


INTER PLANT STANDARD – STEEL INDUSTRY		
 IPSS	SAFETY IN CONTRACT WORKS	IPSS:1-11-011-14 <i>(First Revision)</i>
	No corresponding Indian Standard exists	IPSS:1-11-011-01

0. FOREWORD

- 0.1 This Inter Plant Standard formulated by the Standards Committee on Personnel Safety Appliances & Procedures, IPSS 1:11, with the active participation of the representatives of steel plants and associated organizations in the field, was adopted in May 2001 and revised in October, 2014.
- 0.2 This is one of the series of Inter Plant Standards in the area of safety in steel plants with a view to providing guidance to all concerned in accident prevention.

1. SCOPE

- 1.1 Safety is the responsibility of the Contractor and his staff/employees/workmen engaged/deployed for execution of work under the Contract, individually and collectively. For this purpose, the Contractor staff means and includes all its Associates/Sub-contractors/Vendors/Sub-vendors and their staff/employees/ workmen deployed for execution of the work covered under the Contract. The Contractor shall ensure that his workmen participate in the safety awareness, health care and safety training programmes whenever such programmes are organized by the Employer or the Contractor.
- 1.2 The Contractor's scope of work shall include, but not be limited to execution of work/contract, adequate safety arrangement for men, machines and materials etc, engaged during the execution of contract.
- 1.3 While executing the contract, the contractor/his supervisor has to ensure safety of surroundings with regard to Employer's workplace/site and other contractor's men/machine/materials/system etc.

2. PROCEDURE

- 2.1 Contractor shall prepare Job Safety Analysis (JSA)/ Hazard Identification Risk assessment (HIRA) in consultation with executing authority before start of the job. Proper protocol to be prepared for undertaking hazardous jobs at the discretion of Executing Authority. JSA/ HIRA shall be elaborate and shall have mention of responsibility also.

2.2 SUPERVISOR

2.2.1 The contractor shall engage qualified and competent supervisors for executing the contract. The supervisor must be able to (i) Read drawing (ii) Understand the safety aspect of the job (iii) Take necessary precautionary measures (iv) Ensure leadership for the safe execution of the job.

2.3 SAFETY SUPERVISION

2.3.1 The contractor shall provide at least one competent full time safety supervisor for each contract. For job involving deployment of large no. of workers, more safety Supervisors shall be deployed in the ratio of 1:50 for ensuring effective supervision.

2.4 GATE PASS

2.4.1 The contractor shall, in accordance with prescribed procedure, obtain Gate Passes (PHOTO PASSES) from Employer's Security Department who shall make it available to the contractor, to enable the contractor and its staff/employees/workmen to enter the work area inside the plant as well as unenclosed (open) work area like township. The contractor shall make arrangements for instant photography for those contract workers who may be required to go to work in emergency and do not have photo passes.

2.5 SAFETY INDUCTION

2.5.1 In order to provide basic industrial safety training to the workers of contractor, Employer will provide on request, the general safety induction to the workmen/supervisor at Safety Engineering Department. The contractor shall submit the list of persons with full detail for the job of safety induction to the engineer for arranging the same. The contractor shall not engage untrained personnel for executing any contract in the works. Job safety induction will be compulsory for every job to start with.

2.5.2 If at any point of time, contractor feels or needs any special safety training for carrying out a particular job, the same shall be arranged by the concerned engineer of the Employer. For this, the contractor shall inform the concerned engineer of the Employer well in advance of commencement of such job.

2.5.3 The contractor shall motivate and encourage its employees/workmen to make personal contribution towards enhancing safety on the basis of their knowledge and experience.

2.5.4 The contractor shall have adequate number of Pocket Sized Safety Cards containing safety instructions, prepared on the basis of Employer's model safety book for contractor's Workers in Hindi or regional languages as may

be required and shall issue them to all his employees/workmen and ensure that they read it before commencing the work. The safety instructions from the Safety Card shall be read and explained by the Contractor or his representative to those employees/workmen who are illiterate and cannot read and ensure that they have been understood. If the employees are signing in the attendance register, the Contractor shall arrange to write 'Safety Sentence' on the top of each page below which each employee will either sign or put his thumb impression as a token of his/her attendance and also for having read/understood the safety instructions.

The 'Safety Sentence' shall be *"I have read/understood the safety instructions and I shall work according to these instructions"*.

- 2.5.5 The work areas where a different system of keeping attendance exists, the Contractor or its representative shall furnish the list of employees/workmen deployed on the job on any particular day and on top of which the following sentence shall be recorded by the representative of the Contractor:

"I have explained the safety instructions to my workers mentioned below and assure that they have understood the instructions and shall work according to these instructions".

- 2.5.6 The contractor shall provide Safety Induction/ Tool Box Talk/ PEP Talk everyday before start of the job i.e. briefing the nature of work to be carried out and the necessary precautions to be taken while executing the job/contract during the particular day and to be documented.
- 2.5.7 Contractors shall follow all special safety precautions issued by the Executing Authority or his site Engineer from time to time.

2.6 **LIABILITY**

- 2.6.1 The Contractor shall abide by the provisions of all statutory acts and rules as applicable and maintain Register & Documents, submit periodic Reports & Returns, furnish information/report relating to accidents occurring in the area of work to competent authority in time .
- 2.6.2 The Contractor shall be liable for prosecution and penalty in accordance with and as prescribed under law of the land, terms & conditions of Contract as well as rules of the Company relating to safety, for not observing those provisions by the Contractor or its employees/workmen.
- 2.6.3 The Contractor shall keep the Company indemnified against all losses/claims due to accidents/injuries/damages caused at the Contractor's works site. He shall be fully responsible for accidents caused due to the Contractor or his agents' or workmen's negligence or carelessness in regard to the observance of the safety requirements and shall be liable to pay compensation for injuries.

- 2.6.4 The Engineer or the Head of the Safety Department or their authorized nominees, upon their satisfaction that the Contractor is not conforming to the Safety requirements, may direct stoppage of work and direct the Contractor to remedy the defects or supply the facility/equipment as the case may be. The Contractor shall not proceed with the work until he has complied with such directions to the satisfaction of the Engineer/Safety Department.
- 2.6.5 If a driver or any staff of the Contractor is caught in theft case or in any unauthorized movement of materials or in the activity which is punishable under the law or not authorized by the Plant, the Contractor shall bear the full responsibility for the loss and other consequences which may result to the Plant due to such illegal/unauthorized acts besides the action to terminate the contract by the Plant.
- 2.6.6 The Contractor shall be responsible to ensure that vehicles belonging to him are not driven in reckless or rash manner so as to become a potential threat to the safety of the traffic in the plant or township area. The drivers of the vehicles shall be made to adhere to the speed limits wherever applicable. Failure to comply with the above, may result in the termination of the contract.
- In case of accident or injury or damages caused by the Contractor's vehicle or staff to any person or property, the financial responsibility to compensate be borne solely by the Contractor and this amount may, at the discretion of the competent authority of the Plant, be recovered from the bills or security or other deposits of the Contractor.
- 2.6.7 The Contractor shall ensure that all his employees/workmen are covered under 'ESIC Act' and shall pay compensation to his workmen as and when the eventuality for the same arises.
- 2.6.8 To ensure effective enforcement of the rules and regulations relating to safety precautions, the arrangements made by the Contractor shall be open to inspection by the Engineer or his representatives, Safety Engineer & Labour Officer.
- 2.6.9 The Contractor shall enclose along with his first bill a true copy of the Safety Induction Form (**ANNEXURE-1A**) duly certified by the Executing Authority regarding use of safety appliances, following of safety instructions and observance of all safety laws, failing which the bill will not be processed for payment.
- 2.6.10 Monetary Penalty will be imposed on the contractor on account of Safety Violation including fatal accident as per extent penal provision made for the purpose.

2.7 **PPE & SAFETY APPLIANCES**

- 2.7.1 The Contractor shall provide all the PPE (Personal Protective Equipment) and safety appliances required to carry out the job to all the workmen deployed by the Contractor and also ensure that his workmen use those PPE and safety appliances while on the job. The contractor shall not pay any cash amount in lieu of PPE to the workers.
- 2.7.2 The PPE and safety appliances provided by the Contractor shall be of the standard as prescribed by Inter Plant Standardization in Steel Industry (IPSS) or by Bureau of Indian Standards (BIS) / other equivalent international Standard.
- 2.7.3 If the Contractor fails to ensure provision of safety appliances required to carry out the job safely to the workmen and that its workmen do not use the PPE and safety appliances as needed for safe working. The Safety Engineering Department/ executive on finding that the Contractor is not conforming to the Safety requirements may direct the Contractor for stoppage of work and require the Contractor to remedy the defects.

The Contractor shall not proceed with the work until he has complied with each direction to the satisfaction of Engineer and Safety Engineering Department.

2.8 **SITE CLEARANCE**

- 2.8.1 Prior to commencement of work, the Contractor shall obtain a clearance from the Safety Engineering Department of the Employer and concerned department/section of the Employer where the job is to be carried out. The Employer/Engineer shall not permit the Contractor to commence the work unless Contractor or its representative produces such clearance certificate. The department concerned shall grant such clearance after ensuring that:
- a) The Contractor himself has undergone Safety Induction Training organized by the Employer's Safety Engineering Department in the preceding twelve months.
 - b) The Contractor's workers, identified for particular work/department, have undergone Safety Induction Training in the preceding twelve months.
 - c) The Contractor has arranged PPE and safety appliances for himself and all his workmen, as required.
 - d) The Contractor possesses safety clearance certificate by the Employer or Employer's representative for which the "Work Clearance Form" (**ANNEXURE-1B**) shall be filled in in triplicate by the Contractor.

- e) The Contractor is not permitted to start the job without clearance from Employer's Safety Engineering Department.
- f) The Contractor shall possess handling equipment, tools and tackles of adequate capacity and tested quality as per statutory requirement.

2.8.2 Contractor shall obtain specific permission in accordance with IPSS:1-11-007-14 "Procedure for Permit to Work" and IPSS:1-11-005-14 "Procedure for Working at Height by Contractor's Workers" from the Engineer or the Company's Safety Department before commencing the following:

- a) Working in an operating plant/equipment
- b) Working at height
- c) Working in areas expected to have toxic/poisonous gases
- d) Major site activity irrespective of the clearance already obtained
- e) Wherever there are hazards of electricity, moving machinery etc.
- f) Any other job as per instruction of Executing Authority.

The contractor shall obtain the copies of the above IPSS procedures from the Engineer/ the Safety Engineering Department/ from IPSS Website.

2.8.3 The executing department shall take necessary shutdown of operating plant before commencement of job in that area. The Contractor shall ensure that the shut-down/clearance is taken before sending workers to such locations where there is possibility of hazards of gases, electricity, moving machinery etc.

2.9 **SKILL & COMPETENCE OF WORKMEN**

2.9.1 The Contractor shall be responsible to engage competent and skilled workers.

2.9.2 Before starting the day's job, the Contractor shall ensure that safety briefing has been done to his workers by himself or his supervisors who have been imparted Safety Induction earlier and also maintain records to this effect.

2.10 **PHYSICAL FITNESS OF WORKMEN**

2.10.1 The Contractor shall ensure that his employees/workmen subject themselves to such medical examination as required under the law or under the Company's rules and keep a record of the same.

2.10.2 The Contractor shall not permit any employee/workman to enter the work area under the influence of alcohol.

2.11 DEALING WITH ACCIDENT

2.11.1 The Contractor shall maintain a safety register, keep records of all minor or major accidents, serious or averted (near miss) accidents, with or without injuries to human beings and shall submit a report about the accidents to the Engineer promptly, on the form prescribed by the Employer.

2.11.2 The Contractor's supervisor/officer incharge shall arrange to take the injured person first to Plant Medical Unit with IOW (Injury on Work) form given as per **ANNEXURE-1C** and under no circumstances, take the injured person directly to his own doctors. The information of fatal accident shall be given as per **ANNEXURE-1D**.

2.11.3 The Contractor shall not interfere with the site of accident, unless inspected and/or permitted by the competent authorities.

2.11.4 The Contractor shall arrange to avoid any sort of commotion at site in the event of an accident.

2.12 MISCELLANEOUS

2.12.1 Safety Records (Statutory Records)

The Contractor shall keep record of:

- i) Test certificates of all lifting M/c tools and tackles, Pressure Vessels, etc.
- ii) Periodical inspection report of Safety appliances.
- iii) Maintaining accident analysis report, in proper format in consultation with Employer's Engineer.
- iv) Safety record as per Factory Rules/Safety Codes or any other statutory provision shall also be maintained. However, necessary help in this regard can be taken from the concerned Safety Organization.

2.12.2 Gas Lines

To work in dangerous gas lines e.g. Coke Ovens gas line, Blast Furnace gas line, LD gas line etc., Employer will provide job specific safety Training to the Contractor's personnel.

2.12.3 Electrician/Other Electrical Personnel

The Contractor shall engage qualified and competent electricians and other electrical personnel while working on electrical lines (which may be High

Tension, Medium Tension and Low Tension electrical lines) for safe execution of contract. The electricians and other electrical personnel must possess requisite certificate issued from competent authority.

Electrical Equipment

- a) The Contractor shall ensure proper earthing of all electrical equipment/machinery prior to start of the machine. The Contractor shall also ensure daily examination of the earthing of equipment/machinery prior to start of the job in order to avoid electrical hazards.
- b) The Contractor shall ensure use of proper cable (may be welding cable or power cable or control cable). The joints of the cables shall be perfectly insulated. The Contractor shall also ensure the use of proper plugs, sockets and other electrical fittings while executing any contract.
- c) All portable electrical equipment including welding machine shall have provision of ELCB/ RCCB.

2.12.4 Scaffolding/Lifting/Lowering/Dismantling of Equipment or Fabricated Structural or any other materials

- i) For safe execution of the contract, Contractor shall make a safety plan for the job, in sequence of steps involved in execution and the required safety measures to be taken during the execution of the job.
- ii) The Contractor shall ensure the use of proper and sufficiently strong scaffoldings, working platform, hand railings as per relevant BIS Standard during the execution of the job.

The Contractor shall ensure the use of scaffoldings. If the scaffolding as per the standard is not found at site, the Contractor shall make necessary modifications to strengthen the same.

For any Civil Engineering job, the Contractor will provide adequate support before casting or any superstructure and provide approach, scaffolding etc, in such a manner that it is safe, easy for movement of men, women and materials.

- iii) The Contractor shall make his own arrangement for the area lighting/spot lighting at Fabrication Yard. The Employer will provide power source at one point only near to the Fabrication Yard.
- v) The Employer will provide area lighting at erection site only. The Contractor shall make his own arrangement for spot lighting. The source of power supply at the nearest possible point will be shown by Engineer at site.

2.12.5 House Keeping

- i) The Contractor shall ensure good house keeping in his working area, fabrication yard as well as at erection site. The safe approach to the working place must be ensured. Place for keeping raw materials, finished materials, semi-finished materials should be clearly marked with proper identification. Machine component shall be kept properly under shed.
- ii) The Contractor shall keep the scrap materials at one place duly barricaded and shall remove the same regularly from the workplace.
- iii) The Contractor shall stack properly the fabricated or any other items and maintain safe stack height in stable condition in consultation with Executing Authority, The stacking shall be done in such a way that the materials do not cause congestion at site or create unsafe condition for free safe approach.
- iv) The Contractor should put up a board (4' x 3') indicating Contact/Mobile No., the name of the Contractor, details of the job, Order No., starting date and likely completion date of the job. On completion of the job, the Contractor shall clear the site (good materials and scrap). The board so displayed shall be taken out of the site. Any material left after the job is over will be picked up by the Employer and the Contractor will be charged back for the same.
- v) Removal of muck shall be done within 24 hours from road sides.
- vi) The Contractor shall be responsible for removing all unwanted materials/scaffolds from work site.
- vii) The Contractor shall issue written as well as oral instructions from time to time, in addition to the precautions, measures spelt out above so as to ensure that the workers adhere to safety norms specifically needed for the particular job during the execution of the work.

2.12.6 Barricade

- i) The Contractor shall ensure barricade of the unsafe area, which can lead to accident to any person working in that area. In order to remove unsafe condition and prevent accident, The unsafe area such as trench/pit/foundation, any type of opening made or left in any floor of the building including staircase etc must be barricaded.
- ii) The hand railings shall be immediately provided in all the floors, stairs, etc before proceeding for further erection/dismantling.

2.12.7 The contractor shall ensure that compressed air is not used for removing dust from one's clothes. Compressed air shall not be blown against anyone as it may injure or even kill him/her.

- 2.12.8 The contractor shall provide, maintain and arrange for periodical checking of adequate numbers of fire extinguishers of appropriate type and other facilities (e.g. sand buckets, asbestos covering etc) in fire prone areas.
- 2.12.9 The contractor shall provide clearly demarcated access and exits at work site to take care in case of outbreak of fire or any other eventuality.
- 2.12.10 The contractor shall ensure that smoking or keeping of naked light near gas lines, valves and any other equipment connected with the gas distribution system and handling of all inflammable material is strictly prohibited.
- 2.12.11 The contractor shall ensure that no one takes rest/shelter below any dumped slag boulder or any other cut pit/excavation, near any stock of materials, electrical installations and gas lines, etc.
- 2.12.12 The contractor shall ensure the availability of first aid box at the working sites.
- 2.12.13 Adequate no. of Safety Signage's/ caution board indicating the hazards and their preventive measures to be prominently displayed at the place of work preferably in local languages.
- 2.12.14 In case shifting of contract workers from one place of work to other place, necessary safety inputs pertaining to the new jobs to be imparted.
- 2.12.15 The contractor shall ensure that all person deployed by him are confined to the designated place for the period of work.

3.0 MEMORANDUM OF UNDERSTANDING (MOU)/ AGGREMENT

- 3.1 A Memorandum of Understanding/ agreement shall be signed between the Contractor and the representative of the Contracts Department (on behalf of the Plant) before the award of the contract wherever deemed fit.
- 3.2 Points from **2.2** to **2.12** in the aforementioned procedure shall be part of any such MOU/ agreement.
- 3.3 Blue Print of such MOU/ agreement is placed as Annexure-2.

(Name of the Company/Plant)

**Memorandum of Understanding between _____ and
the Contractor for safe execution of contract work**

This Memorandum of Understanding is made and executed by and between _____, a Company and/or Plant registered under the Companies Act 1956 and/or Factories Act 1948 and having its registered office at _____ or their authorized representative(s)], hereinafter referred to as "EMPLOYER" (which expression shall wherever the context so requires or admits be deemed to mean and include its successors in business and assigns) of the one party

AND

M/s _____ having its registered office at _____ hereinafter referred to as the "CONTRACTOR" (which expression shall wherever the context so requires or admits be deemed to mean and include its successors in business and assigns) of the other party.

WITNESSETH THAT

WHEREAS the EMPLOYER gives highest importance to the safety in execution of work, seeks cooperation from the CONTRACTOR in this Endeavour.

Thus, this Memorandum of Understanding is for promoting the safety aspects required to be followed at workplace/site and will be applicable to any site job to be done by the CONTRACTOR

AND

WHEREAS the CONTRACTOR has read all the terms and conditions of the EMPLOYER and whereas the CONTRACTOR has studied the following documents:

- a) Tender Documents, Enquiry/Order Specification including General Conditions.
- b) "General Safety Rules", "Safety Rule for Construction Work" and "Electrical Safety Guide".
- c) _____ Factory Rules 19____, Factories Act 1948, Indian Electricity Rules 1956.

The amendments to any of the above rules and any other rules & regulations or procedures, Circulars, Notices & Advices laid down by the EMPLOYER from time to time whereas these documents are included as Annexure to this Memorandum of Understanding.

Now it is hereby AGREED AND DECLARED by and between the EMPLOYER and the CONTRACTOR as follows:

- Clause-I The CONTRACTOR shall abide by the terms and conditions stipulated in "Annexure to Memorandum of Understanding between EMPLOYER and the CONTRACTOR for the safe execution of the contract work (_____ 2001)".
- Clause-II The CONTRACTOR shall undertake full responsibility for safe execution of job at workplace/site and safety of his personnel from the time he enters the gates of _____ till the time he leaves the Works gates after his duty.
- Clause-III Without giving any prior notice, the EMPLOYER shall from time to time be entitled to add/or amend any or all terms and conditions with a view to improving safety of personnel and safety of work, with immediate effect and the same shall be binding on the CONTRACTOR. The CONTRACTOR agrees to implement all such amendments which shall be laid out by the EMPLOYER.
- Clause-IV Besides following the guidelines, safety rules and regulations, safety codes given in various safety procedures/documents mentioned above, the CONTRACTOR shall also prepare a job safety analysis wherever there are complicated and hazardous working involved. The CONTRACTOR shall consult executing agency, supervisors of Safety and Accident Prevention Services Department and officers from specialized agency of EMPLOYER in preparing such documents.

In witness thereof the Parties hereto by representatives duly authorized have executed this Memorandum of Understanding on _____ day of _____ 20__.

Signed on

Signed on

For and on behalf of

For and on behalf of (contractor)

Signature:

Signature:

Name:

Name:

Title:

Title:

(Name of the organization)
(Name of the unit)

SAFETY INDUCTION FORM

Safety Induction to the Contractor for starting a job

1. Name, address & contact no. of the Contractor :
2. Contract/Award Letter/Work Order No. :
3. Name of Department awarding Contract :
4. a) Probable date of starting job :
b) Duration :
5. Place & Nature of work :
6. Name & Designation of supervisors
i) Department (1) (2)
ii) Contractual (1) (2)
7. Necessary safety precautions explained :
8. Safety appliances advised for usage to the Workers :

Safety Engineering Department

I have gone through the Safety Rules Book for Contractors and received a copy of the same. I shall follow all safety precautions/instructions given to me and shall be responsible for safety of my staff/employees/workmen.

Signature of the Contractor

Certified that requisite Safety Appliances are available with workers and Contractor is permitted to start the work.

Signature of Engineer

Certified that the requisite Safety Appliances shall be used and safety precautions/measures shall be adopted.

Safety Officers of Employer

Copy to:

1. Safety Department
2. Operation/Works Department
3. Contractor with one spare copy

(Name of the organization)
(Name of the unit)

WORK CLEARANCE FORM FOR CONTRACTORS

1. Name of Contractor's firm with address & contact no. :
2. Engaged by which Department :
3. Name of the Representative/Supervisor :
of the Contractor supervising the job
4. Precise nature of work to be carried :
out/work order reference
5. Precise location of work :
6. Proposed date & time of commence- :
ment of work
7. Expected number of days required :
for the work
8. Whether Contractor's workers are to be :
engaged in G/A/B/C shifts and No. of
people engaged

I accept responsibility for ensuring that all men under my control shall observe the statutory safety requirements and follow the safety instructions of the plant.

Date:

Signature of the Contractor

Certified that the Contractor has been engaged by us for the work described above.

Date:

Signature of the Engineer
Certificate to be given by the Deptt/Section
where work is to be carried out

You are authorized to carry out the work described below.

Date:

Signature of Safety Officer
of the Employer

ANNEXURE-1B (CONTD)

(WORK CLEARANCE FORM FOR CONTRACTORS)

Note:

1. The form shall be filled in TRIPLICATE by the Contractor for the record of (i) Safety Engg Deptt (ii) Deptt/Section granting clearance (iii) Contractor
2. These certificates are not a substitute for the Electrical Permits and do not give permission to use masked lights or work in gas hazardous areas or enter closed vessels or for explosives, which shall be taken separately wherever required.

(Name of the organization)
(Name of the unit)

INJURY ON WORK
(Contractor's Employees)

1. Name of the Firm :
2. Name of the Contractor & contact no. :
3. Name of Deptt (awarding contract) :
4. Name of injured person :
5. Designation, Gate Pass No./Token No., ESIC NO. :
6. Date & time of accident :
7. Deptt where accident happened :
8. Exact place of occurrence :
9. Eye witness (name & designation) (1)
(2)
10. Persons informed (1)
(2)
11. Brief account of the accident :

Signature of the Contractor/
Contractor's Supervisor
Name:

Date:

(PARTICULARS TO BE FILLED IN BY MEDICAL OFFICER)

1. Nature of injury :
2. The injured person is FIT/UNFIT to
return to duty :
3. If unfit, period of rest recommended :
4. This employee has been notified that
He is FIT/UNFIT as per Sl.No. 2
(strike out which is not applicable)

Signature of the Medical Officer
Name:

Date:

Note:

1. When an injury occurs to a Contractor's employee while inside the factory, the injured person should be sent to Plant Medical Unit immediately, with this form in triplicate.
2. The Medical Officer on duty at Plant Medical Unit will retain one copy and sent one copy to Safety Engineering Department. The third copy shall be returned to the Contractor concerned after duly filling up the forms.

In case the Contractor takes the injured person to his private doctor, he shall do so by giving a written undertaking to the doctor in Plant Medical Unit and to the Manager Safety Engineering Department.

If the private doctor declares the injured person unfit for duty for more than 2 days, this becomes reportable accident under the Factories Act and the Contractor shall immediately report this to the Manager, Safety Engg Deptt for sending the reports to concerned Govt agencies.

The Contractor shall also keep the Manager (Safety) informed about:

- a) The condition of the injured person
- b) The period of disability, and
- c) Any loss of earning capacity certified by the doctor

The Contractor shall produce the fitness certificate from the attending doctor after the injured person has been declared fit for duty.

(Name of the organization)
(Name of the unit)

NOTICE OF FATAL ACCIDENT
(Contractor's Employees)

Date:

From: (Name, address& contact no. of the contractor)

To:

The Engineer
(Superintendent/Manager)

Dear Sir,

We regret to inform you that Shri _____,
an employee of M/s _____
met with a fatal accident at _____ AM/PM, dated _____ at
_____. At the time of accident, he was engaged in
_____ (description of work) and

Contact No. _____

Name _____

Fathers Name _____

Address _____

Age _____

ESIC NO. _____

GATE PASS No. _____

Designation _____

Work Order _____

Name & Relation
of Next Kin _____

Yours faithfully,

Signature of the Contractor
or Contractor's Supervisor