


# SAFETY MANUAL



**HTL Aircon Pvt. Ltd**

Corp. Office : 204, Yashshree Bldg., Opp. Bharat Petrol Pump, Nigade Nagar, B.T.  
Kawade Road, Ghorpadi, Pune – 411001.

## Safety Policy



• To ensure adequate measures for first Aid, Fire and other emergencies,

• To provide continual instruction, training and supervision.

• To comply with health and safety laws.

• To provide and maintain a healthy, safe and secure working environment for employees, and other associates.

• To ensure continual evaluation of our health & safety performance.

## Our Motto Safety First

**Lavinder Singh Duggal**  
Managing Director

# Safety Rules & Guidelines

Safety Rules & Guidelines laid down here under must followed by everyone in entire gambit of operations and applied at all work sites they are general in direction, by which we can achieve the statutory compliance to Health and Safety of personals and equipment's.

## Objective:

Our Aim is to Provide and maintain a healthy, safe and secure working environment for employees, and other associates also comply with statutory requirement of health and safety. It's our endeavour to provide continual instruction, Training and Supervision and also ensure continual evaluation our Health & Safety performance.

## Personal Protection is our Prime Motto

We are committed to ensure:

**Eye and face protection-** Eye protection or face shields should be worn where there are possibilities of injury from flying particles or splashes from liquids. If you wear eyeglasses, the equipment should be worn over them.

- **Head protection-** Hard hats or helmets should be worn when there is the possibility of injury from falling objects.
- **Foot protection-** Safety shoes should be worn if there are hazards from falling objects or when handling heavy crates or equipment.
- **Gloves, leggings, aprons-** These should be worn when welding. Gloves and arm protectors should be used to prevent lacerations while handling sheet metal.
- **Clothing-** Appropriate clothing should be worn to protect from heat or cold. Boots with good traction should be used if wading through pools of mud or water.
- **Ear protection-** It may be necessary to wear ear plugs or muffs when noise levels surpass 90 decibels.
- **Respiratory protection-** Adequate respirators should be used whenever the air is contaminated with excessive concentrations of dust, fumes, mist, gases or vapors.
- **Safe Tools-** Use the proper tool for every job. Don't use impact tools, such as drift pins, wedges and chisels, if they have mushroomed heads also avoid tools with cracked, broken or loose handles.

## **Safety Guideline - General:**

1. Do not distract the attention of fellow worker while on action.
2. Ensure that none of your act endangers another fellow worker.
3. Keep working area free from rubbish and debris.
4. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
5. Read the instruction manual before using any power tools or equipment.
6. Ensure that all safety guards of the equipment's are in place.
7. Do not enter an area which has been barricaded.
8. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
9. Barricade danger areas. Guard rails or perimeter cables may be required.
10. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.
11. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
12. Ladders must extend three feet above landing on roof for proper use.
13. Defective ladders must be properly tagged and removed from service.
14. Keep ladder bases free of debris, hoses, wires, materials, etc.
15. Build scaffolds according to manufacturers' recommendations
16. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
17. Use only extension cords of the three-prong type.
18. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply.
19. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
20. Never throw anything; someone passing below may be seriously injured.
21. Study the emergency procedures which have been established at site before starting of any work also identify location of firefighting equipment, emergency phone, first aid kit, stretcher location, and evacuation plan and be trained for usage.

## Safety Guideline - Electrical

1. Understand proper functioning of the equipment.
2. Do not use faulty electrical cords/sockets.
3. Do not use of extension cords without taking proper precautions.
4. Ensure proper Earthing of the device.
5. Ensure no supply is connected while working on rotating machine or Motors.
6. Place rubber mats in front of switchboards.
7. Do not close any switch unless you are familiar with the circuit which it controls and know the reasons for it being open.
8. Do not work on live circuits. Make sure that all safety precautions have been taken.
9. Do not close or open switch hesitantly. - do it quickly and positively.
10. Do not throw water on live electrical apparatus in case of fire. Use proper extinguisher.
11. Do not touch an electric switch or appliance when hands are wet.
12. Be alert while replacing fuse/inserting plugs.
13. Do not use copper wire as a substitute for fuse wire.
14. Do not use wires with poor insulation.
15. Do not replace fuse unless cause is detected.
16. Do not hang wet clothes on electrical fittings/conducts.
17. Use 3 pin plugs and ensure that earth connection is proper.
18. Take help of qualified electrician for any alterations / modifications in wiring.
19. Do not replace bulb or any appliance with switch in "ON" condition.
20. Do not shift any appliance with switch in "ON" condition.
21. Check earthing frequently for physical damage, if any.
22. In case minor shock is felt anywhere, do not neglect it - contact licensed electrician.
23. Check the electrical specifications of equipment before it is switched "ON" viz. 110V, 230V, 110V, 440V etc.

## **Safety Guideline - Mechanical**

1. Use proper tools for specific installation and adjustment of equipment such as air conditioning units, fans, thermostats, chillers and freezers.
2. Pay attention to all equipment manufacturer safety instructions, labels and signs.
3. Follow original equipment manufacturer instructions.
4. Ensure Liquids and chemicals used in HVAC operations can be dangerous if used incorrectly or if spills or accidents occur.
5. Handle carefully all Detergents and Solvents for cleaning since they are strong and lead to skin burns.
6. Supply must be turned off before mechanical inspections of installed equipment to avoid injury, fatality and damage to expensive equipment.

## **Safety Guideline - Welding**

1. Free access to the workshop areas is restricted to authorized personnel only.
2. No welding may be undertaken unless the site In-charge is satisfied that the person is capable of doing so safely.
3. During any welding operation the welding fume extractor (filter cart) must be used.
4. Personal Protective Equipment must be used during welding operations.
5. Barrier cream, safety coats, safety glasses/goggles and safety shoes must be used as the work place.
6. Long hair must be completely covered.
7. Only trained person shall use machine mounted with abrasive wheel or grinding machines with eye protection worn.
8. Smoking, eating and drinking in workshop areas is strictly prohibited.
9. Equipment must be cleaned after use.

# Hot Work Procedures

## General

We are committed for workplace free from injuries. Our Hot Work policy ensures that employees or visitors are protected from the related injuries at site.

We also ensure that all employees and visitors to our operations get familiarize themselves with our policies and adhere to those policies.

It's our policy that our employees will take proper care during Hot Work activity which ensures corrective actions are taken to prevent loss due to fire caused by Hot Work (cutting, soldering & welding, explosion or any other activity that involves an open flame).

Our site employees and contractors will receive instruction to ensure compliance with this policy.

The provisions set out in this policy apply to any work done on site using a welder, torch, or any other facsimile and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.

It shall cover the following hot work processes:

1. Welding/Brazing/Soldering
2. Grinding
3. Thawing pipe
4. Similar applications producing a spark, flame, or heat

## Definitions

### Designated Area:

Permanent location designed or approved for hot work operations to be performed regularly.

### Hot Work:

Any work involving burning, welding, or similar operations that is capable of initiating fires or explosions.

### Management:

All persons, including owners, contractors, and so on, who are responsible for hot work operations,

### Permit:

A document issued by the permit authorizing individual for the purpose of authorizing performance of a specified activity.

## **Permit Authorizing Individual (PAI):**

The individual designated by management to authorize hot work. The PAI cannot be the hot work operator.

### **Welding/Soldering:**

Includes processes such as are welding, oxy-fuel gas welding, open-flame soldering, brazing, thermal spraying, oxygen cutting, and arc cutting.

## **Responsibilities**

### **Management**

1. To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual, Hot Work Operator and Fire Watch).
2. Conduct periodic training & audits to ensure compliance with this policy.
3. Periodically review of the policy to ensure it is meeting all applicable regulations.

### **Permit Authorizing Individual**

1. Assess the work area and sign the Hot Work Permit PRIOR to work commencing.
2. Ensure fire extinguishers are available near work place.
3. Ensure sprinkler systems are in working order.
4. Monitor site for 30 minutes after completion of Hot Work.

### **Person Performing Hot Work**

The person doing the Hot Work must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 24 hours.

### **The Security Guard**

At the end of the monitoring period, the completed forms are picked up and delivered to the designated area. They are stored according to requirements.

### **Outside Contractors**

They will be trained and held to the same Hot Work Standards as the company employees. The supervisor who hires the contractor will ensure that this training has taken place prior to starting Hot Work and audits the process.



## Check List – Personal Protection Equipment's (PPE)

Sn.	Activity	PPE	Compliance
1	<b>Ducting Fabrication</b>	Safety Shoes	Yes / No
		Helmet	Yes / No
		Hand Gloves	Yes / No
		Ear Plug	Yes / No
		Proper Electrical Connection	Yes / No
2	<b>Ducting Erection</b>	Safety Shoes	Yes / No
		Helmet	Yes / No
		Hand Gloves	Yes / No
		Ear Plug	Yes / No
		Safety Belt (Double Lanyard full body Harness)	Yes / No
		Proper Electrical Connection	Yes / No
3	<b>Piping Cutting</b>	Safety Shoes	Yes / No
		Helmet	Yes / No
		Hand Gloves	Yes / No
		Ear Plug	Yes / No
		Safety Belt (Double Lanyard full body Harness)	Yes / No
		Proper Electrical Connection	Yes / No
4	<b>Piping Welding</b>	Safety Shoes	Yes / No
		Helmet	Yes / No
		Hand Gloves	Yes / No
		Safety goggle	Yes / No
		Fire Extinguisher	Yes / No
		Proper Electrical Connection	Yes / No
5	<b>Electrical Dist. Boards</b>	Main On / off MCB-ELCB	Yes / No
		One connection in each switch socket	Yes / No
		Use of Plug tops for connection	Yes / No
		Use Do not Operate / Lock Out Tag	Yes / No
6	<b>Working At Height</b>	Safety Shoes	Yes / No
		Helmet	Yes / No
		Hand Gloves	Yes / No
		Safety goggle	Yes / No
		Safety Belt working above 3 Meter Height	Yes / No
		Barricade Entire area	Yes / No
7	<b>Gas Fabrication / Cutting</b>	Safety Shoes	Yes / No
		Helmet	Yes / No
		Hand Gloves	Yes / No
		Safety goggle	Yes / No
		Fire Extinguisher	Yes / No

**Note :** It is also obligatory to follow safety rules & regulations given by the client

**Site In-Charge Name & Sig.**

## Incidence Report

Job No :	Project Site :	Site In Charge :
Date :	Time :	Contact Details

Injured Person details	Name	
	Age	Gender : Male / Female / Trans
Location		
Nature of Injury		
Injury Type :	Minor / Major / Fatal	
Part of the Body affected	Hand/Head / Leg / Ankle / Fingers Faces / Any other	
Cause of Injury		
Describe the event of Injury / Accident		
<b>Observations</b>		
Personal Protective Equipment was in place?	YES / NO	
If Yes, then was personal protective equipment given?	YES / NO	
If Yes was it being used?	YES / NO	
Action taken	<input type="checkbox"/> First aid <input type="checkbox"/> Called Doctor <input type="checkbox"/> Admitted to Hospital	

### Corrective Action

**Safety Officer Name & Signature**

**Site In-Charge Name & Sig.**

## Emergency Contacts

**NOTES :** It is necessary to have following details with site In charge

TYPE OF SERVICE	CONTACT PERSON	CONTACT DETAILS
Doctor		
ESIC Hospital		
Nursing Home		
Ambulance		
Local Fire Brigade		
Police Station		

Site In-Charge Name & Sig.

## SAFETY – Escalation Matrix



ONE

Safety Officer



TWO

Client SPOC



THREE

Site In-charge / Manager Projects



FOUR

Vice President / Director Operation



FIVE

Chairman & Managing Director

