

1. Quality, Environmental, Occupational Health & Safety Policy

QUALITY, ENVIRONMENTAL, OCCUPATIONAL HEALTH & SAFETY POLICY

At Sterlite Copper, we believe in sustainable development and are committed to effective management of Quality, Occupational Health, Safety, Environment and community development as an integral part of our business and core values.

Accordingly, we will strive to

- Provide our customers with world class products, on time, to agreed specification by building a knowledge and process driven organization with continual improvement as the driving force in all our operations.
- Comply, monitor and report all applicable environmental, occupational health & safety legislation and other requirements and go beyond thereby providing a safe, healthy, clean and green working environment.
- Conserve raw materials, water & energy and explore opportunities to reduce / recycle reuse waste wherever practicable.
- Prevent injury & ill health, eliminate / minimize environmental impacts, occupational health and safety risks through periodical assessment and take appropriate measures and adopt world class HSE practices in selection of plant, equipment machinery, material and placement of personnel.
- Enhance awareness, skill and competence of employees and contractors through education, training & communication and involve them actively in Quality, Environment and Occupational Health & Safety Management Systems and take this contribution into account for the career advancement.
- Be the best and most respectable corporate citizen working in partnership with government bodies and external agencies to raise the quality of life and social wellbeing of communities where we operate.

Implementation of Quality Environmental Occupational Safety policy at work place shall be the responsibility at all level of management, employees and also of contractors, transporters, suppliers, vendors and their employees.

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Arun Kumar GR
Factory Occupier

Safety Clause for Contractors

1.1 Definitions

Competent Person: means a person designated by the Contractor who, through education, training and experience is capable of identifying existing and predictable hazards in surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authority to take prompt, corrective measures to eliminate them; one having abilities and experience that fully qualifies him/her to perform the duty to which he/she is assigned.

Contract: means the agreement to which this document is annexed to and shall have the definition as per the said agreement.

Contractor: means in relation to an establishment, a person who undertakes to produce a given result for the establishment, other than mere supply of goods or articles of manufacture to such establishment, through contract labour or who supplies contract labour or for any work of the establishment and includes sub-contractors (As per The Contract Labour (Regulation and Abolition) Act 1970, Chapter 1 Section-2 (1)(c).

Contractor Responsible Person (CRP): Contractor Site in charge/ Supervisor/Safety supervisor designated by contractor to full fill safety and other at site.

Imminent Danger: means a condition or action that presents an immediate life threatening or severe injury situation.

Sterlite Responsible Person (SRP): means an employee who has requested for the Work or is designated for supervision or coordination of the Works or employees having control over the contractor and assigned by safety department

Safety Responsible Person: Head of Safety Department/ Respective Safety officers

Site: Sterlite Copper Premises

Site Protocol: Work Clearance from Sterlite Responsible Person

Works: means the scope of work as defined in the Contract

Work Permit: means permit issued by SRP and mandatory before commencing any work by Contractor at Site.

1.2 Contractor HSE Responsibilities

Contractors are responsible for establishing, implementing and maintaining safety guidelines inside the Site to meet the goals and objectives as stated in work order. Contractor shall

monitor all programs of their subcontractors and suppliers to ensure compliance with Cardinal rules and Critical Safety rules of Sterlite Copper and any other applicable statutes, rules and regulations.

1.3 Introduction

Safety of workers and property inside the Site is of prime importance to the management of Sterlite copper. In order to achieve this objective various policies and procedures have been established.

Such policies and procedures as stated or referred herein below are intended

- to prevent injuries, incidents that may result in injury / harm to employees of both Sterlite Copper and/or the Contractors/Sub-contractors and/or damage to property of the parties.
- to assist the contractors/sub-contractors in protecting their own employees as well as employees and property of Sterlite copper.

This is a part of ‘Contractor Safety Management System’ of Sterlite Copper and shall form part of every tender/order document.

1.4 Objectives:

The purpose of this document is to lay down basic safety guidelines to be followed by Contractors/ Contractor employees. It should be read and understood clearly by each Contractor. Contractor shall be solely responsibility to ensure and comply with all safety requirements.

1.5 General Conditions:

- 1.5.1.1 The Contractor is responsible for ensuring Safety of his employees/sub-contractors’ employees.
- 1.5.1.2 Entry to Plant area is restricted only to authorized personals who fulfills entry procedure made by sterlite Copper.
- 1.5.1.3 All personnel entering into plant area should be physically fit and free from effect of intoxication and narcotics.
- 1.5.1.4 All Contractors and his employees must wear crash helmet while coming for duty in two wheelers including pillion rider. Their vehicles must possess the valid entry pass/ sticker provided by Security department after showing required documents
- 1.5.1.5 Work shall be taken up only after clearance from Concerned Engineer/Shift In charge with issuance of suitable work permit and site protocol.
- 1.5.1.6 Third copy of work permit must be kept by Contractor’s supervisors/ workers.
- 1.5.1.7 Horse play and fouling is strictly forbidden.
- 1.5.1.8 Usage of compressed air for cleaning clothes or body is strictly prohibited.
- 1.5.1.9 Smoking and consuming alcohol inside the Site and entering the Site after consuming alcohol is strictly prohibited.
- 1.5.1.10 Wearing loose clothing is strictly prohibited inside the Site.
- 1.5.1.11 The Company requires that work to be done in accordance with statutory, safety provisions and not exposing the employees or property to unacceptable risk.
- 1.5.1.12 At all locations within the Site, safety rules including Cardinal and Critical safety rules, Safe Critical behaviors with respect to Behaviour Based Safety, Standard Operating

- Procedure (SOP), Standard Maintenance Practice (SMP), all communications given by Sterlite Copper's Safety department etc., Shall be followed and Contractors are accountable for compliance to the same.
- 1.5.1.13 Contractors having poor safety records, not abiding to the safety rules and regulations, scoring continuously less in score cards will be listed and will not be encouraged in future.
 - 1.5.1.14 Contractors should consult with the respective Safety officers and SRP's (Sterlite Responsible Person) on all the safety issue.
 - 1.5.1.15 Contractor should designate a supervisory person to be the safety coordinator for the work while on Site.
 - 1.5.1.16 If a Contractor or Sub Contractor employs more than 30 workers on Site, then the Contractor/Sub-contractor has to appoint a dedicated Safety Supervisor with Diploma or Degree in any discipline and having one year certificate/diploma/degree course on Industrial safety from reputed institute and to pass sterlite copper's selection criteria.
 - 1.5.1.17
 - 1.5.1.18 Safety supervisor appointed has to perform only safety related activities and engaging him for other operational, mechanical and administration activities are strictly prohibited.
 - 1.5.1.19 Contract Safety supervisors should ensure all the safety related issues of contractors and ensure their safety by
 - 1.5.1.20 checking and providing standard Safety PPE's,
 - 1.5.1.21 delivering PEP talks and Training,
 - 1.5.1.22 making Contractor's employees to attend the job-specific training given by Sterlite Copper and
 - 1.5.1.23 maintaining safety records and all the aspects covered in score card.
 - 1.5.1.24 Contractor has to ensure that their Safety Supervisors are delivering their duties towards Safety without any difficulties.
 - 1.5.1.25 All the unsafe acts, unsafe conditions and incidents including near miss to be communicated by the Contractor to their respective SRP's or respective Safety Officer's immediately
 - 1.5.1.26 O & M and R & M Contractors have to ensure that their employees are part of radar score card system and consistently exhibiting good performance therein.
 - 1.5.1.27 All Contractors have to ensure that their Safety Supervisors and Contract Supervisors are attending Contract Monthly Safety meeting and all other safety meetings conducted by Sterlite Copper's Safety Department without fail and communicate their concerns in the forum.
 - 1.5.1.28 Execution of work assignment shall be in accordance with recognized safety procedure of the Site.
 - 1.5.1.29 Contractors and his employees working at site without adhering to safety norms can be stopped and sent to Safety dept to attend silent hour by respective Safety officers /SRP's/Safety Stewards /HOD's/AIC's an
 - 1.5.1.30 Contractors must not handle the equipment or the task with out the proper knowledge about the concerned.
 - 1.5.1.31 Contractors are responsible to maintain their cabin / shed area in good condition as per Sterlite Copper 5S requirement. Any damage to the property of Sterlite Copper and spoiling the surrounding will lead to any penalty/action as decided by Sterlite Copper
 - 1.5.1.32 Contractor's equipment regular maintenance can be carried in Contractor's shed area. No other jobs like fabrication or welding should be done in the Contractor's shed area

- 1.5.1.33 Any unsafe act done in the Contractor's shed area thereby affecting the safety of co – employees, property of Sterlite Copper or other Contractors and surrounding will be viewed seriously and action can be taken on the accused Contractor at the point of knowing about such deviations.
- 1.5.1.34 Contractor must observe & follow the instruction provided in the safety sign boards and caution boards provided inside the Site in the interest of safety.
- 1.5.1.35 All Contractors' employees have to walk only on pedestrian walk way. All Contractors driving any vehicle has to maintain speed limit of 20 Km/hr and in the case of TRX 1550/F 15, Forklift, Telehandler, Crane, and Man lift, 7 km/hr. speed is to be maintained. Convex mirrors to be viewed during walking and driving.
- 1.5.1.36 Contractors shall ensure that the equipments / electrical installations/system facilities provided by him should fulfill the relevant standards criteria.
- 1.5.1.37 Contractors shall ensure periodical testing / examination of the equipment (Portable electrical equipments like drilling machine, grinding machine etc) wherever required in accordance with the provision of various legal requirements including but not limited to Factories Act in addition to SOP set by Sterlite Copper.
- 1.5.1.38 Contractor shall ensure testing of lifting equipments, tools and tackles, safety harness by competent person as per the frequency specified in Factories Act and SOP set by Sterlite Copper and its record to be maintained as per the format given by Sterlite Copper's Safety Department.
- 1.5.1.39 Portable electrical equipments are to be tested and certified by Sterlite Copper's Electrical department before usage and periodical inspections to be get it done from Sterlite Copper's Electrical department. Contractor shall maintain the list of electrical equipments / hand tools as per formats advised by Sterlite Copper.
- 1.5.1.40 Contractor shall use only Three Phase Welding Machine inside the Site.
- 1.5.1.41 Contractor shall ensure welding cables are in good condition and earthing cable has to be laid up to the place of Works along with fully insulated IS or International Standard welding holder.
- 1.5.1.42 Welding cables should not have any joints. Welding safety check list is to be filled in and class -1 hot work permit is to be taken before each welding work.
- 1.5.1.43 Contractor shall ensure all grinding machines and rotating equipments are having 360 degree guarding.
- 1.5.1.44 Contractor shall ensure the quality of grinding wheel/cutting wheel as per IS/International standards and wheels shall be marked with expiry date and maximum speed.
- 1.5.1.45 Gas cutting sets shall be provided with Flash Back arresters as per the Indian or European standards like IS 11006, BS: 615, ISO 5175 class 1 etc. on both cylinder side and torch end (two numbers each) and cylinders are to be procured from authorized persons fulfilling the requirements under Gas Cylinder Rules and Factories Act.
- 1.5.1.46 All gas cylinders are to be provided with Valve Caps. Trolleys/ pallets are to be used for the transportation of cylinders. Cylinders should not be handled horizontally or by rolling or by carrying manually or by hydra or crane or forklift or battery car etc.
- 1.5.1.47 Contractor shall ensure, electrical cables are of double insulated and quality one. Jointing in the cable to be done with adequate insulation.
- 1.5.1.48 Contractor shall ensure earthing of equipments/systems as per requirement in Factories Act and IE rules.
- 1.5.1.49 All extension boxes used by the Contractor shall be provided with 30 mA ELCB.
- 1.5.1.50 All Contractors shall strictly follow the SOPs prescribed by Sterlite Copper.

- 1.5.1.51 Contractor/Supervisors/Contractor employee must attend Safety Training programs as and when organized by Sterlite Copper. 100% training attendance with compulsory attendance on specified topics required for the particular Contractor employee to be ensured by Contractors.
- 1.5.1.52 Contractors and his employees should be aware of the Emergency Preparedness and Response Plan of the Site and must react accordingly in case of Emergency.
- 1.5.1.53 Contractors should ensure that all work activities are carried out only under effective supervision.
- 1.5.1.54 Good Housekeeping and 5S standards are to be ensured at work site, Container and office area.
- 1.5.1.55 Handling of chemicals and heavy materials are to be done as per safety norms and with a direction from the SRP's.
- 1.5.1.56 No Chemical has to be brought inside without appropriate TREM CARD or MSDS.
- 1.5.1.57 No chemical shall be used by the Contractor without knowing its hazards, risks, emergency preparedness and disposal plan
- 1.5.1.58 The Contractor must comply with safety regulations and ensure that the employees deployed by him under his contract wear all Personal Protective Equipment (PPEs), Uniforms or full sleeve (coverall) and Adopt safe work practices.
- 1.5.1.59 Personal protective equipments as required by Factories Act and mutually agreed along with Sterlite copper management shall be provided by Contractor by his own cost. In case of factories act does not specifically mention about PPEs, then the PPEs prescribed by Sterlite Copper to be provided as per Indian or International standard

Table No: 1 – Requisite PPEs based on the area and job

AREA / JOB	PPE SUGGESTED (IS, BIS Standard)
All Area	Safety Helmet with Chin strap, Safety Shoe, Respirator, Goggles, Ear Plug, Hand Gloves, uniform, coverall or full sleeve shirt and Pant.
Smelter	Safety Helmet with chin strap, Safety Shoe, So2 Respirator, appropriate Goggles, ear Plug, appropriate Hand Gloves, Uniform or full sleeve shirt and pant & Job Specific PPE's -Fire retardant Coat, Balaclava, leg guard, Cover All, boiler suit etc...
Acid Plants and ETP	Safety Helmet with Chin strap, Safety Shoe /Gum Boot, Respirator & Acid splash Goggles (Compulsory).Goggles, uniform, coverall or full sleeve shirt and pant Ear Plug & Full Acid Proof Suit with hood & Nitrile gloves
Refinery	Safety Helmet with Chin strap, Safety Shoe, Goggles, Ear Plug, So2 Respirator, Job specific hand gloves, uniform/ coverall or Full sleeve shirt and pant.
CCR	Safety Helmet with Chin strap, Safety Shoe, Goggles, Ear Plug, So2 Respirator, Job specific hand gloves, uniform/ coverall or Full sleeve shirt and pant. Job Specific PPE's Fire retardant coat.
CPP	Safety Helmet with Chin strap, Safety Shoe, Goggles, Ear Plug, Ear muff, Job specific hand gloves, coverall, uniform or Full sleeve shirt and pant.
Work at height of	Full Body Harness with energy absorber, Double lanyard (1.8m)

more than 2m	& PPEs relevant to the area as mentioned in Sl. No 2 – 6.
Gas cutting	Cutting goggles, Full hand leather gloves, Face shield and PPEs relevant to the area as mentioned in Sl.No 2 – 6.
Welding	Welding Shield with helmet (Welding glass shade 6to 12), Full Hand leather gloves and PPEs relevant to the area as mentioned in Sl.No 2 – 6.
Other process related activities	In addition to the PPEs mentioned in Sl.No 2-6, other PPEs mentioned in the SOP, Job Safety Analysis (JSA).

- 1.5.1.60 It shall be the responsibility of Contractor to ensure that all his employees are using the PPEs without fail.
- 1.5.1.61 Half sleeve shirts/ T- shirts are strictly prohibited inside Site.
- 1.5.1.62 The Contractor shall maintain records of Issuance of PPE as per the instructions received from Sterlite Copper.

All the above safety guidelines are to be followed by all the Contractors and their employees at Site. It would be sole discretion of Sterlite copper to take any action on the Contractors if any of the above guidelines are violated at any point of time.

The Contractor shall indemnify Sterlite Copper for any penalty imposed by any statutory/regulatory body in connection with any safety violations under these guidelines and/or under relevant statutory requirement.

1.6 Incident Reporting:

- 1.6.1 All incidents, dangerous occurrences and near misses should be reported to Sterlite Copper's Safety Department/SRP's/AIC's/HOD's immediately without fail.
- 1.6.2 Occupational Health Center (OHC) on Site is manned with qualified personnel. Injury if any should be brought to the OHC and reported accordingly.
- 1.6.3 All expenses on account of any incident / Treatment are under the scope of Contractor; Claims regarding accident cannot be raised against Sterlite Copper.
- 1.6.4 Potential hazardous situations if any, shall be reported to Sterlite Copper's Safety Department/ SRP's and the Head of Department promptly.
- 1.6.5 Hiding any incident will lead to action on the concerned Contractor and his employees.
- 1.6.6 Where Contractor is not following the recommendations given by Sterlite Copper's Safety Department/ SRP's/HOD's with respect to any incidents which resulting in repetitive incidents during the currency of particular Contract, then the Contractor will be subject to penal action as decided by Sterlite Copper.

1.7 Induction and Medical Checkup:

- 1.7.1 It is the responsibility of the Contractor to conduct Medical Check up for their employees by Sterlite copper doctor before employment (Pre employment) and once in a period of every 6 Months (Periodical Medical checkup) as per Factories Act and rules thereunder.
- 1.7.2 All the Contractors have to attend induction training after medical checkup and followed by the test for understanding. Sterlite copper has the discretion to reject any employee in the case absence of knowledge and understanding required for the work.
- 1.7.3 All Contractor Employees engaged in Critical Works (EOT and Mobile crane operation, Mechanical, electrical, Instrumentation, civil technical work) shall be a literate. In the case such engagement couldn't be avoided the Contractor has to get approval from the HOD's/AIC's and document has to be submitted to Sterlite Copper's Safety department.
- 1.7.4 Contractors has to get Safety training /job specific training cards after attending Safety / job specific training and it has to be shown before attending refresher training .O&M and R& M contractors pass will not be renewed unless they attend the training.
- 1.7.5 Contractors/Sub-Contractors shall maintain the records of every worker health status as per the format given below
- 1.7.6 Contractors have to ensure and it is their responsibilities to recruit fit and competent employee who can understand and follow safety.

1.8 Reporting of Incident Or Injury :

- 1.8.1 The Contractor shall within twelve (12) hours of any accident involving serious injury or death of his employee at or about the site or in connection with the execution of the works, report such incidents to the concerned constituted authorities.

1.9 House Keeping:

- 1.9.1 The Contractor shall ensure that its employees while on Site or while carrying out their obligations under this agreement, observe the standards of cleanliness, decorum and general discipline lay down by Sterlite Copper.
- 1.9.2 Sterlite Copper shall be the sole judge as to whether or not the Contractor and / or its employees have observed the same. The Contractor should have focus on 5S implementation and have to sustain it.

2.0 Penalty and Award Scheme for Contractors

The following table indicates the Safety, Health and Environment violation (unsafe act / unsafe condition) and penalty to be recovered from contractors.

SL. NO	CATEGORY	UNSAFE ACT/UNSAFE CONDITION	DEDUCTABLE AMOUNT
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1.	Contractor Employee Entry Procedure	<ul style="list-style-type: none"> Any Violation in contractor employee entry procedure Not possessing valid pass Entering inside the plant with other person's pass. 	Rs.10000/- for each violation.
2.	HSE Organization	<ul style="list-style-type: none"> Not filling up the vacancies created due to HSE personnel leaving the contractor. Engaging Contractor safety supervisor for any other activities. 	Rs.10000/- for each first violation and Rs 20000 for each subsequent violation.
3.	HSE committee	<ul style="list-style-type: none"> Contractor and Sub-contractor representatives not attending HSE related meetings Failed to conduct Site inspection before conducting HSE Committee meeting 	Rs.1000/- for each first violation and Rs.2000 for each subsequent violation.
4.	HSE Training	<ul style="list-style-type: none"> Not getting Safety Induction Contractor manpower not attending the Safety training (Work at height, Confined Space Entry, Chemical Safety, Electrical Safety, Rigging safety, Scaffolding Safety etc done by Sterlite (Once in six month) 	Rs.5000/- for each first violation and Rs 10000/- for each subsequent violation.
5.	HSE Inspection	<ul style="list-style-type: none"> Non compliance of recommendation given after inspection by concerned area in charges/SRP/safety officers. 	Rs.5000/- for first violation and Rs.10000/- for subsequent violation. According to the severity of the non compliance penalties should be levied by Head Engineering Service/ Head Operations / Head HSE
6.	HSE Submittals	<ul style="list-style-type: none"> Non submission of Monthly Contractor's HSE report or Health registers. Non submission of Monthly Score cards 	For not submission of score card, barring of contractor from entering inside plant premises will be allowed inside plant premises after approval from Chief Operating Officer.

7.	Injury and Incidence reporting	<ul style="list-style-type: none"> Abnormal delay in reporting Injury incidents or willful suppression of information about any incidents / dangerous occurrences of their own contractors Delay (More than 12 hours) in informing about any Incidents / dangerous occurrences of any other contractors Not co- operating for Incident Investigation, complying recommendations etc. Not Informing about the return of Duty of injured worker to Safety department, Respective Department and OHC Not providing required treatment for the injured contract employee and necessary compensation. 	Rs.10000/ for each first violation and Rs.20000/- for each subsequent violation.
8.	Emergency preparedness Plan	<ul style="list-style-type: none"> Non-compliance during EPRP mock drill. 	Rs.2000/-for non compliance.
9.	Housekeeping	<ul style="list-style-type: none"> Non Compliance of 5S at contractor Container / Contractor shed as per 5S Auditor report (guide lines given by Sterlite Copper Business Excellence Department) 	Rs.5000/- for first violation and Rs.10000/- for subsequent violations.
10.	Working at Height / Ladders and Scaffolds	<ul style="list-style-type: none"> Non Compliance of Fall prevention SPA guide lines 	Rs.10000/- for first violation and Rs.20000/- for subsequent violations.
11.	Lifting appliances and Lifting tools and tackles (Sling, D shackle, Chain pulley block etc.)	<ul style="list-style-type: none"> Unsafe behavior / Practice followed Check list not followed. Non Compliance of Lifting Tools and SPA guide lines. 	Rs.10000/- for each first violation and Rs.20000/- for each subsequent violation.
12.	Power tools	<ul style="list-style-type: none"> Not submitting to Sterlite Copper electrical dept to get the certification. Non Compliance of Electrical Safety SPA guide lines. 	Rs.10000/- for first violation and Rs.20000/- for subsequent violations.
13.	Gas cylinders & Gas Cutting set	<ul style="list-style-type: none"> Cylinders not stored in upright 	Rs.10000/- for first violation and Rs.20000 for

	and welding	<p>position.</p> <ul style="list-style-type: none"> Flash back arrester, non-return valve and regulator not present or not in working condition. Failed to store cylinder 6 m away from fire prone materials Failed to maintain the gas cylinders, Gas cutting sets and welding m/c as per safety check list. Non Compliance of Hot work SPA guide lines. 	subsequent violations.
14.	PPE	<ul style="list-style-type: none"> Non-compliance of PPE Norms stated herein above. Issuing Sub standard PPEs 	Rs.5000/- per each violation.
15.	Occupational Health	<ul style="list-style-type: none"> Failure to conduct Medical examination to workers (Pre – Employment Periodical medical checkup) Not reporting injury or illness to OHC for obtaining fitness certificate. Knowingly willfully unfit / under age (< 18 years) employee reporting for medical check up Not following Contractor Health Guideline Misuse of drinking water Misuse of first aid box. Attending natural call away from Toilet <p>20 % of the contractor work force Should have a valid First – Aid certificate, Sterlite Copper will facilitate this.</p>	Rs.10000/- per single violation compound to a maximum of Rs.20000/- at a single instance.

16	Contractor safety performance score card	<ul style="list-style-type: none"> • If the Contractor safety score of any contractor for any quarter of financial year is less than 70 % (Further if no improvement in safety score card) • Not taking part in the score card system. Contractors having any one of the following criteria have to participate in score card system and have to submit score card monthly. <ul style="list-style-type: none"> a. O&M and R&M contract b. Engaging 10 employees and above (approved man power) c. Performing any critical activities in plant (any activities requiring class-1 permit) • Giving wrong or manipulated document for score card • Not submitting score card in time 	<p>Rs.10000/- for each first violation and Rs 20000/- for each subsequent violation.</p> <p>Management will take necessary action against the contract if no improvement in their safety performance score card.</p>				
17	Cardinal & Critical safety rules	<ul style="list-style-type: none"> • Non Compliance of Cardinal rule and Critical Safety Rules. • Not wearing the Cover all (O & M and R& M Manpower) • Possession of mobile phone without authorization of SRP 	<p>Rs.1000/- for each first violation and Rs 2000/- for each subsequent violation.</p>				
18	Obligation of workers	<ul style="list-style-type: none"> • Willfully interference or misuse any appliance provided in the factory for the purpose of health, safety and welfare of workers • Willfully and without reasonable cause do anything likely to endanger him or others. 	<p>Rs.1000/- for each first violation and Rs 2000/- for each subsequent violation.</p>				
19	Traffic	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Driving under influence of alcohol</td> </tr> <tr> <td style="padding: 2px;">Use of mobile phone while driving</td> </tr> <tr> <td style="padding: 2px;">Over speeding / rash driving (speed limit 20 kmph for vehicles and 7 kmph for lifting equipment like forklift, hydra, crane etc.)</td> </tr> <tr> <td style="padding: 2px;">Unsafe Overtaking</td> </tr> </table>	Driving under influence of alcohol	Use of mobile phone while driving	Over speeding / rash driving (speed limit 20 kmph for vehicles and 7 kmph for lifting equipment like forklift, hydra, crane etc.)	Unsafe Overtaking	<p>Rs.1000/- for each first violation and Rs.10000/-for each subsequent violation. In case of repeated violation transporter/ Driver will be black listed / terminated</p>
Driving under influence of alcohol							
Use of mobile phone while driving							
Over speeding / rash driving (speed limit 20 kmph for vehicles and 7 kmph for lifting equipment like forklift, hydra, crane etc.)							
Unsafe Overtaking							

	Any unsafe practices while driving vehicle, horse play	
	Drivers or cleaners performing unauthorized jobs	
	Spillage of loaded materials or chemicals	
	Climbing on vehicle top without any fall protection or fall prevention equipment.	
	Vehicle without Fitness Certificate	
	Parking in 'No Parking' zone	
	Employing a minor as helper	
	Driving without driving license	Detention of driver and vehicle + Rs 20000/- Penalty

Without limiting unsafe acts and/or conditions mentioned above, the sterlite copper management have the right to deduct charges for any other unsafe act and/or condition depending upon the gravity of the act on case-to-case basis. The charges shall be in comparison with that of the similar offence indicated above.

In case of any Fatality or Serious LTI, 5 % of the contract order value shall be deducted from any payment due from Contractor (Order value for the entire contract in case one-time job, or contract value for the month/year in case of AMC/ARC). This shall be over and above compensation as liable to be paid to the deceased/injured.

2.2 Mechanism of reporting:

- Violations can be reported orally or in writing by any observer to the safety In-charges, security In-charges.
- Decision taken by Sterlite Copper Security and Safety department will be final in case of any ambiguity or dispute.
- In case of any dispute, respective contractor can appeal to respective HOD and Head Safety for necessary action.

2.3 Penalty – Communication, Authorization and Tracking:

Head Safety has the authorization to levy a penalty against the safety violators. Reason for Penalty communication shall be given to Finance department, respective department and commercial department by Head Safety. The respective HOD or Sterlite Responsible person should communicate the detail of safety violation/ penalty to the respective Contractor. In cases of dispute / biased actions, the decision of board (Head Operation, Head Engineering service and Head HSE) may be final.

The safety violation and disciplinary action records shall be maintained in Safety department and presented to USC members in monthly USC meeting.

3.0 Awards

The following categories will be considered for awards as per the scheme:

- Consistent Safety Score Card Rating by the single Contractor for the quarter & minimum score 85% and above will be considered for reward as Rs 10000/- and will be credited in their account. Once a contractor is awarded they will not be eligible for award for next Quarter, further their performance will be monitored & if their average scores at the end of subsequent quarter is 95% they will be considered for award.
- Zero Injury incident contracts for the entire financial year (Those contractors who are having a record of zero injury incidents are only eligible for this award) will be rewarded for Rs.10000/- and will be credited in their account.
- While executing the Job well performing Contract employees with respect to safety shall be recognized and nominated by SRP as special performer for the month. The nominated contract employees will be awarded by gift worth of Rs 500/- for particular month during Contractor monthly Safety meeting or Town hall meeting conducted once in a quarter.
- Each Near Miss reported by contract employees will be awarded by Cash award of Rs 100/- Gift as per STERLITE COPPER Near Miss Policy

Annexure

Annexure -1 Entry Procedure for Contract employees

Annexure -2 Contractor Score Card formats

Annexure -3 Cardinal Rule and Critical Safety rule

Annexure -4 Health Register format

Annexure- 5 PPE Register

Annexure- 6 PEP Talk / Tool box Meeting

Annexure -7 SPA Related documents

Annexure -8 Safety Supervisor Log Sheet

Annexure - 9. Job Specific training procedure

Annexure - 10 Check list to maintain lifting tools and tackles

Annexure – 11 Welding Machine and gas cutting set check list

Annexure - 12 Mobile equipment daily check format

Annexure - 13 Near Miss report format

Annexure -14 Contractor Team of the month

According to the nature of Job, related Work instructions (SOP & SMP), SPA safety guide lines shall be provided to commercial department before execution of any contract with contractors by respective user department in consultation with safety department.
