

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



Issue No. 01 Rev. No: 00 Effective Date: 01.04.2016 SOP/CIVIL/15

Issued By: S.P Approved By: HOD (CIVIL)

**SOP FOR Spillage collection** 

Scope/Purpose : This SOP is applicable to Safe working for Spillage collection through Tractor

including disposal.

**Responsibility** : Engineer – civil

**Accountability** : Deputy General Manager – civil

PPE:

1. Safety shoes

2. Safety helmet

3. Hand gloves

4. Nose mask

5. Goggles

#### **Tools:**

- 1. Spade
- 2. Crow bar
- 3. Bond

#### **Hazard Analysis:**

Risks associated Mitigating Measures
Cut injury Use of proper tool

#### **Training needs:**

- 1. Usage of tools
- 2. Safe way of working



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



Issue No. 01	Rev. No: 00	Effe	ctive Date: 01.04.2016	SOP/CIVIL/15			
Issued By: S.P			<b>Approved By: HOD (CIVI</b>	<b>L)</b>			
SOP FOR Spillage collection							

#### **Procedure:**

- 1. Use Proper PPE & tools
- 2. Educating the labour involved in that job through PEP talk
- 3. Checking the condition of spillage material ie., whether the material is hot or not
- 4. Tractor to be used to loading should be checked and certified by safety department through pasting safety check sticker in vehicle
- 5. Empty weighment to be made in our weighbridge for tractor
- 6. Then, placing of tractor in nearby location so-that loading can be done easily and driver should in site until loading process gets completed
- 7. Wheel choke must be placed in the tractor along with the hand brake
- 8. Then, whether the loading is to be done either by JCB or Manual to be decided with reference to the site condition
- 9. Incase of JCB loading, Safety check sticker should be pasted by safety department in the JCB also
- 10. When safety sticker is available then with that JCB loading process can be started
- 11. Incase of manual loading, the approach to material and tractor to be made safe
- 12. Then, loading can be started
- 13. After loading, loaded tractor to be weighed in our weighbridge
- 14. For disposal,

Clinker material to be disposed in clinker yard

Limestone material to be disposed in stacker area or in limestone stock

Coal material to be disposed in coal gantry

Rubbish or unwanted material to be disposed in outside area where it is designated for.

- 15. The declaration of spillage material as Unwanted material/Rubbish material can be done by HOD/Section Incharge only
- 16. Everyday consolidated weighment list to be certified by Section Incharge

### **Emergency / Emergency Shut OFF:**

1. If cut injury is there, First aid will be given and inform to the Safety department or Call Emergency number 222/9865155288



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



Issue No. 01 Rev. No: 00 Effective Date: 01.04.2016 SOP/CIVIL/15

Issued By: S.P Approved By: HOD (CIVIL)

Date:

Analysis by:

Reviewed by:

**SOP FOR Spillage collection** 

#### **Records/Annexure:**

**Job Safety Analysis** 

1. Refer drawing in civil department.

Job: Pitching

2. JSA is enclosed below.

### **JOB SAFETY ANALYSIS: (JSA)**

Title of employee doing job: Contract labour	Supervisor: Section Engineer	Department: Civil	Section: Colony & Plant	Approved by:				
Req'd/recommended PPE: Safety helmet, Safety shoe, & Rubber Gloves.								
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action				
Loading of material in tractor	Cut injury	Proper PPEs to be used	Mishandling of tools	Must be so cautious while handling tools				