



Varsha Engineering Solution

Document No.:- VES/2021-22/0021

SOP FOR SITE TEAM :

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

Team : Fabrication , Construction , Site supervisor , Manager .

Procedure :

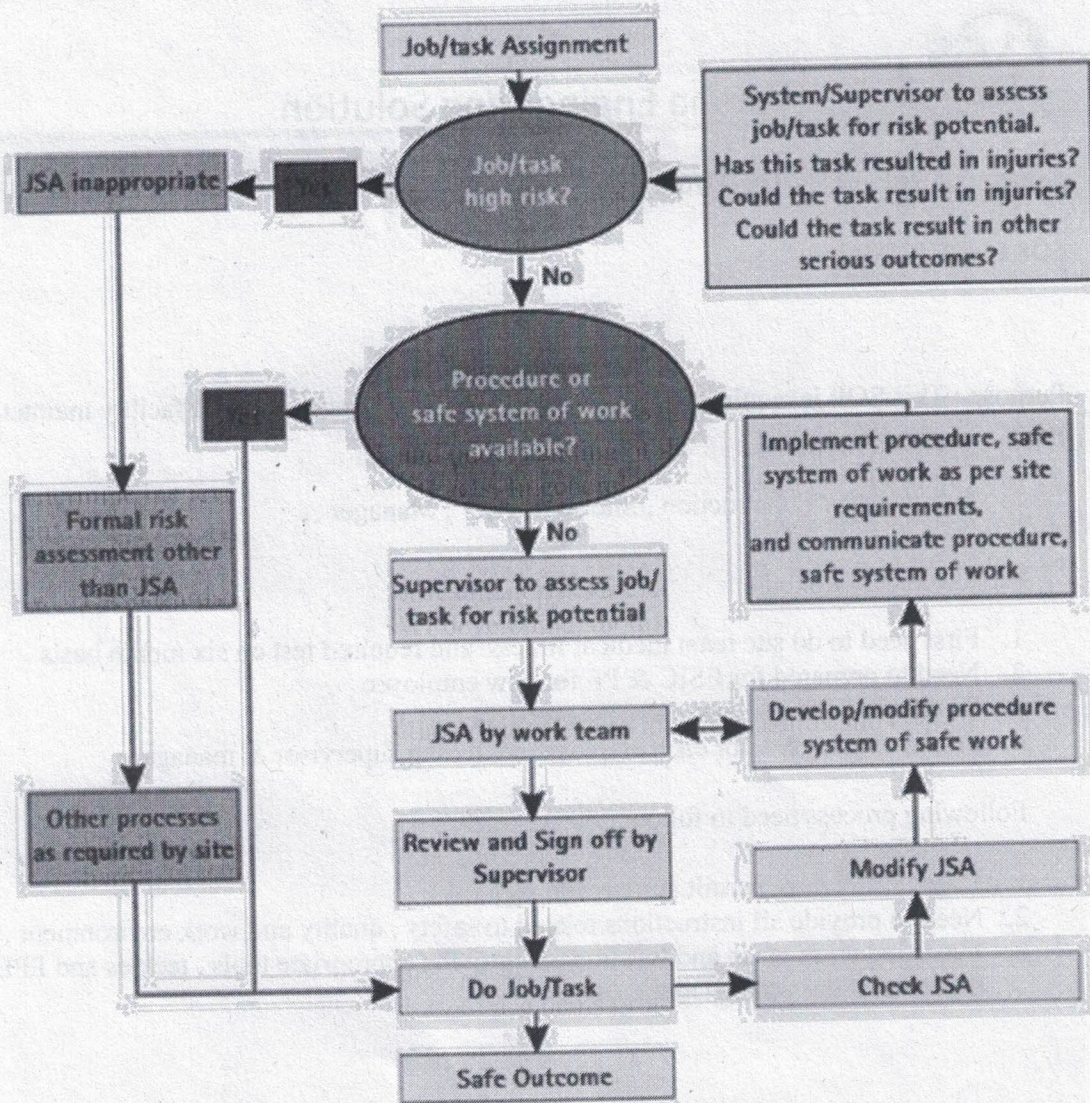
1. First need to do site team medical fitness and required test on six month basis .
2. Need to prepared for ESIC & PF for new employee
3. Kindly check the client gate pass process .
4. Prepared gate pass for each employee including supervisor & manager .

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 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 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.



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 | • Disease organisms |
| • Use of hand tools | • High stress levels |
| • Eyestrain | • Fatigue |
| • Use of ladders or scaffolding | • Extreme or inclement weather |
| • Flying or falling objects | • Holes or drop-offs |
| • Compressed gas | • Working below the ground |
| • Dangerous animals | • Hostile people |
| • Medical emergencies | • Moving objects |
| • Explosives | • Electricity |
| • Pressurized containers or conduits | • Lifting and/or carrying objects |
| • Mechanized equipment | • Unstable or steep terrain |
| • Hazardous materials (toxic, flammable, etc.) | • Poisonous plants and/or animals |
| • Overhead hazards | • Poor lighting |
| • Uneven or slippery walking surfaces | • Loud noise |
| • Sharp objects | • Water bodies |
| • Suspended loads | • Confined spaces |
| • Contaminated air | • Ergonomic hazards |

5. After completion of work inform to client supervisor and closed the permit.
6. Remove all tools & tackles and area need to do 5S program .
7. If any welding work need to provide watch person for 30 min if any .
8. Team need to follow basic client out gate process .

Prepared By

Chandansingh
Chandansingh

Approved By

Girish Nile

