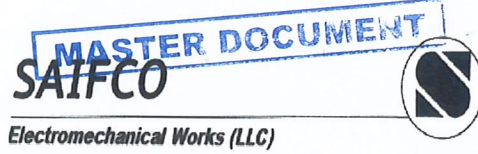


# QHSE MANAGEMENT SYSTEM



Document Name:

**Operational Control Procedure**

QHSE Ref. No.

IMS/QHSE/OC/15 Rev.01

Date:


6<sup>th</sup> of June 2019

## OPERATIONAL CONTROL PROCEDURE

Rev	Date	Revision Record	Updated by	Reviewed by	Approved by
00	07/07/10	1 <sup>st</sup> Issuance			
01	06/06/19	Updated the procedure as per the new version of the standards ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	3 <sup>rd</sup> Party	RM	NY



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<p style="text-align: center;"><b>QHSE MANAGEMENT SYSTEM</b></p>	 <b>SAIFCO</b> <i>Electromechanical Works (LLC)</i>	
	<p><b>Document Name:</b></p>	<p>QHSE Ref. No.</p>
<p style="text-align: center;"><b>Operational Control Procedure</b></p>	<p>Date:</p>	<p>6<sup>th</sup> of June 2019</p>

**1.0 PURPOSE**

To identify, and implement procedures related to Quality, Occupational health, Hazard, and environmental aspects where their absence shall affect the IMS performance or could lead to deviations from the IMS policies and objectives in line with ISO 9001:2015 & ISO 14001:2015 (Clause 8.1) and ISO 45001:2018 (Clause 8.1).

**2.0 SCOPE**

This procedure applies to SAIFCO operations.

**3.0 DEFINITIONS**

None

**4.0 RESPONSIBILITY**

Management Representative, Manager, Department Heads, Head of Department, all Employees

**5.0 PROCEDURE**

**5.1 Stress Management**

Stress at work is a serious issue. Workers can suffer severe medical problems, which can result in under-performance at work and cause major disruptions to the organization. Stress is a workplace hazard that must be dealt with like any other health issue. Thus the responsibility for reducing stress at work lies both with employer and employee.

Saifco Management will do all it can to eradicate problems relating to stress at work. In particular it will:

Ensure close employee involvement in all activities.

Give opportunities for staff to contribute in the planning and organization of their own jobs.

Ensure staffs have work targets that are stretching but reasonable.

Implement effective policies and procedures for dealing with bullying and any form of harassment.

Encourage good communications between staff and management.

Promote the maintenance of a supportive culture in the workplace.

Where appropriate take into consideration employees' personal situation/problems at home.

If an employee is suffering from stress at work, he should discuss this with their line manager at the first opportunity. Where practicable and reasonable, **Saifco** will seek to provide assistance to



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the employee.

**5.2 Safety Accessories: Requirement for staff**

**5.2.1 PRODUCTION/PROJECTS DEPARTMENT**

***Project Manager:***

- Should wear safety shoes and helmet whenever going to sites.
- Should use safety jacket when visiting sites.
- Should use goggles when near working concrete pumps.

**5.2.2 QA/ QC DEPARTMENT**

***QA/QC inspector:***

- Should wear safety shoes, helmet, goggles and mask at the time of inspections.

***QA/QC Supervisor:***

- Should wear safety accessories at the time of testing (same as of lab technician).
- Should wear helmet, mask and goggles when going to the batching plant for inspection.
- Wear safety shoes and helmet during site visits.
- Long overcoat should be worn when carrying out laboratory tests.

***QA/QC Engineer:***

- Same as QA/QC supervisor.

**5.3 Safety and Hygiene Procedure When Working In Kitchen**

- Should not use wet hands to operate electrical equipment's.
- Gas cylinder regulator should be closed when leaving the kitchen at the end of the day.
- Gas cylinders must be covered and in shade during the summer season.
- Burner and gas line must be checked daily, for any leaks. This should be done by the main cook who is on duty for the morning.
- Floor must be free from oil, water & vegetable waste.
- The kitchen walls and floor must be cleaned daily.
- Cleaning agents like Dettol and soap must be stored separately from food items.
- Cooked food must always be closed with a lid.



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- Ensure that detergent is fully removed from surface of plates and other utensils when washing these items after use. They should be washed again when taken for the next usage.
- Expiry dates of food items must be checked. Any items in stock beyond the specified expiry date should be removed. This is the responsibility of mess supervisor.
- All raw materials used for preparing food (Vegetables and non- vegetables) should be cleaned properly. Moreover, different items should be cooked to required levels.
- Kitchen staff should cut hair and nail periodically. Hands should be washed thoroughly when working inside kitchen.
- Kitchen staff should wear slippers while on duty inside kitchen. This should not be used outside, and they should use different footwear when outside the kitchen.
- Kitchen staff should use Hairnet. Surgical masks and gloves (Class F for serving and class G for cutting) should also be used when necessary.

## **5.4 Welfare Arrangements**

### **5.4.1 Toilet and Washing Facilities**

SAIFCO Management will ensure that suitable and sufficient toilets and washing facilities are provided for all staff.

- a) The toilet will be in a separate, lockable rooms
- b) Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

### **5.4.2 Drinking Water**

An adequate supply of drinking water will be provided for all staff.

### **5.4.3 Rest Areas**

So far as is reasonably practicable, MW will provide its staff with a seating arrangement where, during rest periods, they may have a break away from their workstations.

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### 5.4.4 Pregnant Women

Suitable rest facilities will be provided for pregnant employees.

### 5.4.5 Hours of Work

The employees of MW should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.

### 5.4.6 Hygiene

All areas must be kept clean and tidy.

Toilets must be washed regularly and kept clean.

All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.

Waste disposal bins should be provided. Bins should be emptied and sanitized regularly.

Precautions for seasonal health problems should be taken.

### 5.4.7 Proper ventilation and shelter at work place.

Proper ventilation and shelter is provided at work place for the labors to work without any issues

### 5.4.8 First Aid

First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

The First Aid Box is kept near to important work places with clear sign.

The locations where FAB are fixed and are listed

At least one employee will receive appropriate first aid training in each dept.

All new employees will be told as part of their induction of the location of first aid equipment and the employee who has received first aid training.

A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

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### 5.4.9 No Smoking policy

Smoking is not permitted within the project or offices vicinities. Sign boards shall be displayed to inform the staff and visitors.

## 5.5 SAFETY

The purpose of the SAE's safety program is to conduct the performance of the operation in such a manner as to protect personnel and property against job hazards by providing a safe and healthy work environment.

### 5.5.1 Emergency

In case of any kind of emergency the action plan and contact numbers are listed.

### 5.5.2 Safety warnings

Clear and visible warnings should be provided throughout the work places against any kind of possible safety hazards.

### 5.5.3 Safety accessories

Saifco shall provide employees with suitable protective equipment's covering the following, and ensure that they wear these at all appropriate times:

- Head protection
- Eye and face protection
- Respiratory protection
- Hand protection
- Foot protection
- Fall protection
- Protective clothing

### 5.5.4 Safety procedures during work

HSE dept. to compile safe working procedures for all its operations based on safety, technical aspects and real working conditions.

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6<sup>th</sup> of June 2019**5.5.5 Security on work place****5.5.5.1 Security to total premises**

All the Saifco locations should be protected with compound wall and gate to prevent unauthorized entry. All important operations /assets should come under the view of surveillance camera system. The total area should be with proper lighting during nights.

**5.5.5.2 Gate control**

All the location should be controlled by gate keepers with proper documentation like gate pass, entry register etc.

**5.5.5.3 Control on assets**

Asset list should be maintained and audited periodically.

**5.5.5.4 Access control**

Identify areas where access is to be controlled, to improve working environment and safety. Protect that area from visitors and other dept. staff.

**5.5.5.5 Movement of vehicle**

Traffic inside plant area should be controlled with proper signs and markings. Maximum speed limit allowable inside Plant Location is 10Km/Hr.

**5.5.5.6 Documentation for insurance claims**

Insurance: Finance Manager will ensure the following:

1. All insurances shall be valid
2. Insurance should cover workmen as well as assets of the company as well as public liability if this is deemed necessary

**5.6 BEHAVIOURAL ISSUES**

All incidents of aggression or violence should be reported to management and recorded in the accident book.

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Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment is not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The management committee of MW recognizes this and will be disposed to provide whatever support counseling or time off work seems appropriate.

### 5.6.1 Lost man days

A work related injury that prevents a person from performing the activities of his job or another regularly established job for one or more full days beyond the day of accident shall be counted as "Lost Man Days". The number of lost work days will end when the worker is able to return to his regularly assigned job, or permanently transferred to perform another job, or the worker is terminated or repatriated. Absence from work due to normal sickness/illness is not treated as lost man-days. A "Safety" board should be displayed in the labour camp detailing days since the last accident, etc.

## 5.7 ENVIRONMENT PROTECTION

### 5.7.1 Environment protection Planning covers the following topics

#### 5.7.1.1 Pollution prevention

- Reduce emission of dust from unloading, loading and conveying points by proper methods.
- Use hard surface for movement of vehicles and machinery.
- Avoid spillage and leakage of admixtures, oils, fuels by proper storage facilities.
- Proper maintenance check to all plants and machinery to avoid excess sound pollution.

#### 5.7.1.2 Waste management

Minimize generation of waste by optimization of production techniques and proper maintenance of machines.

#### 5.7.1.3 Product recycling

Recycle all non-usable products immediately to enable the reuse of the raw materials



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without compromising quality and applicable standards.

**5.7.1.4 Re use of material**

At any stage of production or service re use of all kind of material, should be promoted.

Eg: tyre re treading.

**5.7.1.5 Green concept**

Focus on reducing CO2 gas emission.

**5.7.1.6 Green area**

Preserve the surrounding areas with plants and greenery where ever possible.

**5.7.2 House keeping**

Well planned and maintained premises are required for accident free and hassle free working environment.

Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances shall goods or materials be stacked immediately in front of or obstructing fire exits, fire alarms or fire equipment.

**5.7.2.1 Vehicle parking bays**

All vehicles should be parked in allocated parking spaces only.

**5.7.2.2 Cleaning schedules**

All areas should be clean and free of dust at all the time.

Keep inspection cards to ensure the same.

**5.7.2.3 Waste collection and disposal**

Waste generated daily should be collected in a designated area and removed periodically.

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6<sup>th</sup> of June 2019**5.7.2.4 Scrap collection and disposal.**

All scrap to be collected in designated area. This should be sorted and removed periodically.

**5.8 MATERIAL SAFETY DATA SHEET**

Material Safety Data Sheet shall be collected and studied to enable the users to handle products e.i chemical; safely.


**5.9 MEASUREMENT OF ACTIVITIES**

All the HSE activities have to be measured for further analysis and corrective actions. The measurement should be by following methods.


- Daily registers/reports
- Weekly /monthly reports
- HSC weekly meetings
- Monthly HSE report
- Accident reports
- IMS Procedures
- Water Consumption Monitoring Record
- Power consumption Monitoring Record
- Diesel consumption Monitoring Record
- Waste Disposal Monitoring Record
- Waste Re-used Monitoring Record

**6.0 ATTACHMENTS**

Type	Name	Number / Code
Form	Daily Safety Report	IMS/QHSE/OC/15/01
Form	HSE Violation Report	IMS/QHSE/OC/15/02
Form	Scaffold Inspection Sheet	IMS/QHSE/OC/15/03

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<b>Document Name:</b>  <div style="text-align: center;"><b>Daily Safety Report</b></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">QHSE Ref. No.</td> <td>IMS/QHSE/OC/15/01 Rev.00</td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	QHSE Ref. No.	IMS/QHSE/OC/15/01 Rev.00	Date:	
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DAILY SAFETY REPORT						
S. No:	Description	No. of Employees		Warning Given:		Remarks
		Total	Not Complying	Verbal	Written	
1.0	General PPE					
1.1	Overalls					
1.2	Safety Shoes					
1.3	Safety Helmets					
2.0	Safety Gears (Special Work)					
2.1	Face Shield					
2.2	Goggles					
2.3	Gloves					
2.4	Safety Belts					
2.5	Ear Muffs					
2.6	Any Other					
<b>Other Issues:</b>						
S. No	Description	Compliance			Remarks	
		Yes	No	N/A		
	Scaffolding					
	Scaffolding is complete and safe					
	Ladders					
	Supports & Platforms					
	Fire Fighting Equipment					
	Fire Extinguishers available					
	Fire Extinguishers inspected periodically					
	Other					
	Material Handling					
	Properly Stored/Stacked/Racked or otherwise					
	Material is properly labeled or marked					
	Rigging equipment for material handling is safe					
	House Keeping					
	Floor/Building/Structure are clean					
	Work area is clear & clean from any obstacles/scrap					
	Material is properly kept at site					
	All scrap/debris/lumber is properly disposed off					
	Accident Prevention Signs and Tags					
	Signs and Symbols required to prevent accidents available and are as per international standard					

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		<p>Date:</p>	

<p>Comments: _____</p>
<p>Reported by: _____</p> <p style="text-align: center;"> <span style="margin-right: 150px;">(Name)</span> <span style="margin-right: 150px;">(Sign)</span> <span>(Date)</span> </p>

# QHSE MANAGEMENT SYSTEM

# SAIFCO

Electromechanical Works (LLC)



**Document Name:**

**HSE Violation Report**

QHSE Ref. No.

IMS/QHSE/OC/15 /02 Rev.00

Date:

**Project Name:**

**HSE Violation Ref. :**

**Project Code:**

**SAIFCO/ Subcontractor:**

<b>Staff/ Labour Name:</b>		<b>Staff/ Card No:</b>	
<b>Designation:</b>		<b>Company Name:</b>	
<b>Discipline:</b>		<b>Supervisor Name:</b>	
<b>Location of Violation:</b>		<b>Fine:</b>	

<u>List Of HSE Violation</u>	<u>Tick Violation</u> (√)
1. Mandatory PPE (Safety Hard hat/ Safety Coverall / Safety Vest / Safety Shoe)	
2. Job specified PPE( Full body Harness, Mask, Face shield)	
3. Welding PPE (Welding Apron/ Hand sleeve, Fire watcher goggles, welding face shield, Leg guard)	
4. Not holding ID cards / Refuse to give ID cards (Showing Other persons ID Card while checking)	
5. Non Availability of work permit / Job TBT/ Safety TBT	
6. Poor Safety Supervision	
7. Unsafe Work On Scaffold	
8. Unsafe Hot Work	
9. Poor Housekeeping	
10. Poor material stacking	
11. Poor Cable management	
12. Removing / crossing safety barriers or safety guards	
13. Unsafe Usage of power tools (No inspection, using Damage tools etc.)	
14. Smoking in non-designated area.	
15. Spitting / Urinating/ Eating / Sleeping in non-designated area.	
16. Misbehave / Abusing	
17. Stealing	
18. Leaving early from work location / sitting idle.	
19. Using of Mobile phone	
20. Violating and disobeying work instructions by the superior/ supervisor	
21. Urinates in public area/ Site	

**ISSUED BY HSE DEPT.:**

HSE Officer: \_\_\_\_\_

QHSE Manager \_\_\_\_\_

**APPROVED BY:**

Project Manager: \_\_\_\_\_

Operation Manager: \_\_\_\_\_

Violator Signature -----

# QHSE MANAGEMENT SYSTEM

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Document Name:

**Scaffold Inspection Sheet**

QHSE Ref. No.

IMS/QHSE/OC/15/03 Rev.00

Date:

## SCAFFOLD INSPECTION SHEET

S. NO	Description	Compliance		
		Yes	No	N/A
01	All materials for scaffolds has been inspected by a competent person.			
02	No-defective material or defective part has been used for scaffolds			
03	Loose bricks, drain pipes or other unsuitable material are not used for the construction or support of scaffolds			
04	Scaffolds erected according to manufacture's recommendations under the supervision of a competent person.			
05	Scaffolds have adequate strength to prevent collapse			
06	The maximum height of mobile scaffolds are not more than three times minimum base width.			
07	Every part of scaffolds are fixed and are secured to prevent any accident			
08	Scaffold are rigidly tied to a structure			
09	Base plates, screw jacks and pipes are adequate strength			
10	Height of workers, tools materials and equipment's were checked and are as per instruction and recommendations of the manufactures of scaffolds.			
11	The ground condition of scaffolds is soft and safe. A firm and even surface is used, to avoid any risk of instability of the scaffolds or any load thereon.			
12	Supports and platforms are of adequate strength and safe for workers.			
13	Support of working platform are not more than 0.6 meters above the ground			
14	Working platforms are fully boarded and complete with guard rails and toe boards			
15	Scaffolds planks are secured to prevent worker from sliding or slipping			
16	Minimum number of planks is three (3), in case when only one worker is working at the platform.			
17	Minimum number of planks/boards is four (4), for use of one worker and deposit of material			
18	Guard rail is to a height of 1.15 meters above the platform			
19	Toe board of atleast 150mm (6") high are used			
20	Second tower hand rails is available if gap between top hand rail and toe board is 765 min or more			
21	An intermediate guard rail is not more than 765 height			
22	Guard rails and toe board removed for access purposes but replaced as soon as possible afterwards			
23	Guard rails need not extend to a height of more than 700mm above the platform			
24	Where workers sit on the edge of the platforms, guard rails and toe boards need not to be fitted, if ropes or chains provide a safe hand hold.			
25	Scaffolds are not overloaded and load is evenly distributed			
26	Material is not kept upon scaffolds unless needed for work within a reasonable time.			
27	Ladders of scaffolds are as per manufacturer's recommendations			
28	Ladders are securely fixed and have adequate strength			
29	Ladders are soft, wide and rigidly connected with scaffolds			
30	There is suitable and sufficient safe access available. Access is clean and clear			
31	Pedestrian traffic in the scaffold area is safe			

Comments (if any) : \_\_\_\_\_

Check by: \_\_\_\_\_  
(Name)

\_\_\_\_\_ (Sign)

\_\_\_\_\_ (Date)