****

**THE AKSHAYAPATRA FOUNDATION**

HEALTH, SAFETY

& ENVIRONMENT POLICY

FOR

CONSTRUCTION SITE

**Table of Contents.**

1. [GENERAL POLICY STATEMENT](#_bookmark0) 3
2. [PROVISIONS SPECIFIC TO THE HSE PLAN](#_bookmark1) 3
3. [MONITORING AND REPORTING](#_bookmark2) 5
4. [HSE GUIDELINES FOR HIGH RISK PROJECT ACTIVITIES](#_bookmark3) 6
   1. [USE OF HAND TOOLS](#_bookmark4) 6
   2. [EXCAVATION](#_bookmark5) 6
   3. [MATERIAL HANDLING](#_bookmark6) 7
   4. [HANDLING SPECIFIC SHAPES OF CARRIAGE](#_bookmark7) 8
   5. [SAFE WORKING AT HEIGHT](#_bookmark8) 9
   6. [LIFTING OPERATIONS](#_bookmark9) 10
   7. [HOT WORK (GAS CUTTING, GRINDING)](#_bookmark10) 11
   8. [WELDING](#_bookmark11) 11
   9. [GENERAL ELECTRICAL](#_bookmark12) 11
5. TRANING EVALUATION & EFFECTIVNESS RECORD 13
6. TRANING FEEDBACK 14

# GENERAL POLICY STATEMENT

**The Akshaya Patra Foundation** is committed to safe working practices and our statement general HSE policy is:

* 1. To provide adequate control of the health and safety risks arising from our work activities;
  2. To consult with our employees on matters affecting their health and safety;
  3. To ensure all employees are competent to do their tasks, and to give them adequate training;
  4. To maintain safe and healthy site working conditions;
  5. To ensure safe handling and use of substances;
  6. To prevent accidents and cases of work-related ill health;
  7. To provide information, instruction and supervision for employees;

# PROVISIONS SPECIFIC TO THE HSE PLAN

* 1. We shall ensure that all working Personnel are briefed, understand and strictly adhere to the provisions of this Exhibit, and any appropriate Standards or Guidelines on HSE.
  2. We shall demonstrate leadership and commitment through actively participating in all aspects of HSE, supporting open dialogue and by allocating sufficient and competent resources to the Contract
  3. We shall formally review HSE performance in relation to the Work at regular and frequent intervals to ensure that objectives and targets are being met and areas of concern are addressed
  4. Company forbids the use or possession of: -
     1. Weapons
     2. Alcohol and
     3. Drugs

At its Site. Contractor shall comply and ensure that Contractor’s Personnel comply with the above requirement in this respect.

* 1. We shall provide sufficient competent and appropriate manpower and supervisors with clear responsibilities and reporting structure to ensure that HSE performance is not compromised.
  2. All Personnel involved in the Work shall be:

1. Medically, physically and mentally fit to carry out the duties to which they are assigned in respect of the Work, and;
2. Aged eighteen years or above, where they are employed to work on construction Sites; and;
3. Technically competent and experienced in the tasks assigned to them.
   1. An Orientation & Training Programme Shall be conducted to familiarize all workers, staff, etc. with the site and the use of proper PPE as Describe Below.
   2. PPE Requirements

We shall ensure that all workers including those of our subcontractors are provided with all necessary PPE at the Site. This shall, as a minimum, meet Indian National standards (ISI / BIS marked) and include the following:

* + 1. Safety helmet (hard hat).
    2. Safety boots
    3. Safety harness (for working at height / overside).
    4. Special equipment for hazardous / unusual activity or conditions if applicable
    5. Suitable gloves

Sub-Contractor Personnel failing to use the appropriate PPE will be asked to use the appropriate equipment or stop work immediately. If the Sub-Contractor Personnel fail to use the PPE, the Company may require them to stop work and/or leave the Site immediately. Persistent repeated failures by Sub-Contractor workers to use appropriate PPE may result in Company requiring the Contractor to permanently remove the relevant worker from the Site.

* 1. We shall ensure that all tools, appliances, machines, vehicles or other equipment deployed by us or our sub-contractors, are in safe working condition at all times and comply with current regulations and, where appropriate, are used only by authorized and competent persons trained in the use of such equipment. This requirement is to include all emergency response lifesaving equipment.

* 1. Emergency Response Procedures

The establishment and implementation of emergency procedures related to the Work is a prime responsibility at a project site. Contractor shall consult with Company to ensure appropriate interfaces with Company procedures for proposed actions in the event of:

* + 1. An incident involving serious injury or death to any member of the team; or
    2. A major incident involving third party equipment; or
    3. Any release of chemicals or hydrocarbons to the local environment; or
    4. Serious illness, including that needing evacuation; or
    5. A security breach.

Any of the above mentioned incidents must be immediately reported to the Mr. Mayur Shah (9879018778).

* 1. We shall maintain first aid facilities for use of Contractor’s Personnel and those of its Subcontractors at multiple areas so as to reach them in time during an emergency.
  2. Disposal of any waste produced or occurring as a consequence of our operations pursuant to the Contract, shall be in accordance with all legislation, Company standards and best practice whether that shall be for hazardous waste or non-hazardous waste.

# MONITORING AND REPORTING

* 1. Contractor shall report all incidents in accordance with the Company requirements (will be notified at appropriate time).
  2. Contractor shall report fatalities immediately. All incidents with a severity of a Lost Time Injury (LTI) or worse, shall be immediately notified to Company in writing, be subject to full root causes investigation and detailed reports provided to Company within seven (7) days of the incident. Company reserves the right to participate in any incident investigation carried out in connection with the Work.

# HSE GUIDELINES FOR HIGH RISK PROJECT ACTIVITIES

Mentioned below are the guidelines for carrying out some of the identified high risk activities:

## USE OF HAND TOOLS

* + 1. It is important that all employees exercise careful judgment, and properly use all types of hand tools.
    2. Before using new tool, read and study manufacturer’s safety instructions carefully and thoroughly.
    3. Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be returned and tools in safe condition shall only be used.
    4. In using a wrench or other such hand tool, it should be realized that there is always a possibility of the tool slipping. The user shall assume a position which will permit the maintaining of balance even though the tool does slip.
    5. Employees should exercise care to avoid slipping of the tool slip striking a

fellow workman.

* + 1. Never leave tools on scaffolds or other elevations where they may dislodge and fall.
    2. Never throw tools up or down from one working level to another.
    3. Files must be equipped with handles, and no one should use handle less files.
    4. It is important not to strike two tempered metals against each other because of the danger of injury from particles that may chip off.
    5. When not in use tools should be stored in proper tools boxes or hung on racks.

## EXCAVATION

* + 1. Plan and agree design of excavation to taking into account consideration use of heavy equipment
    2. Ensure all underground hazards have been identified and isolations completed

as necessary

* + 1. Confirm that correct shoring techniques are used and keep excavated soil

away from the edge of the excavation / trench

* + 1. Special attention must be paid to maintain the safe working slope while excavating to avoid caving in of the soil.
    2. Have an easy means/access for getting out of the excavation / trench
    3. For any change in ground conditions stop work and consult the site manager

## MATERIAL HANDLING

Many accidents during manual handling of materials are caused by unsafe work habits such as incorrect gripping, improper lifting, carrying too heavy load and failure to wear protective equipment. Following must be kept in mind while handling material manually:

* + 1. Corrective Positioning of Feet

Working with legs too close to each other results in loss of balance of the body and may result in a fall. While lifting a load, space the legs apart by hip width with one foot by the side of the load and ahead of the other foot in the direction of movement.

* + 1. Bent Knees and straight Spinal Cord

For a strong and powerful position, the lifter must bend knees and not the back to reach the load for lifting. The spine must be kept erect to avoid strain on the spinal cord. Before lifting raise, the head slightly. This also helps to keep back straight.

* + 1. Arms Close to the Body

Lift the load close to the body. The farther the load is lifted from the body, the greater is the strain

* + 1. Correct Grip

Do not try to lift with finger tips. Grasp the load using palm and roots of fingers.

* + 1. Use of Body Weight

By positioning the body such that its weight counter balances the load to be lifted, it is possible to obtain not only better balance, but greater mechanical advantage than what can be obtained through bending the back forward

* + 1. Team lifting and carrying

When a heavy load is handled by two or more men the job should be leveled in such a way that load is shared equally by all. It is advisable to employ men of similar physique and built for the purpose, and raising or lowering of loads shall be governed by well understood signals in order to ensure unity of action.

## HANDLING SPECIFIC SHAPES OF CARRIAGE

* + 1. Boxes and Cartons

A firm grasp of opposite top and bottom corners aided by drawing a corner between the legs

* + 1. Bagged Material

Grasp corners of the bag and lift to vertical position. The sack should then be rested against hip and then swung to the shoulder. As the sack reaches the shoulder the work man should support it by putting a hand over the hip and holding it from front with the other hand. The procedure is reversed for lowering

* + 1. Drums
       1. Take lifting position close to the drum with both hands on the underside of the rim and with one foot forward.
       2. Keeping chest close to drum, move it upward.
       3. As the load is lifted, bring forward the rear leg and also shift the same

hand to the top of the rim.

* + - 1. Bend the body forward to rest the drum upend, using the other leg as counter-balance.
      2. For lowering the drums, the procedure may be reversed.
      3. While handling drums down on an incline, use of ropes or tackles provides a safe and controlled motion.
    1. Sheet Metal

To guard against the sharp edges and corners, the sheet metals should be handled carefully with leather hand gloves, gauntlet gloves or wristlets where necessary.

* + 1. Compressed Gas Cylinder

The gas cylinders whether full or empty, should never be dragged or rolled over their side. They should be rolled over on bottom edge

To upend a cylinder,

* + 1. Take lifting posture with the valve end of the cylinder between feet and shoulders over the cylinder.
    2. Place both hands beneath the cylinder near the valve.

4.3.7.1 Lift and step forward, shifting one hand to behind the valve to steady the

cylinder

## SAFE WORKING AT HEIGHT

Working at heights of 2.7 meters (9 feet) or higher above the ground cannot proceed unless:

* + 1. A fixed platform is used with guard or hand rails, verified by competent person(s) or fall arrest equipment is used that is capable of supporting at least a 2275 kg (5000 lbs.) static load per person. In addition:
       1. The platform must be proper anchor mounted, preferably overhead
       2. Workman must use full body harness using double latch self-locking snap hooks at each connection
    2. Fall arrest equipment will limit free fall to 2 meters (6 feet) or less.
    3. A visual inspection of the fall arrest equipment and system is completed and any equipment that is damaged or has been activated is taken out of service.
    4. Person(s) are competent to perform the work.
    5. Each scaffold must be inspected and approved by responsible supervisory personnel prior to initial use and alteration or moving.
    6. All scaffolding must be erected and maintained properly & safely.
    7. Before erecting scaffolds near any electrical line or near exposed electrical equipment, employees shall consult their supervisor to determine what Special precautions need to be taken.
    8. All scaffolds shall have installed ladders or other suitable means for vertical ascent. Portions of the scaffold, however, may be used as rungs of the ladder...
    9. Barrels, boxes, kegs and similar unstable objects must never be used as work platform or to support scaffolds.
    10. Overhead protection is required if employees working on scaffolds are exposed to overhead hazards.
    11. Ladders should be inspected regularly and checked before and after each period of use. Common defects are split or missing rungs. Defective ladders should be either destroyed at once or put where they cannot be used, until they have been repaired.
    12. The best angle for placing a ladder is 75 degrees with Horizontal Ground. The footing must be level and secure. Whenever the means are available, ladders should be lashed at the top, otherwise an assistant is required to steady the ladder at its base. A length of strong rope permanently fixed to the top of all ladders is in itself a safety device.
    13. The ladder should be long enough so that it projects at least 1 meter above the place where the worker will land and from which he will have to get back on to the ladder. If it does not project by this length, there must be some other firm hand hold.
    14. A ladder is made to carry one man, not a heavy load. Remember that two hands are needed to climb a ladder, so suitable arrangement should be made for raising and lowering tools, materials and the like.
    15. When a scaffold or ladder has to be used in or near a roadway / gangway, steps must be taken to prevent or traffic from colliding with scaffold / ladder. This may call for a warning notice or barriers. Red light markers at night and red flag marker during the day should be displayed.
    16. Only non-conductive ladder should be used for electrical workers.
    17. All working platforms shall be fenced on all sides from which a person is liable to fall a vertical distance of more than 3 meters with suitable guard-rail of adequate strength to a height between 900 mm to 1150 mm.
    18. Where it is impracticable to provide a suitable working platform, a person working at any place to fall a vertical distance of more than 3 meters shall wear a safety belt or harness which shall be secured to a suitable anchorage or an independent lifeline.
    19. Floor opening through which any person is liable to fall a distance of more than 3 meters shall be provided with suitable guard rails or a suitable cover

## LIFTING OPERATIONS

Lifts utilizing cranes, hoists, or other mechanical lifting devices will not commence unless:

* + 1. An assessment of the lift has been completed.
    2. Operators of powered, lifting devices are trained and certified for that equipment.
    3. Rigging of the load is carried out by competent person(s).
    4. Load does not exceed dynamic and/or static capacities of the lifting equipment
    5. All safety devices installed on lifting equipment are operational.
    6. All lifting devices and equipment have been visually examined before each lift by competent person(s).

## HOT WORK (GAS CUTTING, GRINDING)

Any work using open flames or sources of heat that could ignite materials in the work area cannot be carried out unless:

* + 1. All other options have been ruled out
    2. Anything that can burn must be removed from the immediate work area.
    3. All persons involved are competent to do the work
    4. All necessary equipment must be on site and in good working order before work begins.
    5. A fire watch must be present for the duration of hot work and for at least 30 minutes after work is done. Adequate firefighting arrangements (Fire extinguisher or water bucket/blanket) are made during the duration of hot work.

## WELDING

* + 1. Depute certified welders.
    2. Ensure the surface of the object being welded is clear of any grease, acid or tar to prevent formation of toxic fumes due to heat.
    3. Ensure insulation of cables and proper grounding of welding machines.
    4. The fire extinguisher should be easily accessible.
    5. Ventilation should be proper at the place of welding.
    6. Ensure the use of all required PPEs like gloves, aprons, goggles, helmet and shoes etc.

## GENERAL ELECTRICAL

* + 1. All electrical works shall be done by a competent trained electrician or wireman
    2. In isolated electrical rooms or areas no single working shall be allowed / followed
    3. Any electrical open wires, loose connections, hot running of equipment, open panels electrical boards, broken electrical switches etc. shall be promptly reported as hazards and until they get repaired a board of DANGER shall be displayed to caution the nearby persons.
    4. The use of open wires in sockets, use of wires with tape joints shall not be accepted at work place or site
    5. All portable electrical equipment such as portable drill, grinding m/c must be of double insulated type.
    6. All metallic equipment used must have Earthing.

### TRAINING EVALUATION & EFFECTIVENESS RECORD

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Training Program** | | | | |  | | | | | | | | | | | | | | | | | | |
| **Trainer** | |  | | | | | | **Venue** | | | | | | | |  | | | | | | | |
| **Duration (In Hrs)** | | |  | | | **From** | | |  | | | | | **To** | | | |  | | | | | |
| **Dateof Training:** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Purpose of the Program** | | | | | | | | | | | | | | | | | | | | | | | |
| **Training Effectiveness checked on:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Participants Details** | | | | | | | | | | | | | | | | | | | | | | | |
| **Sr#** | **Employee Name** | | | **Designation** | | | **Signature** | | | **Evaluation** | | | | | | | **Effectiveness** | | | | | | |
| **5** | **4** | **3** | **2** | | **1** | | **5** | | **4** | **3** | **2** | **1** |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |
|  |  | | |  | | |  | | |  |  |  |  | |  | |  | |  |  |  |  |

**Rating: -5 – Excellent, 4- Very Good, 3- Good, 2- Average, 1- Bad**

**Trainers Signature: Effectiveness Checked by:**

1. **TRAINING RECORD:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Name:** | |  | | | | | | | | |
| **Instructor’s Name:** | | | | | | | | | **Venue:** | |
| **Duration: From: To:** | | | | | | | | | | |
| **Feedback on** | | | **Rating** | | | | | **Comments** | | |
| **5** | **4** | **3** | **2** | **1** |
| **Content**  How valuable were the topics presented in the class | | |  |  |  |  |  |  | | |
| **Application**  How applicable was the course to your work setting | | |  |  |  |  |  |  | | |
| **Training material**  How was the quality of Training material | | |  |  |  |  |  |  | | |
| **Duration**  Your opinion on the duration of the course | | |  |  |  |  |  |  | | |
| **Instructor**  How knowledgeable was the instructor | | |  |  |  |  |  |  | | |
| **Presentation**  How effective was the presentation | | |  |  |  |  |  |  | | |
| **Rating: -5 – Excellent, 4- Very Good, 3- Good, 2- Average, 1- Bad**  **Overall Rating:** | | | | | | | | | | |
| **Comments:** | | | | | | | | | | |
| **Trainee Name** |  | | | | | | | | **Date** |  |

**Name and Signature Department Head Trainee Signature**