



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:37

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 37

CABLE LAYING/TRAY WORK

Page 1 of 2

Purpose	To ensure safe working during cable laying and tray work	Scope	ISG
Responsibility	Concerned HOS / Safety co-ordinator		
Performance criteria	No. of incidents/ accidents reported		
Cross reference	ISO : 14001, OHSAS : 18001		

PPEs & Precautions Used

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

Procedures and Controls

S. No.	Activity	Responsibility
1.	Ensure that the civil embedment are as per drg.	Concerned HOS
2.	Ensure clearance is available from civil dept. for the cable trench/ area concerned.	Concerned HOS
3.	Ensure availability of cable schedule	Concerned HOS
4.	Ensure welding of supports for trays are done using proper PPE.	Welding Incharge
5.	For welding in plants, where hydrocarbon has been charged, hot job permit to be obtained from administrative authority.	Welding Incharge
6.	Ensure that proper fasteners are used without wastage.	HOS (electrical)
7.	Ensure proper PPE like safely shoe, gloves are used for handling of trays.	HOS (electrical)
8.	After erection of trays, ensure proper earthing of same is done as per drg.	HOS (electrical)
9.	Take physical measurement of tray routes of different section for arriving at exact cable length required. Avoid wastage.	HOS (electrical)
10.	Use jack to lift the cable drum and manual drawal of cables to be done.	HOS (electrical)
11.	For HT cables, use roller drums to avoid damage to the cables.	HOS (electrical)
12.	For cable laying between panels/switchgear already electrically powered up, electrical work permit shall be obtained from administrative authority.	HOS (electrical)
13.	Use cable tags made from aluminium flats and ensure visibility of tags.	HOS (electrical)
14.	Dress cables by using cable wrap belts/straps	HOS (electrical)
15.	For cable termination work, it is to be ensures that equipment at	HOS



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:37

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 37

CABLE LAYING/TRAY WORK

Page 2 of 2

	both ends are electrically isolated as per work permit provision.	(electrical)
16.	Store cut piece cables in store yard till disposed as scrap.	HOS (electrical)

Site Safety department to identify all possible Hazard Areas related to Cable laying/Tray work, 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.

Revision History

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