



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



Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	SOP/CIVIL/14
Issued By: M.R		Approved By: HOD (CIVIL)	
SOP FOR LOADING & UNLOADING OF CONSTRUCTION MATERIALS			

**Scope/Purpose** : This SOP is applicable to Safe working for Loading & Unloading of Construction Materials in side plant premises.

**Responsibility** : Engineer – civil

**Accountability** : Manager – civil

**PPE:**

1. Safety helmet
2. Safety shoe
3. Hand gloves
4. Nose Mask
5. Goggles

**Tools & Machineries:**

1. Spade
2. Crow Bar
3. Bill Hook
4. JCB/Pocklain
5. Tractor Tipper
6. Gunny Bag

**Hazard Analysis:**

**Risks associated**

- 1) Material may fall on self while handling manually
- 2) Truck / JCB / Other loading & unloading machinery may hit with the person
- 3) Truck / JCB / Other loading & unloading machinery may hit with the surrounding trees/plantations & buildings/structures

**Mitigating Measures**

- Sufficient nos of experienced trained person should be engaged with proper PPE's
- Proper barrication should be made on the surrounding area & person should not stand nearby while loading / unloading with machinery
- Material unloading/stacking location should be open & away from any trees/plantations/buildings/structures



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**Training needs:**

1. Safety pep talk for wearing PPE's and explaining safe work procedure of the job

**Procedure:**

1. Use Proper PPE, tools & machineries as mentioned above
2. Loading / unloading location should be selected as per the instruction of section incharge & work permit to be obtained accordingly
3. During manual material handling, carrying weight & quantity should not be more than the person's capacity and sufficient nos of experienced trained persons to be engaged
4. If loading/unloading with truck/JCB/other machineries, proper barrication to be ensured in the surrounding area & person should not stand nearby
5. Material unloading/stacking location should be open & away from any trees / plantations / buildings / structures
6. Unloaded materials should be stacked & levelled properly based on their physical shape & condition
7. Materials like cement bags, reinforcement steel, wooden logs, sheets, pipes ,etc., should not be kept directly on ground instead it should be elevated from ground level. Also it should be covered to protect from rain water
8. Materials like sand, aggregate, etc., should be stacked only on top of any sheet/tarpaulin(should not directly placed on ground) & levelled in heap with bottom periphery surrounded with temporary kerb wall & surface covered with tarpaulin

**Emergency / Emergency Shut OFF:**

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

**Records/Annexure:**

1. JSA is enclosed below.



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**JOB SAFETY ANALYSIS:(JSA)**

<b>Job Safety Analysis</b>	Job: Loading/unloading of construction material	Date:	Analysis by: M.I.Shameem Sufiyan	Reviewed by: S.Chandra Bose
Title of employee doing job: Contract labour	Supervisor: Section Engineer	Department: Civil	Section: Plant	Approved by: S.Chandra Bose
Req'd/recommended PPE: Safety helmet, Safety shoe, Hand Gloves, Nose Mask, Goggles.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Loading / unloading manually	Material may fall on self while handling manually	Pep talk should be conducted to communicate safe & precautionary procedures	Person may drop the material while handling	Sufficient nos of experienced trained person should be engaged with proper PPE's
Loading / unloading with Truck / JCB / other machineries	Truck / JCB / Other loading & unloading machinery may hit with the person	Pep talk should be conducted to communicate safe & precautionary procedures	Near by person may get injury by machinery	Proper barrication should be made on the surrounding area & person should not stand nearby while loading / unloading with machinery
Loading / unloading with Truck / JCB / other machineries	Truck / JCB / Other loading & unloading machinery may hit with the surrounding trees/plantations & buildings/structures	Pep talk should be conducted to communicate safe & precautionary procedures	Buildings, structures, trees & plantations may be damaged by machinery	Material unloading/stacking location should be open & away from any trees / plantations / buildings / structures