

ANNEXURE IV TO TENDER NO. HEL/ANNUAL OVERHAULING/02 DATED 23.08.25

Gate Pass & Safety Requirements

Safety Guidelines General:


- a) The Contractor shall abide by all safety, health and environment rules of HEL and obtain safety training from HEL's Safety Officer before starting the work.
- b) The Contractor shall ensure the medical fitness of your supervisors and workmen before start of work.
- c) The Contractor must ensure the statutory health checkup of all employees as per the directives of the Directorate of Factories.
- d) The Contractor must strictly follow the Safety and Environmental policy of HEL.
- e) The safety plan of the work shall be submitted before start of the work to the Engineer-in-charge.
- f) The Contractor must ensure that their adequate nos. of safety personnels are available round the clock.
- g) All the tools & tackles (specially Welding, Grinding machines, Cutting sets and load bearing tools & plants) shall be inspected by M/s. HEL's Safety Dept prior to certification for usage in jobs.
- h) The Contractor needs to provide adequate facilities and PPEs **(from HEL's approved / certified Vendors only) specific to job condition and requirement.**
- i) Penalty will be imposed in case of any deviation / non-conformance by the Contractor.
- j) The following safety items are minimum and mandatory requirement (not exhaustive):

	GENERAL REQUIREMENTS	
1.	Organization Safety Manual	
2.	Hazard Identification and Risk Assessment Procedure	
3.	Job Safety Analysis	
4.	Work Procedure	
5.	Emergency Evacuation Plan.	
6.	MSDS of Chemicals	
7.	Test Certificate of all lifting tools and tackles and equipment	
8.	Two Safety Supervisors for 24 hours safety supervision.	
9.	Operators to operate Dehumidifier for 24 hours.	
	ITEMS	SPECIFICATIONS
1.	SAFETY PPE Safety Helmet, Safety Shoes, Gum Boots, Hand Gloves, Sufficient Nose Musk, Ear Plug, Face Shield,	As per IS code and EN Certification
2.	Copper Grit Blasting suit for blasting purpose.	As per IS code and EN Certification

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3.	SAFETY EQUIPMENT Safety Belt	Full Body harness safety belt with double lanyard conforming national standards. Load Carrying capacity 2000 Kgs. Make: Karam or any certified vendor.
4.	Retractable Fall Arrestor as per the requirement.	Retractable wire rope fall arrestor block, plastic casing, with galvanised steel cable of 20 m length with PN 162 attachment at one end. Make: Karam or any certified vendor.
5.	Steel wire lifelines of 8 mm or 10mm dia for all height work in Boiler and ESP Polyamide Lifeline rope to be used inside CW Pipeline.	Certified vendor. Load Capacity 150 to 180 kgs.
6.	Rescue Rope: Kermentile Polyamide rope of dia 12 mm and 50 m length with one side loop and other side end stop knot.	Make: Karam or any certified vendor.
7.	Safety Net as per the requirement.	Mesh size: 25 mm, Mesh rope 2 mm Double Cord, Load carrying capacity: 2200 kg
8	Non asbestos high silica Fire Blanket	Tested Fire Blankets (IS 11871 Gr A&B for flame resistivity from third part NABL approved lab, with 750 SS non asbestos closely interwoven 96% silica welding blanket to withstand welding spark, cutting spatter etc. four sides stitched with fiber glass tape having brass eyelets at a distance of 1 metre and can operate at Temperature resistance: 1100 deg C (continuous), 1400 deg C short term, 1800deg C- Melting Point Yarn chemically treated (no surface treatment/no vermiculation) Nature: 1005 free from itching. Colour: Golden Weight: 1200gm/sq.m
9	ELCB for welding rectifiers and electrical distribution boards	Rating: 30 mA
10	Flash back Arrestors	As per IS standards. The NRV to be checked at site.
11	Guards of grinding machines	As per IS standards
12	LED Hand Torch	As per IS standards
13	Low voltage (24V) LED Hand Lamps	Power 12 W, Input Voltage 24V/140 - 270 AC 90(Dia)X230(H) Make: Pyrotech Electronics PVT ltd or any standard vendor

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14	LED halogens	As per Standard specifications Power Consumption: 80- 120 watt Input voltage: 140-270V AC,110/220V DC Dimension(mm): 280(L)X253(W)X70(H) LED Colour: CW/WW/NW
15	Industrial electrical distribution boards with RCCB and with proper sockets	As per Standard specifications
16	Step down transformer for LED lamps	As per specification
17	Suitable Exhaust Fan on two ends of pipeline.	As per IS standards
18	Dehumidifier System with accessories	Standard Vendor with relevant documents.
19	Two numbers Self-Contained Breathing Apparatus Set for Emergency Rescue.	Standard Vendor.
20	Arrangement for Additional Air Line Hose of 500 meters Length to supply air.	
21	Cup lock scaffold system with Scaffolding pipes, clamps, ledgers or transoms etc.	As per standards.
22	Mild steel scaffolding board/gratings with hooks as Working platform. Length 2.5 m or standard sizes. Load carrying capacity 3KN (300 Kg/square metre.)	 As per standards.
23	Dustbins or metallic drums for keeping loose materials	
24	Standard metallic Top cover of all gas cylinders during hot work	
25	Temporary S hook for hanging cables	
26	GI wire in sufficient amount to tie working platforms and gas cylinders.	
27	Sufficient scaffolding pipes for handrails at height.	
28	Aluminum Ladders as per requirement.	

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29	Sufficient rags/cotton/jute for wiping out Paint.	
30.	Barricading Tape Sufficient Rolls.	
31.	Blue Coloured Flags 7 numbers for identification of Confined Spaces.	
32.	Multi Gas detector to check oxygen level and obnoxious gases at 1 hour interval. To be done by Client safety.	

I) Procedure for application of Gate Pass:

Requisite Enclosures:

- a. Two copies of recent passport size photograph of each employee /workman whose name appeared on that application duly signed by the employee himself at the back of the photo.
- b. One photocopy of Voters ID Card/Ration Card/Passport or any other ID acceptable by the government for the purpose has to be produced for further proceedings.
- c. Medical Test Certificates as mentioned above declaring fit for the work.
- d. ESI & PF Related documents as mentioned above.

Application procedure:

- a. Application duly filled in (along with the relevant documents) and addressed to Security Officer, shall be forwarded by the concerned Departmental Manager or any other manager (in absence of the concerned Manager) for onward transmission to Personnel Officer.
- b. If found OK, the Personnel Officer give clearance for necessary safety training (for new gate passes or training provided more than 6 months before).
- c. After endorsement of Safety training by Safety Officer / PTC, Personnel Officer on compliance shall give clearance to Security Officer for gate pass.
- d. Security Officer arranges for issuance / renewal of Gate Pass after ensuring the above steps.

II) Work Permit:

You shall follow the permit to work system established by us to do assigned job. Refer Permit to Work Standard for respective permit system.

a) Permit to work (PTW) for any kind of work:

- i. Contractor to take PTW for any kind of work from the concerned department before commencement of work along with the following permit appropriate for the job.
- ii. For working at Height above 2.0 m – Double layer steel scaffoldings with tied platform Scaffolding made of following materials & dimensions. A typical sketch can be obtained from the concerned engineer.

Material:

- Healthy Steel tubes (50 mm OD x 2.5mm thk) – IS Grade for horizontal, vertical, bracing support, guard rails & access
- Healthy clamps & holders
- Base Plate - Min size 230 X 400 mm and proper resting on concrete / solid ground

SAFETY NET – Compulsory at places, to ensure that the free fall of persons working at height should not be more than 2 meters from the working platform level. Decision of Safety Officer is FINAL & binding.

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- iii. **HOT PERMIT** – If any job involves generation of open / visible flame –All precautions against fire hazards (like keeping fire extinguishers of all kind, water source, sand, wet gunny bags etc.) to be taken during execution of work.
- iv. **PERMIT TO WORK AT CONFINED SPACE** - If any job involves persons working in enclosed space / vessel.

All **PERMITs** shall be issued by Department and forwarded to Safety Officer, for his concurrence/approval before commencement of work.

Unless mentioned otherwise all the PERMIT shall be issued in daily basis.

Requirement of different PERMIT, as spelt out by the Departmental Manager shall have to be strictly adhered to after approval from Safety Officer. Necessary assistance may be sought from Safety Officer.

After erection of a specific scaffolding and subsequent approval by Safety Officer, any change in scaffolding structure– MUST BE BROUGHT UNDER NOTICE to safety officer by the competent supervisor deployed for the job.

III) Tool Box Talk:

In addition to above safety requirement all the workers including the supervisors have to undergo a tool box talk (about 10 minutes) before commencement of work in each day wearing specific PPE suitable for the job.

IV) Personal Protective Equipment (PPE):

You shall ensure that all your staff and workmen have been issued appropriate PPE and they use the same at job sites. All these PPE shall conform to IS/CE/EN specification or other applicable international standards.

Sl. No.	Work Areas	PPE Required
1	All areas other than office areas/ 'no PPE zone'	Safety Shoes, Safety Helmet, General purpose Hand Gloves (Common PPEs).
2	Un-guarded elevated areas	Double lanyard full body safety harness, Fall Arrestor, Lifeline and any other job/ area specific PPE.
3	Confined space	High Visibility Fluorescent Jacket and any other job/ area specific PPE.
4	Public place/ road side	High Visibility Fluorescent Jacket and any other job/ area specific PPE.
5	Fabrication Yard	Material Handling Hand Gloves, Protective Eye wear and any other job/ area specific PPE.
6	Working on live lines	Protective Eyewear, FR Apron, FR Hand Gloves, Arm Guard (where applicable) and any other job/ area specific PPE.
7	Outdoor Switch/ Transformers Yard	Protective Eye wear, High Visibility Fluorescent Jacket and any other job/ area specific PPE.
8	Indoor Switch Room	Protective Eye wear and any other job/ area specific PPE.
9	Battery Room	Chemical Hand Gloves, Apron, Protective Eye wear, Nose Mask and any other job/ area specific PPE.
10	Pilot/ Cable Spreader Room	Protective Eye wear, High Visibility Fluorescent Jacket, Nose Mask, (where required) and any other job/ area specific PPE.

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11	Cable Basement	Protective Eye wear, High Visibility Fluorescent Jacket, Nose Mask, Respirator & lifeline (if required) and any other job/ area specific PPE.
12	Power Generation Plant Area - TG Room, Boiler House, Compressor House, ESP areas, etc.	Protective Eye wear, Ear plugs/ muffs (as applicable) and any other job/area specific PPE.
13	Power Generation Plant Area - Coal Handling areas including Wagon Tippler, Track Hopper, Crusher House, etc.	Shin-Guard, Nose Mask, Protective Eye wear, High Visibility Fluorescent Jacket and any other job/ area specific PPE.

You shall ensure that the above PPEs of approved standards are available at all times and shall be used by your employees with no exception whatsoever.

V) Safety Consequence Management Policy:

To improve safety in the workplace and to promote safe work practices, as per terms of the Safety Consequence Management Policy of the Company, while good performance in the workplace with regard to safety related behavior shall be rewarded, in the event of violations, unsafe behavior or deviations from the specified safety standards, rules, guidelines and relevant Regulations & Acts in force, are observed in activities performed by you or your sub-contractor and their employees, penal measures shall be imposed on you and concerned employees, which may be financial or suspension or both, as detailed hereunder, as per provisions of said policy in force:

<u>Penal Measures for Contractors for Safety violations</u>		
	Contractor	
Incident	Owner	Supervisor & Workmen
Fatal	Rs. 2,00,000/- will be deducted for every incident.	Suspension of the concerned group for 30 days
LWDC (Lost Work Day Case)	Rs. 20,000/- will be deducted for every incident.	Suspension of the concerned group for 7 days
Violation of Safe Work Practices (for every site audit score < set cut off marks of 75%)	Rs. 5,000/- will be deducted for each audit	NA
Non-availability of required quality PPEs and safety gadgets during Gear / PPE Audit (for every audit score < set cut off marks of 90%)	Rs. 5,000/- will be deducted for each audit	NA

The provisions of said policy in force may be ascertained from the respective dealing Officer of the Company. The assessment of the instances which may qualify for such reward or penalization shall be conducted by the empowered Officers of the Company, as laid down in the policy, and their decision shall be final and binding on you or their concerned employee, as applicable.

VI) Training:

You shall not deploy any person at work place/ site without safety Induction Training. The safety card issued by the Company must be with the workmen all the time and same shall be produced on demand at any time.

The Safety Induction Course will require approximately at least one hour. The information provided during the orientation will include, but is not limited to such topics as:

- Job rules, personal safety and conduct;

- Hazard reporting;
- Reporting of injuries/ pre-existing conditions;
- Emergency procedures;
- Working with Chemicals;
- Safety Activities and Programme including disciplinary measure and incentives;
- JHA/ SOP/ SMP/ SWP;
- Job specific; and Safety standards.
- Behavioral base.
- Skill development.

VII) Safety Orientation Programme

You will submit the names of new employees to receive the orientation programme, at least two working days in advance prior to commencement of work. The Company will then schedule the orientation programme and advise You of the time and venue for the orientation programme.

You shall provide for and ensure that all employees must use appropriate Personal Protective Equipment (PPE) such as safety shoes, safety helmets, hand gloves, safety harness, safety goggles and all other safety appliances while working at site. You must be fully aware of the conditions of the work site and surroundings, such as presence of dust and gas, frequent movement of overhead equipment, rail & road traffic, simultaneous activities carried out by various agencies in a congested area etc. and shall plan and execute his work accordingly in a safe manner.

You shall also obtain a proper work permit/ clearance/ prior permission from the Operating Department before starting the work in a running plant/ pipe lines/ gas lines/ air lines/ water lines/ hazardous areas and for working on shut down days etc. You shall keep concerned authorities of the Company informed well in advance if the work is to be carried out on Sundays/ National Holidays/ Shut down days or at night. Safety Supervisor must talk and explain about job hazards daily before starting the work and shall adopt safety measures accordingly. You shall provide for and ensure the availability of relevant safety appliances as required for the work.

You shall carry out regular safety inspection at the work site to ensure that all safety measures are being properly maintained/ followed and maintain a record of observations made and corrective actions taken. You shall also carry out load test on his erection equipment, tools, tackles, lifting devices etc. and maintain a record of test results. You shall get all his equipment, tools and tackles examined by the competent authority as required by the Inspector of Factories. You shall produce required certificates for their fitness as and when asked by representatives of the Inspector of Factories.

You shall nominate a competent and authorized person, in writing to the Company, who shall

- Be fully responsible for safety of the employees; and
- Ensure safety practices during the execution of the Contract. This person shall be a designated person coordinating, administering and managing the safety effort on behalf of You. He shall be the focal point of liaison between the Company and you for all matters related to Safety at work sites. You shall also engage required number of supervisors and workers adequately trained to execute the work safely.

A proper register/ document containing names and designation of workers shall be maintained by you for safety trained workmen.