

KIPL – EHS Action Plan



**Kaushal Interior Pvt. Ltd.
CONSTRUCTION SAFETY Action
Plan**

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INTRODUCTION

This document is a tool to give assistance in developing a written EHS Action Plan. This EHS Action Plan also referred to as an Accident Prevention EHS Action Plan.

Workplace injuries are preventable and an EHS Action Plan is your best defense against workplace injuries.

An effective EHS Action Plan has five primary elements:

- Management Commitment and Planning,
- Employee Involvement,
- Worksite Analysis,
- Hazard Prevention and Control,
- Safety and Health Training.

This systematic approach integrates EHS Action Plan objectives into the company's organizational structure.

The results of a system approach include:

- An effective system supports the organization's philosophy.
- EHS policies and goals are clearly communicated.
- Accountability for implementing the system is understood and accepted.
- Long-term solutions are implemented rather than one-time fixes.
- Evaluation of results over time promotes continual improvement.
- An effective system positively impacts the company's bottom line.

We are sure to assess your work operations and include safety and health information that fits our specific needs, types of hazards, and the size and complexity of your business.

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ENVIRONMENT HEALTH AND SAFETY POLICY

It is the policy of Kaushal Interiors Pvt. Ltd to comply with the BOCW (Regulation of employment and Condition of Service) act 1996 (central act 27 of 1996) and all other current legislation relevant to business and operations carried out by Kaushal Interiors Pvt. Ltd and our employees. Kaushal Interiors Pvt. Ltd is committed to identifying new legislation and best practice and is committed to adhering to changing standards.

Our Commitments:-

The objectives of this EHS policy shall be achieved at our work places by:

- ✚ Incorporating EHS consideration in all business decisions.
- ✚ Promoting a positive EHS culture.
- ✚ Ensuring compliance to legal and legal requirements.
- ✚ Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventive and protective measures.
- ✚ Providing and maintaining safe plant and work equipment.
- ✚ Establishing and enforcing safe systems of work.
- ✚ Recruiting and appointing personnel who have the skills, abilities and competence equal to their role and level of responsibility.
- ✚ Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- ✚ Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- ✚ Promoting awareness of health and safety and good practice through effective communication of relevant information.
- ✚ Monitoring our safety performance by regular site inspections from our EHS Team.

It is the policy of Kaushal Interiors Pvt. Ltd., to consult all staff and employees on matters of health and safety. All employees are hereby notified of our policy. It is the obligation of all employees to act responsibly and to do everything that is reasonable to prevent injury to themselves, their fellow workers and any other person who may visit their place of work.

The senior management shall visibly uphold the principles of this policy and integrate them throughout the operations. The management and supervisory personnel shall be responsible for implementing and maintaining the EHS management system necessary to sustain this policy.

Raj Kumar

Managing Director

Kaushal Interiors Pvt. Ltd.

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PROGRAM PURPOSE

This document establishes Kaushal Interiors Pvt. Ltd.'s EHS Action Plan and includes provisions for changes, updates, modifications and continual improvement.

This EHS Action Plan includes by various programs that outline the step-by-step procedures for implementing the Safety, Health and Environmental Management System.

Our unit will develop control and maintain their own documentation to implement the system in the operating region they reside.

PROGRAM SCOPE

The scope of the EHS Action Plan covers all interior construction projects where Kaushal Interiors Pvt. Ltd. maintains financial and operational control. This manual documents the safety, health and environmental systems and procedures to meet the requirements

INDUCTION at SITE

The first and foremost activity at site includes the induction programme. The Site Team has an EHS executive who is present from early morning to late evening, Monday through Saturday, except for holidays. This person is present at the site office room and has a regular patrolling programme.

1. Site Entry process for visitor
2. Staff & workers attendance register maintenance
3. Identity cards & general behavior
4. Providing PPEs & installing safety nets, lights, safety signs
5. Site safety rules
6. Communication about designations, roles, responsibilities, site hazards
7. location of toilets, work areas, prohibited areas, first aid box, emergency exits
8. Checking Mobiles, beedi, cigarettes, gutka, supari, radio, disease, fatigue, fitness, competency, screening, age limitation
9. General Safety Training for Fire, electrical, working at heights, PPEs, ergonomics
10. Job Description & assigning key responsible areas
11. Contractor evaluation
12. Leading the house keeping team

Housekeeping Team

A house keeping team of minimum 5-10 workers will be deployed to carry out various activities.

- Scrap & Debris removal
- Waste management
- Basic needs
- Water sprinkling
- Safety patrolling

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- Clearing the passages
- Temperature / light / ventilation distress
- dustbins & spittoons
- general hygiene
- drinking water

First Aid Team

There is a first aid kit in the control room.

First aid kits are permanently available to workers; the location of the kits is indicated by a pictogram (white cross on a green background).

The KIPL control room will be occupied with personnel with emergency training.

The worker can contact available qualified resources or public emergency organizations, as necessary. There are telephones in easy- to-find locations.

Use the "URGENCE/EMERGENCY" numbers to speak directly with the emergency control room.

An personnel with a radio linked to the central emergency control room is on the worksite at all times.

A security guard with a valid first aid certificate and a radio linked to the central security control room is on the worksite at all times. Members, activities, resources, response, police, hospital, doctors, meteorological dept, labour commissioner, pollution board, posters, etc.

- First Aid Trainings
- Responsibility
- Kit & contents installation with usage manual
- Ambulance no.
- Eye wash
- Doctors no. & clinic address

Anyone entering a construction site or doing repair or maintenance work at the 's site will wear at least the following personal protective equipment: *(those with checkmarks apply to this action plan)*. The contractor and his employees may decide to wear additional PPE, even though not specified in this action plan.

PPEs are provided to all the onsite personnel / workers

- Inspection
- Records of stock / issued
- Trainings

Protective headwear:

Safety helmet compliant with IS Standard General Helmet

Eye and face protection

- Safety dust glasses
- Safety glasses with side shields
- Goggles for welding
- Goggles equipped with a hooded or indirect breathing device

Face protection

- Face Protector Welder's mask

Hearing protection

- Soft, pre-molded or customized molded earplugs
- Headband with ear plugs

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- Ear muffs

Hands & Feet

Safety shoes & gloves of various kinds as according to the tasks will be provided prior to the work being carried out.

Protection for the hands

1. Insulated, protective gloves suitable for the voltage
2. Acid-resistant gloves
3. Waterproof gloves
4. Leather or heavy canvas gloves
5. Disposable gloves
6. Material handling gloves

Skin

Where there is a hazard of injury or disease to or through the skin at a worksite, the employer will provide to every person granted access to the worksite one of the following:

- A protective shield or screen
- A skin protection cream
- Protective clothing

Foot protection

Safety shoes compliant with IS Standard.

Fall-arresting systems and safety harnesses

A fall-arresting system capable of withstanding a force of 18 kN
Safety harnesses & Barricade.

Operations / personnel Identification

Reflective safety vests.

Respiratory protection

Disposable half-face mask

Reusable half-face mask with welding filter glass

Fire prevention

The KIPL's site office, store and workplace will be equipped with fire extinguishers and smoke detection patrollers and fire alarm networks.

Portable fire extinguishers are indicated by white pictograms on a green background.

Workers who see a fire break out or whose work starts a fire will promptly trigger the closest manual fire alarm/ inform the emergency response team member. If they are able to control the fire, they will use the closest portable fire extinguisher. If the fire cannot be controlled, they will quickly leave the premises through one of the emergency exits.

The fire control safety measures are ensured by one of the following (those with checkmarks apply to this action plan):

Informing the contractors and workers

- i. Project manager has shown the contractor and workers the location of the portable fire extinguishers, manual fire alarms and telephones linked to central security control room, and pointed out the emergency exits.

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- ii. The project manager has also placed one or more portable fire extinguishers near the worksite.

Presence of a guard / Attendant

- i. Guard/Supervisor, who has a radio and who knows the location of the portable fire extinguishers and manual fire alarms, is present on the worksite at all times.
- ii. Guard/Supervisor, who has a radio and a portable fire extinguisher and who knows the location of the manual fire alarms, is present on the hot worksite at all times. Welding activities will be conducted as per the fire safety sheet entitled Hot Welding permit.

All activities requiring welding will be coordinated with the project manager. The contractor will notify the KIPL's project manager and wait for approval before starting welding work.

On completion of the welding work, notify the KIPL's project manager. All hot welding will be done in the presence of a security guard with a radio.

Site maintenance

The contractor will keep the public passages and building entrances and exits clean, and free of stored materials, piles of waste or items of equipment at all times. Waste will be removed from the site according to one of the following procedures (those with checkmarks apply to this action plan):

- Materials and waste will be transported at the start and end of each work shift, after 4:30 p.m. The workers will be accompanied by housekeeping personnel.
- Materials and waste will be transported as needed according to the type of material. The workers will be accompanied by housekeeping personnel.
- Materials and waste transported will be recorded. The workers will be accompanied by a housekeeping personnel.
- Contractor will hang electrical cables and hoses high enough so that people can move freely beneath them. The contractor will also protect any cables on the floor.

Access and signage

Worksite access General

Before starting work, the contractor will restrict access to the construction site as described in the specifications or according to the project manager's instructions. Construction work will begin only after a thorough inspection & induction program has been carried out and we have the permission to carry out the activities on 24 hour basis. Access to the construction or worksite will be restricted by the project manager or the site EHS official. For work to be done during the day in an occupied area, workers will take care not to disturb the activities of other employees and visitors as far as possible. Contractor will clean all surfaces affected by the work.

Signage on the worksite

Signage on the construction or worksite will comply with one of the following methods:

Men-at-work signs will be set up close to the construction site or work area.

The contractor will erect a sign at each access point indicating "This is a construction site" and giving instructions on the personal protective equipment to be worn on the site.

Barriers redirecting employees and visitors will be installed as per the project manager's instructions before begins work.

Housekeeping personnel will be stationed on-site to redirect employees and visitors.

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Training and information

Work will be coordinated with the contractor or the contractor's manager as follows (those with checkmarks apply to this action plan):

- Contractor will require instructions to do the work. The job to be done poses no health or safety risk to the workers or the public.
- Project manager will call the contractor and give instructions on the work to be done and the health and safety instructions.
- Project manager will meet with the contractor and workers before the work to give them instructions on the work to be done and the health and safety instructions.
- Project manager will schedule a meeting with the contractor, subcontractors and workers to give them instructions on the work to be done and the health and safety instructions.
- Tool box talks / records are maintained at every site for the following:
 1. Load lifting instructions
 2. Scaffold & ladders hazards / tags / inspection
 3. PPEs / harness trainings
 4. Height work
 5. Hot work
 6. Material handling
 7. Fire prevention & control
 8. Emergency evacuation / accident handling
 9. First aid / illness handling
 10. Welding / cutting works
 11. Caution sign
 12. Fall Hazard

Skills Development

Workers will have the certificates of qualification. Workers may only do tasks for which they have the skills, according to recognized procedures, methods and standards. Also trainings will be imparted for skill acquisition.

Monthly Safety Committee

There is a provision of a monthly safety committee with equal no. of staff and worker participation. This meeting will focus on the various safety shortcomings of the month; follow ups of the past minutes and other safety issues. Plan, members, duration, time, location, reports, minutes, attendance, etc. will be taken as evidences.

Safety Award System

A monthly system has always been in action for most safety following worker and will receive the award as decided by the management.

Safety Permit System

- All on site activities will be carried out on the basis of a prior permit issue and training before the task begins.
- Electrical equipment inspection checklist/ tagging / repair
- Hot work permit / height work permit

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- Equipment & tools instructions and safety
- RCCBs/LOTO checks
- Major PPEs like Rubber mats / hand gloves / well insulated tools are provided well before task at site.

Accident / Incident Reporting

As according to our policy and EHS-MS we give the following on site accident reporting and prevention programs:

- Near Miss / first aid record / Unsafe act sighted
- Accident / Incident investigation
- HIRA – Hazard identification risk assessment
- OCP
- Patrolling

Store

All our material / site tasks are maintained according to the records provided prior to the commencement of site activities and any hazardous substance is well kept under strict vigilance and mandatory guidelines.

- Material stacking is well within safety limits
- Material in / out register maintenance
- Chemical MSDS in local language
- Material wise storage pattern is followed
- Material handling is tool box meeting topic regularly used
- Load lifting gloves are always used in store
- Store area is fully ensured from fire prevention & spillage point of view
- There is our store safety checklist is a daily used tool
- Store is kept fully ventilated & lighted and pest free

General Checklist:-

A. Environmental Checklist:-

1. Air / water pollution control
2. Site Environment maintenance acc. to LEED rules
3. Waste segregation/ disposal records
4. Electric meter readings of various equipment
5. Hazardous waste records
6. Chemical material safety data sheets
7. Contamination / spillage check
8. Water consumption records
9. Communications with site offices for pollution control
10. Segregated & Marked Area for:-
 - Material Receiving Area
 - Semi-Finished works
 - Finished works
 - Lunch / Eating / Rest area
 - Drinking Water
 - Lunch Boxes (e.g. Lunch Racks)

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- Workers Clothes
- Hazardous Wastes
- Non Hazardous Waste
- Fire Assembly / equipment Area
- Chemical Storage
- Diesel Storage
- Empty and Filled Gas Cylinders / Chemical Canes

B. Health Checklist:-

1. Regular Worker health check
2. Drinking water quality
3. Health presentations
4. General Hygiene
5. Toilets maintenance
6. Contagious & physiological diseases check ups
7. Providing free medical consulting to workers and their families
8. Awareness generation on occupational hazards and safety
9. House keeping
10. First aid box, drug use list & emergency training

C. Safety Checklist:-

1. Fire safety training
2. Mock drills
3. Fire extinguisher and hydrant training
4. Personal protective equipment training
5. Work ergonomics
6. Machine guards
7. Secondary containment of chemicals
8. Work instructions
9. Working at heights
10. General tool safety and equipment handling
11. Chemical safety
12. Stairs hand rails & aisles
13. Secondary exits
14. Electrical safety
15. Vehicular safety
16. Crane and hoist safety
17. Contractor worker job and safety training
18. Safety near miss and accident area marking
19. Department wise (Clean, Safe, Ventilated, Well Organized) records

Concluding Note

This action plan is found to be complete in major aspects and we are always open to any suggestions and technical guidance from our client and other higher construction premiers.

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