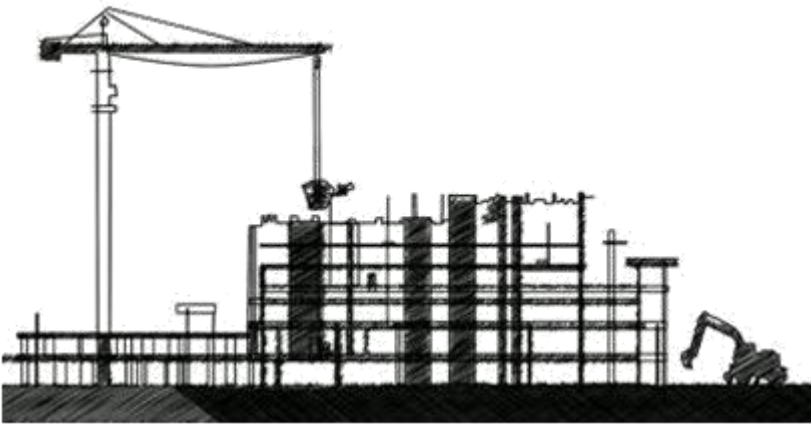




**HSE PROCEDURE**

**FOR**

**OPERATIONAL  
CONTROL**



**HSE PROCEDURE  
FOR  
OPERATIONAL CONTROL  
(HSEP: 15)**



|                                  |                                               |
|----------------------------------|-----------------------------------------------|
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**BHARAT HEAVY ELECTRICALS LIMITED**

INDUSTRIAL SYSTEMS GROUP

## 1.0 Purpose

This procedure describes the procedure for ensuring that all processes, operations and activities having significant OHS Hazards/Risks, and Environmental Aspects / Impacts are planned and carried out under controlled conditions.

## 2.0 Scope

This procedure is applicable to all activities, products and services of BHEL INDUSTRIAL SYSTEMS GROUP

## 3.0 Responsibility & authority:

This procedure shall be followed by all Package In-charges, as detailed in following clauses to ensure that significant OHS Hazards/Risks and Environmental Aspects/Impacts associated with all activities in their area of operation are controlled effectively.

## 4.0 References:

- OHSAS 18001:2007, Clause 4.4.6
- ISO 14001:2015, Clause 8.1
- HSE Procedure for OHS Hazards & Risks
- HSE Procedure for Environmental Aspects & Impacts

## 5.0 Procedure

- 5.1 All activities with significant OHS hazards/risks and environmental aspects/impacts shall be identified as per
  - 5.1.1 **HSEP:01**, HSE Procedure for Register of OHS Hazards and Risks, and
  - 5.1.2 **HSEP:02**, HSE Procedure for Register of Environmental Aspects & Impacts by the respective Package In-charge.
- 5.2 Based on the above, the respective Package In-charge shall identify the requirement of Operational Control Procedures (OCPs) for controlling significant impacts / risks of all identified hazards & aspects across all possible operational areas
- 5.3 OCPs shall also be ensured for those non-routine and rare activities also, that need control in order to ensure compliance with HSE Policy, statutory & regulatory requirements, and HSE objectives and targets
- 5.4 Respective Package In-charge can also identify the requirement of development of OCPs for activities with non-significant impacts & risks, that can become significant in the future. These requirements are submitted to Site HSE Coordinator
- 5.5 Site HSE Coordinator shall ensure the availability of these OCPs to the respective Package In-charge, if these are available in the system
- 5.6 **Development / Modification:** The Package In-charge shall assess the existing OCPs for suitability and sufficiency in controlling all possible hazards / aspects. In case existing OCPs need modification or new OCPs need to be developed, same to be ensured.

- The OCPs are to be prepared / modified in consultation with groups performing the actual tasks, in order to ensure effective control of all aspects
- The OCPs are to be prepared as per guidelines detailed in Format No. **HSEP:15-F01** of this procedure
- The newly modified / developed OCPs are to be checked by Site HSE Coordinator, reviewed by Package In-charge and approved by the Site In-charge before being implemented
- The developed / modified OCPs to be communicated to Head, HSE, ISGHQ through Head, HSE, ISG for updating reference OCPs documents if required

**Finally, OCPs for all hazardous activities should be available with the respective package in-charge**

- 5.7 **Implementation:** The respective Package In-charge / Engineer is responsible for the implementation of these OCPs in their respective areas, and maintenance of records. They shall be assisted and guided by the Site HSE Coordinator
- 5.8 Respective OCPs shall be pasted near the work area and made available to all operating personnel in a language that they understand.
- 5.9 Awareness of the OCPs among all task performers to be ensured through training / awareness programmes.

## 6.0 Documents & Records:

The outcome of this procedure shall be the availability of HSE Operational Control Procedures for all activities with significant OHS hazards / risks, and environmental aspects / impacts with all activity controllers (Package In-charges / Engineers) at site.

The outcome of implementation of Operational Control Procedures shall be the availability of records associated with the OCPs with respective Package In-charges / Engineer.

Reference copies of all Operational Control Procedures, shall be maintained by Head, HSE, ISGHQ on web portal. These shall be revised from time to time as per feedback and best practices of sites and Regions.

## 7.0 Review

A review shall be carried out to ensure the content of this procedure is still applicable, current and practicable. A review should take place:

- a. Whenever the process/equipment changes
- b. At a periodic frequency (every two years)
- c. Whenever required in course of operation.

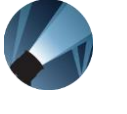
whichever is earlier

Any proposed changes to this procedure shall be brought to the notice of Head, HSE, ISGHQ through Head, HSE, ISG

## Format No. HSEP:15-F01: HSE Operational Control Procedure

|                             |                                                    |              |     |
|-----------------------------|----------------------------------------------------|--------------|-----|
| <b>Purpose</b>              | To ensure safe environment at workplace            | <b>Scope</b> | ISG |
| <b>Responsibility</b>       | Concerned Activity In-charge, Site In-charge       |              |     |
| <b>Performance criteria</b> | Number of nonconformities and reportable incidents |              |     |
| <b>Cross reference</b>      | OHSAS : 18001 , ISO : 14001                        |              |     |

### General PPEs & Precautions

|                                                                                   |                                                                                     |                                                                                   |                                                               |                                                                                     |                                                      |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------|
|  | Good safety helmet secured with chin strap                                          |  | Appropriate footwear with substantial uppers must be worn     |  | Protective gloves as identified in Safety Data Sheet |
|  | Use properly checked, double lanyard safety harness for height work more than 1.8 m |  | Eye protection as identified in SDS must be worn at all times |  | Adequate Illumination                                |
|  | Respiratory protection as identified in SDS must be worn                            |  | Maintain personal hygiene throughout work processes           |  | Face shield must be worn                             |

### Procedures and Controls

| S. No. | Identified Activities with Significant OHS Hazards / Risks and Environmental Aspects / Impacts & Associated Controls                                                         | Responsibility                      |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1.     | Ensure use of Personal Protective Equipment like safety shoes, safety helmets, safety belts, safety goggles, face shield, earplugs, hand gloves etc. as per job requirement. | Concerned Individual/<br>Supervisor |
| 2.     | Openings in the floors must be covered.                                                                                                                                      | Supervisor                          |

**Site Safety department to follow all the general safety precautions 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 | Clause, Point No | Old Text | New Text | Reason | Revised by (with sign) |
|---------------|------------------|----------|----------|--------|------------------------|
|               |                  |          |          |        |                        |
|               |                  |          |          |        |                        |



**HSE PROCEDURE  
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OPERATIONAL CONTROL**

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Rev. No.: 00  
Date: 10-jan-18  
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**HSEP:15 - Record of Revisions**

| Clause | Rev. No. | Brief of Revision  | Authorized by | Date |
|--------|----------|--------------------|---------------|------|
|        | 00       | <b>First Issue</b> |               |      |
|        |          |                    |               |      |
|        |          |                    |               |      |
|        |          |                    |               |      |



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