

ANJ TURNKEY PROJECTS PVT. LTD.	SAFETY & HEALTH MANAGEMENT SYSTEM	DOC.NO: ANJ/ASM/001
DATE:10.04.2024		VERSION: 02



ANJ TURNKEY PROJECTS PVT. LTD.



ANJ HSE MANUAL

Issue: 02

Date of Issue: 10.04.2024

Address

112-D Kandivali govt. Industrial Estate, Kandivali West, Mumbai, Maharashtra 400067

Phone: 022 6171 4101

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1.0 Objectives

The objective of this manual is to provide requisite guideline for the implementation of OH&S policy, safety systems and procedures so as to ensure accident free environment within ANJ.

Scope

Applicable to all activities of ANJ including its customers, suppliers and all those parties associated with the job execution.

Purpose

The purpose of this document is to be the principal support instrument to manage all safety related matters during the job execution phase within ANJ. The execution of the plan requires a continuous active input from other parties involved, including Project head of ANJ, who have specific knowledge of the local situation and conditions. The role of company is to manage the entire “assigned” Safety program and to coordinate the actions of all parties involved to ensure a concerted effort to achieve the maximum safety performance level during carrying out the job. The manual shall apply to all work-related activities to be carried out by personnel working inside ANJ and also to any person assigned to or visiting the assignment during the execution phase of the job.

AIM: “Zero Lost time injury Incidents”

Lead Measures

Compliances to applicable Statutory Norms– 100%

5 “S” Audits – 15days

TBM (Tool Box Meetings) – (Daily at every site)

Safety Mass Training – Weekly once at every site Safety Audit – 15 days

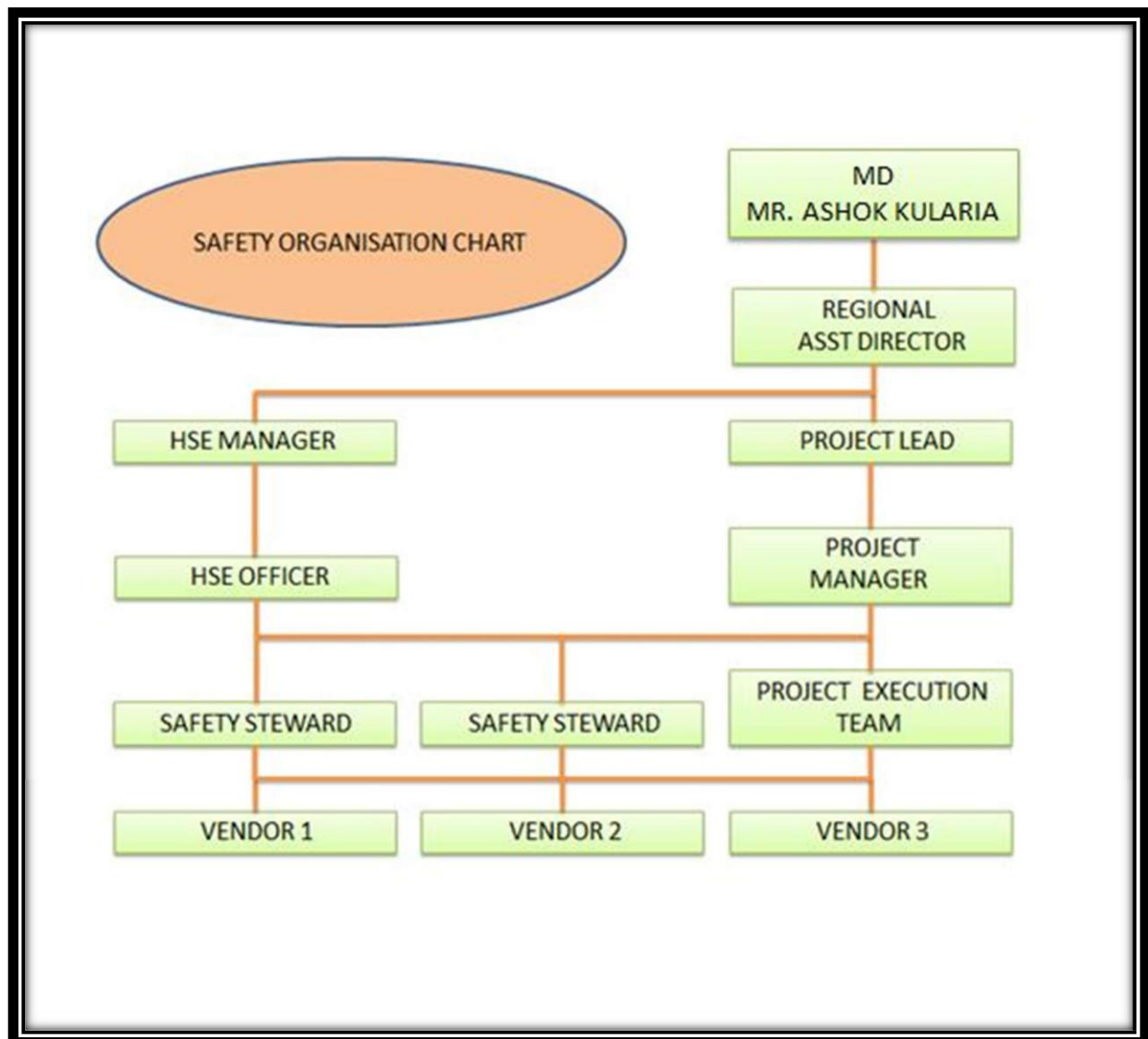
Near Miss Incident Capturing:

Lag Measures

Fatality – Zero

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2.0 Safety organisation structure:



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3.0 Safety Policy



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4.0 Trainings



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4.1 Induction training

A safety induction is conducted to welcome new employees to the company and prepare them for their new role. It ensures workers are fully informed about the organization and are aware of their work and responsibilities

- Induction training should be provided to all new labors, staff & Visitors
- Induction number should be provided to everyone at site

Note: No one is allowed to work or supervise at site without induction training

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4.2 Induction Training Agenda

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INDUCTION TRAINING AGENDA

- Welcome and introduction (Company/Site Name)
- Health Safety & Environmental Policy
- Project Specific Conditions/Requirement (Project History, Types of Construction, Location of statutory notices)
- Emergency evacuation & Fire (The Alarm, Exit Routes, Assembly Points, Fire Points, Fire prevention)
- Detail of your site staff (Site managers, Engineers, Supervisors, Hse Representative)
- Welfare facility at Site(Toilets ,lunch area, drinking water, first aid)
- Housekeeping (Always clear up your own rubbish, Stress the importance of good housekeeping to prevent slips, trips and falls and remove material that could fuel fires)
- Standard site rules (such as. Eating sleeping is prohibited at site)
- Signs on site (Such as No smoking, Fire Exit, Fire extinguishers etc.)
- Drugs and alcohol (will remove immediately such fellow)
- No Horseplay
- Personal Protective Equipment
- Working at Height (Use secure platforms with proper edge protection)
- Accident Reporting (Report all incident to your sup, Engineers & managers)
- Please feel free to ask any questions you may have, before you sign your induction form
- Thank you for your time and co-operation



Induction should be provided as per the agenda given above and induction number should be pasted on every helmet and it should be recorded.

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4.3 TBT (Toolbox Talk Meeting)

Tool box meetings are quite effective means of communicating the work place hazards and appropriate controls to the workers. It helps in better understanding and ensures proper controls to reduce the risks associated with the jobs.

Responsibility: The line Supervisor's shall conduct daily TBT meeting to discuss the HSE issues before commencement of any activity and report should be maintained.

This meeting shall be no longer than maximum 15 minutes of duration and items covered at these meetings shall include:

1. Daily Work procedures, JHA/RA (Risk Assessment) applicable to the particular activity.
2. Safety measures to be adopted during executing the job.
3. Any important information / happening related to particular activity.
4. Records shall be maintained for audit purpose.

Note: Project manager, Engineer, supervisors should be present at the time of TBT and photos should be recorded.

4.4 Training of staff

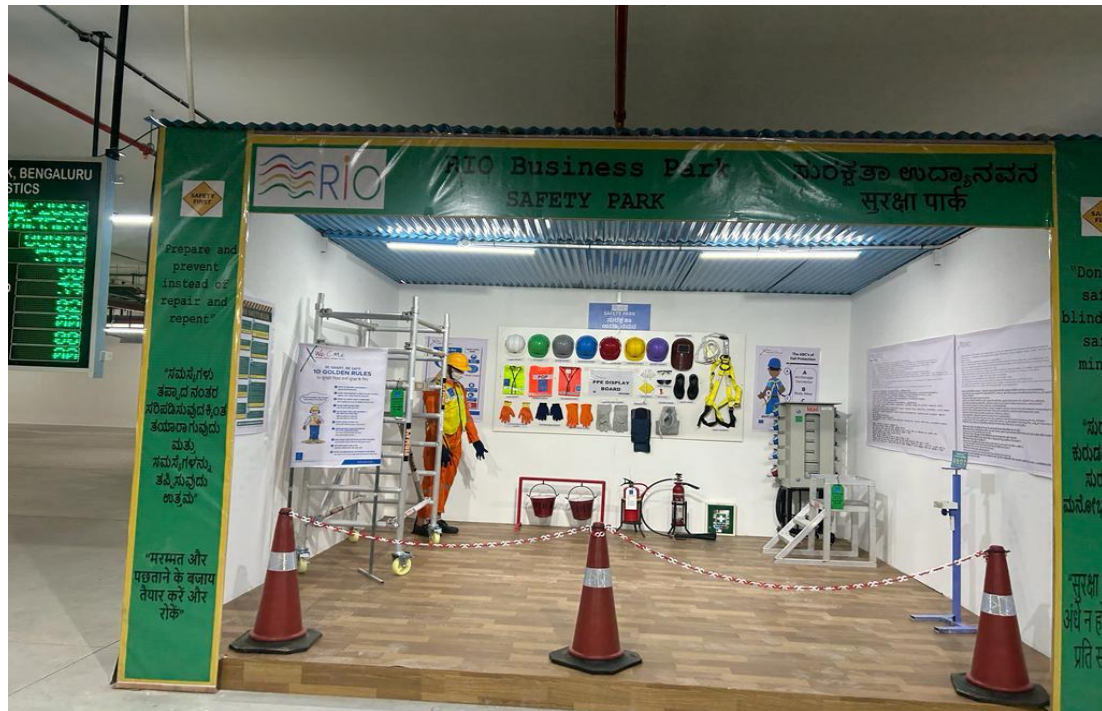


Training of staff should be conducted once in a week at every city.

Training should be provided to every safety officer monthly by safety managers of the company.

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5.0 Safety Banners & Signages



- Safety park to be displayed & maintained on every site.



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HSE STATISTICS

Client : **PMC :**
Contractors : Sub Contractors worked in the project
No. of PMC employee hours worked

Area	No. of Injuries / Accidents / Incidents	No. of Lost Time Injuries	No. of Lost Time Incidents	No. of Lost Time Accidents

No. of First Aid Treatment Injuries :
No. of Medical Treatment Injuries :
No. of Lost Time Injuries :
No. of Near Miss Incident :
No. of HS Incident Reported :
No. of Workers Inducted :
No. of Spot check undertaken on U/AUC :
No. of Tool Box Talk Undertaken :
No. of Formal Safety Inspection :

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HSE STATISTICS

Category	Count	Category	Count
First Aid Treatment Injuries	1770	Lost Time Injuries	1100
Medical Treatment Injuries	1100	Near Miss Incident	1100
Lost Time Injuries	1100	HS Incident Reported	1100
Near Miss Incident	1100	Workers Inducted	1100
HS Incident Reported	1100	Spot check undertaken on U/AUC	1100
Workers Inducted	1100	Tool Box Talk Undertaken	1100
Spot check undertaken on U/AUC	1100	Formal Safety Inspection	1100
Tool Box Talk Undertaken	1100		
Formal Safety Inspection	1100		

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- ANJ mandatory Posters to be displayed on site on MS Stand (3*2)
- HSE Statistics to be maintained & updated on daily basis with all information
- ANJ HSE Posters to be displayed in Hindi, English & Local language

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6.0 Food management



- Packaged drinking water to be provide on every site for labour & staffs.
- Hand wash area will be available near lunch area.
- Lunch area to be made available at site with sufficient numbers of sittings.



- Dustbin to be available on site & to be distinguish like wet waste, Dry waste

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7.0 Housekeeping



Broom is strictly banned from all sites instead of use vacuum cleaners & Manual sweepers.



- Use of DRS (Dust Reduction system) Tools on site to minimize the dust generation on site like vacuum connected scrubbers.
- Dedicated carpentry yard equipped with vacuum connected cutter machines.

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Green and blue dustbin should be provided at every site (Green for wet waste and blue for dry waste)

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7.1 House Keeping Initiative: 5 “S”

In industry, Housekeeping means not only cleanliness, but also an orderly arrangement of operations, tools, equipment's, storage facilities and supplies. It is a practical method of increasing production, reducing accident and improving employee's morale. Housekeeping is a direct responsibility of all employees and each should be held accountable to do the things necessary to implement an effective housekeeping program.

Most of the industrial fires result from or are caused to spread by poor housekeeping conditions. The most frequent sources of industrial fires are electrical system, friction, open flames or sparking, spontaneous ignition and smoking. All such fires can be prevented by good maintenance and housekeeping procedures.

Typical accidents due to poor housekeeping:

The relationship between accident and poor housekeeping is very close indeed from a careful analysis of accident at work site. Too often accidents are reported because of:

1. Person **tripping** over loose objects on floors, stairs and platforms;
2. Person **getting hit** by articles falling from overhead;
3. Person **slipping** on greasy, wet or dirty floors;
4. Person **running against** projecting, poorly piled or poorly placed materials;
5. Person **getting trapped** under materials falling from piles improperly built;
6. Person **steeping on or tearing hands/other parts of the body** on projecting nails or hooks.

Many more types of accidents including fires and explosion can be attributed to poor housekeeping

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7.2 5"S" AUDIT FOR HOUSEKEEPING

There are five 5S phases: They can be translated from the Japanese as "sort", "set in order", "shine", "standardize", and "sustain". Other translations are possible.



5S Explanation



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Sort (Seiri)

Set In Order (Seiton)

- Arrange all necessary items so that they can be easily selected for use.
- Prevent loss and waste of time by arranging

Shine (Seiso)

- Clean your workplace on daily basis completely or set cleaning frequency time to time
- Use cleaning as inspection.
- Standardize the best practices in the work area.
- Everything in its right place.

Sustain (Shitsuke)

- Not harmful to anyone.
- Perform regular audits.
- Training and discipline.

5S audits are organized at our worksites in every quarter as per the check list by a team comprising of:

- a) Line in charge.
- b) Internal Auditors

Plan for 5 “S” audit:

Every 15 days with Site HSE audit.

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Work Area:

Date:

5S Leader:

5S Auditor:

S1 - Sort - SEIRI: ✓ / x

1. No unnecessary items are left or stored in the workplace.	
2. All machines and pieces of equipment are in regular use.	
3. All tools, fixtures and fittings are in regular use.	
4. Storage area is defined to store broken, unusable or occasionally used items.	

S2 - Set in order - SEITON:

5. Locations of tools and equipment are clear and well organized.	
6. Locations of materials and products are clear and well organized.	
7. Labels exist to indicate locations, containers, boxes, shelves and stored items.	
8. Evidence of inventory control exists (i.e. Kanban cards, FIFO, minimum/maximum, etc.).	
9. Dividing lines are clearly identified and clean as per standard.	
10. Safety equipment and supplies are clear and in good condition.	

S3 - Shining - SEISO:

11. Floors, walls, ceilings and pipework are in good condition and free from dirt and dust.	
12. Racks, cabinets and shelves are kept clean.	
13. Machines, equipment and tools are kept clean.	
14. Stored items, materials and products are kept clean.	
15. Lighting is enough and all lighting is free from dust.	
16. Good movement of air exists through the room (to limit the spread of viruses).	
17. Pest control exists and effective.	
18. Cleaning tools and materials are easily accessible.	
19. Cleaning assignments are defined and are being followed.	

S4 - Standardize - SEIKETSU:

20. Information displays, signs, colour coding and other markings are established.	
21. Procedures for maintaining the first three S's are being displayed.	
22. 5S checklists, schedules and routines are defined and being used.	
23. Everyone knows his responsibilities, when and how.	
24. Regular audits are carried out using checklists and measures.	

S5 – Sustain - SHITSUKE:

25. 5S seems to be the way of life rather than just a routine.	
26. Success stories are being displayed (i.e. before and after pictures).	
27. Rewards and recognition is part of the 5S system.	

Comments:

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8.0 Uniforms and ID card



Housekeeping team should wear approved uniform and other team should wear mandatory PPE (Helmet, Jacket & safety shoes) at site and all labors should have ID card.

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9.0 Electrical



All Machines should be monthly inspected and tagged. Guard should be present on every rotating part of the machine.



IP 65 rating electrical distribution board should be used at every site and 30 mA Elcb should be provided on every DB.

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Working table should be provided for aluminium and wood cutting.

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10.0 Medical camp



Medical Checkup should be conducted for every worker and it should be signed by the doctor in Form 11 as per BOCW.

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11.0 Mockdrills



Mock drills and fire extinguisher training should be conducted at every site once in a month and record should be maintained for audit purpose.

12.0 Security check



Anj security should do frisking of each labor particularly for tobacco

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13.0 HSE Audit

13.1 Procedure of Audit

Objectives of the EHS audit

- The objectives of the EHS Audit are:
- Examine the existing procedures, systems and measures being followed for the management and control of EHS systems at the construction site.
- Identify potential hazards not covered by the existing procedures.
- Recommend improvements for better effectiveness of existing procedures, system and control measures for the identified potential hazards.
- Check the extent of the compliance with statutory provisions and recommend the corrective action to be taken in case of noncompliance.
- Check & ensure that the legal documents are available and current for the duration of work.

Methodology

- The following methodology was followed for successful completion of the audit.
- Inspect the premises of the project site.
- Discussion with the ground workers/ staff, selected at random.
- Prepare and submit the report based on the actual observations and in line with the requirements of Colliers PM EHS Code of Practice, BOCWR'1998, Other Safety Regulations, and Indian Standards Specifications.
- Project team to submit a compliance report within stipulated time.

Area covered during the field visit

- Construction work area.
- Office area/ Marketing area
- Stores
- Passageways
- Labor Colony
- Fabrication Yard
- Documentation

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Who will do Audit?

Panel of team including but not limited to

- ☐ Asst. Director
- ☐ VP/AVP of concerned project.
- ☐ HSE Manager

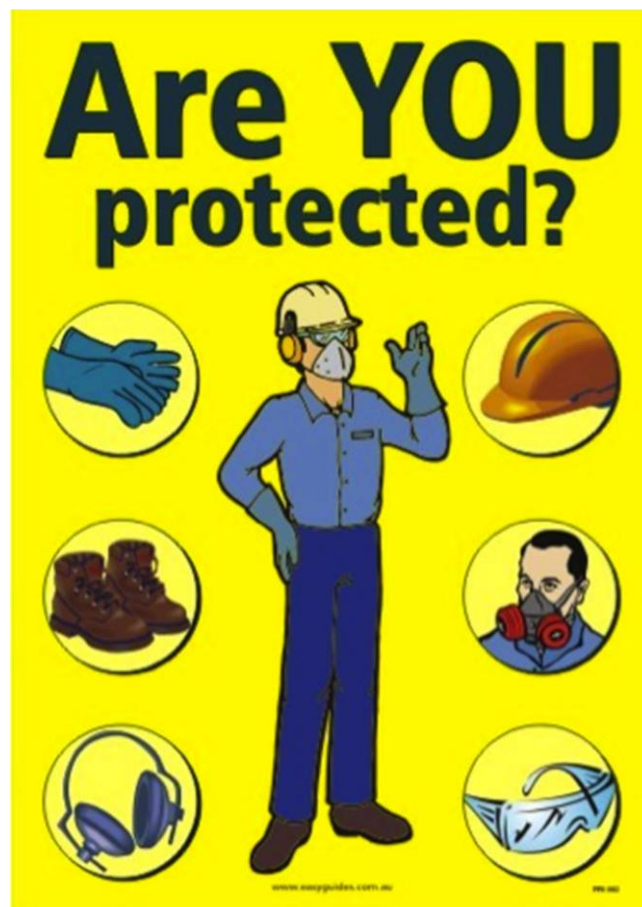
Audit Schedule

Fortnightly (15 days) at every site.

Audit reward

- Project manager, supervisors and safety officer will get ratings as per the audit
- Certificate will be provided to best performer in HSE.

13.2 PERSONAL PROTECTIVE EQUIPMENT AUDIT



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Purpose

To ensure the use of appropriate company approved personal protective equipment wherever and whenever there is a potential for exposure, either real or assumed, to hazardous working conditions, or where a hazardous condition exists and a need is indicated for using such equipment.

Scope

This procedure applies to all employees within the company.

Procedure

The company reserves the right to select and/or approve all personal protective equipment to be issued and used by its employees and only such equipment issued or approved will be allowed on its job sites. Failure to comply with this procedure will result in disciplinary action up to and including termination.

Personal Work Clothing

The minimum work clothing that is acceptable for all employees is long pants, standard safety shoes, and a shirt that completely covers the worker's shoulders and provides adequate protection against such hazards as splash, abrasions to the skin, oil or grease spills, and slag from welding or cutting. Do not wear loose clothing, rings, watches, necklaces or long hair, all of which may catch in power driven equipment. Welders should be cautioned against wearing any type of highly flammable clothing, such as polyester, double-knit, etc. Heat-resistant material, such as leather, is used to protect against dry heat, flames, and hot material.

Eye and Face Protection (IS 8520: 1977)

To prevent possible eye and face injuries suitable eye protection must be worn. Potential eye and face injuries occur from flying objects, liquid chemicals, hot metal splinters and light radiation. Eye protection must provide adequate protection, be reasonably comfortable, fit snugly, be durable, capable of being disinfected and cleaned.

It is important to use the proper shade lenses when working with injurious light energy. Welders must wear a welder's hood with correct color density for the type of welding involved. Welder's helpers must wear the same, or at the minimum, must wear burning goggles with the correct color density.

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Foot & Leg Protection (IS 3737: 1966)

Most foot injuries occur from employees not wearing protective footwear. The typical foot injury is caused from objects falling fewer than 4 feet. For protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and slippery surfaces, employees should use appropriate foot guards. The wearing of sneakers, sandals, or shoes that have been slit or have holes cut in them, will not be permitted.

Hand & Arm Protection (IS 4770: 1991)

Arm and hand protection is used to prevent skin contact and absorption with potentially harmful materials, to prevent burns, and electrical shock. Where needed, workers should wear work gloves in good condition that are suited to the type of work involved.

Head Protection. (IS 2925)

Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Head protection will accomplish two things, resist penetration and absorb the shock of a blow. The shell of the hard hat is made of a material hard enough to resist the blow. The shock absorbing lining is composed of a headband and crown straps to keep the shell away from the skull. Headband assemblies must be in good condition and should be exchanged whenever they become broken or weakened. The area between the top of the headband and the top of the hard hat should never be used for storage. Head protection shall be worn properly.

Respiratory Protection (IS 9473)

Company issued respiratory protective devices, appropriate for the hazard, must be used where airborne contaminants, such as fibers, dust, smoke, vapors, and mists exist and may exceed acceptable levels. Respiratory protection shall be worn acc

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Ear protection (IS 9167)

The primary objective of hearing protection is to prevent exposure of personnel to excessive noise levels and thereby preventing hearing loss or impairment during the course of employment. Excessive noise levels can create physical and psychological stress. There is no cure for hearing loss so hearing conservation is the only way to protect employees and avoid hearing damage. Our employees shall not be exposed to more than an average of 90 db over a 12-hour period, and hearing protection is required when noise is above 85 db. Hearing protection will be provided whenever necessary and training in the proper use and care will be provided. ANJ is providing about 32decibels of noise reduction ear plugs.

14.0 COMPANY RULES AND REGULATIONS

During the tenure of your service with ANJ Turnkey projects Pvt. Ltd., it is expected by you to follow and abide with the below mentioned Rules and Regulations.

Safety Management

1. Company will issue the following PPE's (Personal Protective Equipment's):
 - a) Helmet b) Safety Shoes c) Safety Goggle d) Ear Plug e) Dust Mask.
2. Employee has to take care and maintain the given PPE's in good and hygienic condition.
3. Company is not responsible for any PPE's lost. Replacement will be on chargeable basis.
4. Wearing of PPE's while entering work place is a must.
5. Sleeping inside the site during working hours or lunch time is strictly prohibited. Offenders will be booked under disciplinary action.
6. You are bound to observe the safety practices set by the management. Breach of these rules will be viewed as a serious misconduct and will make you liable for disciplinary action.
7. all jackets & Helmets will have ANJ sticker/ print
8. All sub vendor labors will also wear jackets & helmets with ANJ name printed or sticker.
9. ANJ supervisor to wear White T-Shirt everyday ANJ PM to wear ANJ T-Shirt twice a week
10. PM & Supervisor to wear Jacket every day when on site.

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11. It's a responsibility of all project managers to send monthly HSE statistic data of their site.
12. ANJ to conduct Doctor Check up every month during the project for every labor any new person (labor or executive) coming on site first time, should have Safety induction before entering site.
13. Appoint Security Guard on every PMC based project
14. Vacuum cleaner to be available on site on day one. Also, broad mops to be used instead of broom
15. HK team to wear uniform as shown in the picture
16. No Corian work to be done without Vacuum cleaner attached to sanding machine.
17. Proper debit notes to be issued every vendor for not following safety & HK miss management

Precautionary Advice

18. Do not enter prohibited area.
19. Do not try to operate machines, unless and until getting familiarized or without permission from Line Managers.
20. Stay away from exposed parts of the rotating equipment's.

Expecting cooperation and adherence to the above set of Rules and Regulation

15.0 Work Control Measures(Permit System).

In a construction site there is a need for written safe systems of work in specific circumstances. A Permit to Work system should form part of that 'safe system'. Permits to Work must only be issued by an appointed authorized person, using duplicate and numbered forms. They must be signed by an authorized person and issued to the competent person who is to carry out (or be responsible for) the work described on the permit.

Permit to Work systems are essential to ensure safe working and freedom from hazards where high- voltage electrical supplies, cables and equipment exist, particularly in installation, maintenance or construction work. Entry to such area will be strictly controlled. All energized rooms will have proper lockable doors. The following work control measures will be followed at site:

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16.0 Job Safety Analysis

What is a Job Hazard Analysis?

A job hazard analysis (JHA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JHA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are job Safety analysis (JSA) and job hazard breakdown.

Some individuals prefer to expand the analysis into all aspects of the job, not just safety. This approach is known as total job analysis. Methodology is based on the idea that safety is an integral part of every job and not a separate entity. In this document, only health and safety aspects will be considered.

The terms "job" and "task" are commonly used interchangeably to mean a specific work assignment, such as "operating a grinder," "using a pressurized water extinguisher," or "changing a flat tire." JHAs are not suitable for jobs defined too broadly, for example, "overhauling an engine"; or too narrowly, for example, "positioning car jack."

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18.0 Fire Extinguishers



Big size fire extinguisher should be mounted on wall with auto glow signages and CO2 fires extinguishers should be mounted near electrical main panel.

Each, 3000sqft area should contain 1 fire extinguisher. So, kindly arrange fire extinguishers as per this ratio.



Fire buckets with stand and fire blanket should be kept near the entrance to provide safety in any kind of fire emergency

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