



Issue No.: 01

Rev. No.: 0

Date of issue: 23.01.2022

Doc. No: HSE/Standard/01

**TITLE:** Contractor Safety Standard

**Purpose:**

The purpose of this standard is to define the HSE requirements while engaging directly supervised contractors in **Himadri Speciality Chemical Limited (HSCL)**, so that job work locations are free from recognizable hazards and work-related injuries are minimized. Issues associated with Safety, Health & Environment will be addressed on top priority at work locations by a continuous evaluation and monitoring of Contractor's work areas, work methods, including their machinery and equipment with full compliance of applicable internal rules and regulations as may be framed from time to time by HSCL. This Standard is also meant to comply local legislation or ISO requirements. Local or National legislations will always take precedence.

**Scope:**



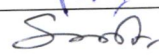
This Standards is applicable to all contractor, sub-contractors, workmen, service providers, stakeholders who are working or associated with HSCL work at all premises, directly or indirectly.

**Accountability:**

The accountable person will be a HSCL employee. He/S will be accountable for the outcome of contracts and he must ensure that the task is properly carried out keeping Health, Safety and Environment on top most priority. He will also have the authority to stop the work or process that can create a to Health and Safety of workmen and affect the Environment.

**Responsibility**

- Prime responsibility is with HSCL departments, for selection and engagement of the contractors with the established guidelines.
- The contractor's equipment, machinery, lifting tools-tackles and their proper uses are to be certified by Maintenance and HSE Departments, as per the framed guidelines and requirements.
- HR and HSE Team will be responsible for statutory compliance of Contractors and skill development program of their workmen.
- Contractors are responsible for the Implementation of Safety Rules & Regulation framed by HSCL.

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Approved by:	S. Charzabarti	Signature:	

## Procedure

The contractor management procedure includes:

**a. Pre-qualification /selection of Contractors:**

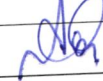

- Contractor's safety pre-qualification evaluations shall be performed by a team of designated officials from User's Department Representative, Procurement, HSE, Finance etc. Select the best contractor for the job.
- Concerned department shall maintain a database of competent contractors and their safety pre-qualifications information.

**b. Execution of work and performance monitoring:**

- Orientation / induction training on Location safety rules / procedures and Emergency Response Procedures. Medical fitness assessment.
- Ensure adequate training imparted to Contractors and contractor's employees on Health, Safety and Safe procedure of execution of work.
- Issue of valid Gate Pass as per Location's notified procedure for persons, materials and vehicles.
- Job Hazards Safety plan and issuance of valid work permit by Location's designated person
- Possession of the competency certificate if applicable for the specific job
- Availability of proper supervision
- Fire extinguisher available at workplace.
- Personal Protective Equipment
- Guarantee projects risks were thoroughly and properly evaluated, and that the defined precautions and mitigation controls are acceptable.
- Monitor the progress of the project, immediately alert if rules are not respected.

**c. Periodical Safety Audit/Inspection:** The Contractor will ensure periodical safety audit to identify specific hazards and risks and control measures. This shall be approved by Company job owner/ HSE staff. This is a formal review of all tasks and to be documented.

**d. Periodic Inspections:** The Company job owner will conduct periodic safety field inspections of the physical facilities and work practices, Housekeeping, Tools and portable equipment, PPE, Scaffolds, Excavations, Electrical work, Hot work, Lifting & Handling and other related jobs. For major risk activities, the inspection should be done daily. The inspections shall be documented using appropriate checklist.


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- e. **Post contract evaluation of contractors:** Post contract evaluation to be assessed by the evaluation committee consisting of User's Department Representative, Executing department and HSE personnel. Topics to be typically addressed shall cover:
- Safety performance
  - Incident summary
  - Inspections and follow-up actions
  - Safety concerns/ issues
  - Opportunities for improvement
- f. **Consequence Management:** If safety violations were observed, they must be documented and formally reported to contractor to immediately act upon. Failing which cancellation of contract, removal of contractor's employee and any other disciplinary action shall be applicable.
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