

Safety Handbook



Basic Safety Rules



EMERGENCY

Report All Work– Traffic Accident – All Emergencies Immediately;

- **During emergencies;**
 - Stop work
 - Follow emergencies plans or instructions.
 - Proceed to assembly area and remain at until all clear.

- **Describe:**
 - The incident-accident.
 - The incident-accident location.
 - The incident-accident time.
 - Injuries, if any.
 - How many people injured if any.
 - Your name surname – position

- **Give your mobile number or contact point.**

PPE (Personal Protective Equipment)
HS&E (Health Safety and Environment)

SAFETY HANDBOOK

Minimum Safety Rules at YÜKSEL Construction Site

This handbook contains the minimum safety rules applicable to contract-subcontract-employees or anyone performing work activities in project site. Minimum safety rules can be addressed in such a handbook.

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GENERAL RULES

- 1) All people in construction site shall wear Personnel Protective Equipment at all times.
 - Personal Protective Equipment will be maintained by the employee in good working order (i.e. Safety Glasses, Hard Hats, Goggles, Gloves, etc...).
 - When PPE is damaged or unusable employees will change those items with their Foreman / Supervisor for new or functional equipment.
 - Boots shall be worn on all sites. NO shoes etc.
 - Hardhats MUST be worn at all times while on the jobsite. The hardhat must be worn with the liner in the correct position.
 - Safety glasses will be worn at all times.
 - When working on or near water employees may be required to wear a life vest.
 - When working on or near noise areas shall be worn hearing protection. (85 decibels dBA or higher)
- 2) Watch where you are stepping, whether walking, climbing or whatever motion you are involved in and work according to good safety practices.
- 3) Drivers and operators of vehicles and heavy equipment shall comply with all traffic requirements of Government rules and construction rules, particularly speed limits.
- 4) All persons in vehicles shall wear seat belts at all times. Driver shall not smoke when driving.



- 5) When working around hazardous area, barricades/warning board/flagging shall be provided. Such as hole, excavation area, confined space, excavation and trenches area, road crossing, overhead work etc.
- 6) When climb up or down to high places or excavation area use the proper stairways (ladders) and take only one step at a time.
- 7) Smoking is not allowed in the construction and office area.
- 8) Good-Housekeeping in work area at all times. Maintain a clean work area at all times. Remove all debris and trash when you are finished with your work or in your work area.
- 9) Maintain and inspections all time work with equipment.
- 10) Use only proper tools and equipment maintained in a safe working condition.
- 11) Use proper manual lifting techniques or obtain assistance or mechanical lifting when lifting loads.
- 12) Eating or resting is permitted in designated areas only.
- 13) Absolutely no loose clothing or jewelry is to be worn around moving machinery.



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Disciplinary Action

- 14)** Site supervisor and safety personnel will give warnings to employees who do not adhere to corporate and construction safety policies.
- 15)** If, during or by reason of the work, the worker assaults the employer, the manager in-charge or any of his superiors will be terminated without indemnity or benefits.
- 16)** Fighting with colleagues or assaulting during or by reason of the work is not permitted and for such action appropriate legal action will be taken.

Reports

- 17)** Immediately report all work injuries/illness/vehicle accident – all fires, spills – unsafe condition, practice, near miss or incident to supervisor or safety department.
- 18)** If an employee has a question about safety they are to ask their immediate supervisor who will give them instruction in safe practices or elevate the issue to the next supervisory level.

FIRE PROTECTION

- 19)** Employees should be familiar with the care and use of a fire extinguisher.
- 20)** All fire extinguishers and other emergency equipment shall be in good condition, inspected regular and kept clear of any obstruction.
- 21)** Ensure that all personnel are evacuated per the local emergency response plan.
- 22)** Isolate all fuel sources.
- 23)** Never use an extinguisher to any part of the body. No smoking is allowed at working places.
- 24)** All fire extinguish materials shall be checked periodic.



P = PULL THE PIN
A = AIM (AT BASE OF FIRE)
S = SQUEEZE (THE HANDLE)
S = SWEEP (AT BASE OF FLAME)

Fire Classes

Different types of fires require different types of extinguishers.



SIGNS – MATERIAL HANDLING - TOOLS

- 25) Employees who are required to be working on a road or parking area may be required to wear a reflective vest and use the reflector flag or light.
- 26) All hand tools, power tools and similar equipment whether furnished by the employer or the employee, shall be maintained in a safe condition.

- 27) Employees are responsible to check color code prior to use.
- 28) When power tools are designed to accommodate guards, they shall be equipped with such guards when in use.
- 29) No hand-made tools are acceptable.
- 30) Tools must be inspected by the user prior to each use for defects such as cracked handles, damaged cutting edges, split, cracked or worn parts and frayed electrical leads.
- 31) Abrasive wheels must only be changed by competent person while switched off.
- 32) Operators are prohibited from wearing loose clothing when using equipment that presents a risk of entanglement.



- 33) Airline hoses for tools and other equipment shall be secured by a "whip-check" to prevent uncontrolled whipping in the event that the hoses come apart under pressure.
- 34) Airlines shall be protected from damage, inspected regularly, and maintained in a good condition.
- 35) Only trained and competent workers shall be allowed to use powder-actuated tools.
- 36) Employees must wear additional required PPE during use of hand tools in accordance with manufacturer's instruction.

EXCAVATIONS

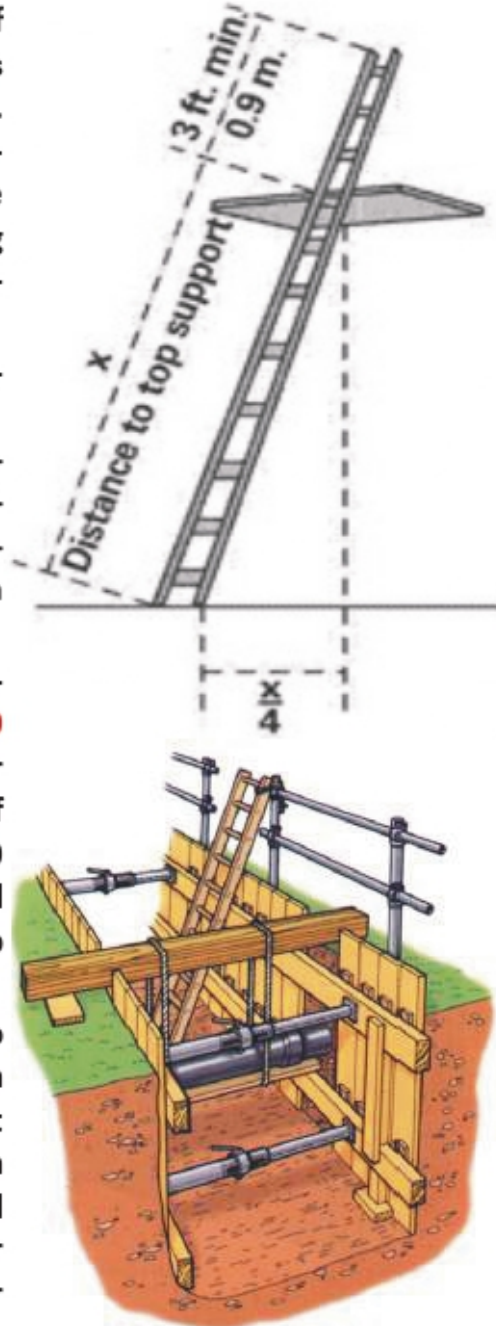
37) The estimated location of utility installations, such as sewer, electrical, telephone, fuel etc. or any other underground installations shall be determined prior the excavation and shall be provided dig permit from the authorized department for excavation place.

38) Determine soil type of excavation place. (Type A, B, C)

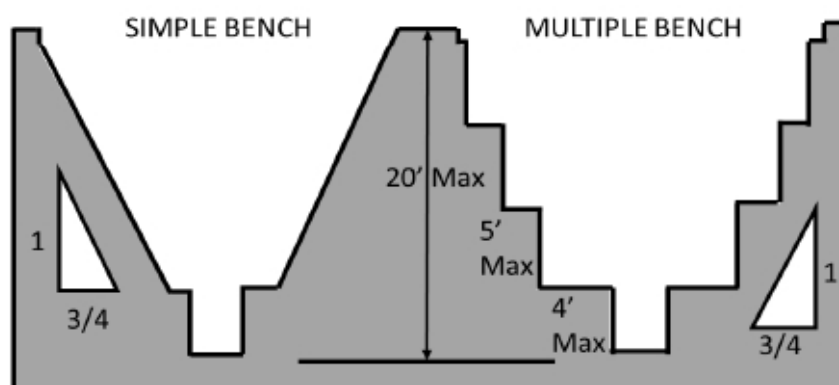
39) Each employee in an excavation shall be protected from cave-in by an adequate protective system designed in accordance with OSHA 1926.652.

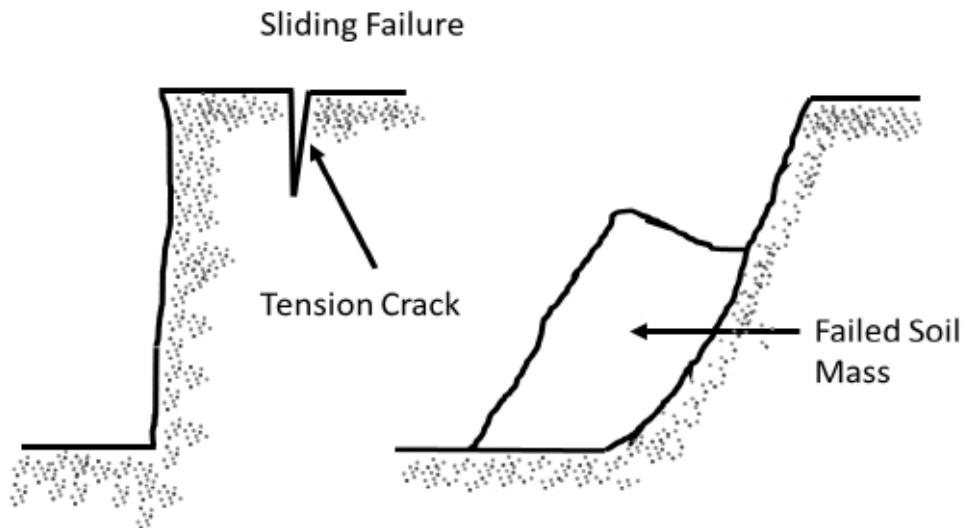
40) Employees will not go into excavations that are deeper than **1.20 meter without** a ladder, stairway or ramp. Ladders or other means of access shall be provided every 100 ft (30 m) in trench excavation and minimum of 3 ft (1 m) above the top of excavation place./landed place.

41) Employees will not go into excavations that are deeper than 1.5 meters without a competent person first reviewing the design and protective systems used and then approving the excavation for entrance by Safety Department or competent person.



- 42) Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person.
- 43) The atmospheres in the excavation shall be tasted before employees enter excavation greater than 5 feet (1.5 meters) in depth.
- 44) Where Trenches/Excavation are deeper than 1,5 meters shall be recognize protective system provided;
- Shoring
 - Slopping
 - Benching
- 45) Spoil piles or equipment shall be provided by placing and keeping at least 3 ft (0.90 m) from the edge of the excavation.
- 46) Heavy equipment, heavy vehicle or crane shall not be operated within 5 ft (1.5 m) of any excavation.
- 47) Only authorized personnel shall entry the excavation in depth.
- 48) Excavation shall be made by hand around 5 ft (1.5 m) of under ground utilities.
- 49) Employees shall not work in excavations in which there is accumulated water, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation – cave in.
- 50) **Excavation work shall be stopped when raining.**
- 51) All excavations and trenches shall be appropriately identified with signs, warnings and barricades. Warning lights shall be also provided at night where there are personnel or vehicle/heavy equipment movement.





STAIRWAYS- LADDERS AND SCAFFOLD

52) Select the right ladder for the job. (Fiber or wood type for electrical work etc.)

53) Ladders shall be inspected before each use. Damaged or defected such as, but not limited to, broken or missing rungs, cleats or steps etc. ladders shall be reported and withdrawn from service immediately until repaired.

54) Each portable ladder that is not self-supporting; shall be capable of supporting at least four times the maximum intended load. Ladders will not be set up where they are likely to be displaced or knocked over.

55) Only one worker shall be on a ladder at same time.



56) Ladder is not the work platform.

57) Employer shall ensure that each employee has been trained by a competent person.

58) Each employee shall use at least one hand to grasp the ladder when progressing up/down the ladder. When climbing, always maintain 3-point contact (2 hands, 1 foot or 1 hand 2 feet) with ladder.

59) Never work of the top step or/stepladders stand on its non-step side. Never work without supported or/tied ladders.

60) Metal ladders shall not be used when working on or near electrical equipment or conductors; use only nonconductive ladders.

61) Not support a ladder with scaffold, work platforms, rock or similar materials.

62) Ensure ladders shall be extended a minimum 3 ft (1 m) above the top landing point. Usually set ladders at a 4:1 slope.

63) Ladders will not be coated with paint.

64) Only trained /certified person can erect, modify, move, inspect and dismantle scaffolding in YUKSEL construction site.

65) Scaffolds will be inspected before use and each shift by competent person.

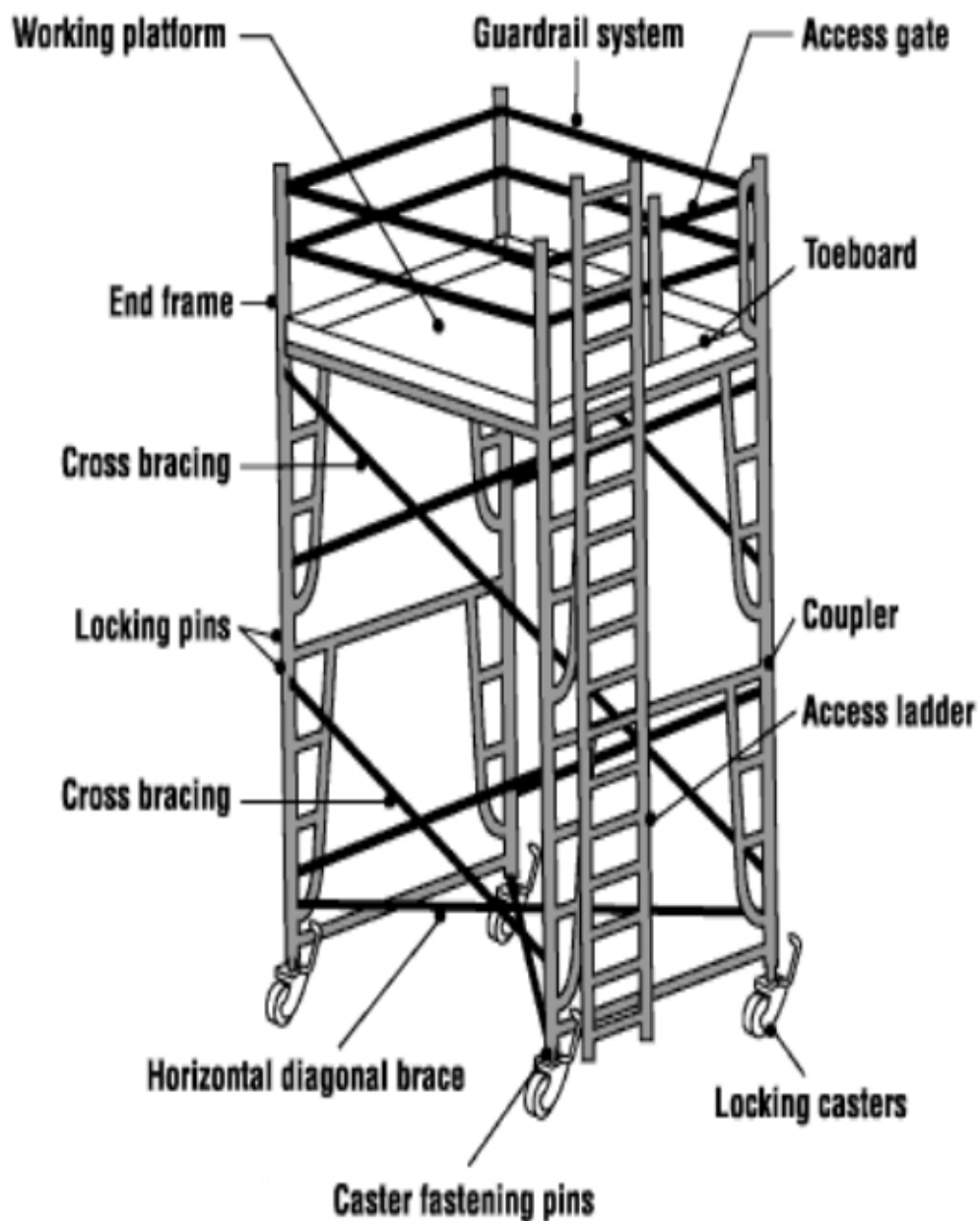
66) Guardrails and toe boards shall be installed on all open sides and height of the guardrails must be 110 cm above the work platform. A ladder or other equivalent means shall be provided for proper access and egress on all scaffold. Employees will not climb cross braces.

67) All scaffolds shall be designed and constructed to safety support four times the intended load. All components required shall be used. If damaged components are found they will be reported to the supervisor immediately withdrawn from services until repaired.

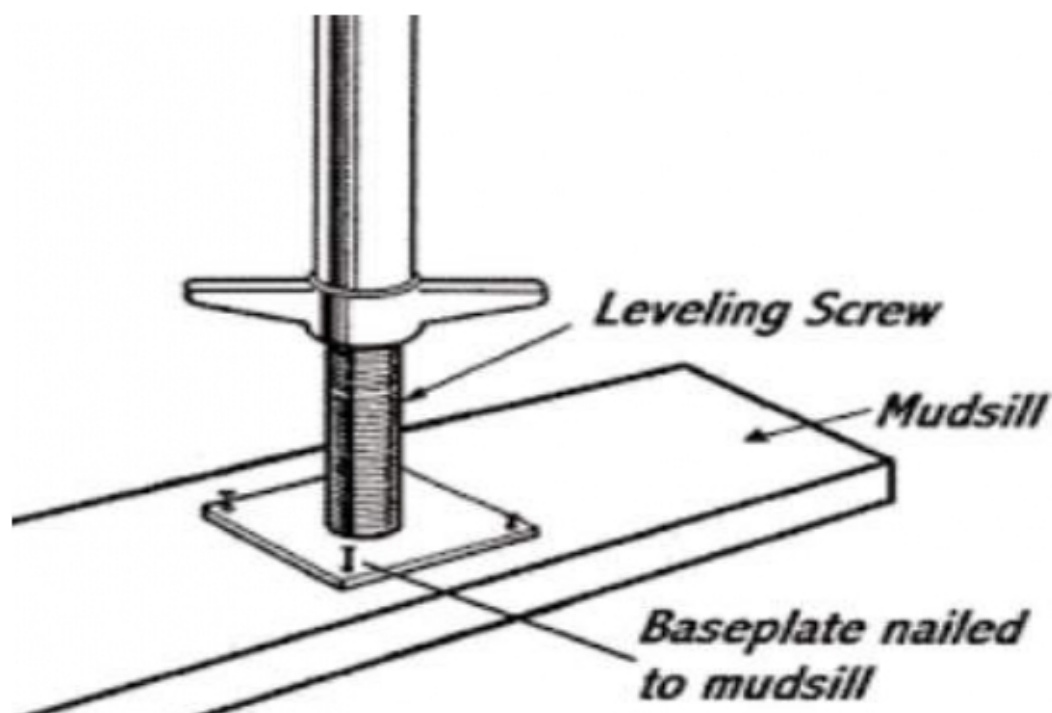
68) Scaffolds may only be erected under the supervision of an individual who has been trained as a scaffold competent person. All employees that use scaffolding must attend scaffold awareness training.

69) Each platform unit shall be installed so that the space between adjacent units and space between the platform and the uprights is no more than 1 inch (2.5 cm) wide.

- 70) Scaffold planking must be overlapped a minimum of 30 cm or secured from movement.



- 71) Guardrails must be installed approximately 110 cm above the working platform. The guardrail must be able to resist a minimum force of 125 kg applied in any direction.
- 72) Toe boards shall be a minimum of 15 cm in height and Scaffold shall be grounded against electrical hazards.
- 73) Scaffold shall not be erected when working on or near electrical equipment or conductors; when active place.
- 74) Scaffold inspection tags shall be visible to indicate the status of the scaffold.
- 75) Never attempt to work on the unsafe scaffolds that posted with red color tag.
- 76) Foundation must be adequate strength to support and disperse the load of the scaffold. On hard surface such as concrete or steel which is adequate strength and thickness, standards may be placed directly on the surface with using 15 x 15 cm base plates. On the other surface which is not sufficient strength the load shall be dispersed by using sole boards (mudsills and base plates).



- 77)** Working platform should be adequate width to fit the work being carried out, but the minimum dimension for all working platforms is 60 cm wide and, working platforms must not have gaps in its working surface.
- 78)** Never attempt to work on red tagged scaffolds until has been rectified and green tagged.

FALL PROTECTION

- 79)** If you need to use fall protection or positioning devices, you must be trained to use this equipment properly.
- 80)** If the working height is greater than 6 ft (1.8 m) from the floor or work platform level shall be used fall protection equipment.
- 81)** The supervisor may also need to develop or follow a fall protection plan for that worksite.
- 82)** The fall arrest system chosen must limit fall forces to 800 kg when employee is wearing a full body harness. Full-body safety harness shall be provided with 2 lanyards for continues safety.
- 83)** The anchor point must be capable of supporting 2250 kg per worker or twice the maximum impact load as determined by aqualified person. The anchor point chosen should always be above your working surface.
- 84)** Lanyards and vertical lifelines shall have a minimum breakingstrength 22.2 kN.
- 85)** Lifelines and all fall protection equipment shall be protected against being cut or abraded.



86) For the inspection first; Check the buckle – carabine Webbing (look for frayed, cracked, cut, burned or otherwise damaged) D-rings (D-rings are bent, cracked, nicked or gouged) Manufacturer label (Size of harness, CE certified, date the harness was manufactured, model number)

87) Personal fall arrest system and components subjected to impact loading shall be removed immediately from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.

88) Personal fall arrest system shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from services.

89) All fall arrest system equipment shall be used only for employee protection and not to hoist materials.

90) All opening greater than 25cmx25cm will have perimeter guarding or covering.

91) Safety nets system shall be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet (9.1 m) below such level.

92) Suspended person shall be rescued quickly, otherwise he can suffer serious consequences

93) Whenever working with the potential of hanging by a harness, a rescue plan must be in effect.





CRANES OPERATIONS

94) Only qualified employees have permit for lifting operation. Employees are responsible to inspect sling and all lifting accessory attachments for avoid to damage and defects prior to use.

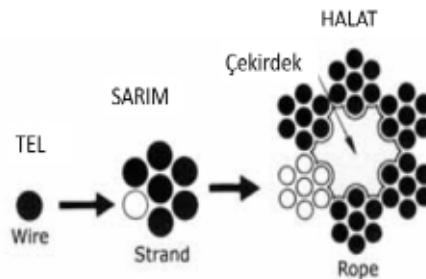
95) Damages lifting apparatus/ equipment shall be taken out of use immediately.

96) The employer shall designate a competent person who shall inspect all machinery and equipment prior the each use, and during use, to make sure it is in safe operation condition. Any deficiencies shall be repaired, or defective parts replaced before continued use.



97) Periodical inspection of the hoisting machinery shall be made by a competent person/agency or by a government.

98) If in running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand in one lay, any heat damage from any cause, kinking, crushing or any other damage detected wire rope shall be taken out of service.



99) Do not stand under suspended crane and loads.

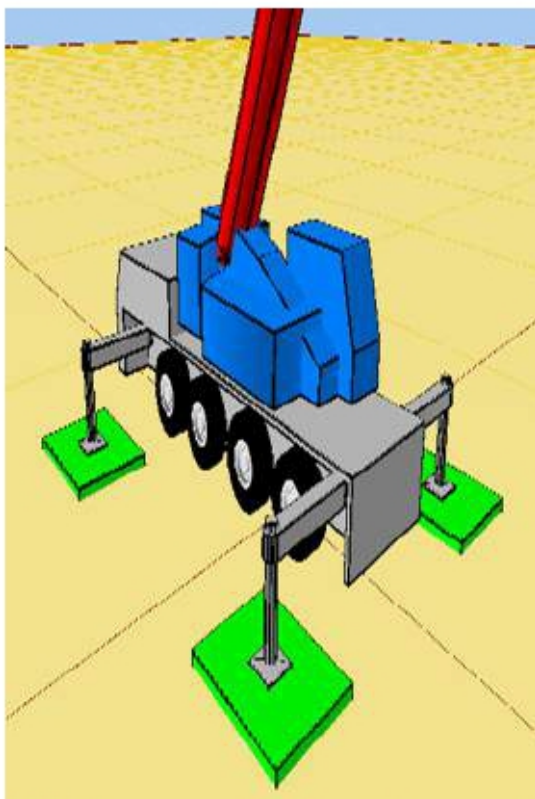
100) Danger is great from high voltage transmission lines where flashover can occur without actual contact.

101) Riding on loads, hooks, buckets, material hoists, or other hoisting equipment not meant for personnel handling is prohibited.

102) You can't level a crane using only your eye. So...Use a level, either in the cab or one mounted on the carrier deck. Use a carpenter's level.



103) When the load or operating radius requires outriggers, or anytime they are used, outriggers will be fully extended to the setting indicated by the load chart. Outriggers will be deployed so the machine's weight is totally removed from the wheels at every setting.

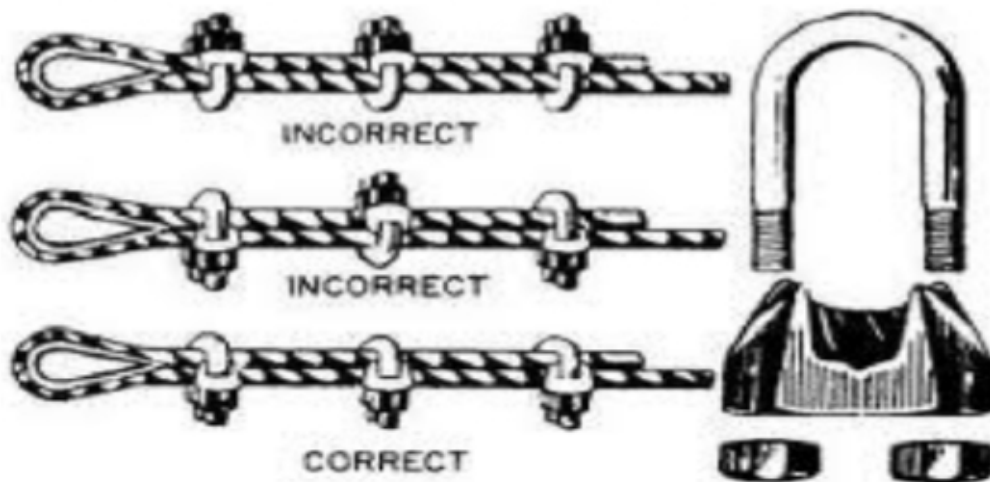


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- 104)** Outrigger floats will be securely attached. Any blocking under the outrigger float should be at least three times larger in area than the float, and should be rigid and completely support the total area. Do not block under outrigger beam.
- 105)** When using U-bolt wire-rope clips to form eyes for wire, ensure the "U" section is in contact with the dead end of the rope. Wire rope clips will not be used to splice wire rope.
- 106)** Sling must be marked or coded with the manufacturer's name, rated capacities for type of hitch, and type of material. Important: If you can't read it don't use it!
- 107)** Sling should be replaced when: colored yarn begins to show. Wear or elongation exceeds the amount recommended by the manufacturer. Snags, punctures, tears, or cuts are visible.



- 108) Cranes drums, sheaves, and pulleys will be smooth and free of surface defects.
- 109) Only marked shackles will be used. Never allow a shackle to be pulled at an angle because the legs will open up. When inspecting look for wear, nicks, and cuts.
- 110) Open hooks without safety pin are prohibited when hoisting loads.
- 111) Every crane will have the following documents with them (in the cab) at all times they are to be operated:
- Operating manual
 - Operating manual for any crane
 - operator aids / Daily check list.
 - Crane log book.
 - Load Chart
- 112) Crane lifts shall not be operated at wind speed above 50 km/h unless otherwise specified by the manufacturer. Man basket operations shall not be allowed at wind speeds greater than 30 km/h.

- 113) All personnel within in the man basket must be wearing a fully body harness with lanyard secured to the main crane hook which is independent to the man-basket at all times.
- 114) Climbing onto the handrail, mid-rail or use of the ladders, steps, working platform to provide extra height once the man basket final position is strictly not allowed.
- 115) Using the man basket as a means of access to the structure or workplace is not allowed.
- 116) When man basket or MEWP are used for works over the water hazards, personnel protective (flotation devices) must be provided and worn by employees.
- 117) Good communication practice shall be provided while working with man-basket
- 118) All workers who will be involved in the operation must be trained for crane hand signal and work hazards.

Welding and Cutting

- 119) Employees who perform the welding and cutting activity must be competent and have training.
- 120) All welding and cutting activities area shall be shielded against to flying sparks and objects in order to protect workers who might be affected.
- 121) All welding activity must be performed in well ventilated area. General mechanical or local exhaust ventilation or airline respirators must be provided, as required, when welding, cutting or heating in confined space.
 - a) Zinc-, lead-, cadmium-, mercury-,or beryllium-bearing, based or coated materials in enclosed spaces.
 - b) Stainless steel with inert-gas equipment.
 - c) In confined spaces
 - d) Where an unusual condition (such as lack of adequate ventilation) could cause an unsafe accumulation of contaminants.



122) Cable, hoses and other equipment will be kept clear of passage ways, ladders and stairways. Workers performing welding, cutting or heating will be protected by personnel protective equipment appropriate for the hazards. Welding and cutting apparatus must be inspected by workers before each use.

123) Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet (6.1 m) or by a noncombustible barrier at least 5 feet (1.5m) high having a fire-resistance rating of at least one-half hour.



124) Inside of buildings, cylinders shall be stored in a well-protected well-ventilated, dry location, at least 20 feet (6.1 m) from highly combustible materials and entry and exit passageways.

125) Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them.

126) Cylinder shall be placed where they cannot become part of an electrical circuit.

127) Welding blankets shall be used to protect surrounding equipment and materials. Welding curtains shall be set up when situations exist where exposure to a welding flash is a risk.

128) Welding & Cutting PPE shall be worn during any type of welding & cutting operations

129) Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined spaces.

130) Hose connections, cylinders, caps and valves, couplings, regulators and all apparatus shall be kept free of grease and oil.

131) Cylinders whether full or empty shall not be used as rollers or supports.

132) The cylinder valve shall always be opened slowly to prevent damage to the regulator. For quick closing, valves on fuel gas cylinders shall not be opened more than 1 ½ turns.



- 133)** If when the valve on a fuel gas cylinder is opened, there is found to be a leak around the valve stem, the valve shall be closed and the gland nut tightened. If this action does not stop leak, the use of the cylinder shall be discontinued, and it shall be properly tagged and removed from work area.
- 134)** All arc welding and cutting cables must be completely insulated and capable of handling the maximum current requirements for the job. There must be no repairs or splices within 3 m of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable must be repaired or re placed.
- 135)** Fuel gas hose and oxygen hose shall be easily distinguishable from each other. The contrast may be made by different colors. When parallel sections of oxygen and fuel gas hose are taped together, not more than 10 cm out of 50 cm shall be covered by tape.



- 136)** All arc welding and cutting machines shall be grounded. All ground connections shall be inspected to ensure that they are mechanically strong and electrically adequate for the required current.
- 137)** Welding and cutting equipment shall be inspected at the beginning of each working shift.
- 138)** When practical, objects to be welded, cut or heated shall be moved to designate safe location or if the objects to be welded, cut or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.

139) All fire extinguishing

equipment shall be immediately available in the work area.

140) Flash arrestor systems shall be used for cylinders and all gauges of cylinders shall be worked properly.

141) Smoking will be prohibited wherever cylinders are stored, handled, or used. Shall be used warning signs.

142) Cylinders will be secured in an upright position at all times except when being hoisted. However, acetylene cylinders will never be laid in a horizontal position.

143) Cylinders will not be dragged, rolled or slid.

144) Each gas cylinders shall be provided with a key wrench. Handmade key wrench shall not be allowed.

ELECTRICAL - LOCKOUT & TAGOUT

145) Unqualified, unauthorized persons shall not be allowed to open any electrical apparatus, panels, nor shall they energize circuit without authority to do so.

146) Once structure, office or building is energized, no exposed wires are permitted on live circuit. All wire circuit ends must have their "end use" fitting applied.



147) Workers shall visually inspect socket, extension cord and cables, equipment connected by cord and plug before each day's use in order to work in safely.

148) Qualified employees are those trained in the construction and operation of electrical equipment and systems, the hazards involved, and who have the knowledge and skills needed to avoid electrical hazards while working on or near energized parts and equipment.

Unqualified employees are those with little or no such training

149) Before work begins, the person in charge will look over area for electrical safety including clearances.

150) Equipment and circuits will be de-energized. Live parts of wiring and equipment will be guarded.



151) Transformers/high voltage equipment must be protected from unauthorized access, locked, grounded, and posted.

152) Flexible cords will contain required conductors PLUS an equipment ground cord. Electric wire/flexible cord in work areas will be protected from damage by foot traffic, vehicles, and sharp corners. Splices will be made:

- By a qualified electrician.
- Insulation = to spliced cable.
- Wire connections soldered

153) Flexible cords Plugs and receptacles will be kept out of water unless submersible type. Plugs will be equipped with a cord grip to prevent strain on terminal screws.

154) Bulbs attached to temporary lighting strings/extension cords will be protected by guards. Lights will not be suspended by their wires only. Empty sockets not permitted. Lighting used in confined wet and/or hazardous locations will operate at a max of 12 volts. If used in tanks/confined spaces provide a switch.

155) If a receptacle is utilized in a wet location, it will be housed in a weatherproof enclosure of the type that maintains its integrity when the plug is attached Temporary lighting in outdoor/wet locations will consist of "manufactured for that purpose" systems.



156) All circuits/equipment shall be checked for potential and protective grounds which shall be applied whenever required. When more than one independent crew needed to work on the same line or equipment at the same time, a multiply lockout clip shall be used to lockout the circuit/equipment.

157) Upon completion of work on de-energized lines or equipment, the supervisor/ foreman shall determine that all members of his crew are cleared and the protective grounds installed by his crew have been removed.



- 158) Don't carry portable tools by the cord. Don't use electric cords to hoist or lower tools. Don't yank cord or hose to disconnect. Keep cords and hoses away from heat, oil, and sharp edges.
- 159) 30 mA for mono phase, 300 mA for three phase connection shall be provided for electrical panel.
- 160) Power extension cable shall be provided through plastic conduit for site use and never allow the extension cable more than 50 meters length.
- 161) Cables shall be of a size and rating suitable for purpose and power extension shall be made with proper material.
- 162) Splicing of cables is not permitted; cables will be extended or repaired using the correct fittings material.
- 163) No electrical tools must be used without plug, and no extension cables may be used with damaged outlets or missing covers.
- 164) All distribution panels shall carry an international "electrical Hazard" warning sign consisting of a yellow triangle with a black lightning bolt and provide point of contact details on panel's cover.
- 165) All distribution panels shall be kept locked and the keys held by the electrician only.
- 166) All distribution panels shall be weather-proofed and grounded

MACHINERY EQUIPMENT - GUARDING

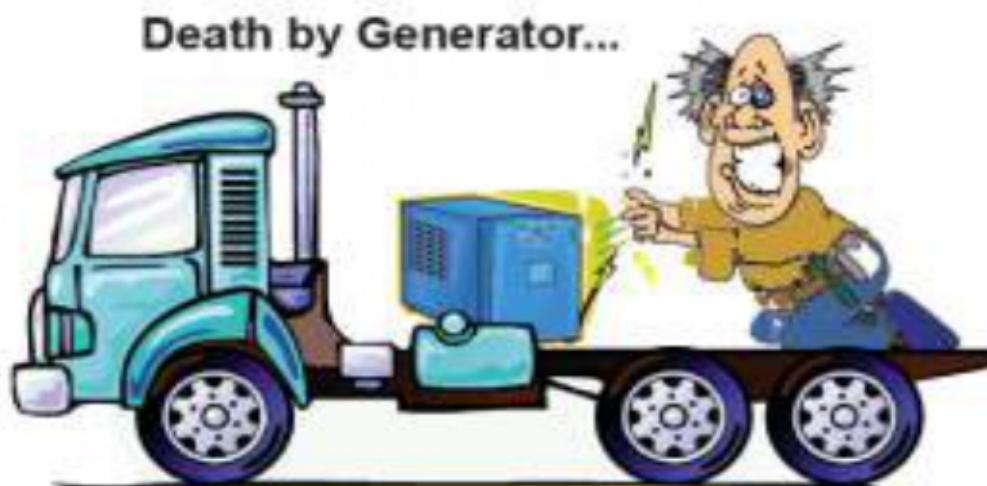
- 167) All belts, gears, shafts, pulleys, drums, chains, flywheels or other rotating/moving equipment parts will be guarded when exposed to contact by persons or when they otherwise create a hazard.
- 168) All self-propelled construction equipment must be equipped with a reverse signal alarm reverse alarms will be audible and sufficiently distinct to be heard under prevailing conditions reverse alarms will be in addition to signal person requirements (danger from moving equip/swinging loads.)
- 169) Protection against the elements, falling/flying objects, swinging loads, and similar hazards will be provided for machinery/mechanized equipment operators.

170) All hand tools equipment must be fitted with guards and safety switches.



171) Reverse parking for light and heavy vehicles and equipment are mandatory.

172) All generators and transformers must be maintained in a good condition.



- 173)** Any rotating components shall be guarded.
- 174)** The area around the generator and transformer, shall be maintained free of fuel and oil spills.
- 175)** All generator shall be grounded
- 176)** Outlets shall be in good condition, generator locations shall be provided fire extinguisher.



HOUSEKEEPING

- 177)** Offices, welfare areas, workshops and laydown areas shall be cleaned, maintained clear of debris, waste and other rubbish on a regular basis.
- 178)** Work areas and means of access will be maintained safe and orderly.
- 179)** Good housekeeping is important to prevent injuries caused by falling objects, nails, splinters etc.

- 180)** Housekeeping is a top safety priority and the employees should clean up the site regularly especially prior the work and when working.
- 181)** All combustible and flammable waste must be removed from the construction site end of the very shift.
- 182)** All “Emergency Exit” and passageways, fire exit, fire door, fire fighting equipment, and other designated emergency stations shall be kept clean.
- 183)** The burning of waste on the YÜKSEL Construction site is strictly forbidden.



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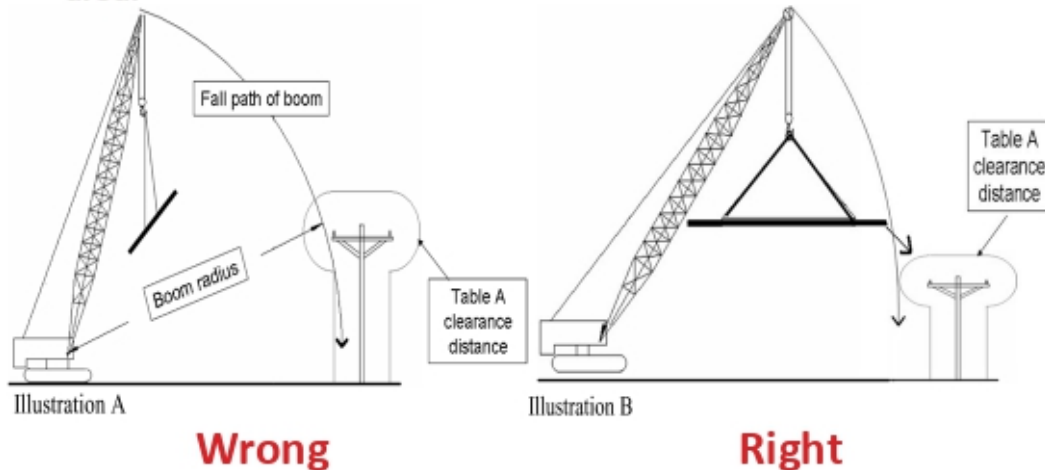
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STEEL ERECTIONS

- 184)** All employees shall be worn PPE when operation.
- 185)** In setting steel, each piece shall be secured in place before the line is taken off.
- 186)** When setting steel trusses, securely side or cross brace until permanent braces are in place.
- 187)** Do not crane or derricks or other equipment within 3 meters of active electric power lines.
- 188)** Do not operate assembly when high wind, raining and snowing.



- 189)** Prior the assembly shall be inspected all cranes and equipment, PPE and fall arrester equipment. Must be protected around working area.



ROAD SAFETY AND DRIVING

- 190)** Every driver shall have valid driving license,
- 191)** The use of alcoholic drink, taking of medicine and drugs or any other substances which may impair the ability of the driver is strictly forbidden only authorized drivers who are in possession of a valid driving license may use company transport.
- 192)** It is not permitted to transport personnel on forklift trucks, cranes, tractors and sidbooms. Vehicles shall not be over loaded.



193) Drivers are to check the oil, lights, tire pressure, battery level, fuel and water before and after each journey

194) Vehicles shall be driven at all times in accordance and with the limitation of the manufacture and speed limits set out by the local traffic regulations.

195) When driving after the hour of darkness or in adverse conditions, in construction sites at all times headlights and tail lights are to be used at all times.

196) Unsafe driving practices are not permitted on or off the job. Speed limit in construction site 20 km/h in dust place 8 km/h

197) Before attempting to pass another vehicle the driver must make sure that he can do so safely, that there is a sufficient distance to permit such passing, that the road ahead of him is clearly visible and free of other vehicles.

198) Never pass another vehicle through inside of the dust, driver shall wait until visible distance is sufficient clear to pass.

199) Use of cell phone and smoking is not permitted while driving.



NDT WORK

200) When radiography activities are to be carried-out on the pipelines the following guidelines are to be adhered to:

- A minimum of two certified and trained technicians will be present during all site radiography work to be performed.
- All radiography work shall be performed within a controlled area.



The limits of this controlled area shall clearly define by a barrier of striped tape or rope with the appropriate radiation warning signs.

- During NDT operation on the pipelines these barriers will be high lighted by amber flashing on the NDT vehicles.
- The maximum dose is to be checked with a radiation meter and must not exceed 2.0 μ /sv per hour. (Ref. ASME SEC – V, non-destructive testing, radiographic examination)

Radiographic work will be immediately stopped; should:

- Uncertified personnel enter the controlled area,
- Suspected faulty equipment,
- A change in circumstance whereby the technicians feels the safety is impaired,
- Personal dosimeter and film badges, relevant to the type of radiation, are to be worn by all NDT personnel.

MANUAL HANDLING OF MATERIALS

201) The principles that contribute to safe manual handling of materials (for example, a cargo) are given below and these will be strictly followed while handle the materials manually:

- Correct positioning of feet
- Knees bent
- Straight back.
- Arms close to the body.
- Correct grip
- Head in correct position
- Use of body weight

When a heavy load is handled by two or men the job should be leveled in such a way that load is shared equally by all.



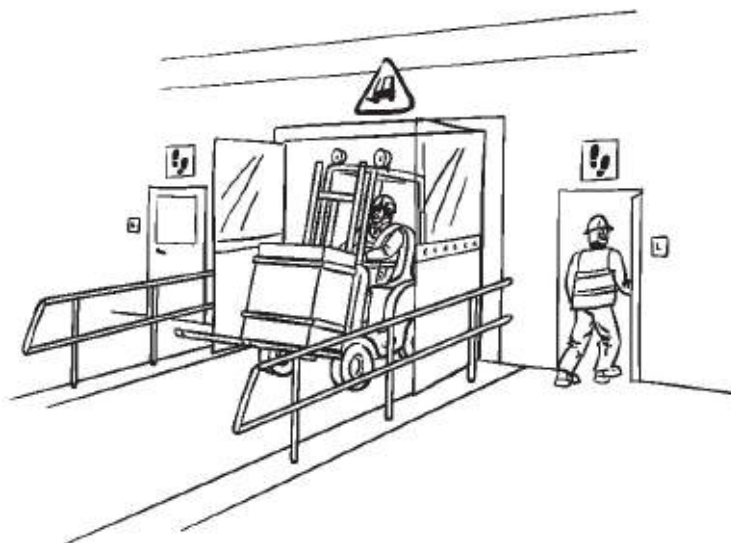
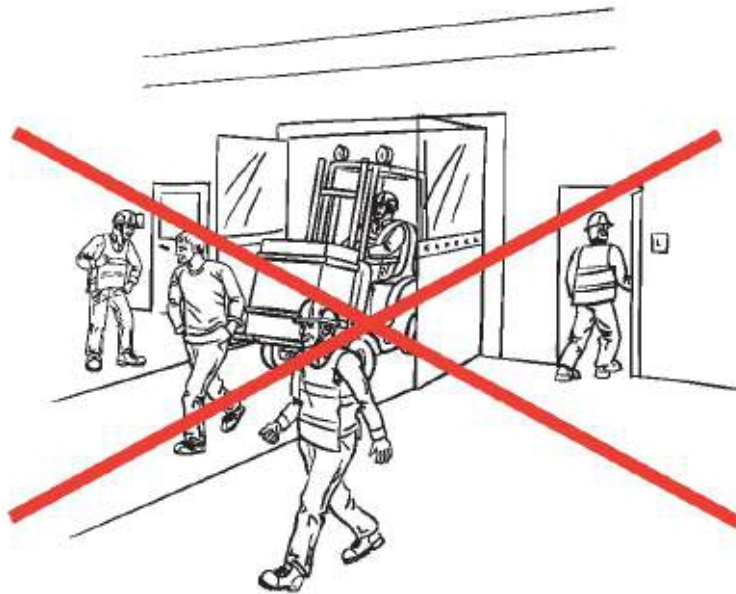






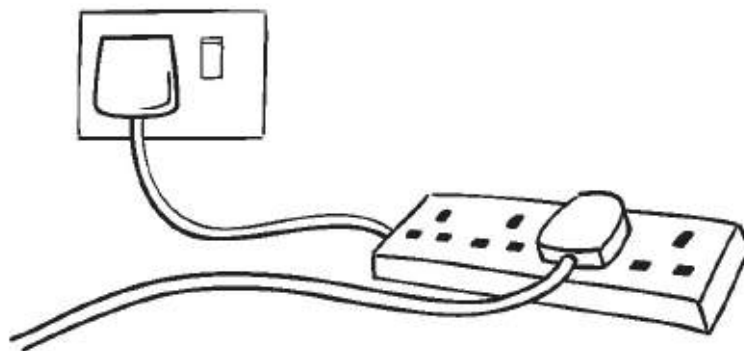






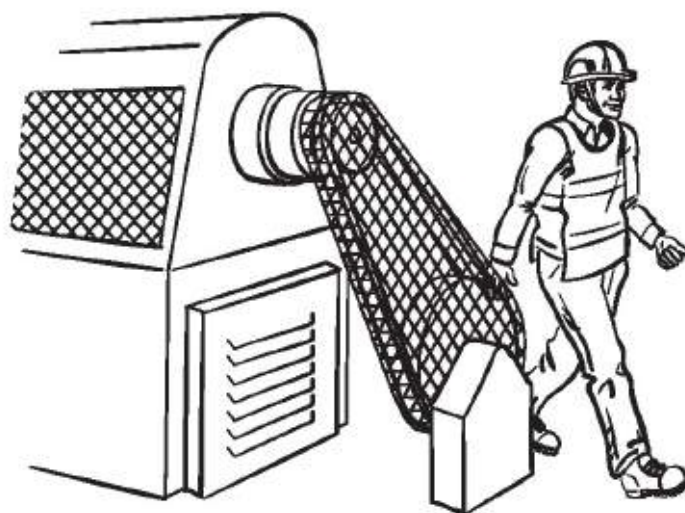












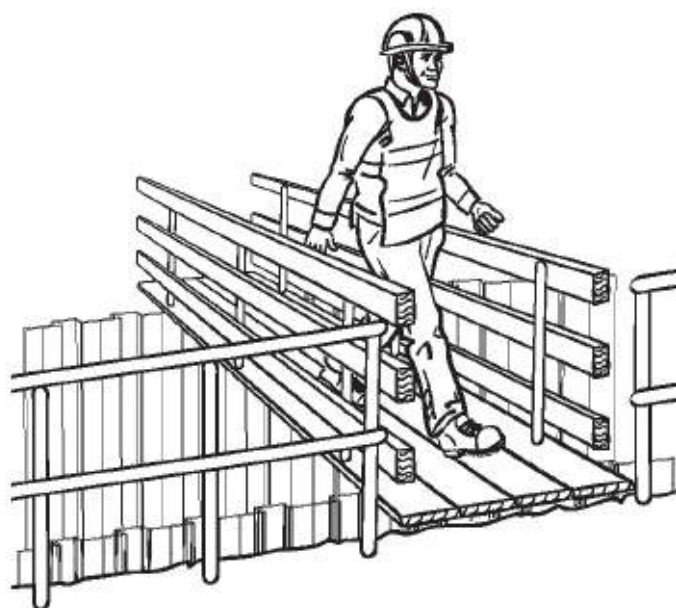


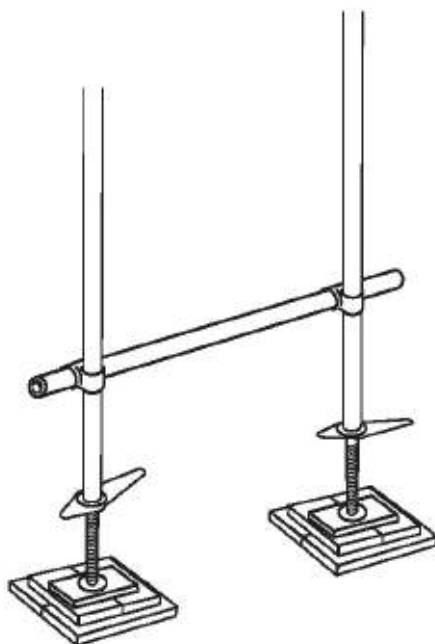
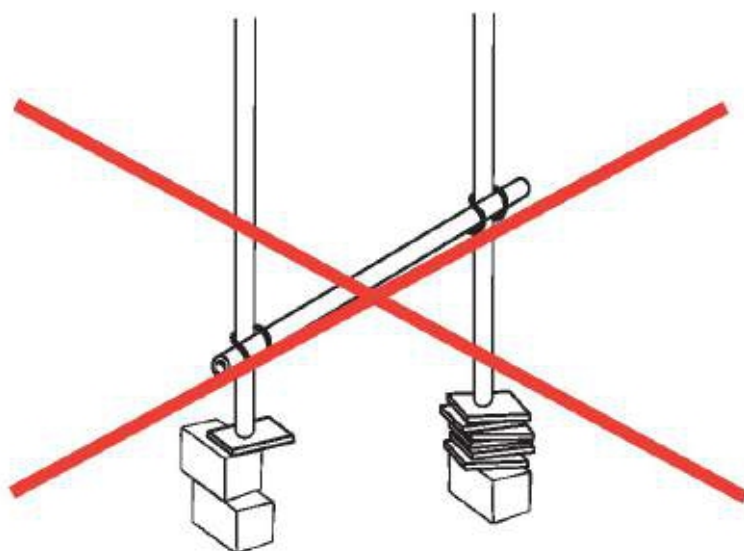














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IMAGES SOURCE: Google Images



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