

MODEL RULES FOR LABOUR WELFARE (See Condition 28.0)

1. Definitions:

- a) 'Workplace' means a place at which, on an average, twenty or more workers are employed.
 - b) 'Large Workplace' means at which on an average, 500 or more workers are employed.
2. **First Aid:** At every workplace there shall be maintained in a readily accessible place first aid appliances including an adequate supply of sterilized dressings and sterilized cotton wool as prescribed in the Factory Rules of the State in which the work is carried on. The appliances shall be kept in good order and, in large work places, they shall be placed under the charge of a responsible person who shall be readily available during working hours.

At large workplaces, where hospital facilities are not available within easy distance of the Works, First Aid Posts shall be established and be run by a trained compounder.

Where large workplaces are remotely situated and far away from regular hospitals, an indoor ward shall be provided with one bed for every 250 employees.

Where large workplaces are situated in cities, towns or in their suburbs and no beds are considered necessary owing to proximity of city or town hospitals, suitable transport shall be provided to facilitate removal or urgent cases to these hospitals. At other workplaces, some conveyance facilities shall be kept readily available to take injured person or persons suddenly taken seriously ill, to the nearest hospital.

At large workplaces there shall be provided and maintained an ambulance room of the prescribed sizes, containing the prescribed equipment and in the charge of such medical and nursing staff as may be prescribed. For this purpose the relevant provisions of the Factory Rules of the State Government of the area where the work is carried on, may be taken as the prescribed standard.

3. **Accommodation for labour :** The Contractor shall during the progress of the works provide, erect and maintain necessary temporary living accommodation and ancillary facilities for labour at his own expense and to standards and scales as approved by the Engineer-In-Charge.
4. **Drinking water:** In every workplace, there shall be provided and maintained at suitable places, easily accessible to labour, a sufficient supply of cold water fit for drinking.

Where drinking water is obtained from an intermittent public water supply each workplace shall be provided with storage where drinking water shall be stored.

Every water supply storage be at a distance of not less than 15 meters from any latrine, drain or other source of pollution. Where water has to be drawn from an existing well, which is within such proximity of latrine, drain or any other sources of pollution, the well shall be properly chlorinated before water is drawn from it for drinking. All such wells shall be properly closed in and be provided with a trap door which shall be dust and waterproof.

A reliable pump shall be fitted to each covered well, the trap door shall be kept locked and opened only for cleaning or inspection which shall be done at least once a month.

5.0 Washing and Bathing places: Adequate washing and bathing places shall be provided separately for man and women. Such places shall be kept in clean and drained condition.

6.0 Scale of Accommodation in Latrines and Urinals: There shall be provided within the precincts of every workplace latrines and urinals in an accessible place, and the accommodation, separately for each of these, shall not be less than at the following scales :

	No. of Seats
a) Where number of persons does not exceed 50	2
b) Where number of persons exceeds 50 but does not exceeds 100	3
c) For additional persons	3 per 100 or part thereof

In particular cases, the Engineer-In-Charge shall have the power to increase the requirement where necessary.

7.0 Latrines and Urinals: All latrines shall be provided with water flushed latrines connected with a water-borne sewage system and should be kept in strictly sanitary condition.

If women are employed, separate latrine and urinals, screened from those for men and marked in the vernacular in conspicuous letters "For Men Only" shall be provided on the scale laid down in rule-6. Those for women shall be similarly marked "For Women Only". A poster showing the figure of man and of a woman shall also be exhibited at the entrance to latrines for each sex. There shall be adequate supply of water to latrines and urinals.

8.0 Construction of Latrines: Inside walls shall be constructed of masonry or other non-absorbent material and shall be cement-washed inside at least once a year. The dates of cement washing shall be noted in a register maintained for the purpose and kept available for inspection. Latrine shall have at least thatched roof.

9.0 The Contractor shall, at his own expense, carry out all instructions issued to him by the Engineer-In-Charge to effect proper disposal of soil and other conservancy work in respect of Contractor's work-people or employees on the site. The Contractor shall be responsible for payment of any charges which may be levied by municipal or cantonment authority for execution of such work on his behalf.

10.0 Provision of shelters during rest : At every workplace there shall be provided, free of cost, four suitable sheds, two for meals and two others for rest, separately for use of men and women Labour. Height of each shelter shall not be less than 3 meters from floor-level to lowest part of roof. Sheds shall be kept clean and the space provided shall be on the basis of at least 0.5 sq.m. per head.

- 11.0 Crèches:** At a place at which 20 or more women workers are ordinarily employed, there shall be provided at least one hut for use of children under the age of 6 years belonging to such women. Huts shall not be constructed to a standard lower than that of thatched roof, mud floor and wall with wooden planks spread over mud floor and covered with matting. Huts shall be provided with suitable and sufficient openings, for light and ventilation. There shall be adequate provision of sweepers to keep the places clean. There shall be two dais in attendance. Sanitary utensils shall be provided to the satisfaction of local medical health and municipal or cantonment authorities. Use of huts shall be restricted to children, their attendants and mothers of children.

Where the number of women workers is more than 25 but less than 50, the Contractor shall provide at least one hut and one Dai to look after children of women workers.

Size of crèche(s) shall vary according to the number of women workers employed. Crèches shall be properly maintained and necessary equipment like toys etc. provided.

- 12.0 Canteen:** A cooked food canteen on a moderate scale shall be provided for the benefit of workers wherever it is considered necessary.

- 13.0** Planning, setting and erection of the above mentioned structures shall be approved by the Engineer-in-Charge, and the whole of such temporary accommodation shall at all times during the progress of the works be kept tidy and in a clean and sanitary condition to the satisfaction of the Engineer-in-Charge and at the Contractor's expense. The Contractor shall conform generally to sanitary requirements of local medical, health and municipal or cantonment authorities and at all times adopt such precautions as may be necessary to prevent soil pollution of the Site.

On completion of the Works the whole of such temporary structures shall be cleared away, all rubbish burnt, excreta or other disposal pits or trenches filled in and effectively sealed off and the whole of site left clean and tidy to the entire satisfaction of the Engineer-In-Charge and at the Contractor's expenses.

- 14.0 Anti-malarial Precautions:** The Contractor shall at his own expense conform to all anti-malarial instructions given to him by the Engineer-In-Charge including filling up any pits which may have been dug by him.

- 15.0 Enforcement:** The Inspecting Officer mentioned in the Contractors Labour Regulations or any other officer nominated in his behalf by Engineer-In-Charge shall report to the Engineer-In-Charge all cases of failure on the part of the Contractor and or his Contractors to comply with the provisions of these Rules either wholly or in part and the Engineer-In-Charge shall impose such fines and other penalties as are prescribed in the conditions.

- 16.0 Interpretations etc. :** On any question as to the application, interpretation or effect of these Rules, the decision of the Chief Labour Commissioner or Deputy Chief Labour Commissioner or Deputy Chief Labour Commissioner (Central) shall be final and binding.

- 17.0 Amendments:** Government may, from time to time, add to or amend these Rules and issue such directions as it may consider necessary for the proper implementation of these

Rules or for the purpose of removing any difficulty which may arise in the administration thereof.

SAFETY CODE

(See Condition 19.0)

- 1.0 Suitable scaffolds shall be provided for all work that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used an extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds and hand-holds shall be provided on the ladder and the ladder shall be given an inclination not steeper than 1/4 to 1 (1/4 horizontal and 1 vertical).
- 2.0 Scaffolding or staging more than 3.25 meters above the ground or floor, swing or suspended from an overhead support or erected with stationary support, shall have a guard rail properly attached, bolted braced and otherwise secured at least 1 meter high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffoldings or staging shall be so fastened as to prevent it from swaying from the building or structure.
- 3.0 Working platform, gangways, and stairways shall be so constructed that they do not sag unduly or unequally, and if a height of a platform or gangway or stairway is more than 3.25 meters above ground level or floor level, it shall be closely boarded, have adequate width and be suitably fenced, as described in 2.0 above.

Every opening in floor of a building or in a working platform shall be provided with suitable means to prevent fall of persons or materials by providing suitable fencing or railing with a minimum height of 1 meter.

- 4.0 Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 meters in length. Width between side rails in a rung ladder shall in no case be less than 30 cm for ladders upto and including 3 meters in length. For longer ladders this width shall be increased at least 6 mm for each additional 30 cm of length. Uniform step spacing shall not exceed 30 cm.
- 5.0 Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The Contractor shall provide all necessary fencing and lights to protect public from accidents and shall be bound to bear expenses of defense of every suit, action or other proceedings at law that may be brought any person for injury sustained owing to neglect of the above precautions and to pay any damages and costs which may be awarded in any such suit, action or proceedings to any such person or which may with the consent of the Contractor be paid to compromise any claim by any such Person.
- 6.0 Excavation and Trenching: All trenches, 1.5 meters or more in depth, shall at all times be supplied with at least one ladder for each 20 meters in length or fraction thereof. Ladder shall be extended from bottom of trench to at least 1 meter above surface of the ground. Sides of a trench which is 1.5 meters 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. Excavated material shall not be placed within 1.5 meters of edge of trench or

half of depth of trench, whichever is more. Cutting shall be done from top to bottom. Under no circumstances shall undermining or undercutting be done.

7.0 Demolition : Before any demolition work is commenced and also during the process of the work :

- a) All roads and open areas adjacent to the work Site shall either be closed or suitably protected.
- b) Electric cable or apparatus which is liable to be a source of danger, or a cable or apparatus used by operator shall not remain electrically charged.
- c) All practical steps shall be taken to prevent danger to persons employed, from risk or fire or explosion, or flooding. No floor, roof, or other part of a building shall be so overloaded with debris or materials as to render it unsafe.

8.0 All necessary personal safety equipment as considered adequate by the Engineer-In-Charge shall be available for use of persons employed on the Site and maintained in a condition suitable for immediate use; and the Contractor shall take adequate steps to ensure proper use of equipment by those concerned.

- a) Workers employed on fixing asphaltic materials cement and lime mortars/concrete shall be provided with protective footwear and protective goggles.
- b) Those engaged in handling any material which is injurious to eyes shall be provided with protective goggles.
- c) Those engaged in welding works shall be provided with welder's protective eye-shields.
- d) Stone breakers shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
- e) When workers are employed in sewers and manholes, which are in use the Contractor shall ensure that manhole covers are opened and manholes are ventilated at least for an hour before workers are allowed to get into them. Manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to public.
- f) The Contractor shall not employ men below the age of 18 and women on the work of painting with products containing lead in any form. Whenever men above the age of 18 are employed on the work of lead painting the following precautions shall be taken :
 - i) No paint containing lead or lead products shall be used in the form of paste or ready made paint.
 - ii) Suitable face masks shall be supplied for use by worker when paint is applied in the form of spray or a surface having lead paint dry rubbed and scrapped.

- iii) Overalls shall be supplied by the Contractor to workmen and adequate facilities shall be provided to enable working painters to wash during and on cessation of work.

9.0 When work is done near any place where there is risk of drowning, all necessary equipment shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision made for prompt first aid and treatment of all injuries likely to be sustained during the course of the work.

10.0 Use of hoisting machines and tackle including their attachments, anchorage and supports shall conform to the following :

- a) These shall be of good mechanical construction, sound material and adequate strength and free from latent defects and shall be kept in good working order and properly maintained.

Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from latent defects.

- b) Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years shall be in charge of any hoisting machine including any scaffold or give signals to operator.

- c) In case of every hoisting machine and of every chain ring hook, shackle swivel and pulley block used in hoisting or lowering or as means of suspension, safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall be plainly marked with safe working load. In case of a hoisting machine a variable safe working load, each safe working load and condition under which it is applicable shall be clearly indicated. No part of any machine or of any gear referred to above in the paragraph shall be loaded beyond safe working load except for the purpose of testing.

- d) In case of a Corporation's machine safe working load shall be notified by the Engineer-in-Charge. As regards Contractor's machines the Contractor shall notify safe working load of each machine to Engineer-in-Charge whenever he brings it to site of work and get it verified by the Engineer-in-Charge.

11.0 Motor's gearing, transmission, electric wiring and other dangerous parts of hoisting appliances shall be provided with efficient safeguards; hoisting appliances shall be provided with such means as will reduce to the minimum risk of accidental descent of load. Adequate precautions shall be taken to reduce to the minimum risk of any part of a suspended load becoming accidentally displaced. When workers are employed on electrical installations which are already energized, insulating mats working apparel hand gloves, sleeves and boots, as may be necessary, shall be provided. Workers shall not wear any rings, watches and carry keys or other materials which are good conductors of electricity.

12.0 All scaffolds, ladders and the safety devices mentioned or described herein shall be maintained in a safe condition and no scaffold, ladder or equipment shall be altered or

removed while it is in use. Adequate washing facilities shall be provided at or near places or work.

- 13.0 These safety provisions shall be brought to the notice of all concerned by display on a notice board at a prominent place at the work-spot. Persons responsible for ensuring compliance with the safety code shall be named therein by the contractor.
- 14.0 To ensure effective enforcement of the rules and regulation relating to safety precautions, arrangements by the Contractor shall be open to inspection by the Engineer-in-Charge or his representatives and the Inspecting Officers as defined in the Contractor's Labour Regulation.
- 15.0 Notwithstanding the above conditions 1 to 14, the Contractor is not exempted from the operation of any of the Act or Rule in force.