

General Safety Requirements to be complied by Vendors

Jamshedpur Utilities & Services Company Limited

Effective from 10.08.2016

1. **PURPOSE:** This General Safety Guideline applies to the management of all contractors and sub-contractors where the business is operated and controlled by JUSCO. This is regarding safety, health, and environmental responsibilities of the vendor when engaged in work on JUSCO premises, and for work performed for JUSCO. The purpose of the Safety Guide lines is to ensure that work performed by vendors do not put contractor and JUSCO employees/others, plants, equipment, and assets at risk of injury or incident.
2. **SCOPE:** These Safety Guide lines are applicable to all vendors working with JUSCO Ltd. and will be followed in all over India.

3. **RESPONSIBILITY:** Vendors & Line Managers

4. RESPONSIBILITIES OF VENDORS TO ENSURE SAFE WORK:

Following common safety guide lines are to be ensured by the vendors strictly while associated with JUSCO for any type of activity irrespective of nature & quantum of work. Violation on any form against the mentioned guide lines will attract penalty/action as per Safety Consequence Management mentioned below.

All vendors shall ensure that,

1. They are registered as per CSM Process & complied with its all requirements.
2. Before starting of the job, training of workmen on relevant HIRA/SWP for the job as prepared by department is imparted. Record for such training is maintained both by department and vendor.
3. The workmen to be engaged only after Providing Safety Induction Training by recognized training center/agency.
4. The health checkup of all workmen are done before engaged them in work.
5. The periodic health checkup of their workmen if employed in hazardous process
6. The workmen are having valid gate pass issued by Contractor Cell/authority.
7. Height passes are issued to the workmen required to work at height.
8. Job safety Induction training provided before engaging workmen in work.
9. Site safety Plan/ Emergency Plan are submitted to the line Manager.
10. All specific & standard (IS/EN/CE certified) personal protective equipment are available as per job requirement & used by workmen at work.
11. All safety arrangements are made to perform assigned jobs safely by his workmen at site.
12. Right people are engaged for right job & right tools for right job. (E.g. person having valid Electrical license to work in electrical line)
13. The work permit is taken from the concerned engineer & necessary safety precautions are in place as control measure against the hazard associated with the work before starting any work.
14. Six Directional Hazard identification is done before starting of any new activity to eliminate the hazard.
15. Jusco Safety standard checklist is filled during work by the vendor himself as per work applicability.

16. Daily Toll box talk is conducted before starting of the job.
17. Training on SWP/SOP/HIRA/Operation of equipment is provided to workmen.
18. Monthly Safety Audit is conducted by the vendors themselves at their work area.
19. Safety meeting is conducted once in a month along with submission of MOM to the concerned authority.
20. Requirements against the LIFE SAVING RULES, SAFETY PRINCIPLES & SHE POLICY of the organization are complied with.
21. All incidents/accidents & Near miss cases are reported to the department
22. The investigation of any major noncompliance against the safety violation or any incident happened at their area and report to be submitted to the concern authority as per schedule.
23. Display of Posters & safety display boards for awareness and communication to the workmen at site.
24. Incident statistics & safety performance report of their firm are maintained and displayed in their office.
25. All Jusco Safety Standards requirements (applicable as per job) are complied with at work.
26. Valid test certificates of lifting tools and tackles /equipment/Electrical equipment etc. are to be submitted to the Jusco authority as & when asked for.
27. Trained operator along with operating manual is available for any new/special equipment brought for operation by the vendor & display of its pictorial SOP at site.
28. MSDS of any chemical /Solvent /Paints in vernacular language are available at site if used by the vendors of his own.
29. Safe working environment is provided to his workmen at site.
30. A competent supervisor is present at work site throughout the work. Declaration of the same shall be given by the vendors to the concern authority/department
31. A full time qualified safety officer/safety manager is employed by the vendor when contractor's manpower reaches 200 employees and above up to 1000 employees.
32. Site safety supervisor/Steward are deputed one for every 50 or less number of employees and numbers will increase in multiple of 50 or fraction thereof to monitor the compliance of safety standard as per contractor safety audit system (Qualification & experience of safety supervisor/steward as per CSM guide line)
33. First aid Box with all required medicines is available at site along with display of the name of the first aider.
34. Firefighting equipment & fire watcher to be arranged by the vendors during hot work wherever applicable.
35. Emergency rescue equipment is available at site.
36. All Electrical equipment owned by themselves are equipped with ELCB/RCCB/RCBO and proper earthing system.
37. Any electrical/Hydraulic/pneumatic operated hand tools/portable equipment brought by the vendor is certified by one of mechanical/electrical engineer of Jusco.
38. Vehicles used by the vendors for material transportation and /or for workmen transportation purpose are complied with motor vehicle Act./Rules.
39. Their own employees engaged in work shall use crash (Full face) helmet along with pillion rider during driving two wheeler and seat belt while driving four wheelers.

40. Basic amenities like toilet, drinking water, rest room, Change room are provided & special precautions taken as per climatic condition.
41. Award & appreciation for safe practices to their workmen at regular intervals.
42. Suitable disposal of scraps/waste material generated during course of their work.
43. In case of any safety apprehension/clarification required by vendor, the matter must be raised to the competent authority in Jusco for satisfactory resolution before starting/while doing further job.

VIOLATION OF CODE OF CONDUCT (MISCONDUCT BY VENDOR/VENDOR EMPLOYEE/REPRESENTATIVE).

In continuation to above any violation of code of conduct by vendor will attract penalty/ies or action as defined below in detail.

JUSCO Consequence Management for Safety Violation by vendor/vendor Employee			
SI.NO.	Clause No	Penalty Amount(Rs)	Attributes on Non Compliance to Safety Standards
1	A1.1	500	All contracted workmen must have valid gate pass issued by JUSCO contractor cell and safety training card as applicable.
2	A1.2	500	Any contracted employee not using proper standard personal Protective Equipment (PPE)-Safety Helmet, Safety Shoe, Safety Goggles and others specific to the site.
3	A1.3	500	Any contracted employee found not using PPE available with him/her.
4	A2.1	5,000	Starting of job without approved Safe Work Procedure
5	A2.2	10,000	Starting of job without work permit in JUSCO's form C3 (clearance to start the job) issued by Contractor Cell
6	A2.3	10,000	Starting of job without work permit issued by concerned department.
7	A2.4	5,000	Job executed by workmen not trained on Safe Work procedure
8	A2.5	10,000	Tampering with positive isolation locks, overriding safety equipment or devices
9	A2.6	10,000	Starting an excavation activity without using cable tester for detecting underground live electrical wires.
10	A2.7	10,000	Any contracted workmen found under the influence of drug or alcoho
11	A2.8	10,000	Not implementing relevant precautions as per SOP while working near live electrical lines
12	A2.9	10,000	Not reporting any incident happened to the concerned department by vendor within half an hour. Not reporting to contractor cell in case of fatal or serious injury.
13	A2.10a	10,000	Any contracted employee found working with different vendor without authorization from parent vendor. The new owner to give the intimation to the department regarding change of vendor before sending them to work
14	A2.10b	25,000	Subcontracting without the written permission of Procurement and Contractor Cell of JUSCO
15	A2.11	25,000	Executing fatality / serious injury potential jobs (severity 4 or 5) without adequate SOP and safety measures like Fire prevention / protection, Rescue for confine space, Fall protection, Positive Isolation, guarding and barricading etc.
16	A2.12	1,000	Work Site not in order during the job.
17	A2.13	1,000	Work site not found in order after the job has been completed i.e. Civil, Electrical, Mechanical maintenance and other jobs.
18	A2.14	2,000	Any Contractor employee found violating general guide lines of standard tools & tackles or using a defective or improper tool or equipment.
19	A2.15	10,000	Any job executed not following procedures resulting in residual hazards for end user.
20	B1	10,000	Collision of vehicles with potential to serious injury or fatality
21	B2	10,000	Failure of critical component of vehicle like brake, controls with potential to serious injury or fatality
22	B3	5,000	Vehicle or equipment being operated by unauthorized person without a valid license
23	B4	20,000	The vehicle or equipment operator is under the influence of drug or alcoho
24	B5	5,000	Improper driving, not following road safety norms by the vehicle driver if observed
24	C1	10,00,000	Major non-compliance of safety that has resulted in a fatal accident or permanent total disability at the work site caused due to negligence of the vendor or its employee or its agent or creating emergency situations resulting in serious loss to company property or production.

Annexure A
Penalty for Vendors
Any misconduct by vendors shall be addressed in the following manner:

Nature of misconduct	Misconduct	SAP Block Code	Proposed punishment and period	Agency to enforce action decided	Decision to be taken by:
Bribing	Any attempt by a vendor to gratify an Officer/employee for vested interest. Gratification: May be in cash, gift or services- <ul style="list-style-type: none"> • Should be without any demand by the Officer/employee. • Should be reported in writing by the officer/employee to whom it has been offered. • Should be reasonably established in a preliminary enquiry 	99	Blacklisting for min. 3 years	Dy.GM, Proc.	MD
False Branding of Material	<ul style="list-style-type: none"> • False claims of being the manufacturer or dealer in proprietary items to acquire order on single party basis. • The fraud to be established through preliminary enquiry • The fraud must result in financial loss to the Co. • Jacking up rates by using fake catalogues or prices lists. • Submitting inflated delivery challans. • Managing excess certifications on services contracts. • Deviation from specifications and submitting converted challans/bills at higher rates. 	99	Suspension for min. 1 years and after 1 year engage on need basis	Dy.GM, Proc.	Sr.GM/GM/ Dy.GM(Proc)
Profiteering	<ul style="list-style-type: none"> • Claiming abnormally high rates for proprietary items • Vendors offering different rates to separate Organization • Profiteering to be established though preliminary enquiries. 	02	<ol style="list-style-type: none"> 1. Issue a Caution letter 2. Suspension for 3 to 6 months 	Dy.GM, Proc.	GM/EIC/ Dy. GM(Proc)
Stealing Co.'s Material	<ul style="list-style-type: none"> • All reports of pilferage involving vendors to be communicated to Procurement by security or any other detecting the crime. • The norms applicable for disciplinary action on vendor employee for pilfered Co.'s materials to be imposed on vendors also. • Pilferage include direct theft of Co's materials removing excess material while executing contracts against valid documents, removing petrol/diesel from Co's vehicle etc. 	02/99	<ol style="list-style-type: none"> 1. Deduct 10 times of the value of stealing material from his bill if the value is less than Rs. 500 and the employee should be removed from the organization. 2. If the value of stealing material is more than Rs. 500 then suspension for 3 to 6 m/s (based on criticality) 3. Blacklisting 	Dy.GM, Proc.	GM/EIC/Dy. GM- for I& II MD in case of blacklisting (III) CFO for deduction of penal amount+
Documentary Misappropriation	<ul style="list-style-type: none"> • Misrepresenting facts for some claims. • Any other misappropriation that executed consciously with foul intention. 	02	<ol style="list-style-type: none"> 1. Issue a Caution letter 2. Suspension (based on criticality) 	Dy.GM, Proc.	GM/EIC/Dy. GM

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Spurious material	Supplying sub standard material under brand names.	99	1. Suspension 2. Blacklisting	Dy.GM, Proc.	MD
Speed Money	<ul style="list-style-type: none"> • Offering money at the Entry/Exit Point weighbridges, loading points, delivery point etc or succumbing to such demand in punishable. • Quantum of speed money paid voluntarily or on demand is immaterial 	02	1. Issue a Caution letter 2. Suspension	Dy.GM, Proc.	GM/EIC/Dy. GM
Deviation from original order Without intimation from executing dept. &/or proc.	<ul style="list-style-type: none"> • Executing work not specified in the order. • Executing work exceeding the scope of order. • Executing job without formal communication. 	02	1. Issue a Caution letter 2. Nonpayment and Suspension (based on criticality)	Dy.GM, Proc.	GM/EIC/Dy. GM
Encroachment	<ul style="list-style-type: none"> • Encroachment of Company's (Tata Steel or JUSCO) land. • Unauthorised water & power tapping in the premises of vendors. • Encroachment or unauthorised construction in Co.'s premises if the vendor is operating from the same premises. 	02	1. Issue a Caution letter 2. Suspension till encroachment is removed 3. Blacklisting	Dy.GM, Proc.	DGM (TS)
Work place misused	<ul style="list-style-type: none"> ➤ Alcohol at work premises:- <ul style="list-style-type: none"> • Workmen found carrying alcohol at work premises. • Workmen found under influence of alcohol at work premises. ➤ Sexual harassment ➤ Confrontation at work place:- <ul style="list-style-type: none"> • Workmen found/reported involved in confrontation at workplace • FIR registered against him. 	99	1. Issue a Caution letter 2. Suspension	Dy.GM, Proc.	GM/EIC/Dy. GM

*Higher punishment or waiver may be considered on specific case basis depending on situation and with the concurrence of concerned GM/Sr.GM/Dy.GM (Proc) and approval of MD.

**Annexure B
Work Execution Related**

Nature of misconduct	Offence I	Offence II	Decision to be taken by:
Work progress is not as per dept. satisfaction	Letter	RFQ block for 3-6 months/ Risk Purchase	Dy.GM, Procurement
Quality of work/job done is not as per spec/dept. requirement	Letter	Suspension for 3-6 months	Dy.GM, Procurement
Order not executed or left w/o information		No RFQ for next 6-12months as decided/ Risk Purchase	Dy.GM, Procurement
Delayed delivery of material		L.D Clouse/Risk purchase as applicable	Dy.GM, Procurement
Any other activity which is against the interest of JUSCO		Loss of the order and enquiry depending on the gravity of cases.	Dy.GM, Procurement

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