



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
DALMIAPURAM  
CIVIL DEPARTMENT**



Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	SOP/CIVIL/13
Issued By: M.R		Approved By: HOD (CIVIL)	
SOP FOR FLOOR CLEANING			

**Scope/Purpose** : This SOP is applicable to Safe working for Floor Cleaning in side plant premises.

**Responsibility** : Engineer – civil

**Accountability** : Manager – civil

**PPE:**

1. Safety helmet
2. Safety shoe
3. Hand gloves
4. Nose Mask
5. Goggles

**Tools & Machineries:**

1. Broom
2. Spade
3. Crow Bar
4. Mortar pan
5. Gunny Bag

**Hazard Analysis:**

**Risks associated**

- 1) Material may fall from top
- 2) Vehicles, machineries may hit with the cleaning person

**Mitigating Measures**

Avoid cleaning at bottom when any work going on top directly or near to it

Proper barrications & signages should be placed while cleaning on common roads / floors

**Training needs:**

1. Safety pep talk for wearing PPE's and explaining safe work procedure of the job



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**Procedure:**

1. Use Proper PPE, tools & machineries as mentioned above
2. Proper barrications & signages should be placed while cleaning on common roads / floors
3. Avoid cleaning at bottom when any work going on top directly or near to it irrespective of its nature of job
4. If any abnormalities found during cleaning, it should be reported immediately
5. After cleaning, debris should be disposed immediately to the designated area

**Emergency / Emergency Shut OFF:**

1. If any incident or injury is there, give First aid and inform to the Safety department or Call Emergency number 9/3108/9865152222/9750963761.

**Records/Annexure:**

1. JSA is enclosed below.



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**JOB SAFETY ANALYSIS:(JSA)**

<b>Job Safety Analysis</b>	Job: Floor Cleaning	Date:	Analysis by: M.I.Shameem Sufiyan	Reviewed by: S.Chandra Bose
Title of employee doing job: Contract labour	Supervisor: Section Engineer	Department: Civil	Section: Plant	Approved by: S.Chandra Bose
Req'd/recommended PPE: Safety helmet, Safety shoe, Hand Gloves, Nose Mask, Goggles.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Cleaning at bottom when work going on top	Material may fall from top	Pep talk should be conducted to communicate safe & precautionary procedures	Material may fall from top & injure the person	Avoid cleaning at bottom when any work going on top directly of near to it
While cleaning on common roads / floors where continuous movement of vehicle will be there	Vehicles, machineries may hit with the cleaning person	Pep talk should be conducted to communicate safe & precautionary procedures	Cleaning person may get injury by hitting of vehicle / machinery	Proper barrications & signages should be placed