



**HPCL-Mittal Energy Limited
HPCL-Mittal Pipelines Limited**

**Guru Gobind Singh Refinery, Bathinda
Mundra – Bathinda Pipeline**

**Rules, Regulations & Minimum Requirement for Service/Minor
Contractors**

9111-000-HSE-006-00009

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Note:-

The Owner of this document is department Health Safety Environment. Please contact Section Head / Unit Incharge of Health Safety Environment for any clarifications.



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1.0 Purpose

To define basic rules, regulations and minimum requirements that contractors are to comply with to ensure the Health and Safety of contractors employees and any other persons who may be affected by activities that the contractor undertakes, to ensure effective security measures are implemented and ensure that all necessary precautions are taken to protect the environment.

2.0 Scope

All contractors are required to maintain minimum health and safety standards and to ensure this, two documents have been produced – in simple terms this document covers minor contract work, service contractors (50 persons or less) etc. and a separate document covering construction projects and larger / regular contracts.

Contractors will be notified which contractor safety document applies to their activities but as a guide the following activities will come within the scope of this document:-

- Smaller service contractors (e.g. repairing office equipment, air conditioning etc.)
- Small events (e.g. erection of tents / catering for events)
- Minor construction / maintenance work (single job of short duration with less than 50 people)
- Manpower supply contracts
- Smaller resident contractors (e.g. medical service provider)

This document would not apply to the following (however the procedure for construction projects and larger regular contracts would apply)

- All construction projects other than minor works (e.g. small building maintenance / repair work)
- All O&M contractors doing routine work in plant areas
- Any contractor with more than 50 people on site (e.g. housekeeping contractors, catering)

This document is applicable to all HMEL and HMPL sites

3.0 Health, Safety, Security & Environmental Management System

3.1 Company Health, Safety, Security and Environmental (HSSE) Policy

Contractor shall comply with the Company's HSE Policy and Security Policy statements (ref. Appendices A & B of this document) and the guidelines and requirements given in this document. Company's objectives can be summarized as:

- **Zero Fatalities**
- **Zero Lost Time Injuries**
- **Zero environmental non-compliances**
- The above aspirations shall be extended to all personnel involved in the Work and to all Work Areas.

HMEL reserves the right at all times to audit and review Contractor's facilities, services and/or performance of its activities in respect of compliance with this document.

The contractor shall adhere consistently to all provisions of HSSE requirements. In case of non-compliance or repeated failure in implementation of any of the HSSE requirements, HMEL

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reserve the right to impose financial penalties as deemed fit and, or de-list from approved contractor list.

Any HMEL/HMPL representative shall have the right to stop the Work if they witness or identify any unsafe practices by either Contractor or their Subcontractors. Contractor shall have a process to review, remedy and record such violations. Work may only resume when authorised by HMEL/HMPL HSSE department. Any associated downtime costs shall be borne by Contractor.

3.2 Contractor HSSE Management System

Contractor shall have an effective HSSE Management System compatible with HMEL/HMPL's requirements and in line with the principles of the Oil Industry Safety Directive (OISD) guidelines for HSSE Management Systems or other comparable guideline.

Where a contractor does not have a documented HSSE management system, the contractor will adopt this document along with the minimum requirements as their HSSE management system and comply with the same.

Contractor shall ensure the requirements of the document are fully understood by Contractor's personnel prior to commencement of the Work.

Prior to commencing any work or task, it is preferred if the contractor meets with the HSE department to discuss the task/work planned. The HSE department can assist the contractor and advise on plan of action that will enable good standards of safety and compliance of this document.

3.3 Contractor HSSE Plan

Contractor shall addresses the HSSE risks specific to the nature of work undertaken and the management of controls to eliminate, reduce or mitigate the risks to an acceptable level. .

The HSSE Plan shall address the minimum provisions set out in this Document:

- a) How the Safety plan or Rules, Regulations & Minimum Requirements for Safety will be communicated to all personnel at all levels (including subcontractor and supplier personnel)
- b) The means by which hazards affecting personnel, assets and the environment will be identified and how the risks associated with these hazards will be managed

3.4 Leadership and Accountability

It is HMEL policy to protect the health, safety and security of its employees, to minimise the risk to the public from its operations and to protect the natural environment. Contractor shall ensure that all Contractor's personnel are briefed in, understand and strictly adhere to the Company policies and directives on health, safety, security and the environment as included in this document.

Contractors shall demonstrate leadership and commitment through actively participating in all aspects of HSSE, supporting open dialogue with HMEL/HMPL

All contractors will be assigned an engineer incharge from HMEL/HMPL, to whom they will interact with on all issues relating to their assigned task. safety related issues and labour issues.

3.5 Policy and Strategic Objectives

Contractor shall ensure that its HSSE Management System, its HSSE policy is compatible with HMEL/HMPL's HSSE policy and objectives, or contractor will adopt this document as its HSSE management system/plan.

HMEL operates a weapons, alcohol and drug free policy at all Work Areas. Contractor shall comply and ensure that Contractor's and Subcontractor's personnel comply with HMEL's requirements in this respect.

3.6 Organisation, Responsibilities and Resource Competence

Contractor shall provide sufficient and appropriate manpower and supervision in his organisation; with clear responsibilities and reporting structure to ensure that HSSE performance is not compromised.

Contractor shall provide named representative who will be point of contact and will coordinate HSSE issues when required.

Competence Requirements

Contractor shall ensure all personnel are:

- Aged eighteen years or above.
- Medically, physically and mentally fit to carry out the duties to which they are assigned in respect of the Work, and be in possession of a medical fitness certificate as per 'Building & other construction work (BOCW) Act 1996, the BOCW Central Rule 1998 and The Factories Act 1948 (Contractors whose work duration will not exceed one week will not be required to submit medical fitness certificates)
- Competent and experienced in the tasks assigned to them as part of the Work.

Personnel Induction and HSSE Training

Contractor shall ensure that the workforce (including Subcontractors) have participated in the basic safety induction training provided by HMEL/HMPL prior to commencing any activities. Safety induction training will be required to be revalidated after a period no longer than twelve (12) months from date of issue, or as per HMEL/HMPL requirements.

Basic safety induction training undertaken shall include as a minimum:

- Site safety rules and regulations
- Personal protective equipment (PPE) requirements
- Environmental sensitivity and protection
- Cultural sensitivity and community relations
- Site entry rules and security aspects
- Safety and warning signs
- Actions to be taken in the event of an emergency including emergency signals, evacuation procedures, muster/assembly points, communications in an emergency and the procedure for calling on the assistance of emergency response teams



- h) Work Procedures / Permit-to-Work (PTW) system
- i) Occupational Health and Medical Facilities
- j) Road Transportation Safety
- k) Hazard Awareness and Incident / Near Miss Reporting.

Dependent on the nature of the task or the location that the contractor is required to carry out his work, further training may need to be undertaken.

Examples of further training such as may be required by selected members of the workforce shall include, but not be limited to, the following:

- a) Safe work practices
- b) Working at height and fall protection equipment
- c) Job Safety Analysis (JSA)
- d) Handling of substances hazardous to health (chemicals, radioactive sources, etc.)
- e) Lifting Pressure Isolation
- f) Permit to work (PTW)
- g) Confined Space Entry, including use of breathing apparatus
- h) Lock out / tag out
- i) Defensive driving & vehicle safety
- j) Lifting safely (cranes, winches, pulley blocks, rigging)
- k) Working over water (including swimming skills-as may be applicable to SPM location).

Subcontractors

Contractor shall not subcontract work to 3rd parties without the written consent of HMEL/HMPL. In the event of subcontracting being acceptable by HMEL/HMPL the principle contractor will be held accountable for the HSSE performance of their Subcontractors, including provision of required PPE.

HSSE Communications

Contractor shall communicate to all employees/subcontractors all issues relating to HSSE via effective tool box talks. Issues/non compliances that are raised by HMEL/HMPL can be discussed and addressed using this same method of communication.

Contractors who's employees/sub-contractors duration of work will exceed one (1) month will be required to;

- a. Attend HMEL/HMPL monthly safety meetings.
- b. Host internal safety meeting.
- c. Record attendees and minutes of meetings with a copy been forwarded to HMEL/HMPL safety department.
- d. Maintain records of all toolbox talks, complete with attendees.

HSSE Inspections

For all contractors, the Site Supervisors shall carry out HSSE checks of their assigned work areas prior to commencement of each work shift.

Contractors who's duration of work is expected to exceed one (1) month will be required to comply with the following additional requirements:

- a. Contractors Management shall, as a minimum, conduct weekly HSSE inspections and monthly audits of all areas they are performing duties to ensure compliance with the HSSE management system and report any findings to HMEL/HMPL. All such inspections and audits are to be documented and retained.

(HMEL/HMPL reserves the right to attend such inspections/audits).

- b. Contractors safety personnel to preform daily safety inspections of all work areas and, any non-conformities identified must be brought to the attention of the work supervisor for action. A daily report of such inspections to be produced and submitted to the site-in-charge/RCM detailing all issues identified and actions taken till the issue is closed out.

3.7 HSSE Procedures and Rules

HSSE Procedures

Contractors shall provide procedures to cover all hazardous operations, detailing mitigation steps / actions required to ensure safety, which shall include operations such as, but not limited to;

- a. Chemical handling
- b. Working at height
- c. Radiography work
- d. Working in confined spaces
- e. Erection and lifting
- f. Cardboard Blasting
- g. Hydro testing

Basic HSSE Rules

Contractor shall ensure that all Contractor and Subcontractor personnel and visitors to the Work Areas shall abide by all health, safety, security and environmental rules of the Company when entering, working at and leaving the Work Areas.

The carrying of mobile phones, cameras, video recording equipment, lighters, matches, smoking materials is prohibited within the site complex.

Under no circumstances shall firearms, weapons, drugs or alcohol be permitted on the Site. Contractor shall ensure that this is rigorously applied. Personnel in breach of this rule shall not be allowed future access to Site under any circumstances. Similarly, anyone attempting to gain access to the Site while under the influence of alcohol or drugs shall not be allowed future access.

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HME/HMPLL reserves the right to carry out random drug/alcohol screening of persons entering HMEL/HMPL sites, or for any person/persons who is suspected to be under the influence of drugs or alcohol.

Permit-to-Work (PTW) System

HMEL/HMPL operate a Permit to Work system, there are two types of permits that operate throughout all HMEL/HMPL locations,

- Cold Work Permit
- Hot Work Permit

These are further sub-divided to cover the following tasks:

- Cold Work Permit
 - a) Cold work
 - b) Blind / De blind
 - c) Electrical work
 - d) Excavation (manual)
- Hot Work Permit
 - a) Hot Work
 - b) Confined Space Entry
 - c) Work on Equipment in Service
 - d) Radiation Source
 - e) Vehicles / Equipment Entry
 - f) Fresh Air Equipment in Hazardous Service

The permit system also comprises of a number of check lists which need to be completed and attached to the permit that has been requested/issued.

Contractors shall strictly adhere to the HMEL/HMPL Permit to Work (PTW)

In conjunction with the PTW, HMEL/HMPL have implemented a lock out/tag out (LOTO) procedure for specific high risk construction activities e.g. confined space/vessel entry, and for the progressive commissioning of the Facility (in particular for powering up electrical panel boards and circuits, both permanent and temporary) contractors shall, implement and comply with the same LOTO system.

Contractors will be the requester, and HMEL/HMPL operations will be the Issuer of all permits. Work cannot be started till a permit has been requested, all precautionary measures have been taken and permit is issued for a particular task. Contractor personnel will supervise the task at all times ensuring that all the recommended precautionary measures are in force and been strictly adhered to at all times.

3.8 Incident Reporting and Investigation

Reporting of Incidents

Contractor shall ensure that all HSSE incidents (including near misses) are openly reported. Contractor shall report all incidents involving injury to persons, loss of, or damage to equipment, near misses, Fire (minor/major) and loss of containment arising from Contractor or Subcontractor activities, in all Work Areas.

All incidents involving fatality or a Lost Time Injury (LTI) shall be immediately notified to HMEL/HMPL safety verbally and shall be confirmed by completing an incident notification form and submitting it to the HMEL/HMPL safety department by the end of the shift/day.

All incident reporting shall be in accordance with HMEL/HMPL's Incident Reporting, Classification and Investigation Guidelines and shall use the appropriate Report Forms. All incident reports shall be sequentially numbered. (Ref Appendix C)

Incident Investigation

Contractor shall interface with HMEL/HMPL's Incident Reporting, Classification and Investigation requirements.

If possible, following an incident, debris should be left untouched for inspection by accident investigators / loss adjusters. No attempt should be made to repair items damaged during an incident which resulted in an accident or casualty. However, where good housekeeping and safety considerations preclude this then records of the incident (including photographs, witness statements, etc.) must accurately describe and corroborate the detailed particulars of the incident. If moved prior to inspection, debris should be retained for examination wherever possible.

Contractor shall provide HMEL with a copy of any report or statement or written evidence concerning any accident, medical condition, dangerous event or near miss which occurs during the performance of the Work (or any other information indicating the existence of adverse HSSE conditions of which Contractor's Personnel may become aware) within forty-eight (48) hours of the incident.

All incidents with a severity of a LTI or worse shall be subject to full root causes investigation by the Contractor and a full report provided to HMEL within three (3) Days of the incident (10 days for detailed investigation). HMEL/HMPL reserves the right to participate in any incident investigation led by the Contractor in connection with the Work.

HMEL/HMPL reserves the right to investigate any incidents, wherever they occur, and shall have unrestricted access at all reasonable times to the scene of the incident, personnel and records of the Contractor and any Subcontractor for this purpose (subject only to any statutory or contractual obligation prohibiting disclosure of any such records by the Contractor or privileged information). Contractor shall include in all subcontracts rights of access for HMEL/HMPL as described herein.

Contractor shall co-operate and participate as necessary with any HMEL/HMPL-led investigation of such incidents.

Contractor shall document and report immediately to HMEL/HMPL any incidents of environmental damage, any unforeseen activity or event which could have led to environmental damage, pollution and uncontrolled release of hydrocarbons or other hazardous chemicals,

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breaches or potential breaches of environmental regulations or complaint from local groups, organizations including enforcement agencies or individuals.

3.9 Emergency Response Procedures

If required by HMEL/HMPL, Contractor shall participate in emergency response exercises. HMEL/HMPL shall arrange these exercises.

As part of the Emergency Response Plan, Contractor shall Co-ordinate with HMEL/HMPL's Emergency Control Centre (ECC).

3.10 HSSE Performance Monitoring

Contractor shall provide a weekly and monthly report of the following parameters for the said period, in the prescribed format (see Appendix D):

- a) Fatalities
- b) The number of lost time incidents (LTI)
- c) Medical treatment cases (MTC) including medical evacuations
- d) First aid cases (FAC)
- e) Road Traffic Accidents (RTA)
- f) Environmental pollution incidents
- g) Near misses

With regard to parameters (a) to (d) above, the reporting shall distinguish between those incidents that result from:

- a) An injury
- b) An illness
- c) An injury arising as a direct consequence of a security related incident (e.g. mugging, robbery, fighting, etc.).

For all of the above parameters, reporting shall include the number of incidents during the period, the cumulative numbers of these incidents and frequency of occurrence (related to cumulative man-hours expended for the Work), and trending of each type of incident.

The reporting shall cover all Contractor personnel engaged in the Work, including all Subcontractors, stating the average manpower, total number of man-hours worked and lost both during the week/month and cumulatively.

For clarification of the above please refer Appendices B of this document for definitions of each.

Contractors who's work duration is expected to be less than one (1) month, will not be required to compile and submit weekly/monthly reports, however, the contractor will still be required to report any of the above using the HMEL/HMPL incident /accident report forms.

HSSE Non-Conformance Reports

When/If a contractor is served with a non-conformance report; it is the contractor's responsibility to take remedial action necessary to close out the action item within the stipulated time. Compliance reports detailing action taken by contractor must be submitted to HMEL/HMPL safety department.

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3.11 Housekeeping

Contractor shall be responsible for all waste generated as a result of their activities, contractors are to adopt a 'clean as you go' strategy, whereas all waste/scrap to be cleared from areas at end of shift/daily basis and kept in bins/skips, prior to removal. The contractor is wholly responsible for the segregation, removal and disposal of all garbage/waste generated.

3.12 Waste Management

Contractor is responsible to ensure all waste / garbage is disposed of responsibly, ensuring minimal environmental impact and in accordance to local legislation.

If any waste falls under the category of "hazardous waste", the contractor must ensure that appropriate measures are defined, documented and implemented for the appropriate handling, storing and disposal of said waste, as defined in "The Hazardous Waste (Management and Handling) rules 2008.

All documentation regarding the disposal of Hazardous waste, including invoices for disposal must be maintained and available at all times.

4.0 HEALTH

4.1 Noise

Contractor and their Subcontractors shall ensure that noise levels from plant, equipment and processes for which they are responsible are reduced at source, to below eighty-five (85) dBA at 1 m. Exceptions to the noise level allowed shall be notified to HMEL for approval.

Where noise levels exceed eighty-five (85) dBA at 1 m or time weighted exposures over accepted international standards (maximum levels shall be 85 dBA over an average 8 hour working day; equivalent to 82 dBA for a 12 hour day), these areas shall be adequately marked and the contractor will provide at his own cost, suitable hearing protection to persons who are exposed to the high noise levels.

4.2 First Aid and Medical Facilities.

HMEL/HMPL shall provide one main medical facility at Site providing the following.

- Outpatient section with consult room
- Emergency room and minor surgery room area completely equipped with the appropriate medical equipment required to stabilise an injured person and a minimum of two emergency beds.
- An Occupational Health and Hygiene room.
- Ambulance vehicle(s) complete with the necessary mobile emergency equipment to respond to cases across the Site and Construction Camps.
- Ancillary support services and communications

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The medical facilities shall be staffed 24/7 with adequate and competent personnel including medical doctor, and nurses with advanced trauma and life support training.

At least one trained nurse shall be on duty and a qualified medical practitioner shall be available during the Site work hours.

The above facilities are provided as a first aid center which is equipped and able to stabilize patients, prior to transporting for further treatment.

The contractor will be wholly responsible for any medical treatment for his employees.

4.3 Pest Control

Contractor shall adopt and maintain at all times good housekeeping standards to prevent the accumulation/storage of food waste /garbage which could encourage pests.

Contractor shall minimize, as far as practicable, the formulation of standing water in which mosquitoes or other disease carrying vectors could breed.

4.4 Health Promotion

Drugs and Alcohol

Under no circumstances shall drugs or alcohol be permitted on the Site. Contractor shall ensure that this is rigorously applied. Anyone found using drugs or drinking alcohol while on the Site shall not be allowed future access under any circumstances. Similarly, anyone attempting to gain access to the Site while under the influence of alcohol or drugs shall not be allowed future access

Smoking

Smoking is strictly prohibited within the boundary wall of all HMEL/HMPL premises.

5.0 Safety

5.1 Hazardous Materials and Substances

Contractor shall inform HMEL/HMPL of all materials and substances to be used during the Work and identify any potentially hazardous materials and substances to be used in Work Areas.

Contractor shall use, store and disposal of all hazardous materials and substances, as per manufactures recommendations.

Contractor shall take all measures to eliminate the use of toxic or corrosive substances that pose hazard to personnel or the environment. Contractor shall ensure that the following materials will not be used;

- a) Products containing Polychlorinated Biphenyl (PCB)
- b) Construction and insulation materials containing asbestos (including CAF gaskets)
- c) Cadmium plated bolts
- d) CFCs / Halons.

In the event a hazardous substance is required, special and inclusive precautions shall be used to eliminate risk of personnel exposure and emergency contingency plans shall be developed as appropriate.

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Contractor shall ensure that at all times hazardous materials and substances are suitably packaged, labeled, stored and have been assessed in accordance with "The Manufacture, Use, import, export & storage of hazardous chemical Rules, 1989(amended 2000) requirements.

It is the responsibility of Contractor and Subcontractor to properly dispose of any hazardous substance brought into Work Areas or generated during the Work in accordance with all Applicable Law and international standards.

Contractor shall maintain an inventory of all chemical substances supplied to Work Areas, together with a MSDS, for each chemical substance.

Contractor shall provide the recommended PPE (at his own cost) and have access to Material Safety Data Sheets (MSDS).

5.2 Safety Equipment and Safety Signs

Contractors shall ensure that all safety equipment is maintained in safe working condition at all times and comply with current regulations and, where appropriate, have valid certification.

Where a contractor is required to carry out hazardous activities such as but not limited to, Radiography work, excavation work, Hydro testing, cardboard blasting, water flushing, lifting operations. The contractor must ensure warning signs are clearly displayed warning others. Contractor must also barricade such areas to prevent access to unauthorized persons.

5.3 Lifting Equipment

Every item of lifting equipment, including, but not limited to, cranes, hoist, winch, chain pulley block, jack, tools & tackles etc is required to be thoroughly examined and certified by an independent examiner: Third Party Inspected (TPI) with copy of all TPI certificates to be submitted to HMEL/HMPL safety department.

- Before being brought into use for first time;
- After any substantial alteration or repair;
- Every 6 months for hoists and lifts and 12 month for all other lifting equipment.

Register of all lifting tools & tackles to be maintained.

All lifting tools & tackles to have unique identification number displayed.

The Safe working load (SWL) must be clearly displayed on all lifting devices.

All cranes must be fitted with a Safe Load Indicator (SLI) in working condition. SLI shall have capability to continuously monitor and display the current load on the hook. This must automatically compare the current load with the rated capacity of the crane at the operating configuration. SLI must provide both visual and audible warnings at preset parameters to warn operator of over load/ dangerous condition.

Note: The use of cranes exceeding fifteen years of service is prohibited.

5.3.1 Lifting plans

A detailed lifting plan shall be prepared for all lifts classed as 'critical lifts' which includes but not limited to lifts;

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- A. Above 10 tons
- B. Utilizing more than one lifting device
- C. Over operating process units

Detailed lifting plans for all **critical** lifts are to be submitted to HMEL for approval. Plan to include, but not limited to, drawings to scale, equipment to be used, TPI certificates for all equipment to be utilised, configuration of crane, calculations, rigging diagram.

For lifts up to 10 tons, lifting plan to be prepared by trained rigger which shall detail equipment to be used, rigging method, calculations etc and submitted to the supervisor in charge.

Note: The use of Hydra cranes is strictly prohibited.

5.4 Working at height

5.4.1 Working platforms

The preferred system for working at heights requires the use of fixed platforms with guardrails or handrails fitted, and approved for use by a competent person, for personnel working at raised elevations. Fixed platforms may include:

- a. Aerial lifts (boom, scissor and snorkel types) used in accordance with manufacturers recommendations.
- b. Industrial trucks that are fitted with specifically designed personnel work platforms
- c. Scaffolding that has been erected to meet all requirements and is appropriately tagged
- d. Man lifts, specifically designed and third party inspected and certificated (TPI).

5.4.2 Fall arrest equipment

Where work at height must take place without a fixed working platform, fall arrest equipment shall be used at all times.

Devices to prevent falls shall be installed so as to restrain a person such that they are unable to reach an unguarded edge over which they could fall. Devices include full body harness (safety belts are prohibited), and secure anchorage.

Fall arrest equipment is designed to arrest a fall in such a way as to minimise the distance dropped and to prevent high deceleration forces that could cause injury.

Harnesses, inertial reels, lanyards and lifelines, shall not be used for purposes other than protection of personnel.

All body harnesses must be inspected and certified by a third party every six months. A copy of said certificates must be submitted to HMEL/HMPL safety department.

A register of all body harnesses must be maintained, detailing individual identification number, certification date and next due date. Copy of this information must be submitted to HMEL/HMPL safety department.

5.4.3 Access to work at height

Safe means of access/egress must be provided to all work locations at height by such means as; aluminum ladders, ladder towers etc. The climbing of bracing / scaffolding or frames is strictly prohibited.

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5.4.4 Scaffolding

All scaffolding must have:

- Guard rails on all open sides: consisting of a top rail and middle rail.
- Toe boards on all sides
- Working platform to be in good condition, secured and be covering the whole platform area that can safely accommodate the persons working with tools and equipment.
- An access ladder secured to the scaffold rising 1 meter above the landing platform, and away from obstacles that interfere with safe use of the ladder.
- Inspected and tagged by trained engineer and approved with appropriate scaffolding fitness tag, signed and dated by the inspecting engineer.
- Scaffold to have unique identification number.
- Register of all scaffolding to be maintained along with scaffolding inspection checklist of individual scaffolding.
- For work of more than a short duration/routine nature, and where there is risk of dropping objects, the area below is to be netted / cordoned off by tape/hard barrier, and appropriate signage erected, preventing access and warning of the dangers from work being carried out overhead.

5.5 Electrical

All electrical installations shall comply with all statutory requirements, the current National Electric Code, Indian Electrical Rules and Regulations.

Contractors shall ensure that;

- Only competent, trained and certified electricians work on electrical installations
- Electrical equipment, including tools used, are properly selected, installed and used.
- All temporary installations are tested prior to been energized.
- Temporary electrical distribution boards are of metallic construction and are provided with double parallel earthing
- Each installation to be protected against overload, short circuit and earth leakage by means of MCB's and ELCB's/RCCB's
- Each distribution board must identify the location of isolation point for incoming supply
- All MCB's / ELCB's/RCCB's to have own identification number, and to be tested daily prior to use to ensure operation. These to be also tested and recorded by the competent electrician on monthly basis.
- If extension leads are to be used, these must be of three core Phase, Neutral and Earth complete with correct plug top and metallic extension sockets, (the practice of inserting naked wires directly into plug sockets is strictly forbidden)
- The practice of inserting naked wires direct into socks is strictly prohibited
- Electrical cables to be free from damage/defects, if a cable sustains damage this must be replaced.
- Temporary taped joints in electrical cables is strictly prohibited
- All electrical cables shall be protected from damage be means of routing cables overhead (minimum 2 meters above), or by means of underground. Note any cables buried must be protected from impact by means of laying cables on bed of sand and covering with bricks prior to back filling. Cable rout markers must be displayed identifying buried cable routes.

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- m) If lighting is required for use inside confined spaces, this must be a maximum of 24 volts as per the Factories Act 1948.

5.6 Compressed gas cylinders

If compressed gas cylinders are to be used then the following must be complied with to ensure safe operation for all, this commences from point and time of entry into the HMEL/HMPL premise, till such time cylinders exit the same.

- All cylinders must be received with protective safety collar fitted, and cylinders not having the safety collar must be rejected at point of delivery.
- Cylinders must be kept in vertical position and secured at all times, this includes transporting around site. Rolling of cylinders is prohibited.
- Cylinders to be stored in a well-ventilated shed, ideally location to be away from drains or buildings containing persons and possible sources of ignition.
- Cylinders to be segregated type wise and full from empty, segregated areas to be labeled detailing type and status (empty or full)
- When in use, cylinder key must be available at all times at the location of the cylinders used, ideally this will be attached to cylinder trolly by means of chain, to enable isolation in event of leak or emergency.
- When in use each cylinder's regulator is required to be fitted with pressure gauge and flash back arrester.
- All associated hoses to be checked for damage, splits or cracks that could result in release of contents.

5.7 PPE Requirements

Contractor shall provide all of its workers with all necessary PPE at all Work Areas. As a minimum, all personnel and visitors to the Work Areas shall wear a hard hat and safety shoes, additional PPE required when entering plant area is; eye protection, safety gloves, overalls and hearing protection in high noise areas.

Safety harnesses must comply with EN361 and have two lanyards which must be capable of limiting a fall to two meters or less, with self-locking snap hooks.

For all elevated work above two meters safety harness must be attached to a life line or structural that is capable of supporting the person or persons.

Contractor shall provide all personnel involved in welding activities, or working in areas classified as a hazardous zone, with flame retardant overalls to EN 531.

Use of Fire Blanket to arrest welding splatter: Specification of Firetex or equivalent CERA V3 M Welder's Blanket with Temperature Limit: 1260° C to be used.

The approved fire blanket is 3.2 mm to 3.5 mm thick with 1700 degree melting point.

Contractor shall ensure that all PPE is worn properly at all times and is maintained in good condition and within date. Contractor shall take appropriate disciplinary action against any personnel failing to correctly use the appropriate PPE.

Contractor shall maintain a suitable and sufficient quantity of PPE with records of issuing the same to persons as per Factories Act.

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5.8 Travel Safety

Contractor shall ensure all internal vehicle movement is consistent with HMEL/HMPL site safety rules which shall include, but not limited to; promote and ensure safe driving habits and

- Maximum speed limit of 25 KPH
- Keeping to the left hand side of road
- Driving on the wrong side of road.
- Always give way to other vehicles at junctions.
- Seat belts must be worn in front of vehicle.
- Never cut corners.
- Correct approach and use of roundabouts.
- Give way to persons on pedestrians on zebra crossings.
- Never block access to buildings, or where will cause obstruction.
- Only park in permitted zones.
- No parking at junctions or on corners.
- Vehicle lights must be used at dusk and hours of darkness.
- Driver has full driving license for the vehicle complete with insurance.

All vehicles shall have reversing warning lights and audible alarms. Contractor shall maintain all vehicles in good working order. Vehicles used in area of hydrocarbons must be fitted with CCOE approved spark arrester.

Contractor shall source suitable watercraft for transport to offshore locations and shall maintain them in good working order and obtain all necessary certification for the vessels. Persons required to work in offshore location or on and around water, must be provided with and wear at all times a life vest (floatation device)

6.0 Labor Laws/Welfare

Contractor shall ensure full compliance of all applicable local and national labor laws/legislation. Contractor shall inform to all workers by means of toolbox talk or more formal measures the do's and don'ts when working in extreme weather conditions, this must include precautions to be taken and the warning signs to look out for.

Contractor must ensure that all workers have access to a suitable and sufficient supply of wholesome drinking water (RO. Water)

APPENDIX A

HMEL HSE POLICY



HEALTH, SAFETY AND ENVIRONMENT POLICY

HPCL-Mittal Energy Limited and its subsidiaries (HMEL Group) are committed, as part of its core values, to conduct all the business activities in a socially responsible manner to protect health, well-being and safety of our employees, the communities, environment and assets, and exceed stakeholders and customers expectations. HMEL Group requires active commitment to, and accountability for, HSE from all employees, contractors, and business associates. Line management has a leadership role in the communication and implementation of, and ensuring compliance with, HSE policies and standards.

We are committed to:

- ✓ Comply with or exceed all applicable legal and other requirements
- ✓ Integrate HSE aspects and sustainable development principles in our injury, unsafe practices, occupational illness and environmental business plans
- ✓ Assess and minimise risks from our activities with the aim of prevention of injury, ill health and environmental damage
- ✓ Educate, train, motivate and empower employees to conduct their activities in a safe and environmentally responsible manner at all the times during their employment
- ✓ Efficiently use energy and resources, minimise waste, and prevent pollution
- ✓ Work with our suppliers, partners and customers to mutually improve HSE performance
- ✓ Foster openness, dialogue and consultation with our employees and stakeholders
- ✓ Strive to continually improve HSE management systems and performances to help achieve the company goal of business excellence
- ✓ Review this policy at regular intervals and update as necessary

Ian Thorpe – VP HSE

Prabh Das – CEO

29th November 2010

APPENDIX B

HMEL Security Policy



SECURITY POLICY

▪ Vision

To safeguard company business interests, assets, brand, information and provide a secure work and residential environment to employees, families, contractors and visitors.

▪ Mission

- Design and operate robust integrated security architecture to address existing & emerging threats to support the company.
- Provide sufficient resources and training towards achievement of robust security architecture.
- Integrate security considerations into all operations, engineering and business processes with clear accountabilities.
- Train to create awareness amongst employees, families, contractors and visitors to adopt security procedures, guidelines and set commitment towards security.
- Ensure sustenance of the security.

Col Arun Sindhwani (AFV)
GM Security


 Prabh Das
 MD & CEO

APPENDIX C

Definitions of classification of Injuries /Incidents

Lost Time Injury	Any injury where the person is not fit to do their normal duties for 48 hours or more following an accident.
Medical Treatment case	Any case which is more serious than a first aid case but which does not result in a lost time injury. This would include the following - Any case sent to external hospital for treatment - Any cut requiring stitches - Any broken / fractured bones - Any case requiring return visits to medical centre for further checks / treatment
First Aid Case	Any small injury which requires basic first aid treatment either by a first aider or at the medical center.
Near miss reports	Any incident which does not result in an injury or other form of accident but which in other circumstances could have done so.
Loss of primary containment of hazardous substance – Minor	Primary Containment: A tank, vessel, pipe, rail car or equipment intended to serve as the primary container or used for the transfer of the material. Loss Of Primary Containment (LOPC): An unplanned or uncontrolled release of material from primary containment. Minor release is any of the following which does not fall into the major category - Any loss of liquid capable of causing fire / explosion or toxic threat to persons. - Any loss of hazardous gas in amount which could produce either a flammable vapour or toxic gas threat to persons nearby - Any loss / spillage of solid material with flammable or toxic hazards to people in the area In essence this category represents near misses from which we can learn and modify equipment and systems to prevent future releases



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Loss of primary containment of hazardous substance – Major	Any loss of a significant quantity of hazardous material e.g. • Loss of 500 kg or more of flammable liquid • Loss of 250 Kg or more of highly or extremely flammable liquid • Loss of more than 100 Kg of flammable vapour or liquid above its boiling point • Loss of 25 kg or more of toxic gas (e.g. chlorine)
Fire - Minor	Any unplanned fire not falling into major category. Typically small fires put out quickly using hand held extinguishers
Fires - Major	A fire involving any of the following • Duration of more than 15 minutes • Requires fire fighting resources above use of hand held extinguishers • There is a plant shutdown because of the fire • The fire causes fatalities or serious burns to any person • Loss of property exceeds Rs 20,00,000 • Any explosion or vapour cloud fire
Dangerous occurrences	As defined in the factories act. Mainly failures of pressure and lifting equipment or collapse of structures
Property damage incidents	Any incident which causes damage to plant or equipment which is not already included in another category
Road traffic accident onsite	• Any collision between a moving vehicle and any other moving vehicle or stationary object • Any overturning of a vehicle • Any loss of object or load from a vehicle
Road traffic accident offsite (employee on company business)	Any road traffic accident as for onsite but involving a vehicle an employee on company business is travelling in anywhere off the site.

APPENDIX C HSE Monthly & Weekly Report Format				
MONTHLY HEALTH, SAFETY & ENVIRONMENT				
(To be submitted by each Contractor before 5th of every month)				
For the Month of:			Report No:	
Project:			Actual work start Date:	
Name of the Contractor:				
Nature of Work:			Job No. :	
ITEM			UPTO PREVIOUS MONTH	THIS MONTH
			CUMU-LATIVE	
1	Average number of Staff & Workmen (average daily headcount, not man days)			
2	Man hours worked			
3	No. of Workers Staff participant in Safety Induction Training			
4	Number of HSE meetings organized at site			
5	Number of HSE awareness programmes conducted at site			
6	Number of Tool Box Meetings conducted			
7	Number of Lost Time Accidents (LTA)	Fatal		
		Other LTA		
8	Man-days lost due to accidents			
9	Number Medical Treatment Case			
10	Number of First Aid Cases			
11	Number of Near Miss Incidents			
12	Fire-Minor(Small fire which was put out by using fire extinguisher)			
13	Fire- Major			
14	Loss of primary containment of hazardous substance-Minor			
15	Loss of primary containment of hazardous substance-Major			
16	Dangerous occurrence			
17	Property damage incident			
18	Road traffic accident onsite			
19	LTA Free Man hours			
20	Frequency Rate (Total No .of LTI *1000000/ man-hours worked)			
21	Severity Rate (Total man days lost *1000000/ man-hours worked)			
22	No. of incentives/ awards given			
23	No. of occasions on which penalty imposed			
24	No. of Audits conducted			
25	Whether workmen compensation policy taken	Yes		No
26	Whether workmen compensation policy is valid	Yes		No
27	Whether workmen registered under ESI Act, as applicable	Yes		No
Remarks, if any				

Date :

Signature:
Name :

HEALTH, SAFETY & ENVIRONMENT				
WEEKLY (HSE) REPORT				
For the Week:			Date:-	
Project:			Report No:	
Name of the Contractor:				
Nature of Work:			Job No. :	
Activity		Up to Pervious week As on	This Week	Cumulative As on date (Since start of the job)
1	Average Number of Staff & Workmen (Head Cont.).			
2	Total Man Hours Worked.			
3	No. of Workers Staff participant in Safety Induction Training.			
4	No. of Tools Box Meeting Conducted.			
5	No. of First Aid Injury			
6	No. of Near Miss Accident.			
7	Fire-Minor(Small fire which was put out by using fire extinguisher)			
8	Fire- Major			
9	Loss of primary containment of hazardous substance-Minor			
10	Loss of primary containment of hazardous substance-Major			
11	Dangerous occurrence			
12	Property damage incident			
13	Road traffic accident onsite			
14	No. of Medical Treatment Case			
15	Number of Lost Time Accidents (LTA)			
16	Safety Steward			
17	Safety Supervisor			
18	Safety Officer			
19	Safety Manager			
Safety officer RCM/Site in charge				