



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



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/Commercial /02
Issued By: S & P		Approved By: Commercial Head	
SOP for waste oil &waste grease received from user dept. and issuing			

Scope/Purpose : This Procedure to establish and ensure safe handling and stacking of hazardous waste material (oil & grease)

Responsibility : Head – commercial

Accountability : Head-commercial

PPE:

1. Safety helmet
2. Safety shoe
3. Nose mask
4. Safety goggles
5. PVC/Special Gloves
6. Apron

Tools:

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Hazard Analysis:

Risks associated

Skin absorption/Spill & Fire
Land contamination

Mitigating Measures

Use of safety goggles, gloves & Mask
Suitable fire extinguisher to be placed
Use oil spill tray

Training needs:

1. Awareness on Safe handling and Firefighting & PPE'usages

I. SAFETY PRECAUTIONS:

- User department should return the waste oil & waste grease with approved scrap note
- The scrap note should have approval of the concerned department's HOD/manager/ section head
- The stores person should check the scrap note, approval signature and quantity of Waste before collecting the scrap material.
- The stores person should ensure that the materials are scraped items and properly in Packed condition.



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- After the checking stores person to keep the scrap materials at hazardous storage Area and put the display label with scrap details for all the barrels.
- If user department is reusing any waste from the generation point itself the same is informed to stores by way of material return note & issue pass for the same.
- The stores person after receiving the waste materials should update the scrap register on same day.
- If user department requires new oil & grease, they should provide reservation with proper approval
- User department if required waste oil & waste grease from stores for reuse purpose they should give a manual issue pass with approval of the concerned HOD/manager/section head.
- The stores person will issue the waste oil & waste grease based on manual reservation and updates the scrap register on same day.
- The stores section in charge should cross check the register and update the excel work Sheet and send the same to environment department on monthly basis.
- The stores section in charge should maintain the stock and ensure the stock should not be lying in stores area more than 90 days.
- Whenever the stock is accumulated in storage area the stores in charge should intimate the purchase department for selling the same within 3 months period.
- At the time of scrap sale the stores section head should ensure that all statutory Compliances are fulfilled. Like form 11, 12 & 13.
- Form 11 - TREM card
- Form 12 - display sticker put in barrels
- Form 13 - 6 copies for as per statutory requirements
- The stores section head will send the scrap movement details, after the scrap sale, to the environment department for statutory requirements.
- The environment person will fill the form 3 & form 4 based on stores input and send The same to pollution control board

Emergency / Emergency Shut OFF:

1. If any injury is there, first aid will be given and inform to the safety department or call Emergency number 222/523 / /9865177444/9865195111.

Records/Annexure:

Register for collection, storage & disposal

1. JSA is enclosed below.



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JOB SAFETY ANALYSIS :(JSA)

Job Safety Analysis	Job: handling of waste oil	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Permanent/ Contract labour	Supervisor: Section Engineer	Department: Stores	Section: Plant	Approved by:
Req'd/recommended PPE: Safety helmet, Safety shoes.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Safe handling of hazardous waste	<ul style="list-style-type: none"> ➤ Skin irritation ➤ Spillage ➤ Fire ➤ Land contamination 	Use of safety goggles, gloves & Mask Suitable fire extinguishers to be placed Use oil spill tray shall be used	Fire incident/ Land contamination	Awareness on Safe handling of hazardous waste Use of proper PPE's Availability suitable fire extinguisher

HEAD COMMERCIAL

HEAD TECHNICAL