



# **Safety Handbook**



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## **1.0 Social and Environmental commitment**

As an active participant in society, through our business activities, and their environmental, economic and social impacts, Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. recognizes social performance as a key to sustainable development.

Environmental protection is among Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. top corporate policies. We address environmental issues in our operations and business decisions in line with our commitment as a signatory to the Green Building Society Charter for sustainable Development.

## **2.0 Health & Safety Priorities**

The Health and Safety of our employees, contractors, customers and others affected by our activities is a key priority for Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd.

- Our goal is to "Stop Hurting People", to have zero injuries.
- To achieve this goal, we work together to identify and eliminate unsafe behaviors and conditions.

## **3.0 Safety Policy**

To provide a safe and healthy working environment at all office locations, sites and facilities and to take adequate steps to prevent accidents and injury to health arising out of the course of work by minimizing, as far as reasonably practicable, the causes of hazards inherent in the working environment.

## **4.0 Alcohol and Drug Policy**

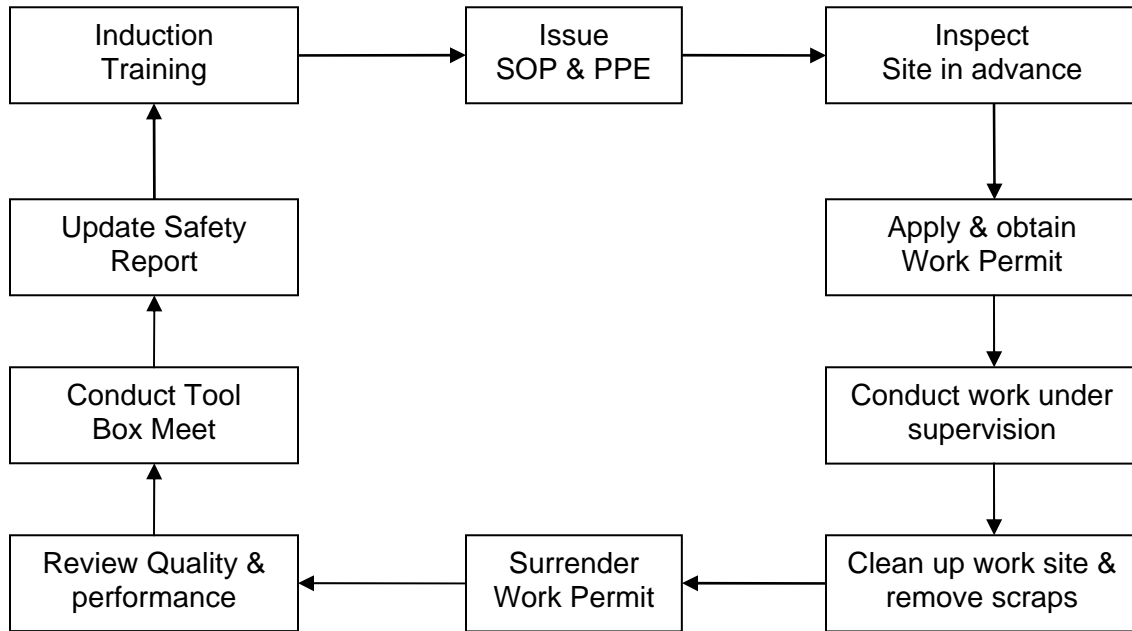
In order to achieve safety in our operations and constructions, no person, while on Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. Locations or at Project Site, may use or possess any alcohol or habit forming drugs contravene a prescribed safety regulation. The consumption of alcohol or unauthorized drugs on site is an offence, which may lead to instant dismissal. Therefore Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. reserves the right to search or request an employee to provide urine or blood sample for testing.

## **5.0 Safety in Project Site**

Safety rules, regulations, and permits are just the minimum requirements for a construction project. Rules can never provide for each and every situation and hence employees must take care of their own safety at all times.

Think carefully before doing anything unfamiliar way, and determine whether they are safe or if there exists any associated or unexpected hazards. If we can visualize in advance everything that can or will happen, safety will work on its own for us.

## 6.0 Safety Cycle Routine



## 7.0 Health & Safety Expectations

Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. has set eight (8) health and safety expectations that apply to everyone. All employees, whether senior managers or operatives, shall be familiar with these expectations, and apply them to their work:

### Leadership and accountability

- All Managers in Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. have health and safety leadership role;
- Managers are given clearly defined responsibilities, provided with adequate resources and are made accountable for their achievements;
- Managers ensure that there is always effective two-way communication with employees, contractors and others on health and safety issues;
- Managers ensure that health and safety expectations are integrated in business planning and decision making processes;
- Managers establish health and safety management systems and procedures that are appropriate and proportional to the risk profile of their business.



### **Managing health and safety risks**

- Systems are in place to proactively identify hazards associated with work activities, assess risks in terms of potential severity and evaluate methods to prevent or reduce the risks in existing activities including non-routine tasks;
- Non-acceptable risks are identified, controlled, recorded and effectively communicated to employees;
- Risk assessments are reviewed at key trigger points such as incidents involving the activity, new work equipment / process, planned changes, or routinely at pre-planned intervals;
- Risk assessments are carried out involving people who are competent in management of the risks involved. Specialists are engaged when necessary.

### **People**

- People are trained according to the risk profile of their job to make them competent to fulfill their health and safety responsibilities;
- The recruitment, selection, and placement processes ensure that people are qualified, competent, physically and mentally fit for their job. New recruits are introduced to health and safety and their activities are supervised;
- Every employee has access to an appropriate level of first aid, and occupational health support;
- Health and safety responsibility is considered a performance objective and to give feedback on performance;
- Employees are effectively consulted and encouraged to participate in different aspects of health and safety management.

### **Contractors and business partners**

- Contractors and suppliers are assessed and pre-qualified on the basis of their competency and capability to undertake the tasks before awarding the contract.
- Contractors are required to submit method statements for the tasks required, showing how the tasks will be achieved safely.
- Performance of the contractors, suppliers against agreed deliverables are monitored. This includes a process for raising and closing corrective actions.



### **Managing change safely**

- Maintenance of required level of health and safety competence are ensured during re-organizing or re-structuring business operations processes.
- Health and safety implications are identified and controlled while introducing new plant, process, equipment at any stage of the project life cycle.
- Impacts of any impending, or proposed changes to legal, industry, and customer requirements are identified and reviewed.

### **Crisis and emergency management**

- A process to identify potential emergencies exists. Formal emergency plans are developed, documented, and clearly communicated.
- Emergency preparedness drill is conducted when necessary.

### **Incident investigation and prevention**

- Systems exist at all sites, projects, and service operations for recording, reporting, and investigating fatal, serious incidents, lost time injuries, medical treatments, first aid, near misses, and occupational health diseases.
- Learning points from fatal and serious incidents are shared with others, and learning points received from others are reviewed and where necessary used to improve existing processes.

### **Management review and reporting**

- HR Department receives and reviews monthly routine reports on progress with implementing the policy, health and safety incidents and safety performance.
- Compliance audits are routinely conducted, at least annually, by the health and safety specialist to check how the policy and expectations are being achieved.
- Managers and employees attitudes and beliefs towards health and safety are surveyed, as part of a program to improve safety culture.



## **8.0 Actions at Office**

- Incorporating Safety Clauses as per Labor Laws, Workmen Compensation Acts & Safety Laws in the Purchase orders released to Contractors.
- Ensuring that the safety clauses are understood and accepted by the Contractors and the record of their acceptance is retained till completion of the project.
- Procuring and issuing Personal Protective Equipment as per PPE Matrix or as jointly agreed by Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. and the Contractors specific to the projects.
- Compiling Safety reports received from sites for review of Country Management Committee.
- Issuing posters, leaflets, and relevant materials for safety awareness campaign.
- Appointing professionals to conduct induction programs, first aid drills, training on emergency preparedness, safety audits and to guide upon statutory compliance.
- Establishing documentation control, including frequency, distribution matrix for different reports, records, and results of corrective / preventive actions.
  - First Aid for Electric Shock
  - Fall protection
  - Protection during Hot Work
  - Storekeeping & Stockyard management
  - Scrap yard management
  - Induction program for Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. Project Team

## **9.0 Actions at Project Site**

- Induction for Project Manager, Site-in-charge, Engineers & Supervisors based on EHS policy of Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. and Customer and to cover following aspects of safety compliance:
  - Attendance, punctuality, discipline and work ethics.
  - Conduct Induction Training and Tool Box Talks for workers.
  - Implementing Contractors' self inspection records of field equipment before use.
  - Awareness of location of Fire Extinguishers and First Aid Box.



- Operating instruction of fire extinguisher and first aid training.
- Contractors to use only industrially acceptable ISI / BIS certified equipment.
- Plan, issue work permits and supervise works as per different SOPs for:
  - Fall protection while working at heights
  - Arc Flash Protection
  - Protection during hot work.
  - Housekeeping & scrap disposals.
- Zero tolerance on use of PPE
- Emergency preparedness and drills.
- Records, Documents and Reports to comply standard formats & distribution protocol.
- Display and regular update on incident records as per standard formats.
- Distribution of safety literature, leaflets, and display of Posters.
- Award for safe work to promote safety culture among field staff.
- Self audit on safety compliance
- Safety Audit by HR Department .

## **10.0 Check Lists**

### **10.1 Fall Protection**

#### **General**

- Identify working conditions - fall protection measures are necessary (must >2 M).
- Provide PPE (helmets, shoes, gloves, harness and relevant protections).
- Select proper fall protection gears, barricade tapes and adequate lighting.
- Ensure Work Permits before use of Stairs, Ladders, scaffolds & Platforms
- Barricade all open floors and provide warning signs.
- Check sturdiness of all raised surfaces / platforms / gangways.
- Conduct medical test by professional doctors before deploying people at height.
- Provide guardrail, safety net, and personal fall arrest systems.
- Ensure setting of Portable Ladder at 70-75° slopes for stability. (1:4)
- Ladders shall be provided with "Tie off" and erected over solid level surface





- Never place ladders in front of doors unless doors are secured.
- People shall be competent to discriminate between safe and unsafe ladders.
- People shall follow correct practices when ascending / descending a ladder.

### **Do's and Don'ts**

Following unsafe practices are quite common and supervisors have to ensure these:

#### **Don't**

- overreach from a ladder
- use the top two rungs
- use wood or metal ladders
- Move a ladder while on it
- Climb with material
- Share a ladder

#### **Do**

- Move the ladder
- Use a taller ladder
- Use Fiberglass ladders if available
- get down and move the ladder.
- use tool belts.
- use a second ladder.

### **Scaffold set up:**

- Provide safe access ladder to climb the scaffold platform, secured firmly.
- Scaffolds shall be stable, with handrails and toe boards.
- Scaffold shall be erected by trained staff and approved by safety officer.
- Ensure efficient break system to prevent self movement of scaffolds on wheels
- Use outriggers wherever required to arrest fall of the scaffold
- The scaffold is inspected daily and records are to be maintained

### **People using scaffold:**

- People deployed to work on scaffold will be provided with helmets, safety shoes, and must use Safety belts, and the harness anchored to a fixed point.
- Users & Safety Officers to inspect belts regularly and maintain records.
- The working area will be barricaded

### **Work Permit**



Ensure Work Permits are obtained by the Group Leader / Supervisor from the Safety Officer prior to deployment.

The Permit shall be surrendered by the Group immediately after work / permit validity is over.

## **10.2 Protection during Hot Work**

### **General**

- Applies to activities like welding, gas cutting, grinding, sawing, bending etc.
- Potential hazards are electric shock, fire, sparks, welding slag, radiation & heat.
- May cause physical injury like burns, deep cut, breathing problems & eye irritations.
- Care must be taken to protect other materials and people working around the spot.
- All equipment to be properly earthed and isolated electrically.
- Check surrounding areas, remove inflammable materials or cover them adequately.
- Drain, pit, sewer & opening to be covered / protected to prevent spark entry.
- Control welding sparks using wet gunny bags / welding curtain.
- Ensure adequate lighting & proper emergency exit route.
- Constant supervision necessary till work is completed.

### **Welding**

- Ensure the welding return connected with the job.
- Ensure welding cables in good condition.
- Provide PPE (welding shield, leather gloves, shoes, safety glasses & helmets).
- Ensure adequate ventilation for exhaust / dilution of allow welding fumes.
- Welding set to be energized through earth leakage circuit breaker & earthed.

### **Grinding**

- Ensure grinder guard in position.
- All electrical tools shall have earthing & 3-pin plug tops. Check 3-pin connections.
- Deploy fire watch and trained people to apply fire extinguisher.

### **Gas Cutting**

- Gas cylinder shall be mounted on trolley & secured.



- Gas hose pipe to be in good condition, & tested / certified as per IS color code.
- Gas-cutting torch shall be provided with flash back arresters.

### **Hot Work at Height**

- Follow all the norms of working at height as per check list no 10.1

### **Other precautions**

- Appropriate fire extinguishers to be provided.
- Employees doing hot work shall be trained & training records given to QS.
- Review location of first aid box, telephone, safety shower, eye wash, fire extinguisher
- Fire watch required for 30min after completion of job.

### **Work Permits**

Safety Officer shall examine the above aspects and approve the work permit requested by the Contractors. The Permits will be surrendered on job completion at each location.

## **10.3 Stockyard Management**

### **Stockyard**

- Barricade the boundaries of the stockyard and individual lots.
- Display Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. board and identification Tags / signs
- Stack orderly & leave adequate passage for movements and transfer of materials.
- Display “Danger” Signs for inflammable / explosive materials
- Sand Buckets shall be kept at handy locations.
- Watch & ward must be aware of Fire extinguishers locations & trained to apply them.
- Returned stock for re-use shall not be mixed up with fresh stock.

### **Shifting materials from stockyard to work site**

- Manual for material shifting norms shall be available at Stores.
- Persons deployed to shift materials by hand shall be provided with lather hand gloves, helmets, safety shoes and trained to handle the materials safely.



- Follow safety protocols strictly while handling equipments with Trolleys / Cranes.
- Sign Boards, barricades, audio-visual alarms shall be displayed to sport caution.
- Fitness certificate for handling equipments must be ensured.
- Authorization / qualification of operators shall be checked before their deployment.
- Any spillage shall be promptly wiped up and any packing box, nails, straps, ropes, pins etc. shall be cleared immediately after shifting work is completed.

#### **10.4 Scrap Yard Management**

##### **Scrap generated at different work locations**

Care shall be taken by the contractors to use the materials in an optimum way and to avoid generation of scraps. All work locations must be cleared on daily basis by contractors or by their nominated agents before leaving for the day.

The scraps shall be packed in a gunny bags with proper identity tags and kept ready for shifting to the scrap yard.

Care shall be taken to segregate the scraps without mixing up as far as practical.

Inflammable and non-degradable or hazardous scraps shall be isolated for specialized disposition.

Persons deployed to handle scraps must be protected with helmets, gloves and safety shoes and also with gas masks & eye protections if required.

Scraps shall never be stored inside the plant rooms / equipment rooms / MCC Rooms even under any kind of exigencies.

##### **Scrap Identification & Reconciliation**

Contractors are required to reconcile the amount of scrap generated by them against issue of materials / raw materials vis-à-vis quantum of completed work and records entered in the measurement books.

As such the identification tags on the scrap bags shall bear the name of contractor, nature of scrap / material, work location and date of packing.

Once the gunny bags containing scraps are shifted from work locations to scrap yard, these identification tags will be used for segregation and reconciliation.



## **Scrap Yard**

The scraps packed and tagged shall be stacked only within the space earmarked as "Scrap Yard".

The scraps shall be segregated contractor wise, material wise and shall not be mixed up till reconciliations are completed.

Scraps shall be disposed periodically according to the maximum allowable scrap accumulation limits prescribed by the project manager.

Disposing authority shall ensure that they do not cause any environmental hazards or nuisance to the society.

Passage / gangways within the Scrap Yard shall be maintained free for easy movements.

Scrap yard shall be well lit and Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. sign Board shall be displayed.

Watch and ward shall be deployed at scrap yard if not provided by the customer.

## **11 For Contractors**

- Induction for workers / contractors to be conducted by a professional Safety consultant, Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. Site Manager and Safety Officer.
- Details of workers, supervisors and contractors deployed by Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. shall be listed and the attendance of the workers in their induction program shall be monitored.
- Points to be communicated to the contractors and their workers shall cover:
  - No work without approved Work Permits
  - Use of PPE – zero tolerance
  - Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. and customer's EHS Policy
  - Specific Do's / Don'ts – distribute leaflets.
  - Always to carry Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. Badge / ID cards inside site
  - Prohibition on Smoking / consumption of Tobacco / alcohol



- General discipline, work culture & work ethics.
- Communication protocol in case of any accident.
- Time in / Time out –Discipline in attendance.
- Precautions in night shifts.
- Maintenance of Tools / equipment / machineries.
- Arrangement with local hospital for prompt attention to accidental injuries.
- Emergency preparedness drill.
- First Aid drill
- Fire Extinguisher application drill.
- Award for safe work.

## **12.0 Counseling with Customer**

Counseling with customers at regular intervals shall focus on creating customer confidence. We must be visible and impress upon customer display that the project is in the “safe hands” of Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. :

- Review all unsafe observations made by the Customer.
- Take prompt actions to resolve such unsafe issues to mutual satisfactions.
- Propose corrective and preventive action plans in professional manner.
- Share the corrective and preventive actions taken with the customer.
- Display photographs or show video clips of safe practices adopted by Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd.
- Communicate safety commitment and concerns during all forms of communications.



**ANNEXURE – 1**  
**PPE Matrix**

PERSONNEL & ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13
	HELMET (GREEN)	HELMET (WHITE)	HELMET (YELLOW)	SAFETY SHOES	SAFETY BELT	FULL BODY HARNESS	EAR MUFFS	ID CARD - CONTRACTOR	ID CARD - VISITOR	WELDING SHIELD	LEATHER GLOVES	SAFETY SHOES	CUTTING GOGGLES
<b>ACES PERSONNEL</b>													
Safety Officer	X			X			X						
Site Personnel		X		X			X						
Visitors / Guests		X					X		X				
<b>CONTRACTOR</b>													
Gas Welding			X					X		X	X	X	
Gas Cutting			X					X			X	X	X
Electric arc welding			X					X		X	X	X	
Working at height (2-4m)			X		X			X				X	
Working at height (>4m)			X			X		X				X	
Working in high noise area			X				X	X			X	X	

**Responsibility**

<b>ACES</b>							<b>Contractor</b>						
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*This is a general guideline.*

*PPE Matrix & responsibility shall be finalized by the Project Manager along with the Site Manager and Contractor before commencement of site activities.*



ANNEXURE – 2

**Health & Safety Indicator  
(White Board)**

*This white board to be displayed prominently at the Site office and updated daily*

**Monthly Safety Report from Site**

**Month:**

**Customer:**

**Project:**

**Site Manager:**

**Date:**

Nature of Incident	Number of incidents		Number of persons injured			Details of the incident in this month	
	This Month	Cumulative this year	ACES	Contractor	Customer	Date	Details
Fatal Accidents							
Serious Accidents							
Lost Day Accidents ( absence >24hrs)							
Lost Man days							
First Aid							
Near misses							
High Potential incidents							
<b>TOTAL</b>							

**Safety Officer**

**Site Manager**

Distribution:

1. Project Manager
2. Safety Coordinator of Hub

*This register shall be updated every week and kept handy during site audit*

**EHS Compliance Declaration by Contractors**





Date: PO Ref No:  
Owner's name: Mobile No:  
e-mail:  
Owner's Organization:  
Address:  
Phone No: Fax No.:

To  
The Project Manager/ Site Manager / HR Department, Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd.

Project Site: \_\_\_\_\_

- ❖ I hereby declare and accept the responsibility to carry out the work safely as per the instruction of Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd. .
- ❖ I have understood the hazards associated with the site and the procedures to be followed strictly for safety.
- ❖ I will provide trained manpower with required Personal Protective Equipment.
- ❖ I and the persons working under my control will adhere to site safety rules.
- ❖ I further declare that following safety measures shall be taken by me and the persons under my control:
  - ❖ Wear safety helmet, shoes, goggles, nose mask, safety belt etc. as per PPE Matrix.
  - ❖ Safety belt and anchoring to the life line rope while working at height.
  - ❖ Proper tools will be used and the same will be checked for defects and replaced wherever required or instructed by the Site Manager.
  - ❖ Proper working platform with hand railing and ladder will be used while working at height.
  - ❖ House keeping will be maintained as per instructions and debris/ waste materials etc will be removed from the site to an identified place on daily basis.
  - ❖ My workmen and I will not create any problem, quarrelling with other agencies.



### **EHS Compliance Declaration by Contractors (continued)**

- ❖ I will provide required fire extinguishers, fire buckets with water and sand in work place.
- ❖ First aid and hospital facility will be provided to my workmen.
- ❖ Safe drinking water will be provided to my workmen.
- ❖ I will conduct the safety induction program for my workmen like first aid, fire fighting and safety.
- ❖ I will obtain work permit to work in hazardous areas before deployment of manpower.
- ❖ As per the safety rules, I am aware that penalty will be imposed for any safety violations or for all unsafe works.
- ❖ Naked wire, Double connections, Electrical extension with out proper socket / plug etc shall not be used by my organization.
- ❖ Site office cleaning will be done regular basis.
- ❖ I will submit the safety reports/ information as per the instructions as and when required.
- ❖ Proper ladder/ platform will be used for work at height (as instructed)
- ❖ ELCB will be provided with all panel boards and only double insulated cables will be used for any electrical connections with proper industrial socket.
- ❖ Child labors (below 18 yrs of age) will not be deployed by me for any type of work in the site.
- ❖ My workers will not smoke / urinate / spit inside the site.
- ❖ Flash back arrester will be used with DA cylinder and cutting torch for hot work in the site.
- ❖ LPG cylinder will not be used for any type of hot work without Site Manager's permission.
- ❖ My safety in-charge for the site will be \_\_\_\_\_  
and his mobile number \_\_\_\_\_

Regards,

Signature of the Contractor



## Self Audit Check List

Project		Location	
Proj. Mgr.		Site Mgr.	

NO	CHECK POINTS	Check Ratings*					Comments
		Quality	Quantity	SOP / Checklist	Awareness	Status	
1	PPE availability & usage						
2	Barricating of floor openings						
3	Scaffoldings and raised platforms						
4	Display of safety board						
5	Distribution of Safety Leaflets						
6	Safety Awareness of Site-in-charge						
7	Safety Awareness of field staff / workers						
8	Safety Awareness of Contractors						
9	Weekly Pep talks by Site Manager						
10	Fitness of material handling equipments (MHE)						
11	Qualification of operators of MHE						
12	Report of incidents / accident						
13	Fire extinguisher						
14	Sand Buckets						
15	First aid box						
16	Electrical safety						
17	House keeping						
18	Training for First Aid						
19	Arrangement with local Hospital						
20	Display of Emergency Phone Nos						
21	Safety awareness of Customer						
22	Contract Clauses in PO						
23	Disposal of Scrap						
24	Segregation of inflammable materials						
25	Review of last safety audit						
26	Safety practices during hot work						
27	Safety practices while working at height						
28	Emergency preparedness						
29	Overall safety performance						

\* **Check Ratings=** Poor / Average / Good / Excellent or NA (not applicable)

**Other observations:**

Auditor (Name & Sign)



### Incident / Accident Report

*This report shall be completed for all incidents/accidents related to work within the premises under Avant Garde Cleanroom & Engg. Solutions Pvt. Ltd.*

PROJECT:

Report No.

SITE:

Date & Time of Incident:		
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#### **Nature of Incident**

To be completed by the person reporting the incident. Include who (if anyone) was injured, how the incident occurred and what the circumstances were. Use the reverse side for sketches and/or continuation as required.

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Reported by:  Date:  Lost Time(hrs):

#### **Corrective Action**

To be completed by the Project / Site/ H&S Coordinator/ H&S Officer-manager

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Completed by:  Date:

Further Investigation required **Yes / No**

#### **Incident Classification**

Tick the appropriate box. If unsure, please refer to OHS Manager / Coordinator.

Fatal Accident	Serious Accident	Fist Aid (Minor Injury)	High potential Incidents	Lost day Accidents (> 24 hrs)	Near Misses	Traffic Accident	Other (Specify)



### Contractor's Weekly EHS Statistics

Customer: \_\_\_\_\_ Project: \_\_\_\_\_

Contractor: \_\_\_\_\_ PO No. \_\_\_\_\_

FOR THE WEEK FROM \_\_\_\_\_ TO \_\_\_\_\_

1	Number of accidents- (Reportable) Occurred	
2	Number of near misses occurred	
3	Number of man days lost (Excluding the day of accident date of reporting back)	
4	Total man hour worked (fortnight) contractor wise	
5	Weekly committee meetings conducted	
6	Safety pep talk conducted	
7	Infraction notices issued	
8	Infraction notices closed	
9	Approved scaffolds stand available at site	
10	Fire fighting appliances available at site	
a)	DCP (Last serviced on _____)	
11	Training Details	
a)	Fire Fighting Training	
b)	First Aid training	
c)	PPE Training on how to use	
12	Number of Safety sign boards displayed at site	
13	Safety permits issued	
14	Type of PPE's using	
a)	a) Safety Belt, b) Helmets, c) Safety shoes, d) Safety goggles, e) Hand gloves, f) Nose mask, g) Welding shield etc.	
b)	Response from workers towards safety compliance	
c)	House keeping Excellent/V good/Good/Fair	
d)	Number of defective PPE noticed during inspections	
e)	Action taken to rectify defective PPE	
15	Daily inspection/ Weekly inspection of tools, tackles carried out	
16	License and documents with driver	

Contractor \_\_\_\_\_ Sign & Date \_\_\_\_\_

*Note: Contractor to handover signed copy to ACES Site Manager*