



NOIDA METRO RAIL CORPORATION LTD.

(A joint venture of Govt. of India and Govt. of U.P.)

CONDITIONS OF CONTRACT ON SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT (July 2018)

**NOIDA METRO RAIL CORPORATION LTD.
Block – III, 3rd Floor, Ganga Shopping Complex,
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Content

Part – I: Safety Health & Environment Management	3
1. General	3
2. 'SHE' Targets and Goals	3
3. Compliance	4
4. ID Card and first day at work; SHE orientation training	4
5. Safety and Health Training	4
6. Safety and Health Inspection	4
7. Safety Communication	4
8. Accident reporting and investigation	5
9. Emergency preparedness plan	6
Part – II: Safety	7
10. Housekeeping	7
11. Working at Height	8
12. Slipping, Tripping, Cutting and Falling Hazards	9
13. Work place machinery	9
14. Machine and General Area Guarding	10
15. Manual lifting and carrying of excessive weight	10
16. Work place Electricity	10
17. Work on or near live conductors	10
18. Hand Tools and Power Tools	10
19. Fire prevention, protection and fighting system	11
20. Corrosive substances	11
21. Work Permit system	11
22. Work to adjacent track	11
23. Personal Protective Equipments (PPEs)	11
Part – III: Occupational Health and Welfare	12
24. Physical fitness of workmen	12
25. Medical Facilities	12
26. Welfare measures for workers	12
Part – IV: Penalty and Awards	13
27. Charges to be recovered from contractor for unsafe act or condition	13
28. Stoppage of unsafe activity by contractor	13
29. Awards	13
Part – V: Environment Management	14
30. Indian statutory requirements	14
31. Procurement of materials	14
32. Waste Management	14
33. Collection	15
34. Segregation	15
35. Storage and disposal Mechanism	15
Appendix– 1: Topics for First Day at Work SHE Orientation Training of Workmen	16
36. Hazard Identification Procedure	16
37. Personal Protective Equipment	16
38. Health	16
39. Duties of the contractor	16
40. Employee's Duties	16
Appendix – 2: ID Card Format	17
Appendix – 3: Safety and Health Posters	18
Appendix – 4: Sample Accident Occurrence Form	19

Part – I: Safety Health & Environment Management

1. General

1.1. Scope

This document defines the principal requirements of the Employer on Safety, Health & Environment associated with the contracts to be practiced in Housekeeping works of O&M wing.

1.2. Definition / languages

In this document:

- a. The use of 'shall' indicates a mandatory requirement.
- b. The use of 'should' indicates a guideline that is strongly recommended.
- c. The use of 'may' indicates a guideline that is to be considered.
- d. 'S & H' means Safety and Health.
- e. Employer means Noida Metro Rail Corporation Ltd., (NMRC).
- f. BOCWA means Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
- g. BOCWR means Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Central Rules, 1998
- h. DG means Director General of Ministry of Labour, Govt. of India
- i. CIIBC means Chief Inspector of Inspection of Building and Other construction

1.3. Application of this document

This document applies to all aspects of the contractor's scope of work, including all aspects conducted by sub-contractors and all other agencies. There shall be no activity associated to the contract, which is exempted from the purview of this document.

1.4. Purpose of this document

The objective of these guidelines is to ensure that adequate precautions are taken to avoid accidents, occupational illness and harmful effects on the environment during housekeeping work.

2. 'SHE' Targets and Goals

The SHE targets, goals and aim for the Works are to achieve:

- a. Zero total recordable injuries.
- b. Zero reportable environmental incidents
- c. All personnel inducted in accordance with the approved contractor SHE plan.
- d. Total compliance of conducting inspections and audits as per approved SHE plan
- e. 100% incident recording and reporting
- f. 100% adherence of usage of appropriate PPEs at work.
- g. Executing housekeeping work with least disturbance to the environment, adjoining road users and traffic

3. Compliance

3.1. NMRC's Safety and Health Policy and Management Systems

The Housekeeping works shall be undertaken in accordance with NMRC's Safety and Health Policy and Management Systems as amended from time to time provided in Safety and Health Manual.

3.2. Indian statutory requirements

Contractor shall develop thorough understanding about Building and Other construction Workers (Regulation of Employment and Conditions of Service) Act 1996, Central Rules 1998, Building and Other construction workers Welfare Cess Act, 1996 and Central Rules, 1998 and Uttar Pradesh Building Workers' Welfare Board Rules, not only to satisfy the Inspectors' perspective but the use of legislation as the strong tool for effective SHE management at work place work places. Contractor is strongly advised to practice the principle of voluntary compliance.

4. ID Card and first day at work; SHE orientation training

Identity card to each housekeeping staff shall be issued by the Chief Security Commissioner office of NMRC on payment of requisite fee for police verification and cost of card. The contractor should submit application for this in the prescribed format clearly providing basic details affixing photographs and finger prints of the concerned staff. In the absence of valid identity card, the housekeeping staff shall not be permitted to enter into the station premises.

The Contractor shall ensure that all personnel working at the housekeeping work places receive an induction Safety and Health training explaining the nature of the work, the hazards that may be encountered during the work place work and the particular hazards attached to their own function within the operation.

5. Safety and Health Training

Team leader, Manager and supervisors employed for cleaning and housekeeping works should be trained and certified by BICS (British Institute of Cleaning Science, Gurgaon) or Forbes Pro Academy of Eureka Forbes. They shall in turn train their other Housekeeping Personnel under them. Certificate of training of Team Leader, Manager and Supervisor should be produced before start of work.

On-the spot practical skill development training on height safety shall also be conducted to all foremen/ workmen who were associated to the concerned jobs.

6. Safety and Health Inspection

The contractor shall prepare required inspection checklist for all activity operations and equipment. Checklists will be prepared based on the Indian standards, rules and regulations and Employer's requirements.

All records will be properly kept and filed for record purpose.

7. Safety Communication

The contractor shall take every effort to communicate the Safety and Occupational health management measures through posters campaigns /billboards /banners /glow signs being displayed around the housekeeping work places as part of the effort to raise safety awareness amongst the work force. Posters should be in Hindi, English and other suitable language as deemed appropriate.

8. Accident reporting and investigation

- 8.1. Reporting to Employer** All accidents and dangerous occurrences shall immediately be informed verbally to the employer. Reports of all accidents (fatal / injury) and dangerous occurrences shall also be sent within 24 hours as per format provided.
- No accident/ dangerous occurrence is exempted from reporting to the employer. Any wilful delay in verbal and written reporting to the Employer shall be penalised.
- 8.2. Reporting to Govt. organisations** In addition to the above verbal and written reporting to the Employer, a notice of any accident to a worker at the building or work place that causes loss of life; or disables a worker from working for a period of 48 hours or more immediately following the accident;
- shall forthwith be sent by telephone, fax, email or similar other means including special messenger within 24 hours in case of fatal accidents and not later than 72 hours in case of other accidents to:
- a. Regional Labour Commissioner (central), wherein the contractor has registered the firm/work
 - b. the board with which the worker involved was registered as a beneficiary;
 - c. Director General and
 - d. the next of kin or other relative of the worker involved in the accident;
- 8.3. Notice of Accident** Further, notice of accident shall be sent in respect of an accident which causes loss of life; or disables the injured worker from work for more 10 days to
- a. the officer-in-charge of the nearest police station;
 - b. the District Magistrate or, if the District Magistrate by order so desires, to
 - c. the Sub-Divisional Magistrate
- 8.4. Notice of death** Where any accident causing disablement that subsequently results in death, notice in writing of such death, shall be sent to the authorities mentioned above as soon as possible within 24 hrs and maximum 72 hours of such death.
- 8.5. Reporting of dangerous occurrences** All cases of dangerous occurrences shall be reported to the Inspector having jurisdiction, whether or not any disablement or death caused to the worker. The same shall also be immediately reported to the employer.
- 8.6. Accident investigation** Investigations should be conducted in an open and positive atmosphere that encourages the witnesses to talk freely. The primary objective is to ascertain the facts with a view to prevent future and possibly more serious occurrences.
- 8.7. Employers' independent** In case of fatal / dangerous occurrence the Employer shall also conduct independent investigation. Contractor and his staff shall extend

incident investigation necessary co-operation and testify about the accident.

9. Emergency preparedness plan

- 9.1.** The Contractor shall prepare an Emergency Response Plan for all work places. Arrangements shall be made for emergency medical treatment and evacuation of the victim in the event of an accident or dangerous incident occurring, the chain of command and the responsible persons of the contractor with their telephone numbers and addresses for quick communication shall be adequately publicized and conspicuously displayed in the workplace.
- 9.2.** Contractors shall require to tie-up with the hospitals located in the neighbourhood for attending to the casualties promptly.
- 9.3.** Contractor shall participate in on-work-place emergency mock drill for all his housekeeping staff along with Mock drill being conducted by NMRC.

Part – II: Safety

10. Housekeeping

- a. Contractor shall understand and accept that improper housekeeping is the primary hazard in any work place and ensure that a high degree of housekeeping is always maintained.
- b. General Housekeeping shall be carried out by the contractor and ensured at all times at Work place, Stores and Offices.
- c. All stairways, passageways and gangways shall be maintained without any blockages or obstructions. All emergency exits passageways, exits fire doors, break glass alarm points, firefighting equipment, first aid stations, and other emergency stations shall be kept clean, unobstructed and in good working order.
- d. Water logging on work places shall not be allowed.
- e. Proper and safe stacking of material needs to be ensured.
- f. All wooden scrap and other combustible packing materials shall be removed from work place to identified location(s).

Do's and Don'ts for Housekeeping Staff

Do's

- i. In case of fire / anything unusual on electric traction equipment or wires, inform the station controller/Manager.
- ii. Extinguish fire by special extinguishers (carbon tetrachloride or carbon dioxide type, if available).
- iii. Ensure no water jet to be directed at the fire under any circumstances.
- iv. Before taking up the work on a line running parallel to 25 KV AC lines, the line shall be earthed on both sides. Ensure that the distance between the two earths used for protection does not exceed 1km.
- v. Keep clear of the track and avoid contact with the rails when electric train within 250m.
- vi. Special care should be taken to carry long pipes, poles or ladders so that it should not come in contact with or within 2 meters of live OHE.
- vii. Cleaning work other than that of surface (i.e. of beam, pillars etc.) should be done during block period only.
- viii. Whenever washing or cleaning using water jets is done, take appropriate power block.
- ix. Cases of electric shock arising out of contact with 25 KV A.C traction equipment shall be reported immediately to TPC.

Don'ts

- i. Do not approach within 2 meters of any traction wires or live EHV equipment.
- ii. Do not work on or near traction wires or any live equipment unless they are made dead, earthed and shut down notices/ permit to work obtained.
- iii. Do not enter any switching station or remote control centre unless specially permitted.
- iv. Do not touch a person in contact with live traction wires. Remove body only after power supply is switched off & earthed.
- v. Do not touch any traction wire hanging from the mast or fallen on the ground and do not allow anyone else to touch it.
- vi. Cleaning work with conducting materials like Aluminum/ Steel rods

should be avoided at all times when power block is not availed.

- vii. Do not lift or raise your tools towards traction wires.
- viii. Do not damage the plinth continuity, connection to BEC, OPC and handrail continuity.
- ix. Do not use steel tape or metallic tape or tape with woven metal reinforcement in electrified area.
- x. Do not forget to give artificial respiration to the victim as per the prescribed procedure laid down at shock treatment charts.
- xi. Metallic telescopic rods are prohibited for use in the NMRC station.
- xii. Do not throw garbage in haste. Dispose it properly at designated place.

11. Working at Height

The contractor shall ensure that work at height is

- a. properly planned for any emergencies and rescue
- b. appropriately supervised; and
- c. carried out in a manner, which is reasonably practicable safe.

11.1. Falling objects

- a. The contractor shall, where necessary to prevent injury to any person, take suitable and sufficient steps to prevent, so far as is reasonably practicable, the fall of any material or object.
- b. Every contractor shall take suitable and sufficient steps to prevent any person being struck by any falling material or object which is liable to cause personal injury.
- c. The contractor shall ensure that no material or object is thrown or tipped from height in circumstances where it is liable to cause injury to any person.
- d. Every contractor shall ensure that, every workplace where chances of fall of material or other risk exist, shall be properly barricaded or provided with suitable safety net as fall catch arrestors etc.

11.2. Danger areas

Every contractor shall ensure that

- a. where a workplace contains an area in which, owing to the nature of the work, there is a risk of any person at work
 - i. falling a distance; or
 - ii. being struck by a falling object

which is liable to cause personal injury, the workplace be so far as is reasonably practicable, equipped with devices preventing unauthorised persons from entering such area; and such area is clearly indicated

11.3. Inspection of work equipment

The contractor shall ensure that, all work equipment used at work place and exposed to conditions causing deterioration shall be inspected regularly and recorded.

11.4. Requirements for all Working Platforms

Every contractor shall ensure that whenever necessary proper, safe and adequate to the working requirement, working platforms is provided.

11.5. Requirements for fall protection

Every contractor shall ensure that fall protection measures are provided for safe means of access as well as safe working

**11.6. Requirements
for Ladders**

Every contractor shall ensure that a ladder is used for work at height only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk.

- a. Only metal ladders shall be allowed. Bamboo ladders are prohibited
- b. Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.
- c. A ladder shall be so positioned as to ensure its stability during use.
- d. A portable ladder shall be prevented from slipping during use by –
 - e. a. securing the stiles at or near their upper or lower ends;
 - f. b. an effective anti-slip or other effective stability device; or
 - g. c. any other arrangement of equivalent effectiveness
- h. A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access unless other measures have been taken to ensure a firm handhold.
- i. No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
- j. A mobile ladder shall be prevented from moving before it is stepped on.
- k. Where a ladder or run of ladders raises a vertical distance of 9 metres or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.
- l. Every ladder shall be used in such a way that
 - i. a secure handhold and secure support are always available to the user; and
 - ii. the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of
 - iii. the low risk; and
 - iv. the short duration of use.

**12. Slipping,
Tripping,
Cutting and
Falling
Hazards**

- a. All places should be free from dust, debris or similar materials. Sharp projections or any protruding nails or similar objects shall be suitably guarded or shall even be avoided to make the place safe to work.
- b. Open side or opening where worker, equipment, vehicle or lifting appliance may fall at a building or outside shall be guarded suitably except in places of free access by reasons of nature of work.
- c. Suitable safety net shall be provided at places of material / man falling is possible in accordance with national standards.

**13. Work place
machinery**

Every work place equipment shall be in sound mechanical working condition and certified by either competent person under Factories Act or manufacturers' warranty in case of brand new equipments or authorized persons / firms approved by Employer before induction to any work place.

14. Machine and General Area Guarding

The contractor shall ensure at the work place all dangerous and moving parts of housekeeping machines are securely fenced or legged. The fencing of dangerous part of machinery is not removed while such machinery is in motion or in use.

15. Manual lifting and carrying of excessive weight

The contractor shall ensure at his work place no housekeeping staff lifts by hand or carries overhead or over his back or shoulders any material, article, tool or appliances exceeding in weight as said below, unless aided by another housekeeping staff or device.

Person	Maximum weight in kg
Adult man	55
Adult woman	30

16. Work place Electricity

- a. Every contractor shall ensure safe usage practices of power supply as well as safe electrical equipments fitted with protection devices.
- b. Cables shall be selected after full consideration of the condition to which they shall be exposed and the duties for which they are required.
- c. The contractor shall ensure plugs, socket-outlets, and couplers available in the work place as per IS/applicable standard.
- d. Every joint and connection in a system shall be mechanically and electrically suitable for use to prevent danger. Proper cable connectors as per standards shall only be used to connect cables.
- e. No loose connections or tapped joints shall be allowed anywhere in the work place, office area, stores and other areas.

17. Work on or near live conductors

- a. For working near OHE & other Electrical installation, the rules/measures provided in the Safety Circular – 2 of O&M wing shall be followed.
- b. No person shall be engaged in any work activity on or so near any live conductor (other than one suitably covered with insulating material so as to prevent danger) that danger may arise unless-
 - a. Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

17.1. Inspection and Maintenance

All electrical equipment should be permanently numbered and a record kept of the date of issue, date of last inspection and recommended inspection period.

18. Hand Tools and Power Tools

- a. The contractor is wholly responsible for the safe condition of Housekeeping plant and equipment used by his employees and that of his sub-contractors.
- b. Use of short / damaged hand tools shall be avoided and the contractor shall ensure all his hand tools used at his work place are safe to work with or stored and shall also train his employees (including his sub-contractors) for proper use thereby.
- c. All hand tools and power tools shall be duly inspected before use for safe operation.
- d. The contractor shall ensure that power tools (electric) are properly grounded or / and double insulated.

19. Fire prevention, protection and fighting system

- a. The contractor shall ensure that storage area is provided with fire extinguishing equipment sufficient to extinguish any small fire at work place.
- b. Recharging of fire extinguishers and their proper maintenance should be ensured and as a minimum should meet Indian National Standards.
- c. Combustible scrap and other work place debris should be disposed off on a regular basis.

20. Corrosive substances

Corrosive substances including alkalis and acids shall be stored and used by a person dealing with such substances at a building / work place in a manner that it does not endanger the worker and suitable PPE shall be provided by the contractor to the worker during such handling and work. In case of spillage of such substances on worker, the contractor shall take immediate remedial measures.

21. Work Permit system

The Contractor's site staff shall abide by Work Permit system of NMRC, used to control certain types of work that are potentially hazardous.

A permit is needed when work place work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples of high-risk activities include but are not limited to:

- a. Entry into confined spaces
- b. Work in close proximity to overhead power lines and telecommunication cables.
- c. Work with electrical equipment and operations closer to live power line.
- d. Working on track & operation rooms.

A Work Permit authorisation form shall be completed with the maximum duration period not exceeding one shift.

A copy of each Permit to Work shall be displayed, during its validity, in a conspicuous location in close proximity to the actual works location to which it applies.

22. Work to adjacent track

Whenever work is to be conducted in close proximity to the live track then the following measures shall need to be addressed:

- a. The rules/measures provided in the Safety Circular – 2 of O&M manual shall be followed.
- b. No persons are allowed to work onto the track unless specific authority has been given by NMRC. Adequate protection in accordance with the O&M requirements shall be followed.
- c. All persons shall wear high visibility clothing at all times.
- d. Any induction training requirements of the Track shall be strictly observed.

23. Personal Protective Equipment (PPEs)

The contractor shall provide required PPEs to workmen to protect against safety and / or health hazards. Primarily PPEs are required for the following protection:

- a. A. Height Work
 - i. Safety Helmet

- ii. Full body Safety harness
- b. B. Electrical Operation Room
 - i. Shoes with insulated sole/Rubber Gum boots
 - ii. Electrically insulated Gloves
- c. C. Chemical Handling
 - i. Eye protection i.e. Safety goggles
 - ii. Chemical Gloves for hand protection

Part – III: Occupational Health and Welfare

24. Physical fitness of workmen

The contractor shall ensure that his employees/workmen subject themselves to such medical examination as required under the law or under the contract provision and keep a record of the same.

The contractor shall not permit any employee/workmen to enter the work area under the influence of alcohol or any drugs.

25. Medical Facilities

25.1. Medical Examination

As per BOCW relevant rules, the contractor shall arrange a medical examination of all his employees including his sub-contractor employees employed before employing, after illness or injury, if it appears that the illness or injury might have affected his fitness.

25.2. Ambulance van

The contractor shall ensure that an arrangement is made with a nearby hospital for providing such ambulance van for transportation of serious cases of accident or sickness of workers to hospital promptly.

25.3. First-aid boxes

The contractor shall ensure at a work place one First-aid box provided and maintained for providing First-aid to the workers. Every First-aid box is distinctly marked "First aid" and is equipped with the articles specified in BOCWR.

26. Welfare measures for workers

26.1. Toilets and Urinals

Generally, facilities are available at Metro Station, Depots & other work places and maintained by agencies engaged by NMRC. Contractors workers may utilised these facilities on payment basis.

26.2. Drinking water

As per relevant section of BOCWA the contractor shall make in every work place, effective arrangements to provide sufficient supply of wholesome drinking water with minimum quantity of 5 litres per workman per day. Quality of the drinking water shall conform to the requirements of national standards on Public Health.

Part – IV: Penalty and Awards

27. Charges to be recovered from contractor for unsafe act or condition

NMRC has built an image of safety conscious organisation meticulously over a long period of operation. Any reportable accident (fatality / injury) results in loss of life and/or property damage. These accidents not only result in loss of life but also damage the reputation of NMRC. Most of the accidents are avoidable and caused preliminary due to contractors' negligence. Hence NMRC shall recover the cost of damages from the contractors for every reportable incident (fatality / injury).

In addition, sometimes our activities are exposed to public scrutiny as the work is executed on public places. Any unsafe act / unsafe condition observed by public further damage our reputation. Without limiting to the unsafe acts and or conditions, the Employer shall have the right to deduct charges for any other unsafe act and or condition depending upon the gravity of the situation on a case-to-case basis.

28. Stoppage of unsafe activity by contractor

- a. The Employer shall have the right to stop the work at his sole discretion, if in his opinion the work is being carried out in such a way that it may cause accidents and endanger the safety of the persons and / or property, and / or equipment at specific work place.
- b. The contractor shall not proceed with the work until he has complied with each direction to the satisfaction of Employer.
- c. The Contractor shall not be entitled for any damages / compensation for stoppage of work, due to safety reasons.

29. Awards

The following categories will be considered for awards as per the scheme in practice of Employer

- a. Zero fatality contracts.
- b. 100% adherence to voluntary reporting of all accidents throughout the currency of contract.
- c. Safest Contractor of the year.

Part – V: Environment Management

30. Indian statutory requirements

The Housekeeping works shall be undertaken in accordance with all applicable legislation and Indian statutory requirements listed below but not limiting to:

- a. Environment Protection Act, 1986 and Rules 1986
- b. Air (Prevention and control of Pollution) Act, 1981
- c. Water (Prevention and Control of Pollution) Act, 1974
- d. The Noise Pollution (Regulation & Control) Rules, 2000
- e. Notification on Control of Noise from Diesel Generator (DG) sets, 2002
- f. Solid Waste Management Rules, 2016
- g. Hazardous and Other Wastes (Management and Trans boundary Movement) Rules, 2016
- h. e-waste (Management) Rules, 2016
- i. Batteries (Management & Handling) Rules, 2001 and amendment 2010
- j. Plastic Waste Management Rules, 2016
- k. Bio-Medical Waste Management Rules, 2016

31. Procurement of materials

Cleaning products shall be bio-based, non-toxic, fragrance free, have a pH between 4 and 9, and have low levels of volatile organic compounds (VOCs). Products may not contain: carcinogens, mutagens, teratogens, ozone-depleting compounds, greenhouse gasses, dyes, petroleum distillates, endocrine modifiers, alkyl phenyl ethoxylates, dibutyl phthalate, heavy metals, more than 0.5% phosphorous, chlorinated solvents, or contribute to petrochemical smog or poor indoor air quality.

In addition, concentrated products are used and properly diluted to reduce impacts to human health and the environment.

Re-usable/washable rags and mops should be used, which are effective and do not shed fibers.

Products used should degrade rapidly, should not harm human health, should not pollute the air or water supply, and should present an economically sound cost of usage.

32. Waste Management

Collection, handling, segregation, transportation and disposal of waste may cause environmental degradation and nuisance. To prevent it, waste has to be handled and disposed properly. As such, collection, handling, segregation, transportation and disposal of all waste shall be strictly managed by the contractor.

Training of staff should be undertaken by the contractor in order to increase awareness of waste management issues.

Information regarding waste segregation shall be posted at appropriate locations around the office.

The contractor shall ensure regular maintenance and cleaning of the waste storage areas.

No lubricants and hazardous waste shall be allowed to discharge into water courses. Burning of any type of waste and illegal dumping of waste is strictly prohibited.

33. Collection

The contractor shall provide sufficient number of bins to collect the waste items. Hazardous waste, used batteries, bio-medical waste, recyclable paper waste, biodegradable and general refuse shall be collected in separate bins to ensure 100% segregation at source itself.

The collection bins shall be as per applicable legal requirement. All waste collections bins shall be of appropriate size with a closed lid. Each bin shall be clearly labelled both with colour code system and labelled in Hindi and English.

Bio-medical waste shall be collected on daily basis.

34. Segregation

The contractor shall collect general refuse on daily basis and shall be segregated into bio-degradable and recyclable. These wastes should be disposed on daily basis through local municipal agency.

35. Storage and disposal Mechanism

The contractor shall take all necessary permits or fulfil all necessary legal requirements for storage of all waste items.

Hazardous waste and batteries shall be stored on an impermeable surface with containment bunding to retain leaks, spills and ruptures.

Storage period and disposal mechanism for different waste stream is tabulated below:

S. No.	Waste Stream	Maximum storage period at site	Disposal Mechanism
1.	General Refuse	48 hours	Through Municipal agency
2.	Recyclable paper waste	3 months	Through paper recycling agency appointed by the Employer
3.	Bio-Medical Waste	48 hours	Authorised agency appointed by the employer
4.	Used Batteries	As per law	Authorised agency appointed by the employer
5.	Hazardous Waste	As per law	Authorised agency appointed by the employer
6.	e-Waste	As per law	Authorised agency appointed by the employer

Appendix– 1: Topics for First Day at Work SHE Orientation Training of Workmen

- | | |
|--|---|
| 36. Hazard Identification Procedure | Hazards on work place: <ul style="list-style-type: none">a. Electricityb. Machineryc. Handling materialsd. Work place housekeepinge. Work at Heightf. Fire |
| 37. Personal Protective Equipment | <ul style="list-style-type: none">a. What is available?b. How to obtain it?c. Correct use and care. |
| 38. Health | <ul style="list-style-type: none">a. Work place welfare facilitiesb. Potential health hazardsc. First Aid/CPR |
| 39. Duties of the contractor | <ul style="list-style-type: none">a. Brief outline of the responsibilities of the Contractor by lawb. Details of Contractor's accident prevention policyc. Building and other construction worker Welfare Law |
| 40. Employee's Duties | <ul style="list-style-type: none">d. Brief outline of responsibilities of employee under lawe. Explanation of how new employees fit into the Contractor's plan for accident prevention. (induction and orientation). |

Appendix – 2: ID Card Format

Dimensions (85 mm x 55 mm)

Front Side of ID Card

Noida – Greater Noida Metro Corridor Project				
Company logo			Name	
			Address	
	Photo		Designation	
	Signature:		Blood group	
		Valid up to		

Reverse Side of ID Card

Noida – Greater Noida Metro Corridor Project	
Employee Address	
<p>This card is the property of “xx” (Main/Sub/labour Contractor) and must be returned on demand and on transfer/cancellation of employment. A charge will be levied for replacement of the card due to loss or theft. If found please return to the address given below.</p>	
Main Contractor Address	

Appendix – 3: Safety and Health Posters

Every contractor shall prepare a SHE Communication Plan as a part of work place specific SHE Plan and shall include the following minimum requirement of Posters / Signages / Video as applicable. In case readymade posters are available in any of the category from safety related organisations, they may procure the same and display it. In case the same is not available then the contractors shall make necessary arrangements to get the posters designed and printed on their own. The List of Posters:

- a. Mandatory PPE Usage
- b. Working at Height
- c. Work place Electricity
- d. First Aid

Appendix – 4: Sample Accident Occurrence Form

NMRCL		Safety Form Reference		Form no:	SAF - 01
Accident/ Dangerous Occurrence Form				Accident no:	
Name of the Contractor			Contract no:		
<p>Instructions:</p> <ol style="list-style-type: none"> 1. A copy of this form shall be completed for every Accident or Dangerous Occurrence 2. It must be signed by a senior work place management representative 3. A copy shall be sent to the Employers Representative within 24 hours of the Accident 					
Part A – Details of Injured Person					
Name		DOB		Gender	
Address					
Job title		Employer			
Part B – Details of the Accident					
Date		Time		Location	
Describe the task the injured person was doing at the time of the accident:					
Describe in detail how the accident happened: (Attach any sketch, picture, map etc. if required)					
Plant and Machinery involved:	Yes/No	If yes, describe			
Witnesses (if any)					
Part C – Details of the injury					
Injury description					
Injury Category:	Response to injury			Home	
Fatal		First Aid			
Major		Doctor			
Minor		Hospital			
Part D - Certification					
I have checked the above information and can confirm that it is a true record of the accident					
Signed		In-charge name		Date	