

## FORM

**Form Number:** FORM-0038118 **Page:** 1 of 3  
**Version Number:** 1.0  
**This version replaces:** NA  
**Parent Document:** PROC-0021292  
**Title:** **Safety Procedures of the Company for Contractors / Vendors**

### FORM-00000: Safety Procedures of the Company for Contractors / Vendors

You should carry out jobs only against a valid and approved PO / Contract from our procurement department. You are not allowed to conduct any job / activity if there is no valid PO /contract. Even if PO/ contract is near exhaustion of its quantity / validity, you will bring to our user dept and procurement dept. but will not jump over approved Qty / duration as per PO / contract.

1.	Contractor should demonstrate an understanding of health and safety and an ability to manage their work safely considering requirement of Occupational safety, health and environment department , applicable standard operating procedures of site and EHS policy of organization.
2.	No contract labor resumes work before he is given Induction Safety Training at our site.
3.	Work as per the legal / statutory requirements.
4.	Based on hazard associated with work they should take the Permit for the work and should perform as per the permit conditions.
5.	Below mentioned conditions should be followed by the contractors regarding work permit.
5.1	No work to be carried out without valid work permit and by violating permit conditions.
5.2	Work will be stopped in case of emergency. In case of emergency, work permit gets cancelled automatically as per the SOP on work permit and it needs extension to restart the work.
5.3	Only well trained and competent employees will be allowed for work.
5.4	Based on hazards associated with work, all required PPE like hand gloves, safety shoes , nose mask etc. in good condition will be provided by the contractor.

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### FORM-00000: Safety Procedures of the Company for Contractors / Vendors (Continued)

5.5	All equipments / hand tools required on site should be tested as per the requirements and contractor should submit the test report to EHS department on yearly basis.
5.6	Periodically inspection of tools / equipment should be practiced by contractor through engineering department and EHS department. Faulty equipment , cable must not be bring or repaired at site.
5.7	Company employee may visit the ongoing work performing by contractor at our site to assure the work is performed as per the work permits and safety.
6.	Contractor should submit the acknowledgement letter in EHS department / Admin department and receive compliance verification & endorsement in Admin department. Then only they will get the work order from the purchase department.
7.	In case of violation in company's safety rule and mischief the contractor will be accountable for the same.
8.	Contractor should be demonstrating an understanding of health and safety and an ability to manage their work safely.
9.	Contractor has to depute healthy and skilled manpower to perform their specified work. They should be physically as well as psychologically fit for the job and should obey the safety rules during work.
10.	If someone violates the safety rule, company representative will impose the penalty considering risk and hazard in negligence and carelessness of the contractor or his employee. Penalty can be imposed as minimum INR 1000 to max.10000 /- HOD of department under which contractor is working , Procurement, HR department and EHS department shall take the decision regarding the penalty in case of violation.

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**FORM-00000: Safety Procedures of the Company for Contractors / Vendors (Continued)**

11.	The contractor's labour are required to undergo periodical safety training by the EHS Department.
12.	No one can work with visitor gate pass unless they are permitted by respective department head and EHS departments' competent person. Prior to commencing the work they have to take valid work permit and to proceed the work as per the permit procedure.
13.	Contract employee must not bring, use, consume tobacco products, cigarettes wine or any like that material.
14.	Contractor labours should wear clean and suitable cloths required for their job.

I ----- M/S-----

Undertake to abide by the same.

**Authorized Signatory**  
**Seal of Contractor**

**Note:**

You are requested to send a copy of **safety procedures of the company for contractors / vendor** duly stamped and signed by you as a token of your acceptance.

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