



**Government of Goa**  
**Inspectorate of Factories and Boilers**  
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**CIRCULAR**

**Sub – Safety guidelines for factories during monsoon – reg.**

**Introduction:**

The health and well-being of employees and personnel are a top priority for most organizations, not only to prevent harm but to avoid liability and legal violations.

General safety guidelines to be followed by factories during monsoon are laid down as under. The given guidelines are not exhaustive in nature; any additional precaution as may be necessary based on specific requirement and in accordance with any other law in force shall be adopted by the factory management for safe manufacturing operation of the factory based on the nature of manufacturing activity.

Occupier and Manager of all the factories are hereby advised to comply with the below mentioned requirements to ensure safe manufacturing operation and safe working conditions inside the factory premises.

**General guidelines:**

1. Ensure and maintain good drainage system in the factory premises to prevent accumulation of rain water inside the premises.
2. Ensure that all the machineries and equipment's are regularly inspected and properly maintained.
3. Check the integrity of buildings, roofs and structures to resistance the heavy rainfall.
4. Ensure all the roofs of the facility are tested for any pinhole leakages prior to the monsoons as a part of a preventive monsoon maintenance plan to prevent seepage of the water inside the facility.
5. Workplaces must have adequate emergency lighting systems to tackle power outages during rain. Workers with outdoor assignments should keep backup lights to help work in low-visibility areas.
6. Keep walkways, platforms and stairs clear of any debris, water or slippery substances.
7. In case of any excavation work in the factory premises, ensure adequate shoring is provided.
8. Provide adequate Lightning arrestors at the highest point in the factory premises and ensure its adequacy.



9. Ensure workers are provided with adequate waterproof gear while working outdoors along with anti-fog goggles, rubber gloves, non-slip boots, and raincoats.
10. Build safe electrical wire units and unplug unnecessary electrical devices during rain.
11. Use humidifiers, fans, and mopping machines for drying of the floor area and provide wet-floor signage's and special door mats to prevent tripping.
12. Check Loose Electrical Wiring and joints and ensure all the machineries are provided with adequate earthing.
13. Conduct frequent maintenance checks on machinery, paying particular attention to components prone to water damage. Replace worn-out parts and keep machines adequately lubricated.
14. Where possible, elevate machinery off the ground to prevent flooding and water infiltration. This is particularly important for generators and electrical equipment.
15. Conduct regular training sessions to educate the workforce about the potential hazards of working in the rain.
16. Regularly inspect the worksite to identify and rectify potential safety risks. Check for uneven ground, exposed electrical wires, and other hazards that rain may exacerbate.
17. Emphasize safe driving practices especially during wet conditions.
18. Adequate lighting is crucial due to reduced visibility during heavy rains. Ensure proper worksite illumination and use reflective materials on workers' clothing to enhance visibility.
19. Keep a close eye on weather forecasts and be prepared to suspend operations if the conditions become hazardous and unsafe to operate.
20. Develop a comprehensive emergency response plan that outlines procedures for dealing with accidents or injuries during the rainy season. Conduct drills to ensure everyone knows their roles and responsibilities.



**(Anant S. Pangam)**

Chief Inspector of Factories and Boilers

To:

The Occupier and Manager

All the factories registered under the provisions of the Factories Act, 1948.

Copy to:

1. The Member Secretary, State Disaster Management Authority, Secretariat, Porvorim, Goa.
2. The Collector, District Magistrate – North Goa & Chairman, District Disaster Management Authority, Collectorate Building, Panaji, Goa
3. The Collector, District Magistrate – South Goa & Chairman, District Disaster Management Authority, Matanhy Saldanha Administrative Complex, Margao, Goa
4. Office copy