



**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

Cut injury

Mitigating Measures

Use of proper tool

Training needs:

1. Usage of tools
2. Safe way of working



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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

