



CALCUTTA STATE TRANSPORT CORPORATION

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No.002/51/IM-19/15-16, Pt. II

Dated, the 25 June 2015.

NOTIFICATION

Whereas some alarming incidents of fire have taken place in recent past in the parking arena/ sheds of buses in stationery condition and also in moving buses causing considerable disruption, dislocation, damages, loss of property and even human injury;

And Whereas Board of Directors of CSTC has, at the backdrop of such incidents has felt it necessary to address the issue and prevent and/or negotiate such incidents in CSTC and has resolved in its meeting dated 2-4-2015 to formulate and implement safety provisions in the depots and workshops to avert such eventualities and has endorsed the Draft in its next meeting on 24-6-2015;

And Whereas the Factories Act, 1948, provides under the chapter IV and chapter IVA for several measures to ensure safety and security of the persons and properties within the premises of the depots and workshops;

And whereas in-house committee of CSTC has examined the matter and submitted its views and recommendations;

Now therefore taking into considerations of all aspects of causes of fire and its prevention and in accordance with the decision of the Corporation Board as stated above it is hereby notified that all depots and workshops of CSTC shall be declared as Restricted Place and that all employees posted in the depots and workshops shall follow a safety protocol as contained in the Annexure.

In case of a depot the Depot Manager and in case of the central workshop the Works Manager shall remain empowered to implement the safety protocol and impose reasonable restrictions under the broad frame of the said protocol. All employees of CSTC shall remain duty bound to comply with measures taken by the heads of the units in this behalf.

Managing Director
CSTC.

No.002/51(18)/IM-19/15-16, Pt. II

Dated, the 25 June 2015.

Copy forwarded to:

1. The Chairman, CSTC, for information.
2. The Principal Secretary, Transport Department, for information.
3. All HODs of CSTC.
4. All Depot Managers of CSTC.
5. Spare copies for general circulation.

Managing Director
CSTC.

A. Entrance and movement of persons in restricted areas:

1. Entry and exit point along with the boundary lines of the premises would be under strict surveillance. Every person entering inside the premises will be required to show valid identity card or other authorization. In case of doubt the security personnel should have necessary checking of belonging etc.
2. Loitering inside the premises would be considered as act of indiscipline.
3. Night halt by anybody is permissible only on official duty and under the written order of the unit head.

B. Technical care and caution:

Vehicles may catch fire due to following reasons:-

- 1) Electrical Damage.
- 2) Heat Damage.
- 3) Mechanical default.
 - 1) Electrical Damage: -Fire in buses is mostly caused by electrical failure. A modern bus contains a good length of cable and many contact points. Therefore, fire risk is potentially high at new buses. The electrical system can develop heat.
 - 2) Heat Damage: - Heat accelerates ageing resulting in fatigue and potential malfunction of parts such as insulating materials from Engine side. Fire starts from engine side.
 - 3) Mechanical default: - Collisions and vibration cause mechanical damage such as wear and tear and clamp damage. Contacts with sharp edges may cause short circuits. Soldered copper becomes harder and is therefore at greater risk of fatigue breakage due to mechanical vibration, Clamping cables should be done carefully.

The basic safety principle to be followed is that cables should be kept strictly separate from fuel hoses, hydraulic system & any flammable liquid.

Buses at stationary position must have all switches off and disconnected from power sources.

In addition to the above the following measures would be taken by the head of the unit:

Fire Audit has been conducted in 90 nos. of old running buses of Tata Make and 124 nos. of Ashok Leyland both JnNURM & Non-JnNURM buses of phase-I project.

Engineers of Tata Motors & Ashok Leyland along with CSTC Engineer and Mechanics identified the buses and jobs which are to be done in those buses after receipt of spares as estimated.

Jobs which have been earmarked and mostly common to all the buses are as follows:-

- a. Engine oil leakage from sump,
- b. Diesel oil leakage from diesel pipes.
- c. Wiring harness is not properly aligned; it is crippled, stapled and taped also.
- d. Main cable is not properly installed.
- e. Branded Fuse wire is not fitted.
- f. Battery terminals are broken and loosely fitted.
- g. Battery box is not properly holding batteries.
- h. Under chassis areas are not cleaned.

All above jobs are to be attended as fire safety measures.

- In all new BS-IV buses, fire extinguishers are fitted. Crew members should be trained practically so that they can use the equipment at the time of its need.
- Fire Service/fire brigade phone number should be displayed properly.

- Main switch of buses at night shift should be kept off.
- Night duty security staff should be more vigilant to discharge their duties in complying with the directions.

C. Fire Safety Protocol for Depot and Central Workshop and on vehicles.

Following parameters are to be followed for Fire Safety measures in Depot and Central Workshop and on vehicles.

- 1) Fire fighting equipments like Fire Extinguishers having specifications SAFEX 4.5 Kg. CO2 and SAFEX 10 Kg. ABC types are to be kept at Workshop shed/stores and near entry/ exit to building, preferably at CESC mainline input to meter box & main switch & control panel areas. These fire extinguishers need to be properly maintained and staff/supervisors need proper training to handle these equipments and for better use of it at the right time.
- 2) Periodical removal of accumulated hazardous waste and inflammable articles from workplace.
- 3) Information to employees should be communicated by displaying poster of Dos & Don'ts.

<u>DOs</u>	<u>DON'Ts</u>
<ol style="list-style-type: none"> 1. Use Vat for keeping factory refuse & wastes. 2. Keep the tools & materials issued at the right place during attending jobs. 3. Keep the workplace clean & allow passage for movement. 4. Keep yourself alert at workplace. 5. Always keep water taps close after its use. 6. Any doubt on possibility of outbreak of 7. Fire from any source should be informed to others & raise alarm. 8. Use Fire Extinguisher to prevent fire at the right moment. 9. Always keep the sand bucket at particular site & make water reservoir with sufficient water. 	<ol style="list-style-type: none"> 1. Do not leave the workplace leaving behind job wastes. 2. Do not waste water from taps inside the workplace. 3. Do not use electric heater or cook in the depot/ workshop, except inside the designated kitchen area. 4. Do not cause any tapping or diversion in the electrical units and wiring. 5. Do not smoke outside the designated smoking zone.

- 4) To provide information to the staff/employees regarding fire safety and entry/exit route from the building and to make the stair case free from any encumbrance.
- 5) Proper electrical wiring and proper insulation are to be made and electrical load should be properly maintained.
- 6) Maintaining a fire alarm system and check it weekly.
- 7) Local fire safety body officials from local Fire Brigade office in respective depot area should be requested to visit Units/ Depots once in 3 months and provide suggestive measures for prevention to outbreak of fire from any bottle neck areas.
- 8) Identifications of areas for 'No Smoking Zones' and prohibition to carry of any flammable articles within the work places.
- 9) Stickers may be pasted on walls of building as "FIRE KILLS - YOU CAN PREVENT IT ".
- 10) Every 1st week of October can be observed as Fire Safety week.
- 11) Periodical disposal of accumulated used engine oil at Depot/Central Workshop is to be done.
- 12) Water source reservoir should be maintained properly and sand & buckets are to be kept at identified areas for its use at the right moment.