

Safety Guidelines for Fertilizer Handling Manpower Contractors

Table of Contents

Objective.....	3
Scope	3
Disclaimer	3
Responsibilities	3
Applicability of Licenses/Permit.....	3
Assessment of HSSE Performance.....	3
Recommended Safety Standard/Procedures.....	4
Safety Training for employees of the Contractor.....	4
Maintaining Records.....	4
Personal Protective Equipment.....	4
Reporting of Incidents	5
Safety Committee Meetings	5
Daily Tool Box Meetings	5
Health and Medical Check-up of Manpower	5
Selection of Workers	5
Transportation of manpower.....	6
Safety precautions for Mechanical Bagging Unit (MBU) / Wagon Loading System(WLS) Operation: -	6
Manual Bagging Operation	6
Manual Loading for By-road (External) Trucks.....	7
Rake Loading Operation.....	7
Use of Air Compressor	8
Do's and Don'ts During an Emergency	8
Housekeeping.....	9

Objective

Objective of this document is to mandate Safety requirements that shall be followed by Contractors to achieve safe work during Handling (all activities as per scope of work) of Fertilizers at Fertilizer shed.

Scope

This Code of practice sets out the requirements and recommendations for contractor and contractual staffs engaged in the handling, storage and transportation of Fertilizers at Fertilizer shed

Disclaimer

This is not an absolute guideline and contractor/s using this guideline to ensure that they periodically upgrade the knowledge and skill of their staff and ensure that best practice shared by port and other best practices gathered by contractor from other industries/sources may be adopted to create a safe working environment at their work site.

Responsibilities

Contractors and department under which they are working shall be jointly responsible for the safety of their employees, visitors, assets and environment.

Applicability of Licenses/Permit

Contractor should obtain all the applicable statutory licenses and permissions for the area and activity being undertaken by him.

Contractor should periodically check and verify the validity of the licenses and permission obtained from the statutory authorities.

Assessment of HSSE Performance

- Contractor shall be assessed for HSSE performance twice in a year by the Operations Department and HSSE Department.
- For the measurement of HSSE performance following key performance indicators should be considered
 - Proactive
 - Reporting of Unsafe acts/conditions.
 - Reporting of Near misses
 - Nos of Training
 - Reactive
 - Incident Statistics
 - Nos of Non-Compliance reports, repetition of non-compliance.
 - Audit/facility inspection action closure.
 - Observation/finding by statutory/regulatory bodies.

Recommended Safety Standard/Procedures

Safety Training for employees of the Contractor

- Contractor should ensure that
 - All employees clear HR compliance check and undergo Port Safety Training before entering port area.
 - All employees are carrying valid Port Safety Pass at all times. Photocopy of pass will not be acceptable document and will be counted as non-compliance an entry will be prohibited.
- Before start of any job, Contractor should train all employees. The content of the training program may include the following:
 - Use of personnel protective equipment (PPE) in general and any special PPE specific for a job.
 - Emergency preparedness plans specific to job site.
 - Safety standards and procedures for carrying out the high-risk jobs.
 - Special precaution specific for a site based on its hazard perception.
 - Hands on training for use of PPE and fire extinguisher.
 - First aid
 - Mobile phone hazard during work

Maintaining Records

- Contractor should maintain records of:
 - All the licenses and permissions from statutory bodies (Specific as per Gujarat Factory Act -1948 & Gujarat Factory Rule -1963);
 - Inspections by authorities
 - Inspections by Port
 - Employee database
 - Employee working hours
 - Employee Training records
 - Incident and accident
 - Health Register
 - Leave and Leave with wages Register
 - Overtime Register etc.

Personal Protective Equipment

- All necessary personal protective equipment (PPE) as considered required for the job and mandated by PORT like – Nose mask, safety Helmet, Safety Shoes, high visibility jackets should be kept available for the use of the persons employed at the site and maintained in condition suitable for immediate use.
- Contractor should provide only BIS/ISI or equivalent international standard certified PPEs to employees.
- Employees should be trained on the selection and use of personal protective equipment.
- Contractor should display the signage's in local language to indicate the PPE requirement of the area.





**SAFETY
HELMET**

**HIGH
VISIBILITY
JACKET**



**SAFETY
SHOES**

Reporting of Incidents

- Contractor should report all cases of injury (including first aid) and near miss incident to the contract owner/in-charge and Port HSSE officer immediately after the incident.
- Contractor should investigate all the incident occurred at site and may submit the investigation report to Port for information.
- All incidents of fire shall be immediately informed to Port Fire station.
- Emergency phone numbers of Port Fire station, Security and Contract owner/in-charge should be shared with all the contracted employees.
- It is Contractors responsibility to report the Incident to appropriate authorities as per applicable laws and regulations.

Safety Committee Meetings

- The contractor should attend monthly Port Safety committee meetings and encourage his workers for participation.
- Contractor to also have internal safety meeting and forward minutes of such meeting to operations department within 7 days of such meeting which should be held monthly.

Daily Tool Box Meetings

- A Toolbox meeting is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices.
- Contractor should ensure that his workers are participating in daily tool box meetings.
- Toolbox meeting record to be maintained by contractor at site for verification by port personnel.

Health and Medical Check-up of Manpower

- Contractor should ensure that all his employees/sub-contracted employees undergo pre-employment fitness examination & produce Medical Fitness Certificate as per applicable laws and regulations.
- Contract employees completing Twelve months should undergo periodic medical examination and records should be maintained as per the Gujarat Factories Rules and should be made available at site for verification by Port Operations/HR/HSSE department.
- Solvents should not be used to wash hands and/or cloths by employees.
- Contractor should maintain and promote good hygiene at the work area.

Selection of Workers

- Contract Workers should only be engaged following an appropriate selection process, in accordance with Local & national legislation.

- Any person should below the age of 18 years shall not be employed for any work.
- Age limit should be in between the age of 20 to 50 years and age relaxation may be allowed in case of highly experience and skilled person.
- The ideal criteria for selection should include the following, which are essential for safe port work, for fertilizer handling activity:
 - A worker needs to be physically capable to perform the job assigned;
 - Good eyesight;
 - Good hearing;
 - Normal reflexes;
 - The ability to comprehend and communicate in the working language of the port;
 - Literate to read the numbers;
 - The ability to follow safety instructions.

Transportation of manpower

- Contractor will be solely responsible for providing transportation facility for their staffs from residence to work site and vice versa.
- Contractor should drop and pickup their staff at working site in the safe zone as per Port Traffic Plan.
- Contractor should follow Port Traffic rules during transportation of staffs.
- All pedestrian movement should be through designated walkway only.
- Contractual working staff should use Port shuttle bus services for internal movement.
- Contractor should take utmost care to avoid any pedestrians in unauthorised area.

Safety precautions for Mechanical Bagging Unit (MBU) / Wagon Loading System(WLS)

Operation: -

- DO NOT operate MBU/WLS unless wearing required PPE's (Safety Helmet, Reflective Jacket, Safety Shoes & Nose Mask).
- DO NOT wear loose fitting clothing use Body fitting clothing.
- DO NOT operate any machine you are not familiar with – Request a training session and supervision
- DO NOT operate machine unless machine guards and/or safety devices are in place.
- DO NOT operate machine that appears damaged in any way. Report details to workshop supervisor/ manager.
- DO NOT operate machine that has a defect electrical tag attached.
- Only trained and skilled person should be allowed to operate MBU / WLS machine.
- Always "Turn-Off" the machine after use.
- Use of mobile for listening to music, watching video, texting, chatting or voice call is strictly prohibited during work/operation. Do not keep plugging earphone while working.

Manual Bagging Operation

- Contractor should carry out the manual bagging activity adhering to Bulk Operations SOP and Port Safety Rules
- Strictly follow the Traffic plan and pedestrian walkway in area.

- Ensure Manual Bagging area should away from the vehicle movement area and in a barricaded area created as safe zone.
- Contractor supervisor to ensure that staff is working under safe zone only and not roaming into the other areas
- During the free time, workers should rest into the designated safe zone area only and not resting behind/below the stacks, vehicles and wagons.
- If Stacking of Bags is required ensure proper stacking of loaded bags as per Bulk Operations SOP.
- Utmost caution should be given to stitching machine operation and should not be used by untrained person.
- Use of mobile for listening to music, watching video, texting, chatting or voice call is strictly prohibited during work/operation. Do not keep plugging earphone while working.

Manual Loading for By-road (External) Trucks

- External Truck drivers are not allowed to get down from vehicle unless they are in Safe Zone or there is an emergency. Contractor to ensure that they are reporting such non-compliance.
- Contract staff should carry out the manual loading activity as per Bulk Operations SOP and Port Safety Rules.
- Ensure Manual Bagging area should away from the vehicle movement area and in a barricaded area created as safe zone.
- Contractor supervisor to ensure that staff is working under safe zone only and not roaming into the other areas
- During the free time, workers should rest into the designated area only and not resting behind/below the stacks, vehicles and wagons.
- Any worker should not climb on the top of truck without taking necessary precaution as per Bulk Operations SOP and Port Safety rules. Where there is no other option is available, person climbing on top of the truck shall use the full body harness and use the hook it to suitable anchoring point arresting accidental fall. Work should not be carried out if full body harness arrangement is not in place.
- Contract staff should use proper stairs/ladder/working platform(as per BIS standard) for Loading of bags into truck.
- It is worker's responsibility to keep the walking/stepping area clear from cargo and other tripping hazards.
- All working staff including supervisory staff must have wear PPE's as recommended in Bulk operations SOP and Port Safety rules.
- Use of mobile for listening to music, watching video, texting, chatting or voice call is strictly prohibited during work/operation. Do not keep plugging earphone while working.

Rake Loading Operation

- Standing/sitting on the rail track, crossing the rail track from non-designated area, resting in and below wagon is prohibited and considered as major non-compliance.
- During the arrival/departure and movement of train all the workers should stay in the designated safe zone only.

- Ensure the wagon loading system is on its defined parking position, properly locked & power cut-off.
- Ensure to use ladder or tools for wagon door opening/closing should be in sound condition.
- Before entering into the wagon, wait for minimum 5 minutes to allow the circulation of air in the wagon. After the waiting period also if worker feels difficulty in breathing or discomfort entry should be restricted.
- Workers should follow Bulk operations SOP for the safe operations.
- Before commencement of loading operations ensure all the working platform, ladders, stairs are placed on levelled surface and wheels are immobilised.
- Persons working at height (1.8 meter from the ground level without any protection) should take the necessary precautions as mentioned in the SOP.
- Person working on hopper must wear full body harness, turn on the warning light/signal installed over hoppers and stay in safe area during loader feeding.
- Ensure no one should sit / walk under / over conveyor belt and the railway track/wagons
- Maintain proper housekeeping at working area to prevent slip/trip or fall.
- Use of mobile for listening to music, watching video, texting, chatting or voice call is strictly prohibited during work/operation. Do not keep plugging earphone while working.

Use of Air Compressor

- Compressed air shall not be used by the workers for cleaning cloths.



- Wherever compressed air is used for cleaning of equipment, air-gun with control valve should be used for controlled release of compressed air.
- Compressed air should not discharge against the body of any person or towards the face of any person
- Ensure that hoses for tools and other equipment are secured together to prevent uncontrolled whipping in the event that couplings become separated while under pressure
- Ensure that supply lines and hoses are protected from damage, inspected regularly, and maintained in good condition.
- Ensure that all pressure vessels comply with the State regulations for inspection and testing, and that test plates are attached.

Do's and Don'ts During an Emergency

- Do not panic.
- Switch off the equipment.
- Raise the alarm by help of public address system (PA – system).

- Evacuate the area by following escape routes.
- Assemble at nearest Safe Assembly point (available at both side of Fertilizer shed)
- Contact Port Emergency Response Team at 9924 333 333
- Stay calm at assembly point until all clear declared



Housekeeping

- It is contractor's responsibility to keep the working area clean.
- Contractor should ensure that:
 - Contracted employees are following the housekeeping rules.
 - at all times keep work area, site office and surroundings clean and tidy from rubbish, scrap, surplus materials and unwanted tools and equipment.
 - No materials on any of the sites of work should be so stacked or placed as to cause danger or inconvenience to any person or the other people working in area.
 - Working area should always be kept clean and free of any hazard which may result into an accident.
 - Waste generated from the work place should be disposed as per port garbage management system
- Waste disposal/recycle to be as per pollution control board guideline/act/rule and records of such disposal/recycle to be available at site.



COLOR CODED GARBAGE BINS