



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:29

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 29

WORKING AT NIGHT

Page 1 of 2

Purpose	To define procedure for working at night and response plan establishment for the same	Scope	ISG
Responsibility	Concerned HOS / Safety co-ordinator		
Performance criteria	Accident and health record of personnel working in present system and modified system		
Cross reference	OHSAS : 18001		

PPEs & Precautions Used

	Insulated rubber gloves		Appropriate insulated rubber footwear		Good safety helmet secured with chin strap
	Adequate Illumination				

Procedures and Controls

S. No.	Activity	Responsibility
1.	Identify work area for night shift only when it became unavoidable, or else plan to complete the job in maximum two shift or even by early / late working	Supervisor
2.	Do not plan heavy complex job for night shift	Supervisor
3.	Plan less load for night shift people	Supervisor
4.	Suitable (good) compensation for night shift as it damage person health due to Living and working "out of synch" with circadian (body) rhythms -- as well as constantly shifting them -- places stress on one's body, potentially leading to the health problems such as stomach related ailment, high blood pressure, heart disease etc.	HOD
5.	Same person should not continue in night shift for long period in short and long run	HOD
6.	Women workers should be avoided in night shift as it leads to ill effect on women's reproductive health such as Miscarriage, conception, premature birth, Low birth weight etc. apart from other human problems	HOD

Site Safety department to identify all possible Hazard Areas related to Work at Night, and ensure control as per this OCP.

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



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:29
Rev. No.: 00
Rev. Date: 10/01/2018

OCP No. : 29

WORKING AT NIGHT

Page 2 of 2

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.

Revision History

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