**Site Safety & Health Plan of the Contractor**

**- Prescribed Contents**

(Note:- These are guidelines for preparation of site safety plan, however contractor may come-up with better ideas and format)

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|  | **Site Safety Plan of Contractor M/s……………………** |
| **Sr. No.** | **Required Contents** |
| **1** | **Introduction**  Project Highlights,   * Name of Project * Location * Client * Architect * Structural designer * Start Date of Package/Work * Period of the Package/Work * Scope of work * Project cost |
| **2** | **EHS Objectives & Targets for Project**  EHS Objectives & Targets agreed between client organization &contracting organization should be clearly described  For Example:   |  |  | | --- | --- | | **Objectives** | **Target** | | Implementation of Site safety plan | 100% | | Induction of employees | 100% | | PPE provision | 100% | | Medical Examination of employees and operaters | 100% | | Fall protection barrication & safety nets | 100% | | Electrical Safety (IP-55 DB’s & extensions & 30mA ELCB) | 100% | | Dust & Noise pollution monitoring & control | 100% | | Illumination level as per standard | 100% | | Comply with BOCW and Other legal regulations | 100% | | **Note:** Contractor may include appropriate objectives and targets as per their company policy. | | |
| **3** | Project Layout plan mentioning Emergency Assembly Points, Fire Points, Store, first-aid centre, induction centre, canteen, rest rooms, drinking water point, sanitation, tower crane, batching plant etc… |
| **4** | EHS Policy |
| **5** | Vision statement |
| **6** | Definitions & Abbreviations |
| **7** | **Safety Organisation:**   * Site Organogram including Safety Organisation * Corporate safety organogram * Safety resources qualification & competency criteria |
| **8** | Role & Responsibility of Project Manager, site engineers, supervisors, safety engineers, admin, store, quality engineer, workers, security, Project EHS Committee etc |
| **9** | **Project EHS Committee**   * Formation of Project EHS Committee * Agenda * Workers and sub-contractors participation in committee |
| **10** | **Safety Budget for EHS**   * Safety Consumable items * Celebration of special days / weeks * External Awards nominations fees / charges * Non-consumable items * Fire protection items * Safety infra * Awareness Programs * Motivational programs * Miscellaneous |
| **11** | List of Major Plant & Machinery and deployment schedule with history card. |
| **12** | **Safety Infra:**  Induction Room, Safety Park, Vertigo test platform, scaffold mock-up.  **Logistic Infra:**  Occupational Health Centre, Induction Centre, Canteen, Rest Rooms, material store, fuel storages, fencing / boundary, drinking water, Lavatories, security check posts, ambulance/ dedicated emergency vehicle etc... (as per logistics plan) |
| **13** | **EHS Legal Requirements**   * Identification of applicable legal & other requirements * Legal Register – Quarterly Audit & Update * Safety Contractual Requirements (attach a annexure to site safety plan) * Submission of EHS returns to authorities |
| **14** | **Hazard Identification & Risk Assessment (HIRA),** **Communication & Deployment of controls**   * Purpose * Risk assessment team * Identification of activities and hazards * Risk Assessment Matrix * Risk Control Table as per Risk Assessment Matrix * Severity Table of Hazard * Probability Table(Likelihood of Occurrence) * HIRA approval hierarchy   Note : The final approval for HIRA is mandatory from Client/ PMC |
| **15** | **List of Activities and Method Statements and Generic risk assessment** |
| **16** | **Environment Aspect Identification, Communication & Deployment of controls**   * Identification of Environmental Aspects and determining Impacts * Communication of Environmental Aspects and Impacts * Determining & deploying controls (engineering, administrative & personal)   **Environmental Monitoring**   * Availability of resources, process and frequency of Environment Monitoring (Air Quality, stacks, Water Quality, Noise, illumination etc.) |
| **17** | **Work Permit System**   * Purpose * Permit approval flow chart * Identification of activities for permit applications * **Permit Formats for:** Excavation Work /Confined Space/ Hot Work/Height Work/ Night Work/ Permit for blasting operation/ Permit to open manhole Cover / Cut -outs and lift shaft - Grills/ handrails/ safety net/hard barricading & Electrical-LOTO system, Concreting Pour Card and Scaff-Tag.   **Note:** The final permit approval authority is Client |
| **18** | **General Safety Rules & Regulation**   1. Do’s & Don’t ( Safety & health instruction ) 2. Safety Signage’s; Posters; Safety Motivational Scheme & Safety awareness display 3. Visitor safety 4. I-Card & Insurance 5. Safety Induction 6. Monthly Safety activity Planner for contractor 7. Safety Inspection & audit Schedule 8. Portable Power Tools Safety 9. Vehicle / equipment’s Safety (Inside & Outside Project) 10. Hazardous & flammable material safety [Gas cylinders (LPG; DA; Acetylene)/Oil/Fuel/Paint & other lubricant] 11. Use; Inspection; testing; maintenance & certification of Tower crane/ Mobile crane /Material Hoist/Passenger Hoist/Gondola/floor Mounted crane/lifting tools & tackles/ Batching Plant & other major Plant & Machinery. 12. Operator of a crane, winch or other lifting appliance, transport equipment or vehicle, signal man, technicians safety and competency 13. Scrap /Waste Management 14. Temporary structural approval Process 15. MSDS 16. Machine guarding 17. P&M preventive maintenance plan 18. Numbering and marking of floors/ levels 19. Evaluation procedure of contractor / sub-contractor |
| **19** | **SOP’s for Construction Activities**   1. Contractor to submit all relevant SOP’s with plan |
| **20** | **General Controls**   * Access controls-prevention of unauthorised entry & working * Housekeeping * Illumination * Smoking and alcohol Prohibition * Debris collection and disposal * Dust control & suppression * Sanitation & Hygiene * Traffic Management |
| **21** | **Fire Safety at site and labour camp**   * Identification of fire prone area * Preventive measures * Protection Measures * Fire points * Hot work control measures * Prohibiting signage & instructions * Training & Mock drill |
| **22** | **Incident Investigation, Reporting Protocol & Communication.**   * Incident/Accident Recording, Reporting, Analysing and implementing controls * Preparation of CAPA and related training * CAPA implementation * HIRA Review |
| **23** | **EHS Training**   * Training set-up & training aid * Mechanism of identifying Training Needs and imparting training * Safety Training (Induction/Daily PEP TALK/ Job Specific/General/Training/Special Training) * Training Calendar & Training Matrix (Trade wise)– deciding contents & selecting trainers |
| **24** | **Health Surveillance, Medical Aids & First Aid**   * Arrangement and process of pre-employment and periodic medical examination. * Arrangement and process of routine medical aid and emergency medical aid. * Arrangement of first aid under dedicated male nurse as per BOCW and contractual requirement. * Stretcher provision (minimum two) * Tie-up with nearby best hospital. |
| **25** | **Labour Camp Management**   * Setting of Worker Camp and approval process. * Toilets & Urinal * Drinking water facility * Inside and area illumination facility * Electric supply & safety * Separate cooking away from living area * Washing and bathing facility * Firefighting and first aid arrangement * Disinfectant, fogging , anti-larva frequency * Crèche (if applicable) * Recreational Facility * Camp boss * Full time Scavengers * Full time Security guards * Do’s & don’ts display and gender etc pictorial signage |
| **26** | **EHS – Review**   * EHS Performance Indicators, Monitoring & Reporting to corporate office and client * EHS Audit Schedule ( Internal & External–TPA) * EHS review – Self assessment |
| **27** | **Reward & Recognition campaign of workers & staff** |
| **28** | **Personal Protective Equipment’s**   * PPE identification & selection as per function, hazard, usage & Indian Standard * PPE reference matrix * PPE stock (minimum 20%) * PPE issue, training, its usage & maintenance |
| **29** | Inspection check list, Formats & Reports |
| **30** | **Emergency Preparedness Plan**   * Objective * Identification of Emergencies and possible scenarios * Emergency control Channel and protocol (Communication Flow chart) * Role & Responsibilities of Emergency Control Team/Evacuation Team/Administration Team/Medical Help Team & other teams * Assembly locations, fire point, exit route and display etc… * Alarming the Emergency Situation & Clearing off Emergency * Mock drill frequency * Mock drill observation format * Sharing / communication of outcome/ learning from the mock dill and preventive action plan. |
| **31** | Safety Violation & Penalty (Penalty against safety violation for sub-contractors and employees) |
| **32** | Other Information relevant to SHE Plan |

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