



Andhra Pradesh State Road Transport Corporation  
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 624.

No: OP4/349(1)/2011-MED

**CIRCULAR NO: 31/2011-MED, Dt. 29/08/2011**

Sub: SAFETY – Safety precautions 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.19/1993-MED, dt.30.04.1993  
3) Circular No. 48/91-MED. Dt. 27-11-1991.  
4) Circular No. 55/91 -MED. Dt. 16 12-1991.

As the safety of the workmen is our foremost concern, several instructions were issued through circulars cited to ensure their safety in carrying out day today maintenance work at depots and workshops.

Despite such standing instructions, instances are coming to notice where loss of life or injuries to workmen are reported due to negligence in taking proper precautionary measures. It is very much distressing that two of our workmen lost their lives recently in the unfortunate incidents occurred at Adialabad and Mangalagiri depots. At Adilabad depot, one Electrician was carrying out repair to front head light of Bus no. AP28Z 434 on 1<sup>st</sup> pit of Sch-I garage and one shramik brought another bus no. AP28Z 1866 on the same pit, hit the first bus from behind after losing control. The Electrician had received serious injuries to his right leg and rear portion of head and died on the spot as he was dragged up to 40 feet. At Mangalagiri depot, one shramik has died on the spot by pressing in between two buses where one bus was unauthorisedly driven by ITI apprentice and hit the standee vehicle parked at HSD CC platform. These accidents could have been avoided had the precautionary measures were taken while performing the duties.

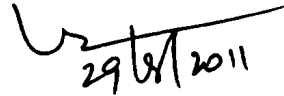
It is the primary responsibility of field managers and Maintenance Supervisors to ensure safe working environment at Depots and Workshops. In order to avoid any such unfortunate incidents in future, the following instructions are reiterated for strict compliance.

- 1) 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. Only Mechanics and persons holding valid Driving licenses shall drive the vehicles in the garage premises.

- 2) 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
- 3) Haphazard parking of vehicles in the yard and working area shall never be allowed.
- 4) Parking Brake shall invariably applied whenever vehicle is parked in the garage
- 5) Whenever the vehicles are reversed in the Garages, 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.
- 6) 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.
- 7) 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.
- 8) Suitable measures shall be taken by the DM/Maintenance incharge to keep the premises especially the working area, Maintenance pits, Oil bunk and washing ramp clean and dry always to avoid accidents.
- 9) Proper illumination shall be provided in the garage yard, sheds and maintenance pits during the night shift maintenance.
- 10) The workmen shall be educated to clear all the removed parts, sub-assemblies, units and tools from the workplace immediately after completion of work.
- 11) Scrap/ stabled vehicles shall be mounted securely on proper stands which are sturdy enough to avoid falling off.
- 12) Proper guards shall be provided to the Air Compressor drive, Bench Grinder etc to avoid accidents.
- 13) The practice of workmen wearing the slippers in garage is highly unsafe especially during rainy seasons.
- 14) With regard to fire & electrical safety, the guidelines issued vide circular No. 18/2008-MED, Dt.29-07-2008 shall be strictly followed.

The Mechanical Supervisors and field Managers 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.

A handwritten signature in black ink, followed by the date '29/8/2011' written below it.

**VICE CHAIRMAN & MANAGING DIRECTOR**

To  
All Depot Managers

Copy to: Director (Vig. & security), ED(E&IT), ED(O&MS), ED(A&AM), FA, CAO & ED(HRD & Medical) for infmn.

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

Copy to: All Regional Managers for necessary action.

Copy to: All HODs for information.

Copy to: All Dy.CMEs & Dy.CTMs for necessary action.

Copy to: All WMs, COSs, Dy.CAOs for information.

Copy to: All AOs for information

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

Copy to: All Maintenance incharges of the Depots for n.action.

Copy to: Manual Section/Head Office for filing

Copy to: RAO, AG Audit, Bus Bhavan for information