



# ଓଡ଼ିଶା ଜଳ ବିଦ୍ୟୁତ୍ ନିଗମ ଲିମିଟେଡ୍

(ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧୀନ)

ଓଡ଼ିଶା ରାଜ୍ୟ ଆରକ୍ଷା ଗୃହନିର୍ମାଣ ଏବଂ ସମାଜମଙ୍ଗଳ ନିଗମ ଭବନ, ବାଣାବିହାର ଛକ, ଜନପଥ, ଭୁବନେଶ୍ୱର-୨୨

ଫୋନ୍ : ୯୧-୦୬୭୪-୨୫୪୨୯୮୩, ୨୫୪୨୮୦୨, ୨୫୪୫୫୨୬, ୨୫୪୨୮୨୬, ଫ୍ୟାକ୍ସ : ୨୫୪୨୧୦୨

## ODISHA HYDRO POWER CORPORATION LTD.

(A Government of Odisha Undertaking)

ODISHA STATE POLICE HOUSING & WELFARE CORPORATION BUILDING, VANIVIHAR CHOUK, JANPATH, BHUBANESWAR-22

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## NOTIFICATION

File No. OHPC-TECH-HQ-SAFETY-41/2014/ 405 / Dated: 13-1-2015

In accordance with the requirement of Section 53 of Indian Electricity Act 2003 read with CEA (Safety requirement for Construction, Operation & Maintenance of Electrical Plants & Electric Lines) Regulations, 2010, OHPC Board in their 124<sup>th</sup> meeting held on 26.12.2014 vide item no. 124/10 approved the Safety Policy of OHPC which mainly covered the following issues.

- i) Defining the role and responsibilities of functionaries at different levels, to carry out safety related activities including defining the responsibilities of the Contractor.
- ii) Preparing Safety Manual in compliance with the statutory requirements of Acts, Rules & Regulations in force.
- iii) Establishing a system for reporting of accident, near miss incident, analysis, investigation, taking adequate steps for its non occurrence & implementation of recommendations.
- iv) Formulating emergency management plan & put in place Emergency Command Structure for effective dealing of emergencies / Disaster Management.
- v) Consulting with our employees on matters affecting their Safety & Health.

The Safety Policy will come into force with immediate effect.

Encl: Safety Policy

Director (HRD)

406  
Memo No. *along with safety policy* Dated: 13-1-2015  
Copy forwarded to all the Units for information & necessary action.

Encl: As above

*[Signature]*  
Director (HRD)

407  
Memo No. Dated: 13-1-2015  
Copy forwarded to Sr. GM (EL)/ Sr. GM (HRD), OHPC Training Center / DGM (F & A) / DGM (Finance)/ Manager (Estate & Security) for information & necessary action.

*[Signature]*  
Director (HRD)

408  
Memo No. Dated: 13-1-2015  
Copy forwarded to Director (Operation) / Director (Finance) for information.

*[Signature]*  
Director (HRD)

# SAFETY, HEALTH & ENVIRONMENT POLICY

## INTRODUCTION:

1. In accordance with the requirement of I.E. Act 2003 read with CEA (Measures related to Safety & Electricity Supply) Regulations, 2010, OHPC recognize and accepts its statutory and moral responsibility for implementing safety standards and maintaining a safe working environment at its Power Stations for all its employees to ensure safe working conditions in Operation and Maintenance of Power Station & Switch Yard equipments.

### **Our statement of policy is**

- To define the role & responsibilities of functionaries at different levels to carry out safety related activities including defining the responsibilities of the Contractor.
- To prepare Safety Manual in compliance with the statutory requirements of Acts, Rules & Regulations in force.
- To establish procedures to identify potential hazards that could endanger health & lead to injury.
- To provide adequate human, physical and financial resources for implementation of a sound & scientific safety management system.
- To provide safe working environment to all its employees.
- ~~To provide adequate control of the Safety risk arising out of different activities~~
- To provide & maintain First Aid medical facilities at the work site
- To provide adequate training to all employees to make them competent for their tasks & keep them aware of safe working environment.
- To establish a system for accident reporting, analysis, investigation & implementation of recommendations.
- To establish a system for recording near miss incident, reporting, analysis and taking adequate steps for its non occurrence.
- To establish a system for proper communication, documentation & record keeping in relation to occupational Health & Safety.
- To formulate Emergency Management Plan for effective dealing of emergencies
- To establish methodology for internal & external audit of safety management system.



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- To consult with our employees on matters affecting their safety & Health.
  - To provide and maintain safe plant and equipment
  - To review and revise this policy as & when necessary at regular intervals.

## 2.0 General Statement

- 2.1 It is our policy to execute work in the safest working environment, consistent with good practice. The health, safety and welfare of our employees and all those likely to be affected by our operations are the responsibility of OHPC. It is also our priority & ranks equally with our business objectives. Adequate resources will be made available to ensure the success of safety policy.
- 2.2 It is the duty of management to provide safe working environment and will do everything practicable to prevent injury by controlling the risk arising out of our day to day Operations / maintenance activities. At the same time it is the duty of each employee to exercise due care & caution while working & taking personal responsibility for his or her own safety and that of fellow employees and voluntarily co-operate with his or her Superiors in the matter of safety.
- 2.3 OHPC will provide and maintain safe plant and equipment and ensure the safe handling and use of hazardous substances. Management will provide the necessary information, instructions, equipments and training and will ensure the competence of all employees and contractors.
- 2.4 All employees are to be aware that, in the event of any conflict between the demands of ~~business and safety, they will receive management support if they reasonably choose the~~ safety of employees or third parties as priority.
- 2.5 It is our policy to adhere completely to the requirements of the Indian Electricity Act, 2003 read with CEA (Safety Requirement for Construction, Operation & Maintenance of Electrical Plants & Electric Lines) Regulations, 2011.
- 2.6 All employees will be informed about this Safety Policy. Safety Manual will be prepared and provided to each employee for their reference.

## 3.0 PRINCIPLES

- 3.1 It is well understood that electromechanical system used in Hydro Power Plants are designed in such a manner that during normal operations they are safe but have inherent dangers during mal-operations and accidents. Hence, in order to avoid such happenings and consequent dangers Guide lines, Instructions & Procedures have to be framed & implemented.



Such guide lines & procedure will form the core part of the Safety Manual which will define procedures and responsibilities of operating personnel for achieving complete safety of personnel, equipments, system and surroundings.

Safety Policy provides basic ground rules, whereas safety manual will lay down the Guide lines, Instructions & Procedures to be followed while working including the Standard Operating Procedures (SOP).

3.2 Safe conditions have to be ensured during work on equipments of Power Plant & Switch Yard and also during Testing. This is achieved by (i) limiting the area of working / testing or (ii) isolating and discharging the equipments to safe working levels / conditions.

3.3 In conditions, where such limiting / isolation is not possible or required like during Hotline working, special instructions / procedures are applied and will be executed by trained personnel only.

**4.0 Accidents: Investigation and Reporting.**

4.1 Accidental details, however trivial they may appear to be, must always be recorded in the Accident Book, copies of which are to be held by the SDO on site / Safety Officer of the Plant and a copy to the Technical Wing Head / Unit Head. The SDO responsible for the work / Safety Officer of the Plant will ensure that each accident book and completed reports are returned to the Chief Safety Officer of the Corporation. Accident reports will be retained for a period of at least three years.

~~4.2 In accordance with the Govt. of India Ministry of Power Notification dated 22<sup>nd</sup>~~

~~December 2004 "Intimation of accident (form & Time of service of Notice) Rules~~

~~2004" : (1) if any accident occurs in connection with the generation, transmission, supply or use of electricity in connection with, any part of the electric lines or other works of any person and the accident results in or is likely to have resulted in loss of human or animal life or in any injury to a human being or an animal, such person or the Safety Officer of the power project, not below the rank of a Junior Engineer or equivalent shall send to the Electrical Inspector a telephonic report within 24 hours of the knowledge of the occurrence of the fatal accident and a report in writing in Form-A within 48 hours of the knowledge of occurrence of fatal & all other accidents.~~

~~(2) For the intimation of the accident, telephone numbers, fax numbers and addresses of Chief Electrical Inspector or Electrical Inspector, District Magistrate, Police Station, Fire Brigade and nearest Hospital shall be displayed at the conspicuous place in the~~



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generating station & Switchyard Sub-Station and maintained in the Office of the Safety Officer and In-charge of the Power Plant.

The Plant Safety Officer will also submit the report to the Chief Safety Officer of the Corporation for further necessary action as per format specified in the safety manual.

4.3 All accidents and near misses will be investigated by the Division Head in charge of the work in accordance with the OHPC accident investigation procedures and statutory provisions. The Division Head will carry out investigation and submit the enquiry report within 24 hours (in case of fatal accident) and within 48 hours (in case of non-fatal accident) to the Unit Head/Safety Officer of the concerned Power Plant. Copies of the enquiry report may be sent to the statutory authorities including Assistant Labor Commissioner, Electrical Inspector, District Administration, Chief Safety officer of the Corporation in prescribed form in accordance with statutory provisions.

4.4 Any unusual event / activity occurred in the Power Station shall be reported.

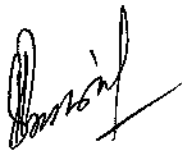
**5.0 Adherence to Safety Rules:**

5.1 The Safety Manual and procedure will be designed to provide basic guidance for safe operating practice and procedure that form the basis of Safety Policy and must be strictly adhered to by all employees.

5.2 Employees who willfully violate the spirit of policy or rule or in utter disregard to safety policy / manual / rules & carry out any work, shall be liable for disciplinary action up to and including termination of employment.

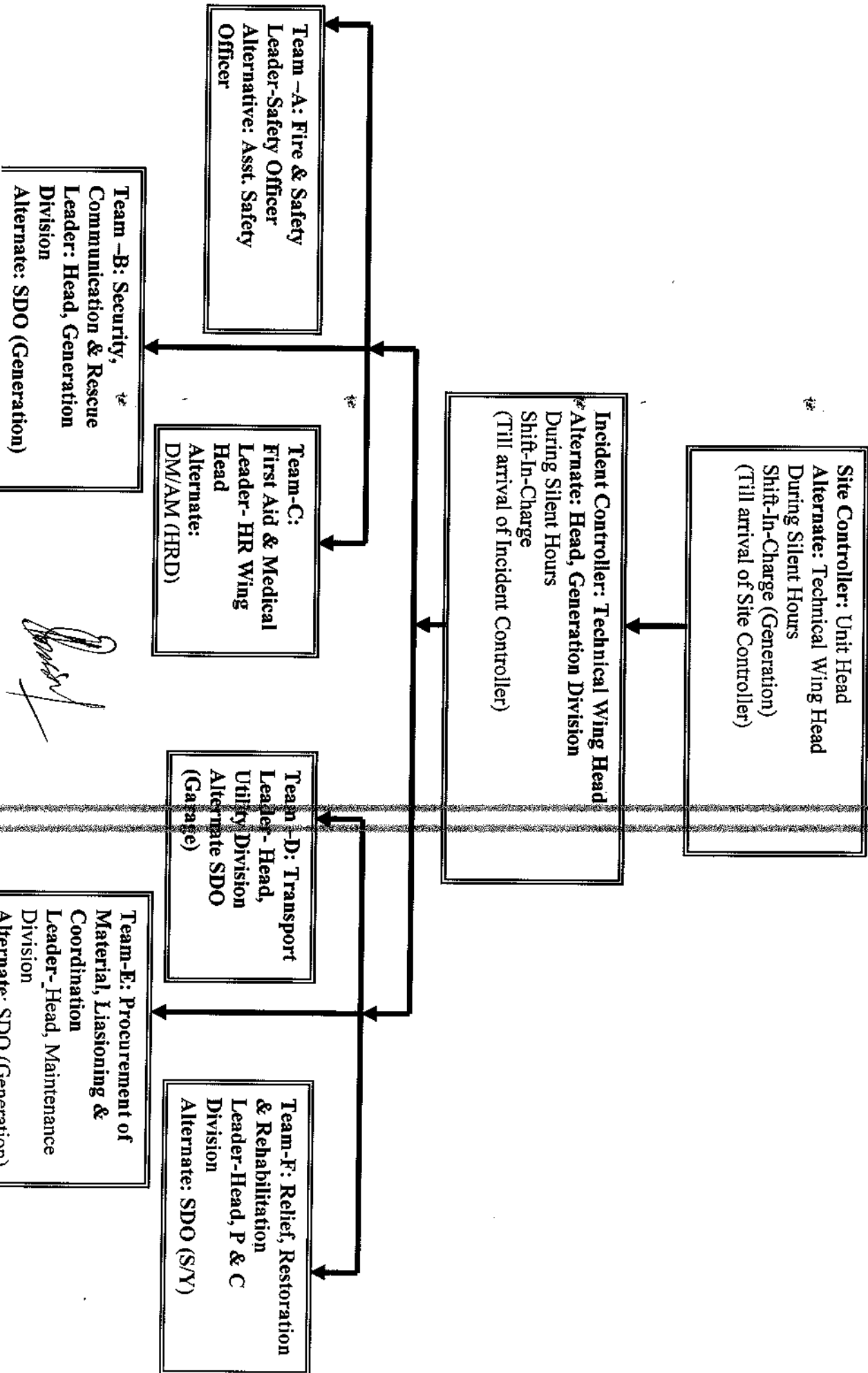
~~5.3 The Emergency Command Structure at the Unit level shall be as per Annexure-I~~

5.4 The Emergency Communication Structure at the Unit level shall be as per Annexure-II.



# EMERGENCY COMMAND STRUCTURE

Annexure-I



# EMERGENCY COMMUNICATION STRUCTURE

Annexure-II

