

## **QEHSEn guidelines to contractors**

As GNFC Limited, is certified for Quality, Environment, Occupational Health & Safety and Energy Management Systems, all the persons (including Contractors, Supervisors & their workers) working at GNFC or on behalf of GNFC are required to comply with the QEHSEn guidelines in addition to other applicable Environment, Energy, labour laws, safety laws as well as legal compliances as mentioned below:

The Contractor shall strictly comply with the following Guidelines while working at site. These guidelines form a part of the terms & conditions as mentioned in our referred contracts.

1. The Contractor is liable to follow Company's Integrated Management System policy (i.e. Quality, Environment, Occupational Health & Safety and Energy), Health & Safety policy (as per Factories Act & Rules), Energy policy & policy against Sexual Harassment of Woman at workplace and will show/submit the records of compliance of above whenever demanded.
2. The Contractor shall strictly comply with all the applicable legal compliances related to work allotted and will maintain the records of it and will show/submit whenever demanded.
3. To ensure effective enforcement of the applicable legal & other requirements, the arrangements made by the contractor shall be open to inspection by GNFC representatives/statutory authorities.
4. The Contractor shall ensure that he does not engage any workman less than 18 years of age for the work of the company.
5. GNFC strongly opposes sexual harassment and any such behaviour against women is prohibited by the law as set down in "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and Rules framed there under being The Sexual Harassment of Women at Workplace Rules.
6. GNFC is a Smoking prohibited area.
7. Contractor is required to get labours checked for sound physical health and fitness to discharge the duties assigned at site effectively including for work at height or in confined spaces/vessels in case wherever applicable. Contractor shall be asked to submit fitness certificate of those labour who do not discharge their duties effectively as found by Site In charge from certified medical Officer. Wherever workers are employed by contractor for work at height/confined spaces/vessels, he will ensure that workers are fit to carry out such jobs.
8. Contractor shall deploy suitable competent persons for carrying out the specified jobs.
9. Contractor shall ensure that all deployed employees follow the safety notices / instruction displayed or being asked at site.
10. Electricity related work shall be done / performed / installed in conformity with Indian Electricity regulations and shall employ licensed supervisor / electricians at site.
11. On the completion/expiry of the work, contractor shall remove all constructions, scaffoldings, works, piping, wirings, surplus materials, rubbish and other installations as per the guidance of Site in Charge.
12. Contractor shall perform their work with the material/items competent to the requisite standards. Scaffoldings will be sound and suitable for the job compiling with the National standards.

13. Contractor shall ensure to comply with relevant provision of Safety codes and shall employ all equipments to protect all works, materials, properties, structures, equipments, installations, communication systems from damage, loss or other hazard what so ever.
14. Contractor shall ensure to carry out periodical examination and tests for all lifting /hoisting equipments and tackles in accordance with the Factories Act/Rules. A register of such examinations and test shall be maintained.
15. Contractor shall ensure for safe transportation of materials / tools being carried out by their workman.
16. Contractor shall work in such a way that it will not create disturbance and inconvenience to GNFC, other contractors, public, adjoining land & property owners, crops, tress, vegetation and water system.
17. Contractor shall provide first aid facilities.
18. Contractor shall report all incidents to the Site in charge of GNFC.
19. Contractor shall start their work with valid work permit and shall obey the instructions mentioned in it.
20. Contractor shall not block or obstruct the approach of emergency related equipments and/or path/walk ways.
21. Contractor shall provide work related suitable safety equipments including PPEs and Safety equipments such as safety helmet, safety belt, safety gloves, glasses, safety shoes/gumboots, earplugs, gas / welding shields / sets, insulated pliers, ELCB, Line testers and safe electrical equipments with proper earthing. For welding work, separate earthing cable shall be run parallel to main cable and to be earthed near welding place.
22. Contractor shall bring 1ph/3ph ELCB & minimum 15 meters suitable rating flexible cable with their welding machine / grinder / drill machine etc. for working in plants as per requirement of engineer I/C. ELCB shall be tested if required by engineer I/C.
23. Contractor shall ensure optimal usage of resources, in particular water, steam, oil, electricity etc.
24. Contractor shall explain to workers about energy saving measures, potential hazards, accidents emergencies, environmental impact and explained to all and precautions to be taken.
25. Contractor shall arrange to send workers / supervisors for any training class conducted by the Company for QEHSEn requirements.
26. Contractor shall follow the Various Guidelines as indicated in the respective Value contract.
27. Contractor shall ensure,
  - a. whenever possible use natural sources of energy,
  - b. to use energy efficient tools/equipments,
  - c. to use of material that does not causes any destruction of natural resources any air, water pollution and / or land contamination,
  - d. to eliminate PVC / ODS in Material used,
  - e. to eliminate use of halogenated flame retardant and
  - f. to maintain Good Housekeeping at the site, offices and/or infrastructures within the GNFC premises.

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