Safety Capability Building Procedure

Rev No.	Reason for Revision	Prepared By	Checked By	Approval by
Rev No. 00	First release	R&P Sub-committee	D R Kamath	Vijay Chourey
Rev No. 01	Standardization of procedure	Navendra Singh (Group Head – P & CB; Corp Safety.)	Rajesh Sharma (Head – Corp Safety Operation)	Vijay Chourey (Chief – Corp Safety)
02	Periodic revision	Navendra Singh Head- Safety (T&D) Corp safety	Rajesh Sharma Head- Safety (Generation) Corp safety	Suresh Khetwani Chief - Corporate Safety & Environment

Contents

Section	Description	Page No.
1.0	**OBJECTIVE**	**3**
2.0	**SCOPE**	**3**
3.0	**EXPECTED RESULTS**	**3**
4.0	**ACCOUNTABILITY & RESPONSIBILTIY**	**3**
5.0	**GLOSSARY/ DEFINITIONS**	**3**
6.0	**PROCEDURE**	**4**
7.0	**RECORDS**	**8**
8.0	**TRAINING & COMMUNICATION**	**8**
9.0	**VERIFICATION**	**8**
10.0	**EXCEPTIONS**	**9**
11.0	**REFERENCES**	**9**
12.0	**REVIEW**	**9**
13.0	**ATTACHMENTS/APPENDIX**	**10**
--	Annexure – 1: Table for Applicability of safety trainings	**11**
--	Annexure – 2: List of Mandatory Safety Trainings	**13**
--	Annexure – 3: Mandatory Trainings at a Glance	**15**
--	Annexure – 4: Safety Training Attendance Format	**16**

1. OBJECTIVE:

Objective of this procedure is to define guidelines for Safety Capability Building (CB) for various category of stakeholders.

2. SCOPE:

This procedure applies to all operating plants and project sites of Tata Power Group companies including JVs/Subsidiaries.

3. EXPECTED RESULTS:

3.1. Manage & maintain Safety Capability for various stakeholders.

3.2. Deployment of persons on various assignments/activities based upon their safety capability.

4. ACCOUNTABILITY & RESPONSIBILITY:

4.1. **ACCOUNTABILITY**: Concerned Division's Heads/Assets Custodian.

4.2. **RESPONSIBILITY**: Safety Capability Building Sub-Committee and CB SIT of divisions.

5. GLOSSARY/ DEFINITIONS:

Controls: Methods used to manage safety risks. Controls can be Elimination, Substitution, Engineering controls, signage/warnings and /or administrative controls, Isolation/ separation, PPE.

Job Safety Analysis: Job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job. In a JSA, for each basic step of the job, it is to identify potential hazards and to recommend the safest way to do the job.

Hazard Identification & Risk Assessment: Hazard Identification & Risk Assessment is a process to identify and evaluate the hazards, Risk and put controls measures for safe execution of activities.

Hazard: Source or situation with potential for harm, something that can cause body injury / occupational illness, damage property.

Job: A piece of physical work defined by time or other limits and that has a clear start and end point

Non Routine Job / Task: Where an SOP / SMP is not available or the conditions of the SOP / SMP have changed

Risk: The likelihood (probability) which can lead to potential negative consequences.

Risk Assessment: A systematic and structured process whereby hazards present in a workplace, or arising from workplace activity, are identified, risks assessed / evaluated, and decisions prioritized in order to reduce risks to acceptable levels.

Severity: The level of consequence / harm of an event that could occur due to exposure to the hazard present

Shall: Mandatory requirement

Should: Optional requirement

Stakeholders: All employees of Tata Power and Contract Workmen associated with Tata Power

Statutory requirements: Laws, regulations applicable at the location of plant /work.

Task / Activity: A sequence of steps taken to conduct a job. A task is a sub element of a Job.

6. PROCEDURE:

6.1. General Guidelines:

6.1.1. Tata Power believes that Safety is of prime importance and is one its core values. In this light, all employees and other stakeholders as mentioned in this policy would be required to undergo the Safety Measures as applicable to them irrespective of their positional hierarchy.

6.1.2. All trainees will be given the safety training at a central location, irrespective of their job location.

6.1.3. Regular audits of the respective divisions/ respective business will be carried out by the Corporate Safety Team to ensure compliance of the mandatory trainings as mentioned in various parts of this policy.

6.1.4. Non-compliance of any section of this procedure (applicable to the stakeholders), beyond the due date, shall result into escalation to their reporting Managers in Work Level MA (WLMA).

6.1.5. In case a probationer fails to complete the set of mandatory trainings within the stipulated period as mentioned in various sections of this policy, the probation period may be extended till the time they have completed the required safety trainings.

6.1.6. In addition to the mandatory safety trainings, all the divisions have to prepare a technical training plan/calendar to address and/or fulfill any other safety related requirements.

6.2. For Trainees / New Joinees:

6.2.1. All trainees / new joinees, have to undergo the online safety induction module.

6.2.2. The Cadre Management Team / Respective Business HR representative along with the respective Safety Officer, as appropriate, will send a notification on the details of the module within a week from the date of joining.

6.2.3. The Officer concerned is supposed to take the online safety induction module within one month from the date of receiving the notification.

6.2.4. On successful completion of the training & test, a certificate is issued and a record is made in the SAP HR. Also the Officer concerned shall now be eligible to attend the other mandatory modules of safety training.

6.2.5. Post the successful completion of the Online Safety induction module, a mail will be sent to the eligible Officers, giving the details of the schedule of the other mandatory safety training modules.

6.2.6. The Safety Training Modules required to be attended by Officers posted at plant locations or at project sites are:

a. Critical Safety Procedures
b. Behavior Based Safety
c. Emergency Response (Disaster Management Plan & Business Continuity Plan-BCDMP)
d. Fire Training (as per drills organized in every location)

6.2.7. The Safety Training Modules required to be attended by Officers posted at office locations (such as Corporate Center, Trombay Office, Noida Office, etc.) are:

a. Office Safety
b. Behavior Based Safety
c. Emergency Response (Disaster Management Plan & Business Continuity Plan-BCDMP)
d. Fire Training (as per drills organized in every location)

6.2.8. On completion of each of the modules mentioned above, an assessment will be conducted, on successful completion of training & test, a certificate will be provided validating the training imparted.

6.2.9. After the completion of the safety training, the employee must undertake the job specific training followed by a practical assessment, to be able to work on site or any other location where safety measures are mandatory.

6.3. **For employees working in Plants / Projects / Field / Site Locations (after Training / Confirmation):** These employees shall mandatorily attend the following Safety Training Programs:

6.3.1. **<u>Safety Induction module (Online)</u>**

a. It is mandatory for all the employees to undergo the online safety induction module.
b. The concerned Safety Officer along with the respective Business HR representative will give an official intimation on the details of the module as a mail to the employee and he/she must take the module within one month from the date of receiving the official intimation.
c. On successful completion of the test, a certificate is issued to the employee and a record is made in the SAP HR module. Also post the successful completion of the module, the employee becomes eligible to attend the other modules of the safety training.
d. Post the successful completion of the Safety Induction module, a mail will be sent to the eligible employees, giving the details of the schedule of the other safety training modules that will be conducted during the year.

e. Based on the schedule provided by Safety Officer and HR, it is the responsibility of the respective Reporting Manager to ensure that the employees in their department are released on the required dates

6.3.2. **Critical Safety Procedures:** The employee concerned must complete this module within the first three months from the date of completion of the safety induction module.

6.3.3. **Behavior Based Safety:** The employee concerned must complete this module within one year from the date of completion of the safety induction module.

6.3.4. **Emergency Response – (BCDMP):** The employee concerned must complete this module within the first 6 months from the date of completion of the online safety induction module.

6.4. **For employees working at office locations**: These employees shall mandatorily attend the following Safety Training Programs:

6.4.1. **Safety Induction Module (Online):**

a. All employees working at office locations (non-technical) are required to undergo the online safety induction module.

b. The concerned Safety Officer along with the respective business HR representative will give an official intimation on the details of the module as a mail to the employee and he/she must take the module within one month from the date of receiving the official intimation.

c. On successful completion of the test, a certificate is issued to the employee and a record is made in the SAP HR database. Also the employee now becomes eligible to attend the other modules of the safety training.

d. Post the successful completion of the online safety induction module, a mail will be sent to the eligible employees, giving the details of the schedule of the other safety training modules that will be conducted during the year.

e. Based on the schedule provided, it is the responsibility of the respective Reporting Managers to ensure that the employees in their department are released on the required dates.

6.4.2. **Office Safety**: The concerned employee must complete this module within the first one year from the date of completion of the safety induction module.

6.4.3. **Behavior Based Safety** The concerned employee must complete this within one year from the date of completion of the safety induction module.

6.4.4. **Emergency Response: (BCDMP):**The concerned employee must complete the module within the first 6 months from the date of completion of the safety induction module

6.5. **For employees in the Union Category** (if not already covered in the above mentioned sections):

6.5.1. **Safety induction module (Classroom training):**

a. All the employees in the Union Cadre, have to undergo the safety induction module in the first month of their joining. The details of the same will be given by the concerned Safety Officer in along with their respective business HR representative.

b. On successful completion of the test, a certificate is issued to the employee and a record is made in the SAP HR module. Also post the successful completion of the module, the employee becomes eligible to attend the other modules of the safety training.
c. Post the successful completion of the safety induction module, the eligible employees will get the details of the other training modules.
d. Based on the details provided by HR, it is the responsibility of the respective reporting managers to ensure that the employees in their department are released on the required dates

6.5.2. **Critical Safety Procedure:** The employee concerned must complete this module within the first three months from the date of completion of the online safety module.

6.5.3. **Behavior Based Safety:** The employee concerned must complete this module within one year from the date of completion of the online safety manual.

6.5.4. **Emergency Response – (BCDMP):** The employee concerned must complete this module within the first 6 months from the date of completion of the online safety module.

6.6. **For Safety Professionals:**

6.6.1. **Safety Induction Module (Online):**

a. All safety professionals are required to undergo the safety induction module within the first one month from the date of joining.
b. The online safety induction module will be facilitated the respective business HR representative.
c. On successful completion of the test, a certificate is issued to the Safety professional and a record is made in the SAP HR module. Also he/she now becomes eligible to attend the other modules of the safety training.
d. Post the successful completion of the Online Safety induction module, the eligible employees, will be informed about the details of the schedule of the other safety training modules that will be conducted during the Year.
e. Based on the schedule provided, it is the responsibility of the respective reporting managers to ensure that the safety professionals are released on the required dates.

6.6.2. **Critical Safety Procedures:** The employee concerned must complete the module within one month from the date of completion of the safety induction module.

6.6.3. **Behavior Based Safety:** The employee concerned must complete the module within one year from the date of completion of the safety induction module.

6.6.4. **Emergency Response (BCDMP):** The employee concerned must complete the module within the first 6 months from the date of completion of the safety induction module.

6.6.5. **External Certification:** All safety professionals have to undergo the necessary certification needed according to the standards of Tata Power. This would be

communicated by the reporting manager of the Officer concerned in concurrence with the concerned Business HR representative.

6.7. **Contract Workmen:**

6.7.1. Safety Capability Building of contact workmen is of equal importance and it shall be done through Tata Power Skill Development Institute (TPSDI)

6.7.2. Tata Power Skill Development Institute (TPSDI) training & certification procedure shall be followed for safety training & certification of contract workmen.

6.7.3. No contract workmen shall be deployed on any high risk job unless he/she obtain valid safety training certificate for related safety training for the job from Tata Power Skill Development Institute (TPSDI)

6.7.4. For more information on various criteria like safety performance and safety violations of contact workmen refer **Tata Power Contractor Safety Code of Conduct (CSCC) TPSMS/GSP/CSM/015.**

6.8. **Visitors:**

a. The visitors will be shown a Visitor Safety Induction video on the safety measures.
b. There will be no assessment on this type of training.

6.9. **Training Attendance:**

6.9.1. For all online trainings, attendance and completion of training records should be maintained in SAP-HR Module.

6.9.2. For all classroom training record of attendance shall be maintained as per Safety training attendance format as per Annexure – 4.

6.9.3. For safety trainings at divisions, divisions may choose attendance format as per Annexure – 4 or their own format which contain basic information required as per Annexure – 4.

6.10. **Safety Training feedback and effectiveness Monitoring**:

6.10.1. Feedback for all safety trainings of duration four hours or more duration shall be captured. HR Feedback format shall be used for capturing of feedback.

6.10.2. Feedback received shall be analyses to further improve subsequent training programmes.

6.10.3. Effectiveness of safety trainings shall be monitored in co- relation with safety leads measures (Safety Observation, near miss etc.)/ lag measures (LTIFR, Severity Rate etc.) of divisions. Effectiveness of safety trainings shall be monitored across divisions. Necessary improvement in subsequent training plan shall be done as per monitoring outcomes.

6.11. **Placement of O&M Engineers on Independent Charge**: Following criteria shall be followed for placement of O&M Engineers on Independent charge. Some of the

examples of independent charge but not limited to are NMMC engineer, NSMC engineer, Fault Duty Engineer (FDE), operation engineer etc.

6.11.1. Mentioned Criteria shall be applicable to Graduate Engineers Trainees (GETs) after successful completion of their GET training, Lateral Recruits and Engineers transferred from one division to another division.

6.11.2. O&M Engineers shall undergo training & certification of applicable critical safety procedures. Assessment on critical safety procedures shall be conducted before facing interview with Cross Functional Team (CFT).

6.11.3. Cross Functional Team (CFT) shall comprising of members from concern division, corporate safety, PSCC and another division shall take interview of eligible O&M engineers. CFT shall be constituted by concerned Division Chief.

6.11.4. CFT recommendations shall be followed for further placing the O&M engineers on independent charge. In case some O&M Engineers are not recommended, in such cases based upon the remark of CFT, individual shall take action on area for improvement and can reappear after three months from date of past interview.

7. Records:

7.1. Records for safety trainings shall be made in SAP-HR Module.

7.2. Attendance and feedback record shall be kept as per HR training procedure.

8. Training & Communication:

1.1. Training of all stakeholders shall be covered in Safety Training Calendar as per Safety Training needs.

1.2. Initial Communication to be done through Corporate Communication, Email and subsequently shall be made available at safety portal at Sangam.

9. VERIFICATION

Verification of implementation shall be done during Safety audit, field safety visit and site inspections.

10. Exceptions: Any Exception to this procedure shall only be done as per Document Control .Procedure (TPSMS/GSP/DC/014)**.**

11. REFERENCES

1.3. Tata Power Safety Management System (TPSMS) Manual

1.4. Tata Power Corporate HR Training & Feedback procedure

1.5. OHSAS 18001:2007.

12. Review:

12.1. Review of this procedure shall be done as and when but not later than once in every three (03) years. Typical Factors like Changes in legislation, Review of Incident

Reports, Inspection & Audit findings, Feedback from users, Recommendations in Incident investigation reports may be inputs for the review and revision of the procedure.

12.2. In case release of revised procedure gets delay due to obtaining feedback or any other reasons, safety advisory may be issued immediately to take precautions for the proposed changes in the procedure and revised procedure should be released subsequently.

13. ATTACHMENTS/APPENDIX :

Annexure – 1: Table for Applicability of safety trainings

Annexure – 2: List of Mandatory Safety Trainings

Annexure – 3: Mandatory Trainings at a Glance

Annexure – 4: Safety Training Attendance Format

Annexure - 1

The table below details the mandatory safety training modules that need to be taken by the various stakeholders of Tata Power:

A subsequent module can be attended when the previous module is completed

Sr. No	Type of Training	Applicable to	Mode of training	Duration of Training	Validity	Accountability
i	**Safety Induction**	• Trainees / New Joinees • O&M employees • Employees working at office locations (technical & non-technical) • Safety Professionals	Online	2 hours	3 years	Respective Business HR representative and Safety Officer
		• Union Employees • Contractor's Supervisor	Classroom Training	To be defined by Safety Department from time to time		
ii	**Critical Safety Procedures**	• Trainees • O&M employees • Employees working at office locations (Technical only) • Union Employees • Safety Professionals	Classroom Training	4 hours per procedure	2 years	Respective Reporting Manager in WL MC or above
			Online	1 hour per procedure		

Details of each module and its eligibility criterion is elucidated subsequently

A subsequent module can be attended once the previous module is completed

Sr. No	Type of Training	Applicable to	Mode of training	Duration of Training	Validity	Validation
iii	**Behaviour Based Safety**	• Trainees / New Joinees • O&M employees • Employees working at office locations(technical & non-technical) • Union Employees • Safety Professionals	Classroom training	4 hours	6 months	Respective Reporting Manager in WL MC or above
			Online	1 hour		
iv	**Emergency Response - Disaster Management Plan (DMP) + business continuity plan (BCP)**	• Trainees / New Joinees • O&M employees • Employees working at office locations(technical & non-technical) • Union Employees • Safety Professionals	Classroom training + mock drills	4 hours	1 year	Respective Reporting Manager in WL MC or above
v	**Office Safety**	• Employees working at office locations(technical& non-technical) • Union employees	Classroom training	4 hours	1 year	Respective Reporting Manager in WL MC or above

Details of each module and its eligibility criterion is elucidated subsequently

(Note: Certificates will be generated only for online safety training modules)

Annexure 2

List of Mandatory Safety Trainings

This annexure gives a brief description and content of the mandatory safety trainings that will be conducted for the various stakeholders.

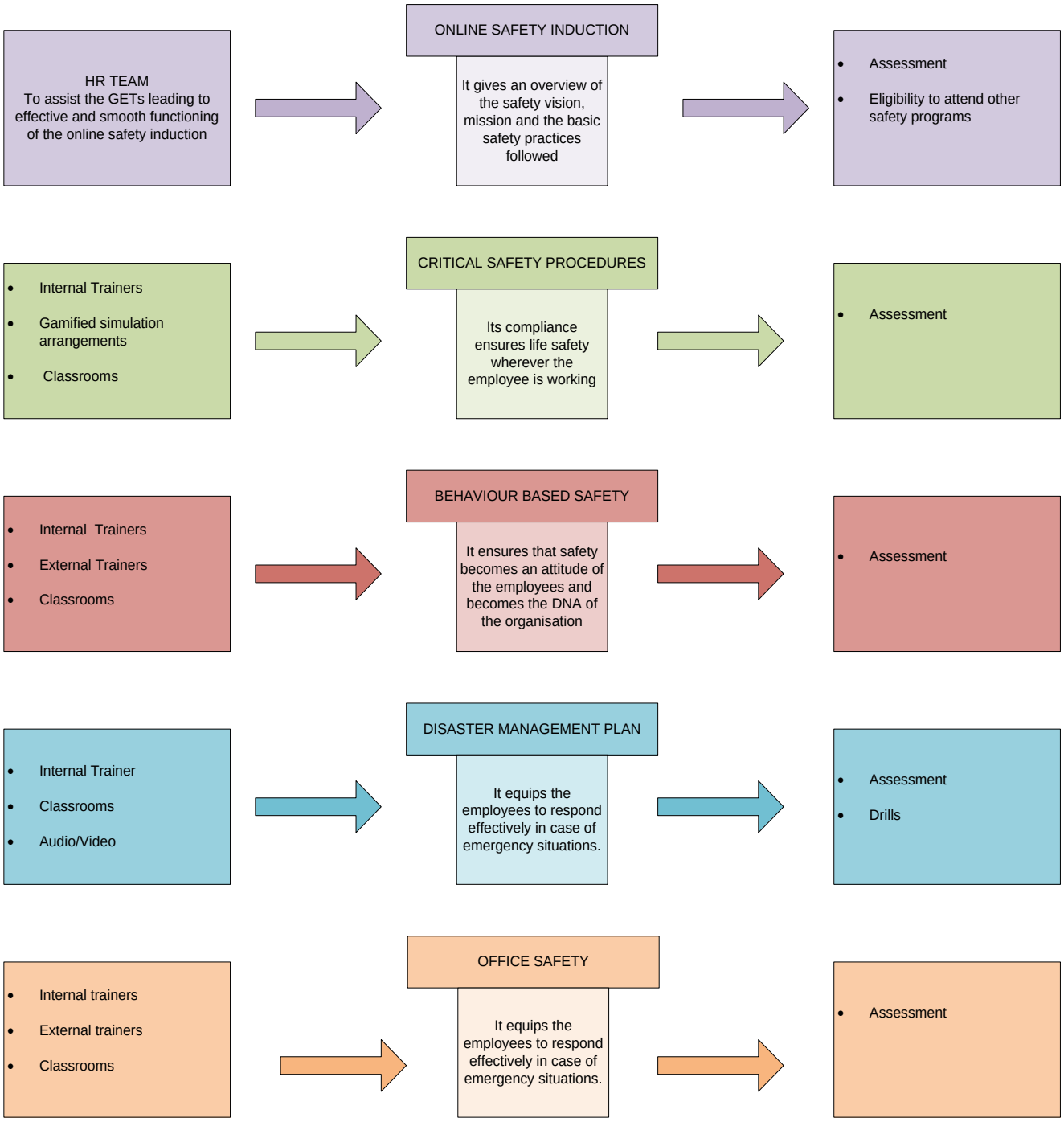
Sr. no	Name of the training	Description	Content
1.	Safety Induction	This module covers the basics of safety which is necessary for any individual	Safety Mission and Vision Learning From Incidents HIRA Safety Management System Disaster Management Safety Online
2.	Critical Safety Procedures	This module covers the essential safety procedures which are crucial for all Tata Power employees who are exposed to working at operational sites irrespective of the tenure or duration of work.	Confined Space Entry Working at height Heavy Equipment Mobile Crane Safety Scaffold Safety Incident Investigation Shoring & Sloping Lock-out & Tag-out (LOTO) Electrical safety

			Fire safety management Job safety analysis Contractor safety management
3.	Behavioral Based Safety	This module focuses on making an impact on the behavioral aspect of safety.	Understanding safety How behaviour impacts safety Root cause analysis Consequence analysis
4.	Emergency Response (DMP + BCP)	This module equips the employees to respond to the various emergencies that can take place based on their location.	Response Mitigation Resumption Recovery Restoration
5.	Office Safety	This module consists of various safety procedures that need to be followed by the employees working in the office locations.	Fire Safety Trips and Slips Ergonomics Electrical safety Hygiene

Annexure-3

Mandatory Trainings at a Glance

The table below explains the input and output of each of the mandatory trainings provided:



Annexure-4

TPSMS/GSP/SCB/016/FORM001

Safety Training Attendance Sheet

Course Title _____ Course Code (as per SAP-HR):_____

Organised by _____ Division _____Department _____

Dates From _____to_____ Duration (Hrs) _____ Venue _____

Faculty _____Co-ordinator _____

Type of Training (Internal/External) _____

S No	Name (in BLOCK LETTERS)	Designation	Employee No.	Division	Dept.	Email	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							