

# SAFE WORKING METHOD STATEMENT (SWMS)

GLOBAL LIFESTYLE INTERIOR PRIVATE LIMITED

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## 1. PROJECT DETAILS

Field	Details
Project Name	HIGHLANDER
Client	BRAND STUDIO
Location	AHMEDABAD
Prepared By	AARIF
Approved By	TOM MATHEW
Date	15-11-2025

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## 2. SCOPE OF WORK

This SWMS covers the following activities:

- Civil works (cutting, breaking, concreting)
- Carpentry & joinery
- Electrical work
- Plumbing
- HVAC installation
- Interior finishing (gypsum, painting, flooring)
- Working at height
- Material handling

*(Specific activities can be replaced or customized as required.)*

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## 3. REFERENCE DOCUMENTS

This SWMS refers to:

- GLI EHS Policy
- Relevant IS Codes
- NBC norms
- Site safety plan
- Manufacturer's installation guidelines

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## **4. RESPONSIBILITIES**

### **Project Manager**

- Ensure compliance with SWMS
- Allocate resources and trained manpower

### **Site Engineer / Supervisor**

- Conduct toolbox talks
- Ensure PPE compliance
- Monitor activity as per SWMS

### **Workers**

- Follow instructions & safety guidelines
  - Report hazards & near-misses
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## **5. REQUIRED PPE**

- Safety helmet
  - Safety shoes
  - High-visibility vest
  - Gloves
  - Safety goggles
  - Face mask
  - Ear protection (if required)
  - Full body harness (for height work)
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## **6. PLANT / TOOLS / EQUIPMENT**

- Drill machine
- Angle grinder
- Cutter machine
- Ladders
- Scaffold
- Lifting equipment
- Electrical extension board (industrial)

**All tools and equipment must be inspected before use.**

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## 7. HAZARD IDENTIFICATION & CONTROL MEASURES

Hazard	Risk	Control Measures
Falling from height	Serious injury	Scaffolding, full-body harness, guardrails, secure ladders
Electrical shock	Fatal / severe	ELCB, insulated tools, lockout-tagout, dry work areas
Dust / fumes	Health hazard	Masks, ventilation, dust extraction
Fire hazard	Burns	Fire extinguisher, no smoking, certified wiring
Falling objects	Injury	Barricading, helmets, tool tethering
Trip hazards	Minor injury	Good housekeeping
Noise	Ear damage	Earplugs when required
Manual handling	Sprains/injury	Proper lifting techniques
Sharp tools	Cuts	Gloves, training

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## 8. SAFE WORKING PROCEDURE (STEP-BY-STEP)

### 8.1 Pre-Start

1. Conduct site inspection.
2. Identify hazards and remove obstructions.
3. Ensure materials and tools are arranged properly.
4. Conduct toolbox meeting; record attendance.
5. Ensure all workers are wearing PPE.
6. Obtain work permits if required.

### 8.2 Execution

1. Follow approved drawings and procedures.
2. Only trained workers shall operate tools/equipment.
3. Maintain barricades and warning signage.
4. Supervisor must be present during high-risk tasks.
5. Stop work immediately if unsafe conditions occur.

### 8.3 Post-Work

1. Switch off all machinery; store tools safely.
  2. Dispose of waste as per environmental guidelines.
  3. Inspect completed work for defects or hazards.
  4. Supervisor signs the safety closure sheet.
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## 9. EMERGENCY PROCEDURES

## **Fire**

- Raise alarm
- Use nearest fire extinguisher
- Evacuate to the assembly area

## **Medical Emergency**

- Provide first aid
- Inform project first-aider
- Call ambulance if necessary

## **Electrical Incident**

- Turn off main power supply
  - Do not touch victim directly
  - Call a trained electrician
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# **10. TRAINING & COMMUNICATION**

- All workers must undergo activity-specific safety training.
  - Daily/weekly toolbox talks must be conducted.
  - SWMS must be reviewed and explained before starting work.
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# **11. REVIEW & AMENDMENTS**

- SWMS must be reviewed when scope or work method changes.
  - Any modification must be approved by Supervisor/Project Manager.
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# **EMERGENCY RESPONSE PLAN (ERP)**

## **4.1 Emergency Preparedness**

- Emergency Response Team assigned for the project.
- Fire extinguishers placed at key access points.
- Evacuation and emergency drill training provided.

## **4.2 Incident Reporting & Investigation**

- All incidents, near-misses, hazards must be documented.

- Root Cause Analysis (RCA) to identify issues.
  - Corrective and Preventive Actions (CAPA) implemented.
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## **5. EHS TRAINING & AWARENESS**

- Safety induction for every new worker.
  - Weekly toolbox safety meetings.
  - Additional training on:
    - Electrical safety
    - Working at height
    - Fire safety
    - Lifting & manual handling
    - HAZCOM (Hazard Communication)
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## **6. EHS DOCUMENTATION & AUDIT**

- Daily safety checklists
  - Site inspection reports
  - Work permit records
  - PPE issue registers
  - Environmental compliance checklists
  - Monthly safety audits and management reviews
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## **7. CONTINUAL IMPROVEMENT**

GLI ensures improvement through:

- Feedback from clients & site teams
  - Introduction of new safety tools and technologies
  - Learning from incidents
  - Annual review of EHS Policy
  - Implementation of best industry practices
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## **DECLARATION**

**Global Lifestyle Interior Private Limited** confirms that this SWMS and EHS Policy are:

- Communicated to all employees, workers, suppliers, and subcontractors

- Displayed at all project sites
- Reviewed annually for relevance & effectiveness

# Firm's Awareness of Construction Requirements Under LEED & Sustainability Standards

## GLOBAL LIFESTYLE INTERIOR PRIVATE LIMITED

Global Lifestyle Interior Private Limited (GLI) is fully aware of and aligned with global **sustainability, green building, and LEED (Leadership in Energy and Environmental Design)** construction requirements. Our project execution methodology integrates environmentally responsible practices to support clients pursuing LEED, IGBC, GRIHA, WELL, or other sustainability certifications.

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## 1. Understanding of LEED Construction Requirements

GLI is familiar with the key LEED categories and their impact on construction activities, including:

### ✓ Sustainable Sites (SS)

- Controlling site disturbance, dust, and sedimentation
- Managing waste and ensuring clean access routes
- Protecting nearby structures, vegetation, and water systems

### ✓ Energy & Atmosphere (EA)

- Use of energy-efficient equipment during construction
- Supporting optimized HVAC performance
- Ensuring correct insulation and sealing practices

### ✓ Materials & Resources (MR)

- Material submittals with recycled/recyclable content
- Use of regionally sourced materials where applicable
- Ensuring storage and protection of materials to prevent damage
- Full compliance with Construction Waste Management (CWM) plans

### ✓ Indoor Environmental Quality (EQ)

- Low-VOC paints, adhesives, sealants, and finishes
- Dust control and air-quality protection

- Proper ventilation during and after installation
- Moisture control to prevent mold growth

### ✓ **Water Efficiency (WE)**

- Assisting with installation of low-flow fixtures
  - Preventing water wastage during construction activities
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## **2. Alignment With Sustainability & Green Construction Principles**

GLI follows recognized sustainable construction practices such as:

### ✓ **Waste Reduction & Recycling**

- Segregation of debris (wood, metal, gypsum, cardboard)
- Reuse of packaging and temporary materials
- Minimizing landfill waste

### ✓ **Resource Efficiency**

- Optimized material cutting plans
- Reduced wastage in carpentry, civil, and MEP works
- Energy-efficient lighting and machinery usage at site

### ✓ **Healthy Indoor Environment**

- Use of certified eco-friendly materials
- Maintaining clean air during critical installation stages
- Implementing dust barriers and exhaust fans

### ✓ **Responsible Procurement**

- Sourcing from approved vendors with sustainability certifications
  - Ensuring compliance with environmental standards
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## **3. Supporting Documentation for LEED Credits**

GLI can assist clients and consultants in providing the following:

- VOC compliance certificates
- Material data sheets (MDS)
- Environmental Product Declarations (EPD)

- FSC-certified timber documentation
  - CWM waste tracking reports
  - Site photographs and activity logs for LEED submissions
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## 4. Trained Workforce & Awareness Programs

GLI's teams—including engineers, supervisors, and technicians—are trained in:

- LEED construction best practices
- Waste management and environmental protection
- Indoor air-quality management during sensitive works
- Material handling as per sustainability guidelines

We regularly conduct toolbox talks and awareness sessions on sustainable construction requirements.

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## 5. Commitment to Green Construction

Global Lifestyle Interior Private Limited is committed to:

- Reducing environmental impact across all projects
  - Supporting clients' sustainability and certification goals
  - Integrating green practices in daily site operations
  - Continual improvement in sustainable methodologies
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## 6. Conclusion

GLI demonstrates a strong awareness of **LEED construction requirements** and is capable of fully supporting projects that aim for **LEED, IGBC, or GRIHA certification**. Our sustainable construction approach ensures compliance, transparency, and high-quality execution aligned with global environmental standards.