

Safety Guidelines for
Housekeeping /
Cleaning activity at port
area by Manpower
Contractors

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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 Housekeeping / Cleaning work at port area.

Scope

This Code of practice sets out the requirements and recommendations for contractor and contractual staffs engaged for cleaning / housekeeping at Port area.

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

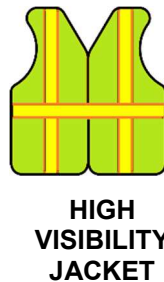
- Contractor should ensure that
 - All employees clear HR compliance check and undergo Port Safety Training before entering port area.
 - All employees are carrying valid Port Safety Pass at all times. Photocopy of pass will not be acceptable document and will be counted as non-compliance an entry will 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.



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 Administration 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 cleaning /housekeeping 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.

TPS/Tractor Operation

- Standing/sitting on the tractor/tractor, crossing the road from non-designated area, resting in and below TPS/tractor is prohibited and considered as major non-compliance.
- During the arrival/departure and movement of TPS / tractor all the workers should stay in the designated safe zone only.
- Ensure the tractor / TPS system is on its defined parking position, properly switch off the battery power cut-off.
- Before entering the TPS/tractor, wait for minimum 5 minutes to allow the circulation of air in the TPS/tractor. After the waiting period also if worker feels difficulty in breathing or discomfort entry should be restricted.
- Workers should follow Administration activity SOP for the safe operations.
- Before commencement of housekeeping / cleaning operations ensure all the working platform.
- Persons working at height (1.8 meter from the ground level without any protection) should take the necessary precautions as mentioned in the SOP.
- Ensure no one should sit on the TPS/tractor without seat belt.
- 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/Housekeeping / cleaning activity. Do not keep plugging earphone while working.

Do's and Don'ts During an Emergency

- Do not panic.
- Switch off the equipment.
- Assemble at nearest Safe Assembly point (available at nearest area)
- 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.



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