

# **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.

Rev No : 10  
Date : 31.01.2017



**Arun Kumar GR**  
**Factory Occupier**

**Vedanta Limited** [Formerly known as Sesa Sterlite Limited]

**Sterlite Copper:** SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002  
T : +91-461 424 2591 F: +91-461 424 2829 [www.vedantalimited.com](http://www.vedantalimited.com)

Registered Office: Sesa Ghor, 20 EDC Complex, Patto, Panaji (Goa) - 403 001  
CIN: L13209GA1965PLC000044

## **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
--------	----------	-----------------------------	-------------------

1.	Contractor Employee Entry Procedure	<ul style="list-style-type: none"> <li>Any Violation in contractor employee entry procedure</li> <li>Not possessing valid pass</li> <li>Entering inside the plant with other person's pass.</li> </ul>	Rs.10000/- for each violation.
2.	HSE Organization	<ul style="list-style-type: none"> <li>Not filling up the vacancies created due to HSE personnel leaving the contractor.</li> <li>Engaging Contractor safety supervisor for any other activities.</li> </ul>	Rs.10000/- for each first violation and Rs 20000 for each subsequent violation.
3.	HSE committee	<ul style="list-style-type: none"> <li>Contractor and Sub-contractor representatives not attending HSE related meetings</li> <li>Failed to conduct Site inspection before conducting HSE Committee meeting</li> </ul>	Rs.1000/- for each first violation and Rs.2000 for each subsequent violation.
4.	HSE Training	<ul style="list-style-type: none"> <li>Not getting Safety Induction</li> <li>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)</li> </ul>	Rs.5000/- for each first violation and Rs 10000/- for each subsequent violation.
5.	HSE Inspection	<ul style="list-style-type: none"> <li>Non compliance of recommendation given after inspection by concerned area in charges/SRP/safety officers.</li> </ul>	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"> <li>Non submission of Monthly Contractor's HSE report or Health registers.</li> <li>Non submission of Monthly Score cards</li> </ul>	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"> <li>Abnormal delay in reporting Injury incidents or willful suppression of information about any incidents / dangerous occurrences of their own contractors</li> <li>Delay (More than 12 hours) in informing about any Incidents / dangerous occurrences of any other contractors</li> <li>Not co- operating for Incident Investigation, complying recommendations etc.</li> <li>Not Informing about the return of Duty of injured worker to Safety department, Respective Department and OHC</li> <li>Not providing required treatment for the injured contract employee and necessary compensation.</li> </ul>	Rs.10000/- for each first violation and Rs.20000/- for each subsequent violation.
8.	Emergency preparedness Plan	<ul style="list-style-type: none"> <li>Non-compliance during EPRP mock drill.</li> </ul>	Rs.2000/-for non compliance.
9.	Housekeeping	<ul style="list-style-type: none"> <li>Non Compliance of 5S at contractor Container / Contractor shed as per 5S Auditor report (guide lines given by Sterlite Copper Business Excellence Department )</li> </ul>	Rs.5000/- for first violation and Rs.10000/- for subsequent violations.
10.	Working at Height / Ladders and Scaffolds	<ul style="list-style-type: none"> <li>Non Compliance of Fall prevention SPA guide lines</li> </ul>	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"> <li>Unsafe behavior / Practice followed</li> <li>Check list not followed.</li> <li>Non Compliance of Lifting Tools and SPA guide lines.</li> </ul>	Rs.10000/- for each first violation and Rs.20000/- for each subsequent violation.
12.	Power tools	<ul style="list-style-type: none"> <li>Not submitting to Sterlite Copper electrical dept to get the certification.</li> <li>Non Compliance of Electrical Safety SPA guide lines.</li> </ul>	Rs.10000/- for first violation and Rs.20000/- for subsequent violations.
13.	Gas cylinders & Gas Cutting set	<ul style="list-style-type: none"> <li>Cylinders not stored in upright</li> </ul>	Rs.10000/- for first violation and Rs.20000 for

	and welding	<p>position.</p> <ul style="list-style-type: none"> <li>Flash back arrester, non-return valve and regulator not present or not in working condition.</li> <li>Failed to store cylinder 6 m away from fire prone materials</li> <li>Failed to maintain the gas cylinders, Gas cutting sets and welding m/c as per safety check list.</li> <li>Non Compliance of Hot work SPA guide lines.</li> </ul>	subsequent violations.
14.	PPE	<ul style="list-style-type: none"> <li>Non-compliance of PPE Norms stated herein above.</li> <li>Issuing Sub standard PPEs</li> </ul>	Rs.5000/- per each violation.
15.	Occupational Health	<ul style="list-style-type: none"> <li>Failure to conduct Medical examination to workers (Pre – Employment Periodical medical checkup)</li> <li>Not reporting injury or illness to OHC for obtaining fitness certificate.</li> <li>Knowingly willfully unfit / under age (&lt; 18 years) employee reporting for medical check up</li> <li>Not following Contractor Health Guideline</li> <li>Misuse of drinking water</li> <li>Misuse of first aid box.</li> <li>Attending natural call away from Toilet</li> </ul> <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"> <li>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)</li> <li>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"> <li>a. O&amp;M and R&amp;M contract</li> <li>b. Engaging 10 employees and above (approved man power)</li> <li>c. Performing any critical activities in plant (any activities requiring class-1 permit)</li> </ul> </li> <li>Giving wrong or manipulated document for score card</li> <li>Not submitting score card in time</li> </ul>	<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"> <li>Non Compliance of Cardinal rule and Critical Safety Rules.</li> <li>Not wearing the Cover all ( O &amp; M and R&amp; M Manpower)</li> <li>Possession of mobile phone without authorization of SRP</li> </ul>	<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"> <li>Willfully interference or misuse any appliance provided in the factory for the purpose of health, safety and welfare of workers</li> <li>Willfully and without reasonable cause do anything likely to endanger him or others.</li> </ul>	<p>Rs.1000/- for each first violation and Rs 2000/- for each subsequent violation.</p>
19	Traffic	Driving under influence of alcohol	<p>Rs.1000/- for each first violation and Rs.10000/-for each subsequent violation. Incase of repeated violation transporter/ Driver will be black listed / terminated</p>
		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.

\*\*\*\*\*

## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 1 of 24

APPROVED BY:-



Capt Sonica Muraleedharan -AGM HR

ISSUED BY :-

Suresh Bose – Head HR



DATE :

11.03.2015

DATE :

11.03.2015

## QES MANAGEMENT SYSTEM

### WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 2 of 24

#### **Applicable Elements of Standard:**

ISO: 9001 (2008) - 6.2.2: Competence, Awareness and Training

ISO: 14001 (2004) – 4.2.2: Competence, Training and Awareness

OHSAS 18001 (2007) – 4.2.2: Competence, Training and Awareness

#### **1. INTRODUCTION:**

To ensure all the contract employees engaged in Sterlite Copper premises, TPP Projects & Operations and Expansion Projects are met with 100% statutory compliance and to cover all the contract employees under various scheme provided by the Government(ESI,PF etc.)

**2. SAFETY PRECAUTIONS:** As mentioned in the task procedure.

**3. SAFETY EQUIPMENTS REQUIRED:** As mentioned in the task procedure.

#### **4. TASK PROCEDURES:**

##### SCOPE:

1. Procedures to be followed while engaging the contractors
2. Contract obligations under various labour laws
3. Regularizing the usage of Biometric
4. Penalty for delayed payment of wages, remittance of EPF & ESI payments.
5. Ensure the Safety & Health of contract employees
6. Guide the contractors to meet all statutory requirements
7. Applicable to all contractors engaged by Sterlite Copper

##### GUIDELINES:

After receiving the Work Order/Purchase Order/Agreement from the Commercial department, the contractor should meet the Aparajitha Executive (Outsourced agency of Sterlite Copper for Statutory Compliance) to complete the formalities before commencing the work. The statutory requirements to be complied are given below:

##### STATUTORY REQUIREMENTS FROM CONTRACTORS:

1. The Contractors have to submit the documents as per the **Annexure II**.
2. The ESI & EPF Code is essential for the Contractor. If not there, contractor shall apply for the same in local ESI & PF office.
3. If the contractor has ESI code from any district other than Tuticorin, then the Contractor has to apply for sub code from local ESI office at Tuticorin and transfer all Tuticorin Insured Person details from main code to Tuticorin sub code. The detailed procedure is given at **Annexure III**.
4. ESI Temporary Identity Card is mandatory for initial pass clearance, after 30 days Insured person has to submit Pehchan card copy for renewal of Gate pass.

## QES MANAGEMENT SYSTEM

### WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 3 of 24
-----------	----------------	--------------------------	--------------

5. EPF nominations (Form 2) have to be filled for all the individuals being brought in for commencement of work and individual wise, , personnel details with wages (Should not be less than the Minimum Wage) has to be provided on the date of joining. EPF Account No to be provided at the time of pass renewal.
6. If the Contract employee is not covered under ESI (Only when Employee is not eligible for ESI in case of draw monthly gross salary more than Rs. 15000) then they must be covered by Workmen Compensation Policy (WC policy).
7. Contractor should obtain declaration in Form I under Rule 3, Payment of Wages Act 1936 and Form 34 under Factories Act 1948.
8. Contractor should bring Form 25C (Photo Identity Card) for the individual employees at the time of joining.
9. Contractor has to fill Form 17 (Health Register) for all employees and submit to Company medical officer at the time of medical check-up. Every six months, Form 17 to be submitted to medical officer for renews the bio metric gate pass.
10. Aparajitha will facilitate to issue Form V before the commencement of work if applicable (strength is more than 19) on receiving the copy of Work Order.
11. On receiving the Form V, Contractor should apply for Labour License at Inspector of Factories Office, Tuticorin. The detailed procedure to get Labour License is given in **Annexure IV**.
12. The acknowledged copy of application for Labour License has to be submitted to Aparajitha within seven days from the receipt of Form V and license copy should be submitted within a month.

#### SECURITY:

After completing the statutory requirements and getting the clearance from Aparajitha, the contractor shall go to the contract Employee Gate / Material Gate to get Biometric gate pass for each of their Contract Employee.

#### A) Procedure to get new Biometric Gate Pass:

##### 1. Age limit for Contract employees

Minimum age limit- 18 years should have been completed as on the date of appointment.

Upper age limit- 58 years is maximum age. All employees above 50 years of age need to under go medical examination and declared FIT by Chief Medical Officer, Sesa Sterlite Copper for new/renewal of biometric pass.

2. Contractor should collect Contractor data base details Form (Annexure VIII) from Aparajitha or take a print out of the same and fill all the relevant fields in the Form about new contract employee. Contractor should get the new contract employee assessed by authorized respective department HODs and signed by authorized signatory in the assessment Form.



## QES MANAGEMENT SYSTEM

### WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 4 of 24
-----------	----------------	--------------------------	--------------

3. All other procedures like Medical, Safety and Security clearance will be applicable only when the new employee has been declared OK in the assessment form by authorized signatory.

4. Engaging workmen above 58 years of age - Workmen who are in the category of managerial capacity and above 58 years of age need to under go medical examination and be declared FIT by Chief Medical Officer, Sesa Sterlite Copper. This is applicable for new/renewal of biometric pass after obtaining approval from HR department.

A copy of Pension Pay Order (PPO) issued by EPFO to be submitted by workmen as a proof for having settled his EPF/EPS/EDLI accounts. Form 11(Declaration Form) to be submitted by contract workmen. In this case EPF Act will not be applicable to him. All other formalities remain same.

If the previous EPF account has not been settled, EPF number will be allotted by the contractor with whom the workman is engaged and EPF pension account will not be applicable since he is above 58 years of age.

5. Contractors should write a gate pass request letter (**Annexure VII**) mentioning the employee details in their letter head addressed to Sterlite Security Officer with the approval of concerned Head of the Department.
6. The above said request letter to be submitted to Aparajitha along with statutory documents given in (**Annexure I**)
7. After Aparajitha clearance, Security Officer verifies the documents and gives approval to create one month validity bio metric pass if employee has only ESI (or) Workmen Compensation Policy. In case of employee have ESI and EPF No. he/she will be issued six months validity bio metric pass.
8. Then, employee has to undergo medical checkup and safety induction in HSE department (at Contract Employee Gate). After successful completion of medical and safety, security will enroll employee details and register finger print in Contract Employee Bio metric system.
9. Employee should make biometric entry (Punch in/out) from next day onwards.

#### B) Procedure to renew Biometric Gate Pass:

1. After expiry of one month validity gate pass – Employer has to produce EPF account no with proof and ESI Pehchan card for the individuals to get six months valid bio metric gate pass.
2. If bank account numbers are not provided at the time of first renewal the period of extension of pass will be limited to again 01 month instead of 06 months.
3. It will be made compulsory for the consecutive renewal of passes, based on bank account numbers.
4. After expiry of six months validity gate pass – Employee has to undergo medical checkup and safety induction along with Health Register (Form 17) to renew the bio metric gate pass.



## QES MANAGEMENT SYSTEM

### WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 5 of 24
-----------	----------------	--------------------------	--------------

#### C) Procedure to cancel Biometric Gate Pass:

1. Contractors should write a gate pass cancellation request letter mentioning the employee details in their letter head addressed to Sterlite Security Officer with the approval of concerned Head of the Department.
2. The above said request letter to be submitted to Aparajitha along with Form XV (Service Certificate) and old bio metric gate pass.
3. After Aparajitha's clearance, Security officer verifies the document and instruct security desk guard to deactivate old bio metric gate pass in bio metric system.

#### SAFETY:

- Subsequently all the individuals have to go for Safety Induction which is carried out every day (Except Saturday and Sunday) at safety department (Near Labour gate) at 14:30 hrs.

#### Before going for Safety Induction, the Contractor has to ensure the following:

- Read the Safety guidelines attached with the Work Order.
- All Contract Employee should have adequate PPEs.
- There should be a dedicated qualified Safety Supervisor along with Contract Employees.
- Each of the Contract Employee has to undergo prescribed Medical examination which will be carried out by the Medical Officer at Health Centre inside the Sterlite Copper, Tuticorin. For Project Contractors, the list of Hospitals authorized by Chief Medical Officer of Sterlite Copper is attached as **Annexure V**.
- After the completion of Safety Induction and Pre employment Medical Test, subsequently all the individual must approach the Security Department at Contract Employee gate along with documents required, for obtaining the Biometric Gate pass.

#### GENERAL:

- After the Safety Induction & submission of the above documents related to Security Department at Contract Employee Gate, Contractors have to ensure the Biometric pass issued by the Security is duly stamped by the Security Officer. The gate passes after getting stamped to be laminated by Contractors. Sample of the finger print of the contract employee should be registered to the Biometric system at the contractor's gate to ensure its maintenance.



## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 6 of 24

**Annexure I**

Below attached table is check list for statutory/mandatory forms to get new/renew Biometric pass.

**Bio metric Pass clearance - Check list**

Sl No	Particulars	Form No	Remarks
1	Employee Data base details Form	-	For Addition - One time document
2	Employee Application Form	-	For Addition - One time document
3	Nomination and Declaration Form	Form -I	For Addition - One time document
4	Nomination Form	Form 34	For Addition - One time document
5	Photo Identity Card	Form 25C	For Addition - One time document
6	Photo Identity Proof (Driving License / Voter ID / Ration Card.)	-	For Addition - One time document
7	Individual Bank account Proof	-	For Addition - One time document
8	Previous Experience Certificate and Educational Certificate	-	
9	ESI - Temporary Identity Card	-	
10	PF – Nomination and Declaration Form	Form -2	If employee is already member of EPFO previous month contribution challan and ECR Breakup copy to be provided
11	Workmen Compensation Policy**	-	
12	Health Register	Form 17	While Joining and whenever go for medical Checkup
13	Service Certificate for left employees (if any)	Form XV	

\*\*If a contract employee is not covered under ESI (Only when Employee is not eligible for ESI in case of drawing gross salary of Rs 15000 pm )

## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 7 of 24

**Annexure II****Documents to be submitted by the contractor to Aparajitha**

1. Copy of PF and ESI code allotment letter.
2. Copy of the PAN number allotment letter.
3. Copy of the agreement or work order.
4. All applicable Registers shall be handed over to Aparajitha. List shall be collected from Aparajitha.
5. List of authorized supervisors and authorized signatory (**Refer Annexure VI**) for PF and ESI with their specimen signature shall be informed through letter head.
6. Copy of the License if applicable.
7. Copy of ID proof of all the contract employees.
8. Copy of age proof of all the contract employees.
9. Copy of ESI card of all the contract employees.
10. PF account no of all the contract employees.
11. Personal details of all the contract employees.
12. Copy of Educational certificate of all the contract employees.
13. Copy of Previous service certificate of all the contract employees.
14. Copy of individual bank account proof.

## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 8 of 24
-----------	----------------	--------------------------	--------------

**Annexure III**
**Procedure for Applying for ESI Sub code:**

The application for the request for issuing the Sub code has to be addressed to the Joint Director, ESI Office, Tirunelveli. The documents to be submitted along with the application are:

1. Copy of the original letter issued by the concerned ESI Authority showing the principal ESI number.(Form- C 11)
2. Application to be submitted by contractor.
3. Local Address of the Contractor.
4. No of Contract Employees to be engaged.
5. Copy of the Work Order issued by the Principal Employer.
6. On submission of the above application, the ESI Office will issue the acknowledgement. 17 digit code & Pass word will be allotted by ESIC. On receipt of User name & Pass word, contractor can register the IP number through on line. [www.esic.in](http://www.esic.in)
7. The address for ESI and PF Offices are:

## ESI Office Address

- (a) ESI Branch Office  
164-N, North Beach, Tuticorin  
Phone No: 0461-2323133
- (b) ESI Corporation  
Sub-Regional Office (Tirunelveli),  
Panchdeep Bhavan, ESIC Complex, Salai Street, Vannarpettai,  
Tirunelveli-627003.  
Ph No: 0462-2503525, 26, 27, 28, 29; Fax No: 0462-2503530

## Employee Provident Fund Office Address

The Regional Provident Fund Commissioner,  
Bhavishyanidhi Bhavan, Bhavishyanidhi Nagar  
Palayamkottai-627007,  
Tirunelveli District (TN) Ph.No: 0462-2554608

## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 9 of 24

**Annexure IV****Procedure for Applying for Labour License:**

- Fill with requisite details in Form- IV.
- Collect the Form V copy of the Registration Certificate and Agreement from Aparajitha.
- SBI Challan of relevant registration fee amount. (The amount has to be confirmed from Inspector of Factories office).
- Security Deposit in form of NSC bond. The amount is Rs 100/- per head of Labour to be engaged.

After depositing the above document to IF office, the Form VI - License will be issued by IF Office. (License copy is mandatory after 30 days of receiving from authority, same to be submitted to company representative)

The address of IF Office is given below:

Deputy Director of Industrial Safety and Health  
Department of Inspectorate of Factories,  
127A, 4th Street  
Subbiahmudaliarpuram  
Tuticorin-628003  
Phone No: 0461-2330624



## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 10 of 24

**Annexure V**Medical Checkup Hospitals for Contractors shortlisted by Sterlite Copper HSE Department:

- AVM Hospital  
135, Palayamkottai Road,  
Tuticorin-628003
- Sundaram Arulraj Hospital  
145/5B, Jeyaraj Road  
Tuticorin-628002
- City Hospital  
106 G/8, Palayamkottai Road,  
Millerpuram Corner  
Tuticorin-628008
- R R Hospital  
Near Second Railway Gate,  
Andai Street  
Tuticorin



## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 11 of 24

**Annexure VI****AUTHORIZATION LETTER**

DATE:

**To whomsoever it may concern**

I ----- (Name) S/O ----- (Name) residing at -----  
----- is the Director/Proprietor/Partner/ of -----  
(company name). I/We have entered contract agreement with Sterlite for providing  
services ----- (scope of services) from ----- (date) to ----- (date). In  
fulfillment of statutory obligations of my employees engaged in Sterlite under the above  
contract work, I hereby authorize the following two employees of my company whose  
specimen signatures are authenticated by me to act on my/ our behalf in all manners  
relating to my/our contract with Sterlite. They are empowered to sign on my/our behalf  
on all applications for pass request, handling statutory activities including signing of all  
statutory documents relating to my/our employees employed in Sterlite.

This authorization is valid from today until revoked or till the contract with Sterlite is  
closed

Name &amp; Specimen Signatures:

- 1.
- 2.

Sincerely,

*(Contract Owner or company authorized signatory)*

(Name and Title)



## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 12 of 24

**Annexure VII****PLEASE USE YOUR COMPANY LETTER HEAD**

Date: \_\_\_\_\_

The Security Officer,  
Sesa Sterlite Limited –Sterlite Copper,  
Tuticorin.

Dear Sir,

Sub: New /Renewal of Bio Metric Pass – Reg

Kindly issue/renew Bio Metric Pass for the below listed employees of our company /Sub  
contractor\_\_\_\_\_

1. Name :\_\_\_\_\_ Age :\_\_\_\_\_ ESI/WCP :\_\_\_\_\_ PF NO:\_\_\_\_\_ Pass No :\_\_\_\_\_
2. Name :\_\_\_\_\_ Age :\_\_\_\_\_ ESI/WCP :\_\_\_\_\_ PF NO:\_\_\_\_\_ Pass No :\_\_\_\_\_
3. Name :\_\_\_\_\_ Age :\_\_\_\_\_ ESI/WCP :\_\_\_\_\_ PF NO:\_\_\_\_\_ Pass No :\_\_\_\_\_

Thanking you,

Yours faithfully,

For \_\_\_\_\_

Signature of Authorized Signatory

Approved by HOD (Sterlite)

Aparajitha

Signature Security Officer

# QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 13 of 24

### Annexure VIII

#### CONTRACTOR DATABASE DETAILS (To be Filled by Contractor)

A) Contract Person Details					
Contract Employee Name:		Languages (Pls Tick)	Read	Write	Speak
Sex		Tamil			
Age/Birth Date		English			
Contact No. Local		Hindi			
Contact No. Residential		Other			
Permanent Address:		Present Address:			
B) Contractor Details/Professional Details					
Job title considered for Work:					
Name of Contractor					
Type of Contractor (Pls Tick Appropriate)		O&M/R&M/Projects/CAPEX/Others			
Work Experience					
C) Personality Assessment					
Criteria		Assessment Status (OK/ Not OK) with comments wherever required)			
Personal Hygiene (Dressing, Trimmed hair etc.,)		Ok / Not Ok			
Able to Communicate properly		Yes / No			

This copy/record shall serve the purpose of cross-verification & database of the manpower deployed by contractor at site



## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 14 of 24

## D) Competency Related (Please Tick Appropriate)

Qualifications:				Remarks:
Electrician C License*	Yes	No	NA	
Electrician With B License*	Yes	No	NA	
Instrument Technician*	Yes	No	NA	
IBR*	Yes	No	NA	
Welder*	Yes	No	NA	
Fitter*	Yes	No	NA	
Rigger*	Yes	No	NA	
Driver*	Yes	No	NA	
Safety Officer*	Yes	No	NA	
Refractory Helper *	Yes	No	NA	
Lab Technician *	Yes	No	NA	
House Keeping	Yes	No	NA	
Any other				
Any other				
Any other				

E) Assessment	
Criteria	Assessment Status (1-5)**
Personal Hygiene	
Technical knowledge	
Communication	
Safety Induction & BBS Training	
Remarks/Training Recommendation	Overall Comments :
F) Over-All Result	OK / Not OK

Note : \* Contractor to submit photo copy of certificate/proof/other related document.

\*\* 1-Poor, 2-Average, 3-Good, 4-Very Good, 5-Excellent.

This copy/record shall serve the purpose of cross-verification &amp; database of the manpower deployed by contractor at site

## QES MANAGEMENT SYSTEM

### WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 15 of 24
-----------	----------------	--------------------------	---------------

#### Contractor's obligation under various labour laws:

##### TN Contract labour Rules, 1972:

1. Contractor license to be obtained if engaging more than 19 contract workers before commencing work
2. FORM VIA – Commencement /Completion work to be submitted within 15 days of commencement of work and within 15 days of completion of work.
3. License renewal has to be applied before 31st Oct of every year and to be renewed before 31st of Dec.
4. Following registers to be maintained:
  - a. FORM XXVI – Register of employment
  - b. FORM XXVII – Register of Wages
  - c. FORM XXVIII – Wage slip – to be issued before wages payment
  - d. FORM XXIX – Register Advances, Deductions and Fines
5. FORM XXIV – Half yearly return to be submitted before 31th Jul and 31th Jan.

##### EPF & MP Act, 1952:

1. Should apply for PF code if engaging more than 20 employees.
2. Should get FORM 2 Nomination form from all employees and allot PF number.
3. 12% of Basic + DA + Retaining allowance + food concession to be deducted from employee and 13.36% from employer has to be remitted into PF account before 15th of consecutive month.

##### ESI Act, 1948: - For employee whose salary is less than Rs.15000/- per month

1. Should apply for ESI code and obtain user ID and password
2. Should get FORM 1 Declaration form from all employees and get Temp IP number and hand over Temp ID card
3. Instruct all employees to approach ESI office with temp ID card with family to obtain Pehchan card.
4. 1.75% of Gross wages to be deducted from employee and 4.75% from employer has to be remitted into ESI account before 21st of consecutive month through ESI online portal.
5. FORM 11 – Accident book has to be maintained under ESI Act.

##### Payment of Wages Act, 1936:

1. Wages to be paid before 10th day of the month
2. All the payment should made through bank.
3. All payment to be made on working day
4. To obtain principal employer signature on wage register as having paid the wages.
5. No deduction should exceed 50% of wages.

##### Payment of Bonus Act, 1965:

1. Eligibility – Any worker who had worked for 30 days in the previous year
2. Minimum bonus to be paid is 8.33% and maximum at 20% of Basic wages
3. Bonus to be paid within 8 months of closure of accounting year
4. Signature to be obtained in FORM C
5. FORM D – Annual return to be submitted within 30 days of completion of payment of Bonus.





## QES MANAGEMENT SYSTEM

### WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 16 of 24
-----------	----------------	--------------------------	---------------

#### Payment of Gratuity Act, 1972:

1. Eligibility – Any worker who had worked for 5 years of continuous service
2. Nomination in FORM F to be obtained within 30 days on completion of 1 year of service.
3. Gratuity to be paid
  - (a) On his superannuation, or
  - (b) On his retirement or resignation, or
  - (c) On his death or disablement due to accident or disease (after completion of 240 days)
4. Gratuity to be paid for 15 days wages (Basic + DA) for every year of completed service- within 30 days of becoming occurrence

#### Employee Compensation Act, 1923:

1. Every contractor should obtain WC policy for those employees who are not covered under ESI and it should be renewed before the policy expires.
2. Compensation is payable if the injury / death arising out of and in the course of his employment
  - (a) Where death results from the injury
  - (b) Where permanent total disablement results from the injury
  - (c) Where permanent partial disablement results from the injury
  - (d) Where temporary disablement, whether total or partial results from the injury

#### Minimum Wages Act, 1948:

All workers are to be paid minimum wages as declared by Govt. from time to time as per the Zone, Industry and skill.

#### The Building and other construction workers (Regulation of Employment and condition of Services) Act 1996:

- 1) All Contractors who are engaging or had engaged on any day of the preceding twelve months, ten or more building workers in any building or other construction work need to obtain BOCW registration and renew as applicable.
- 2) Application for Registration should be submitted to the Registering Officer made in triplicate in Form I along with relevant fee based on the number of workmen.
- 3) The copy of the registration certificate shall be displayed at the conspicuous place at the premises where the building and other construction work is being carried on.
- 4) The contractor shall intimate the changes, if any, in the number of workmen or the condition of work to the Registration office within 15 days.
- 5) The contractor shall, before thirty days of the commencement and completion of any building or other construction work, submit a written notice to the Inspector under FORM IV.
- 6) Report of Accident shall be submitted to the authorities under FORM XIV.
- 7) Register of Building Workers employed by the Contractor shall be maintained in FORM XV.
- 8) Annual Return in FORM XXV shall be submitted to the Registering officer within 15th of February every year.



## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 17 of 24

The Registration Officer:

Joint Director of Industrial Safety and Health,  
Department of Inspectorate of Factories,  
127A, 4th Street,  
Subbbiahmudalipuram,  
Tuticorin - 628003

ATTENDANCE CONFIRMATION BY CONTRACTORS

The points mentioned below will be strictly followed by each contractor and contract workers to enable the attendance and wage processing and statutory payments to be foolproof and statutorily compliant.

- o All contract workers to enter only after his card is punched in biometric system.
- o If his card does not punch, he should meet the security along with contractor supervisor to rectify and then enter for work.
- o While going out on completion of work should "punch out"
- o The contractors to cross check the attendance which is sent from security to Aparajitha at least weekly once and if any discrepancy found submit the details with HR/ HOD signature for modification of attendance.
- o The final checking of attendance should be completed before every 2nd evening of following month and there after no modification will be accepted.
- o If no verification is done by contractor, even by 2nd then the attendance captured by Aparajitha will be taken as final and wage register will be processed.
- o Wage register will be prepared for the current minimum wages declared by Govt. from time to time. If more than the minimum wages has to be paid, should be informed in writing during induction.
- o The wage register will be processed for the finalized man days and only this wage register will be accepted for payment of wages, remittance of statutory payment of PF and ESI and for billing purpose.

IMPOSITION OF MONETARY PENALTY FOR INCIDENTS OF NON-COMPLIANCES UNDER LABOUR LAWS

1. As you are aware, under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (for short "the EPF Act"), and the Employees' State Insurance Act, 1948 (for short "the ESI Act"), you, being an 'employer', are under an obligation to remit the employer's as well as employees' contribution before the due date prescribed thereunder.
2. Further, under the Minimum Wages Act, 1948 (for short "the MW Act") and the Payment of Wages Act, 1936 (for short "the PW Act"), you, being an 'employer', are under an obligation to ensure prompt and full payment of wages to persons employed by you before the due date prescribed thereunder.
3. Further, under the Factories Act, 1948, you are under an obligation to ensure that provisions with respect to the daily and weekly working hours, National holidays, weekly holidays, compensatory holidays and extra wages for overtime to eligible workers are fully complied with.



## QES MANAGEMENT SYSTEM

### WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 18 of 24
-----------	----------------	--------------------------	---------------

4. Please note that if the payment, as above, is not made within the prescribed due date and/or provisions for working hours, holidays and extra wages as applicable are not complied, it results in contravention of the provisions of the EPF Act and/or the ESI Act and/or the MW Act and/or PW Act and/or the Factories Act which attracts payment of interest, recovery of damages and prosecution.
5. We reiterate that considering the nature and seriousness of the above mentioned non-compliances, we intend to encourage voluntary compliance of statutory payment obligations by all employers and accordingly instruct you to:
  - (a) Pay/disburse the wages/salary to your respective employees working inside our Company premises on or before 10th of every month under prior intimation and submit duly acknowledged wage register by 15th of every month with the Company's authorized representative;
  - (b) Remit EPF contribution on or before 15th of every month and submit the challan along with employee wise breakup by 27th of every month with the Company's authorized representative;
  - (c) Remit ESI contribution on or before 21st of every month and submit the challan along with employee wise breakup by 27th of every month with the Company's authorized representative;
  - (d) Comply with daily and weekly working hours; provide weekly off and/or entitled leave with wages; pay wages for National holidays, weekly holidays, and compensatory holidays; and pay extra wages for overtime to eligible workers and submit duly acknowledged wage register by 15th of every month with the Company's authorized representative.
  - (e) We wish to notify you that in the event of any default or failure or delay in discharge of aforesaid payment obligations and submission of proof thereof (as stated in clause (a), (b) and (c) of paragraph 6 above) by any employer within the stipulated time, the Company shall impose upon such defaulting employer, a penalty of Rs. 10,000/- (Rupees Ten Thousand only) (Including Service Tax) for each of such default(s) or failure(s) or delay(s). Further, please take notice that in the event of default to any of the provisions as stipulated in clause (d) of paragraph 6 above, by any employer, the Company shall be constrained to impose a penalty of Rs. 10,000/- (Rupees Ten Thousand only) (Including Service Tax) upon such defaulting employer for each of such default. The Company shall be entitled to recover such amount or any part thereof from any amount payable to such defaulting employer under any contract or otherwise.
6. However, no failure on the part of the Company to impose and/or recover, and no delay in imposing and/or recovering such penalty shall operate as a waiver thereof nor shall any single or partial imposition or recovery of penalty preclude any other or further imposition or recovery of penalty.
7. Kindly take note that the above penalty shall not be in derogation of but in addition or conjunction to any other right or recourse which the Company may have now or in future. The employer shall also be liable to pay any statutory fine/ penalty/ damages that may be imposed by concerned authorities/regulatory bodies for such default(s) against the Company.

# QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 19 of 24
-----------	----------------	--------------------------	---------------

- Based on contractors statutory compliance a report will be sent to Commercial, Finance, HR and to all HODs on every 3rd, 13th and 23rd for proceeding month.
- Penalty amount imposed for non submission of EPF/ESI challan on or before 27th of the month can be reimbursed in the event of remittance done as per statute i.e EPF remittance done on or before 15th and ESI remittance done on or before 21st. Penalty reimbursement will be approved by GM-HR after all documents verified by Aparajitha.

### Monthly Check list for Bill Payment:

Below attached format is the contractors monthly check list for Bill payment. The format is available with Aparajitha, it has to be filled by individual contractors for monthly bill payment.

CONTRACTORS CHECK LIST FOR BILL PAYMENT						
CONTRACTOR NAME :			MONTH AND YEAR			
SI No	Document Name	Periodicity	Due date	Date Actually Complied	Date of Submission to Aparajitha	Aparajitha Incharge Signature with date
1	EPF Challan along with contribution details (break up of employees )for the Sterlite site	Every Month	Before 15th of every month			
2	ESI challan along with contribution details (break up of employees )for the Sterlite site	Every Month	Before 21st of every month			
3	Form XXVI- Register of employment of Contract labour	Every Month	Before 15th of every month			
4	Form XXVII- Register of Wages	Every Month	Before 15th of every month			
5	Form XXVIII- Wage slip	Every Month	Before 15th of every month			
6	Form XXIX- Register of Advances, Deductions for damage or loss and fines	Every Month	Before 15th of every month			

For workmen- salary more than Rs.15000 per month should be covered under workmen compensation (WC) policy mandatorily.

Below attached format is overall check list master for contractors compliance which includes monthly, Quarterly, Half Yearly, Yearly compliances and mandatory registers which needs to be maintained with contractors, Returns, remittance with due date.





# QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 20 of 24

### LIST OF MASTER CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY CONTRACTORS

S No	Document Name	Periodicity	Due Date For Submission
1	PAN cards allotment letter	One Time	At the time of induction of contractor
2	ESI code allotment letter (Sub Code -Tuticorin)	One Time	At the time of induction of contractor
3	EPF code allotment letter	One Time	At the time of induction of contractor
4	Professional Tax (PT) Registration Number	One Time	At the time of induction of contractor
5	Authorization letter	One Time	At the time of induction of contractor
6	Accident Register(Form 11)	One Time	To be kept with M/s.Aparajitha
7	PF numbers with Form 2 (Declaration Form)	As and when new emp joins or at the time of first renewal (Mandatory)	During the time of renewal by 1 month.
8	Bank Account number proof for contract employees	As and when new employee joins or At the time of first renewal (Mandatory)	During the time of renewal by 1 month.
9	Health Register Form -17	As and when new emp joins or at the time of renewal - Filled in register to be signed by Medical Officer	
10	ESI number with copy of Temporary Identity Certificate(TIC) / Pehchan card is mandatory after one month	As and when new employee joins/on pass renewal	During the time of Joining (Mandatory) along with TIC or Permanent ID CARD/ for WC policy with undertaking
11	National Holidays/Festival Holidays Register- Form VI	As Applicable	As Applicable
12	Form XXVI - Registration of Employment of Contract Labour	Every month	Before 15th of following month
13	Form XXVII - Register of wages	Every month	Before 15th of following month. (Salary disbursement should be done before 10th of every month witnessed by Sterlite Representative.) along with bank advice copy and breakup.
14	Form XXVIII-Wage Slip	Every month	Before 15th of following month. Every employee should be issued with wage slip one day prior to wage disbursement.
15	Form XXIX - Register of deductions for damages or loss, Register of fines, Register of advances, and Register of overtime.	Every month	Before 15th of following month

# QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 21 of 24

16	Bank advice copy signed by bankers to be provided.	Every month	Before 15th of following month
17	EPF challan along with ECR copy (Break up of employees for the Sterlite site) and Form 36 B (Proforma statement)	Every month	(to be paid on or before 15th ) and challans to be submitted to us Before 27th of following month
18	ESI challan along with Contribution details (Break up of employees for the Sterlite site)	Every month	(to be paid on or before 21st ) and challans to be submitted to us Before 27th of following month
19	Form 15 (Leave with Wages)	Every month	Before 27th of following month
20	Contractor Declaration Form	Every month	along with registers
21	Form XXIV - Returns to be sent by the contractor to the Licensing Officer	Half yearly /Twice in a year	31st July & 31st January
22	Payment of Professional Tax (PT) in Jan and Aug	Half yearly /Twice in a year	15th September / 15th February
23	Form V – Half Yearly ESI Returns	Half yearly /Twice in a year( Apr-Sep and Oct-Mar)	Online submission. (by Oct and April)
24	Form - VI License	Every Year	Before January. Application for renewal should be submitted 60 days before the expiry date.(31st of Oct)
25	Form-C Bonus Register	Every Year	Immediately after disbursing bonus (On or before 31st Oct).
26	Labour Welfare Fund	Every Year	On or before 14th February along with Form A,B & C
27	Form XV (Service Certificate)	On Resignation / Termination of service	As Applicable

**For workmen, salary more than Rs.15000 per month should be covered under Workmen compensation (WC) policy mandatorily.**

**ESI should be remitted under - Tuticorin Sub code only ( If ESI Tuticorin sub code is available )**

5. **DONT'S** : NIL

6. **RISKS INVOLVED** : NIL

7. **CONCLUSIONS**: This procedure helps contractor labor in charge to have better control over contract labour compliances.

8. **RECORDS**: Statutory & Legal compliance for contractors–HR:6:2:11

9. **AMENDMENT HISTORY**:



## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07

VERSION NO. 00

W.I.NO.SI: HR: 6.2.2:008

Page 22 of 24

S.No	Previous condition (before this revision)	Present condition (Reason made)	Previous Rev. No.& Issue date	Current Rev. No & Issue date
1	ISO 9001:2000	Updated to ISO 9001:2008	00/13.04.12	01/05.10.12
2	The Building and other construction workers (Regulation of Employment and condition of Services) Act 1996 was not part of this document.	The Building and other construction workers (Regulation of Employment and condition of Services) Act 1996 is part of this document.	00/13.04.12	01/05.10.12
3	Monthly Check list for Bill Payment was not part of this document	Monthly Check list for Bill Payment is part of this document.	00/13.04.12	01/05.10.12
4	List of master checklist by contractors was not part of this document	List of master checklist by contractors is part of this document	00/13.04.12	01/05.10.12
5	Health Register was not part of list of master checklist	Health Register is part of list of master checklist	01/05.10.12	02/11.06.13
6	Imposition of monetary penalty for incidents of non-compliances under Labour Laws was not part of this document.	Imposition of monetary penalty for incidents of non-compliances under Labour Laws is part of this document.	01/05.10.12	02/11.06.13
7	ESI Pehchan card was not mandatory for pass renewal	ESI Pehchan card is mandatory for pass renewal	02/11.06.13	03/08.08.13
8	Nomination Form I and 34, Form 25C was not part of initial pass clearance	Nomination Form I and 34, Form 25C is part of initial pass clearance	02/11.06.13	03/08.08.13
9	Form 39 (Certificate of Fitness) was not mandatory for medical check up	Form 39 (Certificate of Fitness) is mandatory for medical check up	02/11.06.13	03/08.08.13
10	Deputy Chief Inspector of Factories – Re-designated	Joint Director of Industrial Safety and Health	02/11.06.13	03/08.08.13
11	Inspector of Factories – Re-designated	Deputy Director of Industrial Safety and Health	02/11.06.13	03/08.08.13
12	EPF form 5, 10, 12A, 3A, 6A was part of PF compliance	EPF form 5, 10, 12A, 3A, 6A is not part of PF compliance since it has become online.	02/11.06.13	03/08.08.13
13	Procedure to get new/renew/cancel biometric gate pass was not available	Procedure to get new/renew/cancel biometric gate pass is available	02/11.06.13	03/08.08.13
14	Copy of individual bank account proof was not part of pass clearance check list.	Copy of individual bank account proof is part of pass clearance check list.	03/08.08.13	04/04.04.14
15	Copy of Educational and previous service certificate was not part of pass clearance check list.	Copy of Education and Experience certificate is part of pass clearance check list.	03/08.08.13	04/04.04.14
16	Letter of Authorization annexure was not in SOP	Letter of Authorization format is added as Annexure VI.	03/08.08.13	04/04.04.14



# QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 23 of 24	
17	Date of submission of registers was 10 <sup>th</sup> of every month and remitted ESI & EPF challan was 25 <sup>th</sup> of every month.	Date of submission of registers is 15 <sup>th</sup> of every month and remitted ESI & EPF challan is 27 <sup>th</sup> of every month.	03/08.08.13	04/04.04.14
18	After receiving the Work Order from the Commercial department	After receiving the Work Order/Purchase Order/Agreement from the Commercial department	03/08.08.13	04/04.04.14
19	Payment of Wages Act, 1936	All the payment should made through bank	03/08.08.13	04/04.04.14
20	List of persons to be engaged along with wage details. Format shall be collected from Aparajitha.	List of persons to be engaged along with wage details is not required as wage detail is captured in contractor application form.	03/08.08.13	04/04.04.14
21	List of Master Check List to be submitted by contractors.	List of Master Check List of documents to be submitted by contractors.	03/08.08.13	04/04.04.14
22	PF –Declaration Form- Form - 2	PF – Nomination and Declaration Form- Form -2	03/08.08.13	04/04.04.14
23	For workmen, salary more than Rs.15000 per month should be covered under Workmen compensation (WC) policy mandatorily.	For workmen drawing gross salary more than Rs.15000 per month should be covered under Workmen compensation (WC) policy mandatorily.	03/08.08.13	04/04.04.14
24	As and when new employee joins	As and when new employee joins/on pass renewal	03/08.08.13	04/04.04.14
25	Interstate Migrant Act, 1979	Not required as no RC is obtained by Sterlite	03/08.08.13	04/04.04.14
26	The Building and other construction workers (Regulation of Employment and condition of Services) Act 1996	Not required as no major construction work is going on	03/08.08.13	04/04.04.14
27	Standard pass request Format was not available	It is made available as Annexure VII	03/08.08.13	04/04.04.14
28	No guidelines given for bank account numbers of contract employees.	02 points are included on page no: 04.	04/04.04.14	05/19.08.14





## QES MANAGEMENT SYSTEM

## WORK INSTRUCTION: Guidelines for Contractors at Sterlite Copper

REV.NO.07	VERSION NO. 00	W.I.NO.SI: HR: 6.2.2:008	Page 24 of 24	
29	No guidelines given for bank account numbers in "List Of Master Checklist Of Documents To Be Submitted By Contractors".	Included as point no: 08 Page no: 18	04/04.04.14	05/19.08.14
30	No guidelines for submission of Bank Advice by contractors	Included as point no: 16 Page no: 19	04/04.04.14	05/19.08.14
31	Age Limit was not available	Minimum and Upper age limited is specified	05/19.08.14	06/23.01.15
32	Contractor Assessment form was not available	Contractor Assessment form is included in check list and format attached	05/19.08.14	06/23.01.15
33	Penalty Reimbursement clause was not available	Penalty reimbursement clause is included	05/19.08.14	06/23.01.15
34	<b>Contract Workmen maximum age was restricted to 58 years.</b>	<b>Above 58 years of age only managerial cadre workmen is allowed subject to medical fitness.</b>	<b>06/23.01.15</b>	<b>07/11.03.15</b>
35	<b>EPF Employer contribution was 13.61% under EPF &amp; MP Act, 1952.</b>	<b>Employer contribution reduced from 13.61% to 13.36% under EPF &amp; MP Act, 1952.</b>	<b>06/23.01.15</b>	<b>07/11.03.15</b>