

DF 04 Sample project report

Use this template for preparing project update reports highlighting EHSS aspects.

D04.1 Introduction

D04.1.1 Overview of the project

D04.1.2 Project status

The project started on **xx.yy.zzzz** and the current project status is given in the table below

S. No	Zone	Total street lights replaced		Streetlights yet to be replaced	
		Vendor 1	Vendor 2	Vendor 1	Vendor 2
1					
2					
3					
4					
Total					

Note: Add more columns for more vendors, as per requirement

D04.2 Disposal of dismantled lights

Summary of dismantled lights disposed or processed by vendor

Name of the contractor – Add			
Name of waste processing agency	Number of lights collected and disposed	Method of processing and disposal	Availability of SPCB authorization for disposal

The SPCB hazardous waste disposal consent of recycling units is available in Appendix 1.

DF04.2.1 Procedures followed at the warehouses

Describe the procedures and precautions followed at the warehouses for handling of dismantled bulbs in an appropriate manner.

DF04.3 Managing health, safety and social impacts

Describe the procedures followed at various locations to manage and minimise health, safety impacts.

DF04.3.1 Workers insurance

Describe the details of the insurance for workers employed at the sites.

DF04.3.2 Payment of wages

Describe the details of wage payments made to workers and how minimum wage payment is ensured.

DF04.4 Accident reporting

The accidents and incidents are sent by the vendor to EESL by email. These have been consolidated and presented in a zone wise manner.

Incident category	Date of reporting	Summary of resolution	Zone

Appendix 1 - Hazardous waste disposal consent of lights processing unit

Paste the consent to operate from SPCB here for all the recyclers used by all the vendors in the selected project/state.

History of amendments

The latest versions of the Documentation Format must be used at all times. This page needs to be updated whenever there is a change in the version number of the documents.

S. No	Date of amendment	Version	Details of amendment
1.	DD.MM.YYYY	01	Initial approval of the documentation format

Prepared by

Approved by