



VISUAL SOP

RESTARTING SITE OPERATIONS
AFTER LOCKDOWN

INTRODUCTION

The construction industry is facing an unprecedented impact due to the Coronavirus (COVID19) Pandemic. All stakeholders are trying to understand the implications and the latest government announcements and guidelines with respect to construction projects. The companies are working hard to protect their staff, projects and sites while trying to keep their businesses operational.

These challenging and extraordinary times demand different approaches than traditionally adopted in the construction industry. All parties need to remain mindful of how the decisions affect not just the company staff and business but also other businesses in the supply chain and financiers. The construction industry now, more than ever, requires a collaborative approach from all stakeholders.

These guidelines and checklist have been prepared for clients and stakeholders as a guide on the key issues that should be considered with respect to business operations at project sites. The guidelines and the checklist are relevant to both clients who have already closed sites at short notice, following the recent government restrictions, and to clients whose sites remain open because they come within any essential services specified.

This safe operating procedure is framed to prevent the propagation of COVID19 (Novel Corona Virus - nCoV outbreak) and facilitate safe and efficient restart of project activities at sites; while abiding by the various directives of the Central and State Governments, WHO Guidelines and Company Circulars.



SCOPE

1. This guideline is applicable only within the perimeters of the project and workmen camps. Contractor shall prepare a site-specific COVID19 Safety Deployment Plan using this document as a guide.
2. An annexure is provided with a checklist specific to verifying the safety of existing conditions at the site for restart and self-declaration of returning workers
3. The name and location details of the nearest COVID19 hospital shall be available on site.
4. Operations at the site with respect to manpower and material are controlled by the Contractor, and he is responsible for setting up a management system for COVID19 post lockdown
5. The Consultant is responsible for the governance of the operations of the contractor and for notifying the client the status of compliance.
6. The Client/Owner is responsible for obtaining permission from the government/regulatory authorities and for providing additional space/resources as required.
7. Implementation of the guidelines will require additional manpower to be deployed and the quantity is to be determined based on the size of the project.





TATA CONSULTING ENGINEERS LIMITED

ACCOUNTABILITIES AND RESPONSIBILITIES



MATRIX

ACCOUNTABILITIES & RESPONSIBILITIES

Process	Contractor	Consultant	Customer / Client
Conducting meeting regarding these GUIDELINES before restarting the works	A	R	I
Preparing a site-specific action plan	R, A	C	I
Screening of workmen	R, A	C	-
Safety Induction	R, A	C	I
Administrative permits for movements/clearances from government authorities	A	-	R
Training on COVID19 response to all	R, A	C	-
Disinfection of site	R, A	C	I
Risk Control in Workmen Camp	R, A	C	I
Social distancing in camps	R, A	C	-
Pre-start checkups at site	A	R	I
Promoting self/respiratory hygiene	R, A	C	-
Poster display for COVID19 response	R, A	C	-
Additional resource deployment for COVID19**	A	C	R
Maintaining social distancing at site	R, A	C	I
Periodical Audit	-	R, A	I
Reporting in case of symptoms	R	A	I
Monitoring Compliance	-	R	I

R – Responsibility

A – Accountability

C – Consult

I - Inform

** To oversee, monitor and review the project/construction activities complying with the mandatory requirements of control measures to contain the spread of COVID19 issued periodically by authorities/government.

INSIDE THE PROJECT SITE & WORKMEN CAMPS

CONTROLLED ACCESS

1. Pre-approval for the deployment of resources from customer/client.
2. Avoid entry of any personnel from known hotspots of COVID19
3. Allocate isolation/quarantine rooms for new workmen in the workmen habitat.
4. Ensure inspections and regular health checkup from the medical team both at the project and workmen camp
5. Obtain "Self-Declaration Form" from all workmen during screening to identify the COVID19 risk level of workmen
6. Medical check-up by the doctor
7. Contactless thermal scanning



WHILE WORKING

MANAGING SOCIAL DISTANCING

1. Deploy a non-contact attendance system
2. Ensure planning as per the sequence of work with minimum number of workmen.
3. Deploy workmen in different locations, wherever feasible, to ensure social distancing. Marking shall be made available to facilitate social distancing.
4. Stagger deployment of workmen in case of congested work locations. Keep gap between shifts sufficient to allow distancing and prevent crowding
5. Ensure working in shifts to minimize crowding of workmen in one place
6. Discourage workers from using other workers' phones, clothes, wallets, things or other work tools and equipment, as far as possible.
7. Adopt a queue system at the entry to buildings, workplaces, passenger elevator, loading points, bus, etc.
8. Restrict the number of users in the passenger elevator, bus, etc. Ensure alternate seating in staff buses
9. Sanitize all incoming and outgoing vehicles/buses
10. Sanitize bulk and packed material entering the site





TATA CONSULTING ENGINEERS LIMITED

HEALTH AND SAFETY AT CONSTRUCTION SITES



CONSTRUCTION SITE PRE-START CHECKS

1. The pre-start work process shall take into account hazards, risks & controls related to COVID19.
2. Follow social distancing while performing the checks on workmen showing symptoms of COVID19
3. Ensure hand washing facility is available in the workplace in proximity to workmen
4. Ensure spots of high risk for transmission of the virus such as handrails, door handles, etc. are disinfected regularly.
5. Contractors shall obtain approval on the samples of PPEs and Hand sanitizers which they propose to provide to their workmen before the workmen are brought to site.



CONSTRUCTION SITE SCREENING & HEALTH CHECK

1. Encourage use of Arogya App by all workmen
2. Apart from the regular information collected during the screening process, additional self-declaration form to be obtained to identify the COVID19 risk level of workmen. This information should include:
 - Place of his latest stay (to identify whether it is a hotspot)
 - Contact with any confirmed or suspected COVID19 individual
 - Contact with persons who have a travel history to hotspots
 - Whether he has any symptoms for COVID19
3. All workmen should be subjected to a stringent medical check-up by the medical practitioner before allowing Safety Induction.
4. The medical practitioner shall consider the additional information provided by the workmen during screening while checking the workmen

TAKE LEAVE

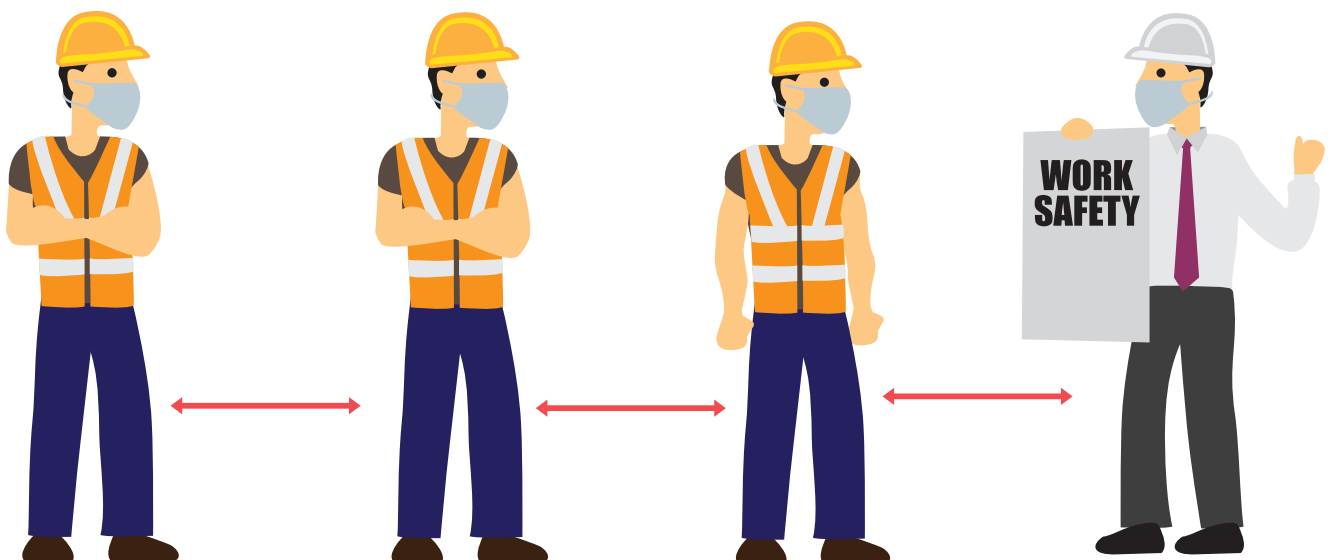


ATTEND WORK



CONSTRUCTION SITE SAFETY INDUCTION

1. The number of workmen participating in Safety Induction should be restricted to maintain social distance during training.
2. Apart from the regular Safety induction, workmen should also be trained on COVID19 risks and the precautionary measures covering:
 - Symptoms of COVID19
 - How the virus spreads
 - Importance of maintaining social distancing
 - Importance and DOs and DON'Ts of hand washing
 - Overview of the precautionary measures taken at the site for COVID19
 - Roles & Responsibilities of workmen specific to the precautions towards COVID19
 - Reporting in case of symptoms like Flu



CONSTRUCTION SITE **TRAINING & AWARENESS**

1. **Emergency Response Team Members** - Strategy for COVID19 risk management

- Social distancing measures
- Isolation, containment, treatment of symptomatic workmen
- Handling suspected cases of COVID19
- Keeping updated on COVID19 response from HO/Local Government authorities
- Handling myths, misconceptions, misinformation & rumours related to COVID19
- Specific roles & responsibilities related to COVID19 response as ERT member

2. **Staff Members** - Strategy adopted for COVID19 risk management

- Action items from this GUIDELINE related to staff members
- Specific roles & responsibilities related to COVID19 response
- Social distancing measures
- Promoting self-hygiene & respiratory hygiene
- Handling suspected cases of COVID19 & informing to ERT members

3. **Field Supervisors** - Action items corresponding to field supervisors from these GUIDELINES

- Specific roles & responsibilities related to COVID19 response
- Social distancing measures
- Promoting self-hygiene & respiratory hygiene
- Handling suspected cases of COVID19 & informing to Staff / ERT members

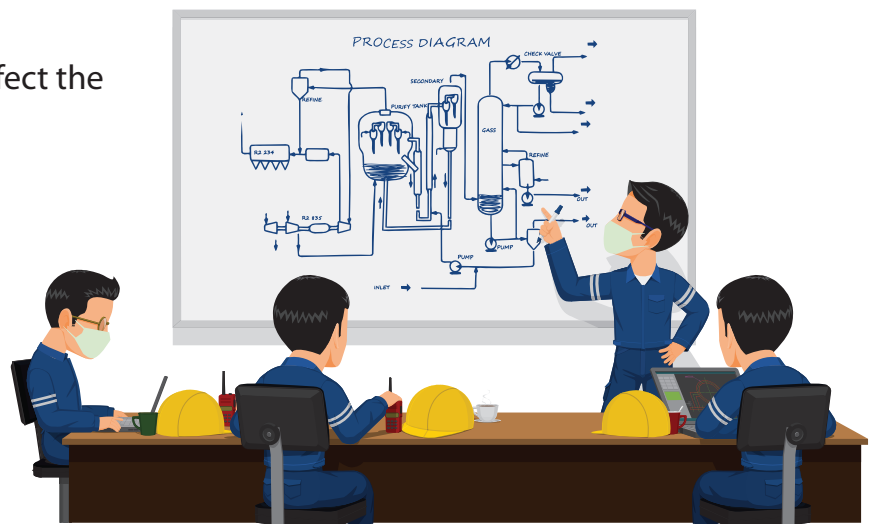
CONSTRUCTION SITE MEETINGS

Before the Meeting

1. Consider whether a face-to-face meeting or event is needed, plan for an online meeting using MS teams, skype, or other mediums, or simply conference call.
2. If the above step is not feasible, restrict the number of participants to key members only.
3. Ensure enough supplies and materials, including tissues and hand sanitizers for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
4. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.

During and After the Meeting

1. Briefly explain to the participants, actions being taken to prevent COVID19
2. Avoid handshake and practice ways to say hello without touching
3. Display dispensers of alcohol-based hand rub prominently and encourage regular handwashing or use of an alcohol rub by all participants at the meeting
4. Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose them.
5. Arrange seats so that participants are at least one meter apart.
6. Open windows and doors whenever possible to make sure the venue is well ventilated.
7. Soon after the meeting, disinfect the area and clear the dust bins.



CONSTRUCTION SITE RESTROOMS

1. Ensure hygiene in restrooms
2. Ensure safety during restroom break, through social distancing and hygiene practices.
3. Cleaning done by housekeeping every hour.
 - Alcohol-based disinfectant to be used.
 - Constant touchpoints disinfected.
 - PPE mandatory for cleaning staff

1

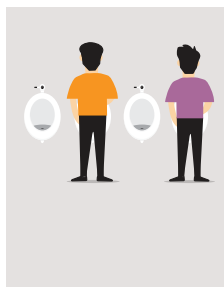
While Entering the Toilet



- Open the door using your elbow / arm

2

Using Urinals



- Use alternate urinals to maintain social distance
- While waiting for your turn, use social distance
- Do not enter inside if it is crowded

3

Using Commodes



- Wash the commode with water before and after use
- Wipe the water using tissue paper

4

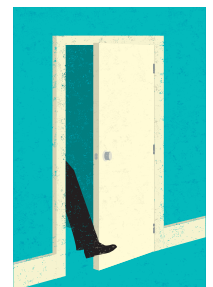
After using Urinals and Commodes



- Wash your hands as per the guidelines and use alternate washbasins

5

While coming out of the Toilet



- Open the door using your leg / elbow / arm
- Do not use your palm

CONSTRUCTION SITES

RESOURCES

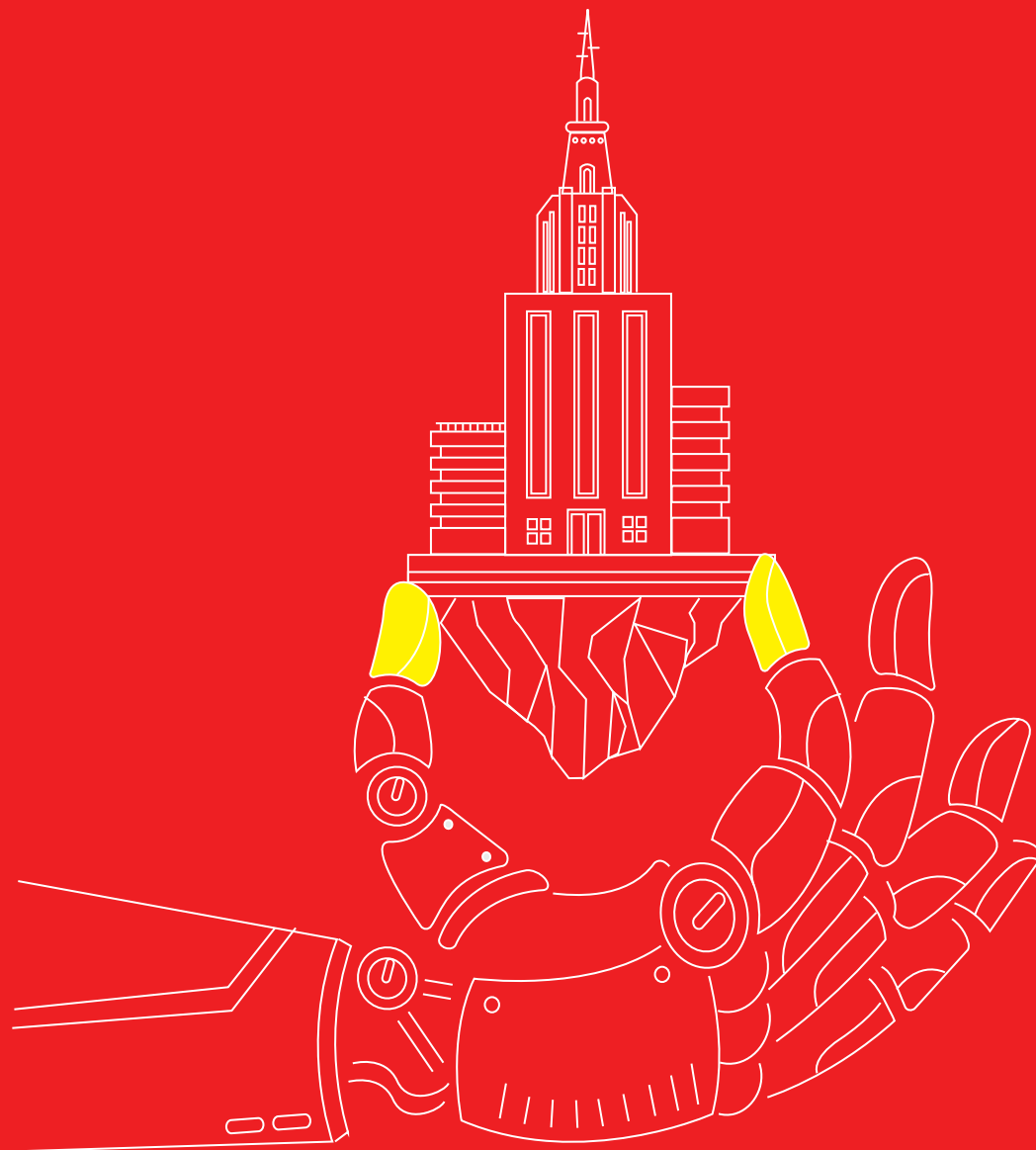
1. Resources explicitly required to manage the COVID19 risk shall be identified, planned, procured and made available at the site in adequate quantities.
2. The resources that are necessary to manage COVID19 risks include:
 - Ensure Contactless attendance system
 - Provision enough Thermal scanners, liquid soap etc
 - Adequate handwashing arrangement
 - Team for cleaning & disinfection
 - Quarantine Facilities for accommodating symptomatic workmen
 - Posters, videos & audio resources for COVID19 enclosed with this manual and also available on <https://www.mohfw.gov.in> > resources section
 - Additional rest areas and dining spaces
 - Additional exit & entry points to avoid overcrowding
3. In addition to the regular PPE's, provide masks and hand gloves for teams that screen workmen, conduct medical check-up & disinfection and others who need to work in proximity to a greater number of people.
4. All types of PPE must be:
 - Properly fitted and periodically refitted, as applicable (e.g., respirators).
 - Consistently and properly worn when required.
 - Regularly inspected, maintained, and replaced, as necessary.
 - Properly removed, cleaned, and stored or disposed of, as applicable.





TATA CONSULTING ENGINEERS LIMITED

BEST PRACTICE RECOMMENDATIONS



BEFORE PHYSICAL CONSTRUCTION

CONSTRUCTION SIMULATION

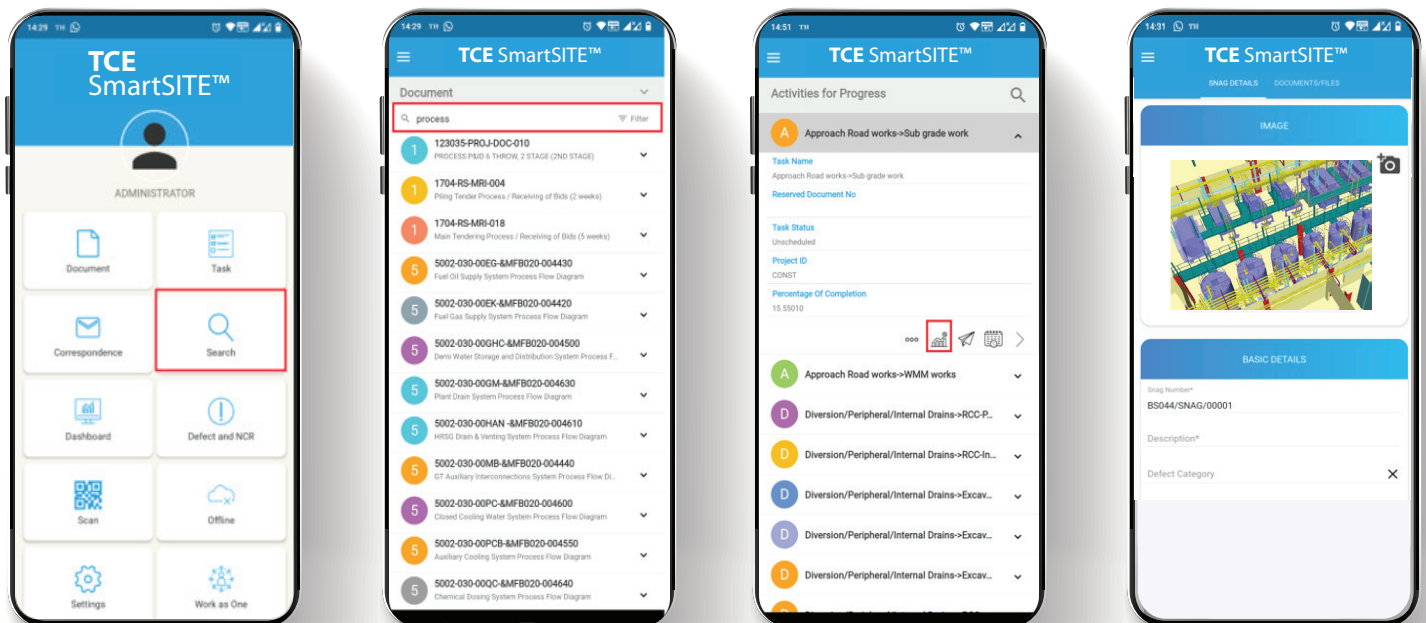
1. Use 4D construction simulation for critical activities at site to:

- Ensure safety, accuracy & predictability with less people at site, helping social distancing
- Offer a realistic view of construction with BIM
- Incorporate individual 3D components or assemblies to the schedule
- Phase construction in an ideal way and visualize the series of construction events
- Create construction Video Animation and make the project come live before it commences onsite
- Make the planning sequence and execution easier to understand



CONSTRUCTION SITE PAPERLESS

1. Use Suraksha App for daily tracking of site safety indicators.
2. Increase the use of drones and fixed point photography to reduce the need for manual inspection
3. Use mobile based TCE SmartSITE™ App to
 - Manage and track engineering drawings and documents across their lifecycles.
 - Bring all stakeholders together on the same platform, having built-in quality management processes.
 - Ensure that everyone works on the most up-to-date information with complete traceability.
 - Collaborate digitally through electronic reviews, comments, approvals, RFI's, correspondences and transmittals
 - Work as a team and make sure everyone is held accountable for their responsibilities and action items.
 - Better visibility through real-time dashboard and reports.





CONSTRUCTION SITE **MONITORING & CONTROL**

1. A specific meeting should be organised at the site including all contractor's and sub-contractor's staff members to discuss
 - Action points location wise/department wise
 - Allocation of responsibilities and accountabilities for each action item
 - Resources required
 - Target dates
 - Pre-requisites before starting the activities
2. The points mentioned in these GUIDELINES shall be converted into action plans and periodically verified for compliance.
3. Targeted inspection specific to COVID19 risks shall be conducted to verify compliance to these GUIDELINES.
4. Summary of the inspection shall be reported to the appropriate Authority/Manager from customer/client/PMC before starting the operations and after that on a weekly basis.
5. The implementation status of all applicable GUIDELINES and site-specific action plans shall be reviewed pointwise before according permission for restarting the activities.
6. The compliance level shall be reviewed thereafter every week until the COVID19 risks are completely mitigated.

CONSTRUCTION SITE DISINFECTION

1. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
2. When choosing cleaning chemicals for disinfection, projects shall consult with local authorities or Subject Matter Experts for appropriate disinfectant against emerging viral pathogens of COVID19.
3. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time).
4. Focus disinfection efforts on frequently touched surfaces such as handrails, door handles, etc.
5. Conference rooms shall be disinfected before and after meetings.
6. Site offices shall be disinfected on daily basis and social distancing shall be followed
7. Dining area shall be disinfected before and after the dining hours.



WORKMEN CAMP

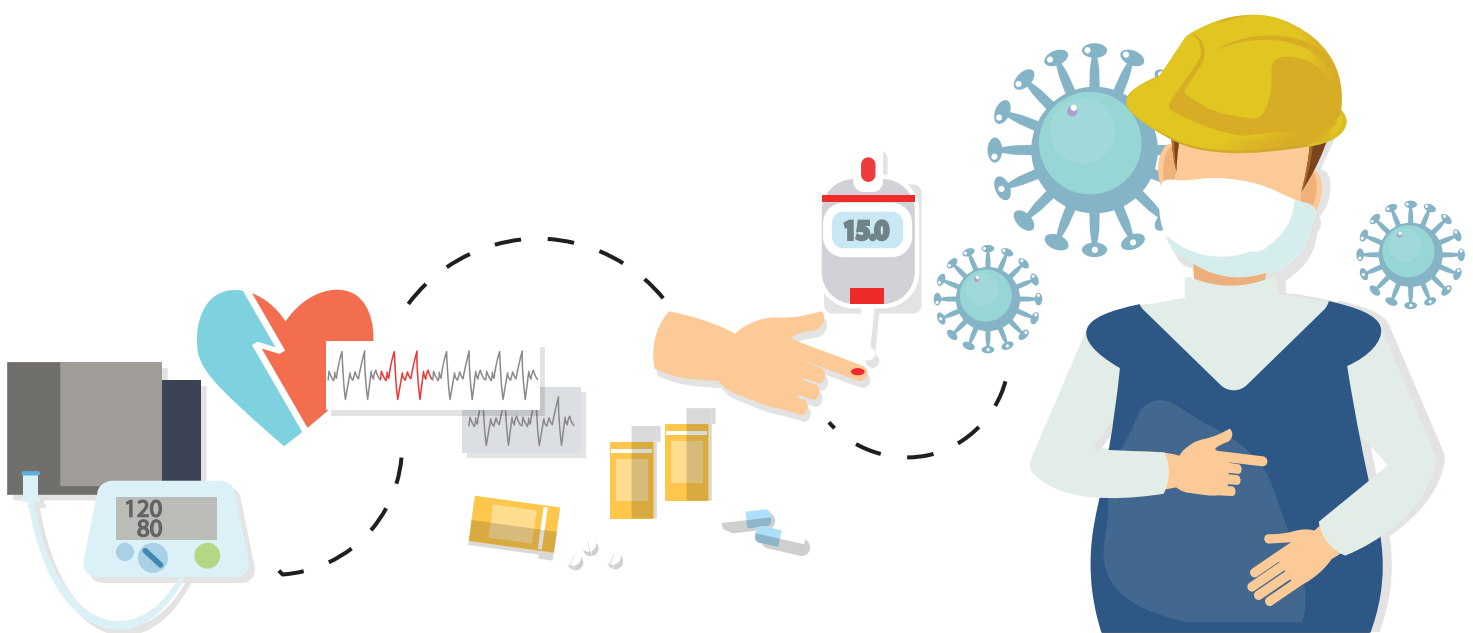
MANAGING COVID19 RISKS

1. Daily thermal screening and symptom checking of cooks.
2. Cleaning and disinfection on daily basis once the cooking is over.
3. Staggered dining timings to limit the number of workmen using the dining hall to maintain social distance
4. Increase the space of dining facility where possible
5. Areas or places of high risk for transmission of virus such as doorknobs, handles, latches, handrails in common facilities shall be cleaned and disinfected at regular intervals
6. Adequate number of Quarantine and Isolation Rooms shall be identified and reserved to accommodate symptomatic workmen.
7. Disinfection of the workmen habitat in all the places shall be carried out on a periodical basis and closely monitored by Camp Leader and verified by IR officers.
8. Separate dwellings arrangement shall be made for new workmen.
9. Dwelling units / rooms shall be suitably organized to ensure the avoidance of proximity of the workmen groups.
10. Gatherings of more than two people shall not be allowed
11. Social distancing shall be maintained
12. As far as possible, Grocery shop, Saloon, and other items shall be made available within the workmen habitat to avoid the movement of workmen outside the habitat.
13. To avoid infection from outside the community, workmen entry and exit access shall be restricted.
14. A hand washing facility shall be kept at the entrance of the habitat; any people entering the habitat shall be asked to wash their hands before entering the habitat.
15. Dedicated hand washing facilities with soap shall be kept at conspicuous locations in the workmen habitat with sign boards for DO's and DON'T's in hand washing.
16. Pictorial posters in local language shall be placed across the workmen habitat to create awareness on maintaining self – hygiene and respiratory hygiene.
17. Bathing, washing and toilet facilities shall be provided with social distancing norms.

WORKMEN

HIGH RISK CASES

1. Individuals with a history of conditions such as diabetics, blood pressure, renal ailments etc. are at high risk from COVID19 infection.
2. New workmen who fall in the above category shall not be deployed.
3. Staff with the above conditions shall be instructed to take additional care & precautions from COVID19.
4. In addition to the precautions taken by other staff members, they shall consult a doctor and follow the precautions as per medical advice.



CONSTRUCTION SITE **EMERGENCY RESPONSE**

1. An Emergency Response Team (ERT) shall be constituted with representations from contractors, customer/client and PMC.
2. The team shall assess the situation at site and workmen camp periodically for COVID19 preparedness and manage the requirements appropriately.
3. The team shall also review the existing ERP and update/amend the document by including COVID19 as one of the emergencies, with respect to the following areas:
 - Recommendations from the appropriate authority
 - Availability of assistance from the local authority
 - Customer-specific requirements, if any
 - Channelising information at different levels in the ERT team
 - Quarantine facilities, isolation, etc.
 - Reporting to local authorities
 - Tracing and disinfecting the areas worked by the suspected individual
 - Contact tracing of people worked with the suspected individual
 - Reporting to head office for a further coordinated response
 - Identification of COVID19 diagnosis and treating hospitals
 - Means of safe movement of suspected individual to nearby COVID19 hospitals.



TATA CONSULTING ENGINEERS LIMITED

RESOURCES

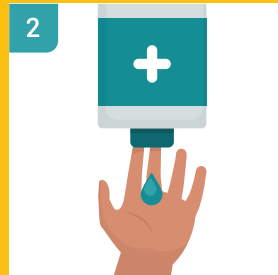


HOW TO WASH YOUR HANDS

PROTECT YOURSELF AND OTHERS AGAINST INFECTIONS



WET HANDS



APPLY SOAP



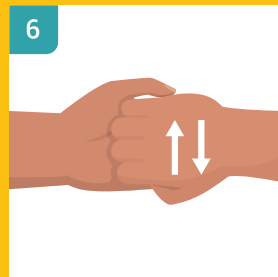
RUB HANDS
PALM TO PALM



LATHER THE BACKS
OF YOUR HANDS



SCRUB
BETWEEN YOUR FINGERS



RUB THE BACKS
OF FINGERS ON
THE OPPOSING PALMS



CLEAN THUMBS



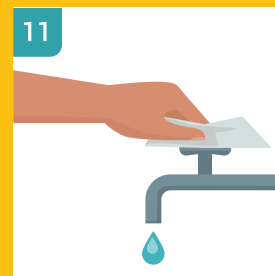
WASH FINGERNAILS
AND FINGERTIPS



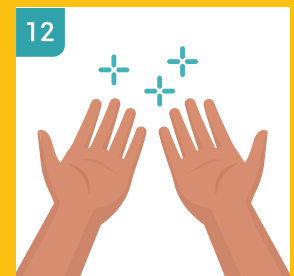
RINSE HANDS



DRY WITH
A SINGLE USE TOWEL



USE THE TOWEL
TO TURN OFF THE FAUCET



YOUR HANDS ARE CLEAN

APPLICATION OF HAND SANITIZER



APPLY THE PRODUCT ON
THE PALM OF ONE HAND



RUB HANDS TOGETHER



COVER ALL SURFACES
UNTIL HANDS FEEL DRY
(20 SEC)

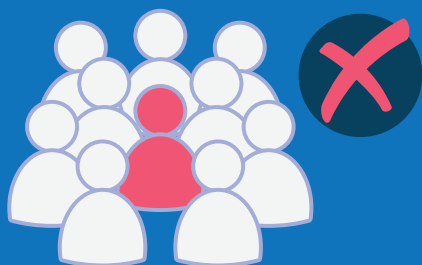
PREVENTION OF CORONAVIRUS



1

WASH

Wash hands with soap and water many times in the day



AVOID

Avoid crowded places and gatherings at any cost

2

3

COVER

Cover your nose and mouth with a mask. You can make your own 3 fold cotton cloth masks too



COOK THOROUGHLY

Cover and cook your food well to kill any germs and infection

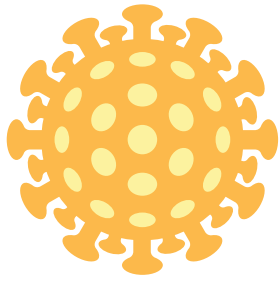
4

5

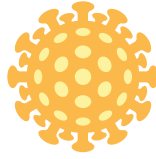
DON'T TOUCH

Avoid touching your nose, eyes and mouth





COVID-2019 CORONAVIRUS



SYMPTOMS



Fever



Dry Throat



Cough



Sore Throat



Headache



Pneumonia

IF YOU BECOME INFECTED



Stay at
Home



Wear a
Mask



Avoid
Contacts



Do not Eat
Raw Food



Do not touch
your nose, eyes
and mouth



Wash your hands
with soap and water
many times in a day



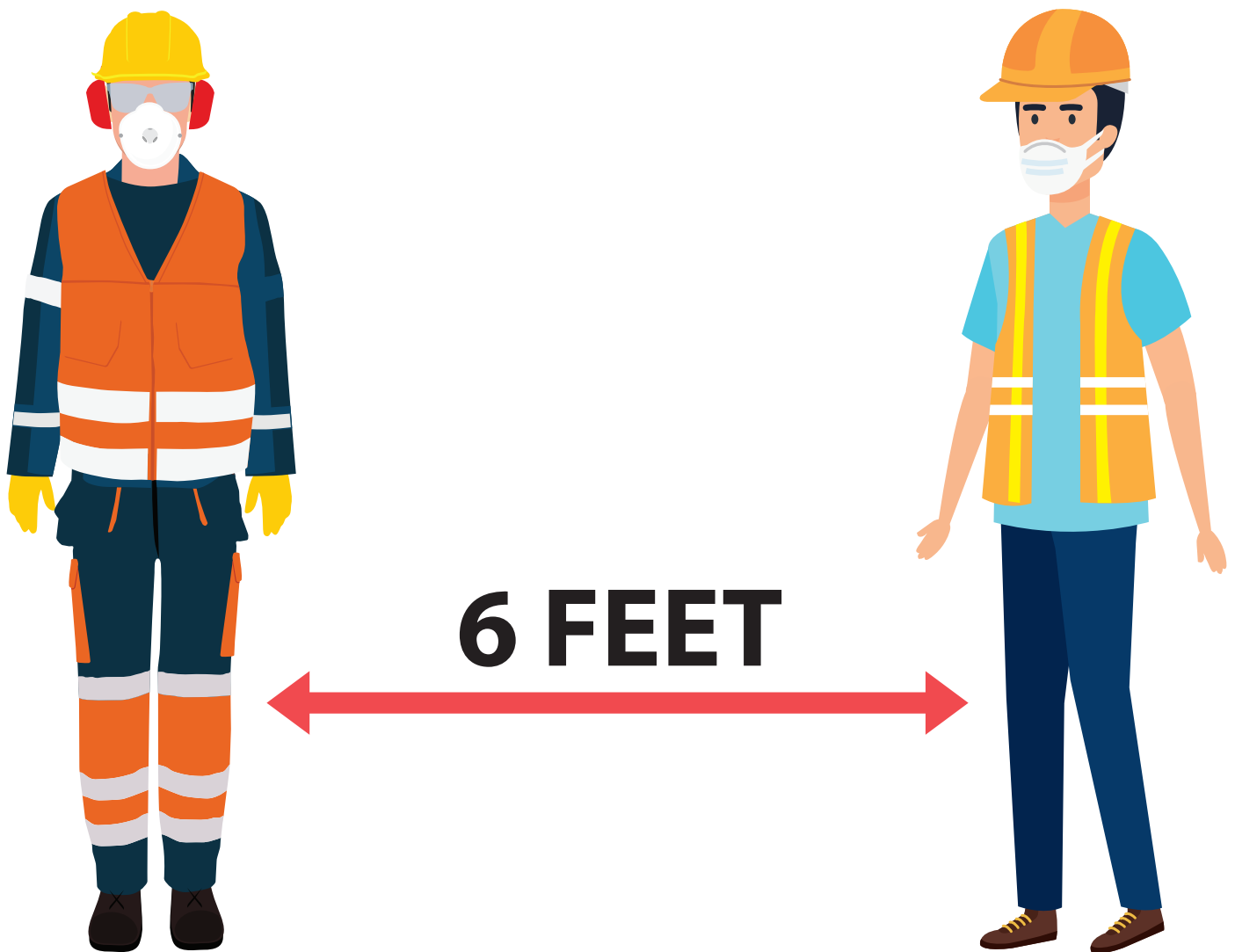
Call your
manager and
the doctor



For further information :

Call at Ministry of Health, Govt. of India's 24X7 control room number
+91-11-2397 8046 / Email at ncov2019@gmail.com

SOCIAL DISTANCING



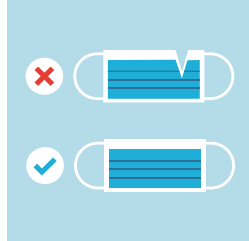
**KEEP A DISTANCE OF 6 FEET
FROM EVERYONE ELSE**



HOW TO WEAR A MASK



WASH YOUR HANDS
BEFORE
WEARING A MASK



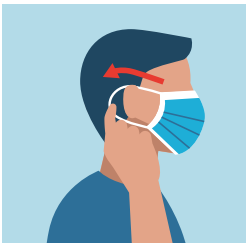
CHECK THE MASK
TO MAKE SURE
IT'S NOT DAMAGED



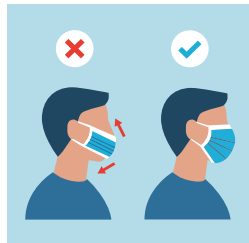
ENSURE THE PROPER
SIDE OF THE MASK
FACES OUTWARDS



LOCATE THE METALLIC
STRIP AND PLACE IT
ON THE NOSE BRIDGE



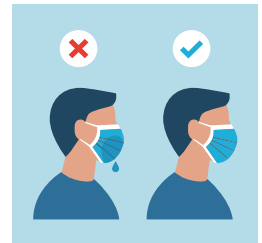
SECURE THE STRINGS
BEHIND YOUR HEAD
OR OVER YOUR EARS



COVER MOUTH AND NOSE
FULLY MAKING SURE
THERE ARE NO GAPS



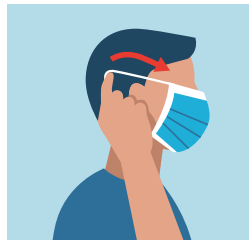
PRESS THE METALLIC
STRIP TO FIT THE SHAPE
OF THE NOSE



REPLACE THE MASK
IF IT GETS DAMP
AND DO NOT REUSE IT



DO NOT TOUCH THE
MASK WHILE USING IT,
IF YOU DO
WASH YOUR HANDS



REMOVE THE MASK
FROM BEHIND BY
HOLDING THE STRINGS
WITH CLEAN HANDS



DISPOSE THE MASK IN
A CLOSED BIN WITHOUT
TOUCHING THE FRONT



WASH YOUR HANDS

WEAR THE MASK AT ALL TIMES WHEN AT WORK



Ministry of Health & Family Welfare
Government of India



Help us to
help you

NOVEL CORONAVIRUS (COVID19)



Protect yourself and others! Follow these Do's and Don'ts

Do's ✓



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



DON'T have a close contact with anyone, if you're experiencing cough and fever



DON'T touch your eyes, nose and mouth



DON'T spit in public

Don'ts ✗

Together we can fight Coronavirus

For further information :

Call at Ministry of Health, Govt. of India's 24X7 control room number

+91-11-2397 8046 / Email at ncov2019@gmail.com



mohfw.gov.in



@MoHFWIndia



@MoHFW_INDIA



mohfwindia

Novel Coronavirus Disease **COVID-19**

How to communicate with COVID-19 suspected or confirmed cases?

- Be respectful, polite and empathetic and use local language salutations
- Be aware that the suspected and confirmed cases, and any visitors accompanying them, may be stressed or afraid
- The most important thing you can do is to listen carefully to the questions and concerns
- Answer any questions and provide correct information about COVID-19
- You may not have an answer for every question: a lot is still unknown about COVID-19 and it is okay to admit that
- If available, share information pamphlets or handouts with your patients
- It is okay to touch, or comfort suspected and confirmed patients when wearing personal protective equipment (PPE)
- Gather accurate information from the patient: their name, address, phone number, date of birth, travel history, list of symptoms etc
- Explain the healthcare facility's procedure for COVID-19, such as isolation and limited visitors, and the next steps
- If a person has symptoms, provide him/her a mask and guide on wearing and safe disposal of mask
- If the patient is a child, the accompanied family member/guardian should be provided and informed on the appropriate use of PPE
- Provide updates to visitors and family when possible



Contact Ministry of Health and Family Welfare Helpline:

+91-11-23978046 & 1075

**Stay
protected!**

**Stay safe from
Coronavirus!**

Simple steps to help stop the spread

Cough or Sneeze
into your arm



Use a tissue



Bin the tissue



Wash your hands



Together we can help stop the spread and stay healthy

For further information :

Call at Ministry of Health, Govt. of India's 24X7 control room number
+91-11-2397 8046 / Email at ncov2019@gmail.com

STOP THE SPREAD OF CORONAVIRUS (COVID-19)

Are you experiencing
shortness of breath?



Do you have a high
temperature (at least
38°C)?



Are you coughing?



If so, please **DO NOT ENTER** this site.

If you have these symptoms

Call at Ministry of Health, Govt. of India's 24X7 control room number
+91-11-2397 8046 / Email at ncov2019@gmail.com



STOP BEFORE YOU ENTER THIS SITE

COVID19 - SITE OPERATING INSTRUCTIONS

- You are not permitted to enter this site unless you are scheduled to do so.
- Portable toilets are equipped with wash stations.
- Before signing in please wash your hands using the provided wash stations or sanitize for a minimum of 20 seconds.
- Please ensure you follow the latest guidelines by the Ministry or Health using all necessary Personal Protective Equipment (PPE) before entering this site.
- If you are a visitor or delivering materials, please contact the respective Site Supervisor before entry.
- You must sign in and record arrival and departure dates.
- You must complete the health declaration and note all work sites which you have visited during this work day.
- Only one shift is permitted to enter this site at any stage.
- You must ensure you maintain 2 meters (horizontal and vertical) from any other person on site at any time.
- NO sharing of tools.
- Sneeze and cough into your sleeve and avoid touching your face.
- Complete the sign out procedure including acknowledgment of the COVID19 daily updates.

**STAY AT HOME IF YOU ARE UNWELL AND NOTIFY THE
SITE SUPERVISOR IMMEDIATELY**

STOP BEFORE YOU ENTER THIS SITE



STEP ONE

If you are unwell or believe you may have been in contact with any person having COVID-19 stay at home - do not enter this site.



STEP TWO

Wash your hands before entering this site.



STEP THREE

Sign IN - Acknowledge hazards, health declaration and tracking.



STEP FOUR

Ensure workplace distancing minimum 2 meters in horizontal or vertical position at any stage, including ensuring all site hygiene standards are met.



STEP FIVE

Wash hands regularly and before site exit.



STEP SIX

Sign OUT - Acknowledge hazards and tracking.



STEP SIX

If you are unwell or believe you may have been in contact with any person having COVID19 report this to the Site Supervisor and

Go home and do not return to site.

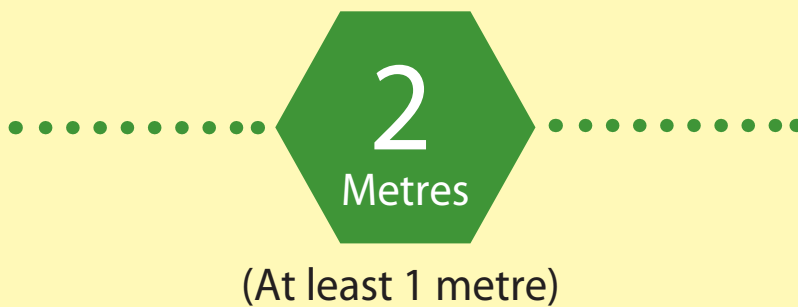


Social Distancing

Keep at least 1 metre (3 feet)
ideally at least **2 metres** (6 feet) from one another



Coronavirus
COVID-19
Public Health
Advice



 **WORK TOGETHER**

 **STAY APART**

For further information :

Call at Ministry of Health, Govt. of India's 24X7 control room
number

+91-11-2397 8046 / Email at ncov2019@gmail.com





TATA CONSULTING ENGINEERS LIMITED

ANNEXURE

SAFETY CHECKS BEFORE THE RESTART OF PROJECT / CONSTRUCTION ACTIVITIES

CHECK AREAS	WHAT IS TO BE CHECKED	STATUS	
		OK	NEEDS CORRECTION
Pedestrian pathway and access to workplace	Bifurcation of vehicular movement roads & pedestrians shall be inspected. Handrails shall be ensured in all the places and provided if found missing.		
	Reversing zone shall be ensured		
	Signboards availability for pedestrians shall be ensured		
	Any changes in the logistics shall be displayed in appropriate locations		
Fall protection arrangements	Opening, leading edges, staircase openings shall be inspected and ensured for 100% protection with a checklist.		
	Fragile and protection for working on the roof shall be ensured		
	Any materials on the edges shall be removed and/ secured for accidental falling.		
	Lifeline provided at present (before the lockdown) shall be inspected for its strength and anchoring points. If required, these shall be removed and tied again.		
	If any of the floors are not secured for fall protection arrangements, it shall be closed & secured to human access.		
Plant & Machinery	All the critical equipment's such as passenger hoist, Tower cranes, RSP, Batching plant, mobile cranes, etc., shall be critically inspected for its safe conditions.		
	All the equipment's/ vehicles shall be inspected by P&M and Safety personnel and provided with 'Safe' Sticker indicating the date of inspection.		
	All the operators and workforce shall be informed that without the 'Safe' sticker shall NOT be operated.		
	During the restarting activities, LOTO shall be strictly followed while cleaning drum, conveyor in batching plant and other plants.		
Temporary electrical installation	All the panel boards shall be checked for earthing and continuity.		
	Earth pits shall be checked for earth resistance value and recorded in the checklist		
	RCCBs and panelboards shall be checked and given a 'safe' sticker.		
Excavation	Soil condition around the excavation shall be verified for any chances of sliding or collapse.		
	Access and slope to the excavation shall be checked		
	Dewatering pump and electrical installations to the pump shall be verified.		
	Barricades & signboards shall be ensured for its safe condition.		

SAFETY CHECKS BEFORE THE RESTART OF PROJECT / CONSTRUCTION ACTIVITIES

CHECK AREAS	WHAT IS TO BE CHECKED	STATUS	
		OK	NEEDS CORRECTION
Formwork, Scaffolds and working platforms	Any left out de-shuttering shall be checked and ensured for the safe condition. Clearance shall be obtained from the formwork team on a number of de-shuttered areas.		
	Stair tower shall be checked for all the essential parts like bracings, pins, and supports.		
	Handrails, bracings, toe boards and other parts in scaffolds and working platforms shall be verified.		
	Access to safety screen and slip forms shall be checked thoroughly. The hydraulic system shall be checked for leakages if any.		
	Access to scaffolding and working platforms shall be verified.		
	All the scaffolds shall be verified and recorded in the inspection register and tagged accordingly.		
Facilities			
Site offices	Temporary electrical connections and access ways shall be checked with the office inspection checklist.		
Pantry	All the garbage shall be cleared off and area & bins disinfected.		
	Gas connections shall be checked, and supply line & wire shall be inspected if it is an induction stove		
	Old vegetables and other expired items shall be disposed of safely.		
Store	The expiry date of chemicals and consumable items shall be verified		
	All the area inside the stores shall be verified for insects/pests.		
	Diesel storage area and other flammable liquids shall be checked for any leakage and accumulation of flammable/toxic gases. Space shall be ventilated well before use.		
Quality Laboratory	Any chemical used/ exposed shall be removed		
	All the machines shall be checked for safe condition.		
Carpentry workshop	Guard shall be ensured in rotating parts of a circular saw and other machines.		
	Sawdust and other wastages shall be disposed of		

CHECKLIST FOR COVID19 CONTROL MEASURES (PART A)

Self-declaration cum HEALTH HISTORY form BEFORE ENTERING THE project site (AT ENTRY GATE)

NAME:	Project:	Date:	
Job No. / WO no.:	Agency:	Age & Sex:	
Home Address:	Where are you coming from? Pl. mention the address:	Mode of travel (pl. tick): a. Personal vehicle – Two wheeler / Four wheeler? b. Travelled Single / More: Reveal the identity of others co-travellers) c. Company provided vehicle (if yes, please provide vehicle registration no.)	
Telephone no: (W) (H) (M):	Telephone no: (W) (H) (M):	Note: In case, if the person travelled to office/project site by any other mode (other than the above) then such persons will not be allowed inside the project premises	
History of travel in brief during lockdown:			
History of Illness during lockdown (tick on the relevant illness in the bottom field):			
Fever	Dry Cough	Fatigue	Body aches
Cold	Headache	Others: please mention below	NO ILLNESS
DOES ANY AT HOME HAD DURING THE LOCKDOWN PERIOD / HAS ANY ILLNESS MENTIONED ABOVE: YES / NO (if YES – PERSON WILL NOT QUALIFY FOR PART – B CHECKS, if NO - PROCEED WITH PART – B OF CHECKLIST)			
PERSON QUALIFYING TO ENTER PROJECT PREMISE?		YES	NO

CHECKLIST FOR COVID19 CONTROL MEASURES (PART B)

MEDICAL SCREENING, COMPLIANCE OF PERSONAL HYGIENE AND NEW NORMAL PROTOCOLS

TEMPERATURE SCREENING: (tick on the appropriate one) If the temperature is abnormal, STOP further checks and appraise the medical team/project authority. The decision by Doctor or Project Authority for further action to be recorded in the bottom field with the signature)	NORMAL TEMPERATURE (36.5 deg C - 37.5 deg C) (97.7 deg F – 99.5 deg F)	ABNORMAL TEMPERATURE (> 37.5 deg C) (> 99.5 deg F)
RECOMMENDATION BY MEDICAL TEAM / PROJECT DIRECTION:	DOCTOR / PROJECT AUTHORITY	
PERSONAL HYGIENE AND NEW NORMAL PROTOCOLS		
A. WHETHER THE PERSON IS WEARING PROTECTIVE MASK	YES	NO
B. WHETHER THE PERSON POSSESSES / IS CARRYING SMARTPHONE	YES	NO
C. WHETHER THE PERSON INSTALLED AAROGYA SETU MOBILE APPLICATION IN HIS MOBILE AND UPDATED THE DETAILS	YES	NO
D. WHETHER THE PERSON IS CARRYING PERSONAL HAND SANITIZERS	YES	NO
E. WHETHER THE PERSON IS AWARE OF SOCIAL DISTANCING	YES	NO
F. WHETHER THE PERSON IS AWARE OF GUTKA AND TOBACCO BEING FORBIDDEN INSIDE THE PROJECT PREMISES	YES	NO
NOTE : IN THE ABOVE CHECKS IF ANY OF THE FIELD IS TICKED GREY, RECOMMENDATION FROM THE PROJECT AUTHORITY FOR THE COMPLIANCE WILL PREVAIL.		
RECOMMENDATION FROM PROJECT AUTHORITY:		
CHECKED BY: ENTRY CONTROL TEAM	APPROVED BY: PROJECT MANAGER (PMC) / CUSTOMER / CLIENT REP.	



TATA CONSULTING ENGINEERS LIMITED

Engineering a Better Tomorrow

Unit No NB 1502 & SB -1501, 15th floor, Empire Tower

Cloud City Campus, Thane Belapur Road, Airoli, Navi Mumbai, Maharashtra 400708

www.tce.co.in | tceconnect@tce.co.in

April, 2020