



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



<b>Issue No. 02</b>	<b>Rev. No: 00</b>	<b>Effective Date: 01.11.2019</b>	<b>SOP/CIVIL/08</b>
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<b>Issued By: M.R</b>	<b>Approved By: HOD (Civil)</b>
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**SOP FOR Sweeping machine operation.**

**Scope** : This SOP is applicable to Safe working for Sweeping machine (maintance & operation)

**Responsibility** : Concern Operator.

**Accountability** : Civil-Section In charges.

**PPE:**

1. Safety helmet,
2. Safety shoe,
3. Mask.
4. Hand gloves
5. Safety goggles.

**Tools:**

1. Hammer
2. Ring Spanner set& Tool set

**Hazards:**

**Risks associated**

Dust

Road Accident

**Mitigating Measures**

Use proper PPE's

To follow the traffic rules & Regulations.

**Training needs:**

1. Emergency preparedness
2. PPE,s training



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**SOP FOR Sweeping machine operation.**

**Procedure:**

**While maintenance:**

- Do not wear loose clothing & accessories.
- Wear PPE's without fail.
- Before starting maintenance, start the machine and walk around the machine to observe the abnormalities.
- Place the "DO NOT OPERATE" tag to the control lever in the operator's cabin.
- Before starting the maintenance, switch off the engine to avoid unexpected injury.
- Do not bring the flame near to the accumulator when conducting work in it.
- When carryout the maintenance under the machine, support the machine securely with blocks and stands.
- Never touch the injector terminal while engine is running. It may cause electrocution.
- Carryout the maintenance as per the check sheet provided.
- Required periodic maintenance service shall be done to ensure its smooth operation and the dust & combusted gas emission to be within the limit.
- While oil servicing, keep the oil tray to avoid land contamination.
- Used oil to be collected in a separate oil barrels and it should be returned to central stores.
- All scraps due to worn-out/damaged/non-usable like battery, filters, brushes, tyres, rims & other consumables shall be properly handed over to respective stores for proper disposal



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**SOP FOR Sweeping machine operation.**

**While operation:**

- Check the operation of travel, steering, Brake systems and work equipment control system.
- Check for any problem in the sound of the machine, vibration, heat, smell or gauges and leakage of oil & fuel.
- Operate the machine only when seated.
- Before traveling, ensure no one is standing around the machine. Before starting sound the horn.
- Avoid traveling over obstacles. If unavoidable travel at low speed.
- While traveling on slopes, travel straight up or down. Don't travel at an angle or across the slope.
- Park the machine on level ground where there is no danger.
- Check the diesel level and ensure that at least 10 liters is there in tank.

**Emergency / Emergency Shut OFF:**

1. If anybody met with accident, inform to the Safety department or Call Emergency number 3108/9865152222/9750963761.
2. If any injury is there, give First aid and inform to the Safety department or Call Emergency number 3108/9865152222/9750963761

**Records/Annexure:**

1. JSA as enclosed below.



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**SOP FOR Sweeping machine operation.**

**JOB SAFETY ANALYSIS :( JSA)**

<b>Job Safety Analysis</b>	Job: This SOP is applicable to Safe working for Sweeping machine operation & Maintenance	Date:	Analysis by: M.I.Shameem Sufiyan	Reviewed by: S.Chandra Bose
Title of employee doing job: concern machine operator.	Supervisor: Section In charge	Department: Civil	Section: plant area	Approved by: S.Chandra Bose
Req'd/recommended PPE: SAFETY HELMET, SAFETY SHOES, NOSE MASK, safety goggles.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
While maintenance	Unexpected Injury.	Do not wear loose clothing & accessories	Minor injuries	To ensure the competent supervisor /contractor while the time of the job
	Unexpected Injury.	While starting the maintenance Switch off the engines	Minor injuries	To ensure the competent supervisor /contractor while the time of the job
	Move the machine	Support the machine securely with blocks and stands.	Minor injuries	Support the machine securely with blocks
	land contamination	Used oil to be collected in a separate oil barrels	Slippery while walking	To ensure the used oil hand over the stores
While operation	Unexpected Road accidents.	Before using operation to ensure, steering controls, Brake systems and work equipment control system.	Minor injuries	To ensure the used oil hand over the stores
	To produce the dust	Wear PPE's without fail	Minor injuries	To ensure the wearing the PPE's