

Sr. No	Description of activity	Topic Covered in Training Program	Frequency of Activity	Format/Record
Part - A: Safety				
HSE TRAINING PROGRAM				
(a)	Induction Training	1.Project Introduction 2.Personal Protective equipment 3.Hazards Identification 4.Emergency action plan 5.HSE Policy 6. Near Miss, First Aid , Accident 7. Entry gate pass 8. Hazardous work 9. Tools & Power Tools 10. Housekeeping, 11. Environment Management 12. Health	All New Entry	Attendance sheet
(b)	Tool Box Talk-	Use of PPE'S, Housekeeping, height work safety, Hot work safety, electrical safety, heat stroke safety, confined space work safety, Equipment Safety, vehicle Safety,Material Unloading & Shifting ,Piling work safety, hi - pot Testing, cable dressing, module fixing, module sifting etc.	Daily/ New work Activity	Attendance sheet
(c)	Fire Fighting training program	Classes Of Fire, Type of fire Extinguisher, Operating procedure of Fire Extinguisher, Method of Fire, Location Of Fire Extinguisher, How to control fire	Monthly	Attendance sheet with photographs
(d)	Emergency Response training	Site Emergency plan -On site/ Off Site, Site Evacuation Plan, Emergency Management Plan, Assembly point, Appointment of Emergency key personnel & Roles & responsibilities.	Monthly	Attendance sheet with photographs
(e)	Mock Drill-	Fire fighting/electrical shock/emergency assembly/Fall from height/ oil leakage/ snake bite/ heat stroke Monitoring of mock drill procedure- Record of response time of Key personal, Response time of emergency vehicle	Monthly	make mock drill report
(f)	First Aid Training	Electricity shock first aid, Fracture first aid, dehydration first aid, snake or scorpion bite first aid, injury First aid, Burn first aid, CPR, Heat Stroke	project Starting	Attendance sheet & First aid certificate
(g)	5-S Training Program	Arrange training programme for implement of 5'S at site, Meaning of 5'S, benefits of 5'S, Display poster of 5'S, Make site 5S committee, fix role & responsibilities, Monthly meeting, Progress chart.	Monthly	Attendance record & Photo Graphs
(h)	Height Work Training (Rescue Training)	Risk of Height work/Inclined Roof, how to wear harness, scaffolding checking, proper platform for working, work permit for height work/Inclined Roof ,proper access for reached at height, Ladder Safety	During Height work	Attendance record & Photo Graphs
(i)	Hot Work Training	Hazards of hot work, housekeeping, equipment checking, electrical hazards, PPE'S required for hot work, Permit for Hot work	During Hot work	Attendance record & Photo Graphs
(j)	Confined Space Working Training	Risk of working in confined space, proper ventilation for confined space, work permit for confined space,	during confined space work	Attendance record & Photo Graphs
(k)	Electrical Safety training	Electrical Safety, use of PPE'S in electrical work, Inspection of Electrical tools, Use of ELCB, Earthing of Equipments, first aid for electrical shock	Monthly	Attendance record & Photo Graphs
(l)	Road Safety Training (Safe Driving)	For hydra/job/forklift/Mobile crane/car operator	Monthly	Attendance record & Photo Graphs
(j)	Meaterial Handling Training	Safe Manual & Mechanical Material Handling, ergonomic hazards, Lifting shifting hazards/ risks training etc	Monthly	Attendance record & Photo Graphs
2	Site HSE Audit/Inspections to assess the unsafe conditions & unsafe acts	(1) AS per audit Format monthly HSE Audit to be conducted by HSE officer & Site CMES Staff & Contractors staff. MOM of audit shall be circulated to all site responsible person & HO. The deviations recorded in HSE Audit has to be discuss in HSE Committee Meeting for Corrective action. (2) Daily HSE walk down by HSE officer at site and Daily site observation checklist point circulate to job in charge for corrective action (3) Mandatory Periodic HSE compliances audit for CMES (4) Individual Contractor HSE Procedure Compliance Audit	Monthly/Daily	Record of MOM/ Daily check list
3	HSE Committee Meeting	As per Procedure arrange HSE Committee meeting with Committee members & Contractor persons for Site Health safety & Environment Issues	Monthly	MOM
4	Accident/ Incident investigation & Analysis	All Incident / Accident to be reported and investigate as per standard procedure, records shall maintain in register with CA (Corrective Action)/PA (preventive action). Records such as Near Miss Register/ First Aid register/Incident Register/ Non Reportable & Reportable Accident & CA/PA Register	During Accident	Report
5	Checking of PPE's compliance	Monitoring proper uses of the Personal Protective Equipment & its quality and workman acceptance/ awareness	Daily	Daily checklist
6	Issued Safe Work Permit (SWP)	During Hazards work safe work permit required like (hot work, Height work, electrical work, excavation work, confined space work). Authorized personal issue the safe work permit to job incharge & HSE personal insure the safe work practice activity Wise	During work	Permit records
7	Site Emergency Plan	(1) On Site / Off Site emergency plan - Display the emergency contact number for emergency Help (2) Emergency Evacuation Plan- Display emergency Exit root & Site facility Plan (3) Emergency Management plan- Display Site emergency response flow chart	During Emergency	Documents File
8	DSR & MSR Reporting	Daily Safety & Monthly Safety reporting through mail/ Manual	Daily	Report
9	Lifting Tools & Tackles Third Party Inspection	Lifting tools are use after Checking of third party inspection record & physically check up by HSE officer	During USE	Inspection Report
10	Organizing Environment and Safety Campaigns, Competitions and other activities to develop Employees interest in Safety Drives	Safety Day Celebration 4 March, Environment Day Celebration-5 June, fire day celebration-14 April, Safety awareness poster/ banner display at site, HSE Policy display, certification, HIRA, EIA, SOP Display At Site, Award & penalty system	During project time	Photographs for record

11	Assembly Point	Safe Location identify for Emergency Assembly point	Start of project	Display in Evacuation Plan
12	SOP for Snack Bite & Heat Stroke & Emergency action	Display the SOP, training for site personal, Emergency Mock drill required	Monthly	Attendance & photographs for record
13	Worker Gate Pass System	Entry Gate pass making & issued by site security Department to all workers & maintain record at site.	Start of project	Gate Pass Register
14	HAZARDS IDENTIFICATION & RISK ASSESSMENT (HIRA)	Display at site, Give awareness training & circulate to site personal	Monthly	Attendance & photographs for record
15	Inspection of Fire Fighting equipments for site use	Arrange Fire Firefighting Equipment's for sites at fire Hazards area, checking of fire equipment, area identify in Plot plan, provide training to site personal	Start of project	Record of fire Equipment
16	Vehicle Inspection	Reverse Horn, Vehicle Condition, any leakage, tyre pressure, breaks, testing certificates etc. (Signal Man mandatory for lifting operations)	Weekly	Vehicle checklist
17	Sky Light Inspection	Sky Light inspection, Paint Marking & Barricading or mesh cover to protect falling hazards	Daily	Opening survey Report
18	Road safety inspection	Daily road inspection, Route survey before heavy material shifting	Daily	Route survey Report
PART-B: Health				
1	Nearest HOSPITAL tie up to Handle site emergency	All Construction site nearest hospital tie-up for handle the Emergency case	Start of project	Tie Up Latter
2	Medical Check UP for workers	Medical health check up of all workers and staff are mandatory, all records of the same to be maintained at site.	Before start the work at site	Check up record
3	Rest Shad for workers	Make Rest Shad for workers Rest & lunch	Start of project	Area Display
4	WELDER & ELECTRICIAN COMPETENCY CERTIFICATE	Checking of welders & electrician competency certificate before starting the work	During work	Certificate copy
5	Drinking water test	Required drinking water test report (portable water test As per IS- 10500)	Start of project	Test report copy
6	Inspection of labour camp	Minimum Requirement of labour camp	Daily	Daily checklist
7	Temperature monitoring	Installation of temperature monitoring system at side & maintain proper record	Daily	Record of temp.
PART-C: Environment				
1	Environmental Monitoring			
(a)	DG Stack Monitoring test	DG Set Stack monitoring Test required As per DG rule	Once	Test report copy
(b)	Noise Level Test	Noise Level Testing At Site different location	Weekly	Test report copy
(c)	PUC Checking Of Vehicles	Site Use All vehicle PUC Check up	All Vehicles	Test report copy
2	WASTE MANAGMENT SYSTEM	Segregate the site waste material as per Waste management System 1. Bio- Degradable waste (Yellow) 2. Bio Non- Degradable Waste (Blue) 3. Biological Waste (Red) 4. Organic Waste (Green) 5. Electrical Waste. Hire authorized agency to handle hazardous waste material	Start of project	Tie Up Latter & Area Display
3	ENVIRONMENTAL IMPACT ANALYSIS(EIA)	Display at site, Give awareness training & circulate to site personal	Start of project	Attendance record & Photo Graphs
4	Storage of Diesel	To Diesel Storage, drum to be store in dip tray to control the oil spillage,	Start of project	Photographs for record
5	LEGAL REGISTER WITH COMPLIANCE	As Per LEGAL Register full fill All Compliance.	Start of project	Record of compliance

1 small scale)

Conducted by or Remarks	Rooftop/Ground mounted	Requirement
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Provided By site Engineer/ Site supervisor & observed by HSE Personal.	Rooftop/Ground mounted	Mandatory
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Site CM/HSE Executive	Rooftop/Ground mounted	Optional/as per client requirement
Tie Up With Medical officer for Training	Rooftop/Ground mounted	Optional (mandatory if HSE officer deployed at site)
Site CM/HSE Executive	Rooftop/Ground mounted	Optional
Site CM/HSE Executive	Rooftop/Ground mounted	Mandatory
Site CM/HSE Executive	Rooftop/Ground mounted	Mandatory
Site CM/HSE Executive	Rooftop/Ground mounted	Optional
provided by Lead electrical & HSE Personal	Rooftop/Ground mounted	Mandatory
Site CM/HSE Executive	Rooftop/Ground mounted	optional (mandatory if HSE officer deployed at site)
Site CM/HSE Executive	Rooftop/Ground mounted	Mandatory
Site HSE Executive/Department lead	Rooftop/Ground mounted	Monthly Audit Mandatory & Daily equipment inspection Optional if HSE officer doe's not deployed at site
Site CM/ HSE Executive/Committee Members	Rooftop/Ground mounted	Optional
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Site Authorized Personal	Rooftop/Ground mounted	Mandatory
Site CM/HSE Executive	Rooftop/Ground mounted	Mandatory
Site HSE Executive	Rooftop/Ground mounted	MSR/DSR Mandatory if HSE officer deployed at site
Site CM/ HSE Executive/ Job In-charge	Rooftop/Ground mounted	Mandatory
Site HSE Executive/Participate All site personal	Rooftop/Ground mounted	Optional

Site CM/HSE Executive	Rooftop/Ground mounted	Mandatory
Site CM/HSE Executive	Rooftop/Ground mounted	Mandatory
Maintained By site Security & observed by CM/HSE Personal.	Rooftop/Ground mounted	Mandatory
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Site HSE Executive	Rooftop/Ground mounted	Mandatory
Site Executive & HSE Executive	Rooftop/Ground mounted	Mandatory
HSE Executive & site executive	Rooftop Projects	Mandatory
HSE Executive & site executive	Rooftop/Ground mounted	Mandatory for ground mounted project
Site HSE Executive	Rooftop/Ground mounted	Mandatory
Site HSE Executive	Rooftop/Ground mounted	Mandatory
Site HSE Executive/CM	Rooftop/Ground mounted	Mandatory for ground mounted project
Site HSE Executive/Job In charge	Rooftop/Ground mounted	Mandatory
Site HSE Executive	Rooftop/Ground mounted	Mandatory
CM/Site Admin & HSE Executive	Ground Mounted	Mandatory for ground mounted Project
HSE Executive	Rooftop/Ground mounted	Optional
Site CM/HSE Executive	Rooftop/Ground mounted	Mandatory where DG used
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory where Hige noise activities executed
Site HSE Executive	Rooftop/Ground mounted	Mandatory for ground mounted project
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory
Site HSE Executive/Store Department	Ground Mounted	Mandatory for ground mounted project
Site CM/ HSE Executive	Rooftop/Ground mounted	Mandatory