



Butwal Technical Institute (hereafter referred to as "BTI") aims to work with the ZERO injuries at workplace to its employees and personnel from the hired consultancies/ Contractors/suppliers and service providers (hereafter referred to as the "Contractor").

The contractor should plan and design all the work activities to minimize or eliminate the hazards at the workplace and risks to the involved persons as well as for protecting the environment.

This will be applicable within the scope of area of BTI both at site and Butwal Technical Institute as well as the work to be carried out at contractor premises.

The general HSE conditions include below but not limited to:

1. Job Safety Analysis (JSA)

The Contractor shall perform Job Safety Analysis (JSA) for all the activities at the work site. Key points for discussion for doing JSA will be as below.

- What can go wrong during the execution of the work?
- What is the required safety measures to avoid accidents?
- What can be done to reduce the consequences if something goes wrong?

2. Personnel Protective Equipment (PPE)

PPEs based on the nature of the risks associated with the job shall be used as appropriate. The PPE induces,

- a. Working dress/overalls
- b. High visibility waistcoat
- c. Safety Helmet
- d. Ear protectors (earmuffs/earplugs)
- e. Goggles/ eye shield/ visor
- f. Safety Gloves
- g. Safety shoes/ boots (toe protection and anti-slippery sole)
- h. Masks (dust, fume, toxic, gases)

Depending upon the nature of the risk, the list given below should be followed to select the proper type of PPE.

<u>Kind of risk:</u>	<u>Kind of equipment</u>
Head injuries by fall of tool or object >	Helmet
Head injury by fall of light object >	Bump cap
Eye injuries by dust, oils, or chemicals >	Goggles or visor
Eye injuries by industrial work (grinding etc.) >	Goggles or visor
Eye- and face injuries by welding >	Welding- shield



<u>Kind of risk:</u>	<u>Kind of equipment</u>
Hearing injuries by heavy noise >	Earmuffs
Hearing injuries by light noise >	Earmuffs/Earplugs
Foot-injuries by heavy falling object >	Safety boots/ shoes
Foot-injuries by industrial work >	Safety boots/ shoes
Respiratory diseases by solid dust >	Dust mask
Respiratory diseases by fumes >	Fume mask
Respiratory diseases by toxic gases >	Gas mask
Risk of skin-injury by chemical or physical influence >	Protective work wear

Equipment attached to machinery; tools etc. shall be used in accordance with instruction given. Safety shoes or a safety boot must have a toe protection and anti-slippery function. The choice of safety shoes or a safety boot depends of the nature of the works and site conditions.

3. Reporting of Unwanted Occurrences (RUO)

All near misses, unsafe acts and unsafe conditions are Unwanted Occurrences which should be reported in written document to BTI management. All reported Unwanted Occurrences shall be mitigated with an immediate action.

4. Reporting of Accident/incident

Accidents resulting in fatality or serious injury, or environmental damage shall be reported immediately to BTI or within one working day depending on the severity of the cases.

5. Accident Investigation

Serious accidents and major incidents/near misses shall be investigated immediately after the accident. The investigation reports with recommendations shall be presented and discussed in a Safety meeting where persons in the accident and HSE representative form BTI participate

6. Fall protection/working at height

Fall protection measure should be taken while working at height for more than 2.0 meter by using approved scaffolding and proper safety harness. The working platform or scaffolding requires verification from the authorized personnel before use. (Ref. procedure working at height)

7. Use of ladder

Ladder when used should be secured properly at the top and bottom with a suitable arrangement. The steps of ladder should be checked thoroughly. Any damaged/ or faulty steps should be repaired or replaced.



8. Fire safety

The Contractor shall make fire risk assessment at workplace for all his work activities and machinery involved and is prepared with the safety measure to an acceptable standard of BTI.

9. Electrical safety

All electrical connections and electrical machines used at the workplaces should be safe to use. All the electrical safety procedure of BTI including Lock Out/Tag Out should be followed. Authorized electrical personnel from HPL can verify and order to discount if the electrical connection or the equipment are suspected to be unsafe. No electrical sources will be sued from BTI without permission.

10. Use of lifting equipment

All the lifting equipment sling, rope, chain pully etc. must be checked and marked with the safe lifting capacity. Such equipment must not be used if suspected to be unsafe for the purpose.

11. Access Control

Contractor shall follow BTI's rules on access to the BTI area.

Contractor shall provide a list of personnel working at site on contractor's behalf including sub-contractors by specifying the period.

Misuse or unauthorized use of access will be considered as breach of safety rules.

12. Accident Insurance

The Contractor should make sure that adequate accident insurance of the staff and persons involved have been done, as required by prevailing laws in Nepal. All documentation of such insurance and the scope of its coverage shall be provided to BTI before start of the works.

13. Compensation against accidents

Contractor will be responsible for compensation against the accident of his employees and the personal involved at the work.

14. First Aid facilities

The contractor will arrange a first Aid kit with the required medicines at workplace and arrange for transportation to hospital if needed.

15. Drinking water and sanitary

The Contractor should use drinkable water and toilet facilities assigned by BTI.

16. Waste management

The Contractor should manage waste produced at the workplace in a way that it will not damage/ pollute the environment. The glass and plastic should be collected separate from the other waste products. The waste if any should be



disposed to the said location instructed by BTI.

17. Employment of the labor

- a. The Contractor shall follow Nepal's labor act and regulation for hiring and providing the facility to his workers.
- b. Name and address of the workers and staff hired should be provided to BTI at his request.

18. Transportation safety

The Contractor shall take all the safety measure for the safety of vehicle, passengers and good during the transportation. Contractors shall be obliged to follow the traffic laws and regulations of Government of Nepal as well as transportation safety rules of BTI.

19. Site tidiness and housekeeping

Site tidiness is one of the special importance's in minimizing tripping hazards. Tools, cables, ropes and other materials not in use should be stored away. Rubbish or scrap should be cleared up promptly or stored in a proper way. The Contractor shall keep the working area clean during work and shall leave the site with tidiness after completion of all the works.

20. Safety Induction Meeting

The Contractor needs to go thru the HSE document with all staff before the work can start. Contractor shall implement all HSE requirements since the beginning of the work to the end of the contract.

21. Contractor abides by BTI's HSE Policy

This procedure is written to protect personnel, visitors, and the general public from exposure to potential health hazards on this job site. The Contractor shall abide by the BTI's HSE policy and procedure for all his work activities where relevant.

22. COVID-19

Contractors shall follow the local COVID-19 restrictions and regulations. In case of increasing spread of COVID-19, face masks shall be used at all times, hand sanitizer shall be used frequently and all personnel shall avoid touching the face. When possible, social distancing of minimum 2m shall be kept.