



# NLC TAMILNADU POWER LIMITED

## SAFETY DIVISION

### STANDARD OPERATING PROCEDURE

TITLE:- SOP- FORHOUSE KEEPING WORK

NTPL//SOP-11

## **SOP FOR HOUSEKEEPING WORK:**

1. The contractor shall be primarily responsible for maintaining Good housekeeping and safety standards in the workplace;
2. Loose materials that are not required for use shall not be placed or left behind so dangerously as to obstruct workplaces or passageways;
3. All projecting nails shall be removed or bent to prevent injury;
4. Equipment, tools and small objects shall not be left lying unattended or unsecured from where they could fall or cause a person to trip;
5. Scrap, waste or rubbish shall not be allowed to accumulate in the site as these combustibles can create serious fire hazards and affect safe working;
6. Workplaces and passageways that become slippery owing to spillage of oil or other causes shall be cleaned up or strewn with sand, ash or the like;
7. Portable equipment shall be returned after use to their designated storage place.
8. Ensure caution board, require tools availability for worker.
9. Means of access and egress shall consist of
  - a. Adequate and safe means of access and egress shall be provided in all workplaces;
  - b. The means of access and egress shall be maintained in a safe condition;