

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT.

O/o. Commissioner & Director of
Municipal Administration,
Telangana, Hyderabad.

Endt.No. E-380651-2021-H3,

Dt. 13/10/2021

"Copy of the Government Memo.No.13421/MA/2021, Dt:12.10.2021, on worksite safety precautions to be taken while execution of works in ULBs is hereby communicated for strict compliance and necessary action as per rules in vogue."

Dr N Satyanarayana I A S
Director Of Municipal Administration

To

All the MCs in the State (except GHMC).

All the Addl Collectors LBs in the State (except Mulugu & Hyderabad).

Copy to the RDMA, Hyderabad & Warangal for information and necessary action.

Copy to all the District Collectors in the state (except Mulugu & Hyderabad) for information and necessary action.

Copy submitted to the Special Chief Secretary to the Government, MA&UD, Telangana, Hyderabad for kind information.

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (MA) DEPARTMENT

Memo No.13421/MA/2021

Dated:12-10-2021

Sub: MA&UD Department - Worksite safety precautions while execution
of works in ULBs - Instructions - Issued - Reg.

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The attention of the Commissioner, GHMC, Commissioner & Director of Municipal Administration, Engineer-In-Chief (PH) and the MD, HMWSSB is invited to the subject cited. While it is heartening to note that the Municipal Administration Department is extending multitude of civic services from water supply, sanitation, drainage cleaning, street lighting, etc., which are of day-to-day relevance to the citizens from the common man to higher echelons of the society alike, it is regrettable that stray incidents of mishaps are happening at regular intervals which is a cause for serious concern. As the Department is entrusted with the mandate of improving the quality of life in urban areas, it is invariably engaged in executing various infrastructure works of various magnitude - from a little drain work to a big flyover construction. Though these capital / O&M works are executed by contractors / agencies, the concerned HOD, field staff of Department and the Municipal Commissioner cannot take umbrage under this excuse as the ultimate responsibility of site safety at all points within a ULB rest with Municipal Commissioner.

2. Loss of human life - be it that of a civilians / employees / workforce - is simply unacceptable. In several of the recent incidents, the cause of the incident prima facie seem to be avoidable safety lapses on the part of the field level staff. Reasons like negligence in timely undertaking preventive maintenance, absence of adherence to safety protocols at work sites, failure to put a safety barricading / danger sign boards / insufficient illumination, etc are resulting in avoidable mishaps taking precious human lives. Such misstates / negligence of the field staff coupled with supervisory lapses on the part of senior officers are resulting such accidents denting the image of the municipal bodies.

3. A detailed Standard Operating Procedures (SOP) of safety audit is enclosed for your ready reference. A meeting must be conducted with (i) all Engineering Contractors / outsourced staff agencies; (ii) our engineering teams / town planning teams / sanitation staff / electricity department Dy EE / EE; and (iii) all builders / developers to specifically direct all concerned that no man-hole, openings on footpath, any other such dangerous cavities, open electrical wires are not left unattended anywhere and must be attended to by the concerned in next 72 hours. The Ward Counsellor / Corporators and all Ward members also should be sensitized in this regard and any such dangerous / dark / vulnerable spots must be brought to your notice immediately.

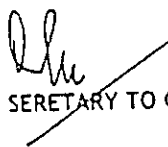
4. It is hereby reiterated that all stakeholders from the field staff to the supervisory officers should be alert and cautious in avoiding work-site mishaps. Any negligence on their part will not be tolerated any more. It should be their endeavor to ensure safety of workers as well as the civilians by taking reasonable precautions at all worksites. In case of any mishap, henceforth, the jurisdictional staff shall be primarily held responsible and if any sort of negligence is found on their part, they will be made personally liable for the criminal misconduct leading to human injuries or loss of lives.

5. It is also informed that immediate action including suspension and criminal negligence against the concerned head of the executing agency, HOD and Municipal Commissioner will be initiated, in case any such negligence is noticed henceforth.

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6. The Commissioner, GHMC / Commissioner & Director of Municipal Administration / Engineer-in-Chief (PH) / MD HMWSSB are requested to ensure scrupulous adherence to the Standard Operating Procedure (SOPs) communicated by the Govt of India while undertaking cleaning of Sewers and Septic Tanks (copy enclosed) as well as general precautions listed out for work-site safety (Annexure-I).

7. There shall be Zero tolerance to such incidents which are avoidable and calls for complete safety audit within next 3 days.


SPECIAL CHIEF SECRETARY TO GOVT MA&UD

Encl: 1) Annexure-I
2) SOP for cleaning of sewers and septic tanks

To
The Commissioner, GHMC
The CDMA, Hyderabad
The ENC (PH), Hyderabad
The MD, HMWSSB

Copy to:
OSD to Minister (MAUD)
OSD to Special Chief Secretary to Govt., MA&UD Deptt.
PA to Secretary to Govt., MA&UD Department
Sf/Sc

ANNEXURE - I

(Govt Memo No.13421/MA/2021, Dated 12.10.2021)

Safety & Precautionary measures to be taken at work sites

1) Deep Excavation / Barricading the Project Site

- Barricading shall be provided with minimum 1.5 m height from ground level, around the periphery of all construction sites.
- Barricading shall be firmly tied horizontally and securely anchored to ground vertically.
- Barricading sheets shall be continuous and maintained without any gaps.
- Proper means of access by providing ladder shall be ensured in all trenches and excavation. Ladder shall be extended from bottom of trench to at least one metre above Ground surface.
- Sides of a trench that is 1.5m or more in depth shall be stepped back to give suitable slope or securely held by timber bracing so as to avoid the danger of sides collapsing.
- While person working at edge of the excavated pit, safety belt to be worn.
- Excavated soil shall not be dumped within 1.5 m of edge of trench or half the depth of trench whichever is greater
- Safety procedures for the operation of excavation and grading equipment (such as the safe distance from excavations) shall be followed.
- Hand / Mechanical signals shall be used.
- Radium stickers shall be provided adequately on top and bottom of barricades to caution the road users during night.
- LED lighting over barricades shall be provided to ensure proper visibility of barricading during night.
- Wherever openings in barricading are provided for construction vehicular movements, such openings shall be properly guarded round the clock. If not guarded, barricading closing shall be firmly fixed to ground which shall be immovable.
- Construction site shall be strictly prohibited for access to outsiders and efforts shall be made to see that hawkers shall be shifted from the work zones with the help of traffic police from traffic safety considerations.

2) Traffic Signages

- Advance cautionary sign boards at regular intervals shall be provided from minimum of 100m ahead of the work site to warn the road users about the construction activity.
- Caution signs such as "Road Works Ahead", "Deep Excavation in Progress", "Narrow road width", Hazard markers and Speed limit sign, etc shall be provided adequately along the construction sites.
- In order to reduce the speed, physical measures such as speed breakers or raised rumble strip markings shall be adopted in the work zones after careful assessment of the needs and most appropriate locations in consultation with ULB and traffic police.
- Retro prismatic retro reflective signs shall be provided at construction sites at all vulnerable locations.

3) Working at Height

- Full body harness and personal fall arrest system shall be adopted.
- Safety net systems shall be adopted.
- Scaffold without working platform and guardrail system shall not be permitted.
- The design of ladder shall conform to IS:1977.
- Ladders used to gain access to a roof or other area shall extend at least one metre above the point of support.
- Sectional ladders over 9.5m length shall not be used.
- Metal ladders shall never be used near electrical equipment.

4) Illumination

- Illumination shall be adequately provided at work sites during night time even if no activity at site, including at entry and exit points to work sites.
- Temporary lighting arrangements shall be made for entire construction period to provide adequate illumination to road users adjacent to construction site at all locations. Alternately, Electricity generator set shall be made available for power cuts and wherever connection from electric lines is not possible.

5) Security

- Security personnel and safety supervisors shall be deployed adequately in 3 shifts (round the clock) and at each work sites.
- Adequate training shall be provided to the security personnel and other concerned ground level construction safety staff to ensure strict vigilance and safety in all project sites.
- 24 hours watch and ward shall be provided at the construction site. Marshalling torches shall be provided to security personnel during night.
- CCTV Cameras including night vision and its monitoring mechanism shall be installed at all grade separator junctions covering the entire project site and in all project sites.
- Flagmen shall be deployed for unprotected traffic lanes. Flagmen shall be provided with hand signaling devices such as flags, sign paddles

6) Blinkers

- Blinkers shall be provided adequately on top edge of barricades to caution the road users during night.

7) Work Front

- Construction activity shall be taken up part by part based on the construction programme.
- Construction activity, in already excavated portions, shall be taken up and completed on top priority and further excavations shall be made thereafter.
- No work shall be stopped for long time at excavation level.

8) Safety Consultants/Supervisors

- Apart from the above measures, Safety Consultant services, if needed, shall be taken at regular intervals i.e., once in a month to identify and resolve the safety issues at site.
- Safety supervisor shall be available round the clock to ensure implementation of safety measures along the project site and also during construction related activities.

9) General

- As far as possible, efforts shall be made to avoid accidents. In case of unforeseen incidents/accidents happen, the same shall be brought to the notice of officials / officers concerned immediately to avoid communication gap and other concerned authorities for taking necessary rescue operations without any delay.
- Utmost care shall be taken to ensure the safety at project sites in urban conditions to avoid any untoward incidents at all the project/work sites.
- Cross roads along the project site shall be provided, with proper safety arrangements to have safe access to main roads.
- Methodology for ensuring site specific safety measures on work sites shall be drafted mutually by all parties concerned and involved in the project and shall be strictly adopted on all work sites. Based on this methodology a checklist shall be prepared and safety across all sites shall be monitored on daily basis.

For Details reference may be made to the following Documents which are uploaded on PHED, HMWSSB, GHMC & CDMA web sites.

<https://publichealth.telangana.gov.in>

<https://emunicipal.telangana.gov.in>

- IS:3764-1992 Excavation work Code of safety
- IS:3496 Safety code for scaffolds and ladders (Parts I & II)
- IRC SP:55-2014 i.e., "Guidelines on Traffic Management in Work Zones"
- IS SP : 70 - 2001 Handbook on Construction safety Practices
- IS: 13416.1 - 1992, IS: 13416.2 - 1992, IS: 13416.3 - 1994
- Construction safety manual

All the HoDs are advised to give primary to safety norms while entering into contract with contractors / agencies by specifically making all the required safety norms as part of the Contract agreement and shall ensure strict adherence of the same by all parties to the contract.

ARVIND KUMAR
SPECIAL CHIEF SECRETARY TO GOVT MA&UD