
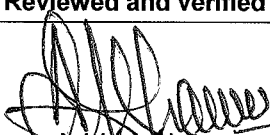
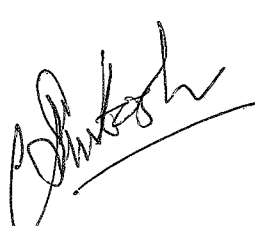
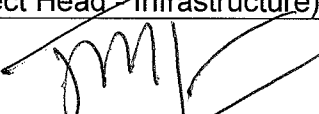



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STANDARD OPERATING PROCEDURE (SOP)

GENERAL WORKPLACE AMENITIES

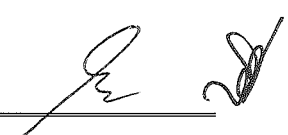
Prepared by	Reviewed and verified by	Authorized by
 M/s Chola MS Risk Services (Bhanodaya.V) 09/02/2023	 Arbind Sharma (Project Head - Infrastructure)	 Santhosh Mundhada (Executive Director)
	 Jose Numpeli (Project Head - Downstream)	
	 20/2/2023 Samar Suri (Project Head - Upstream)	

20/2/2023

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Document Change Note

Rev. No	Rev. Date	Comments / Changes
00	16-12-2022	New Issue



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1 PURPOSE

The object of this document is to set minimum standard for camp and welfare facilities onsite and offsite that shall be followed by CONTRACTOR and its SUBCONTRACTORS in order to ensure the welfare of all workers is effectively managed.

2 SCOPE

This procedure shall apply to all AMNS project sites and related work areas including contractors to meet –

- Legal and regulatory requirements
- AMNS HSE requirements
- ISO 45001 and ISO 14001 standard requirements

3 RESPONSIBILITIES

The Project Head is responsible for ensuring that the project is in compliance with the general requirements and those given in this procedure.

HSE Manager is responsible for providing advice on this standard and oversight inspections to verify compliance.

4 FACILITIES & INFRASTRUCTURE

4.1 Accommodation Facilities

Accommodation facilities for worker shall be provided. Labour Accommodation will be part of contractor's responsibilities.

Accommodation facilities will promote a sense of community, providing quality in the infrastructure as well as privacy of the workers. Both issues will be achieved applying several measures such as (not limited):

- Restricting the number in a room to a maximum of six (8) workers per room (4 square meter for each workmen)
- Providing suitable and comfortable mattress
- Suitable lighting
- Not considering bunk beds
- Applying adequate sound insulation
- Providing appropriate ventilation

Furthermore, the camp design will take into account specific cultural and religious considerations in order to minimize the potential for inter-cultural conflicts.

4.2 Food and nutrition

AMNS / CONTRACTOR will assure the provision of good quality and nutritious food focused on the diversity of nationality / ethnic mix of the workers expected at Site.

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All applicable laws and regulations will be incorporated into the operation of the catering facility to assure quality service and fulfilment of HSE requirements.

Canteen and catering facilities and services will be provided for all personnel housed in the Camp.

Catering facilities shall be maintained with sufficient equipment for the effective and sanitary preparation of the required number of meals. Refrigerator, freezer and dry storage areas will be available and maintained. Sufficient personnel to operate and maintain all catering and messing facilities for CONTRACTOR and SUBCONTRACTORS staff will be provided.

Three balanced meals will be provided per day with sufficient calories in relation to the work demands. Raw ingredients will be purchase from reputable suppliers and the quality of food as well as its transport, storage and preparation process will be guaranteed.

AMNS / CONTRACTOR shall establish and maintain a food and drinking water safety management system in line with:

- Requirement for food hygiene practices in catering contracts.
- Regularly schedule inspections to monitor good hygiene practices.
- Report and investigate illnesses suspected to be caused by contaminated food or drink including drinking water in line with incident investigation.

4.3 Dining Hall (Mess)

AMNS / CONTRACTOR will provide a mess large enough to seat at least 50% of the camp's population. The mess shall be air circulated and well lit.

All doors to the outside shall be self-closing. Self-closing doors shall not be wedged open.

Wash hand basins shall be provided. The basins shall be provided with soap and paper towels or air driers.

4.4 Camp utilities

Power

Electrical equipment and installations will comply with the requirements laid down in the local standards, regulations and practices as applicable.

Water

AMNS / CONTRACTOR will provide water for drinking, cooking, washing and toilets in camps from COMPANY approved sources.

Water will be distributed and stored, with compliance to applicable local "Health / Hygiene" standards.

Water quality will comply with chemical and bacteriological limits in applicable laws.

Bacteriological limits in water storage tanks will be checked monthly and the tanks will be cleaned annually. Chlorine level in water supplies for domestic use will be checked daily.

4.5 Sanitary Facilities

Toilet and washing facilities will be provided in, or adjacent to living quarters, work place and recreation areas and will complied with the minimum local requirements.

There shall be built adequate sanitary facility for the camp workmen.

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4.6 Waste Management

Domestic wastes (including kitchen wastes), office wastes and clinical wastes will be stored, collected and disposed as per the Waste Management Plan (Refer: AMNS/Project/SOP/HSEM/11).

4.7 Sewage Disposal

Sewerage will be designed, sized and installed to carry all waste water, sewage etc. Where a public sewer system is available, all plumbing fixtures and sewers will be connected to it.

Sewage will be collected and disposed by approved sewage waste collection agency.

4.8 Pest control

AMNS / CONTRACTOR will develop and maintain an appropriate pest control programme for the camp and offices. Spraying in and around the camp will be carried out once a week. Only AMNS approved pesticides will be used.

4.9 Medical Facilities

AMNS / CONTRACTOR will ensure that adequate number of fully equipped first aid box will be available with trained first aider, adequate for the number of residents / workers to serve both accommodation areas and construction and fabrication/temporary facilities areas.

4.10 Project Site Welfare Requirements

For detailed explanation refer: The Gujarat Building and Other Construction Workers (Regulation of Employment and Condition of Service) Rules, 2003.

Latrine and urinal accommodation:

- Every latrine shall be under cover, partitioned and shall have a proper door and fastenings.
- Separate latrine shall be available for male and female workers with signage.
- Shall be conveniently situated and accessible at all times.
- Shall be maintained in a clean and sanitary condition at all times

Canteens:

- Canteen shall consist of a dining hall with furniture, sufficient to accommodate, a kitchen, store-room, pantry and washing places separately for workers and for utensils.
- Shall be sufficiently lighted at all times
- Shall be maintained in a clean and sanitary condition
- Waste water from such canteen shall be carried away in suitable covered drains and shall not be allowed to accumulate in the surroundings of such canteen
- Suitable arrangements shall be made for the collection and disposal of garbage from such canteen.
- Shall be situated at the distance not less than 15.2 meters from any latrine or urinal or any source of dust, smoke or obnoxious fumes.
- The foodstuff and other items to be served in the canteen, shall be in conformity with the normal dietary habits of the workers.

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- At a building or other construction work where a work place is situated at a distance of more than 0.2 km from the canteen arrangement shall be made for serving tea and light refreshment to such workers at such place.
- The charges for foodstuffs, beverages and other items served in the canteen shall be based on "No profit no loss" and the price list of such items shall be conspicuously displayed in such canteen. Charges shall not include the cost of utilities required for the canteen.

5 CHECKING, CORRECTIVE AND PREVENTIVE ACTION

AMNS shall provide one full time dedicated responsible person that will take care of inspecting the correct implementation of the Labour Welfare Plan.

These inspections are an indispensable mean of checking that the HSE rules and welfare standards are respected and of maintaining the required level established. The aim of site and camp inspections is to provide a snapshot of what HSE and social performance at the workers camps, points to be improved and points requiring preventive action.

The result of the inspections will be recorded, analyzed and tracked corrective actions identified to address raised issues and communicate to the responsible.

6 RECORDS

S. No.	Title	Location	Retention period
1	Camp Inspection Record	HSE department	Until the completion of the project.

7 REFERENCE DOCUMENTS

AMNS/Project/SS/HSEM/12	Emergency Response Management
AMNS/Project/SS/HSEM/15	Environment Management
AMNS/Project/SOP/HSEM/11	Waste Management Plan
Legal Document	The Gujarat Building and Other Construction Workers (Regulation of Employment and Condition of Service) Rules, 2003.

8 ANNEXURES

Monthly Inspection Checklist:

AMNS/Project/SOP/HSEM/09/F01 – Camp / welfare facility Inspection checklist

AM/NS INDIA	GENERAL WORKPLACE AMENITIES CAMP/WELFARE FACILITY INSPECTION CHECKLIST	AMNS/Project/SOP/HSEM/02/F01
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Inspection done by:		Date of Inspection:	
AMNS Representative:		Contractor company:	
Camp Representative:		Location:	

Sl. No.	Description	YES / NO/ NA	Comments
A	Kitchen Management		
1	Kitchen walls, floor and construction is water resistant, non-slip and durable?		
2	Food good quality, nutritious and fresh?		
3	System to ensure for food safety and hazard identification in place?		
4	Staff trained and certified?		
5	Do all food handlers have a food hygiene certificate?		
6	Is all extraction working?		
7	Are all extraction fan filters clean and maintained?		
8	Appropriate and sufficient ventilation?		
9	Appropriate and sufficient lighting?		
10	Adequate storage (wet and dry stores)?		
11	Appropriate and sufficient fire safety precautions?		
12	All equipment and utensils in good working conditions and kept clean?		
13	Temperature of fridge and freezers checked daily and recorded? (Fridge 1-4 °C freezer > -10°C)		
14	Problematic equipment, reported if any?		
15	Chopping boards clean and not damaged?		
16	Condiments stored in the fridge and containers clean?		
17	Dish clothes and rags sanitized and stored dry?		
18	Are electrical plugs/sockets/switches in good repair?		
B	Food Containers		
1	Clean and not damaged?		
2	Frozen food containers not damaged?		
3	Transporting food in satisfactory containers?		
C	Dry food stores		
1	Clean, cool, well-lit and well ventilated?		
2	Food not stored on the floor?		
3	Stored of large volumes of rice/flour/maize/dry products in sealed marked containers?		
4	Detergents/chemicals/insecticide soaps stored in separate location?		

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5	Stock rotation taking place, no expired goods?		
6	Any evidence of infestation?		
7	Storage facility adequate for amount of stock?		
D	Perishable food		
1	Drip trays in position for defrosting meats?		
2	Thermometer positioning at hottest place and in working condition?		
3	Evidence of refrigerator cleaning program?		
4	Raw food separated from cooked food?		
5	Food is covered adequately to prevent contamination?		
6	Production date/consume by date displayed on items?		
7	No evidence of defrosting or dripping?		
8	Clean and packed well for cold air to circulate freely between items?		
E	Dining Room		
1	Is the general condition of the dining are clean & hygienic?		
2	Furniture is clean and made of durable material?		
3	Is there an available electronic insect zapper in the dining room?		
4	Non-absorbent, non-corrodible containers with close-fitting lids for food waste?		
5	Hand washing facility available?		
6	Documented inspection of the catering facility and food preparation arrangements?		
7	Are the drink dispensers clean & free of spills?		
8	Is all lighting satisfactory?		
9	Is the area free of pests?		
F	Labor camps minimum requirements		
1	Is there a process in place for occupants to report repair and maintenance issues?		
2	Camp area well kept and maintained?		
3	Constant supply of electricity, with back-up generator?		
4	Evidence of fire precautions and monthly inspection of fire prevention equipment?		
5	Mosque facilities available?		
6	A sanitary crew available for cleaning arrangements and deep cleaning program?		
7	Camp is free from standing water?		
8	Documented monthly electrical safety inspections?		
G	Cleaning Chemicals and Cleaning Equipment		
1	Have all persons been trained in using the chemicals correctly?		

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2	Cleaning chemicals stored correctly?		
3	MSDS available with stored chemicals?		
4	All chemicals correctly diluted and bottles labeled?		
5	All personal protective equipment (PPE) available?		
6	Is all cleaning equipment maintained and stored correctly?		
H	Living Accommodation		
1	Employees have a minimum of 4 meters squared of living space with a maximum occupancy of 8 employees per room?		
2	Accommodation is clean and tidy?		
3	Separate bed for each camp occupant?		
4	No triple bunk beds?		
5	Mattresses and pillows are in good condition and clean?		
6	Each bed has clean sheets, blankets and pillow cases?		
7	Rooms have adequate lighting?		
8	Is the air conditioner filter clean and maintenance program in place and approved?		
9	Is there a working smoke detector in each room?		
10	Rooms have a minimum of two 13-amp electrical outlets?		
11	No food preparation or storage of food in the rooms?		
12	Evacuation plan is displayed in every room?		
13	Locker available for storing personal belonging?		
14	No smoking in rooms?		
15	No evidence of overcrowding?		
16	Is there fire-fighting equipment in the accommodation?		
17	Is there a deep cleaning program for the accommodation?		
18	Are floors clean and bins available and clean?		
19	Is there any signs of vermin / pest?		
I	Ablution / Latrine Blocks		
1	Are all ablution facilities clean, sanitary and in good operating condition?		
2	Showers clean and private?		
3	Shower facilities have hot and cold running water?		
4	Adequate drainage for waste water?		
5	Each toilet in a private, lockable cubicle?		
6	Sanitary crew available to perform daily cleaning?		
7	Hand wash basins: 1 per 10 employees Shower stalls: 1 per 10 employees		



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	Toilets: 1 per 15 employees Urinals: 1 per 20 men		
8	Are soap and a means of drying hands available?		
9	Is adequate toilet paper provided?		
10	Are toilets clean and disinfected daily?		
J	Laundry		
1	Laundry facilities available for washing and drying clothes?		
2	Clothes which contain industrial contaminants is being washed separately?		
3	Are washing and drying machines operational?		
4	Are electrical plugs/sockets/switches in good repair?		
5	Are lights operational?		
K	Fire Safety Arrangements		
1	Is the emergency number contact details displayed?		
2	Are there trained and designated fire marshals?		
3	Are fire drill performed on a regular basis?		
4	Are there a sufficient number of fire extinguishers/fire hose reel relative to the risk?		
5	Are the fire extinguishers clearly identifiable?		
6	Are fire extinguishers inspected and recorded monthly?		
7	Is emergency lighting installed along all emergency exits and routes?		
8	Assembly point provided and displayed in a designated area?		
9	Are no smoking signs posted at designated areas?		
10	Are emergency signs displayed at designated areas? (directional arrows)		
11	Are walkways, exit route free from obstructions?		
12	Smoke detectors (if applicable) operational?		
L	Healthcare Arrangements		
1	First aid box available?		
2	Water testing done monthly, results analyzed?		
3	Evidence of pest control program?		
4	Appropriate disposal of waste water?		
5	Are hazardous waste bins provided?		
6	Are adequate consumables and emergency equipment provided?		

Signatures:

AMNS Representative

Camp Representative

