



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



|   |             |                            |                    |
|---|-------------|----------------------------|--------------------|
| Issue No. 01  | Rev. No: 00 | Effective Date: 01.11.2010 | WI-15(PI-14; AM-7) |
| Issued By: M.R  |             | Approved By: HOD -SAFETY   |                    |
| WORK INSTRUICTION FOR SAFETY PRECAUTIONS ( WORK SHOP) |             |                            |                    |

- 1.1 In our workshop, we have varieties of machines like lathes, milling machines, shapers, grinding machine, etc. Apart from these machines, fabrication carried out requiring stacking of materials etc in the workshop.**

The hazards working can cause for the accidents leading to injury, in workshop are hazards such spillage of oil and cotton waste and accumulation of rubbish scrap material will lead to serious injuries & fire accidents. Hence, it is not only important to keep maintain a good house keeping but also equally important to provide guards.

In earlier chapters we have already covered some of the safety aspects to be considered while carrying out work in welding arc cutting, grinding operations & grinding wheels etc. Hence some of the safety aspects to be borne in mind while carrying out any work in the workshop are given below.

**1.2.0 DOs:**

- 1.2.1 Report all the injuries to your supervisor and to the first aid dispensary. A small scratch may become infected and can cause considerable trouble unless it is treated.**
- 1.2.2 Obey the warning signs. These are written to point out the hazards.**
- 1.2.3 Leave sufficient space for the free movement between materials, machines and work benches.**
- 1.2.4 Keep round materials such as bars and shafting securely giving a wedge at the bottom of the members against rolling?**
- 1.2.5 Keep the tools and materials at the center of the bench to avoid the material falling down.**
- 1.2.6 Keep small items in boxes or bins to avoid its scattering, and overflow from the trays.**
- 1.2.7 Always see that the chips are cleared before they spill and over flow from the trays.**
- 1.2.8 Always keep the workshop floor free from oil and water.**
- 1.2.9 Always inspect the machines and equipments periodically according to schedule. Postponing the inspection could be dangerous.**



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**1.2.10 All the electrical works should rectified by a qualified electrician.**

**1.2.11 Cranes, hoists, chains slings etc, should be checked by qualified men for such work regularly.**

**1.2.12 Always keep a worked posted or barricade the area where overhead work is being carried out to prevent the other person walking down in the danger zone. After completion of work, check up thoroughly for the materials such as tools, bolts and nuts and other loose objects and they are to be removed promptly.**

**1.2.13 Before checking the machines and equipments that have been repaired, make sure that surrounding area is cleaned and allow the regular operator to handle it.**

**1.2.14 See that the earthling connections are kept in tact after machine/motor is repaired and again reconnected.**

### **1.3 DONTs**

**1.3.1 Do not run in machine shop at anytime except in case of emergency.**

**1.3.2 Do not use compressed air to clean the clothes and work benches, tools etc. Serious injuries have resulted from this practice.**

**1.3.3 Do not play with electricity or compressed air which may result in serious injuries. Do not spit on the floor use spittoons.**

**1.3.4 Do not wear rings for fingers, key chains, watch, bracelets, neck chains and similar jeweler while on the job.**

**1.3.5 Do not wear gloves while operating the machine except while handling sharp edged objects and materials.**

**1.3.6 Do not wear loose clothing's while working near machines.**

**1.3.7 Do not keep any tools in gangways.**