

H.O : Tower X,GF-51,Earth Complex,Axar Chawk,O.P. Road,Vadodara-20

B.O : GF-02, Astha complex , Dahej Bypass road , Bharuch 392001

## HEALTH AND SAFETY RULES

*In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.*

### • General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor.
- b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
- c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
- d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
- g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- h. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- i. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.
- j. Practice good housekeeping at all times.
- k. Training on equipment is required prior to unsupervised operation.
- l. Compliance with all governmental regulations/rules and all company safety rules in the following sections are required.

### • Industrial Hygiene and Occupational Health

- a. When no medical facility is reasonably accessible (time and distance) to the workplace, a person who has a valid certificate of first aid training and first aid supplies will be available at the workplace to render first aid.
- b. Employees exposed to noise levels above the permissible noise level will be included into the hearing conservation program. Hazardous noise areas will be posted and hearing protection worn in those areas as required.
- c. Employees exposed to harmful gases, fumes, dust, and similar airborne hazards will be furnished protection through proper ventilation or personal respiratory equipment.
- d. Any demolition, renovation, or self help work will be assessed for lead exposure, particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved, and asbestos exposure.

### • Personal Protective and Related Equipment

- a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor. Equipment selection and wearing requirements are determined from this assessment.
- b. Safety glasses, goggles, or face shields will be worn in those areas where there is a reasonable probability of injury to the eye from flying particles, molten metal, chemicals/acids/caustics, or light radiation, or other eye hazards.
- c. Head protection (hard hats) will be worn for protection from falling objects or work near energized electrical contact.
- d. Foot protection will be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole or electrical hazards.
- e. Hand protection is required when hands are exposed to severe cuts/abrasions, chemical/thermal burns, or chemical absorption.

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- f. *Appropriate gloves, aprons, goggles, and boots will be used when necessary for protection against acids and other chemicals which could injure employees.*
- g. *Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes/dusts. Supervisors must verify which equipment meets the need for breathing safety. Only MSHA/NIOSH approved equipment will be used.*
- h. *The use of safety harnesses and lanyards are required when working more than ten feet above a floor or ground level and there are no guardrails or other form of fall protection, and on certain suspended scaffolds. Each employee will be on a separate safety line, and this line will be adjusted so that the employee cannot fall more than six feet.*

- **Lockout/Tagout Program**

- a. *Before any work or maintenance is performed on any machine, equipment, tool, or electrical system, they will be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold).*
- b. *The Lockout/Tagout Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury.*

- **Electrical**

- a. *Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.*
- b. *Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.*
- c. *Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.*
- d. *All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.*
- e. *Electric cords and their strain relief devices will be in good condition, with no splices.*
- f. *Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief device.*
- g. *Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to walls, poles, equipment, etc.*
- h. *All lamps below seven feet used for general illumination will have the bulbs protected against breakage.*

- **Cranes/Hoists**

- a. *All cranes/hoists will be inspected prior to each use to make sure it is in safe operating condition.*
- b. *A monthly inspection of hooks, running ropes, and hoist chains will be made and a certification record to include date, inspector signature, and hook/rope/chain identifier will be maintained.*
- c. *Inspections of frequent (daily-monthly) and periodic (1-12 months) intervals, depending on severity of use, will be made of all cranes.*
- d. *The rated load of the crane/hoist will be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.*
- e. *Loads will never be swung over the heads of workers in the area.*
- f. *Tag lines must be used to control loads and keep workers away.*

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- g. Loads, booms, and rigging will be kept at least 10 feet from energized electrical lines rated 50 KV or lower unless the lines are de-energized.*
- h. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.*
- i. All slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service. In addition, alloy chain slings will receive a thorough inspection periodically (at least annually).*
- j. Alloy steel chain slings, metal mesh slings, and synthetic web slings will have permanently affixed identification, markings, or coding to show rated capacities.*

- **Scaffolds**

- a. Scaffold platforms more than ten feet above the ground, floor, or lower level will have standard guardrails (consisting of top rail, mid rail, and toe board) installed on all open sides and ends of platforms .*
- b. Planking will be laid tight; overlap at least 12 inches, and extend over end supports 6 - 12 inches.*
- c. Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.*
- d. Scaffolds will not be overloaded beyond their design loadings.*

- **Aerial Lifts**

- a. Only trained employees will operate aerial lifts (cherry pickers, extensible and articulating boom platforms).*
- b. A body belt or harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.*
- c. Employees will stand firmly on the basket floor, and not sit/stand/ climb on the edge of the basket. Planks, ladders, or other devices will not be used for additional elevation.*
- d. Aerial lift trucks will not be moved with workers in an elevated basket.*
- e. Lift controls will be tested each day prior to use.*

- **Excavations and Trenches**

- a. Any excavation or trench five feet or more in depth (or less than five feet and showing potential of cave-in) will be provided cave-in protection through shoring, sloping, benching, or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.*
- b. A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.*
- c. Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.*
- d. Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.*

- **Tools**

- a. Hand tools with broken/cracked handles, mushroomed heads, or other defects will not be used. Files will have handles installed.*
- b. Take special precautions when using power tools. Defective tools will be removed from service.*
- c. Power tools will be turned off and motion stopped before setting tool down.*
- d. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.*
- e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used when rip sawing.*

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VADODARA : 9574005333 ;0265 3259284  
BHARUCH : 09375923487  
EMAIL - : services@cutnfix.com  
PAN no : AAHCC7377G  
TAN NO : BRDC02297B  
GST NO : 24AAHCC7377G1ZH  
CIN NO : U93000GJ2018PTC103926

- f. Portable abrasive side-winder grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- g. Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel, and side spindle/nut guards installed.
- h. Air compressor receivers will be drained frequently to prevent buildup of water in the tank.
- i. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.

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