



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:44

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 44

MATERIAL PRESERVATION

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Purpose	To ensure safety of men & equipment during preservation of material.	Scope	ISG
Responsibility	Concerned HOS / Safety co-ordinator		
Performance criteria	Number of unsafe incident during material preservation.		
Cross reference	OHSAS : 18001 , ISO : 14001		

PPEs Used

	Insulated rubber gloves		Eye protection as identified in SDS must be worn at all times		Respiratory protection as identified in SDS must be worn
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Procedures and Controls

S. No.	Activity	Responsibility
1.	Location of material (as per grid plan co-ordinates) are to be recorded in stock register so that unnecessary re-handling is avoided.	Store keeper
2.	Illumination in the preservation area is to be adequate so that preservation activities (like cleaning and painting, greasing of machined surface etc) are done properly.	Concerned HOS
3.	Grading of soil in open storage area should be sound so that movement of cranes and trailers are safe and trouble free.	Concerned HOS
4.	When material handling is done for preservation work at open yard, weeds/ grass etc are to be cleaned to reduce the chances of insect bites to the workmen	Concerned supervisor
5.	During surface cleaning before preservation painting, workmen are to use nose mask to avoid inhalation of rust and dust. Also, during handling of mineral wool, use of nose mask and other PPEs as appropriate, is essential.	Concerned supervisor
6.	When greasing is done on sharp machined surfaces, care must be taken so that workmen do not get injury in hand. Use appropriate PPEs.	Concerned supervisor
7.	While doing preservation of electrical equipment (like HT motor, etc) where space heaters are to be used, certified electrician's services are to be taken. Strict vigil is to be kept when the space heater is on to remove the chances of fire hazard.	Concerned HOS / supervisor

Site Safety department to identify all possible Hazard Areas related to material preservation activity 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)