



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



Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	SOP/CIVIL/16
---------------------	--------------------	-----------------------------------	---------------------

Issued By: M.R	Approved By: HOD (Civil)
-----------------------	---------------------------------

SOP FOR DOOR/WINDOW FIXING WORK

Scope : This SOP is applicable to Safe working for Door/Window fixing work.

Responsibility : Concern contractor & Workers.

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
3. Wood cutting machine
4. Carpentry tools
5. Nails

Hazards:

Risks associated

Dust particle generation during cutting/drilling
Injury while handling glass
Injury while nailing/screwing
Unsafe condition while handling nails

Mitigating Measures

Deploying skilled person with proper PPEs
Deploying skilled person with proper PPEs
Deploying skilled person with proper PPEs
Proper housekeeping at the work place.

Training needs:

1. Emergency preparedness
2. Creating awareness about related standard operating procedure



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



Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	SOP/CIVIL/16
Issued By: M.R		Approved By: HOD (Civil)	
SOP FOR DOOR/WINDOW FIXING WORK			

Procedure:

Before starting the work,

1. Ensure all workmen are wearing safety PPEs & related awareness
2. Necessary work permits has to be obtained
3. Fitness certificate to be ensured for electrical operated machineries
4. Ensure proper supervision to be made available
5. Only experienced skilled manpower to be deployed
6. Ensure Design, Dimensions & Materials as per the requirement/drawing
7. Proper care should be taken while cutting/drilling in wood/metal, etc
8. Proper care should be taken while handling glass
9. Proper care should be taken while handling nails/screws
10. No nail/screw should protrude from support
11. The doors/windows shall be fixed as per drawing/approval
12. After completion, check all the operating condition of door/window & all its accessories

Emergency / Emergency Shut OFF:

1. If any injury/emergency is there, give First aid and inform to the Safety department or Call Emergency number 3108/9865152222/9750963761 & inform section incharge

Records/Annexure:

1. JSA as enclosed below.



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



Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	SOP/CIVIL/16
Issued By: M.R		Approved By: HOD (Civil)	
SOP FOR DOOR/WINDOW FIXING WORK			

JOB SAFETY ANALYSIS :(JSA)

Job Safety Analysis	Job: This SOP is applicable to Safe working for door/window fixing	Date:	Analysis by: M.I.Shameem Sufiyan	Reviewed by: S.Chandra Bose
Title of employee doing job: Concern contractor & Workers	Supervisor: Section In charge	Department: Civil	Section: plant area	Approved by: S.Chandra Bose
Req'd/recommended PPE: SAFETY HELMET, SAFETY SHOES, NOSE MASK, SAFTY GOGGLES & NOSE MASK.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Cutting/drilling in woods, metals, etc	Dust particle generation	Use standards materials, tools & Follow the standards & procedures.	Entry of dust particles inside the body parts	Deploying experienced/skilled manpower with proper PPEs
Handling of glass	Falling/breaking/cutting	Competent contractor and worker to engage the particular works.	Injury to person	Deploying experienced/skilled manpower with proper PPEs.
Nailing/screwing	Hit injury by hammer & nail / screw	Skilled person to be deployed. Nails should not be protrude	Injury to person	Deploying experienced/skilled manpower with proper PPEs.
Handling nails/screws & other carpentry materials	Unsafe condition	Proper housekeeping at the work place.	Nails/screws may poke into any parts of the body. Floor skid may happen	Ensure proper housekeeping /5S practise