



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:02

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 02

ELECTRICAL SAFETY

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Purpose	To control electrical hazards.	Scope	ISG
Responsibility	Concerned HODs / Head/SOX		
Performance criteria	No. of incidents / accidents on such cases		
Cross reference	OHSAS: 18001, HSE procedure for Register of regulations (HSEP: 03), HSE procedure for Register of OHS hazards and risk		

PPEs and Precautions

	Insulated rubber gloves		Appropriate insulated rubber footwear		Face shield for High Voltage jobs
	Switch power off when not in use		Store in a secure location/ keep locked up		Mandatory requirements are specified and must be followed. Report any accidents.
	Ensure working Fire Extinguisher of correct type near work area				

Procedures and Controls

S. No.	Activity	Responsibility
1.	All parts of electrical installations shall be of standard construction conforming to relevant IS codes.	HOD / Site In-charge
2.	Install suitable tripping device for earth leakage at main distribution board. Ensure use of rubber shoes, rubber gloves & placement of rubber mats of IS standard while working in distribution board. Wooden distribution board shall not be used.	HOD / Site In-charge
3.	Ensure use of face shield while working on high voltage application	Supervisor
4.	Display Single line diagram (SLD) and poster of Cardio-Pulmonary Resuscitation (CPR) near main distribution board.	Supervisor
5.	Ensure earthing of all electrical construction equipment at two locations on the body.	Supervisor
6.	Licensed electricians shall carry out all electrical connections and wiring.	Supervisor
7.	Ensure that all extension boards have earth wire connected and only three pin metal clad industrial type sockets are mounted on the board.	Supervisor
8.	Never draw power from a socket by inserting wires into the socket.	Supervisor
9.	Always use metal clad three pin plug tops for drawing power for electrical hand tools.	Supervisor
10.	Use only three core flexible wire for electrical hand tools. Connect earth wire properly to the body of the hand tool as well as to the plug top.	Supervisor
11.	Never use earth as neutral.	Supervisor



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12.	Ensure that the flexible wires and power cables are properly insulated and are laid so that the insulation does not get damaged due to activities in the vicinity.	Supervisor
13.	All cable terminations should be properly tightened using lugs.	Supervisor
14.	Cover all power cables running on surface to prevent damage due to movement of materials and vehicles.	Supervisor
15.	Install proper distribution boards at different locations to avoid haphazard laying of electrical wires. All distribution board should be under a covered shed or provided with a canopy.	HOD / Site In-charge
16.	Frequent inspections should be carried out to identify damaged insulation, loose connections, improper fuses, lack of earthing etc. and remedial action should be initiated immediately. Periodical measurement of earth resistance is to be carried out at earth pit.	Supervisor
17.	Adhere to permit system for electrical safety for carrying out any work on an energized equipment. While men are at work on electrical lines or equipment for maintenance/repair, main switch should be cut off and fuses should be removed. Warning signs should be displayed on the main switch.	HOD / Site In-charge/ Supervisor
18.	All hand held lamps shall be of 24V DC supply or less.	Supervisor
19.	CO ₂ type Fire extinguisher to be kept near electrical installations/distribution boards etc.	Supervisor

Site Safety department to identify all possible Electrical Hazard Areas and ensure control 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)