



CORACIAS

EHS SITE POLICY

CORACIAS PROJECTS PVT. LTD

EMS

INDEX

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1.0 Social and Environmental commitment:-

As an active participant in society, through our business activities, and their environmental, economic and social impacts, Coracias Projects Pvt. Ltd. recognizes social performance as a key to sustainable development.

Environmental protection is among Coracias Projects Pvt. Ltd. top corporate policies. We address environmental issues in our operations and business decisions in line with our commitment as a signatory to the Green Building Society Charter for sustainable Development.

Health & Safety Priorities:-

The Health and Safety of our employees, contractors, customers and others affected by our activities is a key priority for Coracias Projects Pvt. Ltd.

- Our goal is to "Stop Hurting People", to have zero injuries.
- To achieve this goal, we work together to identify and eliminate unsafe behaviors and conditions.

3.0 Safety Policy:-

To provide a safe and healthy working environment at all office locations, sites and facilities and to take adequate steps to prevent accidents and injury to health arising out of the course of work by minimizing, as far as reasonably practicable, the causes of hazards inherent in the working environment.

4.0 Alcohol and Drug Policy:-

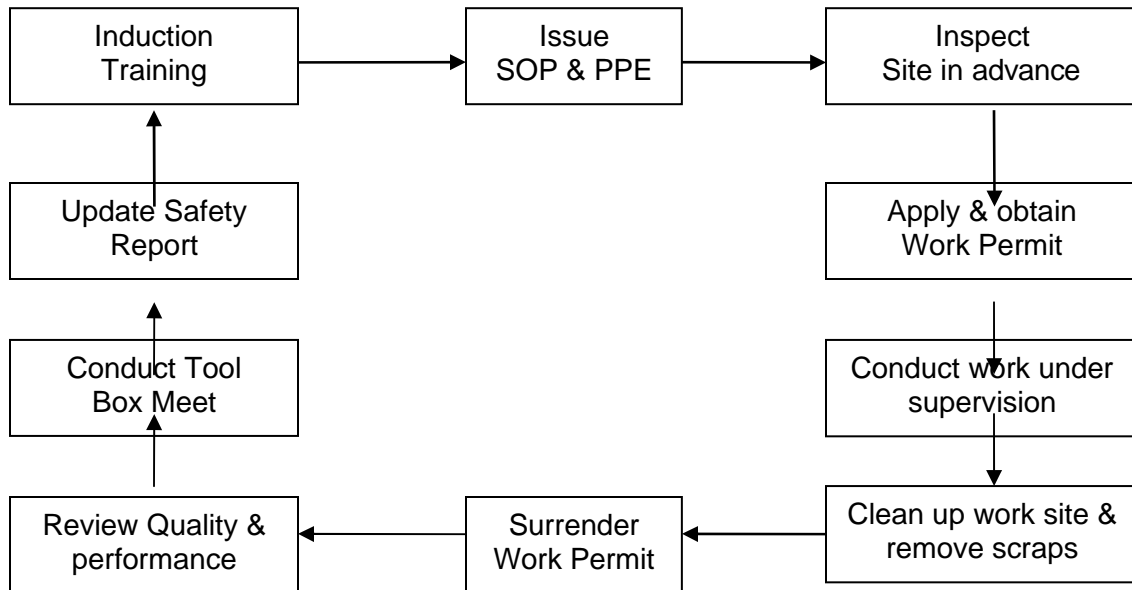
In order to achieve safety in our operations and constructions, no person, while on A Coracias Projects Pvt. Ltd. Locations or at Project Site, may use or possess any alcohol or habit forming drugs contravene a prescribed safety regulation. The consumption of alcohol or unauthorized drugs on site is an offence, which may lead to instant dismissal. Therefore Coracias Projects Pvt. Ltd. reserves the right to search or request an employee to provide urine or blood sample for testing.

5.0 Safety in Project Site:-

Safety rules, regulations, and permits are just the minimum requirements for a construction project. Rules can never provide for each and every situation and hence employees must take care of their own safety at all times.

Think carefully before doing anything unfamiliar way, and determine whether they are safe or if there exists any associated or unexpected hazards. If we can visualize in advance everything that can or will happen, safety will work on its own for us.

6.0 Safety Cycle Routine:-



Health & Safety Expectations:-

Coracias Projects Pvt. Ltd. has set eight (8) health and safety expectations that apply to everyone. All employees, whether senior managers or operatives, shall be familiar with these expectations, and apply them to their work:

Leadership and accountability:-

- All Managers in Coracias Projects Pvt. Ltd. have health and safety leadership role;
- Managers are given clearly defined responsibilities, provided with adequate resources and are made accountable for their achievements;
- Managers ensure that there is always effective two-way communication with employees, contractors and others on health and safety issues;
- Managers ensure that health and safety expectations are integrated in business planning and decision making processes;
- Managers establish health and safety management systems and procedures that are appropriate and proportional to the risk profile of their business.

Managing health and safety risks:-

- **Systems are in place to proactively identify hazards associated with work activities, assess risks in terms of potential severity and evaluate methods to prevent or reduce the risks in existing activities including non-routine tasks;**
- **Non-acceptable risks are identified, controlled, recorded and effectively communicated to employees;**
- **Risk assessments are reviewed at key trigger points such as incidents involving the activity, new work equipment / process, planned changes, or routinely at pre-planned intervals;**
- **Risk assessments are carried out involving people who are competent in management of the risks involved. Specialists are engaged when necessary.**

People:-

- **People are trained according to the risk profile of their job to make them competent to fulfill their health and safety responsibilities;**
- **The recruitment, selection, and placement processes ensure that people are qualified, competent, physically and mentally fit for their job. New recruits are introduced to health and safety and their activities are supervised;**
- **Every employee has access to an appropriate level of first aid, and occupational health support;**
- **Health and safety responsibility is considered a performance objective and to give feedback on performance;**
- **Employees are effectively consulted and encouraged to participate in different aspects of health and safety management.**

Contractors and business partners:-

- **Contractors and suppliers are assessed and pre-qualified on the basis of their competency and capability to undertake the tasks before awarding the contract.**
- **Contractors are required to submit method statements for the tasks required, showing how the tasks will be achieved safely.**
- **Performance of the contractors, suppliers against agreed deliverables are monitored. This includes a process for raising and closing corrective actions.**

Managing change safely:-

- Maintenance of required level of health and safety competence are ensured during re-organizing or re-structuring business operations processes.
- Health and safety implications are identified and controlled while introducing new plant, process, and equipment at any stage of the project life cycle.
- Impacts of any impending, or proposed changes to legal, industry, and customer requirements are identified and reviewed.

Crisis and emergency management:-

- A process to identify potential emergencies exists. Formal emergency plans are developed, documented, and clearly communicated.
- Emergency preparedness drill is conducted when necessary.

Incident investigation and prevention:-

- Systems exist at all sites, projects, and service operations for recording, reporting, and investigating fatal, serious incidents, lost time injuries, medical treatments, first aid, near misses, and occupational health diseases.
- Learning points from fatal and serious incidents are shared with others, and learning points received from others are reviewed and where necessary used to improve existing processes.

Management review and reporting:-

- HR Department receives and reviews monthly routine reports on progress with implementing the policy, health and safety incidents and safety performance.
- Compliance audits are routinely conducted, at least annually, by the health and safety specialist to check how the policy and expectations are being achieved.
- Managers and employees attitudes and beliefs towards health and safety are surveyed, as part of a program to improve safety culture.

Actions at Office:-

- **Incorporating Safety Clauses as per Labor Laws, Workmen Compensation Acts & Safety Laws in the Purchase orders released to Contractors.**
- **Ensuring that the safety clauses are understood and accepted by the Contractors and the record of their acceptance is retained till completion of the project.**
- **Procuring and issuing Personal Protective Equipment as per PPE Matrix or as jointly agreed by Coracias Projects Pvt. Ltd. and the Contractors specific to the projects.**
- **Compiling Safety reports received from sites for review of Country Management Committee.**
- **Issuing posters, leaflets, and relevant materials for safety awareness campaign.**
- **Appointing professionals to conduct induction programs, first aid drills, training on emergency preparedness, safety audits and to guide upon statutory compliance.**
- **Establishing documentation control, including frequency, distribution matrix for different reports, records, and results of corrective / preventive actions.**
 - **First Aid for Electric Shock**
 - **Fall protection**
 - **Protection during Hot Work**
 - **Storekeeping & Stockyard management**
 - **Scrap yard management**
 - **Induction program for Coracias Projects Pvt. Ltd. Project Team**

Actions at Project Site:-

- **Induction for Project Manager, Site-in-charge, Engineers & Supervisors based on EHS policy of Coracias Projects Pvt. Ltd. and Customer and to cover following aspects of safety compliance:**
- **Attendance, punctuality, discipline and work ethics.**
- **Conduct Induction Training and Tool Box Talks for workers.**
- **Implementing Contractors' self inspection records of field equipment before use.**
- **Awareness of location of Fire Extinguishers and First Aid Box.**

- Operating instruction of fire extinguisher and first aid training.
- Contractors to use only industrially acceptable ISI / BIS certified equipment.
- Plan, issue work permits and supervise works as per different SOPs for:
 - Fall protection while working at heights
 - Arc Flash Protection
 - Protection during hot work.
 - Housekeeping & scrap disposals.
- Zero tolerance on use of PPE
- Emergency preparedness and drills.
- Records, Documents and Reports to comply standard formats & distribution protocol.
- Display and regular update on incident records as per standard formats.
- Distribution of safety literature, leaflets, and display of Posters.
- Award for safe work to promote safety culture among field staff.
- Self audit on safety compliance
- Safety Audit by HR Department.

Check Lists:-

Fall protection:-

General

- Identify working conditions - fall protection measures are necessary (must >2 M).
- Provide PPE (helmets, shoes, gloves, harness and relevant protections).
- Select proper fall protection gears, barricade tapes and adequate lighting.
- Ensure Work Permits before use of Stairs, Ladders, scaffolds & Platforms
- Barricade all open floors and provide warning signs.
- Check sturdiness of all raised surfaces / platforms / gangways.
- Conduct medical test by professional doctors before deploying people at height.
- Provide guardrail, safety net, and personal fall arrest systems.
- Ensure setting of Portable Ladder at 70-75° slopes for stability. (1:4)
- Ladders shall be provided with "Tie off" and erected over solid level surface.

- Never place ladders in front of doors unless doors are secured.
- People shall be competent to discriminate between safe and unsafe ladders.
- People shall follow correct practices when ascending / descending a ladder.

Do's and Don'ts

Following unsafe practices are quite common and supervisors have to ensure these:

Don't

- overreach from a ladder
- use the top two rungs
- use wood or metal ladders
- Move a ladder while on it
- Climb with material
- Share a ladder

Do

- Move the ladder
- Use a taller ladder
- Use Fiberglass ladders if available
- get down and move the ladder.
- use tool belts.
- use a second ladder.

Scaffolding set up:

- Provide safe access ladder to climb the scaffold platform, secured firmly.
- Scaffolds shall be stable, with handrails and toe boards.
- Scaffold shall be erected by trained staff and approved by safety officer.
- Ensure efficient break system to prevent self movement of scaffolds on wheels
- Use outriggers wherever required to arrest fall of the scaffold
- The scaffold is inspected daily and records are to be maintained

People using scaffolding:

- People deployed to work on scaffold will be provided with helmets, safety shoes, and must use Safety belts, and the harness anchored to a fixed point.
- Users & Safety Officers to inspect belts regularly and maintain records.
- The working area will be barricaded

Work Permit

Ensure Work Permits are obtained by the Group Leader / Supervisor from the Safety Officer prior to deployment.

The Permit shall be surrendered by the Group immediately after work / permit validity is over.

Protection during Hot Work:-

General:-

1. Only qualified, suitably trained and approved personnel shall only carry out welding.
2. When conducting welding, oxy-acetylene cutting and grinding operations in elevated areas fireproof blankets shall be used to arrest sparks reduce the risk of fire, and to protect surrounding structures.
3. When welding is being carried out at ground level welding screens or / and blankets are to be used to minimise sparks and the risk of fire, and to protect nearby workers from flash or penetrating eye injury.
4. If there is a potential for the outbreak of fire, consideration should be given to the use of a firewatcher.
5. Fully operational fire extinguisher shall be accessible within easy reach of the hot work area.
6. Welding equipment shall be inspected before use and shall be in good condition
7. Flashback arresters shall be fitted to oxy-acetylene units at the regulator. Flash back arresters shall also be fitted at the torch end if long hoses are being used.
8. Welding shall not be carried out without appropriate PPE. I.e. Welding shield, safety glasses, dry welding gloves, long sleeve shirt and long trousers.
9. A comprehensive generic safe work procedure should be in place and the procedures to be followed well understood by those required to carry out welding, grinding and cutting operations.

Welding:-

- Ensure the welding return connected with the job.
- Ensure welding cables in good condition.
- Provide PPE (welding shield, leather gloves, shoes, safety glasses & helmets).
- Ensure adequate ventilation for exhaust / dilution of allow welding fumes.
- Welding set to be energized through earth leakage circuit breaker & earthed.

Grinding:-

- Ensure grinder guard in position.
- All electrical tools shall have earthing & 3-pin plug tops. Check 3-pin connections.
- Deploy fire watch and trained people to apply fire extinguisher.

Gas Cutting:-

Cylinders in use

- Cylinders should be used in an upright position and fastened to prevent them falling or being knocked over.
- If the contents are not known - do not use the cylinder.
- Do not allow any flame near the cylinder valves.
- Do not allow any arc welding to be undertaken in the immediate vicinity.
- Never allow oil or grease to be on cylinder valves and fittings.

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- Never open a valve more than three turns, one is usually enough. It allows quicker closing of the valve in case of an emergency.
- After the day's work is over remove the cylinder to a safe storage place.
-

Oxygen Cylinders

- Do not inhale oxygen from the cylinder
- Do not use oxygen as a method of ventilation
- Do not use oxygen jet for cleaning, dusting or on an oily surface.
- Do not use oxygen as a substitute for compressed air on hand tools or for starting an engine.

Fuel Gas Cylinders

Close cylinder valve when not in use.

If gas leaks when valve is closed:

- Move the cylinder into the open and away from electric motors and sources of sparks or heat.
- Forbid smoking or naked flames.
- Ensure suppliers are advised immediately.

Fire precaution : Keep fuel gas cylinder valve key and fire proof gauntlet gloves readily available so that gas supply can be turned off immediately in case of an emergency.

c) Safety Precautions while welding / cutting

- Wear appropriate goggles fitted with correct filter glass. Lens supplied for gas welding and cutting operations must not be used for arc welding and cutting. Filter glass shade specified as per IS 5983 are as follows :

NATURE OF WORK	SHADE NUMBER
Stray Radiation	1 to 2.5
Light Welding	3 to 5A
Medium to Heavy Welding	6 to 7

- Wear suitable clothing buttoned to the neck together with a leather apron and keep arms covered.
- The outer clothing should be free from oil, grease or flammable substances.
- Protect the hands and wear suitable gloves or gauntlets.
- Protect other persons from glare using appropriate screening.
- Place hot welded material in a safe position where it cannot fall, cause burns or injury.
- Gas hose pipe to be in good condition, & tested / certified as per IS color code.
- Gas-cutting torch shall be provided with flash back arresters.

Hot Work at Height:-

Falling from height is a major cause of fatality/serious injury in the construction industry. Falls from height of over 2m or more result in death or serious injury. All such incidents are preventable.

- Ensure safe access/exit, edge protection (for people and materials), PPE and suitable training, as applicable.
- Ensure that for any work above 2m is provided with guardrails, mid rails and toe- boards.
- Where impracticable to fit guardrails, mid rails and toe-boards (short duration) then personal suspension equipment/fall arrest equipment must be utilized as required.
- If roof work is involved identify any fragile areas and/or openings and implement suitable precautions.
- Access ladders must be secured and shall extend minimum 1m beyond working platforms to allow for safe access/exit.
- Where access ladders run for more than 9m then suitable intermediate platforms must be provided.
- Consider weather conditions – wet, windy and conditions can have a serious impact on safety at height.
- If guard-rails, fragile surface covers, void protections, etc, are removed for any reason then they must be replaced as soon as possible, and in the interim should be physically guarded.
- Use safety belt & anchor it's lifeline above working surface.
- Work shall proceed only in the presence of the supervisor.
- Carry ladders horizontally while transporting.
- Ladders shall only be used for access and not for any other purpose.
- Use appropriate ladder for the type of activity & height.
- Ladders should be lashed at the point of rest on top or held into position by a ladder attendant when people are ascending or descending.
- Install barriers where ladders / scaffolds are erected on walkways or traffic ways.
- Only one person should ascend or descend a ladder at a time.
- Face the ladder while ascending or descending.
- Climb & work on mobile scaffoldings & tower ladders only when they are stationary, wheels are locked & outriggers are stretched & supported on ground.
- Maintain safe distance vertical & horizontal distance from live electrical lines.
- Prevent material from falling on pedestrians / people working below by appropriate guarding / barricading.
- Take adequate precautions against sun stroke.
- If you have vertigo, do not work at height.

Do not use stools, chairs, cases, barrels, sacks, drums, etc. as substitutes for ladders & scaffolds.

Other precautions

- Appropriate fire extinguishers to be provided.
- Employees doing hot work shall be trained & training records given to QS.
- Review location of first aid box, telephone, safety shower, eye wash, fire extinguisher
- Fire watch required for 30min after completion of job.

Work Permits

Safety Officer shall examine the above aspects and approve the work permit requested by the Contractors. The Permits will be surrendered on job completion at each location.

Stockyard

Management

Stockyard

- Barricade the boundaries of the stockyard and individual lots.
- Display Coracias Projects Solutions Pvt. Ltd. board and identification Tags / signs
- Stack orderly & leave adequate passage for movements and transfer of materials.
- Display "Danger" Signs for inflammable / explosive materials
- Sand Buckets shall be kept at handy locations.
- Watch & ward must be aware of Fire extinguishers locations & trained to apply them.
- Returned stock for re-use shall not be mixed up with fresh stock.
- Shifting materials from stockyard to work site

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- Manual for material shifting norms shall be available at Stores.
- Persons deployed to shift materials by hand shall be provided with lather hand gloves, helmets, safety shoes and trained to handle the materials safely.
- Follow safety protocols strictly while handling equipments with Trolleys / Cranes.
- Sign Boards, barricades, audio-visual alarms shall be displayed to sport caution.
- Fitness certificate for handling equipments must be ensured.
- Authorization / qualification of operators shall be checked before their deployment.
- Any spillage shall be promptly wiped up and any packing box, nails, straps, ropes, pins etc. shall be cleared immediately after shifting work is completed.

Scrap Yard Management:-

Scrap generated at different work locations:-

- Care shall be taken by the contractors to use the materials in an optimum way and to avoid generation of scraps. All work locations must be cleared on daily basis by contractors or by their nominated agents before leaving for the day.
- The scraps shall be packed in a gunny bags with proper identity tags and kept ready for shifting to the scrap yard.
- Care shall be taken to segregate the scraps without mixing up as far as practical.
- Inflammable and non-degradable or hazardous scraps shall be isolated for specialized disposition.
- Persons deployed to handle scraps must be protected with helmets, gloves and safety shoes and also with gas masks & eye protections if required.
- Scraps shall never be stored inside the plant rooms / equipment rooms / MCC Rooms even under any kind of exigencies.
- **Scrap Identification & Reconciliation**
- Contractors are required to reconcile the amount of scrap generated by them against issue of materials / raw materials vis-à-vis quantum of completed work and records entered in the measurement books.
- As such the identification tags on the scrap bags shall bear the name of contractor, nature of scrap / material, work location and date of packing.
- Once the gunny bags containing scraps are shifted from work locations to scrap yard, these identification tags will be used for segregation and reconciliation.

Scrap Yard:-

- The scraps packed and tagged shall be stacked only within the space earmarked as “Scrap Yard”.
- The scraps shall be segregated contractor wise, material wise and shall not be mixed up till reconciliations are completed.
- Scraps shall be disposed periodically according to the maximum allowable scrap accumulation limits prescribed by the project manager.
- Disposing authority shall ensure that they do not cause any environmental hazards or nuisance to the society.
- Passage / gangways within the Scrap Yard shall be maintained free for easy movements.
- Scrap yard shall be well lit and Coracias Projects Pvt. Ltd. sign Board shall be displayed.
- Watch and ward shall be deployed at scrap yard if not provided by the customer.

11 For Contractors:-

- Induction for workers/ contractors to be conducted by a professional Safety consultant, Coracias Projects Pvt. Ltd. Site Manager and Safety Officer.
- Details of workers, supervisors and contractors deployed by Coracias Projects Pvt. Ltd. shall be listed and the attendance of the workers in their induction program shall be monitored.
- Points to be communicated to the contactors and their workers shall cover:
 - No work without approved Work Permits
 - Use of PPE – zero tolerance
 - Coracias Projects Pvt. Ltd. and customer’s EHS Policy
 - Specific Do’s / Don’ts – distribute leaflets.
 - Always to carry Coracias Projects Pvt. Ltd. Badge / ID cards inside site
 - Prohibition on Smoking / consumption of Tobacco / alcohol

- General discipline, work culture & work ethics.
- Communication protocol in case of any accident.
- Time in / Time out –Discipline in attendance.
- Precautions in night shifts.
- Maintenance of Tools / equipment / machineries.
- Arrangement with local hospital for prompt attention to accidental injuries.
- Emergency preparedness drill.
- First Aid drill
- Fire Extinguisher application drill.
- Award for safe work.

Counseling with Customer:-

Counseling with customers at regular intervals shall focus on creating customer confidence. We must be visible and impress upon customer display that the project is in the “safe hands” of Coracias Projects Pvt. Ltd. :

- Review all unsafe observations made by the Customer.
- Take prompt actions to resolve such unsafe issues to mutual satisfactions.
- Propose corrective and preventive action plans in professional manner.
- Share the corrective and preventive actions taken with the customer.
- Display photographs or show video clips of safe practices adopted by Coracias Projects Pvt. Ltd.
- Communicate safety commitment and concerns during all forms of communications.

ANNEXURE – 1

PPE Matrix

PERSONNEL & ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13
	HELMET (GREEN)	HELMET (WHITE)	HELMET (YELLOW)	SAFETY SHOES	SAFETY BELT	FULL BODY HARNESS	EAR MUFFS	ID CARD - CONTRACTOR	ID CARD - VISITOR	WELDING SHIELD	LEATHER GLOVES	SAFETY SHOES	CUTTING GOGGLES
ACES PERSONNEL													
Safety Officer	X			X			X						
Site Personnel		X		X			X						
Visitors / Guests		X					X		X				
CONTRACTOR													
Gas Welding													
Gas Cutting			X					X		X	X	X	
Electric arc welding Working at height (2-4m)			X					X		X	X	X	X
Working at height (>4m)			X					X		X	X	X	
Working in high noise area			X		X			X				X	
			X			X		X				X	
			X				X	X			X	X	

Responsibility

Coracias Projects Pvt. Ltd.

Contractor

This is a general guideline.

PPE Matrix & responsibility shall be finalized by the Project Manager along with the Site Manager and Contractor before commencement of site activities.

ANNEXURE – 2

Health & Safety Indicator (White Board)

This white board to be displayed prominently at the Site office and updated daily

Monthly Safety Report from Site

Month:

Customer:

Site Manager:

Project:

Date:

Nature of Incident	Number of incidents		Number of persons injured			Details of the incident in this month	
	This Month	Cumulative this year	Coracias	Contractor	Customer	Date	Details
Fatal Accidents							
Serious Accidents							
Lost Day Accidents (absence >24hrs)							
Lost Man days							
First Aid							
Near misses							
High Potential incidents							
TOTAL							

Safety Officer

Site Manager

Distribution:

1. Project Manager
2. Safety Coordinator of Hub

This register shall be updated every week and kept handy during site audit

EHS Compliance Declaration by Contractors

CORACIAS PROJECTS PVT. LTD

EMS

Date:

Owner's name:

E-mail:

PO Ref No:

Owner's Organization:

Address:

Mobile No:

Phone No:

To

The Project Manager/ Site Manager / HR Department, Coracias Projects Pvt. Ltd.

Project Site: _____

- ❖ I hereby declare and accept the responsibility to carry out the work safely as per the instruction of Coracias Projects Pvt. Ltd.
- ❖ I have understood the hazards associated with the site and the procedures to be followed strictly for safety.
- ❖ I will provide trained manpower with required Personal Protective Equipment.
- ❖ I and the persons working under my control will adhere to site safety rules.
- ❖ I further declare that following safety measures shall be taken by me and the persons under my control:
 - ❖ Wear safety helmet, shoes, goggles, nose mask, safety belt etc. as per PPE Matrix.
 - ❖ Safety belt and anchoring to the life line rope while working at height.
 - ❖ Proper tools will be used and the same will be checked for defects and replaced wherever required or instructed by the Site Manager.
 - ❖ Proper working platform with hand railing and ladder will be used while working at height.
 - ❖ Housekeeping will be maintained as per instructions and debris/ waste materials etc will be removed from the site to an identified place on daily basis.
 - ❖ My workmen and I will not create any problem, quarrelling with other agencies.

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EHS Compliance Declaration by Contractors (continued)

- ❖ I will provide required fire extinguishers, fire buckets with water and sand in work place.
- ❖ First aid and hospital facility will be provided to my workmen.
- ❖ Safe drinking water will be provided to my workmen.
- ❖ I will conduct the safety induction program for my workmen like first aid, fire fighting and safety.
- ❖ I will obtain work permit to work in hazardous areas before deployment of manpower.
- ❖ As per the safety rules, I am aware that penalty will be imposed for any safety violations or for all unsafe works.
- ❖ Naked wire, Double connections, Electrical extension without proper socket / plug etc shall not be used by my organization.
- ❖ Site office cleaning will be done regular basis.
- ❖ I will submit the safety reports/ information as per the instructions as and when required.
- ❖ Proper ladder/ platform will be used for work at height (as instructed)
- ❖ ELCB will be provided with all panel boards and only double insulated cables will be used for any electrical connections with proper industrial socket.
- ❖ Child labors (below 18 yrs of age) will not be deployed by me for any type of work in the site.
- ❖ My workers will not smoke / urinate / spit inside the site.
- ❖ Flash back arrester will be used with DA cylinder and cutting torch for hot work in the site.
- ❖ LPG cylinder will not be used for any type of hot work without Site Manager's permission.
- ❖ My safety in-charge for the site will be _____
and his mobile number _____

Page 2 of 2

Regards,

Signature of the Contractor

Self Audit Check List

Project site In charge	Location

NO	CHECK POINTS	Check Ratings*					Comments
		Quality	Quantity	SOP / Checklist	Awareness	Status	
1	PPE availability & usage						
2	Barricading of floor openings						
3	Scaffoldings and raised platforms						
4	Display of safety board						
5	Distribution of Safety Leaflets						
6	Safety Awareness of Site-in-charge						
7	Safety Awareness of field staff / workers						
8	Safety Awareness of Contractors						
9	Weekly Pep talks by Site Manager						
10	Fitness of material handling equipments (MHE)						
11	Qualification of operators of MHE						
12	Report of incidents / accident						
13	Fire extinguisher						
14	Sand Buckets						
15	First aid box						
16	Electrical safety						
17	House keeping						
18	Training for First Aid						
19	Arrangement with local Hospital						
20	Display of Emergency Phone Nos						
21	Safety awareness of Customer						
22	Contract Clauses in PO						
23	Disposal of Scrap						
24	Segregation of inflammable materials						
25	Review of last safety audit						
26	Safety practices during hot work						
27	Safety practices while working at height						
28	Emergency preparedness						
29	Overall safety performance						

* Check Ratings= Poor / Average / Good / Excellent or NA (not applicable)

Other observations:

Auditor (Name & Sign)

Incident / Accident Report

This report shall be completed for all incidents/accidents related to work within the premises under Coracias Projects Pvt. Ltd.

PROJECT:

Report No.

SITE:

Date & Time of Incident:

Nature of Incident

To be completed by the person reporting the incident. Include who (if anyone) was injured, how the incident occurred and what the circumstances were. Use the reverse side for sketches and/or continuation as required.

Reported by:

Date:

Lost Time(hrs):

Corrective Action

To be completed by the Project / Site/ EHS Coordinator/EHS Officer-manager

Completed by:

Date:

Further Investigation required

Yes / No

Incident Classification

Tick the appropriate box. If unsure, please refer to Ehs Manager / Coordinator.

Fatal Accident	Serious Accident	Fist Aid (Minor Injury)	High potential Incidents	Lost day Accidents (> 24 hrs)	Near Misses	Traffic Accident	Other (Specify)

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EMS

Contractor's Weekly EHS Statistics

Customer: _____

Project: _____

Contractor: _____

PO No. _____

FOR THE WEEK FROM _____ TO _____

1	Number of accidents- (Reportable) Occurred	
2	near misses occurred	
3	Number of man days lost (Excluding the day of accident date of reporting back) Total man	
4	hour worked (fortnight) contractor wise	
5	Weekly committee meetings conducted	
6	Safety pep talk conducted	
7	Infraction notices issued	
8	Infraction notices closed	
9	Approved scaffolds stand available at site	
10	Fire fighting appliances available at site DCP (Last serviced on _____) Training	
a)	Details	
11	Fire Fighting Training First Aid training	
a)	PPE Training on how to use	
b)	Number of Safety sign boards displayed at site	
c)	Safety permits issued	
12	Type of PPE's using	
13	a) Safety Belt, b) Helmets, c) Safety shoes, d) Safety goggles, e) Hand gloves,	
14	f) Nose mask, g) Welding shield etc.	
a)	Response from workers towards safety compliance	
b)	Housekeeping Excellent / V good/ Good /Fair	
c)	Number of defective PPE noticed during inspections	
d)	Action taken to rectify defective PPE	
e)	Daily inspection/ Weekly inspection of tools, tackles carried out	
15	License and documents with driver	
16		

Contractor _____ Sign & Date _____

Note: Contractor to handover signed copy to Coracias Projects Site Manager