

PROMAINT INDUSTRIAL SOLUTIONS

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SUB: SOP FOR SITE TEAM

Purpose: This SOP is required any type of fabrication, Structure construction, and facility maintenance work.

Team: Site supervisor, Technicians & Manager.

Procedure:

- First need to do site team medical fitness and required test on six-month basis.
- Need to prepared for ESIC & PF for new employee
- Kindly check the client gate pass process.
- Prepared gate pass for each employee including supervisor & manager.

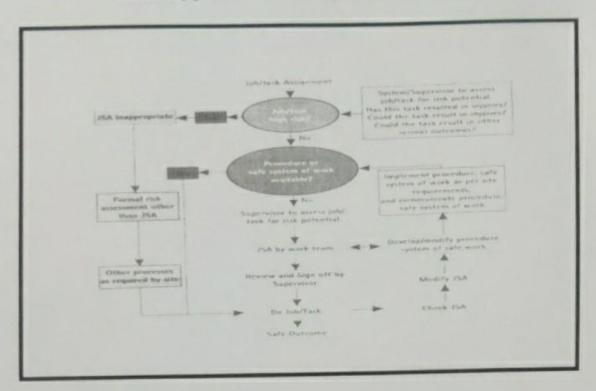
Following process need to follow prior to work

- Client valid work permit system and sign off.
- Need to provide all instructions related to safety, quality, and work environment.
- Identified work place and location and provide appropriate tools, tackles, and PPE's before start the work. Do the JSA.

On completion of the JSA, the supervisor is required to review and sign off the JSA where appropriate. If a job is 'high risk' by the supervisor or the team (during personal prestart checks), a formal risk assessment as appropriate other than a JSA should be conducted by an appropriate team.



The below figure illustrates a suggested JSA flow chart.



Appropriate training, competency and understanding of the task is required for the supervisor to determine the level of risk a job attracts. In general, a JSA should only be applied to a job,

when:

- The hazards and potential or resultant risks are known to be low
- There is no procedure or SWI developing, modifying, or reviewing a procedure of SWI (where appropriate).

A JSA should not be conducted as the primary tool to identify hazards and controls where the job:

- Has the potential for serious injuries, illness, equipment damage or environmental harm.
- Is new and has not been conducted before
- Is of a long duration (that is over one shift)



- · Involves multiple work teams
- Is known to have had a history of accidents or near misses
- Is unusual or complex
- · Involves the use of new equipment, tools, or chemicals
- Involves interaction with many interdependent systems (such as electrical, mechanical, or hydraulic systems).

It should also not be used as the primary tool for jobs where there is a new regulatory requirement in place or where there is a change in the process of performing a job.

What projects requires a Job Safety Analysis?

Any project or activities, including travel, with potential for employees to be exposed to hazardous conditions or procedures require a Job Safety Analysis. Examples of common hazards, which may be encountered by employees while working are:

- Moving vehicles
- Use of hand tools
- Eyestrain
- Use of ladders or
- Scaffolding
- Flying or falling objects
- Compressed gas
- Dangerous animals
- Medical emergencies
- Explosives
- Pressurized containers or conduits
- Mechanized equipment
- Hazardous materials (toxic, flammable, etc.)
- Overhead hazards
- Uneven or slippery walking surfaces
- Sharp objects
- Suspended loads
- Contaminated air
- Disease organisms
- High stress levels
- Fatigue
- · Extreme or inclement weather
- Holes or drop-offs



- Working below the ground
- Hostile people
- Moving objects
- Electricity
- · Lifting and/or carrying objects
- · Unstable or steep terrain
- Poisonous plants and/or animals
- Poor lighting
- Loud noise
- Water bodies
- Confined spaces
- Ergonomic hazards
 - 4. After completion of work inform to client supervisor and closed the permit.
 - 5. Remove all tools & tackles and area need to do 55 program.
 - 6. If any welding work need to provide watch person for 30 min if any.
 - 7. Team needs to follow basic client out gate process.

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