



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



Issue No. 01	Rev. No: 02	Effective Date: 07.07.2017	WI/CIVIL/013
Issued By: M.R		Approved By: HOD – CIVIL	
FOR CONSTRUCTION MATERIAL HANDLING			

PURPOSE: Documented instructions for safe working for handling the construction materials

SCOPE: Safe working in side Plant premises

RESPONSIBILITY: HOD (Civil) shall be responsible for approving the instructions and the section-In charge/area in charge shall be responsible for establishment and implementation of work-instructions

PROCESS: As follows,

- 1 Ensure the all workman's should wear the PPE's (Safety helmet, Safety shoes, Goggles hand gloves & Nose mask)
- 2 Before starting the activity PEP Talk do be given to the workers.
- 3 To ensure work permits are obtain.
- 4 To ensure the proper tools using the particular works like hammers, cutting machines chisels ,hacksaw ,hackers ,picksaw etc
- 5 To ensure the carrying weight and Quantity should not be more than the capable.
- 6 Concern area incharge to ensure the carrying weight & Quantity.
- 7 To assess the any sharp edge and cracks should not be allowed for carrying.
- 8 To continuous supervision required such type of work.