



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Mechanical Engineering Department, Office of the VC & MD,
RTC House, Vijayawada -520013

No: OP2/735(01)/2023-MED

CIRCULAR NO: 09/2023-MED, Dt.06.06.2023

Sub:- **SAFETY** — Safety measures to be taken at Depot Garages and workshops - Certain Instructions issued - Reg.

- Ref:1) Circular No.18/2008-MED, Dt.29-07-2008.
2) Circular No.05/2021-MED, Dt.16-08-2021.
3) Circular No.03/2022-MED, Dt.25.03.2022.

Clear circular instructions were issued to the Depots vide reference cited, not to allow unauthorized persons other than parking drivers to drive the vehicles inside the Depot premises.

Despite such standing instructions and issuing guidelines from time to time, even now and then accidents are taking place in Depot garages and Workshops causing either loss of life or injuries to workmen. In most of the cases, the incidents are occurring due to negligence in taking proper precautionary measures.

On 02.05.2023, during night shift, one such unfortunate incident took place in the garage of Chilakaluripet Depot of Palnadu District, wherein one Asst. Mechanic Sri S.Lakshmaiah performing night duty was hit by the bus no. AP03Z-0152 driven by Mechanic Sri. R.G.Sharma without noticing him while driving the vehicle from washing bay to Maintenance pit and succumbed to injuries. The vehicle was driven by the Mechanic even though 3 parking drivers were available during the night shift.

Further, Sri R.G.Sarma, Mechanic drove the vehicle from washing bay to maintenance pit on his own without the instructions of any of the Supervisor and failed to observe the movement of other staff in the garage.

Safety of the workmen must be our prime concern while carrying out day to day maintenance works at depots and workshops. In this regard, several instructions were issued through various circulars/letters, for implementation in order to ensure the safety in the Garage.

It is the primary responsibility of Field Managers and Maintenance Supervisors to ensure safe working environment at Depots and Workshops. In order to avoid any such unfortunate incidents in future, the following instructions are once again reiterated for strict compliance:

- 1) To **Paint Zebra lines with fluorescent paint** segregating the Walk-ways Inside the Depot premises to avert accidents.
- 2) Depot Managers shall interact regularly with the staff working in the Depot garages including Outsourced persons and educate them on the precautionary measures to be taken while working in the Depot premises and not to use mobiles while on-duty.
- 3) Utmost care shall be taken while moving the vehicles in & out of the maintenance pits duly ensuring that no one is staying inside / nearby pits at the time of passing vehicles.
- 4) **While moving the vehicles out of the maintenance pit, it must be ensured that the driver shall move the vehicle only on receiving the signal from either the mechanic or his assistant.**
- 5) It must be ensured that the vehicle stoppers are used when the bus is parked either on the pit or on the level floor while attending maintenance/Repairs. Every mechanical/garage staff shall be educated in this regard.
- 6) Where ever reversible pits are provided in garages, it must be ensured that permanent strong concrete stoppers of required height are provided to prevent accidental movement of the vehicle beyond the front end of the maintenance Pit.
- 7) Whenever the vehicles are reversed from reversible maintenance pits and also in garage yard, sufficient care shall be taken by alerting the workmen about the reversal of the vehicle and one person should give signals for reversal to ensure that no person should come in the rear position of the vehicle.
- 8) Carrying out repairs to the vehicle like changing of H/L bulbs, focus adjustment, Doors/panel work etc by the Electricians, Coach Builders and others on the Maintenance pits is very much dangerous. Such works shall be taken up by keeping the vehicle in a safe place only.
- 9) The flooring and the steps in the maintenance pits must be regularly cleaned thoroughly and shall be free from Oil, Grease and Muck.
- 10) The workmen shall be educated to clear all the removed parts, sub-assemblies, units and tools from the workplace and also from areas adjoining the pits immediately after completion of work.
- 11) **In most of the Depots, providing parking drivers on outsourcing is also part of the contract for washing and sweeping of buses. It must be ensured that only drivers with a valid heavy vehicle driving license, good driving habits and physically in a fit condition are engaged for parking duties.**
- 12) Only Mechanics and persons holding valid Driving licenses shall drive the vehicles in the garage premises.

- 13) **Unauthorized driving of vehicles shall be curbed completely by strict enforcement of discipline by the Supervisors and Managers. The vehicles shall not be driven under any circumstance by unauthorized persons.**
- 14) The speed limit within the garage shall not exceed 5 KMPH and the same shall be exhibited at all conspicuous places.
- 15) Haphazard parking of vehicles in the yard and working area shall never be allowed.
- 16) Parking Brake shall invariably applied whenever vehicle is parked in the garage.
- 17) **Vehicles shall be properly supported with suitable vehicle stands at the time of mounting & dismounting of Wheels, Springs, Axles etc., and they should be removed only after completion of work. Required number of vehicles stands shall be procured if necessary.**
- 18) The Jacks used for lifting the vehicle shall be maintained in good condition. Especially the hydraulic jacks must be ensured without leakage.
- 19) Scrap/ stabled vehicles shall be mounted securely on proper stands which are sturdy enough to avoid falling off.
- 20) Adequate precautions shall be taken while mounting the tyre on the wheel disc and locked to the disc with flange and lock ring so that the lock ring does not get loosened and goes up due to spring action.
- 21) Removing the radiator caps as soon as the vehicle is brought on to maintenance pit causes spillage of hot coolant on to the maintenance staff which may result in injuries. The present cooling system of all vehicles is provided with no loss coolant system & there is no need to top up the coolant daily unless there is a considerable leakage in cooling system. Maintenance staff shall be educated accordingly.
- 22) Instances are being noticed that Drivers are opening the radiator caps whenever overheating/ boiling complaint is observed enroute due to which they are receiving burning injuries. Hence Drivers shall be educated not to open the radiator cap enroute when the engine is hot.
- 23) Proper guards shall be provided to the Air Compressor drive, Bench Grinder etc., to avoid accidents.
- 24) Suitable measures shall be taken by the DM/Maintenance in-charge to keep the premises especially the working area, Maintenance pits, Oil bunk and washing ramp clean and dry always to avoid accidents.
- 25) The practice of workmen wearing slippers in garage is highly unsafe especially during rainy seasons.

- 26) Proper illumination shall be provided in the garage yard, sheds and maintenance pits during the night shift maintenance.
- 27) Even though Towers light are in working condition, shadow zones are formed in the yard due to obstruction of grown up tree branches etc. Hence it is essential to clear the tree branches periodically to have uniform illumination throughout the garage yard.
- 28) It shall be strictly ensured that smoking is prohibited in all areas of the garage since prone for fire accidents due to availability of highly inflammable materials like Oils, Greases, seat cushions, rexines etc. The same shall also be exhibited through boards at all the conspicuous places.
- 29) With regard to fire & electrical safety, the guidelines issued vide circular No. 18/2008-MED, Dt.29-07-2008 shall be strictly followed.
- 30) All field managers and supervisors shall ensure that the staff engaged in all types of maintenance and repair activities shall not use the cell phone while on work and also do not carry the cell phones with them while in walk within the garage premises, instead keep them in their tool boxes.
- 31) The parking drivers and the mechanical staff engaged in each shift shall be sensitized every day by the shift supervisors before starting the shift, preferably at the time of muster marking, regarding the precautions to be taken to prevent accidents in the garage.

The Field Managers and Mechanical Supervisors shall bestow their utmost attention to the safety of the workmen by implementing the above safety measures with true spirit.

The Inspecting Officials shall ensure strict implementation of safety measures at all the Depots during their visits.



EXECUTIVE DIRECTOR (E)

To

All Depot Managers

Copy to: ED(O), ED(A), FA & CAO for information.

Copy to: All Executive Directors (Zones) for necessary action.

Copy to: All DPTOs for necessary action.

Copy to: All Dy.CMEs, WMs & COSs for necessary action.

Copy to: All Principals, ZSTCs & TA/VDPM for information.

Copy to: All Maintenance in-charges of the Depots for necessary action.