



**EXCELLENCE ENGINEERING PVT. LTD.**  
317, Krishna Apra Plaza, 3<sup>rd</sup> Floor, Sector 18,  
Noida: 201301 Delhi NCR, India

# **HSE Manual**

Date of Release : 6<sup>th</sup> June, 2014

Revision: 0

No. of Pages: 5

# **Health, Safety and Environment Manual**

## **1. Scope**

This manual established the Health Safety & Environment management requirement to be compiled by the Organization including their sub-contractors during construction.

This organization is expected to exceed the requirements given in this manual.

Requirements given in this manual will supplement the work of HSE management as mentioned in the relevant acts/legislation, contractual conditions and job specifications. In case where different documents stipulate different requirements then the most stringent shall apply.

## **2. HSE Policy**

EEPL is committed to ensure the following:

- Meeting and exceeding customer's HSE requirements and expectations;
- Good Health & Safety of Employees, contractual workers while safeguarding material and equipment from damage;
- Environment protection by minimizing pollution and optimizing the use of natural resources;
- Compliance of all safety and regulatory requirements;
- Continual improvement of HSE performance through team work, innovation, skill and competence;
- Spreading awareness of HSE among employees, contractors and interested parties.

## **3. HSE Objectives**

The objectives are:

- Operations without incidents and accidents;
- The assurance of safe working conditions in order to reduce the level of professional diseases, personal traumatism and loss of time caused by it.
- Taking measures to expect the unsafe working conditions.
- The timely identification and estimation of industrial dangers and risks for the company employees and the inhabitants within areas of company's activities, decreasing possibilities of their occurrence and preventing any losses.
- The betterment of environment & care for nature to reduce the effects of construction wastes, contaminants dumping.
- The efficient use of natural resources;

#### **4. General Provisions**

- The assurance of manpower health and life protection, materials & capital equipment protection, minimization of any potential risks dealing with EEPL activities.
- The implementation of HSE requirements as well.
- Prevention of emergency situations and risks caused by violations of HSE requirements for occupational health, industrial and environmental safety and other requirements for construction.

#### **5. HSE Management System**

The following elements are mandatory in the EEPL HSE Management system:

- Management & Responsibilities;
- Policy & General tasks;
- Organization chart, policy, resources, standards and documentation;
- Risks assessment & management;
- Plans and development of procedures;
- Plans of emergency responses;
- Implementation and execution control; &
- Performing audits and inspection.

#### **6. HSE Plan**

##### **6.1 Management and Responsibilities**

**EEPL** management board have the responsibility for understanding of HSE policy, behaviour code, procedures, compulsory rules, instructions & HSE needs of clients. The EEPL board will ensure the conduction of HSE procedures & training for all personnel before beginning of any Project work.

EEPL management board will always keep an open dialogue flow with customers/clients. Fulfilling all Customer HSE procedures & requirements such as honesty, respect, and meeting are mandatory.

Functional duties, permissions and responsibilities of all personnel responsible for construction safety are reflected in EEPL HSE Management system.

EEPL Managers at all levels will be responsible for management & execution of process tasks and goals in the area of industrial and ecological safety, accident free operation, labour and environment protection.

EEPL employees who are responsible for execution of any Project work are also responsible for violation of HSE requirements. Depending on the violations behaviour and degree, the employees may be subjected to disciplinary, administrative and financial punishments.

## 6.2 General Tasks

EEPL considers the following to be general:

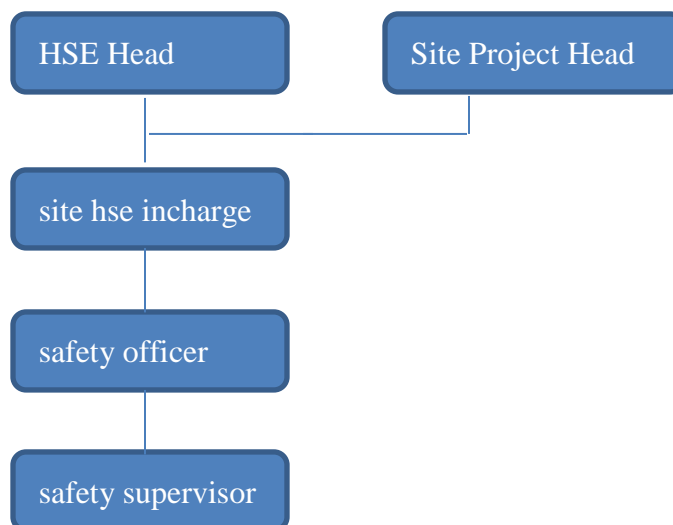
- Development and implementation of measures to improve personnel's working condition and life, industrial and environmental safety, in order to prevent accidents during work, professional diseases and lessen the negative influence upon environment.
- A detailed analysis of the dangerous factors involved and the risks being covered along with development of compensative measures.
- Assurance of safety, labour and environment protection regulations being prioritized.
- Constant betterment of the HSE system/
- Each worker's job conforms to the needs of the industrial & environmental safety in the work place.

## 6.3 HSE Organization

The implementation and management of projects at different stages of construction will be undertaken with the co-operation of the respective managers, technical persons and engineers in accordance with assigned functions and duties. The duties and responsibilities of the respected people as per the HSE schedule were mentioned in their job descriptions.

The immediate control over construction and environmental safety will be carried out by the HSE Department of EEPL.

A typical HSE organization structure is below:



## **6.4 Induction Training for Employees**

EEPL will organize program of illustrated, drawn up induction training in accordance with project HSE requirements.

EEPL will provide induction training of HSE for each employee before work execution to help familiarize with a project requirement and procedures.

People who did not pass the given induction training will not be admitted to the project.

## **6.5 HSE Legislation**

Whole production activities of EEPL are conducted in accordance with legislation requirements applicable within India and under constant control of state supervision authorities and control within all areas of management from project construction upto their commissioning.

These are regulatory acts, norms, rules, instructions, requirements, within the area of HSE are used within all sites.

EEPL will continuously monitor changes in legislative requirements applicable for the construction sites.

## **6.6 Emergency Response Plan**

During the construction activity there could be possibility of many emergency situations taking place on the project: accidents, fires, explosions, emissions, and spillages of harmful and hazardous substance.

For the purpose of eliminating consequences of emergency situations before the beginning of the work for each project, there will be possible emergency response plan prepared in accordance with customer emergency procedure to control unsafe working conditions on the project.