TATA

TATA POWER

Guidelines for TPSMS Deployment at new JVs/Subsidiaries

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1. **OBJECTIVE:** To provide requisites safety information for acquisition of new JVs/Subsidiaries/Ventures and deploy Tata Power Safety Management System as per roadmap developed.

2. **SCOPE:** All new JVs/Subsidiaries/Ventures

3. **EXPECTED RESULTS:**

   3.1. Deployment of Tata Power Safety Management System as per approved roadmap at new JVs/Subsidiaries/Ventures.
   3.2. Achieve Safety Performance of new JVs/Subsidiaries/Ventures in line with existing JVs/Subsidiaries/Ventures

4. **ACCOUNTABILITY & RESPONSIBILITY:**

   4.1. **ACCOUNTABILITY:** CEO/Chief of new JVs/Subsidiaries/Ventures
   4.2. **RESPONSIBILITY:** Chiefs/Heads/Safety Head reporting to concerned CEO

5. **GLOSSARY/ DEFINITIONS:**

   JV: Joint Venture

   TPSMS: Tata Power Safety Management System

   Shall: Mandatory requirement

   Should: Optional requirement

6. **GUIDELINES:**

6.1. **Pre-Acquisition Stage:**

6.1.1. **Safety Information furnished during bidding-** Corporate Safety shall provide Safety write up to BD team for bidding of new JVs/Subsidiaries/ Ventures as and when required. This write up shall include outline of TPSMS, safety performance of last 2-3 years and key best safety Practices being followed at Tata Power.

6.1.2. Corporate safety shall also provide requisite safety information at stage of bidding which may include presentation safety performance to clients.

6.2. **Safety Due Diligence**:

6.2.1. Business development (BD) team of concerned cluster shall involve Corporate Safety Team for Safety Due Diligence prior to bidding of new JVs/Subsidiaries/Ventures.

6.2.2. Corporate Safety Team along with respective cluster safety representative shall visit to site of new JVs/Subsidiaries/Ventures for Safety Due Diligence and submit report within agreed timeline for further consideration of BD team.

6.3. **Post-Acquisition Stage:**

6.3.1. HR shall plan requisite Safety Manpower for new JVs/Subsidiaries/ Ventures after taking inputs for Corporate Safety.

6.3.2. Site team once deployed at site, shall start keeping account of safety lag indicators such as Fatality, Lost workday cases.

6.3.3. Safety MIS which include Lag Indicators shall be shared by site team to Corp safety from subsequent month of deployment.

6.4. **Development of Roadmap for deployment of TPSMS:**

6.4.1. Site team in consultation with Corporate safety shall prepared Roadmap for deployment of TPSMS at new JVs/Subsidiaries/ Ventures. Such roadmap should be developed and approved within three months of acquisition. Roadmap shall comprise of all 13 elements of TPSMS as per annexure-A.

6.4.2. RoadMap shall be approved by Business Cluster President/Chief

6.4.3. Deployment status of roadmap should be reviewed every month with Business Cluster President/Chief.

6.4.4. Safety Lead Indicators shall be made part of Safety MIS based upon the timeline mentioned in roadmap against respective elements.

6.4.5. In case of green filed project site, during project stage Tata Power Contractor Safety Code of Conduct (CSCC) shall be followed. Post commissioning Roadmap for deployment of TPSMS shall be prepared and implemented.

6.4.6. Timeline and applicability of various criteria mentioned in Annexure-A may vary based upon size and complexity of the new JVs/Subsidiaries/ Ventures and shall be finalized mutually at the time of roadmap finalization.

6.5. **Resources for Roadmap for deployment of TPSMS:**

6.5.1. Site team shall ensure to arrange necessary resources for the deployment of roadmap.

6.5.2. Corporate safety shall make available adequate Nos of safety trainers and safety training modules to develop Safety Capability of manpower at Site.

7. RECORDS :

7.1. Roadmap for deployment of TPSMS. – Retention Duration: five year

7.2. MOM of review of roadmap- Retention Duration: five year

8. TRAINING & COMMUNICATION

8.1. Initial Communication to be done through Corporate Communication/Chief – Safety by Email and subsequently shall be made available at safety portal at Sangam.

9. VERIFICATION

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

10. EXCEPTION

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

11. REFERENCES

11.1. Tata Group Health & Safety Management System (THSMS)

11.2. Tata Power Safety Management System (TPSMS)

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.

13. ATTACHMENTS/APPENDIX :

Anenxure-1: Roadmap for Deployment of TPSMS

Anenxure-1

TPSMS/GSP/NEWJVS/020/Form/01

Roadmap for deployment of TPSMS

Name of JV/Subsidiary/Venture:_____

Date:_____

Element No.	Element	Linkage with Tata Power Safety Management System	Timeline	Responsibility	Remark
1	**Leadership & Accountability**	Safety Governance Structure in place, Safety Strategy roadmap, Safety Resolution, Safety KRA, HVST (High Visibility Safety Tours), S+5S walkthrough by Leaders, leader's involvement in Incident Investigation			
2	**Hazard Identification, Risk Assessment & Management**	Hazard Identification & Risk Assessment (HIRA) Procedure (TPSMS/GSP/HIRA/0055) HIRA register JSA			
3	**Compliance Assurance**	Safety & health Legal Compliance, Legatrix System, e-Compliance Passbook Legal Register			
4	**Design, Construction & Operational Control**	Design: Corp Engineering Procedure Construction: Contractor Safety Code of Conduct (CSCC)) Operation Control: Critical Safety Procedures, General Safety Procedures, Standard Operating Procedures (SOP), EPM Processes, PTW, JSA through SAP			
5	**People, Competency & Behaviors**	People, Competency: Safety Capability Building Procedure (TPSMS/GSP/SCB/016), TPSDI L1/L2/L3 certification programs or equivalent agency like DOSEC etc,			

		Behaviors: Safety R&R guidelines, Consequence Management Policy, Behavior Based Safety programs.			
6	**Communication, Consultation & Empowerment**	Communication: Corp Communication guidelines, brand Manual, Safety Policy, Townhall meeting, Safety Communication Procedure (TPSMS/GSP/COMM/013), SAP EHSM, Mobile Suraksha, Stake holder App. Empowerment: Empowerment through Safety Principles, R&R for unsafe work stoppage, Safety Maestros. 'Step change in Safety' bulletin			
7	**Incident Reporting, Investigation & Learning**	Incident Reporting & Investigation Procedure(TPSMS/GSP/IRI/011), Reporting of Incidents, Red stripe bulletin, Reporting of Safety Observations and their closure			
8	**Asset Management**	SAP-PM of O&M Equipment, Fire & Safety Equipment Maintenance			
9	**Management of Change**	Management of Change (MOC) procedure (TPSMS/GSP/MOC/007)			
10	**Working with Contractors**	Contractor Safety Code of Conduct (CSCC) TPSMS/GSP/CSM/015 Safety Evaluation of vendors and Safety bids, Periodic safety performance evaluation of vendors, Safety Communication with vendors, Safety Training to BAs			
11	**Emergency preparedness, Response &**	Business Continuity & Disaster Management System (BCDMP), Mock drill plan, record of Mock			

	Crisis Management	drills, Mock drill action tracking.			
12	**Document Control & Record Management**	Document Control Procedure (TPSMS/GSP/DOC/014), Safety Portal at Sangam webpage, ECM (Enterprise Content Management), Anant folder			
13	**Measuring Performance, Audit & Review**	Review of Safety Performance through Safety Governance Structure at all tiers (1-4)			

Prepared by(Name, Designation & Sign):----------

Approved by(Name, Designation & Sign):----------