	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/006
		ISSUE NO. / DATE: 01 / 12-02-2020
	QUALITY PROCEDURE FOR WORK ENVIRONMENT	REV. NO: 01
		REV. DATE: 01.07.2023

1. Purpose

To lay down steps for control of work environment

2. Scope

Premises of BRL plant


3. Responsibility and Authority

Safety Officer and RFHs have responsibility for the implementation of this procedure. Safety Officer reports to HOD (Admin). RFHs report to various management personnel as per the organogram.

4. Details


S.N.	Activity	Responsibility	Reference and Records
4.1	Ensure use of nose masks in dusty areas, and safety shoes and hand gloves in cullet storage area, in batch house.	RFH	HSE/L4/010
4.2	Ensure use of heat-resistant aprons by furnace operators.	RFH	-
4.3	Ensure that hand shields are used by furnace operators, while looking at molten glass, flames etc.	RFH	-
4.4	Ensure display of signboards such as “Hot Parts – Do Not Touch” in the vicinity of machines, where necessary.	RFH	-
4.5	Ensure that various pipelines are painted with appropriate paint (green for water pipelines, blue for air pipelines, and yellow for gas pipelines).	RFH	-
4.6	Ensure that leak tightness in pipelines is periodically ascertained.	RFH	-

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S.N.	Activity	Responsibility	Reference and Records
4.7	Ensure that railings are in place on second and third floor.	RFH	-
4.8	Ensure that helmets are worn by workmen working in the plant.	RFH	-
4.9	Ensure use of special purpose hand gloves, and plain glass goggles by workmen working on SG machines.	RFH	-
4.10	Ensure use of leg guards, arm guards, and thick rubber padded hand gloves by lifters, working on shop floor.	RFH	-
4.11	Ensure use of plain glass goggles by nailers.	RFH	-
4.12	Ensure that hooter of the overhead crane is on while lowering the boxes to warehouse.	RFH	-
4.13	Ensure use of ear plugs by personnel working in the vicinity of DG Set and compressor.	RFH	-
4.14	Ensure use of nose masks by machine shop operators while machining asbestos rollers, in the workshop.	RFH	-
4.15	Ensure that adequate no. of fire extinguishers of appropriate type are available at designated locations. Ensure availability of location chart. Ensure recharging as per schedule.	Safety Officer	HSE/L4/016

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S.N.	Activity	Responsibility	Reference and Records
4.16	Ensure that sprinkler near the gas tank and water hydrants are functional at all times through periodic checks.	Safety Officer	-
4.17	Ensure that all the workmen wear safety shoes while working in the plant.	RFH	-
4.18	Ensure marking of gangways using yellow paint on the shop floor. Avoid storage of items in the gangways.	RFH	-
4.19	Ensure that lifting tools and tackles, air receivers etc. are periodically certified by a Certified Competent Person.	RFH	-
4.20	Display caution board such as “Live Conductor – Do Not Touch”, near the bus bar of overhead cranes.	RFH	-
4.21	Ensure use of appropriate PPE such as shielding glasses by welders, plain glass goggles by grinding operators etc.	RFH	-
4.22	Ensure that full gas cylinders are stored in designated areas.	RFH	
4.23	Ensure availability of an emergency vehicle in the plant premises, and stretcher in the dispensary, at all times.	RFH	Ambulance available at main gate
4.24	Ensure that adequate quantity of identified dressing material and medicines are available in the dispensary and in the first aid boxes place at designated locations.	RFH	HSE/L4/006
4.25	Ensure availability always trained mail nurse, in the dispensary.	RFH	-
4.26	Ensure that all security personnel are trained in fire safety.	RFH	HSE/L4/005
4.27	Ensure availability of potable drinking water to staff and workmen. Ensure periodical checking of bore well water.	FRH (Mechanical), RFH (Lab)	UTL/L4/003
4.28	Ensure that furnace flue gas analysis is carried out once in a quarter.	RFH (Glass), RFH (Lab)	FUR/L4/001
4.29	Ensure availability of contact telephone numbers of nearby fire station, police station, hospitals, and key personnel with the security personnel.	RFH	-

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S.N.	Activity	Responsibility	Reference and Records
4.30	Ensure that plant floors are cleaned once in a shift.	RFH	Daily House Keeping report

5. Abbreviations

Abbreviation	Full Form
RFH	Respective Functional Head
FM	Factory Manager
HOD	Head of Department

6. Reference and Records

Section	Title
L1/7	Support Management

Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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