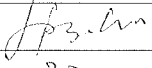
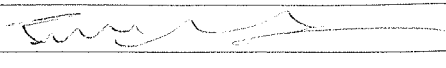


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Standard for "Vehicle & Driving" Safety

HZL, Udaipur

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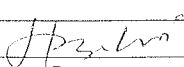
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Document Issue

Standard for Vehicle & Driving Safety is issued by the CSRPSC, on behalf of the Corporate Safety Council (CSC), HZL.

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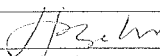
1. Scope and application:

The standard helps to assess and control the risk associated with vehicle operating / driving in Mine, Plant and general Road Transport activities and reduce them to the lowest practical level.

The standard is applicable to all vehicles and drivers on HZL operating company business including project sites. The standard also applies to vehicles and drivers working under direct contract and control of HZL businesses. This covers all LMVs, HMMVs, HEMM, lifting mobile equipment and two wheelers (other than mobile equipment moving on rail) operating for company business purpose in all areas of business units (underground, open pit and general surface areas), colony, company establishments and on the road outside unit premises.

Units shall be aware that local regulations may be imposed as per requirement which is not reflected in this standard. The most stringent requirement shall be applied. Units may also include other local standards and guidelines and nationally / regionally recognized industry standards when developing and implementing Units procedures and practices.

NO GO Criteria For acceptance of Vehicle for HZL Activity		
Sr No	Section	NO-GO Criteria
1	Seat Belt	Vehicle must have functional seat belt for all Seats.
2	Fitness	Any vehicle contracted to HZL should be certified for fitness on Roadworthiness
3	Tyre	All Vehicle must comply with HZL guidance on Tyre(Ref 5.2.8)
4	Tractor Trolley	No Tractor Trolley is permitted with in HZL plant premises for Business activity.
5	Retro Reflective Tape	Retro Reflective Tapes to enable easy identification at night.(Ref 5.2.14 with pictures)
6	Spark Arrester	Any vehicle entering into Hydrocarbon area must have installed with Spark Arrester as per government norms.
7	Run Protection	Side Run & Rear Run Protection should be available in HMMV
8	Third Axial	Empty truck can have lifted third axial but loaded truck should have third axial on ground with running condition.
9	Seat Belt	3 Point Contact type seat belt should be available
10	RC & Insurance Paper	Vehicle should have a valid RC copy along with Insurance Paper

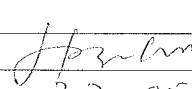
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NO GO Criteria For acceptance of vehicle or Driver for HZL Activity		
Sr No	Section	NO-GO Criteria
1	Seat Belt	Driver has to use seat belt at the time of driving
2	Medical Fitness of Driver	All Vehicle driver must have a medical fitness certificate confirming the parameters stipulated in HZL PME Procedure.
3	Defensive Driving	Driver and his assistant/helper should be trained in Defensive driving before deployed for the job.
4	Intake of Drugs & Alcohol	Drivers will not be allowed to drive vehicle found taking drugs/Alcohol
5	Haz-Chem Training	All Drivers carrying Hazardous chemicals and/or material possess a valid training certificate on Haz-Chem from state Government approved institute or agency(after completion of CMVR training driving licences will be issued by RTO)

Team Involvement -

Champion	Mr Sanjay K Khator	Unit Head RD Mines
Secretary	Mr Chandi Prasad Das	CSC-CPP
Zone-1	Mr Abhimanyu Singh Ranawat	DSC-Common
	Mr Anil Dewangan	DSC-CPP
	Mr B M Rathore	RD Mines
	Mr Kshitij Vishnoi	SK Projects
	Mrs Amrita Singh	SK Mines
	Mr Manoj Shah	DSC -Lead
Zone-2	Mr SK Agarwal	CSC-Pyro
	Mr Arun Singh	CSC-Hydro-2
	Mr Sumeet Karna	CSC-Hydro-1
	Mr Chandi Prasad Das	CSC-CPP
	Mr Ranjeet Kumar	CSC-Common
Zone-3	Mr Siba Prasad Panigrahi	RAM-UG
	Mr Vikas Kumar	RAM-OC
Zone-4	Mr Sazal	Zawar Mines(Project)
	Mr Himanshu Raghav	Zawar Mines
Zone-5	Mr Som Dutt	ZSD
	Mr Shailendra Singh	PMP
Zone-6	Ajay Mathur	RAM-Projects

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2. References:

Standards

- Vedanta Vehicles and Driving Safety Performance Standard
- Life Saving Rules (LSR)
- Vedanta Guidance Note GN07 (Risk Assessment)
- Traffic Standard, Rampura Agucha Underground mine, Zawar Mines
- Traffic Management and SOP RAM open pit operations.
- Standard Operating/Maintenance Procedure
- LMV operation, Rampura Agucha Underground mine, Zawar Mines
- Personnel Carrier Operation, Rampura Agucha Underground Mine, Zawar Mines
- Integrated Tool Carrier, Rampura Agucha Underground Mine, Zawar Mines
- Operating and maintenance manual by the OEM, SOP for tipping the dumpers

Other references:

- The MMR, 1961
- Motor vehicle act 1988
- Central Motor Vehicle Rules, 1989
- The Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2009
- Petroleum Rules & Explosive rules, CMVR 1989

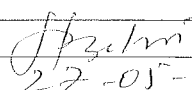
3. Management Leadership and Commitment

Line management has the responsibility to implement this standard.

Vehicle & Driving safety standard should include the following related areas to the risk associated with Vehicle & Driving and related operations.

Management shall:

- ❖ *Develop a Vehicle & Driving safety related standard operating procedure and traffic management plan in line with this standard at each location.*
- ❖ *Commit resources to implement a Vehicle & Driving safety management program and to adhere to this standard.*
- ❖ *Establish accountability for performance against specific safety goals and / or objectives.*
- ❖ *Check and verify (through internal audits) the degree of compliance with established Vehicle & Driving safety and practices and implement appropriate corrective actions.*

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- ❖ *Audit driving safety program compliance. Check compliance to the standard.*
- ❖ *Develop, as appropriate, and help ensure implementation of supplemental standards for business, function, or regional implementation of comprehensive safe driving practices*
- ❖ *Verify that appropriate safe driving training is offered to, and successfully completed by, all company drivers in their organization.*
- ❖ *Comply with applicable vehicle and driving laws and regulations in the country where traveling (For Drivers to follow).*
- ❖ *Complete safe driving training each calendar year as required based on driver category.*
- ❖ *Reaffirm safe driving techniques and methodologies with their respective organizations on an established frequency.*
- ❖ *Maintain and report appropriate metrics for safe driving to track compliance and to facilitate continuous improvement.*

Line management and company drivers are mutually responsible for avoiding potentially hazardous situations that may be created if company drivers operate motor vehicles for which additional training is indicated, or operate motor vehicles in locations that are unfamiliar or present unusual risks.

4. Definitions

Company – Hindustan Zinc limited (HZL),

Business: in the context of this standard, activities conducted by HZL or on behalf of HZL, via a company/ hired/ contractor or personal vehicle.

Driver: any employee/ or hired driver who operates a motor vehicle for the purpose of company business or operates a company vehicle for personal reasons.

Vehicle: Means any motor vehicle (owned, contracted, rented and leased). i.e., all LMVs, HMVs, HEMM, lifting mobile equipment and two wheelers

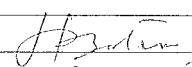
Vehicle custodian—a employee who is assigned a company vehicle or the vehicle operates in his/her jurisdiction and is accountable for the vehicle's safe operation and maintenance checks

Driver awareness training—training that provides an overview of the core elements of the Company safe driving program as it relates to driver responsibilities and behavior.

Duty Hours – the period of time that a Company employee is deemed to be on duty and/or is deemed to be engaged in Company business.

Daily Rest Period – the period of time that is allocated for a Company employee to take rest.

Heavy Vehicle- a vehicle that has kerb weight more than 3500 Kg.

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Light Duty Vehicle- a vehicle that has kerb weight not exceeding 3500 Kg.

Journey – the management system to ensure all applicable journeys are assessed, appropriately risk minimized (the distance and route followed from the start location to the end location).

Motor Vehicle Collision- one motor vehicle collides with another motor vehicle.

Motor Vehicle Accident – any motor vehicle collides with another motor vehicle, equipment or stationary object and where a person sustains some form of injury.

On Duty – a Company employee is officially engaged in Company business

Frequent driver—a driver who meets any of the following criteria:

- Is assigned a Company vehicle
- Uses a rental car on Company business 24 or more times a year

Motor vehicle—a **motorized vehicle designed and used to transport people and/or materials (e.g., an automobile or truck including SUVs, vans, minivans, various types of hybrid vehicles, HEMM, lifting mobile equipment and two wheelers)** **Personal vehicle**—a motor vehicle that is privately owned and operated by a Company employee and used on company business.

Rental vehicle—a motor vehicle obtained from rental car agencies for temporary use for Company business.

Lagging indicators— the line organization shall use IM to capture the number of motor vehicle collisions of recordable “company time” injuries and/or illness that occurred within the area of jurisdiction. Incident statistics that are reported, recorded, tracked and analyzed.

Leading indicators— The line organization shall track on a yearly basis, use the percent of drivers who have completed required driver training versus the actual target numbers. The line organization should also review the number of driving related near misses to determine any trends that should be evaluated. Non-loss and non-harm statistics that are reported, recorded, tracked and analyzed.

5. Standards/ guidelines

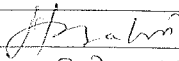
5.1 People

5.1.1 Vehicles and road safety awareness program

A vehicle and road safety awareness program must be in place for all employees, contractors and visitors covering site and local environments.

In order to spread awareness about road safety among the locals and the concerned drivers, awareness programs should be organized. Along with the awareness programs, boards should be displayed at various places in and outside the unit like Road Traffic rule awareness, Hazardous Material handling, etc.

One dedicated team (can be called as Road & Traffic Management team) need to prepared in each location which has to take care about the checking of Fitness of vehicles, Training of Drivers, ensuring medical checkup of drivers on periodic basis and documentation of all required data. This team should be educated enough to take care of inspection of vehicles and training to be imparted to drivers with In-house

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arrangements.

5.1.2 Training and induction program

Operators of all vehicles and mobile equipment and those driving in the areas of heavy equipment activity including open pit and underground operations must undergo induction and training covering the specific hazards pertaining to their role and must be authorized as competent.

This may include:

1. Safe Driving Skill (Competency check)
2. Defensive Driving Training
3. BTWC (Behind the wheel coaching) training
4. Equipment specific driving
5. Modern simulator driving training
6. Annual refresher training
7. Fatigue management

Re-assessment of the competence must be undertaken either annually or derived from a risk assessment for each vehicle type.

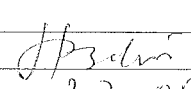
A separate induction program for the visitors and one time drivers should be prepared and displayed at the induction room.

Type of Vehicle	Film on Defensive driving	Defensive Driving Class Room Program (Every Year)	On Road Assessment (Every Year)	Responsibility
Company Owned/Leased/Self	Y	Y	Y	Site T&CB SC to plan and comply
Contractor's/Vendor/Logistic/RM Handling Drivers Regular Basis	Y	Y	Y	Site T&CB SC to plan and comply
Contractor's/Vendor/Logistics/RM Handling drivers on a non-regular basis	Y	N	N	Site T&CB SC to plan and comply
One Time/Market External	Y	N	N	Admin Dept.

5.1.3 Fitness to drive /Medical Check Up

Operators of mobile equipment / vehicles must be assessed and declared medically fit for their role.

Medical checkup of the operators/ drivers to be done as per HZL periodical medical examination (PME) standard (Annexure-1). If the driver feels that he is not fit to drive, he should ask for assistance and it is management's responsibility to provide an alternate driver. Scheduled checking of drivers' eyesight needs to

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be planned. The Checkup Matrix (below) must be followed by each driver. Pre-employment medical checks, including vision & hearing, must be carried out. Drivers need to write down their details with a declaration on white paper which will give idea of Basic Neurological Test (Behavioral type).

Type of Vehicle	Medical Examination including Eye Sight	Basic Neurological Test(Behavioural only)	Physical Deformity	Responsibility
<i>Company Own/Contractor Vehicle running with in plant premises</i>	Y	Y	Y	<i>Company Doctor</i>
<i>Contractor's/Vendor/Logistics/RM Handling</i>	Y	Y	Y	<i>Contractor/Vendor/Transporter shall arrange to produce medical certificate from recognized Doctor</i>
<i>One Time/Market External</i>	Y	N	Y	<i>Self-Declaration by Transporter and verified by Security</i>

The frequency of these tests and medical examinations will be on an annual basis irrespective to the age of the driver.

Driver Rejection Criteria on Medical Ground-

- ❖ Inadequate vision in terms of acuity, binocular vision, night vision and colour blindness.
- ❖ Physical disability affecting the safe operation of a vehicle
- ❖ High BP, uncontrolled diabetes, heart conditions

These tests have to cross either by Local Government medical Officer or by engaging appropriate third party team for the same purpose. **Over & above any location can add/delete no of medical tests for drivers as per the site requirement.**

5.1.4 System

A system must be in place to ensure that operators / drivers have a valid driving license (both by National / Regional transport authority and mine/ factory regulations as applicable); are subject to behavior based feedback; perform a pre-operation safety check; understand handling of emergency condition including tire changing of vehicle where ever applicable.

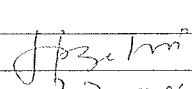
Behavior based feedback can be covered by conducting regular Safety Interactions (SI) on the drivers on the mine/ plant.

Site and job specific pre-operation safety checklists must be developed and followed. Site specific emergency crash and breakdown procedures must be developed and displayed on the site.

Night journey outside of city limits (on highways) is prohibited on four wheelers and two wheelers i.e., from 9pm to 5am. However, if required public transport may be used.

5.1.5 Fatigue Management

A system and procedures must be in place to manage operators / drivers fatigue by controlling through duty

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hours, overtime, providing for rest after certain continuous running. In order to minimize the effect of fatigue and tiredness, the following working hours are prescribed for drivers for highway driving. (Same should also be prescribed for driving in Plant Premises also).

No	Description	Outside premises	Inside Premises
1	Maximum Daily Driving Time	12 Hours	8 hours
2	Maximum Continuous Driving Time	3 Hours	4 Hours
3	Minimum Breaks during Driving	10 Minutes	15 Minutes
4	Working Week	Maximum Six Consecutive days	Maximum Six Consecutive days

Above standard is applicable for LMV & HVM drivers including Vehicles used for Official Use. HEMM Vehicle Operator has to follow Mine Act & Mines Rule.

5.1.6 Operators of vehicles with additional equipment

Persons operating any equipment associated with a vehicle such as cranes and winches must be suitably trained and accredited for the use of such equipment.

5.1.7 Influence of drugs and alcohol

A zero tolerance policy and procedures must be in place for driving a vehicle under the influence of alcohol, illicit drugs, prescription medicine that forbid driving.

Any drivers found driving a vehicle under the influence of alcohol, illicit drugs or prescription medicine that forbid driving should be dealt with HZL LSR consequence management procedure

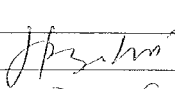
5.1.8 Use of mobile phones

A strict zero-tolerance policy must be in place for the operators / drivers texting, talking or reading a cell phone in a moving vehicle. Hands free sets like Bluetooth device or mobile in loudspeaker mode can be used during driving stage.

5.1.9 Use of PPE

Operators/ drivers shall use all mandatory job specific PPE as defined in the displayed PPE matrix. The mandatory PPE (Safety Shoe, Safety Helmet, and Goggle) must be kept inside the vehicle all the time. A standard quality crash helmet with wind screens shall be used for two wheeler drivers as well as for passengers.

5.2 General Areas

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5.2.1 Risk Assessment

A risk assessment shall be conducted as per Vedanta Guidance Note GN07 to identify the conditions and behavioral factors that impact vehicles and driving safety. The risk assessment must cover all aspects of vehicles and driving and will have up to date action plan in place to manage identified issues.

Risk assessment must include all traffic and pedestrian infrastructure and identify hazards and implement mitigation measures.

5.2.2 Vehicle selection and modification

Vehicle selection must be based on a risk assessment considering tasks, application and environmental conditions. For future vehicle selection, HZL standards should be followed.

Prior to any modification, the proper procedure of Management of Change (MOC) should be followed in order to get approval for the modification.

5.2.3 Light Vehicle

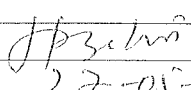
A vehicle that has kerb weight not exceeding 3500 Kg. This vehicle should have the equipment indicated below in these types of vehicles.

- Head restraints for all seats (rear middle seat not required).
- Head light, rear light and brake light in working condition.
- 3-Point contact type Seat belts for all front & rear seats.
- Wheel chocks(Not applicable for Car)
- Tyres in good condition.
- Fire extinguisher as per IS 15683 (1kg with metal type body) and First Aid Kit with all contents.
- Driver & passenger side mirrors.
- Fog lamp & Disabled Vehicle Marker (Warning Triangle)
- Spare wheel and tyre in good condition with Wheel changing Tool Kit.
- Retro reflective tapes should be placed on vehicle for better identification during night time
- Hand brake must be functional
- Vehicle should be equipped with ABS & Dual Air Bags(2no for each front seat)
- Side Seating type vehicle should not be used.

5.2.4 Heavy Vehicle (Expect HEMM)

A vehicle that has a kerb weight of more than 3500 kg. This vehicle should have the equipment indicated below in these types of vehicles.

- Rear and side under-run protection.
- Head light, rear light and brake light, side indicators in working condition.
- Wheel chocks (portable type of 2 no).
- 3-point contact Seat belts for all front & rear seats. Tyres in good condition.
- First Aid Kit with all contents.
- Driver & passenger side mirror. Hand brake in working condition.
- Fog lamp & Disabled Vehicle Marker (Warning Triangle)
- Spare wheel and tyre in good condition with Wheel changing Tool Kit..
- Retro reflective tapes on all sides of the vehicle for better identification during night time (Ref

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5.2.14).

- Fitted headboards that meet an approved design to prevent the load penetrating the cab in the event of a frontal impact or sudden stop on all flatbed articulated trailers (Optional).
- All flammable vehicles should have spark arrestors and dedicated 4kg (ISI mark) fire extinguisher.
- Tractor trolley completely banned in Plant premises. Only tractor with Auger is allowed for plantation purpose with approval from LH & with proper Risk Assessment.
- Brakes fitted to rear wheels activated from the cabinet only for all heavy vehicles with articulated trailers.
- Extra Axial with Tyres should be good condition. Empty vehicle can have their Axial in UP condition, but loaded vehicle should put all Axial in running condition.
- Hand brake must be functional.
- Buses should have Door stay close system which prevents from opening of Door when vehicle is at more than 5Km/Hr speed. Infra-Red photo sensor should be installed inside the buses near to door which has to sense the object (if someone come closer to that range) and DO-NOT operate the door.
- Should have 360 degree Roll-over protection and front impact protection for Drivers.

5.2.5 Transporter Selection Criteria

While selecting the transporter/ vendor the following points should be considered:

Selection criteria have to be processed through PQ methodology of CSM committee guidelines of Aarohan journey.

- *Number of vehicles owned*
- *Availability of exclusive safety coordinator (Heavy Vehicle)*
- *Experience in the industry*
- *Association with HZL Business*
- *Incident/accident data for last 3 years (Self declaration of transporter)*
- *Drivers Statutory Benefits*

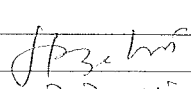
While firming up the contract, all above criteria, including serviceability of vehicles, age of the vehicle, statutory compliance, has to be incorporated.

5.2.6 Pre-operation safety check

Vehicles must be subject to an appropriate pre-operation safety check. Site specific checklists must be prepared and self-certification has to be done for vehicles by the Drivers/Vendors. Mandatory points vehicle Checklist is attached in Annexure-3.

5.2.7 Seat Belts

The driver and all passengers must wear their seat belts (3 Point) at all times. The driver should make sure that all the passengers are wearing the safety belts all the time. Any non-compliance should be dealt with by following the HZL LSR consequence management procedure. Some of the vehicles are having 2-point seat belts only. Each location has to specify those vehicles and made the updated list for reference.

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5.2.8 Condition of Tyres

The tread depth of all tyres including the spare shall not be less than 1.6 mm or below the tread wear indicator (TWI) embedded in tyres at the time of manufacturing. This applies to the whole area of the tyre. No re-treaded or remolded tyres shall be acceptable. Tyres (Including spare tyre) must be maintained at the correct operating pressure as per the standard prescribed by the vehicle manufacturer. Vehicle should be rejected if any deviation is found in these criteria for tyres. Vehicles with tyres that are in a poor condition must not be allowed into plant premises.

5.2.9 Hand brake and parking brake

The hand brake or parking brake shall be engaged before the driver leaves the driver seat of the motor vehicle.

5.2.10 Speed limit

Speed limits and traffic rules must be rigorously enforced and reviewed regularly. Site/location specific speed limit should be followed according to the traffic management plan. Speed limit sign boards shall be placed at appropriate places.

Over and above drivers has to follow the RTO defined speed limits (outside plant) at various points on Road.

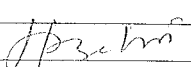
Speed of the vehicle shall be limited as prescribed on the road, however it should not exceed.

- 90 kmph - Light vehicles. Four lane road with median (dual carriage highways)
- 65 kmph – Light vehicles. On highways not having median (dual carriage)
- 50 kmph - For all tankers and articulated vehicles (viz., trailers) the limit is or lesser speed where indicated by road signage.
- 30 kmph –While driving near villages
- 120 Kmph – Light Vehicles. Express High Way.
- Inside the boundary of the sites/terminals/installations the applicable local speed limits as the local site rules to be followed.

Vehicle shall be driven at lower speed at hilly areas or during rainy/foggy conditions and negotiating blind spots as appropriate for the conditions.. Within plant all drivers has to follow the limit mentioned at various places (30 kmph).

5.2.11 Transportation of hazardous materials

Transportation of hazardous materials and dangerous goods must be done in accordance with the applicable laws and regulations. Endorsement on driving license is must. Special training needs to be imparted through Govt. certified institutes (driving licenses will be issued to the drivers only after this training) to the driver for the transport of the material in a safe manner from one location to another location. It should cover under CMVR 1989, PRE rules. Hazardous material shifting vehicle should follow the "The Hazard Waster management Rules 2009". Vehicle should have authorized third party (approved by HZL) certificate for Fitness of the vehicle to carry the hazardous material from one place to other. **Driver Should have TREM (Transport Emergency Card-Road) card along with him for handling of hazardous material through Road.**

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5.2.12 Traffic management plan

A site-based traffic management plan must be in place that includes but is not limited to:

- ✓ Setting appropriate speed limits;
- ✓ Overtaking protocols;
- ✓ Rules for hazardous or restricted areas;
- ✓ Minimum safe distances between moving vehicles;
- ✓ Installation of road safety signs; Zebra crossing, speed breakers etc.;
- ✓ Demarcation of pedestrian walkways;
- ✓ Parking provisions.
- ✓ Location of rescue chambers/ escape ways and fresh air bases in case of underground mines.

5.2.13 Wheel Chocks

Wheel chokes **should be applied to parked vehicles on operating sites**. Standard operating procedure (SOP) must ensure the use of wheel chocks for HMV. Wheel chocks are mandatory where parked vehicles can move without a hand brake, or due to a defective hand brake, or when a vehicle is not in gear.. A vehicle shall have at least 2 wheel chocks.

The parking area should be equipped with an engineering solution (alternate solution) to accommodate HMV, LMV, taxis, etc. The drivers of personal vehicles must apply the hand brake when parking in plant premises. Emergency vehicles (fire tender, ambulance, etc.), should have only one chock on the wheel on the driver's side of the vehicle.

5.2.14 Mandatory features of a vehicle:

Vehicles must be fitted with the following minimum features and be reviewed periodically as appropriate for the purpose:

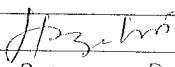
- ✓ Fixed seats and 3-point contact retractable safety belts for driver and all passengers, unless a risk assessment specifies otherwise;
- ✓ A speedometer; reverse horn, back light, alarming light, both side mirrors in addition to others as per site specific requirements.
- ✓ Drivers air bag and passengers air bag if available as a manufacturer fitted item for Cars.
- ✓ Appropriate portable fire extinguisher (IS 15683), first aid kit, high visibility jackets and emergency road side triangles, spare wheel and tire along with wheel changing tool kit;
- ✓ Reflective tape should be considered for the front and rear of the vehicles to enhance visibility at night;
- ✓ Vehicles working within operational (plant or mine) boundaries must have an audible reversing alarm and audible / visible systems alerting vehicle movement as required by the vehicle risk assessment.

Vehicles should not have:

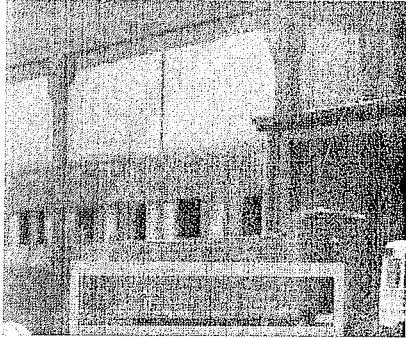
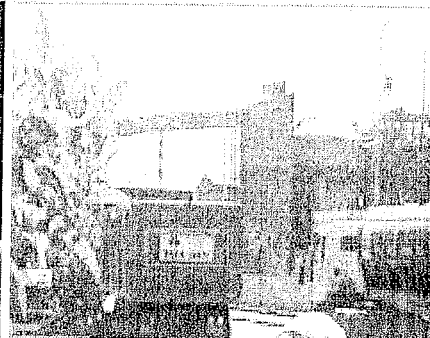
- ✓ Seating that is side mounted except LHD, small dumper Passenger Carrier (PC) and ambulance.
- ✓ Externally mounted fuel containers or carrier.

However a risk assessment must be conducted prior to the approval of any exceptions.

Reflector Strip Location as per RTO for HMV-

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Truck Side View

Truck Back side View

Bus Side & back side view

5.2.15 Vehicle tracking systems:

Consideration should be given to the inclusion of IVMS (In Vehicle Monitoring System) or GPS devices to monitor and provide feedback on driver behavior. Site specific tracking through GPS to be done until the implementation of a centralized GPS system across HZL.

5.2.16 Parking Area:

There must be provision made for parking, depending upon size and number of vehicles at parking sites. Parking areas for Two Wheelers, LMV, HMV and HEMM shall be separated with different entry and exit points. The parking areas shall be equipped with an adequate pathway for pedestrians. The parking shall have proper marking and illumination. Parking bays may be engineered so as to provide for fixed/permanent wheel chocking. All type of Vehicles should be parked in Reverse condition at all parking area.

5.2.17 Refueling:

Refueling must be done as per the site specific SOPs. When refueling, a vehicle operator must:

- ✓ Put the motor vehicle in park (or in gear if manual transmission), turn off the motor vehicle engine, set the parking brake and disable or turn off any auxiliary sources of ignition (e.g., a camper or trailer heater, cooking units, or pilot lights).
- ✓ Don't use mobile, Don't smoke, light matches or use lighters while refueling at the pump or when using gasoline anywhere else.
- ✓ Use only the refueling latch provided on the fuel dispenser nozzle.
- ✓ Not reenter the motor vehicle during refueling. If reentering the motor vehicle cannot be avoided, any static buildup should be discharged before reaching for the nozzle by touching something metal (e.g., the motor vehicle door) away from the nozzle with a bare hand.
- ✓ Never force the refueling latch on the nozzle into the open position.
- ✓ Leave the nozzle in the fill pipe and back away from the motor vehicle. In the unlikely event that a static-induced fire occurs while refueling, the station attendant should be notified immediately.

Manual filling should be discouraged at site, but under circumstances / special cases a suitable container, funnel or hand operated pump must be used with all safety precautions after proper risk assessment.

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5.2.18 Inflation / change of tires:

Inflation and change of front tires must be done as per site specific SOP. Proper tools and tackles must be used with proper procedure. Driver / operator must know and apply the pressure as recommended by the OEM. A display board should be in place of work shop area showing all vehicle tire pressure ratings. If any Rear tyre get damaged for HVM vehicle then it has to be taken out of plant premises and get it repaired their itself (for one time vehicles).

5.2.19 Preventive maintenance

A formal inspection and preventive maintenance system must be in place to ensure that vehicles are maintained in a safe and road worthy condition.

5.2.20 Breakdown maintenance

If any LMV is having breakdown inside plant premises then Toeing vehicle (with all valid documents & permission from respective Unit Head) should take it out from the plant premises. For HVM, if Toeing is not possible then required technician need to take one day training and then only though service engineer gate pass he can start the job. Before starting of Job, permit need to be taken from that Area respective owner and vehicle can be repaired.

5.2.21 Local laws & regulations

All Vehicles must comply with local laws and regulations, particularly as these apply to transport of hazardous material category.

5.2.22 Loading of vehicles:

All vehicles shall be loaded as per norms and designed capacity. Overloading should be strictly prohibited. All vehicles including passenger vehicles must comply with government authority rules/ regulations.

5.2.23 Personal vehicles (refer to HR for guidelines)

Personal vehicles used for company business work shall comply with the same provisions as above and shall be operated as per company policy. Self-declaration form(same as LMV criteria)hould be submitted by the employee before usage of the vehicle for Office use. Random sample checks will be done by Team (will be working for each location) in every month after getting the declaration forms. If any deviation will be found then vehicle will be banned for further use till submission of rectification certificate from the service center. Location has to take appropriate action on the Employee for sharing of wrong information or violation of Vehicle & Driving standard rules.

5.2.24 Lagging indicators

The line organization shall use IM to capture the number of motor vehicle collisions of recordable "company time" injuries and/or illness that occurred within the area of jurisdiction. Employees have to report outside

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Sign.	<i>J. B. Linn</i>
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plant premises incidents(happened to them during official tour) also so that others can take learning from that incident.

5.2.25 Leading indicators

The line organization shall develop and track on a yearly basis, appropriate leading indicators. This may include the percent of drivers who have completed the required driver training versus the actual target numbers. The line organization should also review the number of driving related near misses to determine any trends that should be evaluated. The number of inspections carried out against the number of vehicles in operation. The number of parking and traffic audits carried out and the results of such audits.

6. Management systems:

6.1 Support resources

The periodic training sessions, road safety awareness programs and medical fitness examinations should be conducted by relevant internal or external agencies.

6.2 Management records

Records shall be retained in compliance with the Corporate Records and Information Management Policy. An exception to the policy is that the safe driving audit and driver training records shall be maintained for the current year plus three years.

6.3 Audits

Businesses and functions shall audit compliance with this standard at least annually as part of their first-party audit program. First-party audits shall also address local laws and regulations relative to driving safety.

6.4 Standard renewal process

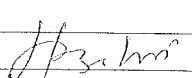
This Standard shall be reviewed and revised as necessary, at a minimum, not later than five years from the date of the last revision.

6.5 Deviation process

Deviations must be documented and documentation must include the relevant facts supporting the deviation decision.

Deviation authorization must be renewed periodically and no less frequently than every three years. *Emergency deviations must be authorized by the site manager when, as a result of an unforeseen event or situation, there is inadequate time to process a formal deviation. Emergency deviations shall be authorized only where it is not feasible to comply with a requirement in this standard.*

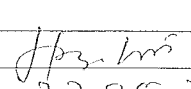
Emergency deviations shall be short in duration, not to exceed the time to perform the task at hand.

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Annexure -1 (Medical Test to be conducted)

Sr. No	Medical Test To Be Conducted For Drivers
1	Vision with Colour Blindness
2	Blood Pressure
3	Physical Deformity
4	Blood Test
5	Urine Test
6	Basic Neurological Test(Behavioral only)
7	ECG

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Date	27.05-2016.



**HINDUSTAN ZINC LIMITED
VEHICLE CHECK SHEET**



HINDUSTAN ZINC LIMITED

HEMM OPERATOR CHECK SHEET

Date : _____ Shift : _____

Operator Name : _____

Hours Meter Start : _____ Hours Meter End : _____

Machine Type & Number : _____ Machine Location : _____

Ensure that all boxes are marked, e.g. ✓ for OK, ✖ defect found. Put N/A as appropriate.

Sr.No.	What are you inspecting?	Good	Need Repair	N/A	Defect / Any Remark
1	Tires or tracks				
2	Fuel Level and Fuel Leaks				
3	Hydraulic oil Level				
4	Hose condition				
5	Oil/lube leaks				
6	Cab, mirrors, seat, seat belt and glass				
7	Operation Levers & Controls				
8	Horn and gauges				
9	Lights				
10	Turn signals (Indicators)				
11	Backup lights and alarm				
12	Brake condition (dynamic service, park, etc.)				
13	Fire extinguisher condition				
14	Auto Fire System Condition				
15	Engine oil Level				
16	Transmission fluid Level				
17	Brake fluid Level/ Hammer & gear oil level (for drill machine)				
18	Cooling system fluid Level				
19	Windshield wipers and fluid				
20	Coupling devices and connectors				
21	Exhaust system				
22	Blade/Boom/Ripper/tooth/bit, pull down chain (for drill machine) condition				
23	Ground engaging attachments				
24	Frame, ladder(s) and walkway				
25	Hand grabs and steps				
26	Power cable and/or hoist cable				
27	Steering (standard and emergency)				
28	Battery Condition				
29	Air Conditioner				
30	Machine House Keeping				
31	Others				
	a) Log Book				
	b) First Aid Box				
	c) Stoppers/Wheel chock X 2				
	d) Driver license available with appropriate validation.				
	e) LSR Compliance				

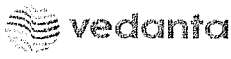
A Prestart Check List **MUST** be completed at the beginning of **EVERY** shift or before operating other machine during the shift.

Note: These are intended as a minimum standard and should not over-ride specific machine and site requirement.

Other Faults :	Operator's Signature :
(This sheet to be passed to supervisor once completed)	

Any Faults found not listed in the above categories and affects the safe operation of the machine must be reported to the supervisor immediately.

J. P. Singh



हिंदुस्तान जिंक लिमिटेड वाहन चेकलिस्ट



HINDUSTAN ZINC LIMITED

एचईएमएम (HEMM) या भारी वाहन डेली ऑपरेटर चेकलिस्ट

तारीख :	पाली :				
ऑपरेटर का नाम :					
घंटे मीटर प्रारंभ :	घंटे मीटर समाप्ति :				
मशीन के प्रकार और संख्या :	मशीन की स्थिति :				
सुनिश्चित करें कि सभी बक्स चिह्नित कर रहे हैं, जैसे कि ✓ ठीक है के लिए, पाया defect। बाहर के रूप में उपयुक्त एन / ए।					
क्रम सं	आप क्या निरीक्षण कर रहे हैं?	अच्छा	मरम्मत की जरूरत	एन / ए	दोष / टिप्पणी
1	टायर या पटरियों				
2	ईंधन स्तर और ईंधन लीक				
3	हाइड्रोलिक तेल के स्तर				
4	होज़ हालत				
5	तेल / लुब लीक				
6	केबिन, दर्पण, सीट, सीट बेल्ट और गिलास				
7	परिचालन लीवर एवं नियंत्रक				
8	हार्न और गोज				
9	लाइट्स				
10	दिशा संकेतक (Indicators)				
11	बैकअप लाइट्स और अलार्म				
12	ब्रेक हालत				
13	आग बुझाने का यंत्र की हालत				
14	ऑटो आग प्रणाली हालत (AFSS)				
15	इंजन आयल लेवल				
16	ट्रांसमिशन द्रव स्तर				
17	ब्रेक द्रव स्तर / हैमर और गियर तेल के स्तर (ड्रिल मशीन के लिए)				
18	शीतलन प्रणाली द्रव स्तर				
19	विंडशील्ड वाइपर और तरल पदार्थ स्तर				
20	युग्मन(कप्लिंग) उपकरणों और कनेक्टर्स				
21	निकास(इग्जस्ट) तंत्र				
22	ब्लेड / बूम / रीपर / टूथ / बिट हालत				
23	ग्राउंड आकर्षक(एन्गेजिंग) संलग्नक(अटैचमेंट)				
24	फ्रेम, सीढ़ी और रास्ता				
25	हाथ पकड़ और कदम				
26	पावर केबल और / या फहराने केबल				
27	स्टीयरिंग (मानक और आपातकालीन)				
28	बैटरी की स्थिति				
29	एयर कंडीशनर				
30	मशीन हाउसकीपिंग				
	अन्य				
31	a) लॉग बुक				
	b) प्राथमिक उपचार पेट्री				
	c) स्टापर / व्हील चाक X 2				
	d) घालक उचित सत्यापन के साथ उपलब्ध लाइसेंस।				
	e) एलएसआर (LSR) अनुपालन				
पूर्व प्रारंभ चेकलिस्ट हर बदलाव की शुरुआत में या अन्य पारी के दौरान मशीन के संचालन से पहले पूरा किया जाना चाहिए।					
नोट: ये एक न्यूनतम मानक के रूप में हैं और विशेष मशीन और साइट आवश्यकता का उल्लंघन नहीं करना चाहिए।					
अन्य दोष :	ऑपरेटर हस्ताक्षर :				
	(इस शीट को एक बार पूरा करने के लिए पर्यवेक्षक को पारित किया जाना है)				
कोई दोष उपरोक्त श्रेणियों में सूचीबद्ध नहीं है और मशीन के सुरक्षित संचालन को प्रभावित करता है, तुरंत पर्यवेक्षक को सूचित किया जाना चाहिए।					

[Handwritten Signature]



HINDUSTAN ZINC LIMITED VEHICLE CHECK SHEET



INSPECTION CHECK SHEET FOR COMMERCIAL VEHICLES & DRIVERS

MANDATORY PERSONAL PROTECTIVE EQUIPMENTS

			YES	NO
1	Helmet	Driver must have quality helmet with chin strip		
2	Safety Shoes	Driver must have quality Safety Shoes		
3	High Visibility Reflective Jacket	Driver must wear Reflective Jacket		
4	Three Point Seat Belt	Vehicle must have three point seat belt (retractable) and driver must wear while drive		

SITE SPECIFIC PERSONAL PROTECTIVE EQUIPMENTS

			YES	NO
1	Safety Goggles	Driver must have if required at site		
2	Dust Mask	Driver must have specific Dust Mask at per site requirement		
3	Safety Belt	Driver must use Safety belt as per site requirement		
4	Ear plug OR Ear Muff	Driver must have Ear Plug/Ear Muff as per site requirement		

EMERGENCY PERSONAL PROTECTIVE EQUIPMENTS

			YES	NO
1	Hand Gloves	Driver must have hand gloves for emergency period		
2	Acid Proof Suit	Driver must have Acid Proof suit in Acid Tanker		
3	Gum Shoes	Driver must have Gum Shoes in Acid Tanker		
4	First Aid Kit	Driver must have First Aid Kit in vehicle		
5	Fire Extinguisher	Driver must have specific Fire Extinguisher		
6	Warning Triangle	Driver must have warning Triangle on vehicle for emergency stop		

MANDATORY SIGNS, EQUIPMENTS AND DOCUMENTS

			YES	NO
1	GPS	Acid tanker must have GPS while entering to plant		
2	Hazchem	Acid Tanker must have Hazchem sign on tanker (on three side)		
3	Third Party Tanker/Vessel fitness certificate	Acid Tanker and Bulkers must have third party fitness certificate		
4	MSDS	Hazardous carrying vehicle must have MSDS in vehicle and driver should aware about that		
5	TREM Card	TREM (Transport Emergency) card as per Central Motor Vehicles Rules, 1989		
6	Hazardous Material Handling Licence	Driver must have Hazardous Material Handling Licence for drive the vehicle		

VEHICLE CONDITION AND ROADWORTHINESS

			YES	NO
1	Front, Rear and Indicator Lights	Vehicle must have both side indicator in workable condition		
2	Side and Warning lights	Vehicle must have lights in workable condition		
3	Mud Guards	Vehicle must be fitted with Mud Guards and Mud flaps		
4	Tyre Inflation condition and tread	Vehicle must have good condition tyre and no re-treated or remoulded tyres		
5	Reverse Horn	Vehicle must have reverse horn in audible condition		
6	Wind shield condition	Vehicle wind shield condition must be proper		
7	Wipers	Vehicle must have wipers in workable condition		
8	Right and Left Mirrors for rear view	Vehicle must have mirrors in both side for rear view		
9	Hand Brake	Vehicle must have hand brake in workable condition		
10	Pressure Gauge and Safety valve	Vehicle must have proper pressure gauge and safety valves		
11	Third Excel	Vehicle must have Third Excel with proper tyre as per company design		
12	Reflective Strips	Vehicle must have reflective strips on all side for easy identification at night		
13	Under run protection	Vehicle must have rear and side under-run protection		
14	Wheel Chocks	Vehicle must have at least two wheel chocks		

DOCUMENTS IN THE VEHICLE

		Number
1	Certificate of Registration	
2	Certificate of Insurance	
3	Certificate of Taxation	
4	Certificate of Pollution under control	
5	Certificate of Fitness and Permit from the local transport authorities	
6	Certificate of Third Party fitness for Acid tanker and Bulker with validity of maximum 6 months	
7	Driving license as per the type and class of vehicle	
8	Driving license of Hazardous material / Explosive handling	
9	Driver medical certificate	
10	Emergency contact numbers as applicable to the area of operation	

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