



VINATI ORGANICS LIMITED

EHS ANNEXTURE / EHS GUIDELINES

FOR

CONTRACTORS / SUB-CONTRACTORS & SERVICE PROVIDERS

Contractor Name:

Address:

Nature of Work:

Jayesh Ashar
Chief Operating Officer
(Approved By)

INTRODUCTION:

This is a summary of safety rules and working procedures, which we suggest are the minimum standard practices applicable to all contractor personnel working on VINATI facilities. These are the VINATI rules, and are intended to supplement applicable laws and regulations of VINATI Safety Manual.

ENVIRONMENT, HEALTH & SAFETY POLICY

VOL Group intends that its activities will, comply with all relevant statutory and other provisions and all measures will be taken to minimize injury and ill health to its employees and other & stake holders, who may be affected by its operations. We are committed to the integration of safety and environmental considerations in all area of corporate activity, including design and operation of all facilities and implement a process of continual improvement in this regard. We are also committed to prevent pollution and to continuously improve our processes and system to conserve natural resources.

Responsibility:

1. Management and supervisory staff have the responsibility for implementing the policy throughout the company, to see that environment, health and safety considerations are always given priority in the planning and execution of all work.
2. All employees and contractors are expected to strictly adhere to the above policy in their areas so that work is carried out with minimum risk to themselves, other and environment.

Approach:

1. To maintain high technical standards by employing skilled and qualified technical staff and train them for effective performance.
2. To design, construct and operate all plant, equipment, storage areas etc. taking into consideration safety and environmental aspects.
3. To identify and communicate all hazard related information about our process and raw materials to all employees, neighboring community and contractors.
4. To train employees in firefighting, first aid, use of PPE's, safe handling of hazardous chemicals and effectively implement 'on site' emergency plan.
5. To periodically audit safety preparedness, do risk analysis and HAZAN & HAZOP study of all plant modifications.
6. EHS officers are available to assist in the implementation of the policy and provide information, advice and support to employees.
7. To make adequate financial and technical resources available to allow the policy to be carried out.
8. The Group is committed to recycle and reuse as opposed to disposal, wherever feasible.

VINOD SARAF
Chairman & Managing Director
VINATI ORGANICS LIMITED

DEFINATIONS :

CONTRACTOR: A person or business which provides goods or services to another entity under terms specified in a contract. Unlike an employee; a contractor does not work regularly for a company, also called independent contractor.

PROCEDURE: A way of doing something, especially the usual or correct way of maintenance, following of standard guidelines, accepted safety and disciplinary measures at time of execution at site.

RESPONSIBILITY

1. Authorised contractor
2. Concerned Dept. HOD &
3. Supervisor / Engineer / responsible job executor, but not below grade.

The Contractors are evaluated before hiring. So they should follow the Safety rule & regulations of Vinati Organics Limited, Lote.

Sr.	ACTIVITY
1.	THE RULES ARE OBLIGATORY TO CONTRACTORS (PRINCIPAL/SUB):- <ol style="list-style-type: none">1. These Safety rules have been circulated for performance of EHS practices regarding day to day work of concerned contractor.2. These rules in no way relieve / to help a contractor from his obligation under various statutory rules and regulations.3. All regulations, codes and ordinances of the Government of India, Government of Maharashtra and local Authority regarding EHS shall be obligatory to the contractors.4. Contractor should have valid Licence with WC Policy as per Govt. rule & regulations amended time to time before mobilization / starting job at site.5. The contractor will be solely responsible for safety of his employee.
2.	GENERAL REQUIREMENTS: (NO EXCUSE FOR FOLLOWING TERMS FROM SAFETY DEPT.) <ol style="list-style-type: none">1. No Supervisor / worker below 18 years (verbal clarification will not acceptable).2. Smoking, carrying matchbox, lighter, mobile and other electronic equipments capable to generate the ignition source is strictly prohibited.3. Chewing tobacco, Supari, Gutka, other habitual material and spitting is strictly prohibited inside the premises.4. Contractor will provide proper drinking water & sanitation facilities to worker
3.	EHS MANAGEMENT:- <ol style="list-style-type: none">1. Contractor shall demonstrate a strong commitment to VINATI EHS Policy.2. Be responsible for all aspect of contractor EHS performance & ensuring that his site supervisory person are competent and having authority to implement EHS system properly & to follow EHS practices and procedures.3. Contractor should have competent, dedicated Safety Officer.5. Contractor should have obligation to minimize the injuries & abate pollution, minimize loss of material. For that he should take maximum precautions and utilize his own past experience at time of execution.6. Machineries at site maintain in such a manner that it does not pollute air / water and soil of the site.7. Attain in-house / out-side training program, those arranged by EHS Dept.8. Contractor shall immediately report any oil, chemical etc. spill to company.

	<p>9. Contractor shall periodically assess noise levels from operation & install sound absorption and mitigation devices.</p> <p>10. Tank / fuel vessels should have secondary containment with retention capacity equal to 110% of the largest tank.</p> <p>11. The contractors should always keep our concern worksite / area neat, clean & free from physical hazards.</p> <p>12. Waste materials always keep aside to avoid interference for working & chances of accident at site and segregation as per standard practices.</p> <p>13. Contractor shall be responsible for dispose off waste by own cost. If not disposed by proper manner, VINATI will be disposing & deducting disposal cost from contractor bill.</p> <p>14. Contractor shall make his own arrangement of emergency vehicle at site.</p> <p>15. In case of accident, the person should be immediately sent to dispensary / OHC / nearest Hospital for medical help & accident report in proper format, duly signed by authorized representative to Safety Officer / HR Dept. without fails. Also take care of medical treatment / compensation what so ever as per industrial rule.</p> <p>16. Work area shall be maintained in neat and orderly manner. Aisles, emerg. Exits & controls must be kept free from obstruction at all the times.</p>
<p>4.</p>	<p>FIRST AID / PPE:-</p> <ol style="list-style-type: none"> 1. Contractors should arrange own First Aid box at the work site & they should maintain required material in it & take proper care of injured persons. 2. Approved Safety helmet & Safety shoes are mandatory in premises to employees & supervisors of the contractors depending on their work. 3. Contractors should ensure that all the employees are equipped with proper protective equipment for the work and they are entrusted with. 4. PPE should always meeting the appropriate standards, is to be provided by contractor (BIS / BS / ANSI – American National Institute) 5. Proper training for the use and care of such Personal Protective Equipment to be given by contractor to all work forces. <p>→ Head protection: Safety Helmet</p> <p>→ Eye & Face protection: Safety Goggle with side shield & face shield</p> <p>→ Foot protection: Safety Shoes / gum boot</p> <p>→ Hand protection: Hand gloves (work related compatible material).</p> <p>→ Fall protection : Full body harness</p> <p>→ Hearing protection: Ear plug / Ear muff</p> <p>→ Dust mask : Approved for protection from Dust inhalation (DGMS/CE/NIOSH)</p>
<p>6.</p>	<p>CLOTHING & OTHER APPERAL:- Clothing suitable for the job shall be worn.</p> <ol style="list-style-type: none"> 1. Long pants and shirts or coveralls should be worn at all times during perform the work. 2. Ragged or loose clothing and jewelry (ring, watch, necklaces, etc.) are not to be worn when operating equipment. 3. Any clothing that become saturated with petroleum / hazardous chemicals should be promptly removed or changed. 4. Wearing of loose clothes are not allowed near rotating parts / equipments.

7.	<p><u>COLOR CODING FOR HELMET:-</u></p> <p>It is mandatory to all contractors to issue Yellow Color Helmets to their employees & every concerned should use it in premises.</p> <p>Every helmet shall have mark at front & backside with Logo & Name of Firm in bold radium sticker in contrast to yellow colour. Vinati color codes are →</p> <ul style="list-style-type: none"> ➤ White – VOL Employee, ➤ Red – Fire & Safety ➤ Blue – VOL Visitor, ➤ Yellow – All Contractor, & ➤ Green – VOL Engineering contractor (Mechanical, Electrical, Instrument & Coal Fired Boiler Employee).
8.	<p><u>WORK PERMIT:-</u></p> <ol style="list-style-type: none"> 1. Contractor should take work Permit from concerned Dept. for any activity. 2. At every time contractor should have valid permit for work at site, which is also signed by standby Supervisor, concern HOD & concerned Plant Head. 3. Safety Officer Sign is required on Hot, Height, Vessel entry & Civil permit. 4. Dept. supervisor / engineer should be responsible for monitoring job & site till completion & strictly follow the precautions of related permit. 5. Electrical permit under control of Electrical HOD / Unit Head. 6. Contractor shall provide proper illumination in their respective work area after sunset, also ensured safe working when natural day light may not be adequate for clear visibility. 7. After completion of job Supervisor should close permit, file the record copy. 8. VOL reserves its right to suspend the work in the event of the contractor not complying with the rules or instructions with regard to Safety practices for which no claim of any kind will be entertained.
9.	<p><u>IN CASE OF EMERGENCY:</u> 1. Stop the work, keep equipment in safe location and gather near assembly point (At east side of Main gate / South side of IB plant / as per suggestion of Safety Dept)</p> <p>2. Also follow the site emergency planning.</p>
10.	<p><u>SCAFFOLDING:-</u></p> <ol style="list-style-type: none"> 1. While working at heights adequate scaffolding & staging should be used. 2. Scaffoldings should be of a sound material, securely fastened and should be capable of supporting 4 times the combined weight of men and material who will be working on them. 3. Wooden planks used in scaffoldings should not be less than 10” wide, 2” thick and should not extend beyond the outer supports by more than 12” nor less than 6”. 4. Railing, guarding and toe boards should be provided in all scaffoldings, which are 2 mtr. or more in height.
11.	<p><u>OVERHEAD WORK / WORKING AT HEIGHT:-</u></p> <ol style="list-style-type: none"> 1. Always uses, to protect from serious injuries due to fall from a height, if concerned worker will be performing work at height - above 1.8 mtr. from zero level or more is mandatory (If there is no Permanent platform and railing available). No half body safety belts are allowed. 2. In critical situation use two lifelines / generate the firm supports / necessary arrangement for hook up the lifeline at elevated levels. In the absence of such a structure, seek the assistance from the Plant / Building. 3. Common life-line shall be used wherever linear movement at height is required.

12.	<p>VEHICLE RULES :-</p> <ol style="list-style-type: none"> 1. Vehicle owner should fulfill all Legal requirements. 2. PUC is must & vehicle driver should have required valid driving Licence. All the employees of the contractor must observe all traffic rules, signs, and follow speed limits of the company. 3. Contractors should not park their vehicle in such a way that it will be a hindrance to the smooth flow of traffic in the premises. 4. Jumping on or off trucks, automobiles or other moving vehicle is prohibited. Men should wait until the vehicle stops before attempting to enter or leave.
13.	<p>ERECTION :-</p> <ol style="list-style-type: none"> 1. This is prerequisites - workman engaged for working at height activities must not be suffering on Hypertension, Diabetes, Vertigo and Epilepsy. 2. Erecting / lifting machinery should have valid test certificate in Form-12. 3. Only qualified and authorized employees should be allowed to operate the mobile cranes and other hoisting equipment. 4. Before operating cranes or hoisting equipment, the operator should sound a warning and he should accept signals only from one person for starting the work of raising, lowering and swinging loads. 5. Only authorized supervisor should instruct to crane operator. 6. Workmen in charge of working squad should be responsible for the safe loading and use of ropes, chains, slings, jacks, skids and other hoisting and lifting apparatus according to their Safe Working Load (SWL), use of defective tool & tackles not allowed. 7. No persons shall be allowed to stand, walk or work beneath / under any suspended load or erecting equipments. 8. Operator should stop crane immediately, if STOP signal from any one. 9. Guide rope must be use for guiding & at time of lifting any loads. 10. Don't release load on chain block, crane and hydra for long time. 11. Hanging equipment around operating units is prohibited at all times.
14.	<p>LIFTING MACHINE / LIFTING TOOLS & TACKLE :-</p> <ol style="list-style-type: none"> 1. Valid test certificate of tool & tackles submit to concern Dept. / or shall be thoroughly examined & tested before taking in to use at least once in a year by competent person. 2. Lifting Machine: Crane, crab, winch, teagle, pulley block, gin wheel etc. 3. Lifting tackle: Chain sling, rope sling, hook, shackle, swivel, coupling, socket, clamp, tray or similar appliances using for lifting load or loads by use of lifting machine. 4. Defective or worn out tools & tackles ropes should never be used even if the loads appear small. Always used standard & certified tool & tackles. 5. New links should be inserted by competent persons. 6. Check thoroughly all lifting tools, tackles, ropes & slings before putting them to use. 7. When applying U Bolts and clips, to be checked adequate number.
15.	<p>NATURAL / SYNTHETIC / FIBER ROPES:-</p> <ol style="list-style-type: none"> 1. Rope should be properly cared and the following precautions should be taken. (Cotton, Jute, Nylon rope not allowed) Rope should not pass over sharp edges; kinked ropes should not be used. 3. Rope should not drag on the ground unnecessarily. Using too small sheaves should be avoided. 4. Rope should not be permitted to slip on winch drum or moving drums.

	<ol style="list-style-type: none"> 5. Do not tie knots where splices should be used. 6. Ropes should not be allowed to soak in oil and exposed to acid or other corrosive substances. They should be washed and dried.
16.	<p>MATERIAL AT HEIGHT:-</p> <ol style="list-style-type: none"> 1. Not to throw any material from any height. In the event, to be followed standard procedure. (Instruct to all other concerned; the particular area must be barricade to keep other persons in the clear distance, also to be kept supervisor for monitoring till completion of the job.) 2. Open machinery is not allowed at work site, proper guarding is required. 3. Keep all your hand tools such as chisels hammers. Files punches spanners wrenches etc. in good condition at all time. 4. Keep wrenches, spanners & other tools securely so that they will not slip at time of execution of job. Also do not left Tools and materials on elevated position, if there is possibility of falling from height. 5. Do not use tools for other purpose, for which they were design.
17.	<p>ELECTRICAL CONNECTIONS:-</p> <ol style="list-style-type: none"> 1. VOL giving single point connection to every contractor. He should generate extension board for further distribution. 2. Only qualified persons of contractor should undertake electrical works / repairs. If required take help of VOL electrical team. 3. The contractors should take precautions to prevent tripping hazards caused by defective equipment and welding lines etc. 4. The contractors should arrange required fire extinguisher at site for emergency uses. 5. Bare wire for connection / extension not allowed in premises. 6. Provide ELCB for main extension board to protect other. 7. Be careful about loose connection. 8. Take approval from electrical HOD for temporary electrical connections, he should ensure cables quality / earthing / grounding arrangement etc.
18.	<p>ELECTRICAL WORK:-</p> <ol style="list-style-type: none"> 1. Treat all circuits as LIVE unless ensured to be DEAD. 2. LOTO system to be followed for better communication. 3. All electric hand lamp / bulbs should have protective wire mesh guard. 4. Clear indication of ON-OFF switches will must on related equipment & use appropriate Amp switch. Also use approved PPE for electrical work. 5. Make sure the cord will protected against abuses and possible damage, from welding sparks, hot surfaces and sharp edges. 6. Ladder used for electric equipment should be of non-metallic construction so as not to be a conductor of electricity. 7. If any cables passing through an aisle or passage make sure it is raise to at least 2 meters above the ground, to avoid damage. 8. Immediately change damaged cables, don't wait for accident / incident. 9. Regularly check test lamp, working condition of electrical tools by competent / authorized supervisor. 10. Identify electrical hazards, repair or report immediately to concerned or VOL electrical Dept. for help or rectification. 11. In flameproof area always use flameproof tools. 12. Electrical tools provide with ground wire, top pins, sockets and should have proper gland packing. 13. Ensure, extension cord is free from cut, damage insulation links or joints.

	<p>14. Cable marker to be provided for underground cables. IMPORTANT: Only low voltage lamp (24 V) shall be allowed for vessel entry.</p> <p>15. Ensure easy access to put OFF the supply in case of emergency. In case of short circuit / fire / equipment caught fire.</p> <p>15. Extinguished electrical fire with CO₂ extinguisher, in absence of CO₂ to be used DCP extinguisher (aim is to extinguish fire).</p> <p>16. Use warning instruction boards while working on Feeder / Panel.</p> <ul style="list-style-type: none"> ▪ MEN ARE WORKING ▪ DO NOT PUT ON
19.	<p>OPEN FLAME / BHATTI / THAWING :-</p> <ol style="list-style-type: none"> 1. Locate at upwind direction and 100 mtr. away from tank farm & flammable material area. 2. Activity under control of competent supervisor. Keep water filled drum (Min.200 ltr.) nearby for extinguishing bhatti / open flames in case of emergency siren at site / completion of job.
20.	<p>GRINDING / CHOPPER MACHINE :-</p> <ol style="list-style-type: none"> 1. Grinding / Chopper machine always maintain in good condition. 2. Grinding / Chopper machine should have protective wheel guard. 3. Top pin required for connection & extension purpose from extension board, avoid joints for cable & chances of short circuit in premises. 4. Grinder operator should have safety goggle, leather hand gloves and safety shoes. Use proper ISI / approved grinding / chopping wheel all the time. 5. Skilled employee should operate grinder / chopper & barricade the front area to restrict sparks. Shifted flammable material from site. 6. All portable power tools such as drills & grinders etc., which are operate electrically, should be thoroughly inspects before making use of them.
21.	<p>NDT : NON DESTRUCTIVE TESTS:-</p> <ol style="list-style-type: none"> 1. Contractor takes written permission from Concerned HOD / Safety / Project Head. Permission should be in advance and 2 day before arranging NDT. 2. Avoid contact with radioactive material. Party should have valid Licence, valid ID card of executors issued by BARC. 3. Cordon off area more than 3 times, which are given on minimum safety requirement of Licence. 4. Permit must & take maximum precautions before starting the work. 5. Don't take lightly, matter is serious 6. Only to take precautions, whichever is given / suggested by BARC rules. 7. In case of Gamma rays use lead suit. 8. NDT kit always carries in approved carry case, open kit not allowed in premises. NDT kit should not carry through passenger / general vehicle.
22.	<p>CIVIL WORK :-</p> <ol style="list-style-type: none"> 1. Before starting excavation, Civil Dept. should take clearance of Electrical, Mechanical & Safety Dept. for absence of underground cable & lines. 2. Use MS pipe scaffolding with necessary clamping. Bamboo-jute scaffolding & use of empty drums for workbenches is strictly prohibited. 3. Barricade the area before excavation / shifting of material / shuttering / de-shuttering & work at height. 4. Concerned Dept. should give maximum & enough precautions at time of working to avoid accident / incident.

23.	<p>WELDING WORK :-</p> <ol style="list-style-type: none"> 1. Adequate precautions should be taken during welding (arc / argon) or gas cutting against hazards such as electric shocks, burns, fumes, fires, explosion and arc eyes etc. 2. Welding machine shall be in good condition (<u>should have ON-OFF switch, Amp meter, Voltmeter, proper connector, copper cable for earthing & welding holder, lugs for fitting cables, Amp adjustable in good condition (<i>remote operated is also acceptable</i>), holder for connecting earthing</u>). 3. Use armored cable up to welding machine with top pin. 4. Always use safety shoes, Leather hand gloves, welding shield / proper tint goggle, safety harness depending on work situation (always be careful). 5. To carry out gas cutting or welding work beyond 15 Mtr. from the place where any hazardous / flammable material is kept. 6. During welding, earth should be given directly at job, no short-cut allowed. 7. Welder should be qualified / skilled & perform his work independently, not depend on other employee for adjusting current and so 8. To be provided adequate ventilation, if work performs in confined spaces. 9. When welding or gas cutting in elevated positions, precautions should be taken to prevent sparks or hot metal slag falling below, where the other employees are working / flammable material stacked below. 10. Make a practice to collect the burnt welding rod pieces in drum & handover to dept. for further disposal. 11. Workshop: Before welding or cutting a pipe, tank or container, which contain flammable material, it should be thoroughly cleaned and gas free and if necessary 'Hot Work Permit' should be obtained. 12. Welding booth should be located at down wind direction to avoid exposure of toxic gas to others. 13. Use required PPE's & warned cloth should be free from oil and grease. 14. Goggles should be worn while chipping the welding slag.
24.	<p>LADDER :-</p> <ol style="list-style-type: none"> 1. Safety goggle, welding shield, hand gloves (Leather- Hot work, Cotton- Material handling, Rubber- acid & alkali, Cryogenic – LPG / IB) to be used whenever necessary. 2. Contractor should have proper ladder. Wooden / bamboo / torr-steel ladder not allowed in premises. 5. Rope ladder only allowed for vessel entry. 6. Rebar's (torr steels) shall not be welded to columns for using ladders.
25.	<p>PAINTING WORK:-</p> <ol style="list-style-type: none"> 1. Painting contractor should follow all due precautions of painting standards / working at height / cleaning / protecting equipment / disposal of waste. 2. In confined spaces workers shall be protected with approved mask / air line respirators / tight fitting rubber mask (especially for spray painting). 3. Contractor can use approved Bostwin chair / Zoola at time of painting at elevated level, with required accessories. 4. Don't do painting below the permitted hot work, or above the other work. 5. Generate pipe scaffolding wherever required. 6. Compressed gas shall not be used for cleaning of clothing / or part of body. If used for other cleaning, the discharge shall not exceed thirty-30 psi and eye protection shall be warned.

26.	<p>COMPRESSED GAS CYLINDERS / GAS CUTTING :-</p> <ol style="list-style-type: none"> 1. We shall be allowing only Acetylene / Bharat Metal Cutting Gas cylinder in our premises for cutting purpose & issuing permit for the same. 2. Cylinders should have protective valve cap if it is in use / when being transported / empty & spares kept in shed. 3. Cylinders identification on the basis of standard colour code of GC Rules. 4. Use ISI mark cutting torch, Regulator & hoses for cutting set & must be inspect frequently (Hoses: Red–Flammable gas & Blue –Oxygen) 5. Provide nRV and flash back arrester to both cylinders for to protect cylinder from flash back & back fire. 6. Hose pipe and other accessory to be connected with proper clamps. 7. Acetylene or Liquid compressed Gas cylinder shall never be used in horizontal position, as the liquid may be forced out through hose causing a Fire hazard / explosion. 8. Use proper trolley for shifting / carrying cylinder, rolling and carrying on shoulder to be avoided. 9. Compressed gas cylinder shall be stored in the upright position & secured with chain in a shed. Flammable & non-flammable keep separately. 10. Compressed gas cylinder shall be returned immediately to a suitable storage area after use. They shall not be permitted to lay around work site 11. Only qualified / skilled worker should do the cutting work. 12. Gas cutting torch must be lighted by means of friction lighter. 13. Gas cylinder should be place in locations where sparks or flames from 14. Leather hand gloves & goggle mandatory at time of performing work. 15. If cylinder is in use, cylinders valve-key must be place on valve spindle.
27.	<p>OTHER WORKS :-</p> <ol style="list-style-type: none"> 1. Material handling contractor should take utmost care of our employees, avoid exposure, skin contact & working in chemical exposed area, 2. to minimize risk to employees and others, 3. not creating new hazards at site, for that he should take maximum care, 4. abate pollution.
28.	<p>PENALTIES:-</p> <ol style="list-style-type: none"> 1. In case of damage to property due to lapses by the contractor, Vinati Management has reserve right of necessary actions. 2. A penalty of Rs. 200000 shall be levied for every fatal accident and Rs. 50000 for every loss time injury occurring during the course of the execution of the said contract. 3. Penalties for the non-compliance of safety regulations will be levied as under: If any person found violating the safety rules he will be issued warning, mentioning name of workmen name of the contractor, dept. / location. Any workmen found violating 3 times will not be allowed to enter the premises / site in future. 4. Hiding of disability / accident will result in penalty of 10% of contract value. 5. To threaten / bullying to VINATI / other contractor employees, said workmen (s) will not be allowed to enter the premises / site in future.
29.	<p>In case of any problem please contact to concerned HOD / Safety Officer. Concerned Dept. shall kept acknowledged copy for record.</p>
↑	<p>No excuse for above conditions, if concerned contractor has violated rules, those liable for punishment with certain fine.</p>

EHS ANNEXURE FOR CONTRACTOR - SUMMERY SHEET

SR. NO.	REQUIREMENTS
1.	Contractor should fulfill applicable legal requirements before mobilization.
2.	Deployment of experienced and qualified safety officer.
3.	Deployment of qualified electrician from day one.
4.	Dedicated housekeeping person to be engaged.
5.	All tools, tackles & machines to be tested and certified with competent person.
6.	Electrical shed with proper height and sufficient space & warning sign to be displayed.
7.	All electrical connections must be routed through ELCB of 30 mA capacity.
8.	Double earthing to be ensured for all electrical machines and distributions.
9.	Work permit to be issued activity and area wise.
10.	Platform of Ms hallow square tubes (challis) must be used for height work.
11.	Wooden plank / wooden scaffolding not allowed.
12.	Compressed gas cylinders to be kept vertically and shifted in a trolley.
13.	Flash back arrester is mandatory with all gas cutting sets.
14.	Vehicle should have own spark arrester, before entry into the premises.
15.	Hydra / crane operator must have the valid heavy license.
16.	Hydro / crane must have insurance & test certificate by competent authority.
17.	Tools box talk to be conducted by area incharge on daily basis before start of activity.
18.	All opening and cutouts must be covered / barricaded properly in their respective area.
19.	Minimum safety appliances / equipment required before startup of the job at site.
a.	Full body harness with double anchorage to be made all available manpower at site.
b.	Safety shoes and helmet is mandatory to all available manpower.
c.	Fall arrestor with life line is must as per requirement at height work.
d.	Portable fire extinguisher (ABC type) should be kept ready at all potential fire zone.
e.	In case of open flame / Bhatti, concerned has to keep 200 ltr. Water filled drum with bucket near by to extinguish the fire in case of any emergency.
f.	All PPE's should be as per ISI standard and VINATI PPE standardization.
g.	Availability of sufficient quantity of hand gloves, goggle, welding shield and other PPE in the stock at all time.
h.	Availability of First-aid box with proper location marking.

TYPE OF OFFENSE	CATEGORY	PENAL CLAUSE
Not wearing helmets / safety shoes / welding goggles / shield / apron / safety goggles / hand gloves / non standard practices.	B	<p><u>First Offence-</u> Warning Note with fine of Rs. 2000/-</p> <p><u>Second offence-</u> Fine of Rs. 5000/- & action for termination of job of concerned supervisor / contractor / workmen.</p>
Non use of full body harness / other life saving safety gear / unguarded tools & machinery / Electrical gloves / Electrical safety shoes / No cordon off area at time throwing material from height / no use of safety net / unsafe working which may tend to fatal events / violating permit conditions.	A	<p><u>First Offence-</u> Warning Note with fine of Rs. 1000/-</p> <p><u>Second offence-</u> Action for the concerned supervisor / workmen for termination of his job and fine of Rs. 5000/-.</p>

Date:

Signature of contractor

Signature of Vinati Representative

DECLARATION BY CONTACTOR



VINATI ORGANICS LIMITED

CONTRACTOR ENVIRONMENT, HEALTH & SAFETY (EHS) GUIDELINES / HANDBOOK

I hereby declare that I have understood the intent of the safety contract document and undertake to adhere to the directions given by the same throughout the period of contract.

Name:

(Authorized Contractor Representative)

Signature:

Date:

Company Name: _____

Vinati Representative: _____

All contractors are responsible for ensuring that this information is reviewed by all of his / her contract employees before beginning work on Vinati location. A copy of the signed sheet (s) should be provided to the Vinati representative at the field location.

As part of the acceptance of any contractor for work at Vinati each contractor will be required to accept the “EHS Guidelines / Instructions” laid down in this document and will be expected to sign and return.