



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



Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	SOP/CIVIL/07
Issued By: M.R		Approved By: HOD (Civil)	
SOP FOR GRASS CUTTING & PLANTS TRIMMING.			

Scope : This SOP is applicable to Safe working for grass cutting / trimming of plants for various places in plant area.

Responsibility : Concern contractor & Workers.

Accountability : Civil-Section In charges.

PPE:

1. Safety helmet,
2. Safety shoe or cum boot,
3. Nose Mask.
4. Hand gloves
5. Safety goggles
6. LT Hand gloves for Electrical Lawn Mover

Tools:

1. Electrical Operated Grass cutting machine (Lawn Mover)
2. Fuel Operated Grass cutting machine
3. Fuel Operated Plants trimming machine
4. Garden rake
5. Khurba steel with handle
6. Billhook

Hazards:

Risks associated

Electrical hazards with electric lawn mover

Electric Shock with electric lawn mover

Fire hazard with electric & fuel operated cutter/trimmer

Injury to person

Snakes

Mitigating Measures

Fitness of electrical equipment

Using LT Hand Gloves

Availability of Fire Extinguishers

While using fuel operated cutter machine with blade & trimming machine, care should be taken while other person crossing in that area

Awareness training for labours and supervisors



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Training needs:

1. Emergency preparedness
2. PPE,s PEP Talk & training
3. Snakes awareness training
4. Emergency preparedness for snake bite
5. Training to operate fuel operated grass cutter & plants trimmer
6. Fuel handling training for fuel operated grass cutter & plants trimmer

Procedure:

- 1 The green and dry grasses both are identified as a source of hazard
- 2 The green grass may lead to growth of snakes both venomous or otherwise
- 3 The dry grass can be a source of fire
- 4 The areas where the grass grown in high quantity shall be identified
- 5 The grass cutting activity shall be under a controlled supervision of Horticulturist
- 6 The grass cutters shall be allowed to cut grass only after properly briefing them about hazards in advance
- 7 The grass cutters shall be allowed to collect the grass and take them to their respective places
- 8 While doing grass cutting / cleaning work, extra care to be taken while working near moving/rotating equipment and proper LOTO to be taken accordingly
- 9 While using electrical lawn mover, fitness certificate should be obtained from Electrical dept
- 10 LT hand gloves must be used while handling electrical lawn mover
- 11 Before using fuel operated grass cutter & plants trimmer, its fuel & oil condition should be checked & refilled properly
- 12 While using fuel operated grass cutter & plants trimmer, fire extinguisher should be kept available & no other person other than trained operator should stand near by the site
- 13 Only trained person should operate electric & fuel operated grass cutting & plants trimming machine



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Emergency / Emergency Shut OFF:

1. If anybody causes snakes bites, inform to the Safety department or Call Emergency number 9/3108/9865152222/9750963761.
2. If any injury is there, give First aid and inform to the Safety department or Call Emergency number 9/3108/9865152222/9750963761

Records/Annexure:

1. JSA as enclosed below.

JOB SAFETY ANALYSIS :(JSA)

Job Safety Analysis	Job: This SOP is applicable to Safe working for Grass Cutting/Trimming at various places	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, Safety Goggles, Cum Boot, Cotton Hand Gloves, LT Hand Gloves, Nose Mask.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Verifying any bites (snakes)	Snakes bites	Using wooden sticks for away from the work area	Fatal	Follows the safety precautions
Electrical connection for grass cutting machine	Electrical hazards	To ensure the fitness of electrical equipment (Grass cutting machine) and damaged wires should not used for connection of tools & light fittings etc	Electric shock / fatality	Ensure the fitness for Equipment. Follows the safety precautions
Manual grass cutting	Hand injury	Using proper tools	Minor injury	Ensure to use hand gloves while cutting grass. To ensure the dry grass



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Cuttetd (Dry) grass removing	Chance of catching fire	Removing dry grass from the work place and disposal the proper procedures	Fire injures	removing and burning in control firing pit.
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Grass cutting / Plants trimming / cleaning near moving / rotating equipment	Person may/got hit with the moving/rotating equipment	LOTO to be taken as a safe procedure	Minor to major injury	Ensure the competent person to work in that area
Grass cutting with electrical lawn mover	Electrical hazard & electric shock	Fitness certificate to be obtained & LT hand gloves to be used	Electric shock / fatality	Ensure only trained operator with proper PPEs
Grass cutting & Plants trimming with fuel operated machine	1) Fire hazard 2) Cut injury to persons	1) Fire extinguisher availability to be ensured at work spot 2) Other than trained person should not stand near the work spot	1) Fire may catch 2) Cut injury to person	Ensure only trained operator with proper PPEs