Safe Lone Working Procedure

Rev No.	Reason for Revision	Prepared By	Checked By	Approval by
Rev 00/	New procedure developed to address need of lone working arised recently	Navendra Singh (Head – Operations- Corp Safety.)	Vijay Chourey (Executive Advisor – Safety: Corp. Safety)	Gaurang Baxi (Chief Safety Officer)
Rev 01	Periodic review	Mr. Anand Gurav Group head- Office Safety & Strategy Deployment; Corp safety	Navendra Singh Head- Safety (T&D) Corp safety	Suresh Khetwani Chief - Corporate Safety & Environment

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1. OBJECTIVE:

Objective of this procedure is to lay down guidelines for reduction and safe managing of any additional risk arising from lone working.

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2. SCOPE:

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

3. EXPECTED RESULTS:

3.1. Manage & execute Jobs related to lone working safely.

3.2. Control incidents associated with lone working.

4. ACCOUNTABILITY & RESPONSIBILITY:

4.1. **ACCOUNTABILITY:**

4.2. Concerned Division's Heads/Project Heads/Site Heads/ Assets Custodian.

RESPONSIBILITY: Engineer In charge of Lone working employee

5 GLOSSARY/ DEFINITIONS:

Contractor employee: A person employed by a contractor to carry out work under the terms of a contract.

HOD: Head of Department

JV: Join venture

Lone working: Person working alone in a plant, site, control room, vigilance staff, office staff, etc. without anyone present nearby in the place of work.

Lone Worker: Any employee of Tata Power or contractors working alone without anyone present nearby in the place of work or in an isolated location away from the main plant for more than two hours including travel time.

TATA POWER Employee: an individual employed by TATA POWER or a majority-owned subsidiary or joint venture, including person hire on Fixed Duration Assignment (FDA).

Visitor: A person on TATA POWER premises who is neither a contract employee nor a Tata Power employee. Any person visiting any Tata Power premise on issuance of visitor card shall be consider visitor.

Shall: Mandatory requirement

Should: Optional requirement

6 PROCEDURES:

6.1 General: Working alone can bring additional risks to a work activity which calls for restrictions for working alone. The lone worker should be aware of the hazards and risks associated with his / her duties, be trained in what to do if things go wrong and ensure that someone is aware of their whereabouts and activities when carrying out their duties. High risk activities should never be carried out alone.

6.1.1 Work Instruction (WI) and HIRA (Hazard Identification and Risk Assessment) shall be developed for each routine job involving lone working.

6.1.2 Permit-to-Work (PTW) and JSA (Job Safety Analysis) will be prepared and applied for each non-routine job involving lone working.

6.1.3 Divisions Chiefs and concerned HODs shall make themselves aware of and fulfill any specific legal requirements applying to their business concerning lone working.

6.1.4 Lone working where no assistance is readily available from others may increase the level of risk associated with work. Systems should be devised to monitor the condition of lone workers periodically. This should include checks at appropriate intervals and at the end of the working period.

6.1.5 In addition it is desirable to ensure

i. List of lone working job /place in each division/JV/subsidiary kept current.
ii. Any worker shall go proper orientation and job training before assigning him/her any job related to lone working.
iii. Procedures in place where supervisors periodically visit and visually monitor the worker.
iv. Procedures where regular contact between the worker and supervisor is maintained using either a telephone or radio.
v. Automatic warning devices which operate if specific signals are not received periodically form the worker
vi. Other devices to raise the alarm in the event of an emergency (operated manually or activated automatically by the absence of activity)
vii. Register should be maintained and kept current for all lone workers.
viii. Supervisor/ concerned in-charge should ensure to get communication at the start of job and at the end of job from all lone workers. Periodic communication should be done duration of job exceed two hours or more.

6.1.6 Lone workers should not be exposed to significantly more risks than employees who work together. When it is not possible to devise arrangements for the work to be done safely by a lone person, alternative arrangements providing help or back-up should be devised.

6.1.7 Lone workers should have no medical conditions which make them unsuitable for such work. Routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual should be considered. Medical advice should be sought, if necessary.

6.1.8 Training, provision of equipment and information are particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Lone workers need to understand fully the risks involved in the work and the necessary precautions, and be sufficiently experienced to avoid panic reactions in unusual situations.

6.1.9 Local instructions should be established to set the limits to what can and cannot be done while working alone.

6.1.10 Lone workers should be able to respond correctly in emergency situations including means of summoning assistance. Emergency procedures should be established, and employees trained to implement them.

6.1.11 Although lone workers cannot be subject to constant supervision, it is a requirement to provide appropriate control of work.

6.1.12 The extent of supervision required will depend on the risks involved and the proficiency and experience of the employee to identify and handle safety issues. Employees new to the job or undergoing training, or doing a job which presents special risks or new situations may need to be accompanied at first.

6.1.13 Divisions/JV/Subsidiaries have employees and others who work in remote areas or alone should consider making special arrangements, such as providing a mobile/two-way radio and personal first aid kits and having emergency transport facility.

6.1.14 No person should be allowed to enter any confined space alone until requirement of confined space entry procedure is followed.

6.1.15 lone worker should not be involved in lifting of material or equipment beyond local legal limit i.e. 49.5 kg for male worker and 29.5 kg for female worker.

6.1.16 Lone workers should not be allowed to lift oversize load beyond his elbow range even if it is within load limits.

6.1.17 No lone worker should be allowed to work on live equipment.

6.1.18. person should not be allowed to work in lone working condition not more than one week. He shall be kept in rotation.

6.1.19. Meditation/yoga exercise should be arranged for the employees who work in lone working condition.

.2 Assessing the Lone Working Risks: Divisions Chiefs/Head of Departments shall consider the following when deciding if an activity can be conducted while alone:

6.2.1 Individual vulnerabilities

i. Are any individuals e.g. women especially at risk when working alone?
ii. Is the person medically fit to work alone? Some medical conditions make sufferers unsuitable for lone working.
iii. Are inexperienced workers especially at risk while working alone?
iv. Individuals with impaired vision, hearing or mobility.
v. Individuals whose first language is not local Language e.g. arrangements are in place to ensure information is communicated effectively, especially emergency arrangements

6.2.2 **Work Patterns:** Specific work patterns may begin during normal working hours and continue out of hours.

i. shift work
ii. continuous beyond shift hours due to work exigency

6.2.3 **Location or work area**: The work may be conducted in places managed by Tata Power, consumer location or an external location. If the worker may be required to visit more than one work location or area on the same day. Some examples of location but not limited to are listed as under.

i. office, laboratory, workshop, storeroom, plant room, cold room, clean room, server room,control room etc

ii. Lone working at odd hours e.g. Working in switchyards, substation, Operations duty at Hydro Headwork Areas.

iii. Lone working as part of the visit/patrolling – i.e. lone working for a short duration.

iv. Lone working by the drivers on village/hill roads having very little / no traffic

v. Location where access controlled by entry card.

vi. Lone working at remote sites, pumping station, head works, solar sites, wind sites etc.

7. Records:

I. Record of PTW, HIRA & JSA as per respective detention period mentioned in respective procedures.

8. Training & Communication:

I. Training of persons subjected to Lone jobs shall be included and covered in Safety Training Calendar as per Safety Training needs. Training should be done by respective division/JV/Subsidiary.

II. Meditation training, Yoga for stable mind and behaviour.

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

9. VERIFICATION:

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

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

11. REFERENCES

I. Tata Power Safety Management System Manual

II. Tata Power Hazard Identification and Risk Assessment Procedure (TPSMS/GSP/HIRA/005)

III. Tata Power Permit-To-Work Procedure (TPSMS/CSP/PTW/008)

IV. Tata Power Job Safety Analysis Procedure (TPSMS/CSP/JSA/009)

V. Tata Power Confined Space Entry Procedure (TPSMS/CSP/CSE/003)

12. Review:

a. 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.

b. 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:

NIL