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OHS Policy

**BASEL NETWORK SOLUTIONS PVT LTD**

Document Owner

**Abinash Mohanty**

Document's Author's/ Editor's

## Document Change History

Edition Number	Reason and Description of Change	Affected Pages	Effective Date
2.0	New	All	2 <sup>nd</sup> January 2020
2.0	<p>Updated Document Title, Owner, Author and Approvers on Title page, Updated Purpose and scope to expand the Manual beyond the Services BG as detailed in the scope.</p> <p>Added definition of Touch potential and modified Definition of Electronic scrap. Verbiage modifications overall in sections 4 and 5 and added section 5.15 on Motor Vehicle Safety. Revised Appendix 1 with contact Regional contact information</p>	All	2 <sup>nd</sup> January 2020
2.0	<p>Added a paragraph on “zero tolerance” in the Purpose section.</p> <p>Revised definition of Authorized list and Subcontractor. Added definition for critical lift, receive only antenna, stand-off distances. Additions – 4.4 c; 5.5 last statement in first paragraph; 5.6 c; 5.8 b; 5.11 b i; 5.17 a. vii and d. v; Added new section on Crane Operation Requirements (5.9) and Elevated Work Restrictions (5.12).</p>	All	2 <sup>nd</sup> January 2020
2.0	<p>Added Zero Tolerance Principles in Section 1 Purpose; added definitions on Lost and No lost workday, Near miss accidents and Supplier Personnel; modified section Site Inspections/Corrective Actions (4.6 b); modified section Excavation and Trenching (5.10); added first aid and CPR requirement to Section 5.11 (vi); added Section 5.18 – Lightning Safety; Updated</p>	All	2 <sup>nd</sup> January 2020

## Table of Contents

### Page

1	Purpose.....	4
	• Never work on or in the vicinity of energized equipment unless qualified[5.7, d]; .....	5
	• Always have a lift plan when using cranes and hoists [5.9,e,i];.....	5
	• Never exceed speed limits or travel at speeds which are dangerous for the type of road, vehicle, or conditions [5.17,a,ii]; .....	5
	• Always wear seat belts when travelling in, or operating, motorvehicles [5.17,a,iv];.....	5
	• Never use a hand held phone or text while driving [5.17,a,iv]; and.....	5
	• Never work under the influence of alcohol or drugs [5.17, b,iii] .....	5
2	Scope .....	5
3	Definitions and Acronyms.....	5
4	Requirements for all Projects .....	8
	4.1 General Requirements.....	8
	4.2 Training and Qualifications .....	8
	4.3 Emergency Response.....	9
	4.4 Notification.....	9
	4.5 Pre-Job Risk Assessment.....	9
	4.6 Site Inspections/Corrective Actions.....	10
5	Programs & Specific Requirements .....	10
	5.1 Banned Substances .....	10
	5.2 Chemical Management .....	10
	5.3 Barricades, Signs, & Perimeter Guarding.....	11
	5.4 Confined Space Entry & Rescue .....	11
	5.5 Appropriate Dress & Personal Protective Equipment (“PPE”) .....	12
	5.6 Electrical Safety.....	12
	5.7 Overhead Power Lines.....	13
	5.8 Safe Operations of Mechanical & Electrical Equipment .....	14
	5.9 Crane Operation Requirements .....	14
	5.10 Excavation and Trenching .....	15
	5.11 Fall Protection, Tower Climbing, & Ladder Safety .....	16
	5.12 Elevated Work Restrictions.....	17
	5.13 Fire Protection .....	18
	5.14 Waste, Hazardous Waste & Contaminated Scrap .....	19
	5.15 Radio Frequency (“RF”) Safety .....	19
	5.16 Laser Safety .....	19
	5.17 Motor Vehicle Safety .....	20
	5.18 Lightning Safety .....	21
	a) During Lightning Storms.....	21
	b) After Thunderstorm with lightning strike.....	21
6.	The Subcontractor : Basel Network Solutions Pvt Ltd.....	22
7.	Refusal to work .....	22

## 1 Purpose

Basel Network Solutions Pvt.Ltd shall meet these Occupational, Health and Safety (“OHS”) requirements when conducting work under contract to or on behalf of any entities related to or affiliated with The subcontractor .These requirements do not supersede any other requirements, such as those described in applicable contracts between The subcontractor and the supplier or in the applicable national or local law and/or regulation, but are intended to enhance and complement them.

As part of the OHS Policy, and overall OHS Management System, The subcontractor requires that its Basel Network Solutions Pvt.Ltd:

Comply with all applicable OHS laws, regulations, and industry standards; and

Comply with all OHS requirements contained in the contract with the applicable The subcontractor Entity and this manual. In the event of a conflict between the terms and conditions of any such contract and this document, the terms and conditions of such contract shall prevail.

Basel Network Solutions Pvt.Ltd is responsible for the health and safety of their employees and for the safe and environmentally acceptable performance of their work. Nothing in this document is intended to alter that responsibility in any way, or to shift that responsibility, in whole or in part, to the subcontractor or its subsidiaries, or their respective customers.

This manual sets out The subcontractor’s OHS expectations from Basel Network Solutions Pvt.Ltd as defined in the scope and provides guidance in how these expectations can be met. All OHS documentation associated with the requirements of any work to be performed by a Subcontractor must be provided to the applicable the subcontractor Entity upon request.

The subcontractor has implemented a “zero tolerance” approach with respect to safety while performing work for us. Basel Network Solutions Pvt.Ltd is required to strictly observe legal safety requirements, any OHS requirements, and any mandated safety requirements of the end customer, without exception. This requirement extends to all levels of subcontracting done by it .Circumventing safety procedures and not utilizing safety equipment or personal protective equipment will not be tolerated. The consequences for Basel Network Solutions Pvt.Ltd and their employees that failing to observe safety requirements will be disciplinary in nature up to and including dismissal / termination. A breach of safety requirements will be deemed to be a breach of contract with the subcontractor.

Basel Network Solutions Pvt.Ltd shall ensure that OHS risks and hazards are properly assessed, appropriate controls put in place, and only competent, experienced and, if required, appropriately certified employees may perform certain specified activities [1].

The following 7 zero tolerance principles highlight the highest risk activities identified for the Telecommunications sector and for the Operations (driving, working at heights, and working in the proximity of electrical power).

- Always use personal protective equipment and fall arrest systems (Always wear approved harnesses/restraints when working at heights, attaching these devices 100% of the time.) [5.11,a];
- Never work on or in the vicinity of energized equipment unless qualified [5.7, d];
- Always have a lift plan when using cranes and hoists [5.9,e,i];
- Never exceed speed limits or travel at speeds which are dangerous for the type of road, vehicle, or conditions [5.17,a,ii];
- Always wear seat belts when travelling in, or operating, motor vehicles [5.17,a,iv];
- Never use a hand held phone or text while driving [5.17,a,iv]; and
- Never work under the influence of alcohol or drugs [5.17, b,iii].  
Basel Network Solutions Pvt.Ltd failure to comply with any clauses of this OHS manual including the above listed “ 7 Zero Tolerance Principles” and to require its Subcontractor “Basel Network Solutions Pvt.Ltd” to do so will constitute a material breach of Agreement. The subcontractor shall have the right to audit Basel Network Solutions Pvt.Ltd’ compliance with this section. Upon The subcontractor’s request, Basel Network Solutions Pvt.Ltd shall certify, in writing to the subcontractor, it’s commitment to and compliance with this section and the the subcontractor “Zero Tolerance Principles”.

## 2 Scope

The requirements outlined in this document apply to Basel Network Solutions Pvt.Ltd which has been hired to perform services and can be used as a guidance document for the services including, but not limited to, construction activities, equipment installation or de- installation, maintenance or repair activities, or managed services for or on behalf of any The subcontractor Entity.

## 3 Definitions and Acronyms

The following definitions apply to this document:

***The subcontractor Entity*** – The subcontractor or the the subcontractor Entity or Entities for which Basel Network solutions Pvt.Ltd is working.

***Authorized*** – Those people permitted in a work area by any the subcontractor Entity or Basel Network Solutions Pvt.Ltd because they are aware of the potential hazards and the precautions to be taken.

**CAS** – [Chemical Abstract Service](#) - The [CAS REGISTRY](#) is a database of chemical substance information in the world ([view current numbers](#)).

**Chemical** - Any solid, liquid, or gas that can be a hazard to employees or the environment under

normal conditions of use or in emergencies, as well as any material specifically regulated by import or export regulations. Consumer products are not included under this definition.

**Competent Person** – An individual who, by way of training and experience, is knowledgeable of applicable standards, capable of identifying workplace hazards or environmental aspects relating to the specific operation, designated by the employer, and has the authority to take appropriate actions.

**Confined Space** - An area that has limited or restricted means of entry or exit, is large enough for a person to enter and perform work, and is not designed for continuous occupancy. Such area may have an atmosphere that contains potentially harmful levels of a contaminant, may not have a safe oxygen level, or may cause engulfment.

**Critical Lift** - A critical lift is a hoisting or lifting operation that has been determined to present an increased level of risk beyond normal lifting operations, such as:

- The weight of the hoisted load approaches the crane's maximum capacity (70% to 90%).
- Two or more cranes simultaneously lift the same load.
- Personnel are being hoisted.
- Nonstandard or specially modified crane configurations are used.
- The crane is located inside a building.
- The lifting operation is within a boom length of power lines or over occupied areas such as buildings, sidewalks and roadways.
- High winds or other adverse environmental conditions are present

**Electronic Scrap** - .Electrical scrap refers to electronic equipment which has been discarded, become obsolete, ceased to function, is no longer wanted by its owner or for any other reason has become available for recycling or disposal. Electronic equipment means equipment that is dependent on electric current or electromagnetic fields in order to work and typically contains one or more printed circuit boards. It includes all components, subassemblies and consumables which are part of the product at the time of discarding and is a concern since components of such equipment may contain toxic materials and are not biodegradable

**Hazardous Energy** - Includes, but is not limited to, electrical, chemical, electromagnetic, pneumatic, mechanical, thermal, hydraulic, spring activation, and gravitational that could cause injury if released inadvertently.

**Hazardous Waste** - Materials deemed hazardous waste in the country of origin or generation, or by international convention or treaty, which are being discarded, sent off site for recycle/recovery, treated, or stored. Hazardous waste requires special handling as prescribed, mandated, and/or regulated by the country in which the material is being generated and/or the country to which it is being shipped for final disposition.

**Hot work** - Any work involving burning, welding, torch cutting, grinding where sparks are produced, soldering, or brazing in construction, maintenance and fabrication.

**Lost Workday Accidents** - It is an occupational injury or illness resulting in lost workdays. Lost workdays is the number of working days lost due to an occupational injury or illness, with a minimum of one full day lost beyond the day of the occupational accident. (The day of the occupational accident is not counted as a lost workday).

**No Lost Workday - No Lost Workday Incidents** is one or more of the following:

- Incidents which did not result in Lost Workday Accidents and for which first aid and/or medical treatment was administered.
- **Near Miss** – It is an incident that does not result in any business interruption, fatality, occupational injury or illness but had the potential to do so.

**Optical Fiber Communication Systems (OFCS)** - Class 1 laser systems that can be embedded with higher classes of lasers. There is no access to the embedded laser because of protective housings; therefore it is an enclosed system. During installation, test and maintenance, OFCS are considered unenclosed systems.

**Radio Frequency (RF)** - The form of electromagnetic emissions that may present an environmental or health impact from radio technologies and, more specifically, mobile telephony.

**Receive-only antenna** - is one that receives, but does not transmit, electromagnetic energy

**Service** - Any service provided to or on behalf of The subcontractor Entity that includes, but is not limited to, construction activities, equipment installation or de-installation, repair and maintenance activities, or managed services.

**Shall** - A requirement for compliance that must be followed.

**Should** - A recommendation that is not required, but would help to improve OHS performance.

**Safety Data Sheets** - is an important component of product stewardship and Occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. SDS formats can vary from source to source within a country depending on national requirements.

**Stand-off distances** - are distances that workers should maintain from potentially energized transmitting antennas to ensure that exposure to RF energy remains well below appropriate MPEs.

**Subcontractor** – Subcontracting is where the expected deliverables / deadlines are under the full responsibility of the subcontractor and where the subcontractor has no consideration (FCT16). It is a third party from whom the subcontractor Entity or Entities acquire services for internal use or resale to customers. The Subcontractor is sometimes referred to as a “contractor,” “supplier,” or “seller” when viewed from the perspective of an The subcontractor customer.

**Supplier Personnel** - Supplier Personnel includes, but is not limited to, Supplier’s direct, full time, part-time, temporary and contracted employees, consultants, Basel Network Solutions Pvt.Ltd and any other third parties hired or used by Supplier to provide the services or perform the work at

the subcontractor assigned work sites (“Supplier Personnel”).

**Tools** - All tools, equipment, and materials (“Tools”) including Personal Protective Equipment (“PPE”).

**Touch Potential** - It is the voltage between the energized object and the feet of a person in contact with the object. It is equal to the difference in voltage between the object (which is at a distance of 0 feet) and a point some distance away.

## 4 Requirements for all Projects

### 4.1 General Requirements

- As noted above in Section 1, the requirements set forth in this manual are the minimum expectation of all The subcontractor Entities. No The subcontractor Entity may make representations, guarantees, or warranties that these requirements, by themselves, represent appropriate safety practices as may be reasonable and customary in the industry, nor shall any statements by any The subcontractor Entity’s employees or agents be interpreted as making any such representation, guarantee, or warranty. Subcontractor remains liable for the safe performance of the work and the subcontractor Entity reserves all rights and does not waive any claims regarding the safe performance of the work.
- Basel Network Solutions Pvt.Ltd shall take all reasonable actions to prevent personal injuries and environmental incidents associated with the work to be performed.
- Basel Network Solutions Pvt.Ltd must designate an OHS representative who will be responsible for ensuring that OHS requirements are followed at all work sites including monitoring, inspection and supervision of next tier . Basel Network Solutions Pvt.Ltd may designate one of its Subcontractors ’ employees as the OHS Representative, but Basel Network Solutions Pvt Ltd will remain directly responsible for the OHS performance and compliance with this manual and all applicable laws and regulations. In short, compliance with this manual and all applicable laws and regulations, as well as any additional contractual obligations are non-delegable duties that must remain with Basel Network Solutions Pvt.Ltd directly contracting with the The subcontractor Entity.
- Basel Network Solutions Pvt.Ltd shall hold a safety briefing (daily tool box safety meeting) covering the precautions to take for that day’s work.
- Safe access and egress to the work site must be maintained at all times.

### 4.2 Training and Qualification.

- Basel Network Solutions Pvt.Ltd shall ensure that Subcontractor’s employees and the employees of Subcontractor’s Subcontractor, if any, receive appropriate training and instructions and are both competent and able to perform the work in a safe and environmentally acceptable manner.
- Basel Network Solutions Pvt.Ltd shall provide acceptable proof of qualifications, safety training or certifications for all such employees to the applicable The subcontractor Entity

For example – Certifications are required for Electricians, Riggers and Lift/Truck Operators.

### 4.3 Emergency Response

- Basel Network Solutions Pvt.Ltd shall immediately respond to emergency situations involving Subcontractor's personnel and those activities directly under the Subcontractor's control (including the control of any of the Subcontractor's Basel Network Solutions Pvt.Ltd) commensurate to the event.
- On any the subcontractor Entity premises, Basel Network Solutions Pvt.Ltd shall become familiar with and follow the appropriate local emergency response plan and notification procedures.
- On The subcontractor customer's premises, Basel Network Solutions Pvt.Ltd shall become familiar with and follow the emergency response plan and notification procedures prescribed by such customer.
- In the absence of a customer emergency response plan, Basel Network Solutions Pvt.Ltd shall develop and follow its own *Emergency Response Plan*, which plan shall include the appropriate on-site response to emergencies and the notification of the appropriate external authorities and emergency response personnel in a timely manner.
- The *Emergency Response Plan* shall address the actions to be taken by the it's personnel in response to fire, evacuations, accidents, injuries, work-induced illnesses and any other event that creates or could reasonably create an emergency situation.

### 4.4 Notification

- Basel Network Solutions Pvt.Ltd shall make all legally required accident notifications including "lost workday" and "No Lost Workday" accidents to the appropriate authorities and the subcontractor OHS Representatives within the time limits prescribed by such authorities.
- Basel Network Solutions Pvt.Ltd shall notify the applicable The subcontractor Entity representative as soon as reasonably possible after personal injuries, fatalities, environmental incidents, property damage or regulatory inspections, but only after the appropriate response actions, commensurate with the emergency, have been taken so that such notification does not, in any way, delay handling the emergency response time.
- Basel Network Solutions Pvt.Ltd shall work with The subcontractor local teams as required to ensure a complete investigation including root cause analysis with appropriate corresponding corrective actions and a written report (acceptable in any format).

### 4.5 Pre-Job Risk Assessment

- Prior to commencing services, Basel Network Solutions Pvt.Ltd shall conduct and document, with all involved parties, a pre-job risk assessment of the operations, facilities, and equipment applicable to the work to be performed.
- Basel Network Solutions Pvt.Ltd must promptly notify the applicable The subcontractor Entity representative of any defect, unsafe, unhealthful, or environmentally unsound condition.

that prevents or may prevent the proper performance of the Subcontractor following the pre-job risk assessment.

#### 4.6 Site Inspections/Corrective Actions

- Basel Network Solutions Pvt.Ltd shall conduct and document periodic site inspections to identify and correct any observed or potentially unsafe or environmentally unacceptable conditions.
- Documented periodic site inspections must be made available to the applicable subcontractor Entity or any of their representatives upon request. The Subcontractor shall promptly correct any observed or potentially hazardous conditions at the Subcontractor's expense if the condition is of their making and notify the subcontractor if the condition was not caused by the Subcontractor.

### 5 Programs & Specific Requirements

#### 5.1 Banned Substances

Basel Network Solutions Pvt.Ltd shall follow the subcontractor's minimum requirements on Banned/Restricted Materials as applicable to work being performed (*Reference: The subcontractor Banned Substances List*). The following substances shall not be used at any the subcontractor location or customer premises.

- a. Hexavalent chromium-containing water treatment chemicals (CAS# 15930-94-6, and others).
- b. Lead containing paint (CAS# 7439-92-1, and others).
- c. Asbestos (CAS# 1332-21-4 and others) / asbestos-containing materials.
- d. Polychlorinated biphenyls (PCBs) (CAS# 1336-36-3, and others).
- e. Chlorofluorocarbons (CFCs) *Note: CFCs may be used by individuals certified/licensed in accordance with applicable OHS laws and regulations as refrigerants for chillers or refrigeration systems that are original, integral components of existing facility equipment (e.g., cooling system refrigerant).*
- f. Organo-Tin compounds.
- g. Polychlorinated terphenyls (PCTs) (CAS# 61788-33-8)

#### 5.2 Chemical Management

- a. All chemicals used in the course of the work shall be included in the risk assessment.
- b. Basel Network Solutions Pvt.Ltd is responsible for ensuring that all users are properly trained in the safe use and disposal of any hazardous material or chemical involved in or related to the project.
- c. Chemicals and other hazardous materials must be properly labeled with the name of the chemical or material and its environmental, safety, and/or health hazards.
- d. Appropriate personal protective equipment shall be used when handling chemicals, including, but not limited to, hazardous materials or chemicals.
- e. Chemicals and other hazardous materials shall be properly stored according to the manufacturer's recommendations and any applicable law or regulation.

- f. Except for materials intended to be left as part of a project deliverable chemicals and other hazardous materials shall be removed from an The subcontractor Entity or customer premises upon completion of the work activities.
- g. Safety Data Sheets (“SDSs”) shall be readily available to the The subcontractor Entity and the individuals working on the site for any hazardous materials and chemicals as applicable and provided upon request.

### 5.3 Barricades, Signs, & Perimeter Guarding

- a. Signs and temporary guarding, such as cones, tape, and posting guards shall be used to warn individuals of potentially hazardous situations caused by or relating to the work being performed. Such work shall include, but not be limited to, excavation, trenching, electrical, building construction, tower erection or climbing, antenna installation, and cable work. All barricades shall be appropriate for the application, visible, legible, and able to withstand any adverse conditions present at the work site and comply with all applicable laws and regulations.
- b. If the work restricts traffic on a roadway, warnings such as signs, cones, flags, sign/traffic worker(s), or other means of communication as appropriate shall be provided. Proper precautions should be taken to communicate the restrictions and re-direct the traffic accordingly. The initial warning sign shall be located and maintained at least 300 meters, (1,000 feet), ahead of the work at all times. All applicable OHS work zone laws and regulations must be followed.

### 5.4 Confined Space Entry & Rescue

- a. Basel Network Solutions Pvt.Ltd shall establish and maintain a Confined Space Entry & Rescue Program if required to enter confined spaces.
- b. All confined spaces encountered during the course of the work shall be evaluated for hazards before entry is allowed. Classification of the space shall be documented (e.g., entry permit required) and enforced.
- c. Atmospheric monitoring shall be performed to detect hazardous atmospheric conditions in confined spaces (such as manholes and vaults) prior to entry and such monitoring shall be documented. These spaces shall be properly ventilated prior to and during entry in accordance with applicable OHS laws and regulations. One person shall stand guard outside the confined space whenever another person enters it, and shall be appropriately trained and ready to implement emergency procedures without putting themselves at risk in order to help that person if necessary. During a confined space entry, a mechanical means to extract a worker from the space must be available and in use in the event an emergency situation arises.
- d. No entry shall be allowed into a confined space that has an atmosphere that is immediately dangerous to life or health.

### 5.5 Appropriate Dress & Personal Protective Equipment (“PPE”)

Basel Network Solutions Pvt.Ltd is responsible for ensuring that PPE identified during the pre-job risk assessment is available to and worn by employees who will perform the work. Employees shall be appropriately trained in the proper use, maintenance and storage of PPE.

- e. Its employees shall dress appropriately for the work being performed.
- f. Safety glasses must include attached side shields and shall be worn whenever there is a potential eye hazard from flying objects or when specified as a requirement at the site (whether under the contract or by law or regulation governing the worksite).
- g. Appropriate footwear shall consist of, at a minimum, sturdy work boots or shoes. Note: Athletic shoes (e.g., sneakers) are not considered adequate work footwear.
- h. Steel-toe safety shoes may be required if identified in the risk assessment or if it is an onsite customer requirement.
- i. Hard hats shall be worn whenever there is a danger of being struck by falling objects, striking the head on a hard or sharp surface, or whenever it is an onsite customer requirement. Non-conductive hard hats shall be utilized when performing electrical work.
- j. Neckties, loose fitting clothing, chains, watchbands, rings, and earrings should not be worn when working near equipment with rotating parts.
- k. Metal jewelry should not be worn while working on “live” electrical equipment.
- l. Long hair should be appropriately restrained so it does not present a hazard from moving parts of equipment and machinery.
- m. Reflective vests shall be worn when working on or near public roads, railways, or highways and whenever high visibility is required.

### 5.6 Electrical Safety

- a. Basel Network Solutions Pvt.Ltd shall develop and follow its own Electrical Safety procedures for ensuring that any requirements applicable to the type of job being done are addressed in accordance with applicable OHS laws and regulations (i.e. training, certificates/licenses/permits, etc).
- b. Basel Network Solutions Pvt.Ltd procedures shall include steps for ensuring that equipment with hazardous energy is not inadvertently released while someone is working on it.
- c. Basel Network Solutions Pvt.Ltd shall provide evidence of the certification, either academic or issued by government or duly recognized institution as related to its electricians.
- d. Ground fault circuit interrupter (“GFCI”) [also known by the term, *residual current circuit breaker* or *ELCB (earth leakage circuit breaker)*] shall be used on all portable tools and equipment utilized on outdoor construction/installation sites or when requested by the customer. Low voltage tools or isolating transformers must be used if required by local regulations.

- e. Portable electrical hand tools shall be double-insulated or grounded.
- f. Extension cords shall not be damaged, taped, or repaired.
- g. Basel Network Solutions Pvt.Ltd shall not place any materials such that they limit access to electrical panels (ie.~1 meter or 36 inches) on any The subcontractor Entity's or any customer's premises.
- h. Electrically insulated tools, fire retardant clothing, or insulating matting may be required, depending on the job requirements and local regulations.
- i. Before commencing work, when possible, systems should be de-energized and appropriate lock-out/tag-out procedures followed.

### 5.7 Overhead Power Lines

- a. Basel Network Solutions Pvt.Ltd and its' employees shall exercise extreme caution when working with aerial lift devices, cranes, and other equipment that is operating near overhead electrical lines.
- b. Basel Network Solutions Pvt.Ltd' OHS Representative shall be made aware of any site-specific hazards such as voltage of electrical utility overhead power lines, adverse weather conditions, vehicle and pedestrian traffic, etc. No changes to work plans shall be made without the prior approval of the Subcontractor's OHS Representative.
- c. The work site shall be barricaded with appropriate signage and perimeter guarding in accordance with [Section 5.3](#).
- d. A minimum distance of 4.5 meters or 15 feet from electrical utility overhead power lines and un-insulated, exposed and energized parts (e.g., transformers and capacitors) shall be maintained at all times.
- e. An appropriate safe distance defined by the electrical utility company must be maintained.
- f. If the minimum distance listed above cannot be maintained, the Subcontractor's OHS Representative shall specify the appropriate procedures and precautions that may include:
  - 1. A pre-job meeting shall be held before each work shift to make sure all options to ensure safety are covered and that all personnel on the work site are informed as to the work safety plan and understand how to comply with it.
  - 2. The use of insulating gloves, blankets, or covers.
  - 3. An observer when equipment is within touch potential of exposed energized overhead lines.
- g. When the voltage of electrical utility overhead power lines (high voltage power line) is greater than 20,000 volts to ground, the electrical utility company shall be notified and requested to take appropriate protective measures. Any other necessary related actions as identified in the pre-job risk assessment must also be taken.

## 5.8 Safe Operations of Mechanical & Electrical Equipment

- a. Basel Network Solutions Pvt.Ltd shall instruct and train its employees in the safe operating procedures and hazards of all mechanical and electrical equipment. Training must be documented and conducted in accordance with applicable OHS laws and regulations.
- b. It shall provide evidence of the certification, either academic or issued by government or duly recognized institution as related to its Lift Truck Operators.
- c. All mechanical and electrical equipment shall be operated and maintained according to the manufacturer's recommendations.
- d. All mechanical and electrical equipment shall be inspected before each use. The equipment shall not be used unless it is found to be free of defects that would affect its safe use.

## 5.9 Crane Operation Requirements

- a. Crane operators must be trained and also licensed/certified in country, state and local jurisdictions where licensing/certification is required. Documentation of required training and licensing/certification shall be made available upon request.
- b. The crane operator shall inspect the crane, rigging and the area of the lift before commencing operation. Both daily and annual crane inspection documentation shall be made available upon request.
- c. Power lines
  - i. Take precautions to maintain clearance distances from power lines as required by country, state and local standards. The crane operator shall identify the work zone by demarcating boundaries (such as with flags, or a device such as a range limit device or range control warning device) and not operate the equipment past those boundaries.
  - ii. Equipment operations within minimum clearance distances of a power line are strictly prohibited except where the mobile crane supplier demonstrates that all country, state and local regulations are met.
- d. Communication
  - i. A pre-lift meeting shall be held so all parties involved in the lift, including crane operator(s), riggers, signal persons, employees on personnel lift platforms and supervisors have a thorough understanding of how communication will take place. A single person should be designated to direct all operations during the lift.
  - ii. A mobile crane supplier signal person shall be provided where:
    - o The load travel or the area at load placement is not in full view of the operator.
    - o When the equipment is traveling, the view in the direction of travel is obstructed.

- Due to site specific safety concerns, either the operator or the person handling the load determines it is necessary.
  - Signal persons shall be trained and documentation of that training shall be made available upon request.
- e. Lift Plan
- i. A lift plan must be written and available for critical lifts. Lift plans shall include items necessary to address the special conditions of each lift. These items shall include but not be limited to: the total weight to be lifted, crane placement location, required crane configuration, sling and rigging selection, and diagrams of lifting area dimensions.
- f. Personal Lifting Systems utilizing either suspended or boom-attached personnel platforms shall comply with country, state and local requirements for Personnel Lifting Systems
- i. A trial lift with the unoccupied personnel lift platform loaded at least to the anticipated lift weight must be made from ground level, or any other location where employees will enter the platform, to each location at which the platform is to be hoisted and positioned.
  - ii. Both daily and annual inspections of personnel lift platforms shall be made available upon request.
  - iii. Prepare and document a Personnel Lift Plan as required by country, state and local requirements.
- g. The crane's load chart must be available. The load chart specifies the rated (maximum) capacity of that machine for every permissible configuration as well as the machine's operational limitations and conditions necessary for safe operation.
- h. Loads are never to be hoisted or moved over workers within the crane's swing radius.
- i. The area within the swing radius of the crane's superstructure shall be barricaded.

#### **5.10 Excavation and Trenching**

- a. Basel Network Solutions Pvt.Ltd shall identify any potential hazards, including, but not limited to, the location of existing underground utilities, and obtain all required approvals before beginning any excavation, trenching, or other digging operations. This requirement includes following all of the applicable national, state, and local laws, including, but not limited to, any notice requirements and securing the services of location services.
- b. In the absence of national, state, or local laws or industry standards, the following shall apply to all excavations or trenches greater than 1.5 meters (5 feet) deep into which workers will enter shall:
  - i. The trench or excavation must be shored, sloped, braced, or otherwise supported to prevent cave-ins, unless the excavation is in stable rock.
  - ii. Ladders must be placed no more than 8 meters (25 feet) apart, for immediate egress.

- iii. Tools, machines, or excavated material must be placed no closer than 60 centimeters (2 feet) from the edge.
- iv. Adequate ventilation must be ensured when operating equipment with internal combustion engines.
- c. For Mechanical Trenching specific documented Safety Controls shall be developed and implemented to protect the ground employees working in close proximity to the Chain or Rock Wheel of the Trenching Equipment.
- d. For Horizontal Directional Drilling it is mandatory to understand and have knowledge of the locations of underground utilities.
  - i. A clear communication between the Crew Leader and Drilling Operators shall be established to avoid impacting existing utilities infrastructure.
  - ii. The crew shall adopt an electromagnetic tracking device to avoid disrupting existing utilities.
  - iii. Additionally, particular attention to pipe coupling and decoupling shall be implemented.
- e. Dropping Cable inside the piping is frequently performed with the assistance of Compressed Air; Safety directives on working with compressed air shall be documented and adopted by Subcontractor Crews performing this task.
- f. Appropriate warning signs, barricades, and other perimeter guarding shall be used to prevent workers and members of the public from falling into the excavation.
- g. If, during excavation, unknown materials are unearthed, the Subcontractor must stop the work immediately, notify their OHS representative, determine the nature of the materials, and take the appropriate measures to protect human health and the environment before proceeding. Measures taken must be in accordance with applicable OHS laws and regulations.

#### **5.11 Fall Protection, Tower Climbing, & Ladder Safety**

- a. Fall protection shall be utilized whenever workers are exposed to the potential of falling 2 meters (6 feet) or more to a lower level, when working above dangerous equipment, or operating certain equipment, unless otherwise prescribed in a national, state, or local law or regulation.
- b. Fall protection may be accomplished by using appropriately supported guardrails, parapets 1 meter (39 inches) or more high, safety nets, or personal fall arrest systems. Examples of jobs where fall protection shall be used includes, but is not limited to:
  - i. Tower climbing - *no free climbing is ever permitted*; 100% tie off is required at all times.
  - ii. Roof top work within 2 meters (6 feet) of an unprotected edge;
  - iii. Aerial lifts such as scissor lifts, boom lifts, and bucket trucks;
  - iv. Climbing unprotected (i.e. no protective cage), fixed ladders greater than 7 meters (20 feet) in length.

- c. Anyone found not wearing a personal fall arrest system where one is required shall be immediately removed from the work site. The Subcontractor site supervisor may also be removed from the project, depending on the circumstances.
- d. Where personal fall arrest systems are required, Basel Network Solutions Pvt Ltd shall provide:
  - i. A competent person on the work site who is able to recognize fall hazards and take necessary corrective actions;
  - ii. A full body harness, shock absorber, lanyard or lifeline, double-locking hardware, and other equipment suitable for the nature of the work;
  - iii. Training to all fall protection system users;
  - iv. Tower climbers with appropriate training and evidence on request (ie. training certificates, training rosters, etc). Contact an The subcontractor OHS Representative ( see [Appendix 1](#)) for a list of companies that offer tower climbing certification;
  - v. Inspection of Personal Fall Arrest System components prior to each day's use; defective equipment shall not be used; and
  - vi. A second person to be permanently available for surveillance and be able to call for emergency services in case of an accident. *Note: Personnel supporting such operations will be required to be certified in First Aid and CPR by a recognized training vendor.*
  - vii. An Emergency Action Plan applicable to the operation requiring the need to wear Fall Protection Equipment.

Climbing under adverse weather conditions such as rain, snow, wind, etc., shall be avoided unless an emergency exists.

- e. When using ladders, the following practices shall be followed:
  - i. All ladders shall be inspected and shall be in good condition prior to each use;
  - ii. Ladders must be nonconductive (wood, or fiberglass with a plastic top) if being used where the person on the ladder or the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors;
  - iii. Stepladders shall be used only in the fully opened, locked position;
  - iv. All ladder feet shall be positioned on secure, even surfaces; and
  - v. All employees that use ladders shall be instructed in the proper use of ladders.

#### 5.12 Elevated Work Restrictions

The Subcontractor shall engage only properly trained and certified climbers who are fully aware of and knowledgeable about the inherent danger of climbing or working above ground level, especially with regard to tower structures.

The climber's training and knowledge shall include

- i. The nature of fall hazards in the work area;
- ii. The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used;
- iii. The correct procedures for inspecting fall protection equipment for wear, damage, defect or deterioration;
- iv. Climbing safety procedures;
- v. The use and operation of the fall protection systems utilized by the Contractor/lower tier contractor;
- vi. The role of each employee in the safety monitoring system used;
- vii. The correct procedures for handling and storage of equipment and materials and the erection of overhead protection;
- viii. The role of employees in fall protection plans; and
- ix. The compatibility of fall protection equipment and fall protection systems

The performance of any Elevated Work by any subcontractor's or its lower tier contractor's employee's or agents (i) who have not made the above representations, and (ii) who have not been properly trained as qualified climbers in accordance with this subsection, shall constitute a material breach of this Agreement. Upon such material breach The subcontractor shall have the right to immediately terminate this Agreement and the subcontractor shall be liable to The subcontractor for any damages and costs it incurred as the result of said termination.

#### 5.13 Fire Protection

- a. Suitable fire extinguishers shall be available for work operations capable of starting a fire, such as welding, cutting torches, fuel powered machinery, cut-off saws, etc.
- b. Fire extinguishers should be inspected regularly and maintained and used as per manufacturer's recommendations and applicable OHS laws and regulations. Training in the use of fire extinguishers may be required by applicable OHS laws and regulations.
- c. Access to wall mounted fire extinguishers and fire alarm/pull stations shall be maintained and unobstructed.

Keeping fire doors open and disabling fire alarms/panels, smoke detectors, heat detectors and sprinkler systems is not permitted unless authorized by an The subcontractor and/or customer premises representative.

- d. A hot work permit system is required for hot work.

Compliance with applicable regulatory provisions.

#### 5.14 Waste, Hazardous Waste & Contaminated Scrap

- e. Waste generated on The subcontractor and customer premises must be managed in
- f. If the work being performed requires the applicable The subcontractor Entity to take ownership or arrange for the disposal of hazardous waste or electronic scrap, Subcontractor should contact the The subcontractor OHS representative (see [Appendix](#) for guidance in selecting The subcontractor approved waste/scrap processing facilities.

#### 5.15 Radio Frequency (“RF”) Safety

- A Basel Network Solutions Pvt.Ltd or its personnel shall have and maintain an RF Safety Program, including RF training, if workers are operating in an RF environment.
- B The pre-job risk assessment should include evaluating potential exposure to RF.
- g. Only trained workers may operate around transmitting antennas.
- h. Visually assess types and mounting location of transmitting antennas on operating site and identify transmitting antennas when possible, taking into account that there is no RF risk associated with “Receive Only” or non-operational antennas.
- i. Instructions on all RF warning signs/labels/placards must be obeyed.
- j. Whenever possible, never work directly in the compliance boundary or in front of an active antenna or within the “Stand-Off Distance.”
- k. If operations need to be performed within the compliance boundary, within the “Stand-Off Distance,” or on or in front of a transmitting antenna, request the customer to switch off transmission following the customer’s lock-out/tag-out procedures.
- l. If the above-mentioned lock-out/tag-out is not possible, a dosimetric assessment shall be performed to determine if the exposure can be maintained within allowable limits during the worker’s operation. The OHS Representative may allow the worker to operate under certain conditions provided exposure can be maintained within allowable limits recognized by applicable EH&S laws and regulations. This dosimetric assessment shall be made available to the applicable The subcontractor Entity on request.

#### 5.16 Laser Safety

- a. Basel Network Solutions Pvt.Ltd or its personnel shall have and maintain a Laser Safety Program, including Optical Fiber Communications Systems (OFCS) training, if workers are operating an OFCS.
- b. The Subcontractor should refer to the product installation guide as applicable to product.

## 5.17 Motor Vehicle Safety

- While driving motor vehicles on company business such as cars, off road vehicles or motorcycles, all Subcontractor employees operating vehicles shall

### *OHSMS MANUAL BY BASEL NETWORK SOLUTIONS PVT.LTD*

- a. Possess a valid driver's license.
  - a. Comply with all applicable local traffic laws and regulations;
  - b. Wear safety belts while driving or riding in a motor vehicle and ensure that all passengers wear safety belts (if provided for all seats)
  - c. Not use a mobile phone unless the vehicle is parked or in hands free mode where allowed by local laws.
  - d. Not engage in texting/messaging unless parked.
  - e. Not to drive a vehicle if fatigued, in order to prevent drowsy driving.
  - f. Not to transport passengers in the box of pick-up trucks
- b. And shall not drive a motor vehicle:
  - i. That is found to be potentially unsafe.
  - ii. That does not have all of the required documents on board.
  - iii. While under the influence of drugs or alcohol.
    - o With a medical condition or while taking medications that may impair driving.
- c. All supervisors of employees who drive motor vehicles on company business shall:
  - i. Ensure supervised employees are familiar with these Motor Vehicle Safety Provisions;
  - ii. Ensure that their supervised employees complete Driver Safety Training or local equivalent (if required by OHS laws and regulations) before driving on company business; Ensure drivers designated to operate regular or commercial vehicles requiring special training, license and/or medical surveillance applicable to vehicles size and use are up-to-date.
  - iii. Ensure all required vehicle documents are updated (e.g., vehicle registration and insurance) and on board.
  - iv. Ensure that all vehicles are preventively maintained according to the manufacturer's specifications, ensure that all deficiencies are corrected and keep

- d. All motor vehicles assigned or provided by ALU for a specific project that are being operated by Basel Network Solutions Pvt.Ltd shall be provided at least with the following safety features
  - i. Safety belts (front and back).
  - ii. Replacement tire, unless car is equipped with run flat tire.
  - iii. Jumper cables
1. Safety Signs (2 reflective triangles) in addition to whatever else may be required by local or country regulations.
2. Air bags as required by local or country regulations but as a minimum for both front seats.
3. Properly installed cargo barrier between passenger and equipment compartments (if vehicle used to transport tools and/or equipment).
4. A first aid kit and fire extinguisher (if locally required by transit or insurance requirements).
5. Valid insurance as required by law.

#### **5.18 Lightning Safety**

##### **a) During Lightning Storms**

- i. Keep away from antennas, masts, guy wires and all grounding and lightning protection equipment, including ground rods, during electrical storm activity.
- ii. Don't work on conductive materials such as electrical lines, tower structure or pipelines.
- iii. If in a vehicle, stay in the vehicle and until the lightning ends. Avoid touching metal or other surfaces in or outside the vehicle that conduct electricity.
- iv. If in a cell hut (BTS Shelter), stay in the hut until the lightning ends. Avoid touching metal or other surfaces inside the cell hut that conduct electricity.
- v. Climbers will not be allowed to access towers in adverse weather conditions, including lightning or rain.
- vi. Lightning tends to strike the highest electrically conductive object. Stay away from natural lightning rods such as tall, isolated trees and telecommunications towers in an open area or the top of a hill, and metal objects such as wire fences and metal tools

##### **b) After a Thunderstorm with Lightning Strike**

After the storm passes:

- i. Notify your supervisor or Site in Charge if you observed that lightning struck or damaged structures or equipment.

- ii. Once the thunderstorm and lightning have passed, you should wait at least 30 minutes before resuming work.

## 6 The Subcontractor :BASEL NETWORK SOLUTIONS PVT.LTD

Basel Network Solutions Pvt.Ltd shall inform the subcontractor when they in turn subcontract work out. They shall also use reasonable efforts to pre-qualify their Basel Network Solutions Pvt.Ltd at any tier. OHS performance requirements shall be considered in the selection criteria. Selection should be based

Upon acceptable responses. Once selected, the requirements outlined in this manual shall be communicated and the subcontractor's performance monitored and inspected on the job. Such documentation should be provided to the subcontractor upon request.

## 7. Refusal to work :

Employee' Right to Refuse Dangerous Work.

Worker is right to refuse to do a task is protected if all of the following conditions are met:

I. Where possible, employee have asked the employer to eliminate the danger, and the employer failed to do so; and

i. Employee refused to work in "good faith." This means that you must genuinely believe that a reasonable apprehension of death or serious injury exists; and

ii.A reasonable person would agree that there is a real danger of death or serious injury; and

iii.There isn't enough time, due to the urgency of the hazard, to get it corrected through regular enforcement channels.

Refusal to work: Steps:

i.Ask your employer to correct the hazard, or to assign other work;

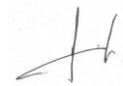
ii.Tell your employer that you won't perform the work unless and until the hazard is corrected; and

iii.Remain at the worksite until ordered to leave by your employer.



Prepared By- Sapan Kumar Barik

(OHS Manager)



Approved By-Abinash Mohanty

(Managing Director)

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