



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



Issue No. 01	Rev. No: 00	Effective Date: 01.04.2016	SOP/Elect /36
Issued By: S & P		Approved By: Elect. & Inst Head	
SOP For General works carried in workshop			

Scope/Purpose : This Procedure to establish and ensure safe working for General works carried in Electrical workshop.

Responsibility : Section Supervisor – Electrical

Accountability : Head-Electrical

PPE:

1. Safety shoe/Boot,
2. Safety Helmet
3. Rubber Gloves

Tools:

1. Insulated tools

Hazard Analysis:

Risks associated

Electric shock
Injury due to material handling
Burn Injury during cutting set usage
Fall of Material

Mitigating Measures

Usage of insulated tools.
Usage of proper material handling methods.
Using Good quality gas hose with flash back arrestor.
Periodical checking of Hoist.

Training needs:

1. Usage of tools and Nature of Hazards
2. Usage of PPEs
3. Working procedure as per the SOP.

Procedure:

- a) Get permit for allotted job from section in-charge.
- b) Ensure necessary tools & tackles for the allotted job. Ensure all tools are tested and certified.



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



Issue No. 01	Rev. No: 00	Effective Date: 01.04.2016	SOP/Elect /36
Issued By: S & P		Approved By: Elect. & Inst Head	
SOP For General works carried in workshop			

- c) Ensure proper material handling methods are followed for materials shifting inside the workshop. Ensure Lifting equipment like crane, hoist, forklift, etc are tested and certified.
- d) Ensure gas cutting cylinders are provided with flash back arrester before using gas cutting set.
- e) Ensure welding machine is provided with ELCB before using welding machine.
- f) Use proper PPEs during operation of grinding machine, cutting machine, etc.
- g) Use proper tools to remove, re-fix bearings in motors.
- h) Ensure proper trip settings in starters before taking trial runs of the equipment.
- i) Ensure proper handling methods for oil, grease and hazardous materials.
- j) Ensure all tools & tackles are restored in proper position after completing the job..

Emergency / Emergency Shut OFF:

1. If any injury is there, and inform to the safety department or call Emergency number 251 / 254 / 568 /9842994062.

Records/Annexure:

1. JSA is enclosed below.



DALMIA CEMENT (B) LIMITED – CEMENT PLANT DALMIAPURAM



Issue No. 01	Rev. No: 00	Effective Date: 01.04.2016	SOP/Elect /36
Issued By: S & P		Approved By: Elect. & Inst Head	
SOP For General works carried in workshop			

JOB SAFETY ANALYSIS: (JSA)

Job Safety Analysis	Job: General works carried out in Electrical workshop	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Electrician	Supervisor: Section Supervisor	Department: Electrical	Section: Plant	Approved by:
Req'd/recommended PPE: Safety shoe, safety helmet & Rubber Gloves.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Testing the equipment	Electric shock	Usage of Safe operating procedure	Contact with live parts	Usage of insulated tools and PPEs
Material handling	Injury due to fall of material	Usage of Safe operating procedure	Improper tools & tackles	Usage of tested & certified equipment PEP talk and job Knowledge to be verified by section head.
Gas cutting	Injury due to flashover	Usage of Safe operating procedure	Contact with hot surface / metal.	Usage of tested & certified equipment and PPEs
Welding	Injury due to arc temperature	Usage of Safe operating procedure	Contact with hot surface / metal	Usage of tested & certified equipment and PPEs