



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



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/Commercial /01
Issued By: S & P		Approved By: Commercial Head	
SOP for Safe unloading, handling and stacking of Packing Bags			

Scope/Purpose : This Procedure to establish and ensure safe unloading, handling and stacking of Packing Bags

Responsibility : Section Engineer – commercial

Accountability : Head-commercial

PPE:

1. Safety helmet,
2. Safety shoe

Tools:

-

Hazard Analysis:

Risks associated

Fall of Materials

Mitigating Measures

use of safety helmet

Training needs:

1. Awareness on Nature of Hazards

Procedure:

I. DOS:

1. Variety-wise PP Bags and Paper Bags shall be stored separately.
2. Space between the stacks minimum 1 ½ feet shall be maintained.
3. Height of the storage or stack shall not be more than 10 feet.
4. Damaged and scrap bags shall be stored separately

II. SAFETY PRECAUTIONS:



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1. All the godowns shall be kept under lock and key when they are not in use. The keys of the Godown will be available with Packing Material Godown Assistant during the working hours. At the close of the day keys shall be handedover to stores issue counter and again will be drawn only on the next day. No issue will be made after close of the office hours.
2. All wiring shall be above the stock level (above 10 feet). Stacking of bags should not touch electrical wiring, switches and boards.
3. Trespassing / unauthorised persons shall not be allowed inside the Godown.
4. Smoking is strictly not allowed inside the Godown.
5.
 - a) All the personnel of Godown shall be trained for the operation of the fire fighting equipments ,(Fire extinguisher and fire hydrant use).
 - b) Trained personnel list should be displayed on doors of all godowns.
6. Location fire extinguisher should be displayed in Packing Material Godown Assistant office, near Godown door and pathway of inside Godown in an enclosed glass case.
7. Hooks should not be used for unloading Packing Materials.

Emergency / Emergency Shut OFF:

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

Records/Annexure:

Register for handling and stacking of Packing Bags

1. JSA is enclosed below.

JOB SAFETY ANALYSIS:(JSA)

Job Safety Analysis	Job: handling and stacking of Packing Bags	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
Bags storage	Fall of material	Proper storage of Bags	Bags to be slide	Use of Safety Helmet

HEAD COMMERCIAL

HEAD TECHNICAL