

Safety Guidelines for IT Contractors providing on-site support at Pipavav

Table of Contents

Objective	<u>23</u>
Scope.....	<u>23</u>
Disclaimer.....	<u>23</u>
Responsibilities	<u>23</u>
Applicability of Licenses/Permit.....	<u>23</u>
Assessment of HSSE Performance	<u>23</u>
Recommended Safety Standard/Procedures	<u>23</u>
Safety Training for employees of the Contractor	<u>23</u>
Maintaining Records	<u>34</u>
Personal Protective Equipment (as applicable to perform activity).....	<u>34</u>
Reporting of Incidents.....	<u>34</u>
Safety Committee Meetings (Applicable to contracts with on-site manpower resource/s).....	<u>45</u>
Daily Tool Box Meetings (Applicable to contracts with on-site manpower resource/s)	<u>45</u>
Health and Medical Check-up of Manpower	<u>45</u>
Selection of Workers.....	<u>45</u>
Transportation of manpower.....	<u>45</u>
Working in Operation area, Data Centres and NDCs	<u>56</u>
Safety precautions for Working at height.....	<u>56</u>
Working on CHE and TT	<u>56</u>
Stored Energy Precautions.....	<u>56</u>
Do's and Don'ts During an Emergency	<u>67</u>
Housekeeping	<u>67</u>

Objective

Objective of this document is to mandate Safety requirements that shall be followed by Contractors to achieve safe work during all IT Services, IT Support, IT Maintenance and IT Project activities

Scope

This Code of practice sets out the requirements and recommendations for contractor and contractual staffs engaged in IT Services, IT Support, IT Maintenance and IT Project activities

Disclaimer

This is not an absolute guideline and contractor/s using this guideline to ensure that they periodically upgrade the knowledge and skill of their staff and ensure that best practice shared by port and other best practices gathered by contractor from other industries/sources may be adopted to create a safe working environment at their work site.

Responsibilities

Contractors and department under which they are working shall be jointly responsible for the safety of their employees, visitors, assets and environment.

Applicability of Licenses/Permit

Contractor should obtain all the applicable statutory licenses and permissions for the area and activity being undertaken by him.

Contractor should periodically check and verify the validity of the licenses and permission obtained from the statutory authorities.

Assessment of HSSE Performance

- Contractor may be assessed for HSSE performance twice in a year by the Department under which they are working or HSSE Department.
- For the measurement of HSSE performance following key performance indicators should be considered
 - Proactive
 - Reporting of Unsafe acts/conditions.
 - Reporting of Near misses
 - Nos of Training
 - Reactive
 - Incident Statistics
 - Nos of Non-Compliance reports, repetition of non-compliance.
 - Audit/facility inspection action closure.
 - Observation/finding by statutory/regulatory bodies.

Recommended Safety Standard/Procedures

Safety Training for employees of the Contractor

- Contractor should ensure that
 - All employees clear HR compliance check and undergo Port Safety Training before entering port area.
 - All employees are carrying valid Port Safety Pass at all times. Photocopy of pass will not be acceptable document and will be counted as non-compliance an entry will be prohibited.

- Before start of any job, Contractor should train all employees. The content of the training program may include the following:
 - Use of personnel protective equipment (PPE) in general and any special PPE specific for a job.
 - Emergency preparedness plans specific to job site.
 - Safety standards and procedures for carrying out the high-risk jobs.
 - Special precaution specific for a site based on its hazard perception.
 - Hands on training for use of PPE and fire extinguisher.
 - First aid
 - Mobile phone hazard during work

Maintaining Records

- Contractor should maintain records of:
 - All the licenses and permissions from statutory bodies;
 - Inspections by authorities
 - Inspections by Port
 - Employee database
 - Employee working hours
 - Employee Training records
 - Incident and accident
 - Health Register
 - Leave and Leave with wages Register
 - Overtime Register etc.

Personal Protective Equipment (as applicable to perform activity)

- All necessary personal protective equipment (PPE) as considered required for the job and mandated by PORT like –Nose mask, safety Helmet, Safety Shoes, high visibility jackets should be kept available for the use of the persons employed at the site and maintained in condition suitable for immediate use.
- Contractor should provide only BIS/ISI or equivalent international standard certified PPEs to employees.
- Employees should be trained on the selection and use of personal protective equipment.



Reporting of Incidents

- Contractor should report all cases of injury (including first aid) and near miss incident to the contract owner/in-charge and Port HSE officer immediately after the incident.
- Contractor should investigate all the incident occurred at site and may submit the investigation report to Port for information.
- All incidents of fire shall be immediately informed to Port Fire station.
- Emergency phone numbers of Port Fire station, Security and Contract owner/in-charge should be shared with all the contracted employees.
- It is Contractors responsibility to report the Incident to appropriate authorities as per applicable laws and regulations.

Safety Committee Meetings (Applicable to contracts with on-site manpower resource/s)

- The contractor should attend monthly Port Safety committee meetings and encourage his workers for participation.
- Contractor to also have internal safety meeting and forward minutes of such meeting to IT & HSSE department within 7 days of such meeting which should be held monthly.

Daily Tool Box Meetings (Applicable to contracts with on-site manpower resource/s)

- A Toolbox meeting is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices.
- Contractor should ensure that his workers are participating in daily tool box meetings.
- Toolbox meeting record to be maintained by contractor at site for verification by port personnel.

Health and Medical Check-up of Manpower

- Contractor should ensure that all his employees/sub-contracted employees undergo pre-employment fitness examination & produce Medical Fitness Certificate as per applicable laws and regulations.
- Contract employees completing Twelve months should undergo periodic medical examination and records should be maintained as per the Gujarat Factories Rules and should be made available at site for verification by Port Operations/HR/HSSE department.
- Solvents should not be used to wash hands and/or cloths by employees.
- Contractor should maintain and promote good hygiene at the work area.

Selection of Workers

- Contract Workers should only be engaged following an appropriate selection process, in accordance with Local & national legislation.
- Any person should below the age of 18 years shall not be employed for any work.
- Age limit should be in between the age of 20 to 50 years and age relaxation may be allowed in case of highly experience and skilled person.
- The ideal criteria for selection should include the following, which are essential for safe port work,
 - A worker needs to be physically capable to perform the job assigned;
 - Good eyesight;
 - Good hearing;
 - Normal reflexes;
 - The ability to comprehend and communicate in the working language of the port;
 - Literate to read the text & numbers;
 - The ability to follow safety instructions;
 - Experience person in specific field
 - Having knowledge to working with IT outdoor / indoor devices
 - Person intended to work on height should not have fear of height (acrophobia)

Transportation of manpower

- Contractor will be solely responsible for providing transportation facility for their staffs from residence to work site and vice versa.
- Contractor should drop and pickup their staff at working site in the safe zone as per Port Traffic Plan.
- Contractor should follow Port Traffic rules during transportation of staffs.
- All pedestrian movement should be through designated walkway only.
- Contractual working staff may use Port shuttle bus services OR shared IT vehicle for internal movement.

- Contractor should take utmost care to avoid any pedestrians in unauthorised area.

Working in Operation area, Data Centres and NDCs

- Obtain necessary approval from IT, Concern Department and HSSE.
- If there any electrical or power supply related activity, ensure power supply disconnected from the power source.
- UPS and UPS related activities (ie : Battery replacement) to be only performed by train technician / Engineer
- Any other devices are not disturbed while working in RACK, NDC and Data Centre.
- Person must be aware about function of Fire suppression system.
- Data centre and NDCs devices activities to be performed as per OEM guideline.
- Applicable predefine SOP to be followed.
- Person should not work alone inside the data centre or the location where there is no direct supervision or visibility of the person to others.

Safety precautions for Working at height

- Elimination is the most effective control for safe height work. All the possible work methods should be explored to carry-out work avoiding height work.
- Strictly follow the Traffic plan and pedestrian walkway in area.
- Contractor supervisor to ensure that staff is working under safe zone only and not roaming into the other areas
- Inform the area incharge / electrical team to work at specific location
- Co-ordinate for High mask lowering or Cherry Picker arrangement
- Working person equipped with PPE and full body harness
- Disconnect power supply.
- Check device working ok and communicating with respective device.
- Inform respective person / department about resolution of the problem.
- Applicable predefine SOP to be followed.
- Port Safe height work procedures shall be followed which are update time-to-time.

Working on CHE and TT

- No activity is allowed while QC, RTG, RMGC, Reachstacker, Empty handler or TT are in operation,
- Ask operator to stop operation or to move in maintenance Yard / Parking yard for IT maintenance activity
- Identify the Crane Location (if RTG get Yard location from Operation team)
- Make Sure informed to area supervisor before travel to Crane Location
- Inform to Crane Operator before climbing on Crane
- If Device found in damaged condition, Please immediately communicate to IT incharge and concern area incharge
- Isolate the Power before replacement of device, Power Supply or Power Cable
- Check device working ok and communicating with respective device.
- Applicable predefine SOP to be followed.

Stored Energy Precautions

- Before stating the work identify and recognize power sources
- Never work on live power sources, always release the power and secure
- Make sure the right equipment has been locked out
- Ensure staff are competent in isolation procedures:
 - Know which tasks require isolation

- Only authorised personnel to work on power sources
- Ensure all isolation procedures are adhered to
- Ensure all guards and safety equipment are put back/reactivated
- After LOTO, an effective Try-out step must be performed considering all possible interlocks;
- A test for absence of voltage must be performed for all electrical hazards;
- Locks and tags shall be removed by only individual placing them.

Do's and Don'ts During an Emergency

- Do not panic.
- Switch off the equipment.
- Raise the alarm by help of public address system (PA – system).
- Evacuate the area by following escape routes.
- Assemble at nearest Safe Assembly point.
- Contact Port Emergency Response Team at 9924 333 333
- Stay calm at assembly point until all clear declared



Housekeeping

- It is contractor's responsibility to keep the working area clean.
- Contractor should ensure that:
 - Contracted employees are following the housekeeping rules.
 - at all times keep work area, site office and surroundings clean and tidy from rubbish, scrap, surplus materials and unwanted tools and equipment.
 - No materials on any of the sites of work should be so stacked or placed as to cause danger or inconvenience to any person or the other people working in area.
 - Working area should always be kept clean and free of any hazard which may result into an accident.
 - Waste generated from the work place should be disposed as per port garbage management system
- Waste disposal/recycle to be as per pollution control board guideline/act/rule and records of such disposal/recycle to be available at site.