

# SAFETY RULES

## Basic Rules

- All employees are expected to wear clean uniform and caps while on duty.
- Smoking is not allowed in the vehicle.
- Safety helmet, goggles and hand gloves are issued to all for staff these must be worn all the time.
- All material used are very expensive and hazardous make sure that there is no spillage, wastage.
- For traveling safety belts should be worn.
- Do not enter any vehicle without proper PPE.
- For doing any maintenance work , a work permission is necessary.
- Do not start any work without a work permit.
- Do not block any safety shower, fire appliance or exhaust.

## House Keeping

- Work place and surrounding area shall be kept clean and free from obstructions.
- On job completion all tools, equipments and left over material shall be collected at designated storage place.
- Waste oily material and other intermediate material shall be removed and kept in covered metallic containers.
- Slipping substance such as grease or oil spilled on floor, shall be wiped and Cleaned immediately.

## Approval

- Wearing uniform, no person working on or near moving machinery shall be loose clothing.
- All persons engaged in oily or cleaning of machinery shall put on tight fitting clothes, shoes, boots must be properly lashed.
- The safety apparel to be worn shall be specified in the work permit by the department person.