# Occupational Health & Safety Legal Compliance 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) |
| Rev01 | Periodic revision | Navendra Singh<br>Head- Safety (T&D) Corp safety | Rajesh Sharma<br>Head- Safety (Generation) Corp safety | Suresh Khetwani<br>Chief - Corporate Safety & Environment |

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## 1. OBJECTIVE:

Objective of this procedure is provide guidelines for compliance of Occupational Health & Safety (OH&S) legal requirements and all ratified protocols and agreements are incorporated in Tata Power Safety Management System (SMS).

## 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 full compliance of Occupational Health & Safety (OH&S) legal requirements.

## 4. ACCOUNTABILITY & RESPONSIBILITY:

**4.1. ACCOUNTABILITY**: Concerned Division's Heads/Assets Custodian.
**4.2. RESPONSIBILITY**: As defined in the procedure.

## 5. GLOSSARY/ DEFINITIONS:

**Shall:** Mandatory requirement
**Should:** Optional requirement
**Statutory requirements**: Laws, regulations applicable at the location of plant /work.
**Occupational Health & Safety (OH&S)**: Health & Safety of person pertains to related work or occupation.

## 6. PROCEDURES: Following steps shall be followed:

**6.1.** Identify legal requirements related to safety from Central Govt / State Govt. / Local Legislation.

| No. | Action Plan | Responsibility |
|---|---|---|
| 1 | Maintain a list of current Laws, and supporting implementation decrees and guidelines, documents relating to OH&S | Corp-Safety |
| 2 | Obtain and retain on file an English translation of each document of the applicable state related to safety compliance. Translation may be obtained either directly from the issuing ministry or from a competent authority. | Corp-Safety |
| 3 | Interpret, upon request, safety legal requirements | Corp-Safety |
| 4 | Communicate the OH&S legal requirements and updates to concerned HODs | Corp-Safety |

**6.2.** Tracking of changes in OH&S legal and other requirements. Incorporate changes into Tata Power Safety Management documents.

| No. | Action Plan | Responsibility |
|---|---|---|
| 1 | Coordinate with the regulating authorities to get updates on changes/revision in OH&S laws, and changes to existing laws. | Corp-Safety |
| 2 | Update and communicate the changes in safety legal and other requirements to all concerned including all persons under the control of Tata Power, and other relevant interested parties. | Corp-Safety |
| 3 | Review and update Tata Power OH&S policy, SMS procedure, specifications and guidelines to incorporate these changes in the OH&S legal requirements. | Corp-Safety |
| 4 | Review and update the SMS control documents to incorporate the changes in Tata Power SMS requirements. | Corp-Safety |

**6.3.** Obtain OH&S related licenses, permits and approvals as necessary.

| No. | Action Plan | Responsibility |
|---|---|---|
| 1 | Develop required document controls to :<br>• Obtain all necessary OH&S-related licenses, approvals and permits for respective facilities / assets.<br>• Meet the conditions of OH&S-related licenses, approvals and permits.<br>• Ensure timely renewal of OH&S-related licenses, approvals and permits. | HOD |
| 2 | Retain on file a current copy of all OH&S-related licenses, approvals and permits. | HOD / Admin Manager |
| 3 | Comply OH&S legal requirement within time and update in Legatrix | Task owners/Site Chief/HOD/CEO |
| 4 | Generate monthly legal compliance certificate and share to MD | Corp safety/ Site Chief/HOD/CEO |

## 7. Records:

**7.1.** All record shall be maintained as per respective legal requirements**.**

## 8. Training & Communication:

**8.1.** Training of OH&S Legal requirements shall be included and covered in Safety Training Calendar as per Safety Training needs.

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

## 9. VERIFICATION

**9.1.** 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

- IS:15793: 2007 Managing Environment ,Occupational Health and Safety Legal Compliance –Requirements of Good Practices
- Indian Factory Act 1948
- State Factory Rules
- Electricity Act and Rules
- Lift & Escalators act and Rules
- Shop & Establishment Act & Rules etc.

## 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 :

NIL