
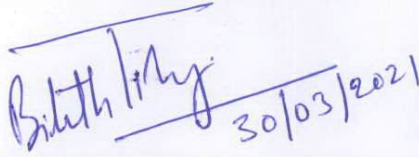

 PS-ER	BHARAT HEAVY ELECTRICALS LIMITED PSER-KOLKATA	DOC. No. HSEP:14-ER/SS
	STANDARD HEALTH, SAFETY AND ENVIRONMENT PLAN: DEPLOYMENT OF SECURITY PERSONNEL FOR WATCH AND WARD SERVICES AT PROJECT SITE OF POWER SECTOR EASTERN REGION	REVISION No. 00
		ISSUE DATE: 30.03.2021
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DOCUMENT ISSUE SHEET

	PREPARED BY	APPROVED BY
NAME	KINGSOOK ROY	BISHWANATH TIRKEY
DESIGNATION	DEPUTY ENGINEER (HSE), PSER-HQ, KOLKATA	ADDL. GM (HSE), PSER-HQ, KOLKATA
SIGNATURE	 30/03/2021	 30/03/2021
ISSUED BY: BISHWANATH TIRKEY , AGM (HSE), PSER-HQ, KOLKATA		
ISSUED TO: BHEL PSER SITES		
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STANDARD HEALTH, SAFETY AND ENVIRONMENT PLAN: SECURITY SERVICE AT PSER SITES

1.0 INTRODUCTION

While working at a construction site, a person is exposed to various health, safety and environmental hazards depending upon his/her job profile and area of work. It is equally true that his/her own activity, if not done as per standard guidelines or procedures, may give rise to certain hazardous situations and endanger the lives of others and of asset.

We, in BHEL, are committed to achieve and maintain a high safety standard at all our project sites and we adhere to the principle of 'Zero Tolerance to Unsafe Act'.

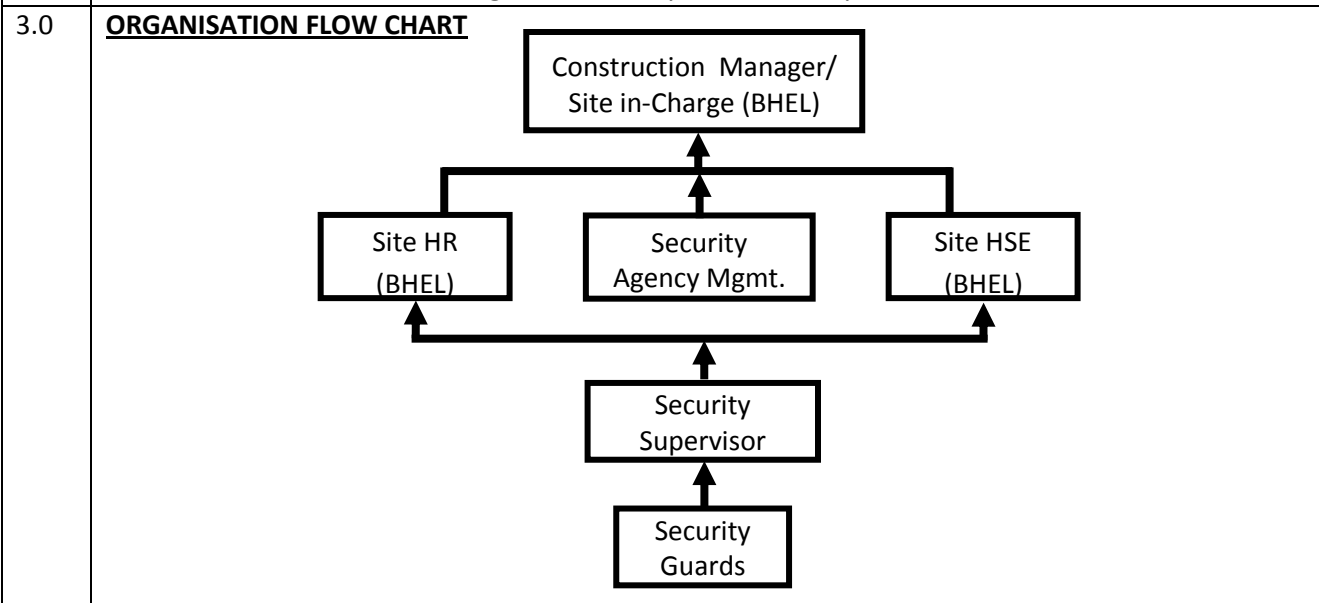
To achieve this, it is important that a strong Safety Management System is made a vital part of the Project Management System and all activities at a project site is executed in accordance with the guidelines and various rules and regulations prepared and issued for the purpose. Accordingly, the present document (ER:HSE:01/21) outlines the HSE guidelines, rules and regulations that must be strictly followed and complied to by the agency and its staff providing '**Watch and Ward Services at Project Site of Power Sector Eastern Region**'.


This document is, by no means, exhaustive and is subject to amendment, addition, deletion or modification as and when such need arises and all such revisions will supersede related sections of the present document and are to be followed strictly.

Non-compliance of the provisions of this document will be taken seriously by BHEL Management and suitable penal action will be initiated against the agency.


2.0 OBJECTIVE

To provide HSE (Health, Safety & Environment) guidelines including relevant rules and regulations for the Security Agency Management as well as agency Security Personnel that are to be followed and implemented mandatorily in order to ensure personal and material safety while discharging the roles and responsibilities of a Security Personnel providing '**Watch and Ward Services at any Project Site of Power Sector Eastern Region**' effectively and efficiently.




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4.0	<p><u>HSE GUIDELINES</u></p> <p>The HSE guidelines in respect of 'Watch and Ward Services at any Project Site of Power Sector Eastern Region' primarily concern about the following issues:-</p> <ul style="list-style-type: none"> • Health and safety of the Security Personnel employed by the agency at BHEL PSER site(s). • Health and safety of other persons employed at site whose well being may be endangered due to unsafe activities of the Security Personnel. • Material safety or safety of assets which may be endangered due to unsafe activities of the Security Personnel. • Protection of environment. <p>To ensure that all of the above issues are properly taken care of and no harm comes to either man, material or environment by the activities or ignorance of the Security Personnel employed by the agency for 'Watch and Ward Services at any PSER site' the following Roles and Responsibilities have been defined:-</p> <ul style="list-style-type: none"> • HSE Roles & Responsibilities of Agency Management • HSE Roles & Responsibilities of Security Supervisor • HSE Roles & Responsibilities of Security Guard • HSE Roles & Responsibilities of BHEL Site Management
4.1	<p><u>HSE ROLES & RESPONSIBILITIES OF SECURITY AGENCY MANAGEMENT</u></p> <p>i. They will ensure that the Security Personnel employed by them should be well trained and do not indulge in any unsafe and hazardous practice. The agency management should ensure that all relevant safety measures as recommended and stipulated in the extant Safety Rules & Procedures of BHEL are strictly followed by the Security Personnel.</p> <p>ii. They will ensure that the Security Personnel employed by them at the project use requisite Personal Protective Equipment (PPEs) such as Safety Shoes, Goggles, Face Masks, Reflective Vests etc. where use of such equipment is required to enhance personal safety in day-to-day operations and they should provide the Security Personnel with all such PPEs including COVID-19 PPEs as per requirement.</p> <p>iii. They will ensure that the Security Personnel employed by them at the project strictly comply with the COVID-19 (or any similar threat) Preventive Protocol at all times.</p> <p>iv. General guidelines to protect environment shall be strictly adhered to.</p> <p>v. It is mandatory that all Security Personnel undergo pre-employment medical check-up to be conducted by a registered Medical Practitioner / Officer prior to their deployment at site to ensure that they are free from all contagious diseases and have good health standard to perform their scheduled duties. Such medical check-up must be arranged by the agency at their own cost. The agency must obtain medical certificates of all the security personnel raised as per the prescribed format (HSEP14-ER/F02) & duly signed by the Medical Practitioner and submit the same to BHEL Site management. Such Medical Certificate should not have been issued more than 15 days prior to the date of submission/deployment of the individual.</p>

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	<p><u>HSE ROLES & RESPONSIBILITIES OF SECURITY AGENCY MANAGEMENT (CONTD. FROM PREVIOUS PAGE)</u></p> <p>vi. Agency Management will ensure that any person who has been found to be unfit in the above-mentioned pre-employment medical check-up is not deployed for the subject job.</p> <p>vii. The agency should, at their own cost, arrange periodically fire/emergency mock drills to train their staff deployed at the BHEL project site.</p> <p>viii. The Agency Management shall acquaint themselves and the security personnel with the various risks & hazards of the project site and take all necessary safety precautions for their employees working during any hour of the day.</p> <p>ix. They will be responsible for ensuring physical safety of the Security Personnel. In case of any injury or ill health the agency has to have adequate provision for First Aid / Emergency Medical Treatment facility for their employees.</p> <p>x. The Agency Management should promptly communicate to BHEL Site Management of any HSE issue that might have been identified while discharging their duty or which has been perceived to be unsafe and hazardous.</p>
4.2	<p><u>HSE ROLES & RESPONSIBILITIES OF SECURITY SUPERVISOR</u></p> <p>The Security Supervisor is in charge of the 'Watch and Ward Services at any Project Site' and is consequently responsible for the smooth execution of the subject job without any safety hazard or safety violation. His roles & responsibilities in respect of HSE compliance are as follows:-</p> <p>i. He should acquaint himself and the Security Guards with the various risks & hazards of the project site and take all necessary safety precautions for self and the Security Guards working during any hour of the day at various posts.</p> <p>ii. He should acquaint himself with the Emergency Preparedness & Response Plan of BHEL and should discharge his roles & responsibilities in the event of such emergencies and also guide the Security Guards in discharging their roles during such emergencies.</p> <p>iii. He will ensure that the Security Personnel employed at site do not indulge in any unsafe and hazardous practice and that they strictly comply with all relevant safety measures & guidelines as recommended and stipulated in the extant Safety Rules & Procedures of BHEL and other statutory bodies.</p> <p>iv. He should coordinate among all the Security Personnel and BHEL Site Management effectively to ensure safe working conditions. He should promptly communicate to BHEL Site Management of any HSE hazard that might have been identified during the course of duty.</p> <p>v. He should ensure that besides proper uniform, the Security Guards wear Safety Shoes, Safety Helmet, Safety Goggles, Reflective Vest and any other PPE that are mandatory to their area of duty. He should coordinate with his employer to arrange supply of such PPEs as per requirement.</p> <p>vi. He should ensure that the Security Guards employed at the project strictly comply with the COVID-19 (or any similar threat) Preventive Protocol at all times.</p>

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	<p><u>HSE ROLES & RESPONSIBILITIES OF SECURITY SUPERVISOR (CONTINUED FROM PREVIOUS PAGE)</u></p> <p>vii. He should ensure that all Security Personnel employed by the Security Agency including himself have adequate awareness & experience in Fire Safety & Fire Fighting (including Types of fire, types of Fire Extinguishers & their use, emergency response procedure during fire etc.) and he should coordinate and lead the emergency response by the Security Guards in case of a fire incident.</p> <p>viii. He should ensure that fire/emergency mock drills are arranged periodically to train the Security Personnel deployed at the BHEL project.</p> <p>ix. He should ensure that all Security Guards deployed at different posts/areas are safe & sound and are discharging their duties as per the safety guidelines.</p> <p>x. He should ensure that the Security Guards deployed at different posts/areas are provided with all mandatory amenities.</p> <p>xi. Besides security, he should also ensure that safety of all the areas and installations that are being guarded by the Security Personnel is maintained.</p> <p>xii. He should ensure that the general guidelines to protect environment shall be strictly adhered to by all those entering and operating in the project area. He should ensure that the Security Guards do not indulge in environment pollution and prevent others from abusing the environment.</p> <p>xiii. He should ensure that Traffic Rules & Road Safety Guidelines as issued by BHEL Management and other statutory bodies are followed by all vehicles entering and operating inside the project premises.</p> <p>xiv. He should ensure that all COVID-19 Preventive Protocols are strictly adhered to by all persons entering and operating inside the project premises including visitors.</p>
4.3	<p><u>HSE ROLES & RESPONSIBILITIES OF SECURITY GUARDS</u></p> <p>Security Guards deployed at BHEL sites for 'Watch and Ward Services at any Project Site' are primarily entrusted with the security of various areas of work, material yards and other installations. However, while ensuring security around their area of deployment they are also responsible to ensure that the basic HSE norms and guidelines are adhered to the extent that it helps in maintaining the security of the area and the installations thereof.</p> <p>The roles & responsibilities of the Security Guard in respect of HSE compliance are as follows:-</p> <p>i. He should strictly follow all relevant safety measures & guidelines as recommended and stipulated in the extant Safety Rules & Procedures of BHEL and other statutory bodies. He should never indulge in any unsafe and hazardous practice.</p> <p>ii. He should acquaint himself with the various risks & hazards of the project site and take all necessary safety precautions while working during any hour of the day.</p> <p>iii. He should acquaint himself with the Emergency Preparedness & Response Plan of BHEL and should discharge his roles & responsibilities in the event of such emergencies.</p>

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4.3	<p><u>HSE ROLES & RESPONSIBILITIES OF SECURITY GUARDS (CONTINUED FROM PREVIOUS PAGE)</u></p> <p>iv. He should have adequate awareness & experience in Fire Safety & Fire Fighting (including Types of fire, types of Fire Extinguishers & their use, emergency response procedure during fire etc.) and in case of a fire incident he should effectively discharge his role in first-aid fire fighting and evacuation of personnel with due regard to his personal safety.</p> <p>v. Besides security, he should also ensure that safety is maintained in all the areas and installations that are being guarded by him. He should promptly communicate to the Security Supervisor or BHEL HSE Official or to any member of BHEL Site Management, of any HSE hazard that might have been identified during the course of duty.</p> <p>vi. He should strictly comply with all COVID-19 (or any similar threat) Preventive Protocols at all times. He should also ensure that all COVID-19 Preventive Protocols are strictly adhered to by all persons entering and operating inside the project premises including visitors.</p> <p>vii. He should ensure that the general guidelines to protect environment shall be strictly adhered to by all those entering and operating in the project area. He should not indulge in environment pollution and prevent others from abusing the environment.</p> <p>viii. He should monitor and restrict the movement of persons including visitors and of vehicles within the project premises especially in the high risk zones to minimize the possibility of occurrence of hazard.</p> <p>ix. He should ensure that Traffic Rules & Road Safety Guidelines as issued by BHEL Management and other statutory bodies are followed by all vehicles entering and operating within the project premises.</p> <p>x. Besides proper uniform, he should wear Safety Shoes, Safety Helmet, Safety Goggles, Reflective Vest and any other PPE that are mandatory to their area of duty including COVID-19 PPEs.</p>
4.4	<p><u>HSE ROLES & RESPONSIBILITIES OF BHEL SITE MANAGEMENT</u></p> <p>BHEL Site Management should ensure, through Site HR and Site HSE officials, that the Security Agency and their Security Personnel appointed for maintaining security service at BHEL project site are complying with the following HSE requirements:-</p> <p>i. The Security Personnel deployed at the project site are complying with all relevant safety measures & guidelines as recommended and stipulated in the extant Safety Rules & Procedures of BHEL and other statutory bodies and that they do not indulge in any unsafe and hazardous practice.</p> <p>ii. All Security Personnel are aware of various risks & hazards of the project site and they follow all necessary safety precautions while working during any hour of the day.</p> <p>iii. All Security Personnel are aware of the Emergency Preparedness & Response Plan of BHEL.</p> <p>iv. All Security Personnel have adequate awareness & experience in Fire Safety & Fire Fighting (including Types of fire, types of Fire Extinguishers & their use, emergency response procedure during fire etc.)</p>

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4.4	<p><u>HSE ROLES & RESPONSIBILITIES OF BHEL SITE MANAGEMENT (CONTINUED FROM PREVIOUS PAGE)</u></p> <p>v. All Security Personnel are aware of their roles & responsibilities regarding HSE compliance at project site and are discharging their duties accordingly.</p> <p>vi. All Security Personnel are aware of the general guidelines regarding protection of environment and that they strictly abide by the same and prevent others from abusing the environment.</p> <p>vii. All Security Personnel are aware of the Traffic Rules & Road Safety Guidelines as issued by BHEL Management and other statutory bodies and are abiding by & implementing the same within the project premises.</p> <p>viii. All Security Personnel should ensure that safety is maintained in all the areas and installations that are being guarded by them.</p> <p>ix. All Security Personnel employed at the project site strictly comply with the COVID-19 (or any similar threat) Preventive Protocol at all times.</p> <p>x. All Security Personnel, besides proper uniform, wear Safety Shoes, Safety Helmet, Safety Goggles, Reflective Vest and any other PPE that are mandatory to their area of their duty including COVID-19 PPEs.</p> <p>xi. BHEL Site Management should ensure that the Security Agency provide the Security Personnel employed at project site with all requisite PPEs and other mandatory amenities as per requirement.</p> <p>x. Security Agency has conducted mandatory pre-employment medical check-up by a registered Medical Practitioner / Officer for all Security Personnel prior to their deployment at site and submit to BHEL Site Management, medical certificates of all the Security Personnel raised as per the prescribed format (HSEP14-ER/F02) & duly signed by the Medical Practitioner. It is to be ensured that any person who has been found to be unfit in the above-mentioned pre-employment medical check-up is not deployed for the subject job.</p> <p>xi. The Security Agency arranges periodical fire/emergency mock drills to train the Security Personnel deployed at the BHEL project site.</p> <p>xii. BHEL Site Management will ensure that all HSE related guidelines and directives that may have been issued time to time for implementation or any new HSE issue that may have been freshly noted are duly communicated to the Security Agency and their Security Personnel deployed at BHEL project site for desired action on their part.</p>
5.0	<p><u>PENALTY FOR HSE NON-COMPLIANCE</u></p> <p>BHEL is committed to ensure highest level of HSE compliance at the project site. The Security Personnel, as an important part of their duties and responsibilities, are expected to comply with and help in implementing all the extant HSE guidelines, directives, rules & regulations issued by BHEL and other statutory bodies as well as such guidelines, directives, rules & regulations as may be issued from time to time that are relevant to their scope of work and their roles & responsibilities.</p> <p>In case of any HSE non-compliance by the Security Agency or by the Security Personnel deployed at</p>

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5.0	<p><u>PENALTY FOR HSE NON-COMPLIANCE (CONTINUED FROM PREVIOUS PAGE)</u></p> <p>the project site, the following course of action is to be taken:-</p> <ol style="list-style-type: none"> i. For any initial violation of HSE guidelines, directives, rules & regulations, depending on the gravity of the non-compliance, a warning should be issued to the defaulter or the Security Agency, as the case may be. ii. For all subsequent HSE non-compliance a penalty, as per the rates prescribed in the Penalty Rate Chart below, should be levied against the defaulter or the Security Agency, as the case may be. iii. In case of repeated non-compliance of same nature or by the same person the amount of penalty imposed may be two times of the penalty charged in the previous instance depending on the gravity of the non-compliance as may be decided by the BHEL Site Management. <p>The amount of penalty to be levied for various HSE non-compliance is stipulated in the following Penalty Rate Chart:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl. No.</th> <th style="text-align: center;">Nature of Non-compliance</th> <th style="text-align: center;">Penalty (in Rs.)</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Not using/Inadequate & Improper PPEs</td> <td style="text-align: center;">500.00 *</td> <td style="text-align: center;">Per person/day</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Not following COVID-19 Preventive Protocol including not wearing COVID-19 PPEs</td> <td style="text-align: center;">500.00*</td> <td style="text-align: center;">Per person/day</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Not complying with the basic HSE requirements</td> <td style="text-align: center;">500.00*</td> <td style="text-align: center;">Per person/day</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Failure to discharge HSE roles & responsibilities effectively</td> <td colspan="2" style="text-align: center;">As decided by BHEL Site Management*</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Unsafe act in violation of standard HSE guidelines, rules & regulations</td> <td style="text-align: center;">1000.00*</td> <td style="text-align: center;">Per person/unsafe act/per day</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Deployment of medically unfit person as Site Security Personnel</td> <td colspan="2" style="text-align: center;">As decided by BHEL Site Management*</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Any other non-compliance</td> <td colspan="2" style="text-align: center;">As decided by BHEL Site Management*</td> </tr> </tbody> </table> <p>* Or as deducted by the Customer, whichever is higher</p>	Sl. No.	Nature of Non-compliance	Penalty (in Rs.)	Remarks	1	Not using/Inadequate & Improper PPEs	500.00 *	Per person/day	2	Not following COVID-19 Preventive Protocol including not wearing COVID-19 PPEs	500.00*	Per person/day	3	Not complying with the basic HSE requirements	500.00*	Per person/day	4	Failure to discharge HSE roles & responsibilities effectively	As decided by BHEL Site Management*		5	Unsafe act in violation of standard HSE guidelines, rules & regulations	1000.00*	Per person/unsafe act/per day	6	Deployment of medically unfit person as Site Security Personnel	As decided by BHEL Site Management*		7	Any other non-compliance	As decided by BHEL Site Management*	
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6	Deployment of medically unfit person as Site Security Personnel	As decided by BHEL Site Management*																															
7	Any other non-compliance	As decided by BHEL Site Management*																															
6.0	<p><u>NOTE:-</u></p> <ol style="list-style-type: none"> i. This document provides general & basic HSE guidelines to be followed by the agency and its personnel providing Site Security Services at BHEL project site. ii. This document is no way exhaustive and is subject to modifications by competent authority as and when such need arises. iii. BHEL Site Management has the discretion to deal with any unforeseen situation which is not covered in this document. 																																

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ANNEXURE-I : FORMAT (HEALTH CHECK-UP)


 PS-ER	BHARAT HEAVY ELECTRICALS LIMITED PSER-KOLKATA	FORMAT NO: HSEP:14-F02 REV NO.: 00 PAGE NO. 01 OF 02
	HEALTH CHECK-UP	

Name of Site :	
Name of Sub-Contractor:	
Name of Employee :	
Age:	

History Of Past Illness	H/O Epilepsy:
	H/O Drug Allergy:
	H/O Diabetics/ Hypertension:
	H/O Unconsciousness:
Personal History	

EXAMINATION	OBSERVATION	
<u>General Physical Examination</u>		
Height		
Weight		
BMI		
Built And nourishment		
Pallor		
Temperature		
Chest Expansion	Inspiration	Expansion
Lymph Node Enlargement		
Upper Limbs Strength & Function		
Lower Limbs Strength & function		
Spine Adequately flexible for the		
Mental alertness and stability with good eye, hand and foot co-ordination.		
<u>Ear, Nose, Throat</u>		
Ear / Hearing		
Nose		
Throat		


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	HEALTH CHECK-UP	


<u>Vision</u>		
Left Eye	Right Eye	
EXAMINATION	BSERVATION	
<u>Cardiovascular System Examination</u>		
Inspection		
Palpation	Pulse	BP
Auscultation (Heart Sounds)		
<u>Respiratory System</u>		
Inspection	Respiratory Rate	
Palpation:		
Percussion		
Auscultation (Breath Sounds)		
<u>Examination of Abdomen</u>		
Inspection		
Palpation		
Auscultation (Bowel Sounds)		
Any Other		
Clinical Impression		

Signature of the Examining Doctor

Date:

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ANNEXURE-II : FORMAT (MEMO FOR PENALTY: HSE NON-COMPLIANCE BY SECURITY AGENCY)

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	MEMO FOR PENALTY HSE NON-COMPLIANCE BY SECURITY AGENCY	REVISION No. 00
		ISSUE DATE: 30.03.2021

MEMO No. :		DATE:	SITE/UNIT:		
NAME OF AGENCY			AREA OF WORK /POST		
SL. No.	NATURE OF NON-COMPLIANCE	RATE OF PENALTY AS PER CHART (Rs.)	No. OF DEFAULTERS/ EVENTS/ EQUIPMENT	TOTAL PENALTY (Rs.)	
GRAND TOTAL (Rs.)					
AMOUNT IN WORDS (Rs.)					

(Attach photograph or documentary proof if any)

PENALTY LEVIED BY (BHEL PERSONNEL):

Date:

(Name, Designation & Signature)

Distribution: 01 Copy to Security Supervisor/Security Agency
01 Copy to BHEL Site in-Charge/Construction Manager