognize job- hazards and follow proper procedures.
- In some cases, participate in joint health and safety committee.



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Health and safety Representative

- Inspect the work place.
- Identify situations that may be a source of danger.
- Make recommendations to the employer.
- Investigate and help deal with work refusals
- Assist in accident investigations.

Joint Health and Safety Committee

- 1 Inspect the workplace.
- 2 Review health and safety reports.
- 3 Make recommendations to the employer.
- 4 Assist in accident investigations.
- 5 Identify situations that may be a source of danger.

Safety Coordinator/ Health and Safety Support Personal

- 1 Advise all employees on health and safety matters.
- 2 Periodical Tool Box Group Talks. At least twice in a month to the Employees of the company.
- 3 Coordinate health and safety activities throughout the company.
- 4 Collect and analyze health and safety statics.
- 5 Provide health and safety training.
- 6 Conduct research on special problems.

All Employees

In addition to the responsibilities set out above, all employees must become familiar with the occupational health and safety Act and all applicable regulation, and with the requirements of the safety programmer they must know exactly what their responsibilities and have the required ability and training to fulfill them. They must also have sufficient authority to either carry them out personally or delegate them.



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Health and safety is not something added to an employee's job. It is an inherent, central part of that job & full time component of each individual's responsibilities.

FORMAL INDUCTION & TRAINING PROGRAM

Induction (Orientation) is a process through which a new employee is introduced to the job and the organization. It is a technique by which a new employee is rehabilitated into his surroundings and introduced to the practices, policies and the purposes of the organization.

- The new hires are generally provided with the following information about the organization:
- General information about the daily work routine.
- Foundation, history, objectives, mission, vision, products, services, etc. of the organization.
- How workers are required to perform their jobs, that will contribute to the organization's objectives.
- Detailed presentation of company's policies, work rules and employee benefits.
- Whether the induction training will be **Formal** or **Informal**. In the Informal training, the new joiners are put directly on their jobs and are required to learn themselves to the working environment.
- Whereas, in the formal orientation, the new hire is given a structured programme designed by the management that helps them to familiarize with the organization.
- Whether the Induction training will be **Individual** or **Group**. This means whether the new joiners will be inducted individually or in groups.





PURPOSE

The purpose of the induction training programmer is to make the new joiners feel “**at home**” and work comfortably and efficiently in the organization. Normally, when a new worker enters into the organization, he suffers from an intense anxiety about the work he would be handling. Thus, this training programmer is conducted to calm him and make him relaxed.

INDUCTION & TRAINING POLICY

The Management of PUTI ENERGY and its Group of Concerns are committed to maintain and develop its performance, to provide excellent Services to the customers by increasing skills and HSE awareness of our team members with induction & periodical trainings.

We aim to achieve it through:

- Induction & Training to all the employees well before engaging to their jobs.
- Periodical Training to the team members to develop their personnel skills in carrying out their tasks and to increase the HSE awareness.
- Through periodical trainings, all our team members will always be updated with the latest technology & system developments in our society, which helps our team to deliver most excellent services to our customers.
- Organization has a formal induction programmer that includes OH&S training.
- New employees have to undergo safety training after his medical fitness and proper record of training and medical fitness to be maintained.
- Safety Training and capability building of workforce is an important component of safety management program. All required training must be provided



1.

- Job profile rules
 - Personal safety and conduct
 - Hazards reporting
 - Reporting of injuries
 - Emergency procedures
 - Safety Activities and Program including disciplinary measure and incentives.
 - Critical safety procedure relevant to the job
-
- Training programmer also includes methods of safety supervision, tool box meeting, First aid facility, fire prevention/protection, new worker orientation and resolution of safety issues.
 - No workmen at any time during performing of duty will not under the influence of alcohol and drugs or other intoxicating substances. Our policy is to ensure 100% effectiveness of its purpose and therefore, we will and initiate strict disciplinary action against defaulters

Guidelines for the Induction Program:

- ✓ Well before commencing the Induction, please plan what you are going to say and present it in the suitable language and method, suits to the inductees.
- ✓ Always keep in mind that; our Group of Company's basic attitude is "Give Respect & Take respect"

Some hints to remember: -

- a) Find a good location away from noise and distraction.
- b) Make sure that everyone can hear you.
- c) Keep the points and your plan.
- d) Explain as simple as possible.
- e) Use suitable humors where possible but not trivializing serious points.
- f) Keep a record of content and attendees



Topic covered and Program: -

1. Welcome all inductees to PUTI ENERGY and Brief Introduction of our Management, Mission, Vision, Policies and field / nature of operations.
2. The commitments of the company towards Health, Safety and Environment.
3. How the HSE policy of the company works and the rolls of employers.

Necessity of the compliance and commitment to follow the HSE policy and rules of the principle employer in line & in addition to our HSE policy in all our operations

1. Necessity of the physical fitness required for the job.
2. The legal, moral duty and responsibility of our employees and the principal employer on all individuals to contribute safe working and a safe environment.
3. Our HSE policy.
4. Different site condition and importance of site induction, as all sites are different and having a wide range of different hazards, which may change day by day according to the developments.
5. This induction is for this specific site / job only.
6. Importance, necessity and inevitability of obtaining work permit from the concerned officials, according to the risk assessment of the particular work planned / job location.
7. Awareness of restricted area and the reason for the control measures in such place.
8. Necessity of hot work permit.
9. Necessity and importance of PPE, various PPE's, its use and objects along with the no compromise policy in the quality of PPE.



SAFE WORK PRACTICES

It is the policy of PUTI ENERGY and its Group of Concerns to insist that all Employees and our direct workforce understands and strictly adhere to the provisions of the occupational Health and Safety Act and all applicable regulations.

The duties and responsibilities of the supervisor, worker and employer, legislated in the Occupational Health and Safety Act. Are of paramount importance below are some of the most fundamental Safety rules know them and adhere to them Your fore person, Supervisor or project/ site manager will inform you of any additional safety rules and procedures as the need arises.

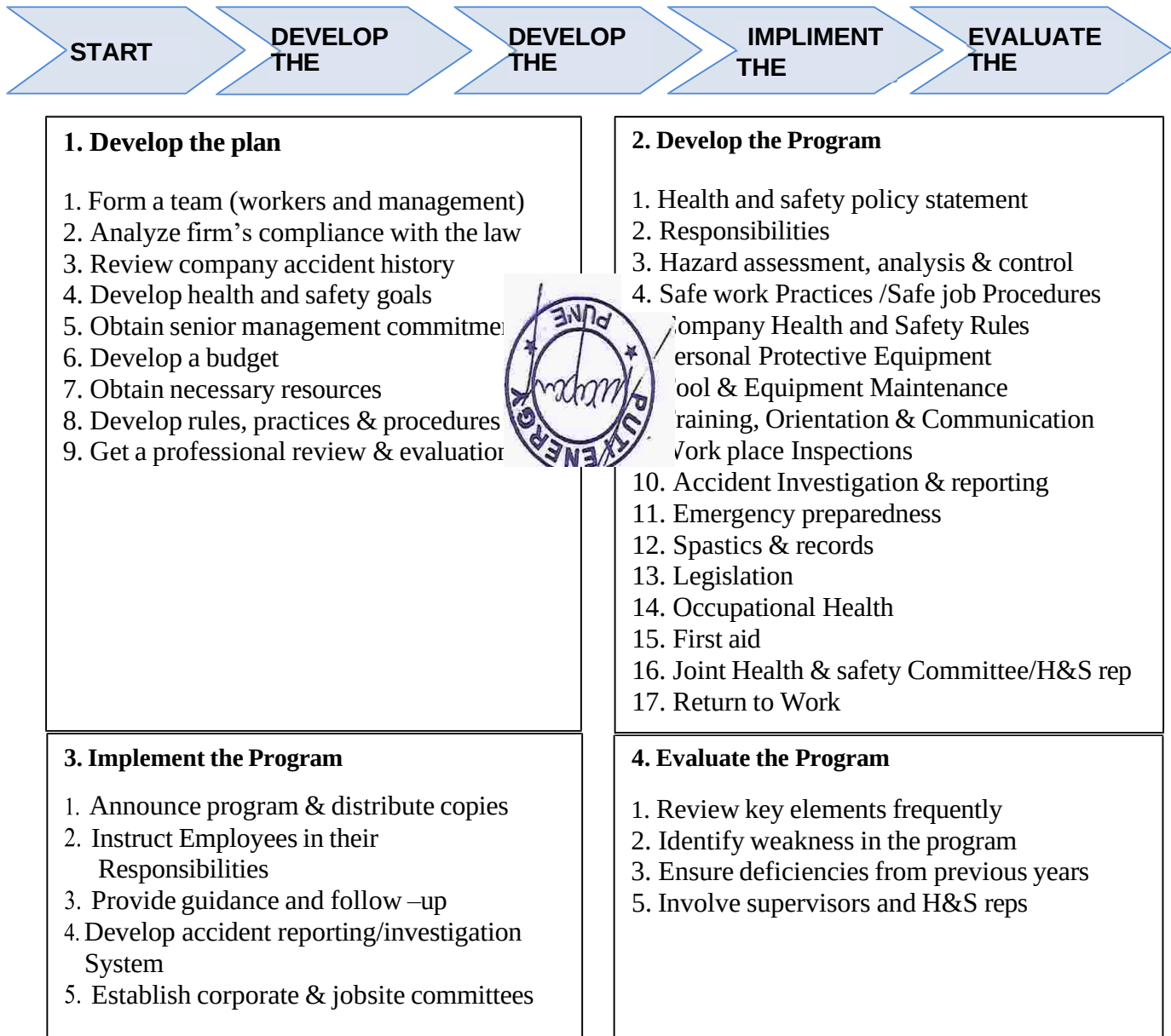
Use of all PPEs mandatory while working in the work place i.e.

- Safety Helmet-Protect Head.
- Face shield – Protect Face, Mouth, Nose & Eyes.
- Safety Goggles – Protect Eyes.
- Mask – Protect Mouth & Nose.
- Gloves – Protect Hands.
- Gowns/Aprons – Protect Skin/Clothing

HEALTH SAFETY & ENVIRONMENT

POLICY, PLAN AND PROGRAM

WHAT IS?	THE POLICY	THE PROGRAM
	Document expressing management's commitment to health and safety in the workplace.	The details and content of your health and safety system.



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The logo for Puti Energy, featuring the company name in a stylized, italicized font with a green outline, set against a solid green rectangular background.

METHOD OF SAFETY SUPERVISION

The key 5-STARS of safety supervision are:

Supervision – Overseeing work activities to make sure employees are safe.

Training – Conducting safety education and training.

Accountability – Insisting everyone complies with company safety policies and rules.

Resources – Providing physical resources (tools, equipment, materials, etc.) so employees can work safely.

Support – Creating a supportive and psychosocial work environment (schedules, workloads, recognition, etc.) so employees do not work under undue stress.



TOOLBOX TALK / TOOLBOX MEETING / PEP TALK

A toolbox talk is an informal safety meeting that is part of an organization's overall safety program.

Toolbox meetings are generally conducted at the job site prior to the commencement of a job or work shift. A toolbox talks covers special topics on safety aspects related to the specific job. Meetings are normally short in duration and cover topics such as workplace hazards and safe work practices.

Toolbox talks are generally considered a very effective method for refreshing workers' knowledge and exchange information with the experienced workers.

Toolbox talks are sometimes referred to as toolbox meetings or safety briefings. The

salient features of a toolbox talk are as follows:

- Should be scheduled at the beginning of the work shift (although a similar debriefing can take place at the end of a shift, especially following a near miss or a newly identified hazard or risk)
- Meeting should be done at the job site
- Lasts approximately 10 to 15 minutes
- Discussion and review of the previous meetings
- Discussion of the current tasks to be done
- Discussion of the safety issues including environment, hazards; use of personnel protective equipment, first aid, and medical support; and emergency procedures
- Worker participation

Toolbox talks have a number of beneficial eff

- Promotes safety awareness, encourage involvement in the safety program
- Introduces workers to new safety rules preventive practices and motivates workers to follow standard operating proced
- Can be customized to deal specifically with the hazards the workers will be facing during their shift
- Provides vital information to the workers on accident causes, types, and preventive actions



- Emphasizes planning, preparation, supervision, and documentation
- Helps when reviewing new laws or industry standards, company policies, and procedures
- Encourages workers to discuss their experiences that help to review safety procedures in future.

EMERGENCY PROCEDURE / PLAN

It is very important to review the emergency plan on a regular basis and especially after an emergency has occurred. Changes may be necessary where deficiencies became apparent as the plan went in to operation. An emergency can be reported from any source – a worker on site, an outside agency. Or the public. Remember that circumstances may change during the course of an emergency. Any procedures you develop must be able to respond to the ongoing situation.

The following list covers basic actions to take in an emergency. These steps apply to almost any emergency and should be followed in sequence.

- 1) Hazard identification/assessment.
- 2) Emergency resources.
- 3) Communication systems.
- 4) Administration of the plan.
- 5) Emergency response procedure.
- 6) Communication of the procedure.
- 7) Debriefing and post-traumatic stress procedure.

The plan should be used to set emergency procedures, implement and communicate the procedures and ensure that any required training has been completed. The plan should also be evaluated regularly to ensure that it conforms to current operations and conditions.

Because construction sites are frequently fast- changing, the process of hazard assessment must be ongoing to accommodate the dynamic environment once hazards are identified. The most task is to assess the potential or risk involved in each. For each hazard identified ask:

- What can go wrong?
- What are the consequences?

For each potential hazard it is important to identify the resources necessary for an appropriate emergency response for most events in construction. A simple plan based on the experience of the people involved on the project is likely sufficient.





In any Emergency Response procedure. The following steps are basic and essential:

- Stay calm.
- Assess the situation.
- Take command.
- Provide protection.
- Aid and manage.
- Maintain Contact.
- Guide emergency service.

FIRST AID FACILITIES

Injured person receives first aid at site appointed “First aid trainer” at site and he return to work after receiving first aid if necessary.

ACCIDENT / INCIDENT INVESTIGATION PROCEDURE

Accident/Incident Reporting and Investigation Procedure:

- ❖ If an accident occurs the steps to take are as follows:
 - If the person requires treatment phone or get someone else to phone for a first aider.
 - If there is any spillage use and it is safe to deal with immediately then take appropriate action.
 - Find out what happened by speaking to injured person, if possible, and any witnesses.
 - Complete Accident/Incident Report Form and send to the Health & Safety Team within 7 days.
 - When completing the form, it is important to provide as much factual detail of the





- accident/incident as possible and what action has been taken as a result of the accident/incident to prevent a recurrence.
- Send copy of completed form to the OHS Department.
- In the event of a fatality or major injury the Health & Safety Team should be notified immediately.

JOB HAZARD ANALYSIS TECHNIQUES

The Important steps to hazard identification are: -

Job Safety Analysis (JSA) / Job Hazard Analysis (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 outline appropriate hazard controls that minimize the risk of human injury or illness to the individual performing that task.

- JHA is consisting of breaking down a job into several steps
- identifying hazards at each step
- Developing safe job procedures for each step.

Basic job Steps: -

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



FIRE PREVENTION OR PROTECTION

Types of Fire Extinguisher: -

There are four types of Fire Extinguisher-

- ✓ Water Type – For Class a Fire
- ✓ Foam Type - For Class B Fire, Class A Fire
- ✓ Dry Powder Type - For Class C Fire, Class B Fire, Class A Fire
- ✓ Carbon Dioxide (Co2) Type - For Class D Fire, Electrical Fire

Fire Extinguishing Method: -

There are Three types of Fire Extinguishing Method-

- ✓ Cooling – Remove heat
- ✓ Starving – Remove fuel
- ✓ Smothering – Remove oxygen



Use of Fire Extinguisher: -

PASS Method – P: Pull the pin

A: Aim the nozzle at the base of fire S: Squeeze the handle

S: Sweep from side to side

Fire Response Procedure: -

RACE Method – R: Rescue / Remove

A: Alarm

C: Confine

E: Evacuate

NEW WORKER ORIENTATION PROGRAM

- New workers and especially young new workers are statistically at greater risk of serious injury than any other group of employees.
- More than half of work-related incidents occur during a young worker's first six months on the job with almost twenty percent occurring during the first month. Males under the age of 25 are much more likely to be injured on the job than any other worker.
- Providing timely and effective orientation and training will help reduce the risk of injury or death. Occupational Health and Safety Regulation requires that employers provide a health and safety orientation to new workers. This orientation must be provided to any worker who is new to the workplace and to any worker who has been absent from the job for a period of time where the hazards of the work have changed.
- New Worker Orientation has been created specifically to help ensure new or returning workers understand the hazards of their work and how to work safely, as well as to help employers meet the orientation requirements under OHS Regulation.
- As part of the orientation and training process, the supervisor is responsible for identifying which training the employee needs before being allowed to perform certain tasks and is responsible for ensuring the training takes place before the worker is assigned those tasks.
- Many employers will have a Human Resources or training department who may take on those training tasks but the Supervisor maintains ultimate responsibility for ensuring the worker is not assigned tasks for which he or she is not trained or qualified.





RESOLUTION OF SAFETY ISSUES

(1) OHS issue resolution is the process by which any OHS issue should be raised by employees and addressed by managers, with a view to ensuring a consistent and effective approach to hazard management.

(2) It is an obligation of ALL employees to report all OHS issues in the workplace. If a hazard is noted, then the employee should endeavor to immediately correct if possible i.e. remove a box blocking the exit door.

(3) *The process by which an OHS issue should be raised is as follows:*

A. Where an employee identifies an OHS issue within the workplace, they must bring the matter to the attention of the Supervisor/ Manager of the work area involved. Initially this should be done verbally and by use of the Hazard Report form online.

B. The Supervisor/ manager of the work area, the employee and /or HSR (where there is one) must meet to discuss how the issue should be resolved as soon as possible after the issue has been reported.

(4) Once the satisfactory resolution has occurred the HSR (or the Supervisor where there is no HSR) must communicate the outcome to the employees affected. This communication can be via email or by verbal briefing.

What happens if the issue cannot be resolved?

(5) If the issue cannot be resolved at the local level, any of the parties in the work area can escalate the issue to the Management Team. It is recommended that this should be documented previously to try and resolve it.



resolved in a timely manner any of the management representative and the OHS representatives of the issue and any actions taken

(6) Any party at any stage of the procedure may also call a Work Safe Inspector. A Work Safe Inspector can assist in the resolution of an issue by performing any of their functions as they consider reasonably necessary in the circumstances.

RESPONSIBILITIES

Supervisors (Forepersons)

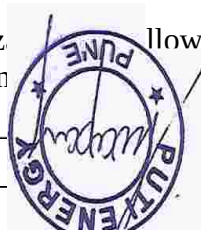
- Make sure that the program is carried out at the work level.
- Ensure that protective equipment required by law and by the programmer is used and maintained properly by workers and that workers understand the reasons for its use.
- Instruct personal in proper work practices and update instruction as needed.
- Check work practices and work areas for hazards and take corrective action where required.
- Consult with the health and safety representative.
- Ensure that injuries are treated and reported.
- Investigate and report all accidents and take corrective action.
- Ensure Induction to the new worker with hazards and safe work procedures.

Workers/Employees

- Work in accountancy with the safety program.
- Work in a manner that will not endanger any one.
- Report unsafe situations.
- Comply with the occupational Health and Safety Act and all relevant regulations.
- Reports injury or illness immediately.
- Help new employees to recognize job- hazards and follow proper procedures.
- In some cases, participate in joint health and safety committee.

Health and safety Representative

- Inspect the work place.
- Identify situations that may be a source of danger.
- Make recommendations to the employer.
- Investigate and help deal with work refusals
- Assist in accident investigations.





HEALTH MONITORING

We will be responsible for the welfare of our workmen and shall provide for:

- ❖ Facilities for administering first aid.
 - ❖ Periodic medical examination twice in a year.
 - ❖ Hospitalization for injury or occupational illness.
- A responsible industrial operation involving hazardous substances must have an effective occupational and environmental health program to monitor workers for health effects that might result from unknown exposures to chemical or physical agents during normal operations or from accidental exposures during upset conditions.
- The function of an occupational and environmental health program is to protect and promote the health and safety of employees and to protect the employee and the environment from hazards that may arise from industrial activities. The primary focus of occupational and environmental medicine is on the prevention of occupational injuries and illnesses, rather than on treatment, and on the prevention of occupationally related harm to employee's health and the environment.
- The goal of employee health monitoring is to ensure that measures to protect the employee from workplace hazards are effective by carrying out medical surveillance programs for the early detection of adverse health effects. The types of chemical and physical hazards encountered determine the nature of the medical surveillance or health monitoring programs.
- Employees should be fully informed of the hazards associated with their jobs.

Diagnosis and Treatment:

Occupational illnesses and injuries should be diagnosed and treated promptly. NADVINTECHLABS who is familiar with workplace hazards, is uniquely qualified to recognize work-related conditions and should be able to arrange for prompt treatment of employee's health monitoring twice in a year.

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SAFETY RECOGNITION AND REWARD SYSTEMS

- Recognition and reward systems can be a useful tool for reinforcing desired behaviors.
- It is also important to realize that a recognition/reward system is only one component of a comprehensive safety and health program. Successful implementation requires a great deal of management commitment, employee involvement and confidence that the organizational culture and systems will support it.
- **NADVİN TECHLABS** organizes Safety Recognition and Reward programmer to help maintain enthusiasm, increase participation and show appreciation to individuals, groups or the entire organization for their contributions to the safety and health.
- Possible criteria that you can use as measurements for recognition or reward systems are below.

Individual safety performance factors –

- ❖ Assistance with development of job safety procedures
- ❖ Assistance with development or delivery of training
- ❖ Safety suggestions submitted or implemented
- ❖ Consistent use of PPE, safe work practices
- ❖ Participation on safety committee of safety program



PLANT AND EQUIPMENTS

- ❖ Organization using plant and equipment as per the guideline of principal employer either purchased by organization or provided by principal employer like ...
- ❖ Electrical equipment's (Including power hand tools and generators)
- ❖ Mobile cranes, hoists and other lifting equipment's
- ❖ Gas Cylinders (including pressures regulators)
- ❖ Scaffolding and temporary elevated platform
- ❖ Ladders
- ❖ Vehicles including bulldozer, truck, cranes and earth moving machines
- ❖ Cleaning equipment's
- ❖ Hand tools as per ISS
- ❖ Grinders
- ❖ Welding machines connected with RCCB at 30 mA.
- ❖ Lifting Tools and tackles approved by competent person
- ❖ Hammers and tool box
- ❖ Latest pick & carry cranes as approved by principal employer
- ❖ Plant is fitted by safety equipment's and safety guards fit to be used
- ❖ Employees are trained to be safe use of equipment's
- ❖ Employees have the correct license or safe use of all the plant and equipment's after verification
- ❖ Organization have system for regular monitoring, inspection and maintenance of hand tools and machinery time to time
- ❖ We will ensure that all Pressure Vessels, Lifting Machines, Tackles and Tools will be tested by competent person before put into use at works / project activities.



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ACCIDENT/INCIDENT REPORTING AND INVESTIGATION PROCEDURE

1. Purpose: -

- ❖ The purpose of this procedure is to set out the process for the reporting of accidents and incidents, and to provide guidance on its investigation.
Our Company PUTI ENERGY has legal responsibilities to have effective arrangements in place to manage Health & Safety. Investigating the immediate and underlying causes of accidents and incidents and ensuring remedial action is taken will reduce the risk of a recurrence and the frequency of accidents.
- ❖ To ensure all accidents and incidents are reported, and to ensure that corrective and preventative actions are taken where necessary to reduce the likelihood of similar occurrences.

2. Scope: -

This policy applies to all employees and people we support, as well as to individuals who visit our company.

3. Definition: -

Accident: -

An unplanned and uncontrolled event or sequence of events that gives rise to injury or harm to the health of any person, or causes damage to property or equipment.

Incident: -

An unplanned and unexpected event that has not resulted to an injury or harm to health of any person but causes damage or loss to equipment.

Near Miss: -

An unplanned and uncontrolled event that had the potential to cause injury or damage but through good fortune did not.



Investigation: -

A systematic approach that seeks to identify the factors contributing to the incident or accident and to recommend corrective action to reduce the likelihood of a similar occurrence.

4. Responsibility: -

Employees: -

- Report all accidents and incidents to the direct supervisor
- Ensure the completion of accident and incident reports

Supervisor: -

- Investigate all reported accidents and incidents
- Ensure corrective action is taken to prevent recurrence
- Forward all appropriate documentation to the Manager
- Liaise and inform relatives, if required

OHS Officer: -

- Review all accident and incident reports
- Provide feedback, advice to supervisors
- Keep a register of all accidents
- Collate statistical data and incidents
- Monitor the investigation process and control strategies implemented



1. First-Aiders: -

- Providing treatment to any casualties.
- Advising injured person's supervisor of accident and treatment provided so that they can include when completing the Accident / Incident Report Form.

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Investigation Procedure: -

1. Accident/Incident Reporting and Investigation Procedure:

- ❖ If an accident occurs the steps to take are as follows:
 - If the person requires treatment phone or get someone else to phone for a first aider.
 - If there is any obvious cause and it is safe to deal with immediately then take appropriate action.
 - Find out what happened by speaking to injured person, if possible, and any witnesses.
 - Complete Accident/Incident Report Form and send to the Health & Safety Team within 7 days.
 - When completing the form it is important to provide as much factual detail of the accident/incident as possible and what action has been taken as a result of the accident/incident to prevent a recurrence.
 - Send copy of the form to the OHS Department.
 - In the event of a fatality or major injury the Health & Safety Team should be notified immediately.

2. Guidance on Completing Accident/Incident Report Form: -

- ❖ It is important to provide as much factual information as possible when completing the form. Please take particular note of the guidance on completing the summary of accident/incident and remedial action taken/recommended to prevent a recurrence.
- ❖ It is important to investigate accidents and the level and extent of the investigation

PART A - About the person injured/involved:

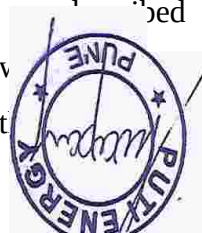
- ❖ Provide details of name, address (including post code), age, sex and whether they are an Employee, Visitor or Contractor. If person does not wish to disclose age leave it blank.

PART B - About the accident/incident:

- ❖ Provide details of date, time of accident/incident and exact location.
- ❖ Provide Supervisor details. Important to complete this if the Supervisor is a different person from the person completing the form.

Details of Injury and first aid-

- ❖ Provide exact details of the injury if an injury has occurred e.g. cut to left arm etc. based on your observation and recorded by the casualty. Provide details of first aid if given, if the casualty was taken to hospital and the name of the first aider. If a first aider attended, tell you with the information for this section.



Witnesses: -

- ❖ If there are any witnesses record their names and telephone numbers. Speak to them separately and ask them what they saw. Often witnesses say they saw the accident but did not. They could be in the same room but did not actually see it happen but can confirm an accident took place. So it is important to gather the facts.
- ❖ Advise them that they may be required to provide written statements.

Tick which best describes what happened

- ❖ Please tick the box that you think categorizes the type of accident. In most cases this is straight forward. The Health and Safety Team use this information to monitor accident patterns/trends.

Summary of accident/incident:

- It is important to provide as much information as possible about the accident in this section. You should obtain information from injured person/person involved in accident, any witnesses and any other person you require to speak to. If you were present, then you can include your own input. Your aim is to establish immediate cause and possible root cause(s) and if any unsafe acts or unsafe conditions.
- Gather information e.g. include what person was doing; any equipment, tools, trolleys, ladders etc. involved and if faulty; how accident happened; where they running/walking; what footwear person was wearing if involved in a slip, trip or fall; was it light/dark; condition of floor; any observations made if present at time of accident or attended directly after accident.
- Note any remedial action taken to make the area safe.
- Record factual information and sequence of events. Do not guess. In some cases, information will be minimal and in more serious cases more information will be required.
- The purpose of this section is to gather the facts as part of the investigation which in turn leads to the next section i.e. putting in place control measures (if necessary) to prevent a recurrence.

Remedial Action taken/recommended to prevent recurrence:

- Record any action already taken, if any. It may be as simple as reminding someone to follow procedure or spillage cleaned up.
- Also record any further action/control measures to prevent or reduce risk of a recurrence in future. Examples of this are providing training for the person injured and extending to a group of other staff; reminding persons to wear PPE; review manual handling task; update or prepare a new risk assessment; increased supervision; regular checks.



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Details of Person completing the Form:

- Finally, please sign and date the form and put your name in block capitals also with a contact telephone number. A signature is not required if you email form.

PART C: -

This part of the form is completed by the Safety Team if they decide further investigation is required and/or if accident be reported to the HSE.



PERSONAL PROTECTIVE EQUIPMENTS (PPEs)

Organization providing following PPEs

- ❖ Safety helmets of fibered reinforced plastics - IS 2925 with neck protection
- ❖ Good quality safety shoes –IS1034:1982/IS:5852
- ❖ Gum boots for the activity involving waterlogged area
- ❖ Safety goggles
- ❖ Ear plugs/muffs
- ❖ Hand gloves
- ❖ Dust mask
- ❖ Fall arrestors
- ❖ Full body Harness with Shock absorber, of 1.8M length of Lanyard.
- ❖ Safety net for working at height activity.
- ❖ Employees ensure that all PPE are maintained in good condition issued to him and to be used while working.
- ❖ PPE Check: Before start of the work each employee should be checked for required PPE compliance by Site in

TRAINING AND QUALIFICATION:

Employees should be trained to know i  aintenance & storage:

- When PPE is necessary?
- What PPE is necessary?
- How to properly don & doff, adjust and wear PPE.
- Limitations of PPE.
- Proper care, storage, maintenance, useful life, and disposal of PPE.

SAFE WORK PROCEDURES

It is the policy of NADVINTECHLABS and its Group of Concerns to insist that all Employees. And our direct workforce understands and strictly adhere to the provisions of the occupational Health and Safety Act and all applicable regulations.

The duties and responsibilities of the supervisor, worker and employer, legislated in the Occupational Health and Safety Act. Are of paramount importance below are some of the most fundamental Safety rules know them and adhere to them Your fore person, Supervisor/ project/ site manager will inform you of any additional safety rules and procedures as the need arises.

FALL PROTECTION

Protections while working at Heights-

- Use full body harness with double lanyard of 1.8 M Length each must be used properly,
- Use shock absorber of length 1.8 MT only when working above 18.5 ft.
- Life Line Minimum 8mm wire rope should be used
- Its breaking strength 2270kg
- Distance between two posts should be maximum 6-8mt.
- Life line is used in both Horizontal and Vertical
- Bull dog clamp is used to fix the end of life line
- Minimum three Bull Dog clamp should be used at every end
- Gap between BD clamp should be minimum 48mm
- Bull Dog clamp opening should be on live end



SCAFFOLDING SAFETY

Scaffolding is a temporary working platform which is used to support men and materials while working at height.

Scaffolding Components: -

- ✓ Sole Plate
- ✓ Base Plate
- ✓ Standards
- ✓ Ledgers
- ✓ Transoms
- ✓ Bracing
- ✓ Couplers
- ✓ Planks
- ✓ Toe board
- ✓ Mid Rail
- ✓ Top Rail
- ✓ Ladder



Scaffolding Types: -

- ✓ Independent Scaffolding
- ✓ Birdcage Scaffolding
- ✓ Cantilever Scaffolding
- ✓ Hanging/Suspended Scaffolding
- ✓ Mobile Tower Scaffolding

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Hazard:

-

- ✓ Falling of Men and Material
- ✓ Scaffolding Collapse
- ✓ Bad Planking
- ✓ Loose Material
- ✓ Over Head Power lines
- ✓ Missing Railing System
- ✓ Improper Access and Egress
- ✓ Over the Working Platform
- ✓ Slip
- ✓ Fe
- ✓ Inf ol
- ✓ Bad Weather Condition



Precaution: -

- ✓ Only Trained and Skilled Person is allowed, Height Pass is Mandatory.
- ✓ Always keep your access clear
- ✓ All Materials and tools should be secured
- ✓ Used all PPEs properly. Anchor your full body harness with a life line
- ✓ Maintained Good Housekeeping
- ✓ Railing System should be provided at the working platform i.e.
Top Rail, Mid Rail and Toe board
- ✓ Permit to work should be taken before starting of the work.

FLOOR / WALL / ROOF OPENING GUARDS

- ✓ **Stairway Floor Openings** – When there is a stairway in your facility, it presents a serious risk. People can slip on the stairs and fall down, or not even see that they are there if the employee is carrying something bulky.
- ✓ **Ladder Openings** – There are many cases where the only way on or off of a platform is by climbing up or down a ladder. This ladder will lead to a hole in the floor that you can climb or down. While convenient, these openings are also serious hazards for everyone working



area.
Manhole Openings – Whether located outside of a facility leading to the sewer system, or inside the facility providing access to pipes or electrical work, manhole openings can be found almost everywhere. While safe with the cover on, they can be an unexpected hazard when the cover is

- ✓ **Short Wall Edges** – There are many places in facilities that have short walls along the edge of an area. This is common with elevated runways that provide access to pipes and other things in the facility. These short walls do provide some protection, but people can still fall over them if not careful.
- ✓ **Window Openings** – Windows are a great addition to many facilities, but unless the glass is thick enough, they can also present a significant fall hazard. If someone bumps into the window while working, they may go right through.

Precaution: -

- ✓ **Railings** – Adding railings along the edge of an area where someone can fall is one of the easiest ways to provide protection. Railings around manholes or ladder openings, for example, will alert people whether they are coming up or going down.
- ✓ **Removable Railings** – In some places, such as near a ledge, permanent railings are not a good option. Instead, install removable railings that will provide protection most of the time, but can be removed when access to that area is needed.
- ✓ **Toe Boards** – A toe board along the floor can be a great way to alert people to the danger before they fall. In addition, toe boards can stop carts and other wheeled items from going over a ledge or somewhere where the operator could fall.
- ✓ **Floor Markings** – One of the most effective options for preventing falls is adding floor



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markings in the area around the danger. There are a number of different options when it

- ✓ comes to floor markings, some of which are discussed in the next section.

MOBILE EQUIPMENT

Mobile Equipment Safety: -

- ✓ Do make eye contact with the operator before walking near or around the machine.
- ✓ DON'T use a cell phone when walking near mobile equipment.
- ✓ DO wear all PPEs when walking/working around mobile equipment.
- ✓ DON'T walk or work in the operator's blind spots.



- ✓ Be aware of the swing radius of the boom and counter weight.
- ✓ Do not walk under suspended loads.
- ✓ Stay alert and listen for backup alarms
- ✓ Do not lean on any part of any mobile equipment, including attachments.
- ✓ Do look out for others coworkers alert them if danger arises.
- ✓ DO watch for shifting or unstable loads and working surfaces.

HOUSEKEEPING AT WORKPLACE

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas.

Poor housekeeping can be a cause of incidents, such as:

- ✓ tripping over loose objects on floors, stairs and platforms
- ✓ being hit by falling objects
- ✓ slipping on greasy, wet or dirty surfaces
- ✓ striking against projecting, poorly stacked items or misplaced material
- ✓ cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

Effective housekeeping results in:

- ✓ reduced handling to ease the flow of materials
- ✓ fewer tripping and slipping incidents in clutter-free and spill-free work areas
- ✓ decreased fire hazards
- ✓ lower worker exposures to hazardous products (e.g. dusts, vapors)
- ✓ better control of tools and materials, including inventory and supplies
- ✓ efficient equipment cleanup and maintenance
- ✓ hygienic conditions leading to improved health
- ✓ effective use of space
- ✓ less property damage by improving preventive maintenance
- ✓ less janitorial work
- ✓ improved morale
- ✓ Improved productivity (tools and materials will be easy to find)



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FIRE PROTECTION / SAFETY

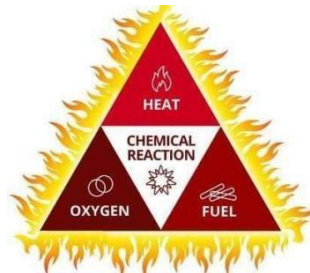
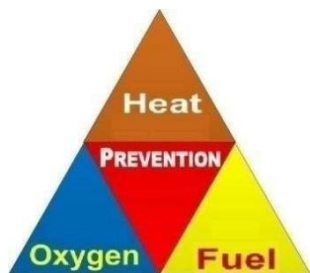
Fire is a comical reaction of fuel, Oxygen and heat. During the reaction fire produces

Elements of Fire

- ✓ Fuel
- ✓ Oxygen
- ✓ Heat

Fire will not occur because they are separate from each other.

Fire Triangle



Fire = Fuel + Oxygen + Heat + Chemical Reaction

- ✓ If remove any one component no Fire will occur.

Classes of Fire: -

There are four classes of fire

- ✓ Class A – Solids (Wood, Paper, Rubber etc.,)
- ✓ Class B – Liquids (Petrol, Diesel, Paint etc.)
- ✓ Class C – Gases (Hydrogen, Methane etc.)
- ✓ Class D – Combustible Metals (Magnesium, Aluminum etc.)



Types of Fire Extinguisher:-

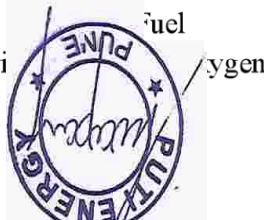
There are four types of Fire Extinguisher-

- Water Type – For Class A Fire
- Foam Type - For Class B Fire , Class A Fire
- Dry Powder Type - For Class C Fire, Class B Fire , Class A Fire
- Carbon Dioxide (Co2) Type - For Class D Fire, Electrical Fire

Fire Extinguishing Method:-

There are Three types of Fire Extinguishing Methods

- Cooling – Remove Heat
- Starving
- Smothering



Use of Fire Extinguisher:-

PASS Method – P

A : Aim the nozzle at the base of fire S :

Squeeze the handle

S : Sweep from side to side

Fire Response Procedure:-

RACE Method – R : Rescue / Remove

A : Alarm C :

Confine

E : Evacuate

INJURIES TREATMENT PROCEDURE

Minor injuries, such as mild sprains and strains, can often be initially treated at site.

- Protect the affected area from further injury – for example, by using a support.
- Avoid exercise and reduce your daily physical activity. Using crutches or a walking stick may help if you can't put weight on your ankle or knee. A sling may help if you've injured your shoulder.
- Apply an ice pack to the affected area for 15-20 minutes every two to three hours. A bag of frozen peas, or similar, will work well. Wrap the ice pack in a towel so that it doesn't directly touch your skin and cause an ice burn.
- Use elastic compression bandaging throughout the day to limit swelling.
- Keep the injured body part at or below the level of your heart whenever possible. This may also help reduce swelling.



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RESCUE / EVACUATION PROCEDURE

EVACUATION

When work force is removed from hazardous location & shift at safe place like assembly point it's called as evacuation procedure.

Example

- In case of fire
- In case of toxic gas leak

When you are working at construction site and fire occurs: -

- Don't panic & stop the work.
- Inform to Fire brigade when fire is not controllable.
- Inform to all workers by whistle or calling
- Inform to all workers to move in but walk fast.
- Walk only in straight line
- Proceed to the assembly POINT & do not re-enter or exit from site.
- Stop the Equipment & running machines if it is possible.
- If fire is small, then try to attend to extinguish by suitable fire extinguisher otherwise leave it.
- If fire is big & not controlled, then call/inform to fire brigade or emergency response team.
- Head count will start in assembly point that all workers reached or somebody left at workplace.

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The logo for Puti Energy, featuring the company name in a stylized, italicized font within a green rectangular background.

-
- Don't leave assembly point until you get green signal from rescue team.

HAZARD RECOGNITION

The Important steps to hazard recognition are: -

Job Safety Analysis (JSA) / Job Hazard Analysis (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 outline appropriate hazard controls that minimize the risk of human injury or illness to the individual performing that task.

- JHA is conducted by breaking down a job into several steps
- identifying hazards associated with each step
- Developing control measures for each step.

Basic job Steps: -

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



TOXIC / HAZARDOUS SUBSTANCES

- ❖ Many industrial organizations use hazardous substances. The degree of hazard depends on the concentration of the chemical.
- ❖ Common hazardous substances in the workplace include:
 - ✓ Acids
 - ✓ Caustic substances
 - ✓ Disinfectants
 - ✓ Glues
 - ✓ Heavy metals, including mercury, lead, cadmium and aluminum
 - ✓ Paint
 - ✓ Pesticides
 - ✓ Petroleum products
 - ✓ Solvents.

Possible side effects of exposure to hazardous substances:

Health effects depend on the type of hazardous substance and the level of exposure (concentration and duration). A hazardous substance can be inhaled, splashed onto the skin or eyes, or swallowed. Some of the possible health effects can include:

- ✓ Poisoning
- ✓ Nausea and vomiting
- ✓ Headache
- ✓ Skin rashes, such as dermatitis
- ✓ Chemical burns
- ✓ Birth defects
- ✓ Damage to the lung, kidney or liver
- ✓ Nervous system disorders.

Reducing exposure

is substances in the workplace includes:

- ✓ If possible, perform the task without using hazardous substances
- ✓ Where possible, substitute hazardous substances with less hazardous alternatives (for example, use a detergent in place of a chlorinated solvent for cleaning)
- ✓ Isolate hazardous substances in separate storage areas
- ✓ Purge or ventilate storage areas separately from the rest of the workplace
- ✓ Thoroughly train employees in handling and safety procedures
- ✓ provide personal protection equipment such as respirators, gloves and goggles
- ✓ Regularly monitor the workplace with appropriate equipment to track the degree of hazardous substance in the air or environment.

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- ✓ Regularly consult with employees to maintain and improve existing safety and handling practices.

EXCAVATION SAFETY

Excavation is defined as ground breaking or making trench in ground or digging the ground by men or machines is called as excavation.

Excavation Hazards:

- ✓ Damage to underground facilities.
- ✓ Personal, vehicle, equipment and materials falling inside excavation.
- ✓ Cave-in, Soil collapse due to loose soil and heavy equipment moment.
- ✓ Presence of toxic and flammable gases.
- ✓ Injuries due to employees working very close to each other.
- ✓ Expose of existing building foundation.

Excavation safety Precautions:

- ✓ Slit trench using shovel, do not use pickaxe for slit trench.
- ✓ Detection of underground facilities using metal or cable detector.
- ✓ Trial excavation should be carried out to ensure protection of underground facility before excavation.
- ✓ Adopting safe excavation method like stepping, sloping, shoring and close sheeting.
- ✓ If excavation reached more than 3 meter, shoring shall be done.
- ✓ Adequate barricade and excavation sign board.
- ✓ Gas test inside excavation before job.
- ✓ Temporary support shall be provided for existing foundations.
- ✓ Adequate spacing between workers.
- ✓ Ladder shall be positioned at least 1 meter above the landing level and is

- ✓ excavation exceed 1.2 meter two access is required.
- ✓ There should be at least two means of access for person working inside excavation if walking distance is more than 7.5 meter.
- ✓ Walkways across excavations should be made by scaffolding and jumping across

SIGNS, BARRICADES & FLAGGING PROGRAM

- ❖ Employees are responsible for knowing and adhering to the signs, signals and barricade rules outlined in the Signs, Signals and Barricade Program
- ❖ Signs, signals, and barricades are important. Several important definitions are applicable:
 - ✓ **BARRICADES:** Means an obstruction to deter the passage of person or vehicles.
 - ✓ **SIGNS/PLACARDS:** Are the warnings of hazard, temporarily or permanently affixed or placed, at locations where hazards exist.
 - ✓ **SIGNALS:** Are moving signs, provided by workers, such as flagmen, or by devices, such as flashing lights to warn of possible or existing hazards.
 - ✓ **TAGS:** Are temporary signs, usually attached to a piece of equipment or part of a structure, to warn of existing or immediate hazards.



REQUIREMENTS FOR ALL SIGNS AND SIGNALS:

Signs and symbols required shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist.

DANGER SIGNS:

- ✓ DANGER indicates an imminently hazardous situation, which, if not avoided, will result in death or serious injury. This signal word is used in extreme situations.
- ✓ Danger signs shall have red as the predominating color for the



upper panel; black outline on the borders and a white lower panel for additional sign wording.

- ✓ Danger tape should be utilized whenever unique hazards are present. Tape must be tagged and posted on all sides of entry. DO NOT cross danger tape unless you have permission from the person who erected the tape and/or signs.

ELECTRICAL SAFETY

- ❖ Electricity can kill or severely injure people and cause damage to property. However, you can take precautions when working with or near electricity and electrical equipment to significantly reduce the risk of injury to you, your workers and others around you. This section provides a summary of those precautions.

Hazards:

- ✓ Electric Shock
- ✓ Electrocutation
- ✓ Burn Injury
- ✓ Fire & Explosion



Precaution: -

- ✓ Avoid water at all times when working with electricity. Never touch or try repairing any electrical equipment or circuits with wet hands. It increases the conductivity of the electric current.
- ✓ Never use equipment with frayed cords, damaged insulation, or broken plugs.
- ✓ Always use insulated tools while working.



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- ✓ Always use appropriate insulated rubber gloves and goggles while working on any branch
 - ✓ circuit or any other electrical circuit. Also use of all mandatory PPEs.
 - ✓ Never try repairing energized equipment. Always check that it is de-energized first by using a tester. When an electric tester touches a live or hot wire, the bulb inside the tester lights up showing that an electrical current is flowing through the respective wire. Check all the wires, the outer metallic covering of the service panel, and any other hanging wires with an electrical tester before proceeding with your work.
 - ✓ Never use an aluminum or steel ladder if you are working on any receptacle at
 - ✓ height. An electrical surge will ground you and the whole electric current will pass through your body. Use a bamboo, wooden ladder instead.
 - ✓ Before start working on any circuit or service line, Separate it by circuit breaker or Isolator.
 - ✓ DON'T work during light
 - ✓ DON'T wear metal brace Chain, Ring etc.
 - ✓ DON'T Do Horseplay.
 - ✓ Only trained and skilled person should engage in the job.
 - ✓ Permit to work should be taken.
 - ✓ Always follow LOTO procedure





CRANE SAFETY

- ❖ A crane is a machine that is used to lift and move heavy loads, machines, materials, and goods for a variety of purposes.

Components of the Crane:

- ✓ Boom
- ✓ Sling
- ✓ Shackle
- ✓ Pulley
- ✓ Hook
- ✓ Outrigger
- ✓ Web Sling /Wire Rope
- ✓ Counter Weigh

Types of Crane: Two Types:

01. Mobile Crane

- ✓ Truck Mounted
- ✓ Crawler
- ✓ All – Terrain
- ✓ Hydra Crane

02. Stationary Crane

- ✓ Tower Crane
- ✓ EOT Crane



Hazards:

- ✓ Suspended Load
- ✓ Crane Collapse

- ✓ Uneven Ground Conditions
- ✓ Fall of Load
- ✓ Overhead Power Lines
- ✓ Improper Rigging
- ✓ Damage of Tools and Tackles
- ✓ Adjacent or Nearby Structure
- ✓ Mechanical Failure

Precaution: -

- ✓ Permit to work should be taken.
- ✓ Third party certified crane Operator and Rigger.
- ✓ Third party Inspection of crane, Tools and Tackles.
- ✓ Only trained and approved Rigger shall give the signal.
- ✓ DON'T stand or stay under the suspended load.



- ✓ Crane shall be positioned adjacent structure and overhead power lines.
- ✓ Out Rigger shall be completely extended.
- ✓ Safety devices such as limit switch, Lever Indicator, Anemometer etc. shall be installed in crane.

CONFINED SPACE ENTRY SAFETY

- ❖ A confined space is an area that is enclosed on all sides and has restricted entry or exit.
- ❖ Confined spaces are not used for continuous human occupancy, but workers need to enter from time to time for repair and maintenance work. Since a confined space is partially or totally dark, there is lack of oxygen and the possibility of a presence of toxic and flammable gases, free flowing solids or an increasing level of liquid, it is extremely risky to work in there.

Example: - Vessels, Storage Tanks, Containers, Pits, Manholes, Sewers, Chambers, Silos, Hoppers, Utility Vaults, Pipes, Boilers, Bins and Trenches.

Hazards: -

- ✓ Improper Excess and Egress
- ✓ Poor ventilation
- ✓ Poor Illumination
- ✓ Oxygen deficiency
- ✓ Oxygen enrichment
- ✓ Toxic atmosphere
- ✓ Excessive heat or Temperature

Precaution:

- - ✓ Permit to work should be taken.
 - ✓ Confined space entry training required.
 - ✓ Gas testing should be done by Authorized Gas Tester (AGT).
 - ✓ Hole Watcher should be appointed.
 - ✓ Regular communication should be maintained with entrants.
 - ✓ Proper ventilation should be provided.
 - ✓ Proper illumination should be provided.
 - ✓ Proper access and egress should be provided.
 - ✓ Prepare emergency rescue plan.
 - ✓ Keep emergency rescue equipment's i.e. Stretcher, First-Aid Kit etc.
 - ✓ Use of all PPEs properly.



WORK PERMIT SYSTEM (PTW)

- ❖ A work permit system (PTW) is a written document issued by authorized personnel permitting a specific task for a specific time period and area defined in it.
- ❖ A permit to work form consists of specific instructions of the nature of the job, the time and place along with adequate information of critical safety procedures to follow.

Why Permit to Work

- ❖ A permit to work system provides an easy way for organizations to keep a constant eye on work- flows using a well-documented system to streamline operations and control safety outcomes.
- ❖ Without a work permit, you unintentionally put yourself and those around you in danger. For example: Imagine being stuck or asphyxiated in a confined space with no one knowing you're actually there or operating machinery without enough practice or training.

More Safety

Safety permits ensure that personnel are well-equipped with the right PPE equipment, trained with adequate safe-working procedures and instructed on specific threats and vulnerabilities before they embark on their duty.

More Accountability

Through work permits, employees and contractors are held accountable for their actions. In the event of an incident or near miss after receiving a written permit puts the responsibility solely on the company.



Better Analysis

A recorded compilation of data will give a deeper understanding to regulate incidents, taking into account the human error probability and investing in better safety equipment or new operational procedures.

TYPES OF WORK PERMITS

- ❖ There are seven main types of work permits: Hot Work Permits, Cold Work Permits, Confined Spaces Work Permits, Chemical Work Permits, Height Work Permit, Excavation Permit and

- ❖ Electrical Isolation Permit
- ❖ Each work permit is categorized depending on the nature of the job and the hazard involved in it.

Hot Work Permit

Authorization to perform tasks in conditions that produce sparks, flames or any other source of ignition. Examples of Hot Work Permit include welding, soldering, flammable gases and other heat inducing operations.

- *Cold Work Permit*

Authorization to operate machinery or other functions that do not generate any form of heat in the manufacturing process. Mechanically induced bending, shearing, squeezing and drawing are some examples of Cold Work Permit.

- *Height Work Permit*

Authorization to work on elevated spaces (1.8m or more above the ground) be it ladders, scaffolds, Mobile Elevated Work Platforms (MEWP) and other spaces that are elevated.



- *Confined Spaces Work Permit*

Authorization to perform tasks in a narrow space which is prone to hazards like Oxygen deficiency, Oxygen enrichment, toxic atmosphere, etc. Confined spaces refer to vents, shafts, sewages, tanks and much more.

- *Excavation Permit*

Authorization for personnel to mine or dig land in order to build infrastructure, extract resources or unearth hidden artifacts. The risk involved in excavation includes falling, being trapped, explosions, airborne contaminants, etc.

- *Chemical Work Permit*

Authorization to work with harmful chemical substances or in a chemically induced atmosphere that is either toxic or corrosive by nature. Chemical engineers that mostly work in chemical plants and labs.

- *Electrical Isolation Permit*

Authorization to work in high voltage zones that are prone to uncontrolled dispersion of electricity. Common electrical isolation work is to manage and maintain Lock-out systems and site maintenance by electrical engineers.



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- ❖ Permit to work forms should triplicate with different colors for the original, first copy and second copy.
- ❖ Distribution should be followed
 - Original – Person undertaking the work
 - First Copy – Person responsible for the area or department where the work is being carried out.
 - Second Copy – Retained by the originator.
- ❖ On completion of the work and final clearance of the permit to work, the original and first copy are returned to the originator.

LOCK OUT/TAG OUT (LOTO) PROCEDURE

- ❖ It is the physical restraint all of hazardous energy sources that supply power to a piece of equipment, machinery or system.
- ❖ LOTO also includes applying a warning tag on the physical restraint device.
- ❖ LOTO operation must be done on all equipment's or machineries shutdown before authorized person can perform repair or service.
- ❖ The purpose of LOTO is to prevent injury to employee due to the unexpected energization of machines or equipment's.

Steps of LOTO Safety:

- ✓ Preparation
- ✓ Shutdown
- ✓ Isolation
- ✓ Lock out-Tag out
- ✓ Stored Energy Check
- ✓ Isolation Verification



MANUAL HANDLING

- ❖ The process of lifting, carrying, Stacking, Storing the materials by the man.

Hazards:

- ✓ Falling Material or Object
- ✓ Slip/Trip/Fall Injury
- ✓ Cut Injury due to sharp edges
- ✓ Foot Injury
- ✓ Eye Injury
- ✓ Burn Injury due to Hot Particles
- ✓ Incorrect lifting

Precaution: -

- ✓ All PPEs should be used.
- ✓ Standing at safe distance from
- ✓ Sharp edges should be covered
- ✓ If load is heavy, then need assi ing.
- ✓ Pathway should be cleared.
- ✓ Proper Housekeeping should be maintained.



COMPRESSED GAS SAFETY

Compressed Gas:

- ❖ Compressed gases can be toxic, flammable, oxidizing, corrosive, or inert.
- ❖ In the event of a leak, inert gases can quickly displace air in a large area creating an oxygen - deficient atmosphere, toxic gases can create poison atmospheres, and flammable or reactive gases can result in fire and exploding cylinders.
- ❖ In addition, there are hazards from the pressure of the gas and the physical weight of the cylinder.
- ❖ A gas cylinder falling over can break containers.
- ❖ The cylinder can itself become a missile if the cylinder valve is broken off.
- ❖ Compressed gases can cause fires, explosions, oxygen deficient atmospheres, toxic gas exposures as well as the innate physical hazard associated with cylinders under high pressure.
- ❖ Special storage, use, handling procedures are necessary to ensure the safety.

Storage, Use and Handling:

- Properly secure cylinders in a well ventilated area away from heat, flames, and the sun.
- Segregated cylinders by hazard classes while in storage.
- Discontinue use of the cylinder, close valve to prevent air and moisture from entering.
- Mark or tag empty cylinders “EMPTY”
- All compressed gas cylinders must bear labels that clearly identify the contents.
- Compressed gas cylinders must be in an upright position and equipped with safety chains or



- belts whether full or empty.
- Gas cylinders must have the valve protection cap in place except when in use.

Use appropriate trolleys or hand trucks to move cylinders weighing more than 50 pounds.

- Pressure regulators and gauges must be compatible with the cylinder valves.
- DO NOT store flammable gases next to an exit or near oxygen cylinders;
- DO NOT permit oil or grease to contact cylinders or their valves, especially cylinders containing oxidizing gases.

General Cylinder Safety:

- ✓ Accept only properly identified cylinders.
- ✓ Wear safety equipment appropriate for the hazard potential of the gas before beginning work.
- ✓ If a cylinder or valve is noticeably corroded, the vendor should be contacted for instructions.
- ✓ A leaking cylinder should be removed and placed in a well-ventilated safe area. It may be necessary to call in trained emergency response personnel.
- ✓ If the leak is at the junction of the cylinder, do not touch the cylinder.
- ✓ DO NOT try to repair! Instead, contact emergency response personnel.



EYE & FACE PROTECTION

Face shields, Safety Goggles or Glasses must be worn by workers for suitable eye and face protection when

- ✓ Welding burning or cutting with torches.
- ✓ Using abrasive wheels, portable grinders or files.
- ✓ Chipping concrete stone or metal
- ✓ Working with materials.
- ✓ Drilling or working under dusty conditions.
- ✓ Sands or water blasting.
- ✓ Working on electrical switch boards.
- ✓ Using explosives or using hammers or nailing tools.
- ✓ Working with chemicals or other gases.
- ✓ When working on any of the operations listed above

EAR PROTECTION

- ✓ Ear Muff / Ear Plugs to be used by all while in a noisy area.

FOOT PROTECTION

- ❖ Good Quality, ISI Approved or Competent Quality/ Higher Quality footwear with toe and sole protection must be worn at all times while you are on the duty /project/Site/ in the Plant Premises.

HEAD PROTECTION

- ❖ ISI Approved or Competent Quality/Higher Quality Fiber Helmets must be worn at all times while you are on the project/ Site /in the plant premises.
- ❖ While driving or travelling on two wheelers the full head and face covered Helmets (Crash Helmets) of ISI Approved or Competent Quality/Higher quality, must be worn.



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SKIN PROTECTION

Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries.

CLOTHING

For your protection on the job. **DO NOT WEAR**

- ✓ Loose clothing or cuffs.
 - ✓ Greasy or oily clothing gloves or boots
 - ✓ Torn or ragged clothing.
- Finger rings. Bracelets or neck chains

CHEMICAL SAFETY

Chemical Handling: -

The transporting or shifting the chemical by manually or mechanically.

Chemical Hazards: -

It is Two Types: -

- Physical Hazard – Chemical hazard which harm to our body physically.
- Health Hazard – Chemical which harm to our health (Physical hazard is also in health hazard).



❖ *Physical Hazard:*

-

- ✓ Explosive (Ex-Acetone Peroxide)
 - ✓ Compressed Gas (Ex- LPG contains mainly Propane and Butane)
 - ✓ Combustible and flammable liquid (Ex-Methanol is a flammable chemical)
-

- ✓ Water Reactant (Ex- Sulphur acid – if water is added to the concentrated sulphuric acid it can boil and spit dangerously.)
- ✓ Oxidizer (Ex- Aluminum nitrate, potassium, permanganate)

❖ *Health Hazard:*

-

- ✓ Chemical can enter our body by

- ◆ Inhalation – By Breathing
- ◆ Absorption – By Skin or Eye
- ◆ Ingestion – By Mouth
- ◆ Injection – By Cut, Accidental Impact

Impact: -

- ✓ Toxic
- ✓ Corrosive (Damage tissues and cells)
- ✓ Irritant (Little burn, Injury of skin)
- ✓ Sensitizer (Allergic Reaction)
- ✓ Hepatotoxic (Liver Damage)
- ✓ Nephrotoxic (Kidney Damage)
- ✓ Neurotoxin (Nervous System Imp)



❖ *Precaution: -*

- ✓ Never store different chemical at one place.
- ✓ Empty and fill containers to be stored separately.
- ✓ Never Smoke, Drink, Eat near any chemical storage.



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- ✓ All chemical to be labeled safety instructions.
 - ✓ Good housekeeping should be maintained.
 - ✓ Always read MSDS before use of any chemical.
 - ✓ Periodic check on chemical containers for rust, corrosion and leakage.
 - ✓ Warning signs board displaying in the chemical store.
 - ✓ Avoid intentional smelling, Inhaling and testing of chemicals.
 - ✓ Use of all PPEs properly i.e. chemical suit, safety goggles, plastic gloves etc.
 - ✓ Be familiar with the use of eye – wash, shower and first aid.

ANTI FALL PROTECTION PPE

- ✓ Safety Helmet
- ✓ Safety Goggles
- ✓ Ear Plug/Muff
- ✓ Reflective Jacket
- ✓ Hand Gloves
- ✓ Safety Shoes
- ✓ Full Body Harness v
- ✓ Shock Absorber
- ✓ Connectors
- ✓ Anchorage



yard

HAND PROTECTION

A wide range of hand and sleeve protection, providing the highest level of safety and security.

Chemical-Resistant Gloves:



Protects against specified chemicals and liquids. Generally, any "chemical-resistant" glove is also suitable for dry powders. Protects against abrasion, cuts, punctures, and snags.

Coated Gloves:



Nitrile and natural rubber coated gloves are often used as substitutes for leather gloves. They offer superior hand protection in wet environments where dexterity is important.

Cut-Resistant Gloves:



Available in a wide variety of materials, including metal-mesh, Kevlar, aluminized, etc. Protects against cuts and scrapes in the industries, as well as general warehousing.

Puncture-Resistant Gloves:



Available in a wide variety of materials. Puncture-resistant gloves protect against most sharp objects, including glass, metal, and needle sticks. No glove is completely puncture -proof, nor can gloves be expected to take the place of proper engineering or work practice controls.

Anti-Vibration/Impact Gloves :



Protection from vibration or impact from tools and equipment. Helps prevent hand, finger, and arm fatigue.

Leather Gloves:



Qualities of leather include comfort, durability, dexterity, mild heat resistance, and abrasion resistance. Good all-purpose glove.



**SAFETY
MEETING**

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Do's

01. Reduce workplace stress
02. Stay Sober
03. Practice correct posture
04. Take Breaks
05. If you see unsafe conditions, let a supervisor know
06. Follow procedure, don't take shortcuts
07. Wear your protective gear
08. Be safe in the cold weather
09. Use tools and machines properly
10. Be aware of your surroundings
11. Do Wear Protective Equipment
12. Do Ask for Help
13. Do Educate your Workforce
14. Follow all machine operating and maintenance instructions.
15. Keep hands away from all moving parts-at all times.
16. Exercise good housekeeping. Clean all tools after each use and store them properly.

DON'Ts

01. Don't Block Emergency Exits
02. Don't Overwork Employee.
03. Don't Allow Hazards to Go Unnoticed
04. Don't wear loose clothing (Like Scratches Jeans, T-Shirts), jeweler, neckties or other garments and accessories that can become entangled with moving parts on the machine. Long hair must be tied back.
05. Don't use a machine for anything it is not designed to do.
06. Don't consume or influence of liquor at the work place.
07. Don't bring tobacco or cigarette to the company premises.



le for maintaining and enhancing the SHE awareness of workmen.

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- ❖ Manager or supervisor will have trained workmen and will be responsible for onsite training.
- ❖ Safety training meeting will be recorded.
- ❖ All incidents will be discussed.
- ❖ Usage and quality of PPE will be discussed.

Topics to be covered:

- Fire Safety Training
- Emergency Plan.
- Safe Material Handling
- Portable Hand Tools & Equipment's.
- Electrical Safety Training.
- Incident Reporting,
- High potential hazard.
- Permit to Work System
- Confined Space Entry,
- LOTO Procedure
- Working at Height,
- Scaffolding
- Conveyor belt and Machine Guarding
- Gas Safety Measures.
- Housekeeping



DRIVING AT WORK SAFETY

Efficient management of work related road safety helps reduce risk, no matter what size your organization i.e. (Ex- Fewer injury of drivers, reduced risk of work – related ill health, reduced stress and improved morals.)

Hazard: -

- ✓ Over speeding
- ✓ Incompatible vehicle
- ✓ Incompetent driver
- ✓ Weather Condition(Bad)
- ✓ Excessive work demand
- ✓ Influence of Alcohol
- ✓ Over Confidence

Risk:

- ✓ Personal Injuries
- ✓ Property Damage
- ✓ Vehicle damage
- ✓ Death
- ✓ Legal Action
- ✓ Loss of Productivity

Precaution:

- ✓ You must have driving license.
- ✓ Vehicle category is relevant to your driving license.
- ✓ Skilled driver should drive.
- ✓ A good weather condition (No fog, smoke, rain etc.)
- ✓ Don't under influence of Alcohol, Don't use Mobile while driving.
- ✓ Vehicle should be maintained and fit for driving i.e. Vehicle Condition, Brake, Tire etc.
- ✓ Always use seat belt while driving.



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HOT WORK SAFETY

- ❖ Welding
- ❖ Gas cutting
- ❖ Grinding

WELDING SAFETY:

Welding is a fabrication process that joins or combines materials such as metals, thermoplastics by using high heat, high pressure or both to melt the parts together.

Hazards:

- ✓ Fire
- ✓ Explosion
- ✓ Dust & Fumes
- ✓ Electric Shock
- ✓ Noise & Vibration
- ✓ Spark or Radiation
- ✓ Burn Injury
- ✓ Eye Injury

Precaution: -

- ✓ Remove all combustible material from work area, if it is not possible then cover it by fire blanket.
- ✓ Keep fire preventive measures i.e. Fire Extinguisher, Fire Bucket at work place.
- ✓ Never use damage cable and defective equipment's.
- ✓ Work area should be dry and safe.
- ✓ DON'T shift the cable unless the power is Switched OFF.
- ✓ Use of all mandatory PPEs and job regarding PPEs i.e. Welding Helmet, Leather Gloves etc.
- ✓ Proper earthing provided to welding
- ✓ All welding equipment's should be rc
- ✓ Proper Housekeeping should be main
- ✓ Proper ventilation should be provided
- ✓ Trained and Skilled person should do
- ✓ Permit to work should be taken.



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GAS CUTTING SAFETY

- ❖ Oxy-fuel cutting is a thermal cutting process that uses oxygen and fuel gas (such as acetylene, propane, MAPP, propylene and natural gas) to cut through materials.

Hazards:

- ✓ Fire
- ✓ Explosion
- ✓ Back Fire or Flash Back Fire
- ✓ Leakage of Gases
- ✓ Lighted Blow Pipe (Torch)
- ✓ Burn Injury
- ✓ Eye Injury

Precaution: -

- ✓ Remove all combustible material from work area, if it is not possible then cover it by fire blanket.
- ✓ Keep fire preventive measures i.e. Fire Extinguisher, Fire Bucket at work place.
- ✓ Make fire booth.
- ✓ Work area should be dry and safe.
- ✓ Shut off the torch and cylinder when not in used.
- ✓ Use of all mandatory PPEs and job regarding PPEs i.e. Face shield, Leather Gloves etc.
- ✓ Keep hoses away from the working area to avoid from spark or heat.
- ✓ Keep hoses away from sharp edges.
- ✓ Always keep cylinder in an upright position and secured by chain in trolley.
- ✓ Check all connections for leak with the help of soap solution.
- ✓ Gas cutting sets should be routinely inspected and maintained.
- ✓ Proper Housekeeping should be maintained.
- ✓ Proper ventilation should be provided.
- ✓ Trained and Skilled person should do the job.
- ✓ Permit to work should be taken.



GRINDING SAFETY

- ❖ Grinding is a type of abrasive machining process which uses grinding wheel as cutting tool. A wide variety of machines are used for grinding.
- ❖ It is a true metal cutting process.

Hazards:

- ✓ Fire
- ✓ Explosion
- ✓ Flying particle
- ✓ Dust & Fumes
- ✓ Electric Shock
- ✓ Noise & Vibration
- ✓ Burn Injury
- ✓ Eye Injury

Precaution: -

- ✓ Remove all combustible material from work area, if it is not possible then cover it by fire blanket.
- ✓ Keep fire preventive measures i.e. Fire Extinguisher, Fire Bucket at work place.
- ✓ Never use damage cable and defective equipment's.
- ✓ Work area should be dry and safe.
- ✓ DON'T shift the cable unless the power is Switched OFF.
- ✓ Use of all mandatory PPEs and job regarding PPEs i.e. Face shield, Leather Gloves etc.
- ✓ Use ear plug.
- ✓ Use Mask if generate dust and fumes.
- ✓ Never remove the grinding wheel guard
- ✓ All grinding equipment's should be inspected and checked.
- ✓ Proper Housekeeping should be maintained
- ✓ Proper ventilation should be provided
- ✓ Trained and Skilled person should do the work
- ✓ Permit to work should be taken.



WORKING AT HEIGHT

Work at height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Access and egress to a place of work can also be work at height.

- ✓ Above ground level – 1.8mt (6ft).
- ✓ Below Ground level – 1.2mt (4ft).
- Safety net is used when working at height above 25ft.
- Safety net is of two types i.e. A – For Man (100 X 100 mm), B – For Material (25 X 25 mm).
- Ladder is placed at an angle 65 degree to 75 degrees from the wall or 1/4th of the wall length.
- Ladder is placed 3ft above the platform.

Example:

- ✓ Slopping Roofs.
- ✓ Structure Erection.
- ✓ Cable Trey.
- ✓ Working on tall Structure i.e. Like Lighting Tower, Cooling Tower, Chimney.
- ✓ Confine space work at height.
- ✓ Working near Excavation.
- ✓ Working on Scaffolding.

Hazards:

- ✓ Falling of Man or Material.
- ✓ Improper Access and Egress
- ✓ Electrocution
- ✓ Collapse of Platform
- ✓ Overloading the Working platform
- ✓ Missing Guardrail
- ✓ Bad Weather Condition
- ✓ Influence of Alcohol
- ✓ Fear of Height
- ✓ Slipping hazard



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Precaution: -

- ✓ Trained and Skilled person should do the job.
- ✓ Always keep your access clear.
- ✓ All materials and tools should be secured.
- ✓ Use of all mandatory PPEs and job regarding PPEs i.e. Full body Harness.
- ✓ Anchor your full body harness to a proper fixed lifeline.
- ✓ Railing system should be provided to the platform i.e. Top Rail, Mid Rail and Toe board.
- ✓ Safety net should be installed if
- ✓ Proper Housekeeping should be
- ✓ Permit to work should be taken.



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GAS SAFETY

❖ **Danger Involved in Handling of CO, BF Gas: -**

- Toxic Release (Exposure)
- Explosion
- Fire

❖ **In case of Gas leakage or Toxic Release: -**

- Gas comes into the atmospheric air and starts diffusing.
- During breathing, we inhale Carbon Monoxide (CO) along with atmospheric air.
- This air goes to the lungs.
- As the gas prevent the formation of Oxy – Hemoglobin and produce Carboxyl – Hemoglobin in the blood.
- So long we will be exposed to such atmosphere, more and more Carboxyl - Hemoglobin will form in the blood and Oxygen deficiency in the blood occurs which causes
 - Heaviness of Head
 - Headache
 - Dizziness (Head Rolling)
 - Dimness of Vision
 - Confusion
 - Unconsciousness
 - Finally, Death
- 40 – 50 % of Carboxyl – Hemoglobin causes Unconsciousness.
- 50 – 60 % of Carboxyl – Hemoglobin causes Death.





❖ Gas Safety Measures or Safety Precautions: -

- **Steps for Management:**

- For identification of gas pipe, pipe should be colored.
- In case of excess gas, when gas is released to the atmosphere the system is provided to burn the gas just after released.

- **Steps for Workers:**

- Know the area where gas is in use and be alert.
- While working in these areas keep watch on gas using gas detector.
- These poisonous gases either have their own smell (ammonia & chlorine) or gives smell due to presence of impurities. Smells like-
 - ✓ Coke Oven Gas – Burning Tar
 - ✓ BF Gas – Rotten Egg or Fish
 - ✓ Ammonia – Urinals (like)
 - ✓ Chlorine – Bleaching Powder
- Don't work in empty stomach in gas hazard area.
- Don't take rest or sleep in the gas hazard area.
- Don't take risk if there is gas leakage and using of gas mask.
- Permit to work should be taken.
- Don't operate or handle the gas line or gas system without awareness of the system.
- Don't do the unplanned job.



b.

ELECTRICAL / ELECTRICITY SAFETY

Electricity can kill or severely injure people and cause damage to property. However, you can take precautions when working with or near electricity and electrical equipment to significantly reduce the risk of injury to you, your workers and others around you. This section provides a summary of those precautions.

Hazards:

- ✓ Electric Shock
- ✓ Electrocution
- ✓ Burn Injury
- ✓ Fire & Explosion

Precaution: -

- ✓ Avoid water at all times when working with electricity. Never touch or try repairing any electrical equipment or circuits with wet hands.  s the conductivity of the electric current.
- ✓ Never use equipment with frayed cords, damaged or broken plugs.
- ✓ Always use insulated tools while working.
- ✓ Always use appropriate insulated rubber gloves and goggles while working on any branch circuit or any other electrical circuit. Also use of all mandatory PPEs.
- ✓ Never try repairing energized equipment. Always check that it is de-energized first by using a tester. When an electric tester touches a live or hot wire, the bulb inside the tester lights up showing that an electrical current is flowing through the respective wire. Check all the wires, the outer metallic covering of the service panel, and any other hanging wires with an electrical tester before proceeding with your work.
- ✓ Never use an aluminum or steel ladder if you are working on any receptacle at height. An electrical surge will ground you and the whole electric current will pass through your body.



- ✓ Use a bamboo, wooden ladder instead.
- ✓ Before start working on any circuit or service line, Separate it by circuit breaker or Isolator.
- ✓ DON'T work during lightening.
- ✓ DON'T wear metal bracelet, Hand Band, Chain, Ring etc.
- ✓ DON'T Do Horseplay.
- ✓ Only trained and skilled person should engage i
- ✓ Permit to work should be taken.
- ✓ Always follow LOTO procedure



HAZARD IDENTIFICATION & MANAGEMENT

The Important steps to hazard identification are: -

Job Safety Analysis (JSA) / Job Hazard Analysis (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 outline appropriate hazard controls that minimize the risk of human injury or illness to the individual performing that task.

- JHA is consisting of breaking down a job into several steps
- identifying hazards at each step
- Developing safe job procedures for each step.

Basic job Steps: -

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

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.

Consultation with employees; analysis of work place injury records; and direct observation or inspection of the task or work area.

Consult with staff in each area as to what hazards exist. Brain storming is a useful technique to elicit hazards.

Analysis of previous accident / illness and near miss reports will assist in identification of hazards.

Direct observation of the work place, using workplace audits, walk through surveys, and checklists will assist.

Existing literature such as regulations, codes of practice, information booklets, manufacturer's hazard.

Consult with the principle employer / Clients' Concerned staff and Department for cross verification of the identified hazards.

----Thanks Maintain Safe Work Culture----



SAFETY MANAGEMENT PLAN

WHAT IS?	THE POLICY	THE PLAN	THE PROGRAM
	Document expressing management's commitment to health and safety in the workplace.	The strategy for developing your company health and safety program.	The details and content of your health and safety system.



1. Develop the plan

1. Form a team (workers and management)
2. Analyze firm's compliance with the law
3. Review company accident history
4. Develop health and safety goals
5. Obtain senior management commitment
6. Develop a budget
7. Obtain necessary resources
8. Develop rules, practices & procedures
9. Get a professional review & evaluation

2. Develop the Program

1. Health and safety policy statement
2. Responsibilities
3. Hazard assessment, analysis & control
4. Safe work Practices /Safe job Procedures
5. Company Health and Safety Rules
6. Personal Protective Equipment
7. Tool & Equipment Maintenance
8. Training & Communication
9. Work Procedures
10. Accident Investigation & reporting
11. Emergency Response
12. Spill Response
13. Legislation
14. Occupational Health
15. First aid
16. Joint Health & safety Committee/H&S rep
17. Return to Work

3. Implement the Program

1. Announce program & distribute copies

3. Implement the Program

2. Announce program & distribute copies
3. Instruct Employees in their Responsibilities
4. Provide guidance and follow –up
5. Develop accident reporting/investigation System
6. Establish corporate & jobsite committees

EMERGENCY PREPAREDNESS & RESPONSE PLANNING

OBJECTIVE

The policies of NADVIN TECHLABS require that the site management shall establish emergency Response Procedures for every project/ sites. The document provides a plan to assist constructor in developing these procedures.

Emergency preparedness helps to minimize the human suffering and economics losses that can result for emergencies.

It should be understood that the size and complexity of projects, as well as their access and locations have a bearing on the degree of planning necessary for emergency response. It is strongly recommended that the site management ensure that a member of staff on site assist in developing an emergency response plan.

Emergency Response Procedure / Plan

It is very important to review the emergency plan on a regular basis and especially after an emergency has occurred. Changes may be necessary where deficiencies became apparent as the plan went in to operation. An emergency can be reported from any source – a worker on site, an outside agency. Or the public. Remember that



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circumstances may change during the course of an emergency. Any procedures you develop must be able to respond to the ongoing situation.

The following list covers basic actions to take in an emergency. These steps apply to almost any emergency and should be followed in sequence.

- Hazard identification/assessment.
- Emergency resources.
- Communication systems.
- Administration of the plan.
- Emergency response procedure.
- Communication of the procedure.
- Debriefing and post-traumatic stress procedure.

The plan should be used to set emergency procedures, im  communicate the procedures and ensure that any required training has been completed. The plan should also be evaluated regularly to ensure that it conforms to current operations and conditions.

Because construction sites are frequently fast- changing, the process of hazard assessment must be ongoing to accommodate the dynamic environment once hazards are identified. The must task is to assess the potential or risk involved in each. For each hazard identified ask:

- What can go wrong?
- What are the consequences?

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For each potential hazard it is important to identify resources necessary for an appropriate emergency response for most events in construction. A simple analysis based on the experience of the people involved on the project is likely sufficient.



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In any Emergency Response procedure. The following steps are basic and essential:

- Stay calm.
- Assess the situation.
- Take command.
- Provide protection.
- Aid and manage.
- Maintain Contact.
- Guide emergency service.

Communication of the Procedure

To be effective, an Emergency Response Procedure must be clearly communicated to all sites personnel the following activities should be considered.

- Review the procedure with new site sub-contractors and new workers to ensure that it covers their activities and quality.

Review the procedure with suppliers to ensure that it covers any hazards that the storage or delivery of their materials might create.

- Review new work area in operation with owner/client to ensure that new hazards are identified and covered in the procedure.
- Review the procedure with the client's concerned department & safety Representative on a regular basis to address new hazards or significant changes in site conditions
- Post the procedure in a conspicuous location.

Administration of the plan

The task of administering and organizing the plan is vital to its effectiveness. The person who has this task will normally be the person in charge of the emergency response operation. It is then ask to ensure



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- That everyone clearly understands their roles and responsibilities within the emergency response plan.
- That emergency resources, whether people or equipment, are kept at adequate levels in step with the progress of the project.

FIRE EMERGENCY PROCEDURE:

In case of any fire in the working location first inform to the others who is working nearby. Inform to the control room with proper location.

At the same time shout loud as FIRE, FIRE, FIRE. Be sure if you know the escape route.

If you can't extinguish the fire alone shout for help.

Keep all the spectators and non-essential employees away from the fire.

If explosive type of materials is involved immediately evacuate all the persons.

If fire cannot be controlled notify fire department work should not resume after an emergency if a serious danger remains.

FIRST AID CASES:

Injured person receives first aid at site appointed "First aid trainer" at site and he return to work after receiving first aid if necessary.

CUT INJURY:

Apply direct pressure on the **cut** or **wound** with a clean cloth or piece of gauze until **bleeding** stops.



If the **wound** is on the arm or leg, raise limb above the heart, if possible, to help slow **bleeding**.

Wash your hands again after giving first aid and before cleaning and dressing the wound.

- ✓ Wash your hands. This helps avoid infection.
- ✓ Stop the bleeding. Minor cuts and scrapes usually stop bleeding on their own.

- ✓ Clean the wound. Rinse the wound with water.
- ✓ Apply an antibiotic or petroleum jelly.
- ✓ Cover the wound.
- ✓ Change the dressing.
- ✓ Get a tetanus shot.
- ✓ Watch for signs of infection.

STOP BLEEDING:

- ✓ Apply direct pressure on the cut or wound with a clean cloth, tissue, or piece of gauze until bleeding stops.
- ✓ If blood soaks through the material, don't remove it. Put more cloth or gauze on top of it and continue to apply pressure.
- ✓ If the wound is on the arm or leg, raise limb above the heart, if possible, to help slow bleeding.
- ✓ Wash your hand again after giving first aid and before cleaning and dressing the wound.
- ✓

FIRST AID TREATMENT:

HEART ATTACK:

Symptoms of a heart attack:

1. Crushing/ burning chest pain
2. Sensation of squeezing, pressure or discomfort in the chest
3. Discomfort or tightness in the neck and/or jaw
4. Shortness of breath and palpitations
5. Pain in the arms, often left arm, shoulder blades and back

FIRST AID TREATMENT:

- ✓ Try to keep the person calm, and have them sit or lie down
- ✓ If the person is not allergic to aspirin, have them chew aspirin by aspirin. (It works faster



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- ✓ when chewed and not swallowed whole).
- ✓ If the person stops breathing, you or someone else who's qualified should perform CPR right away.

CONTACT DETAILS

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**M/S JSW-BPSL Site, Lasagna. Thelkoloi,
Sambalpur District- Odisha- INDIA**

Site staff Contact Details: -

• Site Staff Contact Details	: Mr.Rohit	Mob:- 98983935035
• Safety Officer	: Mr. Sawant	Mob:- 8793604940
• Manager	: Mr. Vikram Pawar	Mob:- 8390903200

Emergency Contact Details of M/S JSW-BPSL, (Principle Employer)

• Emergency Fire & Safety Contacts (M/S. JSW-BPSL)	: Contact Nos.: 9437067371 9437964408
• Emergency Ambulance (M/S JSW-BPSL)	: Contact Nos.: 9437486846 9437179219



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		Doc Issu e Date	
		Revision:	
Regional / Site :		Doc dat e :	

Topics Covered:

Conducted By:	Name:	
	Designation :	
	Signature:	



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Attended by:

Sl y N o	Name	Employee e code	Designation	signature	F / ob: ns	
1						
2						
3						
4						
5						
6						
7						





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ACCIDENT / INCIDENT REPORT FORM

(Guidance on completing form is included in Accident/Incident Reporting /Investigation Procedure)

Part A- ABOUT THE PERSON INJURED/INVOLVED IN THE INCIDENT

Name: -

Age: -

Male/Female

(Delete as appropriate)

Permanent Address:

Present Address:

Employee/Visitor/Contractor

Part B –ABOUT THE ACCIDENT/INCIDENT

Date: -

Time: -

Site:

- Department: -



Details of Injury

(exact parts of body injured e.g. cut to right thumb)

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First Aid

Was first aid given?		if first aider:-
Details of treatment		
Was injured person sent/taken to hospital		

Witness (Names and Telephone numbers)

--

Contract with electricity	Fire	Injured while handling, lifting or carrying	Struck against stationery object
Contact with moving machinery or material being machined	Handling glass or sharps	Near miss	Trapped by something collapsing or overturning
Damage to property	Hit by moving, flying or falling object	Occupational disease	Use of portable hand tools
Exposure to or contact with a harmful substance	Hit by moving vehicle		Violence or aggression
Fall from height	Hot or cold contact		

[illegible]

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Remedial action taken/recommended to prevent recurrence

Signature of person making report: -

Date: -

Name (Block Capitals): -

Contact Tel: -

This form must reach the Health and safety Team within 7 days: -

Part C TO BE COMPLETED BY HEALTH AND SEAFETY TEAM