



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:31

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 31

STORAGE IN OPEN YARD

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Purpose	To ensure safety during storage and handling of material in open storage yard	Scope	ISG
Responsibility	Concerned HOS / Safety co-ordinator		
Performance criteria	No. of incidents / accidents in the area		
Cross reference	OHSAS : 18001 , ISO : 14001		

PPEs & Precautions Used

	Insulated rubber gloves		Appropriate insulated rubber footwear		Good safety helmet secured with chin strap
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Procedures and Controls

S. No.	Activity	Responsibility
1.	The open store should be approachable by trucks/ trailers and the roads to be min. of WBM grade.	Site Incharge
2.	There should be sufficient space to place the vehicles at the store area.	Site Incharge
3.	The area should be levelled ground as far as possible.	MM Incharge
4.	The materials should be kept above the ground level preferably on sleepers.	MM Incharge
5.	The storage area should not be at low laying and water soggy.	MM Incharge
6.	The drainage system should be proper and it should be connected to main drain of the plant	MM Incharge
7.	The store should be cleaned time to time and the vegetation growth to be cut regularly.	MM Incharge
8.	The materials having specified shelf life are to be issued in first in first out basis.	MM Incharge
9.	The wooden boxes/ polythene sheets / other inflammables are to be kept away from the materials.	MM Incharge
10.	The material handling should be by mechanical means as far as possible.	MM Incharge
11.	The area to be properly grid marked for easy identification of materials and the grids marks to be displayed.	MM Incharge

Site Safety department to identify all possible Hazards associated with storage of materials in open yard, and ensure control as per this OCP.

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



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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)