

STAR AUTOMATION SOLUTIONS

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SOP for Site Team

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

Team: Fabrication, Production, Site Supervisor, Manager.

Procedure:

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

Following process need to follow prior to work

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

On completion of JSA, the supervisor is required to review and sign off the JSA where appropriate. If a job is considered to be '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

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 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 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 requires a Job Safety Analysis. Examples of common hazards, which may be encountered by employees while working are:

- Use of hand tools
- Eyestrain
- Use of Ladders or Scaffolding
- Compressed gas
- Dangerous animals
- Medical Emergencies
- Sharp Objects
- Pressurized containers
- Mechanized equipment
- Hazardous materials (toxic, flammable, etc.)


- Uneven or slippery walking surfaces
 - Contaminated air
- 4) After Completion of work inform to client and close the permit.
 - 5) Remove all tools & tackles and areas need to do 5S program.
 - 6) If any welding work need, to provide worker for 30 minutes if any.
 - 7) Team needs to follow basic client out gate process.

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