



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:00

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 00

GENERAL SAFETY MEASURES

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Purpose	To ensure safe environment at workplace	Scope	ISG
Responsibility	Concerned Site Incharge / Commissioning Head		
Performance criteria	Number of nonconformities and reportable incidents		
Cross reference	OHSAS : 18001 , ISO : 14001		

General PPEs & Precautions

	Good safety helmet secured with chin strap		Appropriate footwear with substantial uppers must be worn		Protective gloves as identified in Safety Data Sheet
	Use properly checked, double lanyard safety harness for height work more than 1.8 m		Eye protection as identified in SDS must be worn at all times		Adequate Illumination
	Respiratory protection as identified in SDS must be worn		Maintain personal hygiene throughout work processes		Face shield must be worn
	Ear protection must be worn		Hearing and eye protection must be worn		Mandatory requirements are specified and must be followed. Report any accidents.
	Store in a secure location/ keep locked up		Keep aisle and work area clean		All cylinders must be secured with a chain
	A welding mask is required for this process		Switch power off after use		Use machinery guards
	Protective clothing must be worn		Protective clothing must be worn		Protective clothing must be worn

Procedures and Controls

S. No.	Activity	Responsibility
1.	Ensure use of Personal Protective Equipment like safety shoes, safety helmets, safety belts, safety goggles, face shield, earplugs, hand gloves etc. as per job requirement.	Concerned Individual/ Supervisor
2.	Openings in the floors must be covered.	Supervisor
3.	Install handrails on platforms and stairs as soon as these are erected. Temporary handrails should be provided on temporary platforms.	Supervisor
4.	Ensure scaffolding materials are of proven quality and inspected by experienced supervisor.	Supervisor
5.	Check that there are no hindrances on walkways and sufficient headroom is available.	Supervisor
6.	Warning signs should be displayed at unsafe places.	Supervisor



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7	Ensure adequate and safe means of access and exit from all work places.	Supervisor
8	Never block accesses and exits routes to work places.	Supervisor
9	Due importance should be given to house keeping	Supervisor
10	Ensure adequate illumination of all the work places and access / exit routes.	Supervisor
11	Arrangement of emergency lighting is also called for to ensure safety during power breakdown.	Head/SOX
12	Hazardous activity area should be cordoned off using tapes with red and white bands.	Supervisor
13	Provide one First Aid box each for every 150 workmen and at least one first aid box at every location.	Head/SOX
14	One ambulance should always be stationed at work site along with First Aid Box.	Head/SOX
15	Ensure adequate communication facilities between all work places and the office of Site- In charge / Emergency control room and fire station for handling emergency situation.	Head/SOX
16	Train adequate number of employees at work site in First Aid and Fire Fighting.	Head/SOX
17	Make it a habit that supervisors explain to the workers all hazard potentials and safety measures needed in the work planned for the day.	Supervisor
18	Display Power Sector HSE Policy at workplace.	Head /SOX
19	Display safety posters/signage in appropriate languages understood by most workmen at site.	HSE Coordinator
20	Ensure compliance of contractual, statutory and regulatory conditions by the sub-contractors, in addition to the provisions of HSE Management Systems Manual	HOD, Head/SOX, HSE Co-ordinator

Site Safety department to follow all the general safety precautions as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.



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Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)