



HPCL-MITTAL ENERGY LIMITED & ITS SUBSIDIARIES

Procedure for Safety Management of Contractors

9111-000-HSE-006-00007-Rev-4

04	19-01-2024	IFI	Issued for Implementation	<i>Kamboj</i> Prabhash Kamboj (DM- H&S)	<i>Aman Chopra</i> Aman Chopra (AGM – H&S) & Ramesh Nandanwar (AGM-H&S)	<i>A S Basu</i> A S Basu (COO)
03	22-Jan-18	IFI	Issued for Implementation	Dillip Kumar Singh (AM- Health & Safety)	Ian Thorpe (VP -H&S)	Martin Hawkins Chief Operating Officer
02	24-May-17	IFI	Issued for Implementation	Dillip Kumar Singh (AM- Health & Safety) Prabhash Kamboj (AM- Health & Safety)	Ian Thorpe (VP -H&S)	Martin Hawkins Chief Operating Officer
01	17-Dec-13	IFI	Issued for Implementation	John Paul Evans AGM Fire & Safety	Ian Thorpe (VP HSE)	Martin Hawkins Chief Operating Officer
00	10-Apr-12	IFI	Issued for Implementation	John Paul Evans (H&S Manager)	Ian Thorpe (VP HSE)	Moiz Tankiwala Chief Operating Officer
REV	DATE	STATUS	REVISION LIST	PREPARED	CHECKED	APPROVED

This document is confidential. Neither the whole nor any part of this document may be disclosed to any third party without the prior written consent of HPCL-MITTAL ENERGY LTD. The copyright of this document is vested in HPCL-MITTAL ENERGY LTD. All rights reserved. Neither the whole nor any part of this document may be reproduced, stored in any retrieval system or transmitted in any form or by any means (electronic, mechanical, reprographic, recording or otherwise) without the prior written consent of the copyright owner.

	HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd. PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS 9111-000-HSE-006-00007	Revision	04
		Issue Date	14-Feb-2024
		Next Review	18-Jan-2027

Revision History (Last four revisions)

Revision	Rev Date	Rev Details
04	14-Feb-2024	ISSUED FOR IMPLEMENTAITON
03	03-Feb-2018	ISSUED FOR IMPLEMENTAITON
02	18-Apr-2017	ISSUED FOR IMPLEMENTAITON
01	14-Jan-2014	ISSUED FOR IMPLEMENTAITON

Other Department Reviewers

Reviewer Name	Designation	Department	Review Date

Note:-

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



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	3 of 67

INDEX

Sr. No.	Table of Contents	Page No.
1.0	Purpose	4
2.0	Scope	4
3.0	HME Occupational Health & Safety Management System	5
3.1	HME Mandatory Safety Processes, Programs, and Initiatives	5
3.2	Contractor's H&S Management System	5
3.3	HME OH&S Objectives	6
3.4	Contractor Health & Safety Plan/Method Statement	6
3.5	Leadership and commitment	6
3.6	Competence, Trade Validation & Training	7
3.7	OH&S Procedures and documentation	10
3.8	OH&S Communications, Consultation & Participation	11
3.9	Tools & Equipment	12
3.10	Safety Signs & Barricades	12
3.11	Safety Audits and Inspection	12
3.12	Housekeeping Standards & Waste Management	13
3.13	Incident Reporting and Investigation	13
3.14	Reporting of Safety Violation	14
3.15	OH&S Implementation and Performance Monitoring	14
4.0	Occupational Health Management System	15
4.1	First Aid and Medical Facilities	15
4.2	Drugs and Alcohol	16
4.3	Health Surveillance	16
4.4	Pest Control	17
5.0	Code of Conduct	17
6.0	Labour Laws	17
	Appendices	
Appendix A	HME HSEQ Policy	18
Appendix B	IIF Vision and expectations	19
Appendix C	Contractor commitment to create an incident and injury free workplace (IIF)	21
Appendix D	Penalty Clause for Non-Compliance of H&S norms	22
Appendix E	Roles & Responsibility	24
Appendix F	Competency Requirement for assessment of Contractor Staff Competency	27
Appendix G	Declaration of competency assessment	39
Appendix H	Trainings	40
Appendix I	Safety Procedures	43
Appendix J	Safety & hygiene guidelines for organizing cultural events	55
Appendix K	Lifting Equipment & Requirement	58
Appendix L	Safety Violation investigation form	60
Appendix M	Contractor Monthly Safety performance report	62
Appendix N	Guidelines for Establishing Labour Camps & Welfare Facilities	65



1.0 Purpose

The purpose of this procedure is to provide guidance to H MEL Stakeholders, Contractors, & H MEL Employees as to the Safety Expectations/Requirements, Accountabilities, & Consequences in the safety management of Contractors and the safe execution of their Scope of Work.

2.0 Scope

This procedure covers all contractors working or intending to work at H MEL & its subsidiaries. This procedure also applies to the contractors who are setting up temporary structures for the cultural events organized from time to time at H MEL & its subsidiaries e.g. township. “H MEL” or the “Company”, as referred to in this procedure collectively implies HPCL-Mittal Energy Ltd. and all its subsidiary companies

H MEL Procurement Team **SHALL** ensure this procedure is used throughout the Procurement Life Cycle beginning with the Invitation to Bid (ITB). All Contractors shall be provided a PDF copy of this procedure and the relevant H MEL Safety Documents identified prior to the Request for Quote (RFQ) to ensure all have a clear understanding of H MEL Safety Expectations/Requirements.

Brief description of H MEL H&S related procedures/standard provided in the Annexures with the procedure number, however, copy of detailed procedure as per the scope of contract shall also be shared. In case there is misalignment, or conflicting requirements between Contractor and H MEL policies and procedures for any area, Contractor **SHALL** perform a GAP analysis of their Safety requirements and H MEL Safety Requirements. The Gap Analysis shall be formally documented in H MEL deviation sheet with appropriate justification and provided to H MEL Safety Department for concurrence during bidding stage only.

This procedure will apply immediately from the date of issue for all new contracts. For existing contracts, the compliance of this procedure shall be mandatory for the contracts having remaining validity period of more than 9 months, from the date of release of this procedure. The contractor should review the changes from the previous version and implement them as soon as possible but no later than 6 months from the date of issue of this revision.

Contractor is required to meet with the H&S department to discuss the task/work planned (Prior to commencing any work or task). The H&S department can assist the contractor and advise on plan of action that will enable good standards of safety and compliance of this document however it is the Contractors responsibility to clearly understand the H MEL Safety Processes, Procedures, etc. prior to performing the work, H MEL Manager accountable for the contractors work to ensure that they understand and comply with H MEL Safety Expectations/Requirements.

Contractors shall be categorized as follows based on the manpower of contractor agencies as:

- **Major Contractor** - with manpower more than 20 people on site
 - Major contractor shall prepare and submit the OH&S Plan in alignment with the H MEL OH&S requirements before commencing their activity at site.
- **Minor contractor** - with manpower up to 20 people on site
 - Minor contractor shall prepare and submit method statements along with the detailed risk assessment of all its activities
 - Minor contractor who does not have a documented OH&S management system, thus shall adopt this procedure and other associated procedures, and comply with the same.



3.0 H MEL Occupational Health & Safety Management System

Contractor shall have an effective OH&S management system compatible with and meets or exceeds H MEL requirements and in line with the requirement of the ISO 45001:2018 international standard for H&S management system. Contractor must also meet the requirements of applicable Oil Industry Safety Directorate (OISD) guidelines for OH&S management systems (OISD-192- Safety practices during construction, 206- Guide line on safety management system in petroleum industry, 207- Contractor Safety).

3.1 H MEL Mandatory Safety Processes, Programs, and Initiatives

It is a mandatory condition that all CONTRACTOR Companies which performs work on behalf of H MEL shall comply with all applicable LAWS, REGULATIONS, & H MEL Work Processes & Procedures at all times. Contractor Companies and their manpower SHALL Promote and Participate in H MEL Safety Leading Indicator & Training Programs, some of the KEY initiatives are An Incident & Injury Free Workplace (**Appendix- B & C**), STAR Reporting, Near Miss – Unsafe Act / Unsafe Condition Reporting, STOP Work AUTHORITY, Incident Management, Permit to Work Program, Job Safety Analysis, Participation in Safety Teams / Committees

3.2 Contractor's H&S Management System shall include, at minimum, the following elements:

- OH&S Policy – In alignment with the H MEL HSEQ policy
- Leadership and Commitment – Manage & Complies with all legal & contract H&S requirements
- Training & Competence – Job Specific & H&S trainings program & Trade validation as per competency
- Procedures & Documentation – Including all work activities with associated hazards & risk assessments
- Communication, Consultation & Participation of workers – Includes Safety meetings, near miss reporting etc.
- Audit & Inspections – Safety audits, site safety observations, work permit audit, housekeeping audit
- Tools & equipment – Inspection of tools & tackles, Third party certification, Color coding practices
- Accident / Incidents – Reporting of incidents, Investigation to identify root causes, Actions implementation & tracking

Contractor shall ensure that its OH&S management system, its OH&S policy, and its Project OH&S Plan are compatible with and Meet or Exceed with H MEL OH&S policy and objectives.

H MEL 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 the requirements in this respect.

Contractor shall ensure that its OH&S policy and OH&S Plan/method statement are available at all work areas to all H MEL personnel and Contractor's personnel, in English and other language as appropriate to ensure it is understood by all and shall ensure that all Contractor's personnel comply with the requirements of both the H&S Policy and the H&S Plan.

Contractor shall ensure that all external and internal issues that may affect its ability to achieve the intended outcome(s) of OH&S management system & associated security risks shall be identified

Contractor shall ensure that all its policy statements expressing and reinforcing safety's critical importance, covering aspects of the work are in line with ISO 45001:2018 requirements & are signed and dated by the Chief Executive.



3.3 HMEL OH&S Objectives

Contractor shall comply with the HMEL HSEQ Policy (**ref. Appendix-A of this document**) and the guidelines and requirements given in this document. Contractor shall set H&S objectives & targets and develop system to record, measure, appraises and report its H&S performance. Company's objectives can be summarized as:

- Zero Fatalities
- Zero Lost Time Injuries
- Zero Medical Treatment cases
- Zero environmental non-compliances
- Zero Fires
- Zero loss of containment of hazardous substances
- Ensuring reporting of all incidents/ near miss and investigation for identifying the root causes
- Ensure sharing of learnings from the incidents/near miss.

HMEL will audit and review Contractor's facilities, services and/or performance of its activities in respect of compliance with the approved OH&S Plan/method statement for the work.

The contractor shall adhere consistently to all provisions of OH&S requirements. In case of non-compliance or failure in implementation of any of the H&S requirements, HMEL reserve the right to impose financial penalties as defined in **Appendix D**.

Anyone working in the HMEL including Contractor's workers, shall have the right to STOP THE WORK if they witness or identify any unsafe practices either by contractor or their Subcontractors. Contractor shall have a process to review, remedy and record such violations. Work should be resumed only after implementation of corrective actions, verified by unit representative & respective EIC in consultation with HMEL safety team.

3.4 Contractor Health & Safety Plan/Method Statement

Contractor shall submit the Safety Plan in accordance with the HMEL's OH&S Management Systems. Where the Contractor agency is certified to ISO 45001 then the OH&S Plan shall be based on these procedures/systems that addresses the OH&S risks & opportunities specific to the nature of work undertaken and put in place the management controls to eliminate or mitigate the risks to an acceptable level and strive for continual improvement.

Contractor shall finalize a project/work-specific OH&S Plan/s considering all aspect of work. This shall include a plan of all the different stages in the work, which includes number of workers involved and ensuring safety at each work stage. Any subcontractors or hired equipment requirement should be identified and details should be provided to manage the subcontractor work which should be in line with H&S plan.

Work at site will only be able to commence once the plan has been reviewed and approved by the HMEL Engineer In-charge and Health & Safety department

The contractor shall update the plan/s throughout all phases of the work. Subsequent updates shall also be approved by HMEL Engineer In-charge and Health & Safety department.

3.5 Leadership and Commitment

Contractor's management shall demonstrate leadership and commitment through actively participating in all aspects of OH&S, supporting open dialogue and by allocating sufficient resources to fulfill their obligations to OH&S requirements. They shall set clear goals, objectives and targets and ensure that performance is evaluated against them.

The roles & responsibility of HMEL EIC, RCMs/ Site Incharge, Safety Officer & Storekeeper are defined in **Appendix-E**.



3.6 Competence, Trade Validation & Training

Contractor shall provide sufficient trained, competent manpower and supervision in his organization with clear responsibilities and reporting structure to ensure that the job is performed safely, on time and to a high standard of quality.

The contractor should be able to demonstrate that it has a system of assessing competence and evaluating the performance of all its workers, including workers of subcontractors & same should be outlined in the OH&S plan for the contract. The contractor should consider safe work as one of the most prominent indicators in the evaluation criteria.

Contractor shall ensure that all personnel are:

- a) Experienced, qualified, trained & having knowledge for the work they will be assigned at the site. This should include technical, behavioural & supervising/management skills as defined in **Appendix-F**.
- b) 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, The Factories Act 1948 and any other central government / state legislation which may be applicable.
- c) Contractor shall ensure Site in charge and Lead Safety Officer profile shall be submitted to Company for review and they shall be on the permanent payroll of Contractor.
- d) Contractor shall ensure that key personnel (Like RCM/Site in charge, planner, safety officer, but not limited to) in the execution of CONTRACT shall not be replaced without prior approval of the Company – EIC with a suitable successor. To ensure, that continuity of the work is maintained any replacement of any such key personnel shall work alongside the person who is to be replaced for a reasonable hand-over period, at no cost to company.
- e) Contractor Site in Charge (RCM) and Lead Safety Officer role are required to be On-Site if work is being performed. Contractor shall request and receive Written Approval from the Company EIC whenever the Contractor Site in Charge or Lead Safety Officer will not be On-Site if work is being performed.
 - i. Less than 2 Weeks – an alternate may step up and temporarily fulfill the role.
 - ii. Greater than 2 Weeks – Contractor must deploy a suitable replacement.
 1. Alternates must be approved by HMEL
 2. Alternates must be fulltime & dedicated to the role.
 3. Alternates must be Competent & Qualified for the role.
- f) Contractor is required to provide and maintain an adequate number of H&S staff to ensure that the work can be planned and executed safely. The minimum number of H&S staff is subject to the following:
 - i. The Inherent Risk of the Scope of Work to be performed
 - ii. The number of employees working
 - iii. The footprint of the worksite
 - iv. The performance of the work without Incident or Near Miss

The minimum number of H&S staff is:

- i. 1/21 up to 50 Head Count to begin work
- ii. Another 1 will be added each time the Head Count increases by 50 persons.
- iii. Additional H&S Staff may be required if/when Contractor SoW Risk or Safety Performance changes at the discretion of the HMEL Safety Department.

However, Company believes that supervisors & line management should take the main responsibilities for safety at workplace, wherever Contractor demonstrate such compliance, the number of safety officers can be reduced after the written approval from Head-H&S of HMEL.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	8 of 67

- g) Contractor having manpower up to 20 (Minor Contractor) shall nominate representative who will be single point of contact and will coordinate for all OH&S issues when required. The nominated person shall have minimum 5 years of working experience with ability to identify the hazards & risk and able to implement mitigation actions. The nominated person shall undergo the safety officer skill development modules training.
- h) H&S Managers, engineers & officer's Resume are to be submitted to HMEL Safety Department for approval prior to mobilization to site.
- i) H&S Supervisors, engineers are to be available at least seven days prior to mobilisation of work, in order that they can receive induction of HMEL's expectations for H&S performance. Contractor shall be able to formally demonstrate the level of competence for all H&S Supervisors/ Officers.

All H&S staff shall have formal safety/engineering education, appropriate certifications, and experience. They must understand, speak & write English language fluently.

HMEL safety department will interview Contractor Safety Managers, supervisors, engineers prior to commencing mobilization and request the replacement of persons, if not considered suitable for the role.

The performance of the selected H&S staff shall be monitored by HMEL Safety team. HMEL safety team have the right to ask for their replacement if the performance found not satisfactory.

- j) The entire contractor workforce shall be validated for trade test. Any deployed personnel (skilled, semi-skilled, and unskilled) shall be undergoing trade test as per COMPANY requirement. **Trade test shall be assessed only from the HMEL approved third party agencies.** This test can contain on job evaluation and personal interview. Only certified and trade test pass person shall be allowed inside COMPANY premises. All expenses for trade test shall be borne by Contractor. Contractor owns complete responsibility to deploy competent and qualified person as per job specific requirement according to COMPANY policy and procedure.

Trade test shall be mandatory for the gate pass preparation as a prerequisite. In case of any deviation to requirement due to urgent requirement, contractor to submit the Trade validation certificate within 10 days otherwise gate pass shall be under hold for entry.

Exception of Third Party Validation:

- Welder trade test shall be done through Asset Integrity department. For special persons like catalyst loading person/Experts/Heater Pigging Personnel/Project manager/ Site In-charge/ Safety lead/ RCM/ Inspection lead Trade test by Third party is not required and competency assessment shall be done through interview or written validation by respective discipline.
- In case of any specific requirement where Third party trade validation is not required, same shall be mentioned specifically in scope of work.

Note: Apart from third party trade validation, Company EIC has the right to carry out additional assessment and ask for the replacement of person if found not competent for the job. E.g. Crane/Hydra operators after Third Party trade validation, HMEL P&M shall carry out additional assessment except for major projects mobilization.

- k) Exhaustive trade test with minimum 60% passing marks shall be carried out from the mentioned trade test agencies. Trade test carried out at vendor location based on exhaustive trade test and criteria shall be acceptable. Exhaustive trade test done previously through mentioned agencies is acceptable.

Note: In any case, no worker staff shall be certified for more than 2 job roles and same shall be mentioned on their gate pass.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	9 of 67

- l) Also before entry of manpower to a HMEL site the contractor must certify his own manpower as competent for their job role based on minimum competency requirements defined in the HMEL procedure for staff competency assessment. The competency certificates are to be supplied to HMEL Engineer In-charge using approved format before arrival of workers to site. **Appendix-G.**
- m) Engineer In-charge after reviewing the competency document issued by trade validation agency, will initiate further process via E-CLMS Portal

Accountability for Competency & Trade Validation

S. No	Activity	Accountability
1	Ensuring the implementation of contractor staff competency assessments	Contractor / Engineer In-charge (EIC)
2	Ensuring the availability of Competency assessment checklist for each job role	Third party agency
3	Identification, validation, & ensuring the availability of competency assessor for each job role	Engineer In-charge (EIC) / Third party agency
4	Scheduling & planning of competency assessment	Third party agency / Contractor
5	Conducting, recording & reporting the result of competency assessment	Third party agency

Safety Induction and H&S Training

Contractor shall ensure that the workforce (including subcontractors) have the necessary job knowledge, including relevant training to safely carry out the work. Contractor shall provide details of the current standard of workforce and additional training requirements identified to meet contract requirements.

Contractor shall develop a training plan which covers technical and managerial skills as well as safety trainings for all personnel, including Contractor, subcontractor personnel, third parties and any other authorized visitors prior to deployment at site.

A record of all OH&S training shall be maintained by Contractor and available for inspection by HMEL on request. All training (including any oral presentation, written presentation material, video presentation) shall be conducted in the English language, or in a language more appropriate for the audience/workforce.

Contractor should submit monthly training plan to HMEL safety department who will make random visit to verify the content & quality of the training.

The training requirements of the workforce shall be regularly reviewed with regard to the tasks that they will be required to perform, and appropriate training shall be given, and procedures generated in a timely manner prior to commencing the tasks.

Contractor should provide helmet stickers to the new workers and deployed them in a buddy system with the experienced workers for initial three months.

The minimum trainings which should be covered in the training plan are defined in **Appendix- H**



3.7 OH&S Procedures and documentation

OH&S Procedures

Contractor shall provide clear, concise & documented procedures to cover all its activities. These should be accessible to all contractor's personnel and subcontractors in their working language. The contents shall be related to individual job descriptions. A copy of each procedure (in English) shall be provided to HMEL for review.

Contractor should have a documented risk assessment procedure and ensure risk assessments are carried out for all its activities. This risk assessment procedure shall be suitable and sufficient to appropriately assess the health and safety (including community/social) risks involved. A copy shall be submitted to HMEL for approval.

Contractor shall ensure all the procedures provided are in line with the HMEL H&S rules & requirement. Where appropriate the risk assessment should be based on a written statement and how the task should be performed. The HMEL H&S procedures & their requirement for maintaining safe work environment is described in **Appendix-I**

Contractor involved in organizing cultural events at HMEL facility e.g. Township shall follow the guidelines given in **Appendix-J** for maintaining the safety and hygiene standards during the event.

Management of Subcontractor / Petty contractors

Sub-Contractor (SC): Contractor who is hired by Main Contractor for execution of work at HMEL facilities/ vendor shop and is with following description:

- Carrying out the whole or part of the work undertaken by the contractor
- Registered company
- Skilled workmen

Petty-Contractor (PC): Contractor who is hired by main contractor for execution of work at HMEL facilities and is with following description:

- Manpower only, no other infrastructure
- Not required as registered company
- Basic skills/ unskilled workmen

HMEL Engineer Incharge approval to be taken prior to deployment of subcontractor/petty Contractor staff as per contract terms and all reference document related to approval shall be submitted by contractor to HL for record purpose with copy to EIC.

For each Subcontractor/ Petty contractors, Contractor shall provide official notice in writing to HMEL-EIC, Safety, HL and Security for the arrangements under which the Subcontractor/ Petty contractors will be either integrated into, or interface with, the Contractor H&S Plan including measures taken by Contractor to ensure satisfactory subcontractor H&S performance.

Main Contractor shall be held accountable for the H&S performance of their Subcontractor/Petty contractor, including provision of required PPE. Contractor shall ensure that all its Subcontractors receive a copy of, and comply with the requirements of, the Contractor's H&S Plan approved by HMEL. All aspects of this document shall equally apply to subcontractor/petty contractors.



Contractor shall ensure that each subcontractor/ Petty contractors has an adequate number of full-time H&S representative's onsite to provide appropriate coverage for the work being undertaken. Where the activities of such subcontractor are under the direct control and supervision of the Contractor H&S representative, the subcontractor shall designate one of its employees as H&S Coordinator to represent the subcontractor in H&S matters. All Contractor's H&S representative should be able to write, speak & understand the English language fluently.

The main contractor shall ensure trade validation of sub-contractors/petty contractor's staff on the basis of HMEL Contractor staff competency assessment. The certificate confirming evaluation and competency at main contractor's end shall be submitted to HMEL EIC with all supporting document for scrutiny (acceptance/rejection) including face to face interviews for staff's/ facility surveys wherever required.

3.8 OH&S Communications, Consultation & Participation

Contractor shall, where applicable, ensure before commencing the work that all companies, organizations, and communities that could potentially be affected by such activity have been notified.

Contractor shall establish a mechanism for communication and feedback of OH&S issues and performance among its staff and subcontractors on the work areas and to Company representatives.

Contractor shall conduct regular toolbox meetings at work areas, records of toolbox meeting, attendees, and feedback to be maintained. Written notes of key points of all toolbox topics to be prepared in advance and all supervisors must be trained in presenting good quality toolbox talks.

Quality of toolbox talks to be checked by the EIC by participating in the tool box talk randomly at job location.

Supervisor to do pre job safety discussion with the workers (supervisors will be trained on this as a part of their IIF trainings by HMEL).

Pre job discussions which is specific & covers hazard of the task need to be done by the team on a particular day should be done in small group by supervisors.

At HMEL a monthly safety briefing is scheduled on the first working day of the month and attendance is mandatory for all workers.

Contractor shall regularly attend the HMEL monthly contractor safety meeting.

Where applicable, Contractor's arrangements for emergency communications shall be integrated with the requirements of the Site / Work Area and third parties.

Any individual worker shall have the right, to identify and report to their supervisor, work that they feel is being done unsafely. Contractor shall have a process to review, remedy and record such action.

Contractor shall establish an effective structure and schedule for OH&S meetings involving all Contractors' personnel assigned to the work to promote communication and involvement in OH&S matters. HMEL reserves the right to attend such meetings.

Contractor shall conduct safety committee meetings including subcontractors headed by RCM/site in charge at least once in a month, attendance to be recorded and minutes of meeting to be produced.

Contractor RCM/Site Incharge should chair monthly meetings with the Lead Safety Officer and all subcontractor/petty contractor representatives for reviewing the compliance of key safety issues during the month, safety performance of staff and status of IIF key focus areas. The points discussed/ raised during the meeting shall be recorded & tracked for compliance.



3.9 Tools & equipment

All tools and equipment brought onto HMEL premises must be fit for purpose and in good working order. Tools and Equipment must be used and maintained per manufacturers Operating/Safety manual requirements. Tools & Equipment Modification is NOT allowed. Job made Tools & Equipment is NOT allowed.

All contractors are required to list all tools and equipment that they require to bring onto HMEL premises, these will be inspected upon arrival at site and any tools or equipment that is rejected will not be allowed to enter.

The Contractor should have a system for identification and checking of tools and equipment used at site by self & sub-contractors and sufficient tools and equipment to be available for all type of work.

Standard & approved checklist to be used for inspection of all types of the vehicles i.e., crane, hydra, bolero, forklift, pickup van etc. The servicing for vehicles & equipment's must be carried out as per manufacturer's recommendations.

All lifting tools & tackle must have third party inspection as per legal requirements. The criteria and requirement of lifting equipment & lifting plan defined in **Appendix-K**

Contractor shall ensure that all tools & tackles are inspected and colour coded as per HMEL's colour coding procedure as defined in **Appendix I**.

Contractors shall ensure that all equipment's are maintained in safe working condition at all times and comply with current regulations and, where appropriate, have valid certification. Contractor shall keep appropriate inspection and maintenance schedule, records and test certificates, and make them available for review by HMEL if required. Inspection schedule shall clearly identify inspection and test frequency for critical items.

3.10 Safety Signs & Barricades

Contractor shall ensure that all safety and warning signs utilized on Site comply with the Company standards and are clearly understood. Pictograms shall be used, and consideration shall be given to the need to provide any accompanying text in language/s that will be easily understood by the workforce.

3.11 Safety Audits and Inspection

Contractor shall establish a schedule for H&S audit / inspection and follow-up for its activities and those of its Subcontractors and provide a copy of the schedule to Company. As a minimum, the schedule shall include weekly H&S inspections and monthly H&S audits of the Work Areas to ensure compliance with the H&S Management System.

Contractor RCM/Site Incharge shall carry out audits / inspections in accordance with the schedule. As a minimum one inspection of the work area in a week & one audit in a month shall be done. The findings of inspections and audits to be documented and provide a report of the findings to concern HMEL.

Contractor site supervisor shall carry out OH&S checks of their assigned work areas prior to commencement of each work shift.

Contractor's senior management from head office shall conduct safety audit at least every six months & review performance against their company-wide H&S objectives and targets. Head office staff should discuss the findings with the HMEL safety team & EIC before leaving the site. The audit shall also include the safety performance rating for any subcontractors.



HMEL will conduct yearly safety audit of contractor safety management system at their site /fabrication yard based on “**Procedure for contractor safety audit & evaluation (9111-000-HSE-006-00017)**”. Contractor needs to submit detail action plan for closure of all findings within time bound manner & provide the closure status on monthly basis according to action plan.

All contractors are expected to reach a minimum of 3 stars (out of maximum 5 star) in this audit & Contractor scoring less than this will be expected to show rapid improvement to reach the 3-star level. Any Contractor scoring less than 2 star will be prohibited from applying for further work within the HMEL sites or working as a subcontractor until they demonstrate the improvement in the Safety Performance.

The safety audit for minor contractor agency (Manpower up to 20nos.) conducted by Company on a rating of Excellent to Poor. All such contractors are expected to reach a minimum rating of Good in the audit.

3.12 Housekeeping Standards & Waste Management

Contractor shall be responsible for all waste/scrap generated because of their activities, contractors are to adopt a ‘clean as you go’ strategy, whereas all waste/scrap to be cleared from areas on an 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/scrap generated, ensuring minimal environmental impact and in accordance to local legislation.

Contractor shall ensure that an adequate number of waste bins/receptacles are provided (at own cost) at locations. Contractor shall actively discourage the disposal of garbage/litter/waste directly onto the ground or surrounding areas. 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.

Proper storage of materials to be ensured during working inside Company premises.

All documentation regarding flow of materials, disposal of Hazardous waste, including invoices for incoming & disposal must be always maintained and available.

3.13 Incident Reporting and Investigation

Incident Reporting

Contractor shall ensure that all H&S incidents (including near misses) are openly reported, investigated, and analyzed. Contractor shall report all incidents involving injury to persons or loss of or damage to equipment, fires, loss of containment and near miss arising from Contractor or Subcontractor activities, in all work areas.

In case of any injury contractor shall immediately report the same to Occupational Health Centre (OHC) along with injured person for providing initial first aid & further guidance and shall be confirmed by completing an incident notification form and submitting it to the HMEL representative by end of shift of the incident.

All incident reporting shall be in accordance with HMEL’s Incident reporting, and investigation procedure (9111-000-HSE-006-00005) and shall use the appropriate report forms.

Incident Investigation

Contractor shall interface with HMEL’s Incident Reporting and adhere to Investigation requirements. Contractor shall immediately investigate and act upon any incidents notified by HMEL.

Contractor shall provide HMEL with a copy of any report or statement or written evidence concerning any accident, incident, medical condition, dangerous event or near miss which occurs during the performance of the Work or within Company’s premises (or any other information indicating the existence of adverse H&S conditions of which Contractor’s Personnel may become aware) by end of shift.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	14 of 67

- a. All incidents including High potential near miss shall be subject to full root causes investigation by the contractor and a fully detailed report provided to HMEL within seven (7) days of the incident. HMEL reserves the right to participate in any incident investigation led by the Contractor in connection with the work.
- b. Contractor shall co-operate and participate as necessary with any HMEL led investigation of such incidents.
- c. All incident investigation reports shall clearly describe the corrective actions to be implemented in response to an incident. HMEL reserves the right to review and approve the actions to be implemented.
- d. Contractor shall maintain an effective follow-up procedure to ensure the recommendations of incident investigations are fully implemented and shall inform to HMEL about the progress of implementation of such recommendations.

3.14 Reporting of Safety Violation

HMEL owns a Zero tolerance policy against any violation of identified 10 Golden Safety rules.

Contractor shall adopt the HMEL **procedure “9112-000-HSE-006-00051 (Management of Contractor Safety violation)”** for recording and investigation of safety violation.

A safety violation is anything which is not in compliance with agreed safety procedures and systems of work including the requirement of contractor safety plan, requirements of job safety analysis and permit to work procedure.

The violations are categorized into two categories – HIPO & Normal violation.

The disciplinary or corrective action based on the investigation of violation reported shall be initiated as per the Management of safety violation procedure.

The copy of all such violations shall be submitted to HMEL safety team in the form as per **Appendix-L**

3.15 OH&S Implementation and Performance Monitoring

Contractor shall establish an OH&S performance monitoring program and provide a copy of the monitoring program, and monthly performance reports to Company that provides the implementation status of the OH&S Plan and bridging / interface document, including pro-active H&S activities.

Contractor shall encourage an incident & injury free culture within the workplace, where co-workers taking care of each other & stop all unsafe action. Such issues shall be freely discussed with the standard agenda items at all “toolbox” talks and at periodic H&S meetings.

Contractor shall implement an Incident and injury free culture (IIF) on site aiming at:

- a) IIF orientation training for all workforces.
- b) IIF supervisor skill training for all supervisors and above.
- c) Ensuring all supervisors get IIF certified.
- d) Systematically observing workforce compliance with the positively reinforcing through feedback and coaching
- e) Identifying, through root cause analysis, workforce action that impacts on H&S performance (with reference to specific risks)
- f) Producing numerical ratio of safe/unsafe behavior
- g) Analyzing and addressing any unsafe action trends and correcting system failures.



Contractor shall provide a copy of the H&S monitoring program, and regular reports to HMEL.

Contractor shall provide HMEL with copies of all correspondence received from or sent to any person concerning OH&S matters relating to Contractor and Subcontractor activities as part of the work.

Contractor shall provide a monthly safety performance report to HMEL safety department covering the status of safety activities performed during the month after review & approval of EIC. The reporting format is attached as **Appendix-M**

4.0 Occupational Health Management System

Contractor shall establish an Occupational Health Program appropriate for the Site conditions and shall provide details to HMEL. The program shall include health risk assessment and the implementation of control measures (e.g., awareness campaigns, training, physical controls, procedural controls, PPE, vaccinations etc.), recovery procedures and monitoring programs for the following categories of health hazard as a minimum:

- Chemical hazards (incl. solids, liquids, dusts, fumes and aerosols)
- Noise exposure
- Vibration exposure
- Manual Handling
- Ionising and non-ionising radiation exposure
- Heat stress
- Lighting levels
- Indigenous diseases applicable to the country and to the specific location of the site (e.g., HIV/AIDS, malaria, etc.).

Contractor shall adopt risk management measures in the design to reduce the risk of harm to personnel employed in the operation and maintenance of the plant to as low as reasonably practicable.

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 suitable hearing protection shall be provided to persons who are exposed to the high noise levels.

Contractor and Subcontractor personnel who may be exposed to high noise levels shall have an audio-metric baseline established and annual monitoring to detect hearing abnormalities.

4.1 First Aid and Medical Facilities

Contractor shall provide adequate number of first aid boxes and trained, certificated first aiders at work site who will be capable of providing emergency first aid treatment. Contractor is required to arrange tie-up with local hospital for periodical medicals, treatment of injured persons or medical cases from Site or labour Camp(s). Contractor shall ensure that injured person shall visit HMEL OHC first and without informing doctors shall not be taken off site for treatment. In case the contractor had tried or hide any injury case, strict disciplinary action shall be taken against the Contractor agency. These services shall be available to all employees at the Site, including those of Subcontractors, and Third Parties, throughout the duration of the Work. Contractor shall inform HMEL of tie-up detailing name, location and contact details of said hospital.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	16 of 67

Contractor should have a system to ensure all treatments usage & material consumed from the first aid box/facility are recorded. A log should be maintained and made available to HMEL whenever required.

Contractor shall be aware that the level of health in the locality with diseases such as Malaria being endemic. The medical services must factor in the high probability that the workforce will be affected and establish effective control programs to ensure fitness for work and protect other workers.

Contractor shall ensure that the medical services are operational from the very beginning of Site work.

Contractor shall provide the following medical services:

- a) Emergency response, prior to evacuation to HMEL medical centre, where the Injured Party (IP) can be stabilised before evacuation for further treatment if required.
- b) Provide on-going training to staff both of a general first aid type and more extensive training to safety and rescue teams on the Site.

Any contractor employing more than 1000 workers at site should maintain an ambulance or other emergency vehicle capable of carrying an injured patient. This vehicle should be available at work site whenever work is being done.

4.2 Drugs and Alcohol

Under no circumstances shall drugs or alcohol be permitted in HMEL premises. Contractor shall ensure that this is rigorously applied. Anyone found using drugs or drinking alcohol while on duty or within the premises of HMEL 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. Contractor shall develop a disciplinary code of practice and take appropriate disciplinary action as warranted. Contractor should have a policy in place regarding the active drug/alcohol test for workers on regular & random basis.

HMEL reserves the right to carry out random drug/alcohol screening (dope test) of persons entering HMEL sites, or for any person/persons who is suspected to be under the influence of drugs or alcohol shall restricted for future entry to refinery premises. If anybody under medication which may affect their ability to do their work safely, must inform the OHC/doctor prior to work.

Smoking- Smoking is strictly prohibited within any of HMEL premises.

4.3 Health Surveillance

Contractor shall arrange for the health assessment of Contractor and Subcontractor personnel. All personnel shall be assessed at pre-employment according to statutory requirements, standards that are in accord with the demands of the job to be undertaken. Continuous health surveillance of employees shall continue throughout their employment at Site.



4.4 Pest Control

Contractor shall always adopt and maintain good housekeeping standards in order to prevent the accumulation/storage of food waste /garbage which could encourage pests. Contractor is responsible to arrange for the removal and disposal of all waste material (food waste, garbage, debris) in accordance with relevant laws, from the work site, and labour camps.

Contractor shall provide a pest control service with properly trained staff and sufficient equipment and pesticides to carry out regular spraying, fogging, baiting of the work site and labour camps.

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

Contractor shall prohibit the keeping of any animals as pets by the workforce at site.

5.0 Code of Conduct

Contractor companies shall have code of conduct as an integral part to its OH&S Management system and ensure that all staffs & workers are trained on this. Contractor shall ensure that code of conduct also covers the incidents of misbehaving e.g. arguments which may lead to fights, bullying etc. Contractor shall also report such incidents to HMEL Safety & Security department.

The contractor should be able to demonstrate that it has procedures in place to prevent/ diffuse any issues before things become serious.

6.0 Labour Laws

Compliance of all applicable Local and National labour laws/legislation must be ensured. Details of labour strength (number of persons) to be informed to HMEL with a copy of labour license must be submitted to Company's HL department. Audits of the labour camp & canteens must be done on regular basis and retain audit documents for reference.

HMEL reserve the right to audit any contractor labour camp & canteen or other welfare facility at any time

Contractors SHALL ensure that;

- A suitable and sufficient supply of portable water (RO) is available at all work locations.
- Toilets made available which are cleaned / serviced on daily basis as a minimum. These to be either portable or connected to permanent sewage system.
- Rest rooms provided are adequately ventilated.
- Contractor must provide neat & clean and hygienic food/canteen facilities for work force
- Contractors who are required to establish labour camps must plan camp in such a way as to ensure that all facilities provide are adequate for the number of persons proposed to occupy the same.

The specific guidelines for establishing the labour camp, canteen facilities & maintaining hygienic condition mentioned in **Appendix-N**.



APPENDIX - A

HMEL HSEQ POLICY

HEALTH, SAFETY, ENVIRONMENT AND QUALITY (HSEQ) POLICY

HPCL-Mittal Energy Limited (HMEL) and its subsidiaries as part of its core values are committed to conduct all its business activities in an ethical and socially responsible manner to protect health, well-being and safety of our employees, contractors, assets, the surrounding communities and the environment. HMEL requires active commitment to and accountability for HSEQ from all employees, contractors and business associates to exceed customer and stakeholder expectations. The line management is entrusted with a leadership role in the communication and implementation of, and ensuring compliance with, HSEQ policies and standards.

We are committed to:

- ✓ Integrate HSEQ aspects and sustainable development principles into all our activities
- ✓ Assess and minimize / eliminate occupational health & safety, process safety and environmental risks from the hazards in our activities with the aim of prevention of injury, ill health, equipment and property damage and environmental harm
- ✓ Provide safe and healthy working conditions for the prevention of work-related injury and ill health
- ✓ Develop a culture to achieve our vision of an Incident and Injury Free (IIF) workplace
- ✓ Educate, train, motivate and empower employees to conduct their activities in a safe, environmentally responsible and quality-oriented manner.
- ✓ Efficient use of energy and resources, minimize waste and prevention of environmental harm
- ✓ Work with our suppliers, partners and customers to mutually improve HSEQ performance
- ✓ Foster openness, dialogue, consultation and participation with our employees and stakeholders.
- ✓ Finding opportunities for continual improvement of health, safety, environmental and quality management systems.
- ✓ Provide quality products that meet or exceed customer requirements.
- ✓ Comply with or exceed all applicable legal and other requirements.
- ✓ Provide adequate resources for full implementation of this policy
- ✓ Monitor the effectiveness of this policy through the setting and reviewing of class-leading HSEQ objectives and targets


Prabh Das
MD & CEO
February 7, 2022





APPENDIX – B

HMEL's IIF Vision

HMEL is an Incident Injury Free workplace. We are known for this.

People feel safe knowing they will return home to their families, the nearby community feels safe living close to our fence line because they have confidence in our ability to operate safely.

Covenants:

- Safety is a high value rather than something we have to do for compliance.
- We achieve high standards in both personal and process safety.
- All workers take care of themselves and others around them.
- All of our workers have the skillset required to competently do all of the tasks assigned to them.
- All workers are aware of hazards and are able to respond to mitigate them.
- We are an innovative learning organisation with a focus on leading performance.
- We take pride in being an IIF organisation, where we honour and respect our people and workplace.

IIF- Incident and injury free workplace

Going beyond safety rules and procedures

- HMEL management is committed for an IIF incident and injury free workplace. **Safety here is value based** and is one of our core values rather than something we have to do for compliance. We are serious about no one getting hurt.
- We want everybody to work with us in an IIF way. It is about everybody going home safely **EVERYDAY** and **we MEAN it**.
- We want all the workers to take **care** of themselves and others around them. It is about caring for one another and demonstrating that care on a daily basis. IIF promotes building relationships with others to accomplish more. All workers to understand the workplace hazards and control the risks so that nobody should be at risk.
- IIF culture promotes anybody at site to **speak up** about the safety concerns. **IIF promotes stopping unsafe work-If somebody sees something that is unsafe, speak up immediately, there and then, to his/her foreman, no matter whom – no matter what.**
- A commitment to incident and injury free requires **personal stand** taking where individuals hold themselves responsible for not only their own safety and well-being but for that of everyone else. We want companies to support their supervisors for working in an IIF way. Supervisors to actively support Management's commitment to Incident and Injury-Free workplace.
- With IIF, the deliverables are not only good safety culture, but also **quality**, adherence to schedules-**productivity** and **team work**.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	20 of 67

Expected Actions:

- All contractors (including sub-contractors and petty contractors) should share our vision for an incident and injury free workplace.
- HMEL wants you to see the possibility and belief for an incident and injury free workplace.
- All contractors should demonstrate their commitment for achieving success in HMEL IIF Key focus areas and should have KPI's to monitor their status.
- IIF key focus areas are
 - Visible Leadership
 - Effective safety teams
 - Competent supervisor
- **Personal commitment:**
A commitment to partner with us to achieve an incident and injury free workplace. This commitment must extend to any sub -contractors, petty contractors used by you.
- **Leadership:** Visible leadership to demonstrate incident and injury free results.
- We also want the senior leadership team from your company to have their personal commitment for working in an IIF way.
- **Caring:** Incident and injury free is about caring for yourself, about each other and also for your workers.
- **Welfare:** We expect good welfare facilities (Both Onsite & Offsite) as mentioned in the document.
- **Relationships:** Incident and injury free is about building relations, reach out to other people, listen to them, and acknowledge good work done by others.
- We need your engagement, support and personal commitment.

APPENDIX - C

CONTRACTOR COMMITMENT FOR WORKING WITH HMEL TO SUPPORT AN INCIDENT AND INJURY FREE WORKPLACE (IIF)

Contractor Name

Tender details / Number

.....

- We have read & understood the HMEL safety rules and regulations for contractors.
- We have understood and support the HMEL vision for Incident and Injury Free (IIF) workplace.
- We are committed to following HMEL safety requirements and will partner with you to support for an incident and injury free workplace.
- We will ensure the same requirements are applied to any sub-contractor/petty contractors used by us.

I will take personal accountability for ensuring this happens at your site

Signed*

(Name & signature)

*To be signed by a member of the company leadership stationed at the company head office who will be personally accountable for management of the contract being tendered for should the bid be successful)



APPENDIX - D

PENALTY CLAUSE FOR NON-COMPLIANCE TO H&S NORMS

Company's intention is to work in partnership with the contractors to create an incident and injury free workplace. However, where there are repeated violations and contractor fail to comply with the required standards, HMEL reserves the right to impose fines as per table below: -

S. No	Site HSE norms Violation	Penalty Amount
1	A, Failure to provide or use mandatory personal protective equipment (PPE)-Helmet, Safety shoes, gloves, Coverall, Glasses/Goggles. B, Failure of contractor to provide task specific PPE to work force when required. Providing or using of Substandard PPE. Failure to maintain minimum stock of PPE	Rs.1000/- per day/Item/ Person. Rs.1000/- Per Day
2	Working without valid HMEL Work Permit/Clearance	First time Rs.5,000/- Second time Rs 10,000/- Third time Rs 15,000/-and so on
3	Failure to comply with specific requirements of permit to work system /permit documentation	Rs.5,000/-
4	Unsafe electrical practices which could include but not limited to: A. RCCB not installed/ RCCB not working B. using taped cable joints, C. using naked wire without top plug into socket, D. no earthing E. others if any	Rs.5000/- per item
5	Working at height without protection e.g. without fall protection i.e full body harness with double lanyard, latching on with lanyard, using non-certified scaffolding (without signed and valid green tag) Scaffold not made as per HMEL standard Unauthorized modification of scaffold Failure to correctly follow HMEL scaffold tagging requirements.	Rs.5,000/-
6	Unsafe/improper storage & handling of compressed gas cylinders A. No trolley used for transportation of gas cylinders B. Jubilee clips not available with hose joints C. Approved double stage gas regulators not available or any defective /damaged regulator used D. HMEL Approved Flash back arrestor at both torch and cylinder end.	Rs.5000/-
7	Failure to provide/carry out: A. hard barricading of excavated areas B. Provide and maintain two means of access/egress. C. site survey prior to commencing excavation D. shoring/shuttering/proper slope or benching E. minimum distance of 1.5 meters clear of any excavated material from edge of excavation D. Live cable cut during excavation/damage to underground facilities.	Rs.5000 per occasion
8	Use of any lifting equipment, tools or tackles which does not have a valid third party inspection certificate (TPI) Crane/Hydra/Excavator/FLT any other construction equipment's without Checklist/Not Fit as per Checklist. SLI defective/not works/ working with SLI in alarm	Rs.10,000/-



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	23 of 67

9	Crane /hydra operator /scaffold supervisor without Assessment Card. Operator/driver/any other worker under influence of Drugs	Rs 25,000/-
10	Traffic rules violations like over speeding of vehicles, rash driving, wrong parking, not using seat belts, vehicles not fitted with reverse warning alarms, using mobile phone while driving. Vehicle (LMV/HMV) without Checklist/Not Fit as per Checklist. Unauthorized person driving the vehicle. Failure to correctly maintain vehicle daily check list.	Rs.2,000 per occasion.
11	Failure of contractor's site in charge to attend monthly safety meetings (Nominated deputy may attend if site incharge is absent)	Rs. 5,000 per meeting.
12	Failure to maintain safety records by Contractor Safety personnel.	Rs. 5,000 per month.
13	Poor House Keeping at work area	Rs. 5,000/- per occasion
14	Failure to maintain required standard in labour colony	Rs. 5,000/- per occasion
15	Failure to report or hide any injury/ incident or giving false information/statements in regard to an investigation.	Rs. 50,000/- per occasion
16	Crossing of process line & Storm water drain without proper access/route	Rs.1000 per occasion.
17	Employees doing job for which they are not qualified/skilled. e.g. Helper doing welding/grinding, khalasi doing rigging	Rs.10000/- per occasion
18	Use of non-certified/In correctly color coded safety harness, Ladder, Lifting tools & tackle and portable electrical tools.	Rs.1000 per occasion.
19	Job Specific training not provided to employees/workers before deploying at work	Rs.1000 per person
20	Fail to submit H&S plan / deploying safety officer within 7days of commencing work at site as per contract	Rs. 5000 per week
21	RCM / Safety officer absence from site without information to HMEL EIC & safety dept.	Rs. 5000 per week
22	Employee not attending HMEL's Safety and IIF SSK training within decided period of time	Gate pass blocked until attendance completed
23	Use of non-intrinsically safe mobile phone inside the battery limit (ISBL area) /Unauthorized mobile phone inside premises.	Rs.1000 per person/Per Occasion & Permanent confiscation of phone
24	Any violation not covered above	To be decided by Head - H&S

Note. - In the event of repeated non-conformances/violations then further higher penalties will be imposed as agreed by Engineer in Charge (EIC) and Head-H&S



APPENDIX - E

ROLES & RESPONSIBILITY

Role & Responsibility of Engineer Incharge (EIC)

- Ensuring overall Safety management of Contractors and approve their Health & safety plan.
- Ensuring suitability of any sub/petty contractors used for their job.
- Quarterly performance evaluation of contractors.
- Impose penalty wherever required.
- Ensure only competent workers are engaged for the activities.
- Involved in contractor safety audit includes ensuring improvement plans are complied.
- Shall help contractor agencies in the implementation of IIF & review the progress on monthly basis including status of key focus areas for IIF.
- Shall monitor the quality & effectiveness of toolbox talk & Pre job discussions and help contractor agencies to improve wherever required.

Role & Responsibility of RCM/Site Incharge

- RCM/site in charge should obey, respect & implement all rules & regulation of the Company which are communicated from time to time.
- RCM/Site in charge shall know about the SOPs, Risk assessments/JSA's-Job safety analysis & OH&S procedures.
- Shall have good safety awareness and demonstrate his involvement in safety.
- Coordinate with their own corporate safety team / offsite management in improving safety standards at work site.
- Able to demonstrate continuous improvement in safety by organizing safety meeting, safety training for their workmen.
- RCM/Site Incharge shall be overall responsible for the activities carried out by his workers at the work site.
- Any safety deviations done by contract employees, the overall responsibility to comply with the deviations & ensure that no further deviation will be repeat in future lies with the site Incharge. Necessary arrangement to be done to prevent safety deviations in future.
- Shall carryout safety inspection of work site not less than once a week & conduct audit on monthly basis.
- Shall deploy only trained & competent manpower for the job assigned to them.
- Shall ensure that qualified & experienced safety officer/ safety supervisor is deployed at site as per the workmen ratio 50:1 or where a contractor has less than 20 workers a supervisor/manager can fulfil the safety role along with his other duties but he must be suitably trained and allowed enough time to ensure all safety requirements are fulfilled. Also ensure that lead safety person should be on the permanent role of the contractor agency.
- Shall arrange and provide the first aid facilities for all staff.
- Regularly attend the safety meetings organized by HMEL to comply the action points of the meetings.
- Shall demonstrate Proactive leadership role in implementation of IIF including leading the IIF key focus areas.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	25 of 67

- n. Shall enforce & monitor the process of IIF certification for supervisors with a clear target as per HMEL requirement.
- o. Shall develop the system for monitoring and evaluating the quality of Toolbox talks & Pre job discussion based on the guidelines provided by HMEL Safety team.
- p. Shall clearly define what jobs helpers/ khalasis are allowed/ not allowed to do

Role & Responsibility of Contractor Lead Safety Officer at site

- a. Shall ensure that Site Safety & Health Plan is prepared and drive implementation of the Plan & HSEQ Policy.
- b. Shall develop the training matrix and plan as per the work executed by the contractor
- c. Shall ensure the training to all staff provided as per plan.
- d. Shall monitor and assess the hazardous and unsafe situations and developing measures to assure personnel safety.
- e. Shall document the hazard analysis process, hazard identification, exposure assessment and controls through risk assessments and JSAs-job safety analysis.
- f. Shall visit the work site on daily basis & correct unsafe acts or conditions through the regular line of authority and maintain the observation in a register.
- g. Shall ensure that corrective action taken should not just correct the immediate problem but also include actions to stop the same unsafe act/ conditions being repeated in future.
- h. Shall carry out H&S audits for the work site & condition of tools & tackles used.
- i. Shall review & report all HSE performance and issues routinely to RCM/Site Incharge for correction & maintain record for the same.
- j. Shall assist the RCM/Site Incharge in conducting safety audit & meetings & maintain the record of the same.
- k. Shall record and investigate all incidents reported on the work site including the Near miss and submit the report to HMEL safety department.
- l. Ensure that firefighting equipment & first aid facilities are maintained and available at work site.
- m. Regularly attend the safety meetings organized by HMEL to make workforce aware about the action points of the meetings.
- n. Shall update the H&S manual, procedures & JSA/RA's as and when required & submit the updated copy to HMEL Engineer Incharge & Safety department for review & approval.
- o. Shall record the OH&S performance and submit the report to safety department as stated in this procedure.
- p. Shall monitor and assist the RCM/Site Incharge in implantation and leading IIF key focus areas and take lead for IIF focus area of effective safety team.
- q. Shall evaluate and assist the RCM/Site Incharge and Supervisors in conducting quality toolbox talk and pre job discussions.
- r. Shall ensure that same level of safety requirements are applied to any subcontractor, visitor petty-contractor, and suppliers etc. who may be involved in the work.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	26 of 67

Role & Responsibility of Store Keeper

- a. Store keeper shall maintain record of all incoming & outgoing materials (PPE & other materials).
- b. Ensure that all materials issued for use at site must be in good & healthy conditions & defective material shall not be issued to work places.
- c. Do inspection of tools, tackles & material for any defect & maintain record for the same on monthly basis.
- d. Ensure that all tools, tackles & material are colour coded as per Company's colour coding procedure.
- e. Inform the RCM/Site Incharge about the availability of stock & defects observed during inspection.
- f. Shall tag (Do not use) defective material/equipment & store separately from the reach of unauthorized person.
- g. Ensure that defective materials/ equipment's shall be sent out from the premises within two weeks of the unhealthiness and maintain record of the same.
- h. Shall stack all items in neat & clean condition and ensure proper housekeeping in the store.



APPENDIX – F

MINIMUM COMPETENCY REQUIREMENT FOR ASSESSMENT OF CONTRACTOR STAFF COMPETENCY

Contractor should be able to demonstrate competency of all workers. Below are example of expected standards for selected trades.

Skill Level	Job Role	Knowledge required (Exp. + Qualification)	Skill required	Behavioural aspects	Competency assessment technique
Skilled	Site In Charge Mechanical Maintenance	BE with minimum 5yrs. of relevant experience or Diploma/ graduate with minimum 8yrs. of experience or ITI with minimum 10yrs. of experience or Matriculation with 15yrs of experience in Project/Maintenance activities with Large Processing Units Like Refinery/ Petrochemicals/ Fertilizer etc.	- Basic Knowledge of equipment operation & maintenance - Job planning, scheduling, supervision and resource and manpower allocation - Able to read & write in English - General awareness about basic safety procedures/requirements. - Material control and warehousing. - Well conversant with permit system and JSA. - Statutory compliance and resource management. - Knowledge of MS Office	- Good communicator and listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with management. - Ability to maintain effective work relationships with people from different social background - Visible leadership engagement	Contractor to share CV, third party validation and Interview by HMEL-EIC if required.
Skilled	Site In Charge Heavy equipment services	BE+ 5 years or Diploma + 8 years prior experience as site-in-charge in a refinery/ petrochemical/ fertilizer etc.	- Knowledge about Rigging, - Site assessment, job supervision, - Planning and execution, resource & manpower management, - Statutory compliances - Heavy equipment operation & maintenance knowledge - Lift plan preparation and validation. - MS office, - General awareness about basic safety, work permit system & JSA.	- Good listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with management. - Ability to maintain effective work relationships with people from different social backgrounds. - Visible leadership engagement.	Interview by HMEL P&M except major project



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	28 of 67

Skilled	Site In Charge Civil Maintenance	BE Civil/Diploma Civil with 10/13 years of experience in Project/Maintenance activities in any industry	- Basic Knowledge of Civil Engg. - Job planning, scheduling and resource allocation. - General awareness about basic safety procedures/requirements. - Material control and warehousing. - Well conversant with permit system and JSA. - Statutory compliance and resource management.	- Good communicator and listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with management. - Ability to maintain effective work relationships with people from different social background - Visible leadership engagement	Interview by HMEL
Skilled	Site In charge/ Supervisor Instrument Maintenance	- BE/ Diploma in Instrument engineering 5/8 (BE/Diploma) years of Experience in Project/Maintenance activities with Large Processing Units Like Refinery/ Petrochemicals/ Fertilizer etc.	- Basic knowledge of field instrumentation. - Able to read & understand maintenance manuals, Drawings. - Site condition assessment/ monitor. - General awareness about basic safety procedure. - Well aware with permit to work system & JSA	- Good communicator & listener - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with the management. - Ability to maintain effective work relationships with people from different social backgrounds. - Visible leadership engagement.	- Interview - Third party trade validation



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	29 of 67

Skilled	Safety Manager	- Recognized degree in any branch of engineering/technology with 1 year Post graduation full time diploma in health & safety/ NEBOSH level-3/ RLI/ CLI/ govt. approved institutes and practical working experience of working in safety stream not less than 3 years. OR - B.Sc./ B.A./ diploma engineering/ technology having experience in health/fire/safety with 1 year full time diploma in health & safety / NEBOSH level-3/ RLI/ CLI/ govt. approved institutes & practical working experience of not less than 5 years.	- Develop & prepare the health & safety plan, procedures & implement the same. - Good in speaking & writing English - Good communication skills. - Knowledge about hazard & risk analysis tools, accident prevention strategies & investigation methods, monitoring/analysing safety statistics - Knowledge about national & international rules, norms, regulations & specifications of safety equipment's, PPEs	- Good communicator & listener - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with the management. - Ability to maintain effective work relationships with people from different social backgrounds. - Visible leadership engagement.	Interview and written validation by HMEL safety
Skilled	Safety Officer	- Recognized degree in any branch of engineering /technology with 1 year Post graduation full time diploma in health & safety/ NEBOSH level-3/ RLI/ CLI/ govt. approved institutes and practical working experience of working in safety stream for not less than 2 years. OR - B.Sc./ B.A./diploma engineering /technology having experience in health/fire/safety with 1 year full time diploma in health & safety / NEBOSH level-3/ RLI/ CLI/ govt. approved institutes & practical working experience of not less than 3 years.	- Knowledge and skills for the implementation of HSE plan, procedures & HSE policy. - Able to read & write in English and Hindi/regional language. - Good communication skills. - Knowledge about hazard & risk analysis (RA, JSA, HIRA), accident & investigation, safety monitoring system such as site inspection, near miss reporting, monthly meeting, safety walk etc. - Able to correct unsafe act/ conditions though hierarchy approach. - Knowledge about type of fire, extinguishing methods, first aid & welfare facilities. - Able to develop the safety training modules, matrix's and conduct training, organizing safety campaigns & monthly meetings at site.	- Good communicator & listener - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with the management.	Third party validation trade with additional assessment by HMEL safety
Skilled	Radiation Safety Officer	B.Sc./ B.A./diploma engineering /technology having experience in NDT with 05 years of Experience in RT with valid L-II RSO certificate as per AERB norms.	- Knowledge on radiation safety in-line with AERB rules and regulations. - Able to read & write in English and Hindi/regional language. - Good communication skills.	- Good listener. - Reliable and responsible. - Result oriented. - Disciplined - Team Player	CV review and Interview done by HMEL AI department



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	30 of 67

			• Experience and handling of Radiation safety.	• Able to talk to the management	
Skilled	Radiographer	• B.Sc./ B.A./diploma engineering /technology having 04 years of Experience in RT NDT-RT with ASNTL-LII and valid L-I certificate as per AERB norms.	• Knowledge on radiation safety. • Able to read & write in English and Hindi/regional language. • Good communication skills • Hands on experience in Radiography testing	• Good listener. • Reliable and responsible. • Result oriented. • Disciplined • Team Player • Able to talk to the management	• CV review and Interview done by HMEL AI department
Skilled	NDT Technician	• B.Sc./ B.A./diploma engineering /technology having min. 03 year of experience in NDT with ASNTL-L II	• Knowledge on NDT. • Able to read & write in English and Hindi/regional language. • Good communication skills • Hands on experience in NDT	• Good listener. • Reliable and responsible. • Result oriented. • Disciplined • Team Player	• CV review and Interview done by HMEL AI department
Skilled	Piping Welder (IBR/Non-IBR)	• ITI or Literate + 2 year experience in any industry. • General awareness about basic safety. • Awareness of welding procedure, filler wire/electrodes, welding machine & its accessories. • Awareness about piping metallurgy. • Knowledge of all types of weld joints, welding types, weld visuals and welding defects. • Awareness with permit to work system & JSA (Job Safety Analysis).	• Hands on experience of welding in all weld position.	• Good listener. • Reliable and responsible. • Result oriented. • Disciplined • Team Player	• Trade Test (IBR/ Non-IBR) done by HMEL AI department
Skilled	Site Supervisor Heavy equipment services	• Diploma+ 3 years or ITI + 5years of relevant experience in Processing units like Refinery/ Petrochemicals/fertilizer etc.	• Knowledge about Rigging, • Site assessment, job supervision, • Planning and execution, resource & manpower management, • Statutory compliances • Heavy equipment operation & maintenance knowledge • Lift plan preparation and validation. • MS office • General awareness about basic safety, work permit system & JSA.	• Good listener. • Responsible & reliable. • Result oriented. • Discipline • Team Player • Analytical thinking. • Decision making. • Accountability.	• Third party trade validation. Interview by HMEL P&M except major project



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	31 of 67

Skilled	Technician-Heavy equipment services	• ITI + 3years or Literate + 5years experience in relevant field.	• Hands on experience for Repair / maintenance / assembly / dismantling / trouble shooting of mechanical components (pump, compressor, gearbox, coupling, bearing, filters, engine, hydraulic system) • Preferable having maintenance exposure in heavy lifting machinery likes Mobile Cranes/ hydra, EOT crane, logistic equipment. • Able to read & understand maintenance manuals, Drawings. • Skilled in selection of tools & its applications. • Accuracy & proficiency in taking the measurement. • Diagnostic & problem solving skill	• Good listener. • Reliable and responsible. • Team Player. • Disciplined • Respect people. • Hard working.	• Third party trade validation with additional assessment by HMEL P&M except major project
Skilled	Crane Operator	• Minimum 10th standard pass with 5 years' experience of mobile crane operation in processing units like refinery/ petrochemicals/ fertilizer etc. • General awareness about basic safety. • Knowledge about cranes, load charts, crane signals. • HMV/ Transport/Crane license holder. • Knowledge of traffic rules.	• Rigging skill. • Site condition assessment/ monitor. • Selection of correct lifting accessories.	• Good listener. • Reliable and responsible. • Team Player. • Disciplined • Respect people. • Hard working.	• Third party trade validation with additional assessment by HMEL P&M except major project
Skilled	Mobile equipment operator (JCB, Pick & carry crane Forklift, man lifter, etc.)	• Minimum literate + 3 years' experience of operating relevant construction equipment in any industry. • HMV/Transport/Crane license holder. • For Forklift operator HMV license is required. • Relevant training certificate for operating the related equipment. • Knowledge about minor maintenance and integrity check of equipment's and accessories.	• Equipment operating skills • Site condition assessment/ monitor. • General awareness about basic safety.	• Co-operative. • Good listener. • Reliable and responsible. • Team Player. • Disciplined • Respect people. • Hard working.	• Third party trade validation with additional assessment by HMEL P&M except major project
Skilled	Logistic equipment (Trailer/Truck/ Tanker) driver	• Literate with 3 years' experience in driving • Valid HMV/Transport license holder. • General awareness about basic safety.	• Sound driving skill. • Fundamental understanding of traffic signs and road safety rules.	• Good listener. • Reliable & responsible. • Team Player. • Disciplined • Respect people. • Hard working.	• Interview & Driving test



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	32 of 67

Skilled	Bus driver	• Literate. • Valid HMV driving license holder. • General awareness about basic safety.	• Sound driving skill. • Fundamental understanding of traffic signs and road safety rules.	• Good listener. • Reliable & responsible. • Team Player. • Disciplined • Respect people. • Hard working.	• Interview & Driving test
Skilled	Supervisor Mech. Workshop	• Mechanical Diploma + 3 years of Mechanical WS experience, exposure of managing WS technician/turner and machineries like Lathe machine, Drill machine, milling machine, Shaper & Slotter machine, Boring machine, etc. in any industry. • Basic knowledge of machine parts and working. • Knowledge of dimensional drawing. • General awareness about basic safety of workshop activities.	• Site condition assessment/ monitor. • Knowledge of dimensional drawing. • Knowledge of Drilling, lathe, shaper, slotter, milling and surface grinder basic machine operations etc. • Knowledge of measuring instruments like Vernier calliper, Micrometre and Bore gauge. • Well aware with permit to work system & JSA	• Good listener. • Responsible & reliable. • Result oriented. • Discipline • Team Player • Analytical thinking. • Decision making. • Accountability.	• Interview by HMEL workshop Engineers
Skilled	Supervisor Mech. Maintenance	• Minimum criteria for selection of supervisor is BE Mechanical with 2 YRS of relevant experience or • Diploma with 3 YRS of experience or • ITI with minimum 5 YRS of Experience Knowledge of dimensional drawing.	• Site condition assessment/ monitor. • General awareness about basic safety procedure. • Well aware with basic safety hazards & risk and measures to prevent it	• Cooperative. • Good listener. • Responsible & reliable. • Result oriented. • Discipline • Team Player • Analytical thinking. • Decision making. • Accountability.	• Third party trade validation
Skilled	Scaffold Supervisor	• ITI or literate with 2 years' experience in scaffold erection for maintenance and project work in any industry. • Knowledge of Scaffolding Standards, OHSA. • Knowledge about scaffolding material, HMEL scaffolding procedure, scaffolding drawings. • Well versed with permit to work system & JSA • Scaffolding training certificate from competent authority • General awareness about basic safety.	• Effective manpower handling. • Effective job planning skills. • Able to read scaffolding drawings. • Able to estimate the time and cost of scaffold job. • Able to inspect the scaffolding tools and tackles. • Able to inspect the healthiness of pipes, clamps, ladders, battens/jalli etc. • Good communication skills.	• Cooperative. • Good listener. • Reliable & responsible. • Result oriented. • Disciplined • Team Player • Analytical thinking. • Decision making. • Accountability.	• Third party trade validation with additional assessment by HMEL safety
Skilled	Scaffolder	• Minimum 1 year of experience in scaffold erection • Scaffolding certificate from competent authority	• Work at height skills.	• Cooperative. • Good listener.	• Third party trade validation



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	33 of 67

		- Well versed with permit to work system & JSA (Job Safety Analysis). - Knowledge about scaffolding material, HMEL scaffolding procedure, scaffolding drawings. - General awareness about basic safety	- Skilled in erection of scaffolding upto height of 20 meters. - Well versed with permit to work system & JSA - Able to inspect the scaffolding tools and tackles. - Able to inspect the healthiness of pipes, clamps, ladders, battens/jallis etc.	- Responsible & reliable. - Result oriented. - Disciplined - Team Player	
Skilled	Piping & static Rigger	- Literate with 5 years of experience in equipment's lifting/shifting in Project/Maintenance activities in any industry. - Sound knowledge of all industrial rigging tools & tackles and its accessories. - Knowledge about minor maintenance and integrity check of all rigging tools & tackles. - Knowledge of hand signals. - General awareness about basic safety. - Well versed with permit to work system & JSA	- Able to demonstrate rigging activities in compliance with all safety procedures (including hand signals). - Able to select cables, ropes, pulleys, winches, blocks and shaves, belts, chain block, monorails, according to weight and size of load to be rigged. - Skilled in rigging heavy/critical lifts, controlling movements of heavy equipment's through narrow openings or confined spaces. - Skilled in assembling and installing support structures, rigging, hoist and pulling gear.	- Cooperative. - Good communicator and listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player	Third party trade validation
Skilled	Turner/Machinist	- ITI or equivalent/ literate with 3 years of experience in Lathe machine, Drill machine, milling machine, Shaper & Slotter machine in any industry. - Basic knowledge of machine parts and working. - Knowledge of dimensional drawing. - General awareness about basic safety of workshop activities. - Well versed with permit to work system & JSA	- Site condition assessment/ monitor. - Selection of correct tools and fixtures. - Knowledge of Drilling and all lathe machine operations, tool fabrication as per job requirement, etc. - Knowledge of measuring instruments like Vernier calliper, Micrometre and Bore gauge. - Hands on experience of all machining activities.	- Cooperative. - Good communicator and listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player	Interview & Trade test done by HMEL workshop Engineers
Skilled	Fitter (Piping/ structure)	- ITI or equivalent/ literate with 3 years of experience in fabrication related jobs in any industry. - Knowledge of piping GA, Isometric, support drawings, pipe & fittings etc. - Knowledge of structural GA and fabrication drawings.	- Skilled in fabrication of miter, bends, line alignment, fit up of large & small bore pipe & fittings, etc. - Skilled in fabrication of structure.	- Cooperative. - Good communicator and listener. - Responsible & reliable. - Result oriented. - Disciplined	Third party trade validation



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	34 of 67

		- General awareness about basic safety. - Well versed with permit to work system & JSA	Accuracy & proficiency in taking the measurement.	Team Player	
Skilled	Site Engineer Civil Maintenance	B.E Civil/ Diploma Civil, with 5/8 years of Experience in Project/Maintenance activities in any industry	- Basic Knowledge of Civil Engg. - Understand the drawings. - Job execution as per planning. - Job planning and resource allocation. - General awareness about basic safety procedures/requirements. - Well conversant with permit system and JSA.	- Good communicator and listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with management. - Ability to maintain effective work relationships with people from different social backgrounds. - Visible leadership engagement.	Third party trade validation & Interview by HMEL Civil
Skilled	Supervisor Civil Maintenance	Diploma/ ITI / +2 with 3 years of working experience as site supervisor in Project/ Maintenance activities in any industry	- Site condition assessment and resource allocation. - General awareness about basic safety procedures/requirements. - Well conversant with permit systems and JSA.	- Good communicator and listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player - Analytical thinking. - Decision making. - Accountability. - Able to talk with management. - Visible leadership engagement.	Third party trade validation & Interview by HMEL Civil
Skilled	Bar bender	- Experience in bar bending & steel cutting job. - Knowledge about basic safety.	- Understand reinforcement bar detail from hand sketches. - Use and maintain materials, tools, and equipment relevant to reinforcement works. - Perform cutting and bending of rebar for simple shapes. - Placing and fixing of rebar for RCC structures.	- Cooperative. - Good listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player.	Interview, Third party trade validation or Field validation



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	35 of 67

			• Work according to personal health, safety and environment protocol at construction site.		
Skilled	Carpenter	• Good experience in carpentry job. • Knowledge about basic safety.	• Carpentry & Job planning skill. • Hands on experience in carpentry job. • Able to make shuttering including round shape. • Able to make joinery. • Able to handle electrical machines related to carpentry jobs.	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player.	• Interview, Third party trade validation or Field validation
Skilled	Civil- Mason	• Good experience in masonry job. • Knowledge about basic safety. • Knowledge about work on height & working on platforms.	• Masonry skill/plastering skill/ flooring skills. • Hands on experience of hand tools, and material handling equipment. • Procedural knowledge for plastering and masonry jobs.	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player.	• Interview, Third party trade validation or Field validation
Skilled	Plumber	• Good experience in plumbing work. • Knowledge about basic safety.	• Plumbing skill. • Job planning skill. • Hands on experience in plumbing jobs. • Knowledge for making threads and joints in piping work.	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player.	• Interview, Third party trade validation or Field validation
Skilled	Supervisor Electrical Maintenance	• BE/B-tech in Electrical engineering • 05 years' hands on job experience of operation & Maintenance of Electrical equipment • Diploma in Electrical Engineering • 07 years' hands on job operation and Maintenance experience of Electrical equipment	• Site condition assessment/ monitor. • General awareness about basic safety procedure. • Well aware with permit to work system & JSA (Job Safety Analysis).	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player • Analytical thinking. • Decision making. • Accountability.	• Third party trade validation
Skilled	Electrician	• Diploma-Electrical with 3 years' of work experience • ITI –Electrician-5 years' with hands on job experience of operation & Maintenance of Electrical equipment • Knowledge about basic safety. • Well versed with permit to work system & JSA	• Hands on experience on electrical system.	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player.	• Interview • Third party trade validation



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	36 of 67

Skilled	EOT Electrician	Diploma + 3YRS or ITI +5YRS of experience in relevant field	- Hands on experience for Repair / maintenance / assembly / dismantling / trouble shooting of electrical components (motor/electrical panels & its components, cabling & wiring. Preferably having exposure in EOT maintenance. - Able to read & understand maintenance manuals, Drawings, circuit diagrams etc. - Skilled in selection & use of electrical tools. - Diagnostic & problem solving skill	- Good listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player	Third party trade validation with additional assessment by HMEL P&M except major project
Skilled	Auto Electrician	ITI+3Y or Literate+5Y experience in relevant field.	- Hands on experience for Repair/ maintenance/ assembly/ dismantling/- trouble shooting of Auto electric components (Batteries / alternator / Shelf starter / motor / electrical panels & its components, cabling & wiring. Preferably having exposure in heavy lifting machinery likes Mobile Cranes, logistic equipment, EOT crane etc. - Able to read & understand maintenance manuals, Drawings, circuit diagrams etc. - Skilled in selection & use of electrical tools. - Diagnostic & problem solving skill	- Good listener. - Responsible & reliable. - Result oriented. - Discipline - Team Player	Third party trade validation with additional assessment by HMEL P&M except major project
Skilled	Instrument Electrician	10th Pass or ITI, 3/5 (ITI/10th) years minimum hands on working in Project/Maintenance of a similar nature of industry Like Refinery/ Petrochemicals/Power Plant/ Fertilizer etc. Knowledge about basic safety. - Well versed with permit to work system & JSA (Job Safety Analysis).	- Hands on experience on instrument system. - Knowledge of instrument cables, inter panel wiring. - Hands on experience on cable Glanding, cable laying, loop checking, cable dressing. - Hands on experience on lugging, termination, ferruling.	- Good listener. - Responsible & reliable. - Result oriented. - Discipline - Team Player	- Interview - Third party trade validation
Skilled	Instrument Fitter	10th or ITI with 3 years' minimum hands on working in Project/Maintenance of a similar nature of industry Like Refinery/ Petrochemicals/Power Plant/ Fertilizer etc. - General awareness about basic safety. - Well versed with permit to work system & JSA (Job Safety Analysis).	- Skilled in instrument tube bending, knowledge of instrument compression fittings. - Fit up of small bore flanges. - Cable tray fabrication. - Accuracy & proficiency in taking the measurement.	- Good listener. - Responsible & reliable. - Result oriented. - Discipline - Team Player	- Interview - Third party trade validation



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	37 of 67

Skilled	Valve technician	ITI with 3 years relevant experience for valve maintenance and overhauling or Literate+5Y experience in relevant field	- Physical strength. - Hands on experience in valve maintenance and overhauling. - Able to read and understand valves data sheet and drawing - Control valve positioner calibration.	- Good listener. - Responsible & reliable. - Result oriented. - Discipline - Team Player	Interview
Skilled	Analyser Technician	ITI In Instrumentation, 3 years minimum hands on working in Project/Maintenance all types of analyser and gas detector of a similar nature of industry like Refinery/ Petrochemicals/Power Plant/ Fertilizer etc.	- Hands on experience for Repair / maintenance / assembly / dismantling / trouble shooting/ calibration of analyser and gas detector. - Knowledge of loop checking. - Able to read & understand maintenance manuals, Drawings. - Skilled in selection of tools & its applications. - Accuracy & proficiency in taking the measurement. - Diagnostic & problem solving skill	- Good listener. - Responsible & reliable. - Result oriented. - Discipline - Team Player	Interview
Skilled	Instrument Technician	ITI In Instrumentation, 3 years minimum hands on working in Project/Maintenance all types of instruments of a similar nature of industry like Refinery/ Petrochemicals/Power Plant/ Fertilizer etc.	- Hands on experience for Repair / maintenance / assembly / dismantling / trouble shooting/ calibration of instrument components (PG, TG, TXMs). - Knowledge of cable glanding, laying, loop checking, cable dressing. - Knowledge of lugging, termination, ferruling. - Able to read & understand maintenance manuals, Drawings. - Skilled in selection of tools & its applications. - Accuracy & proficiency in measurement. - Diagnostic & problem solving skill	- Good listener. - Responsible & reliable. - Result oriented. - Discipline - Team Player	- Interview - Third party trade validation
Semi-skilled	Gas Cutter	- ITI or Literate with 2 years of experience in any industry. - Good knowledge colour codes of gas cylinders, Operation and maintenance of all gas cutting accessories and tools. - General awareness about basic safety. - Well versed with permit to work system & JSA	Hands on experience on gas cutting m/c, accessories & tools.	- Good listener. - Responsible & reliable. - Result oriented. - Disciplined - Team Player.	- Interview - Third party trade validation



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	38 of 67

Semi-skilled	Grinder	• ITI or equivalent/ literate with 3 years of experience in fabrication related jobs in any industry. • Knowledge about grinding machines, grinding wheels and its usage. • General awareness about basic safety. • Well versed with permit to work system & JSA	• Skilled in usage of different grinding m/c, wheels and their usage as per material. • Skilled to work on different types of grinding m/c and face/ end preparations as per welding procedure.	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player.	• Interview & Trade test • Third party trade validation
Unskilled	Civil Helper	• General work experience in any industry. • General awareness about basic safety.	• Physical strength. • Hands on experience in civil general works.	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player.	• Interview
Unskilled	Mech. Helper	• Minimum 2 years work experience in any industry. • General awareness about basic safety.	• Physical strength. • Hands on experience in mechanical general works.	• Good listener. • Responsible & reliable. • Result oriented. • Disciplined • Team Player.	• Interview • Third party trade validation
Unskilled	Elect. Helper	• 8th standard and able to read and understand English language • 03 years of General Works in industry • General awareness about basic safety.	• Physical strength. • Hands on experience in mechanical general works.	• Good listener. • Responsible & reliable. • Result oriented. • Discipline • Team Player	• Interview • Third party trade validation
Unskilled	Instrument Helper	• 8th pass and Minimum 1 year's minimum hands on working in all types of instruments of a similar nature of industry Like Refinery/ Petrochemicals/Power Plant/ Fertilizer etc. • General awareness about basic safety.	• Physical strength. • Hands on experience in instrument general works.	• Good listener. • Responsible & reliable. • Result oriented. • Discipline • Team Player	• Interview • Third party trade validation

NOTE: Apart from third party trade validation, Company EIC has the right to carry out additional assessment and ask for the replacement of person if found not competent for the job





APPENDIX-H

TRAININGS

Contractor shall ensure to adhere the HMEL Mandatory training requirements. Contractor shall have their own induction program which shall be tailored to the skills and experience of the workers. Contractor shall ensure that their internal induction for all workers shall be completed before start of work at site and maintain the record of the same.

Mandatory HMEL training requirements will the level/ experience of the worker and the nature of the work to be done.

All contractors staff will be split into 3 categories based on their job role.

Categories	Type of Grade	Responsibilities
1	Senior officials/HR /Administration officers (above manager level)	Who are not involved in assigning the direct work to peoples who are executing job in the field.
2	Middle Management (Supervisors, Engineers)	Who are assigning the job directly to people who are executing job in the field.
3	Workers	Who are executing the job in the field.

Contractor shall ensure that all workforce designated as "Helper/Khalasi" on his permanent Gatepass shall undergoes the Helper's training program organized by Company. The Contractor shall clearly define that Helper/Khalasi are allowed / not allowed to do what jobs.

Any worker whose job will involve going into operational areas and have not worked in a refinery or equivalent environment previously must be given specific additional safety training to prepare them for working before being allowed to go to the site.

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

- Safe work practices, Permit to work (PTW)
- Working at height and fall protection equipment
- Job Safety Analysis (JSA)
- Management and Supervisory Enhanced H&S training
- Handling of substances hazardous to health (chemicals, radioactive sources)
- Confined Space entry
- Lock out / tag out try out (LOTO TO)
- Defensive driving & vehicle safety
- Rigging & Lifting safety (cranes, winches, pulley blocks, rigging)
- Working over water (including swimming skills-as may be applicable to SPM location).

H&S training program shall be frequently updated as may be required to reflect the current stage of assigned work, the work currently in progress, and the risks envisaged.

Contractor shall provide the adequate facilities & ensure availability of trainer to organize the training programs. The contractors should identify the different languages spoken by their workers/ sub-contractors workers and ensure training is carried out in a language they can understand.

Contractor shall ensure that all supervisors & safety officers shall undergone in training sessions organized by HMEL.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	41 of 67

Contractor shall maintain all the records and made available for review up on request.

HMEL reserves the right to review material & records of all training program conducted by the contractor. The same shall be made available for review on request.

Contractor shall identify and provide the technical training to its safety staff for upgrading their standard & implementation of good OH&S management system.

Contractor should organise technical external training annually for proactive safety implementation. E.g. Scaffolding, first aid, defensive driving.

Contractor shall ensure that daily toolbox talks must cover the learnings from the previous day incident/ violation recorded for the awareness and to avoid the recurrence.

Contractor shall ensure that all workers have taken the Unit specific hazards training before entry in to each unit & record of training shall be mentioned in individuals IIF passport issued by HMEL.

General Requirements

- Except for visitors, VIP's and lorry drivers who are picking up /dropping materials, all persons entering in HMEL for work must undergo Pre-employment medical.
- After successful medical completion, person will proceed for safety induction & IIF training.
- Safety induction training is tailored to the nature of job, duration of work, area to be entered.
- Medical, Safety induction & IIF training record will be updated in the CLMS-contract labour management system.

Induction Groups

In view of site specific requirements, safety induction process is divided in following Groups.

Group	Category of Persons	Type of Training	Frequency of Refresher
1.	Contractors (Category-1)	• On First Day of Entry -1 hrs. Safety Induction in English & 3 hrs. IIF orientation. • 1.5 days Advanced Safety training program (To be completed within 4 weeks of joining) • IIF Expectation Workshop (To be completed within 4 weeks of joining)	Yearly except IIF expectation workshop
2	Contractors (Category-2 Supervisors & safety personnel, engineers)	• On First day of entry -1 hrs. Safety Induction in English & 3 hrs. IIF orientation. • 1.5 days Advanced Safety training program (includes Safety, Fire, PSM and Industrial Hygiene - To be completed within 4 weeks of joining) • 2 modules (2 x 4hrs) IIF Supervisor Skill workshop (SSK) - To be completed within first two weeks of joining)	Yearly for safety personnel and engineers
3	Contractors for Operations & Non-Operations (Category-3, Workers such as Helpers, riggers, fitter, welder etc.)	• On First Day of Entry -3 Hr Induction in Hindi / Punjabi. • 3 Hours IIF orientation. • Half day session for Helpers.	6 months
4	Business Visitors like trainers, vendors, OEM's, Licensors etc. who are	• On First Day of Entry – Visitor video along with 20 minute site specific safety video	On Every Entry Visitor pass- valid for 3 days only



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	42 of 67

	coming for meeting. (duration up to 03 days) *If the visit includes field visits, persons shall undergo all training applicable to visitors mentioned in serial no.5		
5	Other Visitors e.g. - Service Engineers, OEM visit for site review of equipment/catalyst and temporary laborers etc. (duration visit up to 15 days)	- On First Day of Entry – Visitor video along with 20 minute site specific safety video 1 Hr Induction in English (Above Engineers) 3 Hr Induction in Hindi / Punjabi (Below Engineers)	Valid for their visit duration only
6	Tanker and Truck Drivers	- Driver Information leaflet, Video screening and audio message at time office - Tank drivers to have OISD training from their OMC	On every entry
7	VIPs	VIP Briefing	On every entry
8	Auditors	- Visitor video at Visitor Management System room - Safety briefing during the audit opening	On every entry
9	Township -shopkeepers	Basic safety awareness through handouts	
For Turnaround Contractors			
10	Workers	Basic safety induction 2 hour & IIF orientation 2 hour	Valid for shutdown period
11	Supervisors and above	1 hour safety induction & 1 hour IIF orientation 1 hour IIF SSK module for supervisors	Valid for shutdown period



Appendix I & J give an outline of the key requirements of relevant H MEL safety procedures. These Appendixes give a brief outline of the main requirements which are given in the full H MEL safety procedure. For additional details the H MEL safety department should be consulted.

APPENDIX-I

SAFETY PROCEDURES

1. Basic H&S Rules

Contractor shall ensure that all personnel including Subcontractor and visitors to the work areas, shall abide by all health and safety rules of the Company when entering, working at and leaving the site.

Basic site rules will include but not limited to the following:

- When entering the process units mandatory personnel protective equipment (PPE) must be worn (Safety Helmet, Ear Plug/Muff, Safety Shoes, Safety Glasses, Safety Shoes & Coverall).
- Be aware of hazards around you at all times
- Do not allow others to work unsafe
- Do not touch/interfere with plant or machinery equipment's if you are not authorized to do so.
- Inspect all tools and equipment daily before use
- Do not take short cuts
- No tampering /disabling of any safety devices
- No throwing of objects/materials from any height/level
- Maximum speed limit (25 km/hr) must be followed
- Vehicles to be driven with due care and attention at all times
- Vehicles to be fitted with good quality PESO approved spark arrestors
- All the vehicle accessories (Tyre, wind screen, reverse horn, indicators) of the vehicle to be maintained healthy.
- Seat belts to be available for all seats and be worn by all passengers.
- Daily vehicle inspection checklist to be filled in for all the vehicles by the driver/operators.

A disciplinary action shall be taken against Person, found in breach of this rule. Similarly, anyone attempting to gain access to the Site while under the influence of alcohol or drugs shall not be allowed future access to Site.



2. PPE Requirements

Any PPE's required to do the job must be provided by Contractor to the worker free of cost. In addition Contractor shall ensure that PPE is provided for Subcontractor /petty contractor personnel, Company personnel and other visitors to the work areas. As a minimum, all personnel and visitors to the work areas shall wear four PPE's (Safety helmet, eye protection, coveralls and safety shoe) and carry two PPEs (hand gloves & hearing protection) and use as needed. Contractor shall ensure availability of adequate stocks of PPE at the work areas at all times.

Contractor shall put in place a procedure for recording issue of PPE to personnel together with follow up inspection and replacement in line with the Punjab factory rules requirement.

Contractor shall provide their workforce with the following mandatory PPE items, and where applicable/required such additional PPE to be provided and shall ensure that the items meet international standards. Contractor shall ensure that all PPE is worn properly at all times and is maintained in good condition. Contractor shall take appropriate disciplinary action against any personnel failing to correctly use the appropriate PPE.

Mandatory PPE's

- Safety helmet (hard hat) with chin strap
- Safety glasses/goggles
- Coveralls (ideally made of Nomex or equivalent Inherent Flame Retardant material, otherwise made of pure cotton, Coveralls made of synthetic materials such as nylon or polyester are not allowed). Coveralls shall have reflective tapes both on the arms and legs.

Note: For "O&M" contractors (and any of their sub-contractors) working at any Unit of HMEL and its Subsidiaries (including sub-stations), only IFR-inherent flame retardant coveralls are allowed. This can be made from NOMEX or other IFR fibre. This change applies to any new "O&M" contractor, however for the existing "O&M" contractors this shall be applicable during the contract period renewals or new contracts.

The intention is to move to having all persons working in operational areas using IFR coveralls and for other new contracts IFR coveralls may be required but this will be specified in the specific terms of the contract

Contractor should provide minimum 02 pairs of coverall to all workers for allowing washing of soiled coveralls

- Safety boots
- Gloves
- Ear plugs/muff

Additional task specific PPE's to be used as required including the following

- Full body Safety harness
- Personal floatation devices
- Special equipment for hazardous / unusual activity.
- Dust masks
- High visibility vest or reflective bands on coveralls



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	45 of 67

HMEL Procedure on “**Personal Protective Equipment (9111-000-HSE-006-00018)**” describes the minimum requirements for wearing and checking of basic PPE within the premises. It also gives the minimum specification / design requirements for these equipment's.

LIST OF HMEL Recommended PERSONAL PROTECTIVE EQUIPMENT (PPE)

This is a list of approved PPE from specific vendors, the contractor who want to use other PPEs (not mentioned here in the list) must get written approval from the HMEL safety department, before use of the PPE at site. This approval will be given after contractor demonstrate that PPEs are of suitable quality and also complies to the relevant standards. (IS, EN, CE, ANSI, etc.).

S. No	Items name	Recommended Brands	Remarks
01	Safety Helmet	MSA 3M KARAM ACME-AC-100, AC-200 SURE SAFETY HEAPRO VENTRA (VR-0011) & standard (HR-001) series with Ratchet UDYOGI	Helmets shall have a chin strap. Date of Manufacture shall be punched on the helmets. HMEL's PPE policy doesn't allow to use helmets more than 05 years old. Compliance to IS: 2925-1984 or equivalent international standards. Sweat band inside the suspension. (Metal and fiberglass helmets are prohibited).
02	Eye wear Safety glasses	MSA 3M KARAM FRONTIER HONEYWELL UVEX UNICARE ABRIGO- ULTRA T, VIEW SURE SAFETY UDYOGI	Compliance to either IS: 5983-1978, IS:9167-1979 or EN 166. ANSI-Z87.1 rated Z87+ marking on the frame/lens which confirms high velocity impact. Dark spectacles can be worn in bright sunny areas however worker must also carry clear spectacles which should be used while working in shaded or dark areas. Dark spectacles should not be worn at night/ after sunset.
03	Over spectacle Safety glasses	MSA 3M KARAM FRONTIER HONEYWELL UVEX UNICARE SURE SAFETY	Compliance to either IS:5983-1978, or EN 166
04	Safety Shoes/ Boots	Any Brand having ISI certification and marking on the shoes. Electricians working on electrical panels to have Insulated shoes.	IS: 15298:2002 Part-2 Steel / FRP toe cap Toe Cap: 200J For working in operational areas, shoes must have anti-static properties and certification.
05	Hearing Protection- Ear Muffs/ Ear Plugs	3M VENUS HONEYWELL MSA KARAM SURE SAFETY	Compliance to either IS: 9167-1979 or CE/UL
06	Welding Safety glasses and helmet	Any make.	Compliance to IS: 5983 or EN : 166
07	Welding Safety glasses-Helpers	Any Brand complying to EN 166 or IS: 5983	Helpers engaged in the welding works are required to wear tinted glasses of minimum protection level 3 up to level 5 for working along with the welders. The helpers



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	46 of 67

			working in the welding area vicinity and not continuously looking at the welding. Compliance to EN 166 or IS: 5983
08	Full Body Safety Harness (Double Lanyard)	KARAM UNICARE MSA FERRETERRO UDYOGI ABRIGO SURE SAFETY HEAPRO (Class-L, product code-HI36) with energy absorber & polyamide rope MIDAS (Model No.- MSEA-300)	Compliance to IS: 3521 or EN 361 Safety harness shall have a serial number printed which is required for identification and maintaining service and inspection record. 1. Model: AB-81 (Gold) Standard: EN 361:2002 Conforms to EN 354:2001, EN 355:2002 2. Model: AB-81, Conforms to EN 355:2002 & EN 354:2001 For all elevated work above 1.8 meters safety harness must be attached to a life line or structural that is capable of supporting the person or persons
09	Boiler suit-Full body protection	NFPA 2112	Boiler suit preferably made of Nomex or other Inherent fire retardant material, (pure cotton as a minimum, However mandatory <u>NOMEX or other IFR fibre</u> for "O&M" contractors). Boiler suits shall have built in reflective strips on arms and legs. Suit shall be in a single piece covering the full body. Nylon or other synthetic fabrics are not allowed.
10	Respirator-Dust Mask	3M VENUS MSA ABRIGO SURE SAFETY	N95 or above rated (NIOSH) Minimum P2 rated as per EN 143, IS:9623: 2008, IS:9473 Approved Level of protection depends upon the quantity of dust and its hazards and will be determined in the risk assessments.
11	Respirator-Welders	3M VENUS MSA SURE SAFETY	N95 particulate respirator or above rated.
12	Face Shield (Grinding)	NA	High impact resistant polypropylene/polycarbonate visor. Z87+ marking on the visor which confirms high velocity impact. Should conform to EN 175, EN 379 & ANSI Z 87.1
13	PVC hand gloves	NA	Shall confirm to EN: 388 and EN: 374-3 Length; minimum 12" Chemical codes to which the gloves are suitable shall be marked onto the hand gloves.
14	Cotton hand gloves	NA	Seamless cotton knitted with PVC dotted on palm/fingers. Gloves smooth, 840gm/12 pair

Note: -

1. All items shall have valid testing certificate and suitable IS approval with marking on the product.
2. Color code of safety helmet must be as follows: For workers –YELLOW, Supervisor & above –BLUE, Safety – GREEN
3. 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 3.2mm to 3.5mm thick



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	47 of 67

3. Permit-to-Work (PTW) System

HMEL operate a Permit to Work system in line with OISD-105, there are three types of permits that operate throughout all HMEL locations,

- Cold Work Permit
- Hot Work Permit
- Electrical isolation and energization

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 approved Permit to Work (PTW) procedure for the respective working site. e.g. **9112-000-HSE-006-00004** – PTW procedure.

In conjunction with the PTW, HMEL have implemented a lock out/tag out try out (LOTO TO) 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 TO system.

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.

For radiography activity, an authorized radiographer shall request radiography permit after undergoing work permit training & authorization process.

4. Hazard identification and Risk Assessment

Contractor shall be responsible for ensuring timely delivery of all risk assessments of its activities, covered in the scope of work, in order to meet the work schedule, the HMEL H&S Plan and regulatory requirements.

Contractor shall be responsible for the identification and assessment of risks associated with the operation and maintenance of the facilities and shall incorporate risk reduction measures into the design of the Facilities to manage the risk. This includes, work methods and work sites procedures, emergency response plans, etc.

Contractor shall manage risks by the application of inherently safe design principles; preference shall be given to prevention measures, then control measures and then mitigation and recovery measures as per the hierarchy of risk control.

5. Hazardous Materials and Substances

Contractor shall submit a comprehensive list 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 to HMEL.

Contractor shall provide its workers with guidance information and Material safety Data Sheet (MSDS) regarding the safe use, storage and disposal of all hazardous materials and substances.

Contractor shall take all measures to eliminate the use of toxic, flammable or corrosive substances that pose hazard to personnel or the environment.

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.

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 requirements and any subsequent amendments to this.

It is the responsibility of Contractor and Subcontractor to properly dispose any hazardous substance brought into work areas or generated during the work in accordance with all applicable Laws and international standards.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	48 of 67

Contractor shall maintain an inventory of all chemical substances supplied to work areas, together with a MSDS, for each chemical substance. The MSDS shall be retained by incoming goods receipt, and copied to the user on issue (in a suitable language for the Workers using the chemicals).

Contractor and Subcontractor shall conduct health hazard and risk assessments regarding any hazardous substance likely to be used or generated during the Work, for personnel exposing to hazardous substances including details of precautions taken. Personnel engaged to work with hazardous substances shall be properly trained on associated hazards, take appropriate precautions, be provided with the recommended PPE and have access to Material Safety Data Sheets (MSDS).

Contractor shall ensure that the following materials will not be used;

- a) Products containing Polychlorinated Biphenyl (PCB)
- b) Any material containing asbestos (including CAF gaskets & asbestos cement roofing sheets)
- c) Cadmium plated bolts
- d) CFCs / Halons.

Note: Asbestos use is banned and is not allowed inside the premises.

General Safety Precautions for Radioactive material (Ionizing)

Radiation jobs are managed inside the premises by the competent people authorized by the regulatory board.

Reference procedure: "Procedure for radiation safety" 9112-000-INP-006-00029.

6. Working at height

Any work to be performed at a height of 1.8 meters or above from the floor level & where there is no permanent platform to access the job location is defined as work at height. Even a job being carried out below the ground level is classified as work at height. (e.g. Work in an excavated area can be work at height). The job above 1.8mtr height, requires a work at height checklist along with permit to work. For refinery site refer document no. **9112-000-HSE-006-00044**, for other sites relevant procedure shall be followed.

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

6.2 Fall arrest equipment

Where work at height must take place without a fixed working platform the work method must be agreed in advance with HMEL and 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.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	49 of 67

Fall arrest equipment must be designed to arrest a fall in such a way as to minimize 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.

6.3 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 on bracing / scaffolding or frames is strictly prohibited.

6.4 Scaffolding

All scaffolding erection, modification and dismantling must be carried out by a H MEL approved Scaffold Company in accordance with approved scaffolding procedure. Assessment of scaffolding supervisor/inspector shall be done by H MEL Maintenance/Project & Safety team.

The following is list of basic requirements to be adhered to for erecting and dismantling scaffolds, this list of requirements is not exhaustive and only designed to guide, for full requirements. Kindly refer ***H MEL Scaffold erection and dismantling procedure (9111-000-HSE-006-00013)***.

- a. All scaffold materials shall be of sound construction and adequate strength and shall be manufactured, constructed and maintained as per IS-2750 or other standard as approved by maintenance/project and safety department.
- b. Steel tubes used for the erection of scaffold shall fulfilled the requirement of IS 1161: 2014, Medium (B class) or Heavy (C-class) steel tubes of nominal bore dia. not less than 40mm and of grade not less than YST 22.
- c. In case the steel tubes of IS 1239:2004, Medium (B-class) or Heavy (C-class) used for scaffold erection, the scaffold contractor shall submit the steel tubes Yield strength test report to the safety dept. prior to entry of material in the premises: These tube shall fulfill the complete requirement as per IS 1161:2014.
- d. An access ladder (straight aluminum ladder with flat rung) secured to the scaffold rising 1 meter above the landing platform, and away from obstacles that interfere with safe use of the ladder. Ladder shall be purchased from the reputed manufacturer who shall be ISO certified company.
- e. All Scaffolds shall be inspected by trained and authorized scaffolding supervisor and approved with appropriate scaffolding fitness tag, signed and dated by the H MEL competent person.
- f. Scaffold fitness to be re-validated weekly (7 days).
- g. All scaffoldings to be registered with the maintenance/project department and all inspection records to be maintained for individual scaffolds by maintenance /project team.
- h. For work where there is risk of dropping objects, appropriate signage to be erected, along with hard barricading preventing access and warning of the dangers from work being carried out overhead.
- i. Design, drawing & load calculation of scaffold (height more than 9 meter, for all hanging scaffolds, cantilever scaffold if projection is more than 1.5m) to be submit by the scaffold contractor to EIC.

SELECTION OF TYPE & DESIGN OF SCAFFOLD

Scaffold design will be done on the basis of maximum load expected to be used during the job.

Scaffold erection by using cup lock, doca & material other than as specified in IS 2750 shall be approved by maintenance/project & safety department. For such materials contractor agency shall submit the standard related to material & erect the demo scaffold to take approval prior to any scaffolding work at site.



6.4.1 Design Requirements for Erection of Scaffold

- Scaffolds with tube & coupler arrangements shall be built in conformance with the criteria given in table A1 & table A2.
- For erection of scaffold up to 9meters height, design and load calculations need not to be submitted. However, the EIC, maintenance, project or safety department has the authority to request design details if required.
- For erection of scaffold above 9meters to 38meters meter height, contractor has to submit the scaffolding design and load calculation done by a scaffolding supervisor to maintenance/project department and take approval of maintenance/project manager/in-charge prior to erection of the scaffold.
- Scaffold above 38 meter (125 ft.) height (complex scaffolding) shall be designed by a suitably experienced external competent person. All design details along with load calculations to be submitted to maintenance/project department and take approval prior to erection of the scaffold.

TABLE: A1: Applicable Criteria for Scaffold Erection using Heavy/"C" Class Pipe

Duty	Load On Platforms (Kg/M ²)	Maximum Number of Platforms	Maximum Bay Length (Meters)	Maximum Transverse/ Width (Meters)	Permissible Loading / Bay	Transverse Bracing	Longitudinal Bracing
Light	120	1 Working Platform	2.4	1.8	1 man, hand tools, paint or plaster	1 st and last set of standards and internally maximum at every 4 th set of standard. (keeping maximum 3 bays open)	1 st and last bay and internally maximum at every 5 th bay. (keeping maximum 4 bays open)
Medium	240	2 Working Platform	2.1	1.2	2 men and 120 kg of materials		
Heavy	360	2 Working Platform & 1 at very Light Duty	1.8	1.8	3 men and 180 kg of materials		

TABLE: A2: Applicable Criteria for Scaffold Erection using Medium/"B" Class Pipe

Duty	Load On Platforms (Kg/M ²)	Maximum Number of Platforms	Maximum Bay Length (Meters)	Maximum Transverse/Width (Meters)	Permissible Loading / Bay	Transverse Bracing	Longitudinal Bracing
Light	120	1 Working Platform	1.2	0.9	1 man, hand tools, paint or plaster	1 st and last set of standards and internally maximum at every 4 th set of standard. (keeping maximum 3 bays open)	1 st and last bay and internally maximum at every 5 th bay. (keeping maximum 4 bays open)
Medium	240	2 Working Platform	1.1	0.6	2 men and 120 kg of materials		
Heavy	360	2 Working Platform & 1 at very Light Duty	0.9	0.9	3 men and 180 kg of materials		



7. Formwork

Formwork erected to provide temporary support for a permanent structure until its construction is sufficiently advanced to support itself.

The Contractor shall ensure that formwork be strong enough to support the weight of three things:

- the forms,
- the fresh concrete and;
- any construction equipment and workers.

Contractor must ensure that formwork will be capable of maintaining the correct elevations by providing suitable jacks, wedges or other approved devices. These devices also will permit the formwork to be lowered gradually.

All the material used for the erection of formwork shall be sound quality & not having any defects.

If workers have to work/stand on the formwork at any stage, including erection & dismantling then appropriate access, platform and hand rails must be provided as for a normal scaffold.

8. Colour Coding

Contractor shall ensure that all lifting tools & tackles and equipment shall be inspected and colour coded according to HMEL colour coding procedure. The purpose of colour coding is to give visual indication of its certification & checking status.

All equipment must be inspected and colour coded on six monthly basis as per below table

EVEN YEAR	JAN-JUN	JUL-DEC
COLOUR	BLUE	YELLOW
ODD YEAR	JAN-JUN	JUL-DEC
COLOUR	GREEN	ORANGE

The list of equipment which covers under the colour coding procedure are described below: -

Electrical	Lifting tools & Tackles	Others
Grinding machine	Web sling	Portable Ladders
Welding machine	Wire rope sling	Full body harness
Hydro jetting machine	Shackles /Clamps/eye bolt	Scaffolding Pipes
Portable Extension boards	Jacks	
Power distribution boards	Chain pulley block,	
All portable hand held. Electrical equipment, e.g. drills, grinders etc.	Stationary material lifting Equipment (EOT / Monorails trolley, Hoist / Winch installed in units)	
Electrical gardening tools, e.g. lawn mowers & hedge strimmer.	Mobile Equipment (Crane, hydra, man lifter, forklift etc.)	
Electrical Insulating Matts as per IS :15652:2006		



9. Electrical Safety

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

Contractors shall ensure that;

- a) Only competent, trained and certified electricians work on electrical installations
- b) Electrical equipment, including tools used are properly selected, installed and used.
- c) All temporary installations are tested prior to been energized.
- d) All portable electrical equipment shall be inspected, certified & color code tag to be provided by HMEL maintenance electrical /project department.
- e) Temporary electrical distribution boards are of metallic construction and are provided with double parallel earthing.
- f) Each installation to be protected against overload, short circuit and earth leakage by means of MCB's and RCCB's (rating 30mA) only. ELCB's are not allowed. ELCB was the old name and often refer to voltage operated devices that are no longer available. However Residual current circuit breaker (RCCB) operates on the specified current.
- g) Each distribution board must identify the location of isolation point for incoming supply
- h) All MCB's / RCCB's to have identification, 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.
- i) 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
- j) The practice of inserting naked wires direct into socks is strictly prohibited
- k) Electrical cables to be free from damage/defects, if a cable sustains damage this must be replaced.
- l) Temporary taped joints in electrical cables is strictly prohibited
- m) All electrical cables shall be protected from damage by means of routing cables overhead (minimum 2 meters above), or by means of underground with minimum depth of one meter and covered with bricks prior to back filling.
- n) 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.

10. Compressed gas cylinders

If compressed gas cylinders are to be used then the requirement provided in the HMEL procedure for safe storage, handling & use of gas cylinders (**9112-000-HSE-006 – 00053**) must me complied with to ensure safe operation for all, this commences from point and time of entry into the HMEL premise, till such time cylinders exit the same. Some key points are mentioned below

- a) All cylinders must be received with protective safety collar fitted, and cylinders not having the safety collar must be rejected at point of delivery.
- b) Cylinders must be kept in vertical position and secured at all times, this includes transporting around site. Rolling of cylinders is prohibited.
- c) 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.
- d) Cylinders to be segregated type wise and full from empty, segregated areas to be labeled detailing type and status (empty or full)
- e) 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 troll by means of chain, to enable isolation in event of leak or emergency.
- f) When in use each cylinder's regulator is required to be fitted with pressure gauge and flash back arrester.
- g) All associated hoses to be checked for damage, splits or cracks that could result in release of contents.



11. Vehicles, Mobile Equipment & Travel Safety

Contractor shall encourage safe driving habits. Contractor shall source suitable vehicles for the terrain and for their intended purpose and shall take due account of safety features. Contractor shall only use vehicles fitted with seat belts for driver and all passengers. All vehicles shall have reversing warning lights and audible alarms.

To maintain the standards and lead by example contractor shall ensure to maintain all transportation services outside the Company premises as maintained for the internal movement.

Contractor shall ensure that all vehicles brought into a company premises must be in good condition and will be subjected to checking at the entry gate. Only Diesel driven vehicles (compression ignition engines) are allowed inside the premises & must be fitted with PESO 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)

Speed limit of all vehicles (light motor vehicle or heavy motor vehicle) max 25 km/hr. inside the premises.

All vehicle drivers must record daily safety checklist as per HMEL norms. Vehicle should only carry the number of people for which it was designed and all seats must have seat belts. For the main seats a 3-part belt must be used with auto retracting device to ensure proper fit, middle seats, 3rd row seats and seats on buses may be of lap belt type.

Vehicles such as tractors will only be allowed in exceptional circumstances and if allowed (by VP or higher) the tractor and any associated equipment should have full lighting, including brake lights on trolleys with suitably designed roll over protection for the driver. Any trolleys, trailers tankers etc. used with tractors should be of standard length (3 to 4m). Equipment towing by a tractor is strictly prohibited.

Most of the workers use bicycle to reach their working location from the entry gates. The contractor shall ensure that the bicycles are maintained with good physical condition. The contractor shall monitor the bicycle condition and organize repair camps on regular interval. The Contractor shall develop a system of only single person is allowed to ride bicycle and ensure that bicycle rider must wear either the bicycle helmet or plant helmet with chin strap.

All contractors providing vehicles should have a system of random dope test for drivers. Results of such tests should be shared with the HMEL medical team.

12. Emergency Response & Preparedness

Contractor shall establish and implement an Emergency Response Plan and Emergency Response Procedures related to the Work. Contractor shall consult with HMEL to ensure appropriate interfaces with HMEL requirements.

Contractor's Emergency Response Plan shall be part of the H&S Plan, or if implemented as a separate document, then it shall be submitted to HMEL within thirty (30) days from the effective date of contract. It shall detail provisions and procedures for proposed actions in the event of:

- An incident involving serious injury or death to any person at work areas
- A major incident involving third party equipment.
- Any release of chemicals, hydrocarbons or waste materials (except as part of planned disposal)
- to the local environment
- Serious illness, including that needing evacuation
- A security threat to the work areas
- Outbreak of contagious disease within the workforce
- Any other significant hazards identified in the contractor's hazard identification exercise.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	54 of 67

Contractor shall produce emergency response bridging documents to cover the extent of the Work. This shall include bridging between:

- a) Contractor and HMEL
- b) Contractor and its Subcontractors
- c) Contractor and HMEL other Contractors working at the Site
- d) Contractor and any external link.

Contractor shall ensure competency of their personnel and those of their Subcontractors in its emergency response procedures through a program of drills and testing, and shall provide to HMEL a program and record of attendance for each employee.

If required by HMEL, Contractor shall participate in emergency response exercises. HMEL shall arrange these exercises unless, at its sole option, HMEL requires Contractor to organize them.

Contractor shall establish Emergency Rescue Teams that shall be able to respond within the shortest possible time, and have emergency first aid treatment capability as required by the Emergency Response Plan. The teams shall carry out all training as required by the Emergency Response Plan.

Contractor shall be responsible for the provision, and maintenance, of suitable emergency response and first aid firefighting equipment. Emergency equipment required will be subject to the duration of contract, size and nature of work undertaken.

As part of the Emergency Response Plan, Contractor shall Co-ordination with HMEL Emergency Response Team (ERT). For further details, refer document **9111-000-HSE-006-000001**.



APPENDIX-J

SAFETY AND HYGIENE GUIDELINES FOR ORGANIZING CULTURAL EVENTS

This document will provide basic safety and food hygiene requirements for organizing official and committee events at the refinery as well as township. During these events temporary structures are set up including electrical supplies.

Aim of this document is to define the minimum safety and hygiene requirements while setting up and dismantling of these temporary structures so that nobody is put at risk and gets injured.

Contractor is responsible for complying all the requirements mentioned in this document without fail.

This documents addresses the following areas;

1. Safety of workers setting up the temporary structures.
2. Fire risk assessment of the temporary structure for mass gathering.
3. Electrical safety.
4. Food hygiene and Waste Management.

General Safety

- The contractor shall have an experience supervisor with appropriate knowledge for identifying the hazard & able to implement mitigating actions.
- The contractor shall ensure that necessary PPE's (Personal Protective Equipment) are provided to the workers. (Helmet, Safety Shoe, Hand gloves, eye protection)
- All the materials, tools and tackles used for erection of pandal shall be inspected by the concerned HMEL person before use.
- Use of pedestal fans is not allowed as there is a risk of children getting their fingers sneaked inside the mesh frame. For this reason adequate number of desert coolers shall be used. If at all pedestal fans are to be used it shall be covered using mesh/wire net to avoid accidental contact with the rotating blades.
- Safe work at height: Persons who are working at height for stage erection, pandal erection shall use certified ladders with one person holding the ladder at base all the time.
- Whenever excavation to be made proper clearance in writing is required from Township electrical department.
- Ladders: Ladders used for setting up the structure shall be of standard make and of good quality and free from any kind of defect. No make shift arrangement is allowed. Defective ladders are not allowed inside the HMEL facilities. E.g; missing rungs, bends or cracks in the rungs or stiles, missing rubber shoes or any other defect.

Electrical Safety:

- All electrical wiring in the structure or pandal shall be as per Indian electrical regulations & done by qualified electricians, in PVC sheathed conductors or vulcanized rubber cables of tough rubber.
- Joints in the wire shall be made with suitable connectors. Twisted and tapped joints are not allowed.
- No Naked wires are allowed in the electrical sockets.
- Inspection of all electrical equipment, fittings etc. shall be carried out by HMEL electrical team prior to use and shall be tagged with the current colour code.
- Cables shall be taken through metallic conduits wherever cable may subject to impact or ran over by vehicle
- All electrical connections shall be taken through RCCB only. RCCB with 30 mA rating shall be used.
- Electrical cables shall be properly dressed, shall not cause any trip hazard
- Electrical panels and halogen lamps (lighting arrangement) shall not be reachable to children. Also same shall not be in contact or close vicinity to the combustible cloth or other combustible material.
- All portable appliances are provided with insulated Three Pin Plugs and socket arrangement. Otherwise it shall be double insulated.
- All electrical panels/ or junction boxes, equipment shall be provided with weather protection.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	56 of 67

- Ensure the Earthing arrangement with the pit nearby the event location.

Fire Protection:

- Suitable nos. of Fire extinguishers shall be made available at cooking area. Numbers may vary depending upon the area and the risk involved.
- Gas cylinders (LPG), other combustible materials shall be stored away from the heat sources. Cylinder Hose shall be checked for any leakage using soap solution
- Avoid decorative papers and synthetic materials as much as possible
- Ensure that adequate exits are provided for escape in case of any emergency
- One fire tender shall be deployed near the event location as standby. This shall be reviewed by HMEL and will be provided by HMEL.
- No fireworks or open flame of any kind shall be permitted in any temporary structure or in the immediate vicinity.
- Kitchen area shall be totally segregated from the main pandal /temporary structure and preferably made of GI sheets

Housekeeping:

- Sufficient waste bins shall be provided
- Passageways / Walkways shall be clear and no material shall obstruct man movement.

Means of Access:

- All temporary structure shall be approachable and the entry gate to the pandal shall have a clear opening for easy exit.
- All temporary structure shall be approachable from all sides.
- A minimum of 2 exits shall be provided located at extremities from each other
- Exit plan to be displayed for awareness as well as emergency preparedness measure.

Food hygiene:

- All food cooked/uncooked products should be stored according to their temperature requirement in a hygienic environment.
- All raw materials shall be provided by standard company only.
- All raw material is cleaned thoroughly before food preparation.
- All the cooked/ partially cooked food should be covered and kept in hygienic condition.
- Proper segregation of raw, cooked; vegetarian and non-vegetarian food is done.
- Frozen food is thawed hygienically.
- Cooked food intended for refrigeration is cooled appropriately.
- Food portioning is done in hygienic conditions.
- Reheating is done appropriately and no indirect of reheating such as adding hot water or reheating under lamp are being used.
- Oil being used is suitable for cooking purposes is being used.
- Vehicle intended for food transportation are kept clean and maintained in good repair & are maintain required temperature.
- Food and non-food products transported at same time in the same vehicle is separated adequately to avoid any risk to food.
- Cutlery, crockery used for serving and dinner accompaniments at dining service are clean and sanitized free from unhygienic matters.
- Packaging and wrapping material coming in contact with food is clean and of food grade quality.



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	57 of 67

- Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme.
- There should be no stagnation of water in food zones.
- No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)
- Food waste and other refuse are removed periodically from food handling areas to avoid accumulation.
- Food safety/hygiene Incharge should brief/train all the food handlers present at the event to maintain the hygiene standards.
- Pre-employment Medical examination of food handlers including personal hygiene record shall be provided.
- No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.
- Food handlers maintain personal cleanliness (clean clothes, trimmed nails & water proof bandage etc.) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc.)
- Food handlers are equipped with suitable aprons, gloves, headgear, etc.; wherever necessary.



APPENDIX-K

LIFTING EQUIPMENTS & REQUIREMENT

Lifting Equipment

HMEL has a detailed procedure covering Lifting & Rigging operations - refer document **9111-000-HSE-006-00008**. This covers all aspects related to lifting and rigging including the requirements for routine checking of equipment, certification of drivers / operators, lifting plans etc.

Some key points related to equipment selection and legal compliance are given below:-

All items of lifting equipment, including, but not limited to, cranes, hoist, power driven monorail trolley, chain pulley block, jack, tools & tackles to be ISI or other international standard certified required to be thoroughly examined and certified by an independent examiner. Third Party Inspection (TPI) certified from office of directorate of factory, Punjab.

- Before being brought into use for first time;
- After any substantial alteration or repair;
- Every 12month (copies of TPI's to be submitted to HMEL safety)

Contractor shall ensure below requirements for lifting tools and tackles:

- 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 pre-set parameters to warn operator of over load/ dangerous condition.
- After every installation/fitting of new lifting equipment at site, equipment to be checked by Engineer Incharge (EIC) after that equipment will be used at site.

Note: Permissible limits for use of mobile lifting equipment's inside the premises detailed in table below-

DESIGN SAFE WORKING LOAD (MAXIMUM CAPACITY)	MAXIMUM ALLOWABLE YEARS OF SERVICE FROM YEAR OF MANUFACTURE
100 MT and below	10 years
Above 100 MT but below 300 MT	15 years
300 MT – 350 MT	20 years
Above 350 MT	25 years
Man access platform (like cherry picker/man lifter/scissor platform etc.)	10 years
Pick & carry crane (Only new generation Hydra is allow)	5 years
Logistic Equipment (Trailer/Truck/Tanker)	5 years
Forklift	5 years



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	59 of 67

Note: -

- a). All the above mentioned equipment's YOM shall be ascertained preferably from OEM certificate, Bill of lading (with YOM detail) or OEM invoice. Any other documents like insurance, RTO, PUC, TPI are not treated as sufficient evidence for YOM. Equipment's not having OEM certificate bearing Year of Manufacture and Serial number are not permitted to work inside refinery.
- b). If for the major Projects & Shutdown/Turnaround jobs, if the sufficient quantity of above mentioned equipment's with above mentioned YOM are not available than an extension of 5 years in above mentioned manufacturing age will be provided on the basis equipment condition and fitness certificate given by OEM service engineer after inspection of the equipment. All such deviations must be taken by concerned EIC with duly signed approval of department GM.
- c). The validity of OEM certificate is considered maximum 1 year, the contractor shall submit the certificate on annual basis, based on which the extension should be renewed up to a maximum of 5 years above manufacturing age as per above table.
- d). Above such deviations in YOM criteria is NOT allowed for regular hiring (any hiring for a period of 6 or more than 6 months)
- e). Above mentioned YOM deviation (an extension of 5 years) is not applicable for crane ranging from 300MT & above capacity
- f). Man access platform (like cherry picker/man lifter/scissor platform etc.) should not be more than 10 years old.
- g). Contractor manpower transport vehicle – Four Wheeler (LMV) should not be more than 10 years' old
- h). Chain Pulley block must not be used for any kind of horizontal pulling work for such activity Tirfor (hook chook of relevant SWL) shall be used.



APPENDIX-L

SAFETY VIOLATION INVESTIGATION FORM

Contractor		Date / violation number		
Name & Designation of reporting person				
Name & Designation of person filling the form				
Area		Violation Identified		
Type of Violation				
Persons Involved (workers/Supervisor/Engineer)				
Name		Pass Number	Designation	Previous Violations?
1	What barriers / precautionary measures do you currently employ to prevent this type of incident occurring?			
2	Why did these barriers fail?			



3	Actions to prevent this type of violation in the future (Actions should fix failed barriers or add additional barriers)			
Action		Responsible	Target Date	Status

Name and signature of RCM

Name and signature of HMEL EIC



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	62 of 67

APPENDIX-M

CONTRACTOR MONTHLY SAFETY PERFORMANCE REPORT

Report For the Month of :	Report No:
Work Order No. :	Actual work start Date:
Name of the Contractor:	
Nature of Work:	Reporting Department:
Audit Score Previous :-	Audit Score Current :-

A. SAFETY STATISTICS

S. No	Item	UP TO PREVIOUS MONTH	THIS MONTH	CUMULATIVE
1	Average number of Staff & Workmen (average daily headcount, not man days)			
2	Number of HMEL approved safety person			
3	Man hours worked			

LAGGING INDICATORS

1	Number of Lost Time Accidents (LTA)	Fatal			
		Other LTA			
2	Man-days lost due to accidents				
3	Number Medical Treatment Case				
4	Number of First Aid Cases				
5	No. of Occasions on which Penalty Imposed				
6	No. of Fire incident case				
7	Loss of primary containment of hazardous substance				
8	Dangerous occurrence/ Road traffic accident onsite/ Property damage incident				
9	LTA Free Man hours				
11	Frequency Rate (Total No .of LTI *1000000/ man-hours worked)				
13	Severity Rate (Total man days lost *1000000/ man-hours worked)				

Remarks, if any



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	63 of 67

LEADING INDICATORS

B. TRAINING / AWARENESS PROGRAM

S. NO	ITEM	UPTO PREVIOUS MONTH	THIS MONTH	CUMULATIVE
1	No. of Staff Participant in Safety Induction Training			
2	No. of Workers Participant in Safety Induction Training			
3	No. of Helper get training this month.			
4	Number of Tool Box Meetings conducted			
5	Number of HSE Meetings organized at site			
6	Number of HSE Awareness programs conducted at site			
7	No. of Incentives/ Awards given			
8	Number of Near Miss Incidents reported			
9	Number of Safety walk led by Site Incharge			

C. IIF TRACKING

S. NO	IIF KPI	UPTO PREVIOUS MONTH	THIS MONTH	CUMULATIVE
1	Number of total Supervisors			
2	Total SSK Trained			
3	% SSK Trained			
4	Linked with Field Coaches			
5	Number of Field Coaches			
6	Number of Certified Supervisors			
7	Rewarded Coaches			
8	New joinee Supervisor			
9	Supervisor left the site			
10	% of supervisor turnover			
11	Number of listening tour by site head			

D. ACTIVITY DONE BY SAFETY PERSON (DURING THE MONTH)

Date	Activity	No. of observations	Status



Appendix-N

GUIDELINES FOR ESTABLISHING LABOUR CAMPS & WELFARE FACILITIES

Contractor Labour Camps / Accommodation

As part of our Incident and Injury Free (IIF) commitment we believe it is important for workers to also have accommodation that is safe, hygienic and provides basic amenities in line with IIF. The basic principle is that any accommodation and food provided by the contractor to workers whilst working at HMEL sites whether in labour camp or other location should be of a reasonable minimum standard as given in the details below.

Contractor labour camps must provide the following minimum standards and HMEL will use inspection / audit to ensure these are being maintained:

Audit / Inspection

- Contractor HSE Engineer and the Camp caretaker shall make a weekly inspection and record the observations along with any required corrective actions.
- Contractor site in charge to inspect camp on monthly basis, HMEL staff will either join these inspections or do their own inspections. Inspection should use the points in this document as a guide of points to be checked and a written report of the inspection should be produced with a copy sent to HMEL safety team.
- Where the colony does not meet any of the requirements of these guidelines then there should be clear time bound action plan in place to ensure full compliance.

Drinking Water

- Adequate supplies of drinking water shall be available in accommodation facilities.
- All containers used for distribution of drinking water shall be clearly marked "Drinking Water Only" or equivalent and are not to be used for any other purpose.
- Portable containers used for dispensing of drinking water shall have tight fitting lids and be equipped with a tap. These shall be kept clean and free from contamination.
- Tanker trucks used for transporting portable water shall be clearly identified and shall not be used for any other purpose.
- Outlets dispensing non- portable water shall be conspicuously marked "caution – water unfit for drinking, washing or cooking" or equivalent.

Toilet / washing / showering facilities

- Sufficient toilet / washing / showering facilities shall be provided at labor colony. The number will depend on the size of the colony and number of workers but should be such that the facilities are close to the sleeping area and of a number such that workers do not have to queue to use the facilities at peak periods.
- Separate facilities to be provided for male and female workers. Ensure the availability of hot water during the winter sessions for showering purpose.
- Toilet / washing facilities shall be provided as required to maintain healthy and sanitary conditions. Such facilities shall be properly maintained and provided with potable water and drainage to prevent pooling of water.
- The areas shall be checked and cleaned daily by the sanitation crew. Disinfection of floors, sinks and toilet bowls shall be carried out daily.
- Facilities for washing and drying of clothes shall be provided



Hygiene / Housekeeping

- a. High standard of hygiene and housekeeping shall be maintained in the camp at all times
- b. The disposal of waste shall be done regularly as required and disposed of in accordance with local regulations.
- c. Containers for waste materials shall be placed in all areas, containers to be cleaned on a regular basis.
- d. Rubbish shall not be dumped or disposed of indiscriminately, but shall be stored in sealed rubbish bags at designated collection points for removal by the sanitary crew for disposal.
- e. No open fires shall be allowed at the colony.
- f. Pest control measures should be in place to control any vermin / insects and this should include fogging and spraying.
- g. Frequency of fogging and spraying should be such that mosquitoes are not present in and near accommodation areas.

Design / construction standards

- Height of rooms – Minimum 10 feet
- Floor Constructed from PCC
- Brick work in cement mortar and cement pointing with truss supporting roof or Prefabricated insulated plastic coated sheets (minimum insulation thickness 50mm)
- Minimum room area 22.5 m²
- Maximum 6 persons per room
- Each person should be provided with minimum of bed, mattress and blankets
- Minimum area per person 3.5m²
- Segregated accommodation for male and female workers
- Rooms are to have window for ventilation.
- Provision of grills & net in the windows should be made to prevent insects getting in.
- Provision should be made for adequate cooling in summer, through provision of air conditioning or fans and heating in winter
- Each room to have minimum of one electric light
- External lighting to be provided in camp area to allow persons to move about safely
- Toilets / drains to be connected to septic tank. Contractor has to establish sewerage treatment plant (STP) for the treatment of contents of septic tank or to arrange for the same via a specialized licensed agency.
- Floor areas to be designed in such a way that water drains away and does not pool
- General areas/ walkways to be designed so they don't get waterlogged/flooded and are well illuminated.

Electrical Safety

- Electricity to be provided via State electrical board or silent DG set.
- All electrical fittings and equipment are to fully comply with Indian Electrical Regulations
- All electricity to be distributed via RCCB
- All electrical switches placed outside are to be IP rated, cables to be routed overhead and supported.
- No naked or taped cable joints



HPCL-Mittal Energy Ltd. / HPCL-Mittal Pipeline Ltd.
PROCEDURE FOR SAFETY MANAGEMENT OF CONTRACTORS
9111-000-HSE-006-00007

Revision	04
Issue Date	14-Feb-2024
Next Review	18-Jan-2027
Page	67 of 67

Cooking / food preparation areas

- Contractor should provide free or cheap meals to workers staying there or equipment and facilities for them to do their own cooking.
- If workers do their own cooking, this shall not be done in the same rooms as sleeping.
- Any kitchen and food storage area to be designed and operated to good levels of safety and hygiene

First aid / medical facilities

- Contractors should make arrangements for workers to have easy access to medical treatment
- One room to be set aside as a first aid / medical room and be furnished as such
- Trained first aider and first aid kit should be available at all times
- Records to be maintained of all injuries /illness.

Security

- Contractor should ensure all labour camps have adequate security
- Camp to have fully enclosed boundary wall/fence.
- Arrangements to be made to provide security at entrance to labour camp
- Workers shall be provided with lockers for safe keeping of personal effects.

Safety Measures

- Risk assessment / JSA to be carried out for all activities carried out in the labour colony
- Adequate Fire Fighting protection shall be in place, consisting of Fire extinguishers and sand buckets located at easy accessible locations throughout the camp.
- Means of raising the alarm in the event of a Fire must be provided.
- All persons staying in the labour colony should be trained and aware of any safety / fire measures.

Leisure / Entertainment facilities

- The contractor should provide access to sports / leisure facilities for the workers staying in the colony e.g. cricket / volleyball, TV room, newspapers and computers.
- Adequate facilities should be available for charging of workers personal mobile phones.