



SUMIT ENTERPRISES

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SAFE WORK PROCEDURE DOCUMENT FOR CIVIL & FABRICATION WORK

1. Purpose:

The purpose of this document is to outline the safe work procedures for Civil & Fabrication activities carried out by Sumit Enterprises. This ensures the identification, assessment, and control of risks associated with civil & fabrication to protect the health and safety of employees, contractors, and stakeholders

2. Scope:

This procedure applies to all Sumit Enterprises employees, contractors, and visitors involved in Civil & Fabrication projects.

3. Responsibilities:

Management:

Ensure safe work procedures are established, implemented, and reviewed regularly.

Provide necessary resources, training, and equipment.

Supervisors:

Enforce adherence to safe work procedures.

Conduct regular inspections and audits.

Employees/Contractors:

Follow all safe work procedures and use provided safety equipment.

Report any hazards, incidents, or unsafe conditions to supervisors immediately.

4. Hazard Identification and Risk Assessment for Civil Work

Site Preparation:

Hazards: Uneven terrain, hidden obstacles, excavation hazards.

Risks: Slips, trips, falls, cave-ins.

Control Measures: Proper site surveys, marking of hazards, use of appropriate personal protective equipment (PPE), trench shields.



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Excavation:

Hazards: Collapse of excavation walls, underground utilities.

Risks: Entrapment, electrocution.

Control Measures: Shoring, benching, sloping, utility mapping, training workers.

Concrete Work:

Hazards: Exposure to wet concrete, equipment failure.

Risks: Chemical burns, respiratory issues, injuries from machinery.

Control Measures: Use of gloves, goggles, ventilation, regular equipment maintenance.

Scaffold Erection:

Hazards: Falls from height, scaffold collapse.

Risks: Serious injury or fatality.

Control Measures: Use of guardrails, harnesses, proper inspection before use.

Material Handling:

Hazards: Lifting heavy materials, falling objects.

Risks: Musculoskeletal injuries, head injuries.

Control Measures: Use of cranes, hoists, proper manual handling techniques, hard hats.

4.1 Hazard Identification and Risk Assessment for Fabrication Work

Cutting and Welding

Hazards: Exposure to flames, sparks, UV radiation.

Risks: Burns, eye damage, respiratory issues.

Control Measures: Use of welding shields, gloves, proper ventilation.

Grinding

Hazards: Flying debris, noise.

Risks: Eye injuries, hearing loss.

Control Measures: Safety glasses, face shields, ear protection.



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Handling and Storing Materials

Hazards: Improper storage, handling heavy items.

Risks: Injuries from falling materials, musculoskeletal injuries.

Control Measures: Use of racks, trolleys, forklifts, proper manual handling techniques.

Painting and Coating

Hazards: Exposure to fumes, fire hazards.

Risks: Respiratory issues, chemical burns, fire.

Control Measures: Use of respirators, proper ventilation, fire safety equipment.

5 General Control Measures

Training: Regular training for all workers on safety procedures and proper use of equipment.

PPE: Ensure all workers wear appropriate PPE for their tasks.

Signage: Clear signage indicating hazards and safety information.

Emergency Procedures: Clear procedures for emergencies, including evacuation plans and first aid stations.

Inspections and Maintenance: Regular inspections and maintenance of all equipment and tools to ensure they are in safe working condition.

6. Emergency Procedures:

Spills:

Contain the spill using absorbent materials.

Wear appropriate PPE during cleanup.

Dispose of waste material according to environmental regulations.

Fire: Know the location of fire extinguishers and how to use them.

Evacuate the area immediately if the fire is uncontrollable and contact emergency services.

Medical Emergencies:

Administer first aid if necessary and seek medical attention immediately.

Report incidents to supervisors and document the occurrence



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7. Training and Communication:

Provide training to all employees and contractors on safe work procedures and the proper use of PPE.

Conduct regular safety meetings to discuss potential hazards and updates to procedures.

Ensure all personnel are aware of emergency response procedures.

8. Monitoring and Review:

Conduct regular inspections and audits to ensure compliance with safe work procedures.

Review and update the safe work procedures periodically or when changes in processes or regulations occur.

Collect feedback from employees to improve safety practices continuously.

9. Documentation:

Maintain records of training sessions, safety meetings, inspections, and audits.

Document any incidents, near misses, and corrective actions taken.

For any further information or clarification, please do not hesitate to contact us at:

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