

Section 14.2



BHARAT PETROLEUM CORPORATION LIMITED (BPCL), REFINERY

**FINANCIAL DETERRENT FOR VIOLATION OF SAFETY NORMS BY CONTRACTORS
(APPLICABLE TO ALL WORKS CARRIED OUT IN THE REFINERY BY CONTRACTORS)**

All contractors working inside Refinery have to strictly follow safety norms as per BPCL rules and regulations. Contractors who are violating safety norms while executing the job will be penalized financially. Penalty amount and Reporting Authority for violation / non adherence of various safety norms is given below.

Sr. No.	VIOLATION OF HSE NORMS	PENALTY AMOUNT	REPORTING AUTHORITY
NON ADHERENCE OF WORK PERMIT CONDITIONS			
1.	Working without proper Authorisation / Permit (Cold work)	Rs 6000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
2.	Hot work without proper Authorisation/ Permit	Rs. 12000/- per occasion and delisting / holiday listing of 3 years if repeated.	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
3.	Violation of any of the conditions specified in the permit	Rs 2000/- per permit.	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
4.	Use of mechanically propelled equipment/engine/generator set without/ with faulty spark arrestor	Rs. 1000/- per equipment	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
5.	Non-display of name board, permit etc., at site	Rs 600/- per location where job is being executed. Penalty will be repeated if not rectified within 3 days.	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
VIOLATION OBSERVED WHILE WORKING AT HEIGHT			
6.	Working at height without safety belt arrangement as required i.e. without safety belt / Non use of double lanyard safety belt.	Rs 1000 / per person	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
7.	Throwing up/down any material from height or not making proper provision to bring down material safely from height	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
8.	Non standard/unsafe platform/ladder	Rs. 2000/- per case per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates

9.	Non standard/unsafe Scaffolding	Rs. 2000/- per case per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
10.	Use of Uncertified Scaffolding	Rs. 2000/- per case per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
NON USE OF PERSONAL PROTECTIVE EQUIPMENT			
11.	For not using Non Respiratory Personal Protective Equipment (Helmet, goggles, gloves, safety belts, Boiler suit etc, Shoes .)	Rs. 1000/- Per day/item/person	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
12.	For not providing Respiratory -Personal Protective Equipment prescribed in Work permit/job safety plan /B.A. set/canister mask/B.A. compressor etc)	Rs. 5000/- per case per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
VIOLATION OBSERVED IN ELECTRICAL WORK			
13.	Non use of ELCB , using poor joints of cable, using naked wire without top plug into the socket , laying wire/cables on the roads, carrying out electrical jobs by incompetent person	Rs 5000/- per item per day	Chief Maint Manager (Elect), Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
14.	Non deployment of the Licensed electricians for electrical job.	Rs. 2000/- per person	Chief Maint Manager (Elect), Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
15.	Working/ on live electrical circuits without work permit/authorization	Rs. 5000/- per case per day	Chief Maint Manager (Elect), Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
VIOLATIONS IN EXCAVATION WORK			
16.	<ul style="list-style-type: none"> • Unsatisfactory fencing / barricading of excavated areas, • not providing proper shoring / strutting / proper slope and • not keeping the excavated earth at least 1.5 M away from excavated area 	Rs. 2000/- per item per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
VIOLATIONS OBSERVED IN ROAD SAFETY			
17.	Driving BPCL or Contractor's vehicle without authority from transport operations.	Rs. 1000/- per case	Any employees through Head of Dept (F&S)
18.	Over speeding of jeeps / buses, rash driving, wrong side parking.	Rs. 2000/- per item	Any employees through Head of Dept (F&S)

19.	Driving hydra/Crane/fork lift above its speed limit fixed for BPCL refinery roads or Driving hydra without being escorted by cleaner who is sitting left side of the driver to guide hem	Rs. 1000/- per case	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
20.	Entry of contractor's vehicle in No Entry Area without proper authorization.	Rs. 1000/- per case	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
21.	Entry of any person in barricaded area marked with tape.	Rs. 1000/- per person	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
22.	Riding on material handling vehicles or trolleys	Rs. 500/- per case	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
23.	Sitting or allowing sitting along with the drivers on fork lift.	Rs. 500/- per case	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
24.	Vehicle Accident- i.e. overturning, falling in pits, damaging equipment , hitting another vehicle etc.	Rs 5000/- per case plus replacement/repair charges incurred by BPCL for BPCL owned material	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
NON DEPLOYMENT OF REQUIRED MANPOWER			
25.	Non-deployment of safety supervisor / supervisor responsible for safety at work site required as per Special Safety Conditions	Rs2000 per person per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
26.	Failure to maintain safety register and record by Contractor Safety Supervisor or Supervisor responsible for safety	Rs.2000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
27.	Failure to have weekly safety site inspection / audit and monthly safety meeting and maintain record (by contractors themselves)	Rs. 2000/- per occasion	Engineer-in-charge, Head of Dept. F&S
28.	Failure to conduct tool box meeting every day and maintain the records of the same.	Rs. 500/- per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
29.	Failure to submit the monthly HSE report by 5 th of next month to Engineer-in-charge	Rs. 200/- per day	Engineer-in-charge,
VIOLATION OF STATUTORY REQUIREMENT			
30.	Acting in contravention to any of the provision mentioned in Factories Act 1948 and/or the rules framed there under including all amendments thereto.	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates

31.	<p>Failure to maintain records as per statutory requirement like</p> <ol style="list-style-type: none"> 1. Form No. 1A – for the shed/s constructed by contractor 2. Form No. 6 – Certificate of fitness 3. Form No. 10 – Register of workers attending machinery 4. Form No. 11 – Report of Examination of Hoist/Lift/Lifting tackles. 5. Form No. 13 – Report of Examination of any pressure vessel brought by the contractor at refinery site. 6. Form No. 16 – Notice of periods of works for adult workers 7. Form No. 17 – Register of adult workers 8. Form No. 23 – Special certificate of fitness 9. Form No. 29 – Muster Roll 	Rs. 10000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
OCCURENCES OF INDUSTRIAL ACCIDENTS			
32.	Failure to furnish a first information report (FIR) as per prescribed Pro-Forma within 4 hours of the incident.	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
33.	Failure to arrange immediate investigation / evidences /documents of the incident and furnish within 24 hours to BPCL Engineer-In-Charge.	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
34.	Keep and maintain proper records of all incidents occurred at work site	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
35.	Failure to report to BPCL supervisor on - the - job, medical centre and area safety officer any injury to his employees or any near miss or any hazardous/ dangerous incident at work site within the Refinery premises or hiding of any accident or near miss.	Rs. 5000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
36.	<p>Negligence on contractor's part which has resulted in an Injury/fire</p> <p>Lost Time Injury</p> <p>Fatality</p>	<p>Rs.1,00,000/- per person</p> <p>Rs. 5,00,000/- per person</p>	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
37.	<p>Negligence on contractors part which has resulted in</p> <p>Minor Fire/Explosion/ etc</p> <p>Major Fire (Reportable)</p>	<p>Rs 1,00.000/-</p> <p>Rs 2,00.000/-</p>	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
VIOLATION OF LABOUR LAWS			
38.	Working beyond statutory limits by contractor's workers	Rs. 1000/- per person per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
39.	Deployment of contractor's employees including supervisors without receiving necessary training on safety for working in the refinery.	Rs. 5000/- per person per day and holiday listing of contractor for 6 months if repeated	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates

40.	Deployment of contractor's employees including supervisors without undergoing their medical examination, by the authorized medical professional having qualification of MBBS + AFIH. Deployment of workers on high risk jobs like working in confined space, working at height, working under water, etc. without being examined and certified as medically fit for such jobs by the doctors who are authorized to certify for such jobs.	Rs. 1000/- per person	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
41.	Non subjecting to periodic medical examination after every six months after deployment of workers including supervisors on the job by the certifying surgeon as per Rule 73V of Maharashtra Factories Rule 1963.	Rs. 1000/- per person	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
42.	Deployment of child or adolescent	Rs. 10,000/- per person	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
43.	Use of untested and uncertified pressure vessel.	Rs. 5000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
44.	Use of untested and uncertified lifting tools/tackle	Rs. 5000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
VIOLATION IN MATERIAL HANDLING			
45.	Improper material handling/ Manually handling of heavy material when it is require using mechanical equipment/use of substandard/defective material handling trolleys/hand cart.	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
46.	Failure to submit duly filled pre use check list for any new machine or equipment brought at site	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
47.	Inadequate supervision at work site(absence of supervisor/designated employee as supervisor from site for more than 30 Minutes when work is in progress)	Rs. 2000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
SAFETY PERFORMANCE DISPLAY BOARD			
48.	Safety performance score board not displayed.	Rs. 100/- per day	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
VIOLATIONS IN USE OF GAS CYLINDERS			
49.	Unsafe handling of compressed gas cylinders No trolley or jubilee clips or double gauge regulator or flash back arrestor on both gas lines & both ends or improper storage / handling or cylinders without caps when not in use/damaged hoses)	Rs. 500/- per item per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates

VIOLATIONS DURING RADIOGRAPHY PROCESS			
50.	Radiography without authorization	Rs. 10000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
51.	Non barricading the area during radiography	Rs. 10000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
52.	Non announcement on PA system/alerting people working in vicinity, before start of Radiography jobs	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
MISCELLANEOUS			
53.	Damage to fire hydrant & monitors, fire extinguishers including non return of extinguishers	Cost incurred by BPCL for repair/replacement	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
54.	Poor House-keeping	Rs. 5000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
55.	Removal of grating/cover/lid on any opening in floor or vessel.	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
56.	Use of dangerous portable tools/hand tools like grinding machine, drilling machine, pneumatic excavators/drill by unskilled worker.	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
57.	Operating/allow to operate any machine without having guard on its dangerous/rotating part of the machine or an equipment.	Rs. 1000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
58.	Horseplay at work site	Rs1000 /- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
59.	Shifting of debris from one location to another/ dumping debris at unauthorized place.	Rs. 10000/- per occasion	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates
60.	Use of mobile in plant areas	Rs 1000/- per person per occasion.	Engineer-in-charge, Head of Dept. F&S, Head of Dept. (Process/PD/Maint./MM PL/Tech./CS&S), Section Head Estates

Please note that :

1. The above penalties will be applicable for all the contracts jobs carried out inside Refinery and covered by BPCL HSE norms / work permit system.
2. Site Engineers, Operations Officers, Safety Officers will report such violation through their Department Head /Engineer-in-charge (Reporting Authority) to the respective contracting department (P&CS/RMP) for necessary action. Reporting Authority has been indicated against each violation.
3. On advice from Reporting Authority, respective contracting departments shall make the deductions from the next payment due to the contractor.
4. The above penalties shall be double in case of violations more than 3 times during the contract period for a particular contract. For annual and other rate contracts POs awarded as part of rate contract shall be considered for this.
5. In case of frequent penalties for a particular contractor, necessary action such as holiday listing / delisting will be taken.
6. In addition to the safety conditions mentioned in Special safety Conditions attached, contractors are required to adhere to the following additional safety requirement for which penalties are applicable as above for violation of these conditions :
 - a. All contractors shall themselves arrange weekly safety site inspection / audit and monthly safety meeting and record should be maintained.
 - b. All contractors shall submit monthly HSE report to respective Engineer-In-Charge by 5th of next month. Report should carry details of precautions against accident and injury to any of the workers or to any person or persons or of weekly safety site inspection / audit, monthly safety meeting, details about records maintained by Safety Supervisor and any other information felt necessary by Engineer-in-Charge for safe execution of job.
7. Implementation of above financial penalties for violation of HSE norms does not absolve contractors from their responsibilities to take at all times due and proper precautions to avoid injuries and accidents.
8. Contractors shall own the full responsibility for any accident and injury to any of the workers or to any person or persons or property arising due to violation of HSE norms by contractors even though financial penalty is not applied for such violation. Implementation of these financial penalties does not absolve Contractors from any of the responsibility as per General Contract Conditions (Latest Revision), General Terms and Conditions and Special Safety Conditions.
9. All such financial penalties imposed on contractors shall be displayed / publicized appropriately by the respective Contracting department.
