



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION  
Mechanical Engineering Department, Office of the VC & MD,  
RTC House, Vijayawada -520013

No: OP4/735(1)/2021-MED

CIRCULAR NO: 05 /2021-MED, Dt. 16/08/2021

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

- Ref: 1) Circular No.31/2011-MED, Dt.29-08-2011.  
2) Circular No.18/2008-MED, Dt.29-07-2008.  
3) Circular No.19/1993-MED, Dt.30.04.1993.  
4) Circular No. 48/91-MED. Dt. 27-11-1991.  
5) Circular No. 55/91 -MED. Dt. 16 12-1991.

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, cited at reference, for implementation in order to ensure the safety of the workmen.

Despite such standing instructions and standard operating procedures(SOPs) issued from time to time, 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 and not following the SOPs.

On 01.08.2021, during night shift, one such unfortunate incident took place in the garage of Palakonda depot of NEC Region, wherein one mechanic performing Schedule-I duty died on the spot as he was run over under rear tyres of the bus No. AP29Z 0057, coming from the maintenance pit. A valuable life is lost which is certainly avoidable.

In this incident, it is observed that there is lack of co-ordination

- i. between the mechanic and his assistant,
- ii. between the mechanic and the parking driver who drove the bus and
- iii. between the shift supervisor, parking driver and the mechanic.

None of them followed any standing instructions in respect of safety while carrying out the maintenance to the vehicles at the maintenance pit. The driver at the steering did not wait for the communication either from the mechanic or his assistant before moving the vehicle and did not even observe the movement of the mechanic. Similarly, the mechanic and his assistant didn't bother to give any signal to the driver. Death of a mechanic in the garage premises is just like killing a policeman in the firing (practice) range, due to non-adherence to SOPs.

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) 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.
- 2) 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.
- 3) 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 staff shall be educated in this regard.
- 4) 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.
- 5) 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.
- 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) The flooring and the steps in the maintenance pits must be regularly cleaned thoroughly and the same shall be free from Oil, Grease and Muck.
- 8) 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.
- 9) In most of the depots, providing parking drivers on outsourcing is also part of the contact 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 duties.
- 10) Only Mechanics and persons holding valid Driving licenses shall drive the vehicles in the garage premises.
- 11) 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.

- 12) The speed limit within the garage shall not exceed 5 KMPH and the same shall be exhibited at all conspicuous places.
- 13) Haphazard parking of vehicles in the yard and working area shall not be allowed.
- 14) Parking Brake shall invariably be applied whenever vehicle is parked in the garage.
- 15) 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 vehicle stands shall be procured, if necessary.
- 16) The Jacks used for lifting the vehicle shall be maintained in good condition. Especially the hydraulic jacks must be ensured without leakage.
- 17) Scrap/ stabled vehicles shall be mounted securely on proper stands which are sturdy enough to avoid falling off.
- 18) 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.
- 19) Maintenance staff are removing the radiator caps as soon as the vehicle is brought on to pit, thereby causing spillage of hot coolant on to them which may result in injuries. With the provision of Radiators 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.
- 20) Instances are being noticed that Drivers are opening the radiator caps when ever overheating/ boiling complaint is observed enroute due to which they may receive burn injuries. Hence, Drivers shall be educated not to open the radiator cap enroute when the engine is hot.
- 21) Proper guards shall be provided to the Air Compressor drive, Bench Grinder etc to avoid accidents.
- 22) 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.
- 23) The practice of workmen wearing the slippers in garage is highly unsafe especially during rainy seasons.
- 24) Proper illumination shall be provided in the garage yard, sheds and maintenance pits during the night shift maintenance.

- 25) Even though Tower lights 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.
- 26) It shall be strictly ensured that smoking is prohibited in all areas of the garage since a garage is highly prone for fire accidents due to availability of highly inflammable materials like Oils, Greases, seat cushions and rexines etc. The same shall also be exhibited through boards at all the conspicuous places.
- 27) With regard to fire & electrical safety, the guidelines issued vide circular No. 18/2008-MED, Dt.29-07-2008 shall be strictly followed.
- 28) 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. Instead they should keep them in their tool boxes.
- 29) 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.

*Mula*  
16.8.2021  
COMMISSIONER PTD &  
EX-OFFICIO VC&MD, APSRTC.

To

All Depot Managers

- Copy to: ED(E), ED(O), ED(A), FA & CAO for information.
- Copy to: All Executive Directors (Zones) for necessary action.
- Copy to: All Regional Managers for necessary action.
- Copy to: All DyCMEs, DVMs & DyCTMs for necessary action.
- Copy to: All WMs, COSs, DyCAOs for information.
- Copy to: All Principals, ZSTCs & TA/VDPM for information
- Copy to: All AOs for information.
- Copy to: All Maintenance in-charges of the Depots for necessary action.