



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



Issue No. 01	Rev. No: 00	Effective Date: 01.05.2016	SOP/CIVIL/16
Issued By: S.P		Approved By: HOD (CIVIL)	
SOP FOR Garbage collection			

Scope/Purpose : This SOP is applicable to Safe working for Garbage collection through Tractor including disposal.

Responsibility : Engineer – civil

Accountability : Deputy General Manager – civil

PPE:

1. Safety shoes
2. Safety helmet
3. Hand gloves
4. Nose mask

Tools:

1. Spade
2. Mortar pan

Hazard Analysis:

Risks associated

Cut injury

Mitigating Measures

Use of proper tool

Training needs:

1. Usage of PPES and tools
2. Safe way of working



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Procedure:

1. Use Proper PPE & tools
2. Educating the labour involved in that job through PEP talk
3. Tractor to be used for loading should be checked and certified by safety department through pasting safety check sticker in vehicle
4. Empty tractor should be shown to the security in the gate as no. of trips is being monitored regularly .
5. Then, placing of tractor in nearby location so-that loading can be done easily and driver should be in site until loading process gets completed
6. Wheel choke must be placed in the tractor along with the hand brake
7. Then, whether the loading is to be done either by JCB or Manual to be decided with reference to the site condition
8. Incase of JCB loading, Safety check sticker should be pasted by safety department in the JCB also
9. When safety sticker is available then with that JCB loading process can be started
10. Incase of manual loading, the approach to garbage and tractor to be made safe
11. Then, manual loading can be started
12. After loading, loaded tractor to be shown in the same security gate to record the no of trips
13. For disposal, the collected garbage to be dumped in the respective marked location where it is designated for
14. Everyday consolidated no. of trip statement given by the security to be certified by Section In charge for payment.

Emergency / Emergency Shut OFF:

1. If cut injury is there, First aid will be given and inform to the Safety department or Call Emergency number 222/9865155288

Records/Annexure:



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1. JSA is enclosed below.

JOB SAFETY ANALYSIS :(JSA)

Job Safety Analysis	Job: Pitching	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Contract labour	Supervisor: Section Engineer	Department: Civil	Section: Colony & Plant	Approved by:
Req'd/recommended PPE: Safety helmet, Safety shoe, & Rubber Gloves.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Loading of garbage in tractor	Cut injury	Proper PPEs to be used	Careless handling of garbage can cause injury and health hazard .	Ensure proper PPE usage