



SAFETY HANDBOOK

SAFETY FIRST, WORK NEXT

SAFETY HANDBOOK

**REALTIME INTEGRATED
INFRA TECH PVT LTD**

SAFETY HANDBOOK

REAL TIME INTEGRATED INFRA TECH PRIVATE LIMITED STAFF

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DESIGNATED PROGRAM COORDINATOR (Elvis Babu):

Safety Officer

SAFETY POLICY STATEMENT

It is the policy of this company to work continually toward improving safety policy as well as safety procedures. The personal safety and health of each employee and student is of primary importance.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of instructors, employees and students. It also requires cooperation in all safety and health matters, not only between instructors, employees and students, but also between each individual and his or her fellow workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

We recognize that the responsibilities for safety and health are shared.

The company accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the guidance and assistance to ensure safe working conditions.

Instructors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

Employees are responsible for the wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

Management considers no phase of the operation more important than the health and safety of the employee and instructors. Management will continue to be guided and motivated by this policy and, with the cooperation of all instructors and employees will actively pursue a safer working environment throughout the company.

29-11-2019

DATE

PRASANTH T

MANAGING DIRECTOR



BASIC SAFETY



SAFETY POLICY ASSIGNMENT OF RESPONSIBILITIES

The Safety Coordinator is the primary person responsible for the implementation and enforcement of the corporate safety policy.

Managers and instructors will assume the responsibility for enforcing the program. In addition, the Safety Coordinator will be responsible for all documentation and records developed as a result of safety training, meetings, accident investigations, and hazard reports required by this plan.

SAFETY PLAN ANNUAL REVIEW

The Safety Coordinator will review the written safety program with Director and Lead Instructor during June (national safety month) of each calendar year and will revise as necessary and appropriate. This review will be to determine if all areas of exposure are addressed in the written safety program.

Any new hazards identified during the review will be addressed in the written safety program and employees will receive training.

Annual reviews will be documented with our Annual Review: Safety Plans form, showing date of review and any new areas of exposure identified.

Documentation will be maintained by the Safety Coordinator.

INJURY AND ILLNESS DATA

The Safety Coordinator will maintain records of all work-related injuries and illnesses.

The following records are applicable only to work-related injuries and illnesses:

1. First Report of Injury Workers' Compensation Notification
2. First Aid Maintenance
3. HVAC Tech Incident/Accident Report (when injuries are involved)

Accident and injury records will be kept by the Safety Coordinator for a period of five (5) years as required by OSHA regulation.

Zee Medical is a company that ensures our First Aid Kit is up to date and has all the necessary items.

ACCIDENT/INJURY ANALYSIS

The Safety Coordinator will review all accident investigation reports, hazard reports, incident reports, inspection reports, and the Injury Log as needed to identify any trends in accidents or hazards that may be developing at our company location.

Trend analysis will identify recurring accidents and near miss incidents resulting in, or potentially involving injury, illness, or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action.

Managers, instructors, and employees will be made aware of developing trends and hazard exposures as they are recognized. The Safety Coordinator will recommend corrective actions to be taken to prevent recurrence of similar accidents or hazards. Managers and instructors will be responsible for implementing corrective actions.

All School Incident/Accident Reports will be retained by for a period of 12 months.

RECORDKEEPING

- a. An effective recordkeeping program allows us to identify areas for improvement in our safety program. The recordkeeping element is also essential in tracking the performance of duties and responsibilities under the program (see specific references to required program documents throughout the written safety program).
- b. The Safety Coordinator is responsible for maintaining documentation of training, accident reports, hazard reports, incident reports, and any other documentation incidental to the implementation of this accident prevention plan. Blank forms for all safety-related training and documentation will be available from the Safety Coordinator.

INJURY LOG

An injury log will be maintained in the office. Injuries will be recorded within 24 hours of being reported. The summary portion of the Injury Log will be posted from July 1 to June 30 each year, in a place where employee notices are normally posted.

Injury records will be retained for a period of five (5) calendar years.

SAFETY MEETINGS/TRAINING

Employees will attend annual safety meetings, which will be conducted by the Safety Coordinator.

Documentation will include: (1) date of training, (2) name of trainer, (3) subject(s) covered and (4) signed attendance roster.

Reports will be filed in a log and maintained for a period of 5 years or as required by law or directives.

Safety training meetings will be documented and records will be maintained. Copies of safety training records will be provided by the Safety Coordinator.

Material Safety Data Sheets (MSDS) will be included in HVAC Tech's Safety Binder and will be made available to all employees.

ACCIDENT INVESTIGATION REPORTS

A written accident report will be filed with the Safety Coordinator where it will be available for review. The investigation will be documented and the report will be retained for a period of 5 years or as required by law or directives.

SAFETY INSPECTION POLICY

Managers and instructors will be responsible for conducting and documenting safety inspections within the facility. Records of these inspections will be maintained and a copy provided to the Safety Coordinator.

Employees are responsible for inspecting their workstations for possible hazards; Instructors can make notices on the Inventory Sheet and mention any possible hazards during their weekly instructor meetings. Hazards will be reported to the Safety Coordinator. The Safety Coordinator will take corrective action(s) as necessary to protect employees. Hand and power tools should be inspected to identify any hazardous conditions prior to beginning work.

The instructors will be responsible for conducting daily inspections of the workplace and correcting any identified hazards.

Documentation of these inspections will be kept by the Safety Coordinator for a period of 5 years.

ACCIDENT INVESTIGATION PROCEDURES

- a. Investigations are required on all accidents including those "near misses" not producing injuries. Near miss investigations will be documented. Near miss investigation reports will be reviewed to determine if a recurring hazard exists. Accidents that do not produce injury have probably produced other job hindrances, such as delays, damaged material, damaged equipment, etc.
- b. All accidents are to be investigated by the Safety Coordinator and students involved. Investigations will be conducted as soon as possible, but no later than 24 hours after the accident.
- c. Employee work related injury and illness events will be reported using the "First Report of Injury" and "Supervisor Accident Investigation Report" (both available on Insperity's Employee Service Center website), and will be forwarded to Insperity's Workers' Compensation Department, who will forward to the safety consultant for review.
- d. All incident reports, hazard reports, accident investigation reports, and inspection checklists will be reviewed by company management to determine if trends are occurring.
- e. These are the simple steps involved in producing a thorough and effective investigation:
 1. Understand the need for the investigation.
 2. Prepare for the investigation.
 3. Gather facts about the investigation (who, what, where, why, when, and how).
 4. Take pictures, draw diagrams, and get witness statements (do not rely on memory, accident scenes change).
 5. Analyze the facts.
 6. Develop
 7. conclusions.
 8. Analyze
 9. conclusions.
 10. Make a report. Be very detailed and don't leave out simple facts.
 11. Correct the situation(s) or recommend corrective actions, depending on your authority.
 12. Follow through on recommendations.
 13. Double check the corrective action(s).
 14. Critique the investigation (assist management in reviewing the investigation report).
 15. Each person in the review process is responsible for assuring thorough investigations and following up on corrective action to make sure it is effective.

ACCIDENT INVESTIGATION GUIDELINES

An accident can be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents involve human injury. Accidents arise from a combination of unsafe acts and unsafe conditions. The intent of an accident investigation should be to determine what basic condition or act caused the accident so corrective measures can be taken to prevent recurrence and not to identify the guilty party.

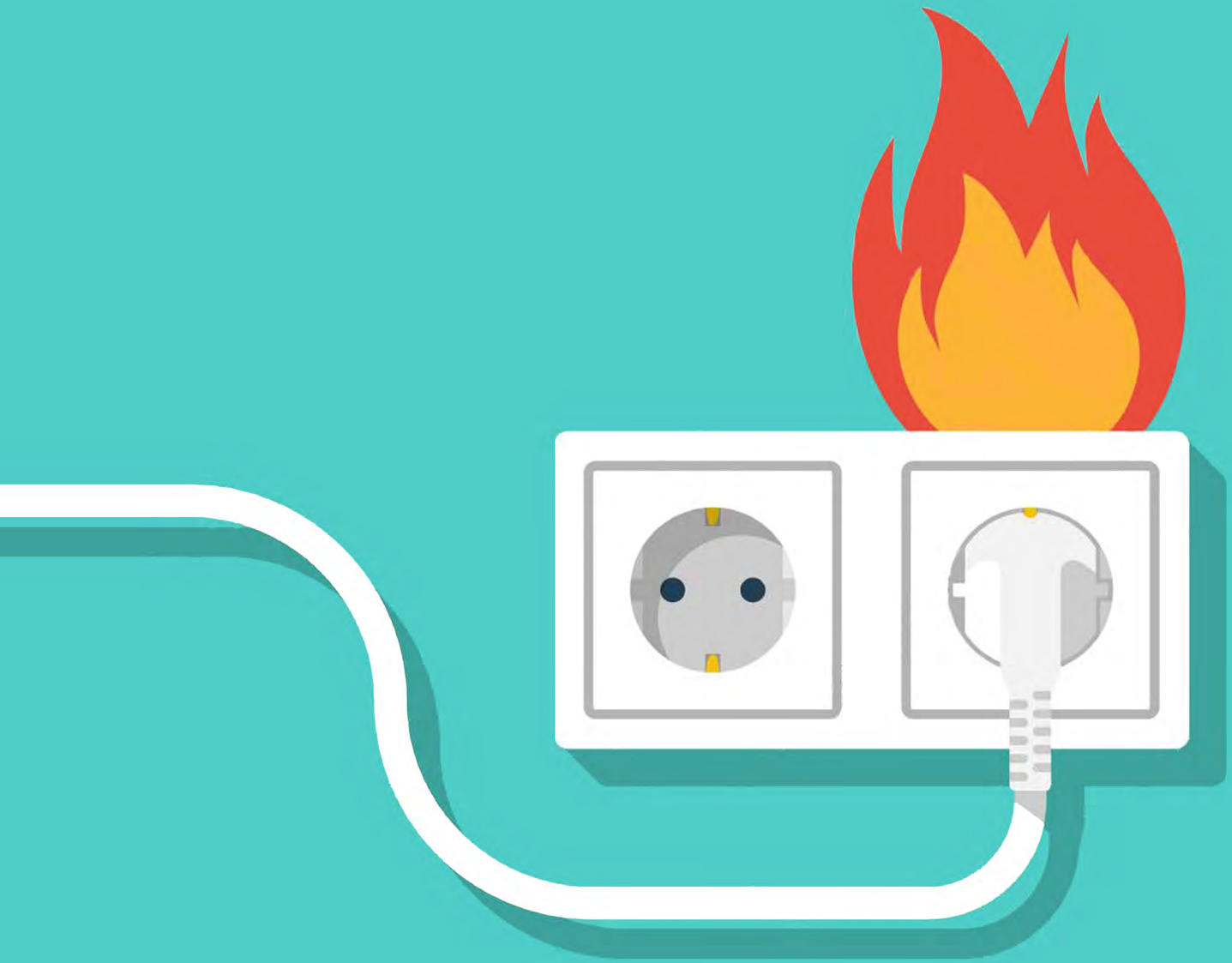
An accident should be investigated as soon as possible and at least within the first 24 hours of the occurrence. The sooner the information is gathered, the more accurate the facts will be.

The accident investigation should include the following:

1. Interview the employee or student involved (when possible) to evaluate the situation and potential liability.
2. Photograph the scene (if possible). Do not rely on memory. Locate, interview, and get statements from any witnesses.
3. Evaluate any evidence found at the scene and reconstruct events. Have involved employees step through the sequence of events.
4. Do not disturb the accident scene until you are satisfied with the investigation. Before leaving the scene, warn, protect, and/or repair any exposure areas.
5. Involved employee should complete a written report before leaving for the day. Be sure the report is in sufficient detail.
6. Re-interview the involved employee if necessary. Complete all documentation of the event.

DISCIPLINARY POLICY

Managers, instructors, and employees are required to comply with company safety and health policies, procedures, and practices as a condition of employment.



ELECTRICAL SAFETY

PURPOSE

The purpose of this program is to inform interested persons, including employees and students, that Real Time Integrated Infratech Private Limited is complying with the OSHA Electrical Safety Standard, Title 29 Code of Federal Regulations 1910.333, by determining that this workplace has written procedures for preventing electric shock or other injuries resulting from direct/indirect electrical contacts to employees and students working on or near energized or deenergized parts. This program applies to all work operations at HVAC Tech where employees and students may be exposed to live parts and/or those parts, which have been deenergized.

The Safety Coordinator: has overall responsibility:

Has overall responsibility for coordinating safety and health plans at HVAC Tech. Has overall responsibility for the Electrical Safety Program.

Will review and update the program, as necessary.

Copies of the written program may be obtained in the office in a binder labeled "HVAC Tech's Office Binder". Under this program, our employees receive instructions in the purpose and use of energy control procedures, as well as the other required elements of the Control of Hazardous Energy Standard. This instruction includes the deenergizing of equipment, verifying deenergization, and equipment reenergizing.

If you find that improvements can be made, please contact the Safety Coordinator. We encourage all suggestions because we are committed to creating a safe workplace for all our employees and students and a successful electrical safety program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

GENERAL

- a. The Instructor will inform each student facing a risk of electric shock or other electrical hazards of safety rules and provide training.
- b. Live parts will be deenergized before the employee works on or near them. If the exposed live parts cannot be deenergized, other safe work practices shall be used to protect and prevent contact with employees.

HAZARD ANALYSIS REPORT

As a vocational school that teaches the fundamentals of HVAC, our lab is always a potential hazard. To minimize any potential accident, we have drawn yellow lines around the equipment so keep all employees and students safe. Only authorized personnel and students who are under their Instructor's supervision is allowed to cross those lines.

Electrically operated equipment, which must be deenergized before work can be done on it and where it is located includes any equipment in and out of the lab.

Instructors are the only Employees of our company who are qualified to work on, near, or with energized electric circuits and equipment.

TRAINING PROGRAM

The goal of our electrical safety training program is to ensure that all employees understand the hazards associated with electric energy and that they are capable of performing the necessary steps to protect themselves and their co-workers.

Our electrical training program covers these basic elements:

Safe procedures for deenergizing circuits and equipment.

Procedures for reenergizing the circuits or equipment.

Other electrically related information which is necessary for employee and student safety.

In our facility, instructors working on or near energized or deenergized electric sources are considered “qualified” to work safely with electrical energy and have received the appropriate training and certification to do so. In addition to the basic training elements, our “qualified” employees are trained in the skills and techniques necessary to identify exposed live parts, determine nominal voltages, and clearance distances and corresponding voltages.

There are procedures we follow when training new employees who will be working on or near electrical equipment or circuitry. When changes occur in our company that involves electrical elements, we provide additional employee training to ensure the safety of all affected workers.

Each module dedicates a portion of the course to safety, where every aspect of safety is explained

WORKING ON OR NEAR EXPOSED ENERGIZED PARTS

- a. Only instructors or students under instructor supervision may work on electric circuit parts or equipment not deenergized.
- b. Employees may not reach in blindly or enter space containing exposed energized parts, unless illumination is provided enabling the employees to work safely.
- c. Conductive articles of jewelry and clothing, including metal hard hats may not be worn.
- d. Employees may not perform housekeeping duties where live parts present an electrical contact hazard.

USE OF EQUIPMENT (CORD AND PLUG CONNECTED EQUIPMENT TO INCLUDE FLEXIBLE CORD SETS)

- e. Handle portable electrical equipment carefully and safely to prevent damage. Do not raise or lower equipment by the cord. Do not damage the outer jacket or insulation of flexible cords by stapling or hanging.
- f. Before using and on every shift visually inspect before use on any shift for external defects and for possible internal damage. Remove defective or damaged equipment from service.
- g. Attachment plugs and receptacles may not be connected or altered preventing proper grounding where the plugs are attached to receptacles.
- h. Use approved portable electrical equipment and flexible cords including double insulation where employees may come in contact with water or conductive liquids.
- e. Employees' hands must be dry when plugging and unplugging flexible cords and connecting equipment.

ELECTRIC POWER AND LIGHT CIRCUITS

- a. Load-rated switches, circuit breakers, or other devices specifically designed as disconnecting means shall be used for opening, reversing, or closing.
- b. After a circuit is deenergized by a circuit protective device, the circuit may not be manually reenergized until it has been determined that the equipment and circuit can be safely energized.
- c. Over current protection of circuits and conductors may not be modified, even on a temporary basis.

ACCIDENT RESPONSE

All instructors have been taught and informed of proper procedures in the event of an electrical accident. Proper documentation must be filled out and an analysis done on any incident to prevent future accidents.

ENFORCEMENT

Constant awareness of and respect for electrical hazards, and compliance with all safety rules are considered conditions of employment. Instructors and the Safety Coordinator reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.



FIRE PREVENTION

PURPOSE

OSHA' Fire Prevention Plan regulation, found at 29 CFR 1910.38 (b), requires HVAC Tech to have a written Fire Prevention Plan (FPP). This plan applies to all operations in our company where employees may encounter a fire. This plan addresses fire emergencies reasonably anticipated to occur through all phases of the construction, repair, alteration, or instruction at our facilities.

This FPP is in place at this company to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

Major workplace fire hazards and their proper handling and storage procedures. Potential ignition sources for fires and their control procedures.

The type of fire protection equipment or systems which can control a fire involving them.

Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system.

DESIGNATED EMPLOYEE'S RESPONSIBILITIES

Here at HVAC Tech, the Safety Coordinator is responsible for the following activities. They must:

- a. Modify and maintain a written FPP for regular and after-hours work conditions.
- b. Distribute procedures for reporting a fire, the location of fire exits, and evacuation routes to each employee.
- c. Conduct drills to acquaint the employees with fire procedures.
- d. Satisfy all local fire codes and regulations as specified.
- e. Provide training for designated employees in the use of fire extinguishers and the applications of medical first-aid techniques.
- f. If evacuation is deemed necessary, the Safety Coordinator ensures that:
The building owner (Kolin 46 LLC 773-650-1570) and the Director (773-457-7643) are contacted, informed of the action taken, and asked to assist in coordinating a security protection.

WORKPLACE FIRE HAZARDS

It is the intent of this company to assure that hazardous accumulations of combustible waste materials are controlled so that a fast developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees are to be made aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

Fire prevention measures must be developed for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they must be trained in the fire prevention measures developed and use them in the course of their work. For example, oil soaked rags must be treated differently than general paper trash in office areas. In addition, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials, which can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion, are the types of materials with which FPP is concerned. Such combustible materials may be easily ignited by matches, welder's sparks, cigarettes and similar low level energy ignition sources. It is the intent of this company to prevent such accumulation of materials.

Natural Gas is used throughout the lab as an energy source for various systems or equipment. This fuel can be a significant fire hazard and must be monitored and controlled.

POTENTIAL IGNITION SOURCES

Flammable or combustible materials may not ignite on their own without an external source of ignition. All gas cocks should be closed at the end of each of training session.

FIRE PROTECTION EQUIPMENT

Fire protection equipment, selected and purchased by HVAC Tech in use at this company includes the extinguishers to protect from the various types of fire hazards.

MAINTENANCE OF FIRE PROTECTION EQUIPMENT

Once hazards are evaluated and equipment is installed to control them that equipment must be monitored on a regular basis to make sure it continues to function properly. Tri-County is the company that comes into recharge and replace all fire extinguishers and makes sure they are functioning properly. The Safety Coordinator must make sure that this inspection takes place.

HOUSEKEEPING PROCEDURES

Our company controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. All gas cocks are shut off at the main valve at the end of all training sessions

The following procedures have been developed to eliminate or minimize the risk of fire due to improperly stored or disposed of materials.

TRAINING

Fire Prevention Plan

At the time of a fire, employees and students should know what to do during an emergency evacuation. We must be sure that employees and students know what is expected of them during a fire to assure their safety.

1. In the case of an emergency evacuation, the following should be followed:
Upon hearing an indication to evacuate the building, leave IMMEDIATELY If the fire alarm, or any type of alarm alerting of impending danger, has not been activated, locate the closest alarm and activate it when exiting the building
2. Walk, don't run
If there is a delay getting through the exit, do not shove; wait your turn and keep calm Forget any valuables, save your life
3. Assist any handicapped person or visitor of the school
In an orderly fashion, EVERYONE, should exit the building, staying low to avoid smoke inhalation If you are the last person to exit a classroom or the office, close the door, reducing the fire's spread and damage. After exiting, meet in the designated assembly area, to be accounted for; Under no circumstances should you reenter a burning building

- Instructors should take a quick head count once outside to prevent personal endangerment and obstruction of emergency responders and equipment, do not leave the assigned area until cleared to do so.

APPENDIX

Attached to this plan are the floor plans that ensure better understanding of our written program



HAND AND POWER TOOLS

HAZARD RECOGNITION

Tools are such a common part of our lives that it is difficult to remember that they may pose hazards. All tools are manufactured with safety in mind but, tragically, a serious accident often occurs before steps are taken to search out and avoid or eliminate tool-related hazards.

In the process of removing or avoiding the hazards, workers must learn to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent those hazards.

HAND TOOLS

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

HVAC Tech is responsible for the safe condition of tools and equipment used by employees but the employees have the responsibility for properly using and maintaining tools.

Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., are recommended due to hazards that may be encountered while using portable power tools and hand tools.

Safety requires that floors be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.

POWER TOOL PRECAUTIONS

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.

HVAC Tech personnel will be trained in the use of all tools - not just power tools. They should understand the potential hazards as well as the safety precautions to prevent those hazards from occurring.

The following general precautions should be observed by power tool users:

1. Never carry a tool by the cord or hose
 - Never yank the cord or hose to disconnect it from the receptacle
 - Keep cords and hoses away from heat, oil, and sharp edges
 - Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, and cutters
 - All observers should be kept at a safe distance away from the work areas
 - Secure work with clamps or a vise, freeing both hands to operate the tool
 - Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged in tool
 - Tools should be maintained with care. They should be kept sharp and clean for the best performance.
 - Follow instructions in the user's manual for lubricating and changing accessories
2. Be sure to keep good footing and maintain good balance
 - The proper apparel should be worn. Loose clothing, ties or jewelry can become caught in moving parts
3. All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use"

ELECTRIC TOOLS

Employees using electric tools must be aware of several dangers; the most serious is the possibility of electrocution.

Among the chief hazards of electric-powered tools are burns and slight shocks which can lead to injuries or even heart failure. Under certain conditions, even a small amount of current can result in fibrillation of the heart and eventual death. A shock also can cause the user to fall off a ladder or other elevated work surface.

These general practices should be followed when using electric tools:

Electric tools should be operated within their design limitations.

Gloves and safety footwear are recommended during use of electric tools. When not in use, tools should be stored in a dry place.

Electric tools should not be used in damp or wet locations. Work areas should be well lighted.

Turn off the power when not in use.

Never clamp a hand-held grinder in a vise.

GENERAL SAFETY PRECAUTIONS

All hazards involved in the use of power tools can be prevented by following five basic safety rules:

1. Keep all tools in good condition with regular maintenance. Use the right tool for the job.
2. Examine each tool for damage before use.
3. Operate according to the manufacturer's instructions. Provide and use the proper protective equipment.

Employees and employers have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it should be brought to the attention of the proper individual immediately.