



DALMIA CEMENT (B) LIMITED – DPM



MECHANICAL SOP

Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/MEC/33
Issued By: S & P		Approved By: Head- Mech	
MANUAL SHIFTING OF CEMENT BAGS FROM TRUCK TO WAGON			

Scope: To unload cement bags manually from trucks.

Responsibility: Supervisor

Accountability: Sr.Manager - Mechanical

PPE:

1. Safety shoe
2. Safety helmet
3. Face mask
4. Gloves
5. Safety goggles

TOOLS:

1. Ball hammer
2. Crow bar
3. Spanners

Hazard Analysis:

Risks associated:

Movement of vehicle

Mitigating Measures

Use of Wheel chokes & Getting the Key

Training needs:

1. On usage of hand tools
2. Safe manual handling

Procedure:

1. Place the wagon in position
2. Put proper stopper to prevent wagon movement
3. Open wagon door
4. Place the truck such that height of wagon and truck are equal
5. Open truck door and place the door in wagon
6. Chain the truck door such that the door is horizontal
7. Put stopper for truck to prevent movement
8. Shift bags manually from truck to wagon

Emergency / Emergency Shut OFF:

1. If cut or fall injury is there, First aid will be given and inform to the Safety department or Call Emergency number 523/9865177444/9865195111.



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Records/Annexure:

1. JSA is enclosed below.

JOB SAFETY ANALYSIS:(JSA)

Job Safety Analysis	Job: Manual shifting of cement bags from truck to wagon	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Contract labour	Supervisor: Section Engineer	Department: Mechanical	Section: Plant	Approved by:
Req'd/recommended PPE: Safety helmet, Safety shoe, goggles & hand Gloves.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Wagon placement	Personal injury	Ensure that nobody is crossing the railway track	Wagon movement	Ensure stopper is adequate.
Opening wagon door	Hand or finger injury	Use right tools and method	Improper use tools and machine may lead to minor accident	The tools should be properly maintained & good condition
Truck placement	Personal injury	Ensure that nobody is on the way. Give correct direction to driver for proper placement	Truck movements	Ensure stopper is adequate. Put hand break in on
Bags shifting	Fall injury	Ensure the passage clean and there is no obstructions	Untrained persons may met with accident	Ensure trained person are engaged

HEAD MECHANICAL

HEAD TECHNICAL