



General Health, Safety & Environmental Rules and Regulations

1. Smoking is prohibited during the work period and in all controlled buildings and enclosed workplaces.
2. It is forbidden to possess or consume alcohol, drugs or any intoxicants on site or to be under their influence.
3. Anyone taking any medication which may cause drowsiness or lack of concentration must inform their supervisor and may not operate hazardous machinery of work alone.
4. All maintenance and building contractors must report to site facilities management team before starting work where required.
5. Loose or hanging clothing, jewellery, or long hair is not permitted around moving machines and parts.
6. Must not disturb or work with any type of asbestos.
7. Warning signs must be displayed for all work in progress. All contractors should obey the posted warning signs and procedures.
8. Keep fire exits free from obstruction and fire/smoke doors closed but unblocked.
9. Maintain and enhance the HSE awareness of all staff, including at arranging its own HSE meetings and participate as appropriate in HSE meetings and trainings arranged by CBRE or clients.
10. No plant or machinery should be operated or used unless authorized to do so.
11. Glass and sharp objects must be disposed of safely.
12. All bins for waste/rubbish disposal must be covered.
13. Maintain good housekeeping in work/control area and for the use and maintenance of all personal protective devices, equipment, and safeguards. Report housekeeping issues to the supervisor/site facilities management team immediately.
14. Immediately correct or report unsafe conditions to the supervisor and/or site facilities management team.
15. In the event of a medical emergency, contractor should remain as calm as possible and immediately yell for help. Gather as much information about the injury / medical condition as possible.
16. Immediately report to the supervisor and site facilities management team all incidents and accidents that did or could have resulted in injury, illness or property damage.
17. Follow Permit to Work System to control hazardous works and hazardous substances (including hot work, confined space, electrical work, etc).
18. No person is allowed entering into the Confined Spaces unless he/she is competent and obtains confined space entry permit.
19. No hot works including but not limited to welding, cutting, brazing to be conducted, without a Hot Work Permit.
20. Gas cylinders must be properly secured and vertically stored in a cool, dry place away from any heat sources.
21. Wear eye protection when involved with any kind of hot work operations or when required.
22. All flammable and/or combustible materials must be removed or at least suitably covered in areas where hot work takes place.
23. Flammable liquids must be stored in appropriately labeled containers and returned to stores when not in use.

Unicom Infotel Pvt. Ltd.

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24. Material Safety Data Sheets (MSDS) should be maintained for all their hazardous substances that bring on site. Necessary trainings should be provided to contractor's workers who need to work with those materials/chemicals.
25. All spillages must be reported to the supervisor and site facilities management team.
26. All hazardous and non-hazardous waste must be disposed in accordance with applicable Federal, State and Local Laws and Regulations.
27. Ensure electrical repairing and installation works are ONLY carried out by qualified electrician.
28. No live electrical work, otherwise adopting safety measurements (e.g. wearing insulated gloves and placing plastic mattress underneath).
29. Locking out and tagging out all energy sources without exception.
30. Restrict access to hazardous areas such as rooftops, high voltage installation, if applicable.
31. Choose the correct type and length of ladder according to the job type (e.g. aluminum ladder must not be used for electrical work).
32. Ladders must be in good condition and properly positioned for access (use of scaffold should be considered first).
33. Extension ladders must be tied off at the top, or a second person must hold and secure the ladder at the bottom.
34. Must wear safety belt that is attached to an anchor point when working at height more than 1.8m or when required.
35. Scaffolding that has a working platform above 1.8m must have guardrails installed.
36. Use the appropriate fall protection equipment while working at heights above 1.8m without guardrails or when required.
37. Never use makeshift work platforms to reach a work area. Means of access to areas of work be included in an approved method statement, other or alternative means of access or use of equipment in strictly prohibited.
38. Select the correct type and size of tools for the work and in good condition.
39. Any machine with missing guards must not be operated and must be reported immediately to the supervisor.
40. Ensure safeguards are installed on moving machines. Guards are secured and in good condition.
41. Utilize personal protective equipment as according to site rules and regulations (e.g. hard hats, safety boots, gloves, goggles, ear muffs/plugs, masks, harnesses etc.).
42. Wear hearing protection when the noise level exceeds 80dB(A) or when required.
43. Prepare risk assessment that is describing the risk of your work activities on site and submit to site facilities management team prior to work commencement. Appropriate control measures should be listed and carried out accordingly.
44. Provide to site facilities management team completed and signed Safe Work Method Statement (SWMS) in which lists out all steps of the tasks to be carried out, the associated hazards and control measures.
45. No material or substance is permitted to discharge to any stream, river, lake or other body of water that may pollute the water or constitute substances or materials that may be or become harmful to fish or wildlife.
46. Ensure to comply with CBRE and client HSE standards and requirements as well as all Federal, State and Local Laws and Regulations.

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