



Employee Safety Manual

(Bava Fabricators & Erectors Pvt Ltd)

TABLE OF CONTENTS

Subject	Page
Company Safety Policy Letter	3
Safety Program Outline	4
First Aid Procedures in Construction	4
Temperature Extremes (Heat Stress/Cold Stress)	5
Safety meetings and self-inspections	6
Safety Disciplinary Policy	6
General Safety Work Practices for Construction	7
Personal Protective Equipment	7
Housekeeping	7
Fall Protection	8
Electrical	8
Ladder safety	8
Trenching and Excavating	11
Scaffold Safety Rules	12
Motorized Vehicles and Equipment	13
Accident Prevention Program Summary	14
Appendix:	
Employee Orientation Checklist	15
Job Safety Hazard Analysis Worksheet	16
Fall Protection Work Plan	17
Crew Leader Safety Meeting Form	18
Weekly Walk-around safety inspection	19
Equipment Safety Inspection Checklist	20
Framing Emphasis Checklist	21
Hazard Communication Checklist	23
Written Hazard Communication Program	24



COMPANY POLICY LETTER

SAFETY AND HEALTH POLICY FOR (Bava Fabricators & Erectors Pvt Ltd)

The purpose of this policy is to develop a high standard of safety throughout all operations of **M/s. Bava Fabricators & Erectors Pvt Ltd.**

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at **(Bava Fabricators & Erectors Pvt Ltd)** to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel.

(Signature & Title)



Safety Program Outline

(Bava Fabricators & Erectors Pvt Ltd)

Element 1 - Safety Orientation: Each employee will be given a safety orientation by *(Add name or title of person who will provide the initial safety orientation)* when first hired. The orientation will cover the following items:

A description of the accident prevention program:

- We have a formal written accident prevention program. It consists of this safety orientation, safety meetings and Self-inspections.
- We also have basic safety rules that all employees must follow. They are:
- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or foreman. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
- *(Add any other basic safety rules that apply to your company. Delete any from the above list that do not apply to your business.)*

How and when to report injuries, including first aid kits and their locations:

- If you are injured or become ill on the job, report this to *(Safety Supervisor)*.
- We require all supervisors and/or foremen to have first-aid/CPR training. 1
- We have first aid qualified workers here but we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.
 - If first aid trained personnel are involved in a situation involving blood, they should:
 - Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
 - Remove clothing, etc. with blood on it after rendering help.

- Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
- Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).
- **First aid kit locations at this jobsite include:**
- **(Add Location(s))**

Temperature Extremes

Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Protection by use of adequate controls, methods or procedures, or use of protective clothing will be provided to employees working in these conditions. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.

Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, **M/s.Bava Fabricators & Erectors Pvt Ltd** has developed a policy to address these issues. All employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses. Each employee will be provided with training and materials that include but are not limited to:

- The chosen method or methods to assess the risk for HRI or cold stress.
- A section covering training elements to provide employees information on what the employer will do when working in extreme weather conditions.
- A section on first aid including how to identify HRI symptoms and cold stress systems. The proper first aid application for an individual that is suffering from HRI or cold weather illness, and procedures for summoning medical aid personnel.
- A section identifying where and how adequate drinking water will be supplied.

What to do in an emergency including how to exit the workplace:

- An evacuation map for the building should be posted near working spot. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

Fire Emergency

- A fire extinguisher or fire extinguishers will be covered as part of this orientation. *(Add information about how fire emergencies will be handled in your business.)*
- If you discover a fire: ² Tell another person immediately. Call or have them a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

Add other emergency procedures ³

Identification of hazardous chemicals used at this location:

- Safe use and emergency actions to take following an accidental exposure.
- We use a limited number of chemicals. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

Use and care of required personal protective equipment (PPE): ⁴

- Some tasks in our company require an employee to wear PPE to protect against injury.
- You will be instructed by *(Add name or title of person who will instruct employees in the use and care of PPE)* using the manufacturer's instructions on how to use and care for these PPE.

On-the-job training about what you need to know to perform the job safely:

- Before you are first assigned a task, *Foreman* will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Safety Meetings and Self-Inspections

Element 2 - Employee Safety Meetings

- At the beginning of each job and at least weekly thereafter.
- Review of any walk-around safety inspections conducted since the last safety meeting.
- Review of any citation to assist in correction of hazards.
- Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
- Document attendance and other subjects discussed.
- *Maintain records for one year.*

Element 3 – Self-inspections

- At the beginning of each job, and at least weekly thereafter.
- Include one member of management and one employee, elected by the employees, as their authorized representative.
- Document walk-around safety inspection.
- *Maintain records until the completion of the job.*

Safety Disciplinary Policy

M/s.Bava Fabricators & Erectors Pvt Ltd believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (3 day minimum).
3. A third time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

General Safe Work Practices for Construction

Personal Protective Equipment

- Suitable clothing must be worn; long pants, at least short-sleeved shirts and adequate foot wear.
- Helmets, safety glasses or goggles must be used when a potential hazard exists. (Safety glasses must be ANSI Z87 or Z87.1 approved).
- Hearing protection (earplugs or earmuffs) must be used in high noise areas.
- Gloves (as needed).

Housekeeping

- Always store materials in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.

Other general safe work practices

- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.

- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.

Fall protection

- Fall hazards of 10 feet or more will be outlined and addressed in our jobsite fall protection work plan.
- Fall hazards of less than 10 feet will be protected by covers, guardrails or other methods and will be addressed in our self-inspections and safety meetings.
- Standard guardrails must be erected around all floor openings and open-sided surfaces. Contact your supervisor for the correct specifications.

Electrical

- Ground-fault circuit interrupters (GFCI) will be used when ever possible.
- Electric cords will be inspected daily and repaired or replaced as necessary.
- Do not operate any power tool or equipment unless you are trained in its operation.
- Use tools only for their designed purpose.

Ladder safety

- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.

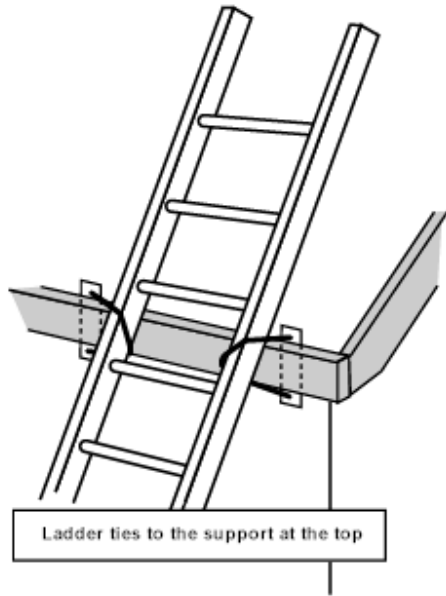
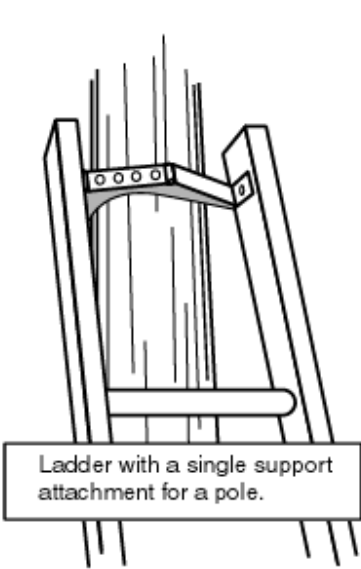
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

Stepladders

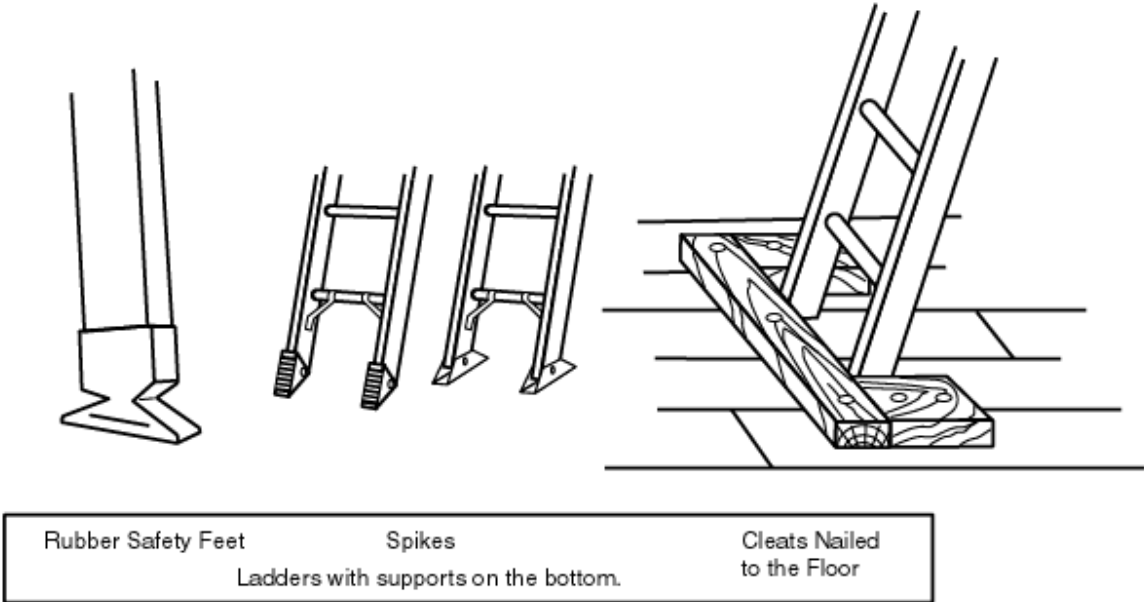
- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight type or extension ladders

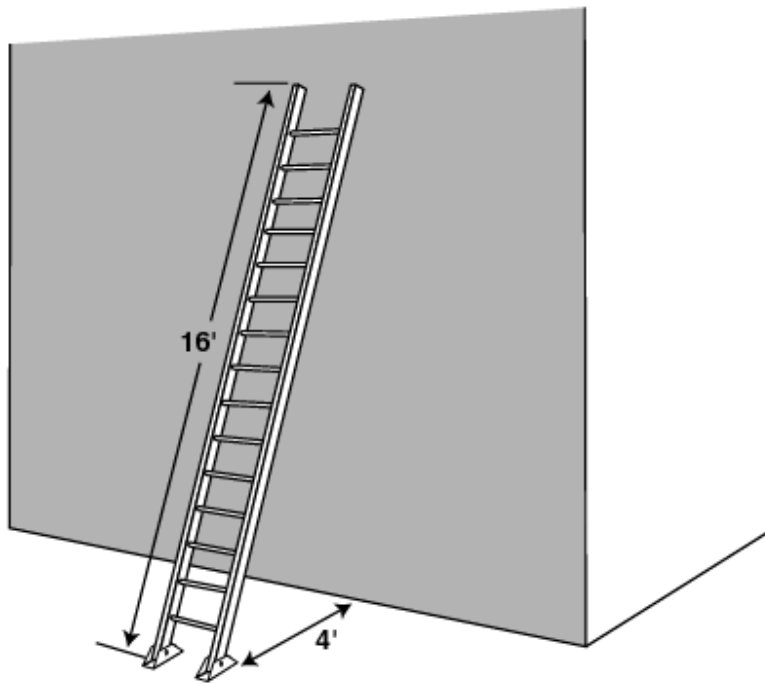
- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.



- All ladders must be equipped with safety (non-skid) feet.



- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



For other rules and regulations regarding Portable Ladders, please refer to Safety Standard, WAC 296-876. For other rules and regulations regarding Fixed Ladders & Stairways, please refer to Part J of the Safety Standard WAC 296-155.

Trenching and Excavating

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
 - a. Depth and/or cut/soils classification
 - b. Possible variation in water content of the material while excavation is open
 - c. Anticipated changes in materials from exposure to air, sun, water, or freezing
 - d. Loading imposed by structures, equipment, or overlaying or stored material
 - e. Vibration from equipment, blasting, traffic, or other sources

Approximate Angle of Repose For sloping of sides of excavations

Note:
Clays, silts, loams or
non-homogenous soils
require shoring and bracing

The presence of ground water
requires special treatment

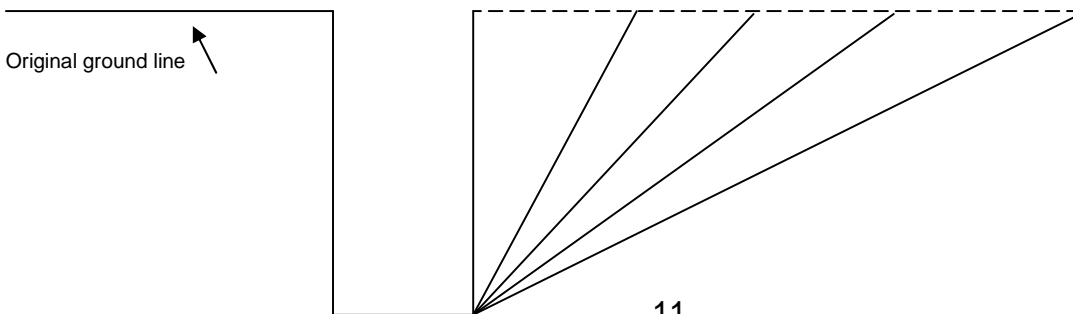
Solid
rock and
compact
shale
(90°)

Compacted
angular
gravels,
glacial
till
½:1
(63°26')

Recommended
slope
For
Average
soils
1:1
(45°)

Compacted
sharp
sand
1 ½:1
(33°41')

Well
rounded
loose
sand
2:1
(26°34')



2. Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
4. **No person must be permitted** under loads handled by power shovels, derricks, or hoists.
5. **All employees must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

Scaffold Safety Rules

1. General

Before starting work on a scaffold, inspect it for the following:

- a. Are guardrails, toeboards, and planking in place and secure?
 - b. Are locking pins at each joint in place?
 - c. Are all wheels on moveable scaffolds locked?
2. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
 3. Scaffolds and their components must be capable of supporting four times the maximum intended load.
 4. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
 5. Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required.
 6. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
 7. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening. The screen must be made of No. 18 gauge U.S. Standard wire, ½ inch mesh or equivalent protection.
 8. All scaffolds must be erected level and plumb, and on a solid footing.
 9. Do not change or remove scaffold members unless authorized.
 10. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
 11. Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.

Motorized vehicles and equipment

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.

Forklift safety

Prior to performing work on or around Powered Industrial Trucks (forklifts) employees will receive training in: (See State of Washington – Forklift Safety Guide).

- Forklift safety hazards
- Types of forklifts (powered industrial trucks)
- Forklift operator training requirements

You are at the end of the Sample Employee Safety Program. Please be sure that you have added all the required information to make it specific to your business. If you have any further information to add, please do so. Otherwise delete this message.

¹ Tailored to specify availability of the first aid provider component of first aid facilities.

² Tailored to specify limits of employee involvement in fire fighting and provide specific evacuation instructions.

³ Tailored to specify emergency procedures (such as location of emergency shut-off) and assign responsibility for this task.

⁴ Tailored to specify what types of PPE (Personal Protective Equipment) are required in this facility and incorporate manufacturer's instructions for use and care into the program.

Job Orientation Guide

Company: (Enter your Company Name) Employee: (Enter Employee Name)
 Trainer: (Enter Name of Trainer) Hire Date: (Enter Employee's Hire Date)
 Date: (Enter Date of Orientation) Position: (Enter Employee's Job Title)

This checklist is a guideline for conducting employee safety orientations for employees new to (Customize by adding the name of your company). Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company and WISHA	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of fire fighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Supervisor's Signature: _____

Date: _____ Employee's Signature: _____

JOB SAFETY ANALYSIS WORKSHEET

TITLE OF JOB OPERATION: _____ Date: _____

Title of person who does job: _____

Employee observed: _____ Location: _____

Analysis made by: _____ Analysis approved by: _____

Sequence of basic job steps	Potential accidents or hazards	Recommended safe job procedures

Personal protective equipment required for this position:

Other hazards that may develop and will be addressed in our safety meetings:

FALL PROTECTION WORK PLAN

COMPANY: _____

DATE: _____

SITE ADDRESS: _____

REPORT PREPARED BY: _____

TITLE: _____

- 1) SPECIFIC WORK AREA: _____
 - 2) ACTIVITIES: _____
 - 3) IDENTIFY ALL FALL HAZARDS IN THIS AREA: _____
- _____
- _____

4) CHECK THE METHOD OF FALL RESTRAINT OR ARREST TO BE UTILIZED:

- | | | |
|--------------------------------|--|------------------|
| 慌STANDARD GUARDRAIL | 慌FULL BODY HARNESS | 慌SCISSOR LIFT |
| 慌SECURED TO EXISTING STRUCTURE | 慌TIE-OFF POINT CAPABLE OF 5000 LB/PERSON | 慌BOOM LIFT |
| 慌SHOCK ABSORBING LANYARD | 慌RETRACTABLE LANYARD | 慌FORKLIFT BASKET |
| 慌SCAFFOLD W/GUARDRAIL | 慌OTHER (SPECIFY) | |
| 慌WARNING LINE | 慌WARNING LINE & SAFETY MONITOR (See WAC 296-155-24521) | |

5) DESCRIBE PROCEDURES FOR ASSEMBLY, MAINTENANCE, INSPECTION AND DIASSEMBLY OF THE SYSTEM (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OR THIS FORM OR ATTACH A SEPARATE SHEET.)

6) DESCRIBE PROCEDURES FOR HANDLING AND SECURING TOOLS, EQUIPMENT AND MATERIALS AND FOR PROVIDING OVERHEAD PROTECTION FOR WORKERS (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OF THIS FORM OR SEPARATE SHEET):

7) DESCRIBE THE METHOD FOR PROMPT, SAFE REMOVAL OF INJURED WORKER(S):
(Calling 911 is not sufficient as a means of rescue)

8) I CERTIFY THAT I HAVE RECEIVED FALL PROTECTION ORIENTATION INCLUDING THE MATERIAL COVERED IN THIS FALL PROTECTION WORK PLAN.

EMPLOYEE NAME:

DATE:

CREW LEADER SAFETY MEETING

Firm Name		Address	
Date	Time		# of employees
Subject discussed			

Minutes:

Crew Leader Comments:

Walk-around Safety Inspection

Power lines: Minimum 10' clearance / insulate – de-energize, under 50 kw; over 50 kw – refer to Chapter 155

Trench/excavation: Any trench four feet or more must be sloped, shored or braced

Guardrails: Any opening four feet or more above ground level must be guarded

Standard guardrail: Top rail = 39" to 45" above working surface. Midrail = halfway between top rail and floor. Toeboard = 4".

Scaffold: Fully planked

Scaffold: Fall protection provided if fall hazards over 10 feet exist

Stairs: Four or more risers must have handrails

Fall protection: Any exposure to fall hazards of 10' or greater must be eliminated by the use of safety harness/belt, lanyard or lifeline, horizontal lines, or cantenary lines. Positive fall restraint/protection must be utilized at all times. Two lanyards may be necessary at the beam/upright traverse points. No exposure at any time is allowed.

Fall protection work plan: Job specific, in writing; available on-site for all fall hazards above 10'.

Open belts and pulleys, chains and sprockets, points of operation must be guarded to prevent accidental contact. Air compressors and electric motor pulleys are the most common hazards.

Radial saws: Cutting head must return easily to start position when released; blade must not extend past the edge of the worktable; off/on switch should be at front of operator's position.

Table saws: Upper hood guard; anti-kickback, push stick, belt and pulley guarded

Circular saws: Blade guard instantly returns to covering position

Never wedge or pin a guard.

Ladders: Extended 36" above landing and secured to prevent displacement

Floor holes/openings: Covered and secured; be sure no tripping hazards in the area.

Extension cords/electric power tools: Marked/covered by Assured Grounding Program

Clothing: Minimum of short sleeve shirts, long pants, and substantial footwear; no recreational shoes

Hard hats: readily accessible at all times; worn when overhead hazard exists

Oxygen/acetylene storage areas: Cylinders chained and separated

Personal protective equipment: Head, eye, ear, respiratory, and leg protection – high visibility vests when required

Housekeeping: Workers are responsible for their own area of exposure

First aid/fire extinguishers: Available and readily accessible

Other hazards observed: _____

Supervisor's signature

Date

Employee's signature

Date

Equipment Safety Inspection Checklist

Date: _____

Project: _____

Equipment: _____

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Ladders, stairs, hand holds	_____	OK	_____	Needs Repair
ROPS (Roll-over protection)	_____	OK	_____	Needs Repair
Seat belts	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Electrical cords	_____	OK	_____	Needs Repair
Ground fault circuit interrupters	_____	OK	_____	Needs Repair
Electrical hand tools	_____	OK	_____	Needs Repair
Powder actuated tools	_____	OK	_____	Needs Repair
Condition of pneumatic hand tools	_____	OK	_____	Needs Repair

Other Items Checked:

Oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Hydraulic oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Anti-freeze level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Fuel level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
First aid kit	_____	OK	_____	Needs Repair	_____	Add	_____	Change

Repaired by: _____

Checked by: _____