

Health &
Safety
Policy

2012-13

Cosmo
Infra Solutions

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HEALTH AND SAFETY GUIDELINES

INTRODUCTION:

Good safety practices & good management go hand in hand. We as a Telecom infrastructure builder do not need to be losing time because an accident occurred & we need to find a replacement worker. We appreciate that “Accident Hurt”, “Accident Cost” & “Accident can be avoided”. We could manage to avoid accidents by taking the time to ensure proper equipments & facilities for safe & hazard free work.

Proper instructions, guidance, demonstration have been given to employees. “Lack of time” is not a factor to influence our safety. When we are stressed & preoccupied with the work at hand, safety practices at work places does not suffer.

With over a decades experience in infrastructure industry we understand how important “Safety” is in the work place. Our mission is to provide our customers with installation of electrical/Electronic equipments that help to secure a safe working environment. Use of wide range of safety equipments has help us to protect the assets that are more valuable to our business i.e. employee & equipments.

Electricity Safety Management:

Electricity is accepted as a source of power without much thought. Some employees, such as engineers, electricians work with electricity directly. Electricity has long being recognized as a serious workplace hazard exposing employees to such dangers as electric shock, electrocution, fires & explosions. To minimize such potential hazards we are practicing as under :

1. We are using specified design & quality tools.
2. We carry out periodic inspection of the tools & kits for its workability & safety.
3. Every time when tools are issued for use at site, each & every tool is examined & similarly at the time of return of tools to stores. The tools found unfit to use are destroyed/cut into pieces to ensure that it cannot be reuse.
4. Tools requiring calibration are tested in-house & periodic calibration is done in

line with manufacturers guidelines.

Tower Safety Management:

Falls are the most serious potential safety problem. Towers are rigged with a 11-mm nylon safety line attached to a fixed point on top of the tower. This line is to be used as a fall protection for anyone climbing the tower.

Untrained users can injure themselves and equipment. Therefore, only members of the team who have the required safety training and are approved /have permission may use the tower. All new users are required to read the safety instructions detailing the hazards and ways to avoid them and follow the safety regulations. (They will sign a form to confirm that they have read and understood the instructions and agree to follow them unconditionally).

To assist in calling emergency workers and providing first-aid, a minimum of two people must be on site whenever either tower is climbed. Exceptions are strongly discouraged, but may be approved in unusual circumstances and such Permission can be obtained on a case-by-case basis. When climbing the towers alone, the worker MUST adhere strictly to a check-in system (i.e., to Quality Manager immediately before climbing the tower and immediately after reaching the ground. Under NO CIRCUMSTANCES are workers to climb the tower alone without permission or without checking in with a team leader. If one of the team leaders is climbing the tower alone, he need to check in with another team leader. The Q.M. will make every effort to ensure the presence of at least two people when anyone is climbing the tower.

Each worker will:

- Leave their daily schedule with other team members and record their daily schedule in a designated logbook.
- Have a cell phone for contact in an emergency.
- Have a first aid kit with the team.
- Ensure at least two people are on site whenever anyone is climbing the tower, unless an exception is granted by Quality Manager.
- ALWAYS wear an approved safety harness when climbing the tower.
Use an approved ascender attached to the safety rope when climbing the tower.

- Wear two approved lanyards and always have one attached to a safe anchorage.
- Wear a hardhat (with a chin strap).
- Have basic first aid training.
- Wear appropriate clothing to minimize injury.
- Report all observed or suspected violations of this safety plan to Q.M.

Fall protection work plan:

- **Fall hazards in the work area.** Climbing the towers, taking measurements or installing scientific equipment on the work platforms, and working on the tower itself.
- **Methods of fall arrest and fall restraint.** On the work platform, fall restraint will be provided by guardrails. Workers will also remain anchored to the tower at all times. Fall arrest will be provided while climbing and working on the tower platforms by a harness attached to lanyard.
- **Correct procedures for assembly, maintenance, inspection and disassembly of the fall protection system.** The safety rope for climbing the tower will be kept on site.

Before climbing the tower:

- Inspect safety rope to see if it is worn or frayed. When not in use, coil the rope and store it in a duffel bag. Do not carry any other equipment in this bag.
- Any equipment that is frayed or worn must be replaced before using or climbing the tower.
- Pull the safety rope to the top of the tower by means of a light rope run through the pulley. Secure the free ends of the safety rope to the bottom of the tower with a figure 8 knot. Check that the safety rope is secure.
- Safety Ropes are essentially discarded from the stock after one year of use these are cut into pieces so as to make it as not useable. We have a tracking for equipments by serial No. and its date of purchase'

Climbing the tower:

- Inspect the harness, lanyards and ascender to make sure that they are not frayed or worn.

- Any equipment that is frayed or worn must be replaced before using or climbing the tower.
- Attach an approved ascender to the body harness.
- Attach the ascender to the safety climbing rope.
- Begin climbing the tower.
- Climb slowly and carefully and keep one hand on the tower at all times.
- Take a break every 20 ft on the appropriate resting platform.
- When reaches the work platform or working height, attach your lanyard to a safe point. Then remove the ascender from the safety rope. Do not remove the ascender from the safety rope until you are securely anchored to the tower.

Working on the tower:

- If you need to move beyond the reach of your lanyard, attach the first lanyard to a safe point before moving the second lanyard.
- Always keep the lanyard attached to your harness, and always keep one lanyard attached to a safe point on the tower.

Equipment maintenance:

- All equipment on the tower will be attached to the tower with metal U-bolts, clamps, or heavy-duty nylon cable ties.
- All equipment will be of such material and design to have a minimum tensile strength of 5000 pounds.
- Inspect all harnesses, ascenders, lanyards and karabiners after use to make sure they are not frayed or worn.
- Clean if necessary, and store in a special duffel bag used only for this equipment. Do not carry other equipment in this bag.
- Inspect the safety rope to see if it is worn or frayed, then coil the rope and store it in a designated duffel bag. Do not carry any other equipment in this bag.
- Any equipment that is worn or frayed must be replaced before it can be used to climb or work on the tower.

Providing overhead protection:

The fenced area (24'x 24') around the towers is designated as a "hardhat area". Visitors will be requested to remain outside the fence unless authorized to safely climb the tower. All equipment used will be secured to the tower. Any tools used on the tower will be secured to the tower or to a belt on the worker.

Emergency Protocol

Every team will have a cellular phone for requesting emergency help. All authorized personnel are given a list of local emergency response phone numbers.

In an emergency:

- Stay calm
- Immediately contact the proper emergency personnel.
- Immediately contact the other teams in the field.
- Apply first aid if possible.
- Stay in phone contact and assist rescue workers in locating the site.

Contacts and Phone Numbers:

1. Nearest Hospital.
2. No. of Quality Manager & Project Manager.
3. No. of ambulance.



AN ISO-9001, 14001 & OHSAS 18001 CERTIFIED COMPANY

Health & Safety Declaration

Cosmo Construction Company follows the highest standards for quality, work and environment as objectives. (According to standards of ISO 9001, ISO 14001 & OHSAS 18001).

We shall strive to achieve the highest standards in the areas of quality, Health, Safety and environment by supporting and facilitating the continuous process of improvement, within the legal borders and known "best practices".

Each person is primarily responsible for his/her own safety and that of his/her colleagues. We expect that (potential) risky situations will be signaled so that these can be addressed and resolved.

The supervisors of different departments will be held personally responsible for resolving potentially risky situations.

All employees are bound to the Quality, Health & Safety and Environment demands and agreements applicable to Cosmo.

All employees shall carry out their duties in a safe and correct manner, in keeping with the procedures and guidelines that have been determined & mentioned in our safety & health policy. All supervisors will be held responsible for maintaining these procedures and guidelines.

I, Rajkumar Agarwal, trust that everybody will support each other and myself in the united goal of achieving the highest standards of quality, health & safety and environment.



Rajkumar Agarwal
Manager – Quality, Health & Safety
Cosmo Construction Company

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OHSAS 18001 = 2007

Certificate of Registration

This is to certify that compliance of Occupational Health & Safety Management System of

COSMO CONSTRUCTION COMPANY

140, Shri Gopal Nagar, Gopalpura Bye Pass Road,
Jaipur - 302 015, Rajasthan, India.

has been assessed and found to confirm the requirements of

OHSAS 18001 : 2007

For the scope of activities :

**Civil Construction, Electrical & Electronics Work & Project Management for
Active & Passive Infrastructure Related to Telecommunication**

Certificate No	:RQ91/US/1160	Certificate Date	: 17.11.2010
ANAS - BNR Accreditation No	:10817	Certificate Valid Upto	: 16.11.2013



Quality Seal

For and on behalf of Quest International Certification

Surveillance Audit : 2nd Year 15.11.2011
3rd Year 15.11.2012

The certificate is valid only if the annual surveillance mark is present.



Head of Certification

Quest International Certification

The Validity of the certificate can be obtained from www.qic.co.in

Accredited by : ANAS - BNR , 2711 Conoverle Road, Suite 400, Wilmington, Delaware, 19808 (U.S.A.)

The Registration does not ensure the quality of goods under the firm's production.

Training Matrix

Applies to:	Required Training Class	Training Frequency
All Classifications	Injury and Illness Prevention Program (IIPP)	Initial Hire
	Unit Emergency Plan	Initial Hire, review when changed
	Fire Extinguisher Use*	Initial Hire
	Back Safety	Initial Hire
Employees working on an unguarded surface more than 6 feet off the ground	Fall protection	Initial hire
Users of fixed industrial or Telecommunication tower ladder	Ladder safety	Initial hire
Operators of forklifts and powered, elevated work platforms	Training on specific equipment to be used	Before initial use of the equipment
Employees using power tools	Tool Safety	Initial hire
Employees entering communications vaults, sewer manholes or telecommunications vaults or act as an attendant	Confined space entry	Prior to entering a confined space or acting as an attendant and annually thereafter
Users of eye, face, foot, hand or hearing protection	Personal Protective equipment	Prior to using the PPE
Users of computers more than 4 hours a day or 24 hours a week	Ergonomics	Initial Hire

	<h2 style="margin:0;">HEIGHT WORK PERMIT</h2> <p style="margin:0;">(For Group Working Only)</p>				
Section 1 : To be filled by Permit Raiser					
Circle :	Cluster :	Location of Work :			
Cosmo Manager Name		Contact No.			
Description of the Work to be undertaken	<input type="checkbox"/> Tower Erection <input type="checkbox"/> Tower Dismantling <input type="checkbox"/> Working on Tower	<input type="checkbox"/> Working on Unprotected Roof <input type="checkbox"/> Working on Parapet Wall <input type="checkbox"/> Working adjacent to Excavation			
Persons assigned to task <i>(must be trained in working at heights)</i> . Name _____ Trained Yes <input type="checkbox"/> Name _____ Trained Yes <input type="checkbox"/> Name _____ Trained Yes <input type="checkbox"/> Name _____ Trained Yes <input type="checkbox"/> Name _____ Trained Yes <input type="checkbox"/> Name _____ Trained Yes <input type="checkbox"/> Name _____ Trained Yes <input type="checkbox"/> Name _____ Trained Yes <input type="checkbox"/>		Person should be able to demonstrate: a. PPE's required & their use b. Wearing of PPE's c. Knowledge of Hazards & safe work method associated with work			
Section 2 : To be checked by Cosmo Manager/Engineer					
POWER LINES <input type="checkbox"/> Area must be clear of power lines or power lines must be de-energized SITE CONDITION <input type="checkbox"/> Access to work adequate <input type="checkbox"/> Housekeeping acceptable <input type="checkbox"/> Clear of wild Vegetation growth <input type="checkbox"/> Free from Nest, Bee Hive <input type="checkbox"/> Protected Building Edge/Parapet Wall/Excavation TOOLS <input type="checkbox"/> Approved/Appropriate Tools <input type="checkbox"/> Tools in Good Condition <input type="checkbox"/> Tools inspected by competent person in last six month (attach copy of certificate) PERSONAL PROTECTIVE EQUIPMENT The following PPE <i>(tick)</i> shall be worn <i>(must be checked for wear & tear etc)</i> : <input type="checkbox"/> Full Body Harness <input type="checkbox"/> Eye protection <input type="checkbox"/> Hand protection <input type="checkbox"/> Foot protection <input type="checkbox"/> Protective clothing <input type="checkbox"/> Safety helmet <input type="checkbox"/> Other <i>(please specify)</i> FALL PROTECTION <input type="checkbox"/> Double Lanyard Harness <input type="checkbox"/> Approved Harness <input type="checkbox"/> Harness in Dry Condition <input type="checkbox"/> No part of Harness Missing <input type="checkbox"/> Harness & its Parts not damaged/defective <input type="checkbox"/> Lanyard not damaged <input type="checkbox"/> Harness inspected by competent Person in last six month FALL PREVENTION (For RTT & RTP) <input type="checkbox"/> Fall Restraint required and available	RESTRICTION OF MOVEMENT <input type="checkbox"/> Barricades provided to restrict the movement under tower <input type="checkbox"/> Caution Tape provided around tower <input type="checkbox"/> Caution tape provided around material stocking area EDGE PROTECTION (For RTT & RTP) <input type="checkbox"/> Barricades provided along building edges to prevent material falling beyond site FITNESS OF PERSONNEL <input type="checkbox"/> Personnel not suffering from illness including Cough/Cold <input type="checkbox"/> Personnel not under influence of alcohol/Heavy Medication <input type="checkbox"/> Personnel not on Religious Fast (For Tower Work only) COMPETENCE OF PERSONNEL <input type="checkbox"/> Personnel are trained and experienced in Height Work TOOL BOX SAFETY TALK <input type="checkbox"/> Do's & Don'ts <input type="checkbox"/> General Safety Guidelines <input type="checkbox"/> PPE's PRECAUTIONS The following precautions have been implemented: <input type="checkbox"/> Warning notice & Safety Sign provided <input type="checkbox"/> Emergency Contact Nos. & First Aid box <input type="checkbox"/> Barricades in position <input type="checkbox"/> Special precautions are: a) ...First Aid Trained Person..... b) c) d)				
Section 3 : Authorization					
<i>I hereby declare that the person identified on this permit is authorized to carry out the work at height subject to the terms and conditions of this permit. The work at height described above is in my opinion in a safe condition for the work to be done, provided that the precautions above are fully observed.</i>					
Cosmo Manager/Engineer Officer (name) _____ (signature) _____					
Permit valid until Date _____ Time _____					
Section 4 : Certification (to be filled daily by site supervisor)					
<i>I agree to work within the conditions indicated on this permit and accept the responsibility as the person directly in charge of the work. I declare that all work at height will be carried out in accordance with the requirements of this Work Permit System.</i>					
Date	Name	Signature	Date	Name	Signature
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

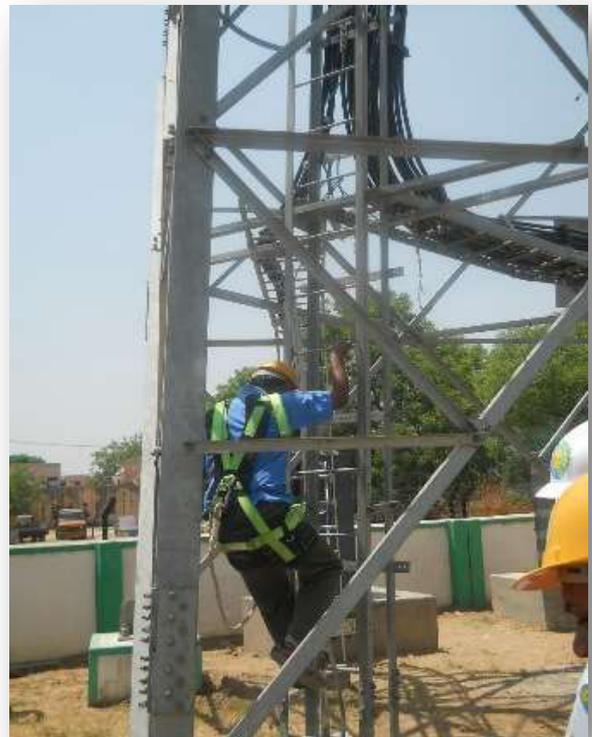
Cosmo Tool & Safety Kit



SNAPS FOR TRAINING SESSION CONDUCT BY COSMO

1. Working at Height safety





Tool safety training



Electrical Safety training



Civil Safty and other onsite & off-site training programs





