



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
SAFETY DEPARTMENT MANUAL**

Issue No. 01	Rev. No: 00	Effective Date: 07.07.2017	WI-24(PI-14; AM-7)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR SAFETY PRECAUTIONS VEHICLES			

1.1 VEHICLE DRIVING

- 1.1.1 Do not exceed the speed limit of 20 KMPH. It should always be possible to stop the vehicle at time of emergency. Vigilant concentration of the driver is necessary at all times. Driving too fast on the road is a leading cause for automobile accidents, irrespective of the condition at the road or vehicle.**
- 1.1.2 Except when overtaking other vehicles, keep to the left of the road. Before overtaking, ensure that the way is clear.**
- 1.1.3 Watch out for the other driver. Give him proper signals and warnings before overtaking.**
- 1.1.4 Do not drive a vehicle with defective brakes, headlights, rear and stop lights or steering wheel.**
- 1.1.5 While reversing, blow the horn thrice and when men and materials are around, station a person to signal whether the way is clear, or not.**
- 1.1.6 On long trips, take a break every two hours.**
- 1.1.7 Speed of the vehicle should be reduced while taking turn at crossings.**
- 1.1.8 Check Engine oil level, fuel tank level and water in the radiator before starting any vehicle.**
- 1.1.9 While starting, the vehicle should not be in gear. Head lights should be switched on only after engine is started.**
- 1.1.10 The vehicle should have valid road permit and tax token.**
- 1.1.11 The driver should always have a valid driving license with him. He must have a good character in addition to physical fitness. He should have no defect in vision.**
- 1.1.12 While driving, the blood alcohol concentration should not exceed 0.8%. Do not mix drinking and driving. The mixture is all too often fatal and final.**



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1.2 VEHICLE INSPECTION:

- 1.2.1 All vehicles should be checked regularly for worn out or defective parts and should be maintained in safe operating condition. A vehicle with defective brakes, headlight, rear and stop lights or steering wheel should not be driven.**
- 1.2.2 Vehicles should have two separate means of applying brakes. Vehicles having brakes on all wheels should be able to stop within 9 mtrs at 32KMPH or have deceleration of 4.2 M/Sec². Vehicles not having brakes on all wheels must be able to stop within 13.5 mtrs at 32 KMPH or have a deceleration of 2.35 M/Sec². Both hand brakes and foot brakes should meet these requirements. Brakes should apply evenly to all wheels so that the vehicle is not thrown to one side when the brakes are applied. Never put vehicle in neutral gear while braking.**
- 1.2.3 Head lights should be properly aimed to avoid blinding of other motorists and to give maximum road lighting efficiency. The dimming switch and upper and lower beams should function properly.**
- 1.2.4 Rear and stop lights and turning signals should be checked for burnt out bulbs, short circuits or faulty actuating mechanisms.**
- 1.2.5 Tires should be kept at the inflation recommended by the manufacturer and checked regularly for smoothness of tread, cuts or breaks. Dual tires should be well matched.**
- 1.2.6 Wind shield wipers must be operable and able to wipe the glass clean.**
- 1.2.7 Steering wheel should be free from excess play, properly aligned and the wheel nut rings tight.**
- 1.2.8 Glass should be free from cracks, dislocation, dirt or unauthorized stickers which might obscure vision.**
- 1.2.9 Horn should respond to a light touch.**
- 1.2.10 Rear view mirror should be adjusted so as to give the driver a clear view to the rear.**
- 1.2.11 Starting difficulties should be investigated and corrected immediately.**



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1.2.12 Indicating instruments should be in good working order. They should be checked periodically for proper functioning.

1.2.13 Exhaust system should be free of leaks. It can cause asphyxiation to the personnel inside. The exhaust manifold pipe connection muffler should be tightened periodically and leaky gaskets replaced.

1.2.14 Emergency equipment in every vehicle should include a fire extinguisher, first aid box, essential tools for road repairs, spare bulbs, flash jack and such other equipments deemed necessary in case of fire, accident or breakdown. These items should be checked frequently to ensure that they are being carried on the vehicle condition.

1.3 REPAIRS:

1.3.1 Only employees thoroughly familiar with the hazards and safe methods in handling the equipment should inspect, install repair and replace tires and rims. Blowouts of tires can occur because of over inflation of the tires, improper placement of the tires on the rim or wheel (causing pinching or chaffing) or improper mounting and lock rings or rims.

1.3.2 Mechanical lifting and moving devices should be provided so that manual lifting of heavy equipment is avoided.

1.3.3 Tires should be inflated in steel cages or similar devices which will restrain flying objects, should a blow down occur.

1.3.4 Rubber, Cement and flammable solvents used or patching inner tubes and casing compound used for filing tire cuts should be kept in fire-proof case.

1.3.5 Electric heating elements used for vulcanizing or branding tires should be inspected regularly. Defective wiring should be replaced.

1.3.6 Where power driven rasps or scrappers are used for casing or inner tubes, the operators should wear goggles. A local exhaust system should be applied to these machines to keep the finely divided rubber dust out of the workroom air.

1.3.7 Floors should be kept clear of grease and oil to prevent slips and falls.



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- 1.3.8 Workers should keep their hands away from sharp or rough edges and should obtain immediate first aid for all cuts and scratches. A first aid kit should always be available in the garage.
- 1.3.9 Workers should not keep their hands in front of grease gun nozzles as it can force grease under the skin.
- 1.3.10 Topes of grease cylinders should be screwed or clamped into place with great care; otherwise, covers may blow off and injure persons.
- 1.3.11 Workers should be aware of the hazard of inhaling sprayed or atomized oils during lubrication of springs. They should stand clear of the lubricant spray and should not direct the spray at other employees.
- 1.3.12 The concrete floor of the wash rack should be rough trowelled to produce a non-slip surface.
Workers should wear shoes with non-slip soles and heels.
- 1.3.13 The practice of using gasoline for cleaning parts of the body or equipment and floors is prohibited. Non flammable compounds or solvents having high flash point (Trichloroethylene or perchloroethylene) can be used for removing grease and dirt.
- 1.3.14 Smoking is prohibited in the garage.
- 1.3.15 Vehicles jacked up or hung up on chain hoists should always be locked with jacks or substantial wood blockings.
- 1.3.16 Persons working under vehicles should always wear goggles or eye shields.
- 1.3.17 When radiators are boiled out or tested for leaks the operator should have both chemical goggles and a face mask. Never try to remove the cap from a hot radiator. Allow it cool down.



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- 1.3.18** No work should be done near the fan or other moving parts until the motor has been stopped. If the motor must be run for inspection or check up, the mechanic should keep a safe distance and should not make an attempt for adjustments while the motor is running.
- 1.3.19** Care and maintenance of the vehicles should be such that they respond immediately to the needs of the driver. Regular routine checking and road testing be done by a experienced person acquainted with the peculiarities of the make and model of the vehicle, but who does not regularly drive that vehicle, if necessary.
- 1.3.19.1** Preventive maintenance based on the mileage and/or age of the vehicles should be undertaken routinely. The programme should cover all mechanical factors, relating to safe operation of the vehicles, such as brakes, head lights, rear and stop lights, turn signals, tyres, wind shield wipers, muffler and exhaust system, steering mechanism, glass, horn and rear view mirror as specified by the manufacturers.
- 1.3.20** Keep the garage always clean.

RECORDS:

Sl. No.	Description	Format number	Location	Retention period
1.	Vehicle Entry Check list	F-1/WI-24 (PI-14;AM-7)	Security Office	3 Years