

## **SAFETY PROCEDURES OF THE COMPANY FOR CONTRACTORS / VENDORS**

You should carry out jobs only against a valid and approved PO / Contract from our purchase 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 purchase 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.
2. No contract labor resumes work before he is given Induction Safety Training at your site and our site as well.
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 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 approved for work.
  - 5.4 Required PPE in good condition will be provided by the contractor.
  - 5.5 All equipments / hand tools required on site should be tested as per the requirements and contractor should submit the test report to safety department on yearly basis.
  - 5.6 Periodically inspection of tools / equipment should be practiced by contractor through engineering department and safety department.
  - 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 safely.
6. Contractor should submit the commitment / acceptance letter in safety 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
11. The contractor's labour are required to undergo periodical safety training by the Safety Department,
12. No one can work with visitor gate pass unless they are permitted by respective department head and Safety 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. Before commencing the work, all employees of new contractor, whose names are listed should attend the training on work permit system and safety rules practiced in the company.
14. Contract employee must not bring, use, consume tobacco products, cigarettes wine or any like that material.
15. Contractor labors should wear clean and suitable cloths required for their job.
16. Contractor has to provide required personal protective equipments in good condition, and exhausted PPEs should be replaced regularly.

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.