



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



Issue No. 01	Rev. No: 00	Effective Date: 01.11.2010	WI-34(PI-14; AM-7)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUCTION FOR SAFETY PRECAUTIONS MOVEMENT OF EMPLOYEE AND VISITOR			

- 1. PURPOSE:-** To establish documented instructions for safe and hassle free movement of employees and visitors visiting the plant; This shall also be applicable to contract employees
- 1.0 SCOPE:-** All Visitors /Employees/ Contract employees
- 1.1 RESPONSIBILITY:** The HOS(Security) shall be responsible for establishment and Implementation of the instructions
- 1.2 PROCEDURE & INSTRUCTIONS:**
 - 1.2** All visitors shall obtain " visitor's pass" which bear a number from the continuous series books, from security department before entering factory premises at security office gate.
 - 1.3** The Visitor shall be guided appropriately by the departmental employee to whom the Visitor has come.
 - 1.4** For students permitted for Project Work ,the letter issued by HR dept shall be based for issuing an identity card. A letter to each such student permitted with photograph of respective student shall be given to student
 - 1.5** Employees leaving the premises during office timings or during their respective shift timings shall produce a duly authorized Gate pass
Guests visiting the residences shall be allowed in side on confirmation from the resident / employee on telephone. During night a security guard shall accompany the guest. No visitors pass shall be given to these visitors.
 - 1.6** Suitable instructions are printed on the Visitor's pass issued to the Visitor.
 - 1.7** All the contract manpower or others(servant maids/vegetable vendors) engaged in domestic works inside township shall be given an identity card

RECORDS:

Sl. No.	Description	Format number	Location	Retention period
1.	Visitors Entry Register	R-1/WI-34 (PI-14;AM-7)	Safety Office	3 Years