


HEALTH & SAFETY MANUAL



HEALTH AND SAFETY MANAGEMENT SYSTEM

OHSAS18001:2007

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Power Grid Company of Bangladesh Ltd. (PGCB) is responsible for Operation, Maintenance and Development of the transmission system of the Country. PGCB is also fully responsible to construct new electrical transmission lines and grid sub-stations.

The strategic management for PGCB involves the establishment of long-term Vision, Mission and identification of the near-term objectives of PGCB. The 'H&S Policy' of the company and the future strategies for PGCB to achieve its goal have also been determined.

PGCB has established a Health and Safety Management System incorporating the requirements of OHSAS 18001: 2007. This H&S Manual (HSM) is an overview of the Health and Safety Management System (HSMS) of PGCB. Details of inside view of the system and commitment, which PGCB has been pursuing, are shown in this manual.

The strategies have kept the company focused on its H&S Policy and help achieving its objectives. Successful implementation of these strategies will enhance the performance and image of PGCB and improve the health and safety of its employees. PGCB satisfies the requirements of its staff and any other interested parties regarding Occupational Health & Safety Management System. Top Management is responsible for the control of all matters pertaining to the implementation of Operational Health and Safety procedures.

The assurance of OH&S is fundamental to all the work undertaken by PGCB and all personnel at every level in the PGCB structure shall practice the procedures established.

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1 INTRODUCTION

i. Background of PGCB:

Before formation of Power Grid Company of Bangladesh Limited (PGCB) the Bangladesh Power Development Board (BPDB) was responsible for operation & maintenance of transmission system & its development throughout the country together with Generation and Distribution System. With the objective mentioned in Power sector vision statement and policy of the Government, PGCB was formed on 21st November 1996 under the Power Sector Reform Programme. PGCB is a Public Limited Company registered with the Joint Stock Companies and firms & controlled by Company Act. PGCB is operating as per Company Act, 1994 and is fully owned by BPDB. There are Twelve (12) Board Members out of which seven (7) from BPDB, four (4) from Independent Director and one (1) from PGCB as per Articles of Association, revisable as required.

PGCB is responsible for Operation, Maintenance and Development of the transmission system of the Country. PGCB is also fully responsible for construction of new electrical transmission lines and grid sub stations. Transmission assets have already been transferred to PGCB from Bangladesh Power Development Board

PGCB has been operating as a wheeler of electricity and receiving wheeling charge from distribution entities.

Following are the number of substations now under PGCB's operation:

400kV HVDC Back to Back Station-	1 no.
400/230 KV Substations-	1 no.
230/132 KV Substations-	19 nos.
132/33 KV Substations-	90 nos.


Transmission line it maintains is:

400KV Transmission Lines- Length in	220.7 Ckt.km
230 KV Transmission Lines- Length in	3185.166 Ckt.km
132 KV Transmission Lines- Length in	6401.628 Ckt.km

1.1 GENERAL

This H&S Manual has been prepared to describe the requirements and structure of the Power Grid Company of Bangladesh Ltd. (PGCB) health and safety management system. The PGCB health and safety management system is based on, and has been developed to satisfy the requirements of the Standard for health and safety management systems (OHSAS18001: 2007).

For easy reference, the section headings of the Standard (from Section 4.0 onwards) have been adopted and are used for the documents' numberings of this H&S Manual.

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1.2 SCOPE

The PGCB health and safety management system shall apply to all the functions that engage PGCB within the Area of its jurisdiction.

Functions of PGCB: plan, develop, operate and maintain an integrated and efficient power transmission system network in all its aspects including planning, investigation, research, development and engineering, preparation of preliminary feasibility and detailed project reports, construction operation and maintenance of transmission lines, substations, load dispatch centres and communication facilities and auxiliary works, co-ordination of integrated operation of regional, national and international grid systems, providing consultancy services in power systems field, execution of turnkey jobs for other utilities/organization, wheeling of power, purchase and sale of power.

1.3 OBJECTIVES

Company health and safety objectives are formulated by top management to define the prevention of injury and ill health, compliance with applicable legal requirements and with other requirements to which the organization subscribes, and continual improvement of the system and to provide the necessary direction to the organization. The objectives are defined in page 11 of 23 of this Document no. HSM-04.

1.4 APPLICATION

1.4.1 Procedure

The PGCB health and safety management system is relevant to the nature of the organization, and regulatory requirements.

All requirements of OHSAS 18001:2007 are applicable for corporate office and all substations, however, the procedure for applying exclusions to the PGCB health and safety management system is listed below:


- I. A requirement of the Standard may be excluded only when the following conditions are met:
The exclusion may not affect the Company's ability, nor absolves the Company from the responsibility to provide a service that meets customer and applicable regulatory requirements.
- II. The Management Representative shall be responsible for identifying those requirements of the Standard that do not apply to PGCB and the service it provides, and to propose exclusions of such requirements from the scope of the health and safety system.
- III. Top management has the responsibility and authority for evaluating whether proposed exclusions are appropriate, and for approving them. Evaluation and approval of exclusions are conducted within the framework of management reviews of the health & safety management system (see Section 4.6).
- IV. Exclusions taken are documented in this section of the Health & Safety Manual. The excluded requirements are precisely identified with reference to specific sections and/or statements in the Standard. There is also a brief justification why the exclusion is taken and why it is appropriate.

1.5 RESOURCES

THE PEOPLE AND STRUCTURE OF PGCB:

The salient features of the organogram (refer Service Rules Document no. QD-HRM-01) of the Power Grid Company of Bangladesh Ltd. approved by the Board are as follows:

1. Total Manpower is 3278
2. No. of Officers 1765
3. No. of staff 1513

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4. There are 4 divisions namely
- Operation and Maintenance (O&M),
 - Planning and Design (P&D)
 - Human Resource Management (HRM)
 - Finance

Each division is headed by Executive Director.

Other than these divisions, following departments are directly under the supervision of Managing Director.

- Audit &
- Company Secretariat headed by Company Secretary.

Managing Director is empowered to make adjustment in different establishment as per need maintaining the total manpower strength fixed.

In the organogram, there is no provision of sweeper, gardener etc. Outside service providers will be contracted to provide the above-mentioned services.

2. NORMATIVE REFERENCE

The following normative document applies to this Health and Safety Manual and the PGCB health and safety system as defined in the Health and Safety Manual.


- BS OHSAS 18001:2007, OH&S management systems – Requirements

3. TERMS AND DEFINITIONS

For the purpose of this Health and Safety Manual, the terms and definitions given in OHSAS 18001:2007, Section 2 applies.

Abbreviation used in the health and safety management system:

AC	: Accounts	JAM	: Junior Assistant Manager
ADM	: Administration	LDC	: Load Dispatch Circle
ADT	: Internal Financial Audit	LM	: Line Man
AM	: Assistant Manager	M	: Manager
AMR	: Assistant Management Representative	MIS	: Management Information Service
ASST	: Assistant	MN	: Maintenance
BOD	: Board of Directors	MD	: Managing Director
BPDB	: Bangladesh Power Development Board	MHRD	: Manager Human Resource Development
CBA	: Collective Bargaining agent	MR	: Management Representative
CMP	: Company	MT	: Metering
COM	: Commercial	NLDC	: National Load Dispatch Centre
COMN	: Communication	OPN	: Operation
CS	: Company Secretary	PA	: Personnel & Administration
DM	: Deputy Manager	PD	: Project Director
DGM	: Deputy General Manager	P&D	: Planning and Development
DGN	: Design	PEC	: Project Evaluation Committee
DMR	: Deputy Management Representative	PIM	: Project Implementation
DHRM	: Director Human Resource Management	PL	: Planning
DPP	: Development Project Proposal	PO	: Purchase Order
EMD	: Energy management Division	PPL	: Project Planning
EM	: Energy Manager	PROC	: Procurement
FIN	: Finance	WI	: Work Instruction
FM	: Foreman	SCE	: Shift Charge Engineer
GM	: General Manager	SK	: Store Keeper
GMD	: Grid Maintenance Division	SO	: System Operation
HRD	: Human Resource Development	SPL	: System Planning
HRM	: Human Resource Management	SPM	: System Protection & Metering
HSF	: Health and Safety Forms	SS	: Sub Station
HSM	: Health and Safety Manual	ST	: Store
HSMS	: Health and Safety Management System	TCS	: Technical Service
HSP	: Health and Safety Procedures	TM	: Telemetry
IMP	: Implementation	TRAN	: Transmission

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4.1 GENERAL REQUIREMENTS

The PGCB health and safety management system has been established to cover the various functions of the company as required by the International Standard (OHSAS18001: 2007), and of those identified and required by PGCB.

Procedures define the relevant resources, human and other, that would be required for executing and maintaining the applicable processes.

Departmental managers and section heads are responsible to implement and maintain all the procedures that apply to the relevant processes. They are required to continuously monitor, measure and analyze the respective processes to ensure that it is and remains effective and that objectives are being achieved.

Departmental managers and section heads are required to implement and maintain the necessary and relevant actions that are required to ensure continual improvement of the system.

4.1.1 Management Commitment:

4.1.1.1 Management provides evidence of its commitment to development, implementation, and continual improvement of the H&S Management System by:

4.1.1.1.2 establishing a H&S Policy and ensuring the Policy is understood by all employees;

4.1.1.1.3 ensuring the H&S Policy and Objectives are established and reviewed for continuing suitability and adequacy, and when necessary, the need for change;

4.1.1.1.4 conducting Management Reviews;

4.1.1.1.5 ensuring availability of resources (human, specialized skills, technology and financial) essential for implementation and control of the H&S Management System;

4.1.1.1.6 appointment of specific H&S Management Representatives.

4.2 OH&S policy

The top management of PGCB is committed to implement, maintain and continuously improve the PGCB H&S management system.


PGCB- GENERAL HEALTH & SAFETY STATEMENT

PGCB subscribes to the Health & Safety Policy in place and is committed to implementing and maintaining a Health & Safety System conforming to OHSAS 18001:2007 throughout the whole of the company's undertaking and at all of its premises and work sites.

PGCB HEALTH & SAFETY DIRECTION

Company's aim is to monitor and continuously improve on our health & safety performance, and the company is committed to achieving this by:

- Complying with all relevant health & safety regulations, and other legislative documents and/or requirements, codes of practice, corporate policies and protocols, as a minimum.
- Co-operating with Client, Local Authority and Community with regards to all aspects that could or have an adverse effect on the health & safety and the protection of individuals, groups and property.
- Develop and implement Safe Working Practices in all undertakings, by the provision of Information, Instruction & Supervision to ALL Employees as well as Contractors tasked to carry out undertakings on the company's behalf, this is achieved by the provision of:
 - Generic Risk Assessments
 - Site Specific Risk Assessments
 - Work Method Statements
 - Any Other

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- Training: Provide suitable and sufficient training to enable employees and contractors to carry out their work activities without hazard and/or risk, including:
 - Initial Company Induction
 - Site Induction
 - Tool Box Talks
 - Safety Presentations
 - Trade Specific Industry Standard training
 - Any Other
- Develop and maintain continuous improvement of our health & safety performance, addressing all aspects of works, which include:
 - Site Supervision & Management
 - Plumbing & Heating Operations
 - Joinery Operations
 - General Operative Operations
 - Stores Operations
 - Trainees & Apprentice Supervision & Management
 - Any other
- Fully integrate health & safety considerations into all aspects of the company's undertakings to minimise any adverse effects, as far as is reasonably practicable.

Internal audit and review of the health & safety management system shall ensure that the system remains effective and meets OHSAS18001:2007 standards throughout the Company.


 Reviewed by (MR):

Approved by (MD):



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OCCUPATIONAL HEALTH AND SAFETY POLICY

POWER GRID COMPANY OF BANGLADESH (PGCB) strongly believes that the achievement of organizational success must be accompanied by a resolute commitment towards the health and safety to all of its employees.

PGCB commits itself to the following Occupational Health Protection and Safety Policy:

1. Ensure a healthy and safe work environment to employees and provide resources for awareness, preliminary risk evaluation, training and monitoring of health and accident risks.
2. Ensure consistency of PGCB's health and safety procedures with the relevant legislative requirements, other requirements to which PGCB subscribes and introduce necessary additional requirements to make certain of a safe and healthy workplace.
3. Incorporate occupational health and safety considerations in the planning and development of process.
4. Continually strive to eliminate any foreseeable hazards, which may result in property damage, accidents, or personal injury/illness.
5. Continually improve in OH&S management and OH&S performance.
6. Be prepared for emergencies and act promptly to eliminate their resulting impacts.
7. Effectively communicate the Occupational Health Protection and Safety Policy to the relevant stakeholders of the company to encourage adoption of appropriate preventive practices.

Aiming at ensuring the implementation of the actions related to meet the system requirements, organizational issues are dealt with by Management Representative supported by the Deputy Management Representatives of Occupational Health Protection and Safety Management.

A periodic review ensures the suitability of this policy, relevancy and appropriateness to the PGCB objectives, as well as to its activities and services.

The proper implementation of the Occupational Health Protection and Safety Policy would be supervised by the Management Representative, along with the assistance of the Deputy Management Representative.


Approved by:

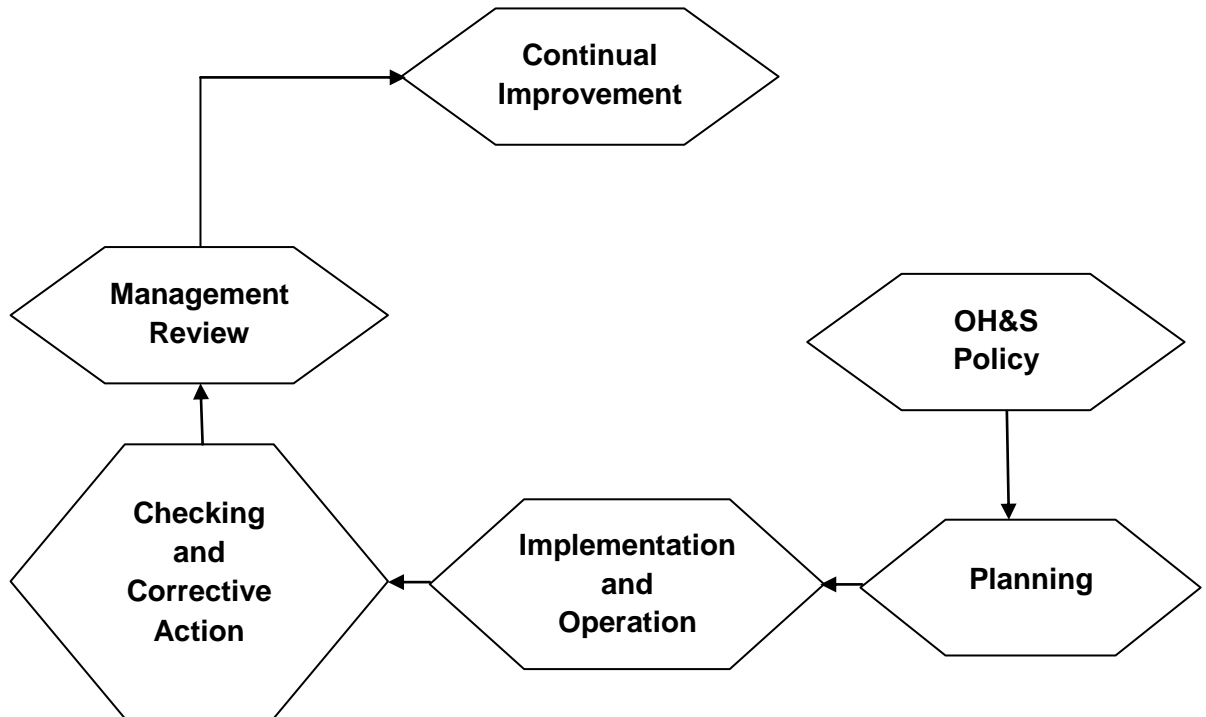
Managing Director


Reviewed by (MR):

Approved by (MD):



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4.3 Planning

4.3.1 Occupational Health and Safety Hazard Identification, Risk Assessment and Determining Controls


The Managing Director shall ensure that all hazards associated with its activities are assessed for risk so that precautions can be identified and actioned before work commences.

Note: The following aspects will be considered for risk assessment:

- a) Routine and non-routine activities
- b) Hazards originating externally to the workplace
- c) Work operations including contractor activities
- d) Use of infrastructure, equipment and materials
- e) Whenever change occurs to systems, processes equipment, personnel, materials etc.
- f) Changes in legislation
- g) Emergency situations & potential incidents e.g. fire, accidents
- h) Contractors and visitors to the workplace
- i) The capabilities of personnel including human behaviour

PGCB Occupational Health and Safety Hazard identification and Riskassessment methodology is proactive and includes:

- i) classification and identification of risks to be eliminated or controlled;
- ii) ensuring consistency with operating experience and capabilities of risk control measures employed;
- iii) provision of input in determination of facility requirements, identification of training needs and/or development of operational controls;
- iv) provision for monitoring and required actions to ensure both the effectiveness and timeliness of their implementation;
- v) establishing and documenting Occupational Health and Safety Objectives.

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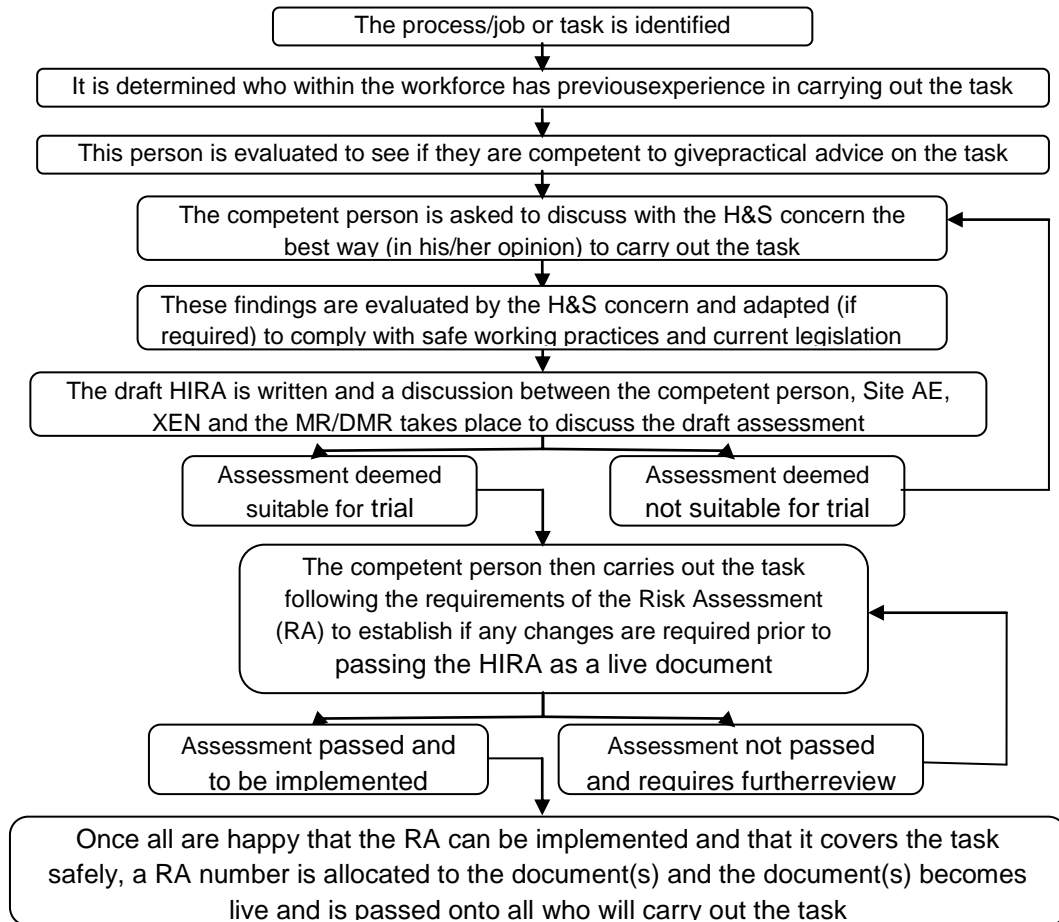
Risk Assessment & Control

The company takes assessment of risk and hazards that may be evident during its undertakings as a priority.


To accommodate and facilitate risks and hazards that may be evident either on site or at the head office facility, risk assessments and work method statements are carried out on work activities. These risk assessments and work method statements form a part of the system that as a whole encompasses all health & safety control measures.

These risk assessments, work method statements and other documents are formulated in a methodical way by the Health & Safety concerned to ensure that a safe working environment is in place at all times.

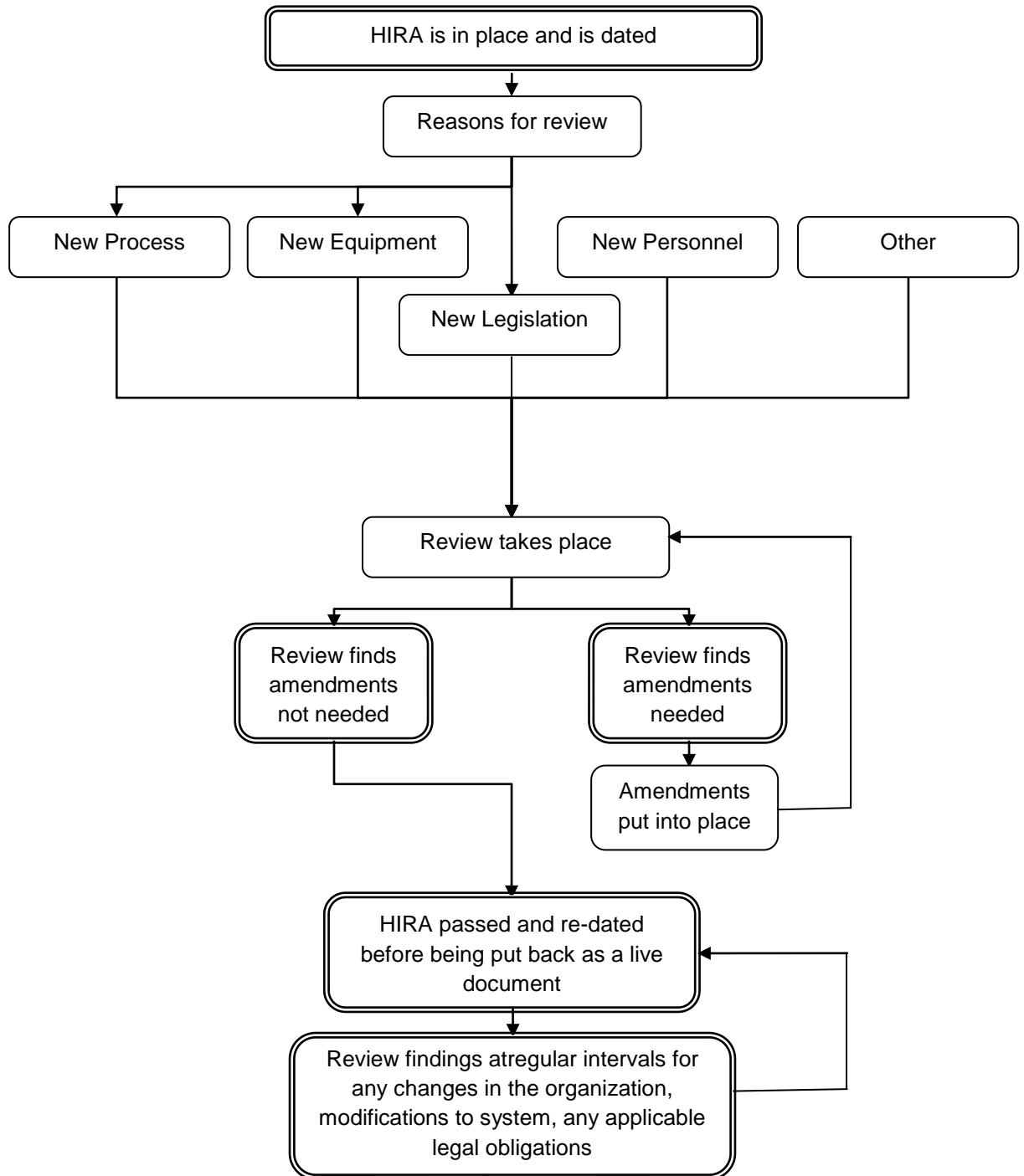
The assessment and control of risk is a major factor in ensuring that a safe working environment is achieved. The procedure HSP-OHS-1 is followed for the formulation of risk assessments and work method statements is as shown in the flowcharts as follows.




Once the process shown has been carried out and the risk assessment becomes a live document, the following process is carried out to ensure that the risk assessment is current and up to date.

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The flow charts within this process details the process that PGCB carry out when assessing the requirements for Hazard Identification and Risk Assessments. This procedure takes into consideration all tasks, jobs and processes carried out by PGCB employees.



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4.3.2 Legal and Other Requirements

GM, P&A determines all relevant health & safety legislation with reference to the MR/DMR and any other service where required.

New and updated legal requirements shall be recorded within the Health & Safety Legislation section of the management review meeting to ensure that they are reviewed regularly. The process follows the procedure HSP-OHS-3.

The management review meeting minutes are communicated to all personnel and other relevant parties requiring knowledge of the relevant legal requirements.

Legal and other requirements that need to be in place to adhere to the Standard are listed below and will be updated if and when required. The implementation of the statute will be the responsibility of all who work for the company.

Statutory legal compliance with the Standard includes complying with the following Regulations, Approved Codes of Practice, Policies and/or Legislative Requirements

- OHSAS 18001:2007 Standard
- Labour Rules 2015
- Bangladesh Electricity Distribution Code 2012 BERC
- Electricity Grid Code 2012
- Electricity (Amendment) Act, 2012
- Bangladesh Fire Protection and Dowsing Rule 2006
- তফসিল-৩ পানিরমানমাত্রা[বিধি ১২ দ্রষ্টব্য (সুপেয়পানিরমানমাত্রা)]-পরিবেশসংরক্ষণবিধিমালা, ১৯৯৭
- তফসিল-৪ শব্দেরমানমাত্রা [বিধি ১২ দ্রষ্টব্য] -পরিবেশসংরক্ষণবিধিমালা, ১৯৯৭

The list above is not exhaustive, all current legal requirements and regulations will be strictly adhered to by the company.

Information on applicable legal requirements can be gathered from the following sources:

- In-house
 - Via the MR/DMR, Legal Advisor or Senior Management
 - By reference to Company Policies and/or Procedures
- Accredited Trade Bodies including
 - Different Chamber of Commerce & Industries, Business and Trade Communities,
 - Others
- Clients, including:
 - Local Authorities
 - BERC
 - Others


All health & safety requirements regarding the Company's undertakings will be included in any statutory documentation for individual sites etc. via Health & Safety Plan.

4.3.3 Objectives and Programme

The overall general H&S Objectives are:

- a) obtain and maintain OHSAS18001:2007 certificate within 2017;
- b) PGCB will restrict the occurrence of the accidents in all of its substations & offices and maintain it at 0 (zero) nos. by end of 2017
- c) establish and nurture a culture which is focused on the impact of work processes on Occupational Health and Safety;
- d) create and maintain an Environment encouraging teamwork, cooperation, innovative thinking, initiative, leadership, problem solving, decision making, and a commitment to Continual Improvement;
- e) continually review and improve Systems and Procedures;

f) operate consistent with Occupational Health and Safety Legislation and Regulations;

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- PGCB will comply to all legal and regulatory requirements of the country,
- PGCB will restrict the occurrence of the accidents in all of its substations and maintain it at 0 (zero) nos.
- PGCB will continuously monitor the existence of hazards and will eliminate or substitute them through proper remedial actions.
- PGCB will monitor and evaluate the performance of its OHS performance
- PGCB will maintain safe working environment by giving training to its entire people on OHS.

These objectives of the system will be circulated throughout the organization and will be reviewed periodically for its continued relevance and effectiveness.

These objectives are monitored for its sustained effectiveness at management review meetings.


Employees of the company have a duty to co-operate in this objective:-

- By working safely and efficiently.
- By properly using safety devices and protective equipment provided and by meeting statutory obligations.
- By reporting incidents which have led or may lead to injury or damage.
- By adhering to company procedures and observing instructions designed to contribute to the protection of health and safety.
- By co-operating in the investigation of accidents with the object of introducing measures to minimize the possibility of recurrence.

PGCB will set out and review its health & safety objectives and targets on a regular basis within the health & safety programme section of the management review meeting. Details of program dates and responsibilities will be defined. The health & safety objectives will be aimed at relevant functions and levels within the business.

When setting objectives and targets the company will ensure that they are consistent with the OH&S policy and take into account, financial, operational and business requirements as well as technological options.

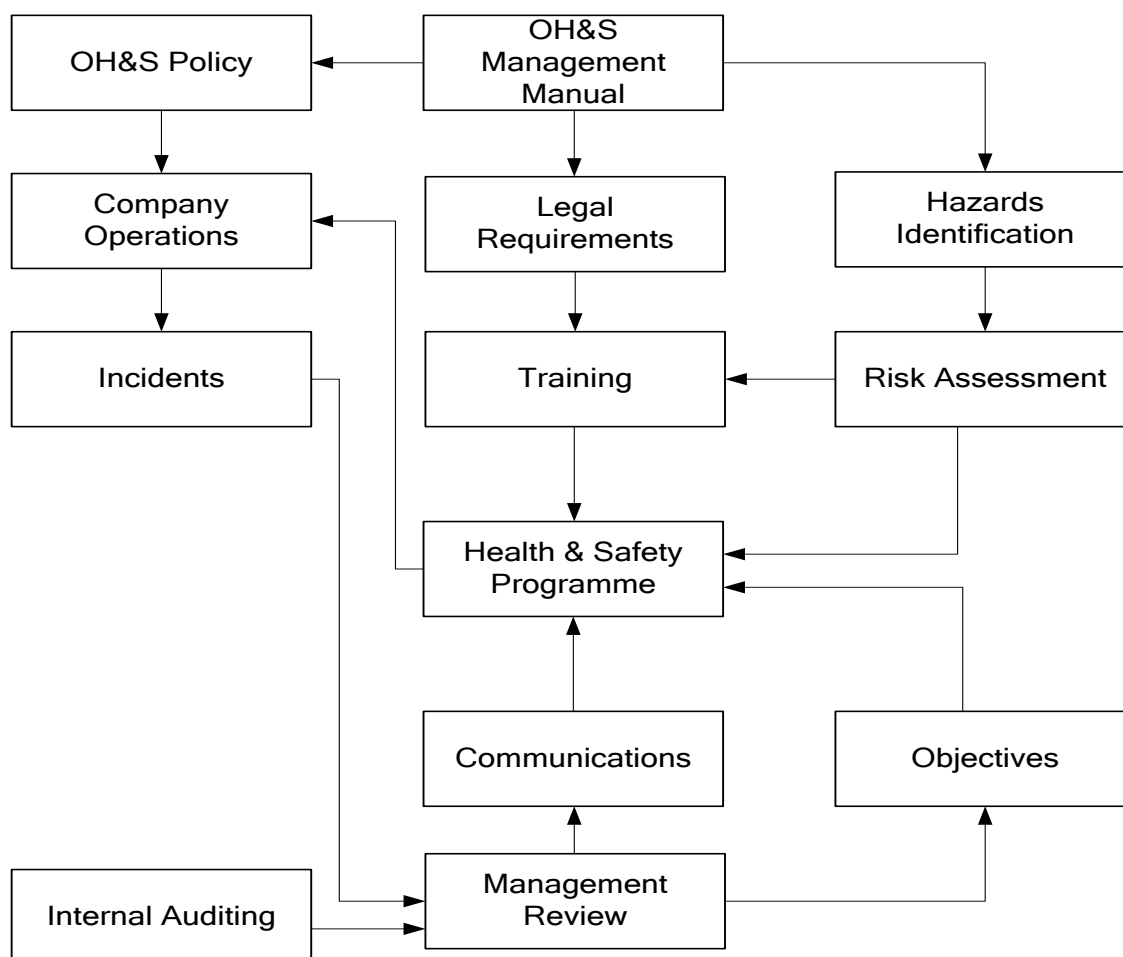
In order to determine whether or not the objectives and targets are being met they will be measured, where practical, to allow progress to be monitored.

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4.4 Implementation and Operation

Following flowchart shows the operation of the OH&S management system.

OH&S Management Processes




4.4.1 Resources, Roles, Responsibility, Accountability & Authority

The Managing Director has overall responsibility for the OH&S management system and will assign personnel to the necessary duties outlined in this manual and make available all necessary resources to ensure that the management system is fully implemented.

Roles and responsibilities are defined and communicated through this manual and any other referenced documentation.

The Managing Director will communicate with all designated personnel to ensure that they are fully aware of their roles and what is expected.

Conducting business in a safe and healthy manner is the responsibility of PGCB management. It is the responsibility of management at each site to ensure that adequate resources are in place to ensure conformance to the PGCB Health and Safety Policy and proper implementation of the OH&S System. Competence, training and awareness of the people are ensured as described in next page.

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Mr. Arun Kumar Saha, Chief Engineer, P&D is the Management Representative for as defined in OHSAS18001:2007. He is assisted by one deputy management representative (DMR) in head office and other 10 DMRs at to carry out the responsibilities.

The responsibilities of the Management Representatives include:

- Ensuring that the OH&S system is established, maintained, and continuously improved
- Reporting to top management on the performance of the OH&S and any improvements needed

The personnel roles and responsibility for implementing and maintaining the H&S management system are as below.

	MD	MR	GM P&A	All Other GM	All DGM	M/DM/AM O&M	DMR	SK	FIN	Employees
Communicate importance of OHS management	S	S	S	S	S	S	L	S		S
Track/Analyse New requirements	S	L		S	S	S	L			
Obtain permits and develop compliance plans		L		S	S	S	S			
Prepare reports required by regulations	S	L		S	S		S			
Co-ordinate communications with employees and the personnel working within plant	S	L	S	S			S			
Train employees	S	L	L	S	L		S			
Integrate OHS into recruiting process	S	S	L	S	L		S			
Integrate OHS into performance appraisal process	S	L	L	S	L					
Communicate with service providers on OHS expectations	S	L		S	S	S	S	S		S
Comply with regulatory requirements	S	L	S	S	S	S	S	S	S	S
Conform with organisation's OHS requirements	S	L	S	S	S	S	L	S	S	S
Maintain equipment/tools to control OHS risks		L		S		L		S		S
Monitor key processes	S	L		S		S	S	S		S
Coordinate emergency response efforts		L	S	S		S	S	L		S
Identify OHS hazards of products and activities		L		S	S	S	L	S		S
Establish OHS objectives and targets	L	S	S	S	S		L			
Maintain OHS records (training etc.)	S	L		S	L	S	L	S		S
Coordinate OHS documents control efforts	S	S		S	L	S	L	S		
Coordinate auditing efforts	S	L		S	L	S	L	S		

Legend:


L = Lead Role, S = Supporting Role

4.4.2 Competence, Training and Awareness

The Managing Director ensures that only personnel with suitable qualification and experience are employed on work tasks which have the potential to cause harm. He will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is monitored. All personnel are appraised with respect to competence.

As per direction of Director HRM, GM Personnel and Administration shall ensure that all persons understand the importance of their training and experience and how they can work effectively to ensure safe working. He will also ensure that personnel are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is ensured that records of training, education, qualification and experience are maintained.

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PGCB ensures competency and awareness through the following means:

- a) "In-service" training programmes are being implemented and are being maintained to ensure that employee competency are maintained and continuously improved.

Three types of "in-service" training programmes are distinguished, namely:

- (i) Skills transfer training programme is used to enable the enhancement of skills of staff with in-house resources or from out-sources
 - (ii) Specialist training programmes, where the training services of "Specialists" are procured, which include first aid training, hazard tackling training, special computer application programmes training etc.
 - (iii) Other training programmes, which include awareness of health and safety, awareness of health & safety, health & safety management systems, procedures and internal audits, the use of portable fire extinguishers, vehicle driving skills, various engineering test methods, use of special equipment, such as, various construction, quality testing equipment, rescue and firefighting equipment, etc.
- b) The effectiveness of the training programmes are the responsibility of Manager, HRM and/or section head and/or trainer, and are measured and evaluated by suitable and appropriate means.

Managers and section heads are further responsible to ensure that all their employees are aware of the relevance and importance of their duties and activities with regard to health and safety.

PGCB has identified and will continuously identify the need of Training for development and training for improving the competency and awareness on health and safety of its employees.

4.4.3 Communications, Participation & Consultation

4.4.3.1 Communication

The MR/DMR will ensure that all personnel including contractors are made aware of issues regarding health and safety. He will also be the person responsible for receiving, recording and responding to any health and safety communications.

Communication in all aspects of the business is vital if processes and policies are to be correctly implemented and followed.

Communication regarding the Health & Safety Standard will be communicated by the following:

Internal Communication

Internal communication will come in various forms:

Electronic Communication

This will be a method of communication in the office environment that will inform Senior Management and Management of any additions, amendments and/or omissions from the Health & Safety Policy. It will take the form of emails and electronically communicated word and excel documents.

Hard Copy (Paper) Communication

This communication method will be widespread and used to communicate all aspects regarding the Health & Safety Management System to Employees on-site.

External Communication

Outgoing Communication


Once approved/reapproved, all the documents will be uploaded to the company website.



Reviewed by (MR):

Approved by (MD):



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Incoming Communication

All communication coming into the Company will be directed at the MR/DMR who will be the champion of the Health & Safety System. He will communicate any documentation to the relevant parties.

The MR/DMR will also manage any outgoing responses to internal communication and liaise with external interested parties, auditors, assessors and inspectors.

4.4.3.2 Participation & Consultation

The Managing Director shall ensure participation and representation of the workforce regarding OH&S matters. The worker representative will be particularly involved in the following activities: Joint Health & Safety Committee, incident investigation, review of OH&S policies, procedures and objectives as well as hazard identification, risk assessment and the appropriate precautions to be taken.

Where necessary the Managing Director will discuss with relevant external parties and contractors any pertinent OH&S matters.

PGCB has established for Procedure for OHS Consultation and Communication. HSP-OHS-4.

4.4.4 Documentation

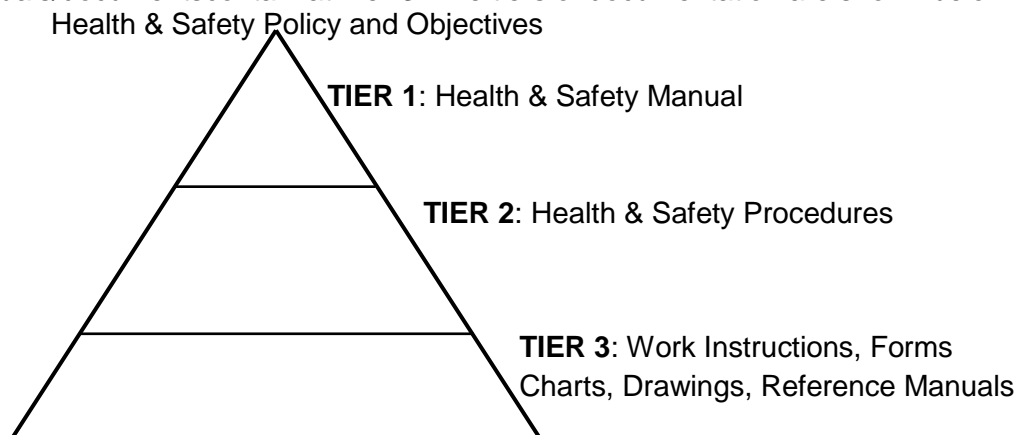
Documents that are necessary to meet the requirements of this OH&S management manual shall be maintained as evidence of compliance.


Documentation specifically retained as evidence is:

- a) The H&S policy included within H&S Manual
- b) The H&S objectives recorded and maintained within the minutes of the Management Review Meeting
- c) The scope of the OH&S management system is defined within section 1.2

PGCB's H&S Management System Manual, Procedures, Work Instructions, and Records have been established to support the achievement of the Company Objectives and to comply with all customer, regulatory, internal, and other requirements. Together this documentation makes up the O&H System Documentation System and it is structured in the following manner:

PGCB has a three-tier OHMS with Policies and Objectives being at the tip. H&S Manual, which is the highest level or Apex Manual, is at the Tier-1. H&S Procedures are at the Tier-2. Work Instructions and Formats, Charts, drawings, and reference manuals/documents contain at Tier-3. The tiers of documentation are shown below.



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Procedures

The PGCB OHSAS management system consists of several documents that are required by the Standard, and shall include the following documentation:

- a) PGCB's H&S policy as required and defined in Section 4.2, and PGCB's health & safety objectives as required by and listed under Section 4.4.3.
- b) A Health & Safety Manual,
- c) Documented health & safety procedures (with the procedure number in brackets) that are specifically required by the Standard, namely:
 - i. Procedure for Document Control [HSP-DCL-1]
 - ii. Procedure for the Control of Records [HSP-DCL-2]
 - iii. Procedure for Emergency Preparedness and Response [HSP-EMR-1]
 - iv. Procedure for Health & Safety System Audit [HSP-HSA-1]
 - v. Procedure for Management Review [HSP-MNG-1]
 - vi. Procedure for Nonconformance, Corrective and Preventive Action [HSP-NCP-1]
 - vii. Procedure for Hazard Identification and Risk Assessment [HSP-OHS-1]
 - viii. Procedure for Safety and Health Inspections [HSP-OHS-2]
 - ix. Procedure for OHS Legal and other Requirements [HSP-OHS-3]
 - x. Procedure for OHS Consultation and Communication [HSP-OHS-4]
 - xi. Procedure for OHS Performance Measurement and Monitoring [HSP-OHS-5]
 - xii. Procedure for Evaluation of Compliance [HSP-OHS-6]
 - xiii. Procedure for Selection of Supplier/ Contractor Concerning OHS Aspects [QP-PUR-1]

The documentation is used to ensure that:

- The system conforms to specified requirements of OHSAS 18001
- The system conforms to specified requirements of statutory and regulatory requirements.

All the works at all the areas are done to achieve Objectives.

4.4.5 Control of Documents

Documents required by this management manual shall be approved for issue and reviewed and updated as necessary. The revision status and page numbering of documents shall be included to ensure that incorrect documents are not inadvertently used. In particular superseded documents shall be marked as such or removed to avoid inadvertent use.

Documents required by this manual shall be updated and re-approved to ensure that they are current.

Pertinent documents at the correct versions will be made available for use and it will be ensured that they are identifiable and legible.

To ensure that all documents are easy to read and understand, they will be assessed prior to use as previously mentioned.


Documents that are required from external bodies to maintain the Standard come under the control of the HSM and are controlled coming into the Company flowing through the Company and going out from the Company.

A documented procedure [HSP-DCL-1] for control of documents has been established in this regard.

4.4.6 Operational Control

CE/SE/XEN/SDE/AE/SAE (OPN) shall ensure that the controls and any necessary operating criteria are stipulated where the risk assessment process has identified precautionary measures to be implemented (see section 4.3.1).

Where necessary to ensure compliance with safe working practices documented procedures will be prepared, implemented and maintained to define the working methods to be employed.

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Operational controls shall be specifically considered when considering the purchase of goods, equipment and services.

4.4.7 Emergency Preparedness and Response

The company has identified the potential emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments (see section 4.3.1). Where required they are regularly reviewed and tested.

Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

As part of PGCB's undertakings, the company comes into contact with members of the public in the public domain, this involves certain aspects that if not correctly monitored and managed could result in potential harm to persons, property and/or the environment.

To identify any potential areas that could cause any of the potential hazards, risks and/or dangers, prior to the commencement of work on site, the Client provides Pre-Construction Information, this gives information on Health, Safety & Environmental risks.

Reviewing the emergency preparedness and response procedures is continual from site to site as each incident needs to be assessed and passed by the Client.

If any emergency situation arises on site or at Head Office, an investigation would be carried out by the HSM and any finding would be assessed and action would be taken to correct any situation from happening again in the future, this may include training or amendments to the procedure.

Testing of the emergency procedures will be taken where practicable and would be done in a site specific nature, any testing would be formally documented and records would be kept by the HSM.

4.5 Checking

4.5.1 Performance Measurement & Monitoring

The Managing Director has appointed an MR/DMR to undertake routine inspections of the workplace and operational activities of the company. MR/DMR will undertake regular inspections and report on performance and effectiveness of the controls using an Audit / Inspection Report. Any findings that warrant corrective action shall be recorded on a Non-conformance Report form which is used to progress the corrective action to a conclusion. MR/DMR will collect data related to the OH&S performance and report this to the Managing Director. Performance measures include accidents, incidents, near misses and other performance measures. These measures are monitored during the Management Review Meeting and recorded within the minutes of the meeting.

Where calibrated equipment is used to measure performance it will be ensured that it has a current calibration certificate.

4.5.2 Evaluation of Compliance

Conformance with legislation is reviewed in accordance with section 4.3.2 and evidence of evaluation is maintained through the management review process.


4.5.3 Incident Investigation, Nonconformity, Corrective Action and Preventive Action

4.5.3.1 Incident Investigation

All personnel are required to record all incidents on a Non-conformance Report which shall be passed to MR/DMR for processing. MR/DMR will define a suitable corrective action and record on the form. The form will be used to monitor progress until the non-conformance report can be signed off as closed.

The following (although not limited to) are to be considered incidents for the purposes of reporting:

- Accident
- Near misses
- Any situation that may lead to harm which is not subject to a current risk assessment

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In order to achieve continual improvement, the causes of health and safety incidents that become known will be investigated and action taken to avoid recurrence completed in a timely manner.

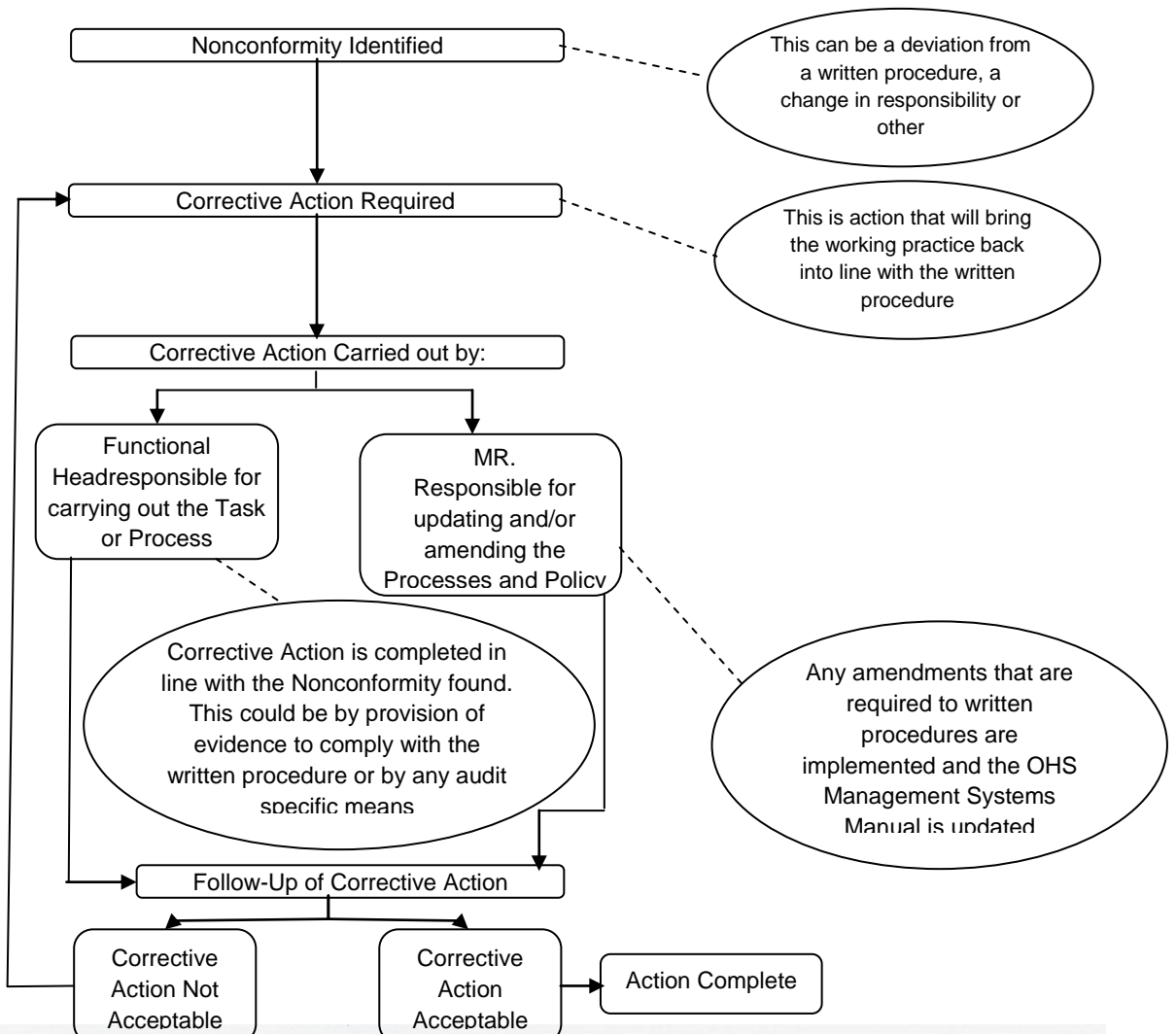
4.5.3.2 Nonconformity, Corrective Action & Preventive Action


All incidents, near misses, external party issues, results of inspections and results of audits are recorded on a Non-conformance Form. MR/DMR shall take responsibility for ensuring that a corrective action is added to the form and communicated to all relevant personnel. He will ensure that the corrective action takes account of the root cause of the non-conformance.

MR/DMR will progress the corrective action to a conclusion and ensure that the Non-conformance Report is effectively closed and review its effectiveness. Where necessary MR/DMR will ensure that the issue is subjected to a revised risk assessment.

PGCB understands that it is preferable and more effective to prevent health and safety problems occurring. Acting in a proactive way is preferable to acting reactively. The Managing Director in consultation with other parties will therefore take opportunities to reflect on situations and take preventive action wherever possible. All preventive action will be recorded on a Non-conformance Report for implementation of a corrective action.

Method of identifying and correcting nonconformities



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Investigation and determining the causes of nonconformities

If a nonconformity is a one off occurrence and can be rectified immediately with the minimum of effort, this will suffice. A note will be made and a thorough check will be carried out on the nonconformance in the next audit.

If a nonconformity is an ongoing item or of a more serious matter, the following procedure will be brought into action.

- The Auditor will report the matter to the Lead Auditor (LA)/ Function concerned
- The LA// Function concerned will carry out an investigation into the nonconformance to identify and shortfall in the procedure or in the method of work.
- If identified, this will be rectified to the specific needs of the nonconformance.
- Thorough checks will be carried out in the next audit to ensure and implemented amendments etc have been carried out and to see if they are workable.

The causes of nonconformities will be assessed if and when they arise to determine if a trend is evident. Appropriate action will be taken to address the specific nonconformity. This will be carried out by the Internal Audit Team and the Auditee(s).

The Health & Safety Management Systems Manual, Health & Safety Policy and Associated Documents will be written and amended (where necessary) in line with the Standard to prevent nonconformities and to ensure successful implementation of actions to correct and avoid nonconformities in the first place.

Nonconformities are usually found in the process of auditing the system, to ensure that all are recorded, all audit records, both internal and external are kept by the Health and Safety concern for reference and future use.

Recorded Audits include information on

- Nonconformities
- Corrective Actions, and
- Any Preventive Actions identified.

All nonconformities, corrective actions and preventive actions will be carried out in line with the magnitude and the immediate effect on health & safety of individuals and local communities in which PGCB carry out its undertakings.

4.5.4 Control of Records

The organisation shall maintain records as evidence that the requirements of this OH&S management manual have been met. The records will be maintained so that they can be located and referred to easily.

These records include but are not limited to:

- Management Review Meeting Minutes
- Audit / Inspection Reports
- Non-conformance Reports (and related documentation)
- Risk Assessments
- Joint Health and Safety Committee Meeting Minutes
- Communication records
- Training records

4.5.5 Internal Audit


An internal audit programme is devised on an annual basis ensuring that all parts of the management systems (as defined within this OH&S management manual) are reviewed to ensure that they continue to meet the requirements of OHSAS 18001: 2007.



Reviewed by (MR):

Approved by (MD):



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The aim of this process is to define the manner in which all internal health & safety audits are scheduled, executed, followed up and recorded. Effective implementation of defined procedure should deliver the following benefits:

- Establish whether effective operational controls are in place in order to meet customer requirements
- Identify opportunities for improvement and training requirements
- Establish the effectiveness of communication channels
- Maintain conformance to OHSAS 18001:2007 requirements

Roles & Responsibilities

The responsible for scheduling audits falls on the HSM, duties include carrying out some of the audits on the schedule, controlling the schedule and making sure the audits get done to an acceptable standard, and reporting of audit findings to management. The HSM is the first point of arbitration in the event of an auditor/auditee disagreement.

Auditor: Responsible for carrying out audits to schedule and to an acceptable quality, for ensuring that audit reports are sufficiently detailed to enable analysis by others and for verifying effective closure of identified non-conformances.

Corrective Action

Corrective action is required on all audit non-conformances raised. The auditee is responsible for deciding on the course of corrective action, the internal auditor is responsible for verifying its effective implementation. Corrective action should wherever economically viable reduce or eliminate the chance of recurrence. The audit program manager is responsible for reviewing corrective action status on a periodic basis to ensure that there are no undue delays in carrying out the corrective action.

The internal audits are undertaken by appropriately trained and / or capable auditors and recorded on an Audit / Inspection Form together with any audit findings on a Non-conformance Report.

Preventive Action

Audit non-conformances shall be summarised periodically and presented at performance review meetings. Those present shall assess the potential for preventive actions to be applied through consideration of the summarised findings. For example to consider whether a problem identified and resolved in one area can potentially arise in another area, and so assess the need for preventive action outside of the problem area

Only personnel independent of the audited process are assigned to conduct internal audits. Management Representative is responsible for managing and conducting the audit process.

Auditors prepare for audits by reviewing applicable standards and procedures, analyzing health & safety records, and establishing questionnaires and checklists. The selection of auditors and preparation for the audit are explained in Procedure, HSP-HSA-1 Procedure for Health & Safety System Audit.

Conducting the audit, the auditor seeks objective evidence indicating whether:


- a) The audited processes complies with the requirements of the PGCB health & safety management system and the Standard
- b) The PGCBOHS management system is effective

Evidence of conformance is obtained through the information that is gathered by observing, interviewing personnel and examining records.

Audits are conducted in a way that minimises disruption of the audited processes.

Non-conforming conditions are documented and recorded using the audit non-conformance report form.

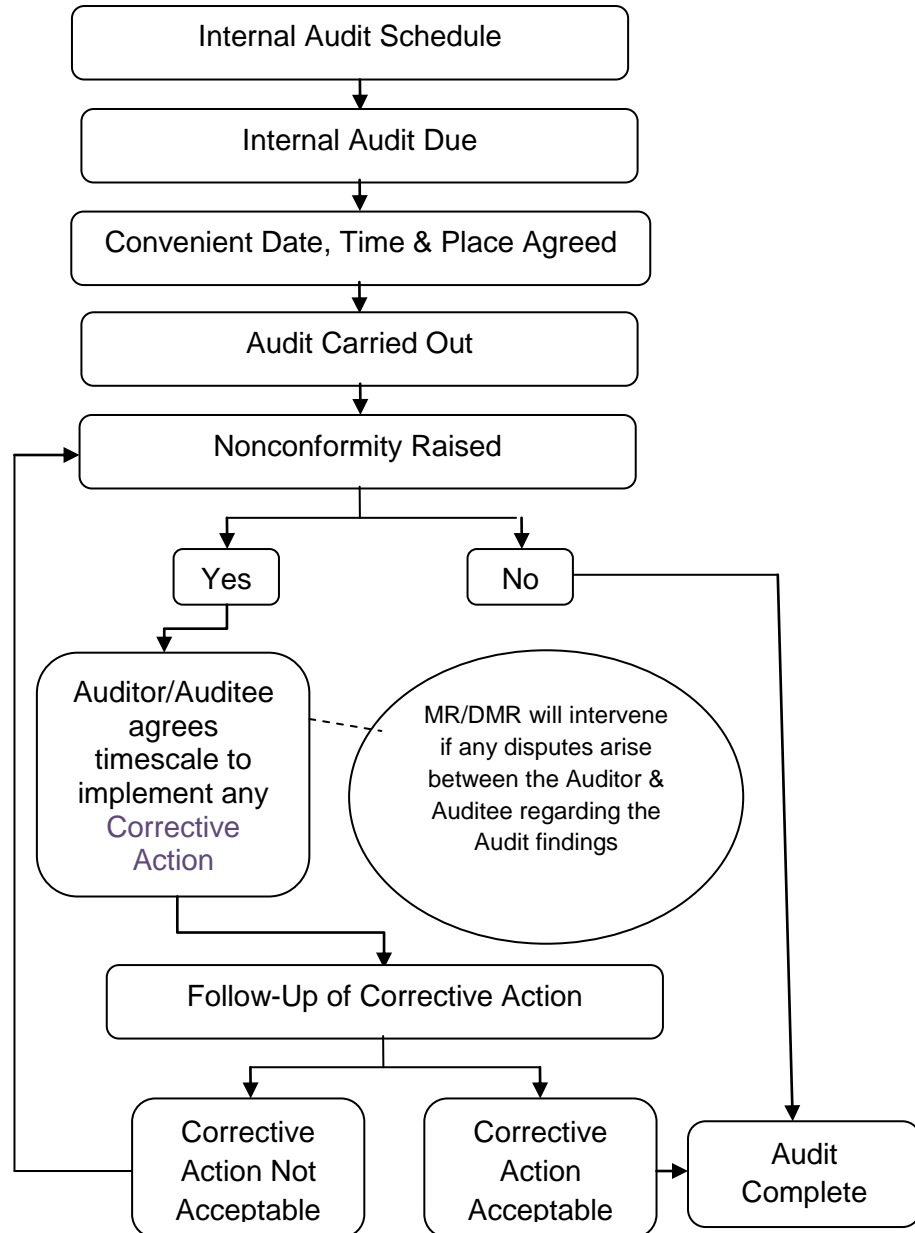
When non-conforming conditions are identified, the manager responsible for the concerned area or process is requested to propose and implement a corrective action. Implementation and effectiveness of the action are verified by a follow-up audit. The audit non-conformance report is used for monitoring and recording the implementation of the corrective actions.

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For each audit, a comprehensive audit report is prepared, containing all relevant records, including audit non-conformance reports, which is submitted to top management for information.

When the auditing cycle is completed, all audit reports that were compiled during the cycle are analysed and are presented at the management review meeting by the Management Representative.


The following flowchart the method of arranging and carrying out Internal Audits



4.6 Management Review

Management review enforces the commitment of top management to implement and maintain the health & safety management system.

Management review meetings are undertaken to the requirements of OHSAS 18001: 2007 and all pertinent aspects are reviewed and actions taken as required.

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The management review meeting is used as the pivotal means of ensuring that the company's systems are fully implemented and effective.

Management has established a formal management review meeting by a management review committee comprising of high officials, at planned intervals, which shall not be further than three (3) months apart, to review the PGCBOHS management system and to ensure that it remains suitable, adequate and effective. The management review also includes the assessment of appropriate opportunities for improvement and possible needs for changes to the PGCBOHS management system.

Minutes of the management review meeting and other appropriate review records, such as, internal audit reports, etc., are being kept and maintained by the MR.

PGCB has established Procedure no. HSP-MNG-1 for Management Review the aim of which is to define the systems and mechanisms used by PGCB and to analyse, verify and review the effectiveness of the system in conjunction with the Standard.

Performance review of the system will be managed through discussion as per meeting input/agenda.

Management Review Input

Management considers and uses the following for their review:

- results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes
- the results of participation and consultation (see 4.4.3);
- relevant communication(s) from external interested parties, including complaints;
- the OH&S performance of the organization;
- the extent to which objectives have been met;
- status of incident investigations, corrective actions and preventive actions;
- follow-up actions from previous management reviews;
- changing circumstances, including developments in legal and other requirements related to OH&S; and
- recommendations for improvement.

Managerial Output

Any decisions made during the Management Review Meetings will be implemented and communicated to all relevant parties, including any external parties.

The management review materializes in a clearly defined, appropriate and sensible output, which are easily being directed for execution. The minutes of the management review meeting shall serve as the medium to communicate the review output through the appropriate levels of the organization for information and action, and includes all relevant decisions and actions pertaining to:

- OH&S performance;
- OH&S policy and objectives;
- Improvement of the effectiveness of the OH&S management system and its processes,
- OH&S performance
- Resource needs and
- Other elements of the OH&S management system.

The Management of the Company wish to continually improve the OHSAS18001 System and will actively monitor the system and oversee all decisions made by the Audit Team.

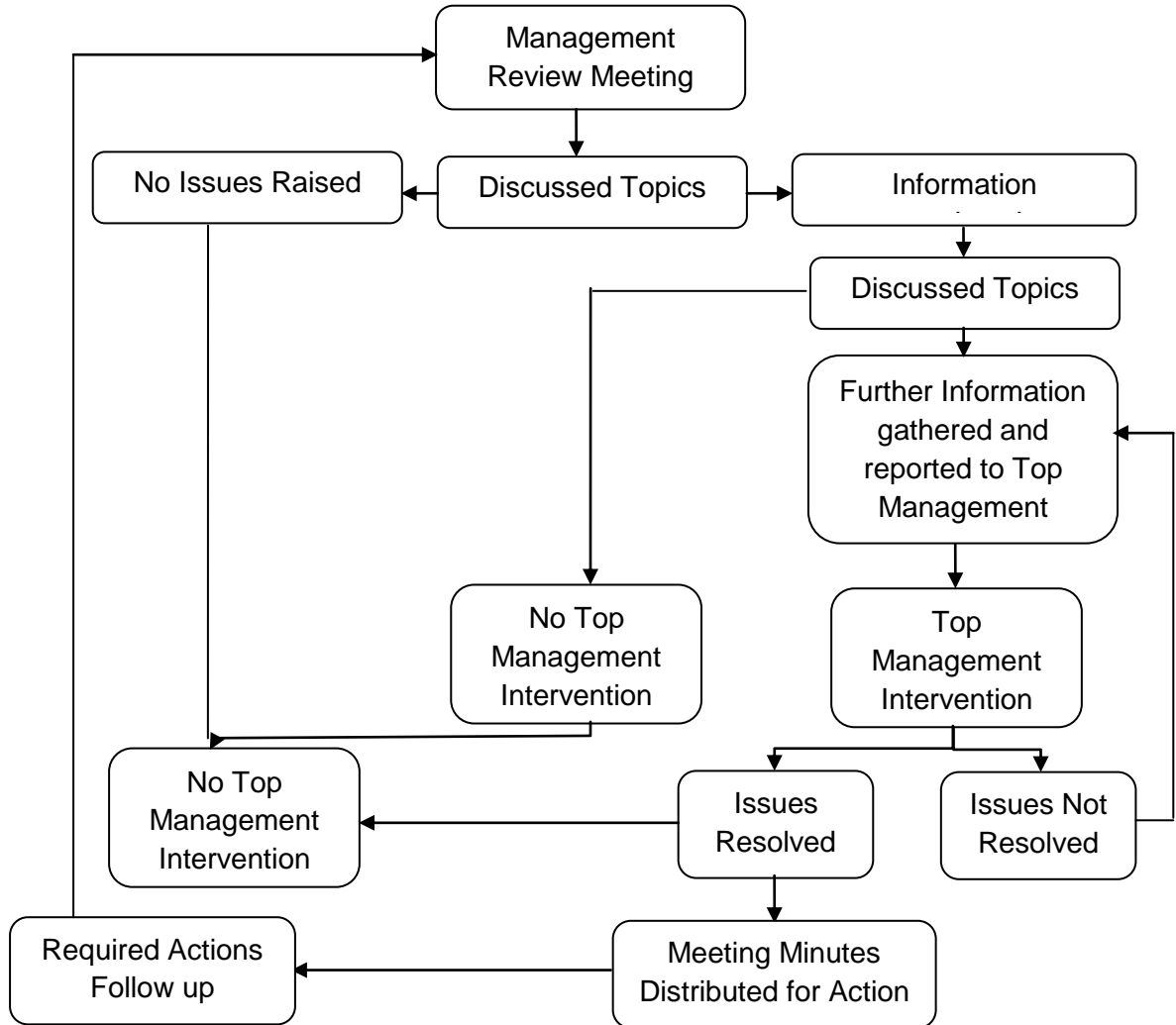



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Process flow of Management Review




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1. **Position** : Managing Director
2. **Reports to** : Board of Directors
3. **Supervises** : All Directors & Senior Executives
4. **Responsibility** : Overall Administration & management Development
5. **Authority** :
 - Control the overall administration, marketing and financial matters.
 - Monitor the daily operation of the running substations and ensure availability of the substations.
 - Ensure all schedule & un-schedule maintenance of the substations.
 - Formulate company's policy.
 - Improve & control the OH&S Management System.
 - Providing essential resources and personnel for implementation and maintenance of the OH&S Management System.
 - Approve the payroll, incentives etc.
 - Ensure to maintain a safe work place environment.
 - Control the non-conforming issues.
 - Approve the staffing and training program.
 - Chair the management review meetings and review the suitability and effective implementation of the OH&S Management System and its performance.

6. Brief Description of Duties:

- Oversee the overall activities of administration.
- Approval of financial matters referred-to Managing Director/Board of Directors.
- Approval of annual budgets.
- Approval of company objectives and policies.
- Approval of manpower deployment.
- Approval of work procedures and OH&S Management System.
- Approval of final offer to customers.
- Conducting final negotiations with the customers.
- Signing of agreement with the clients.
- Ensuring that all works are being performing according to the OH&S policies and objectives.
- Conducting the management meetings.
- Approval of Training Needs.

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- 1. Position** : Management Representative (MR)
- 2. Reports to** : Managing Director
- 3. Supervises** : DMR
- 4. Responsibility** : Responsible for improving and maintaining the OH&S Management System complying BS OSHAS 18001.
- 5. Authority** :
- Preparation of documents in consultation with the top management.
 - Coordination with the Management consultant.
 - Implementation and maintain the OH&S Management System complying BS OSHAS 18001.
 - Invitation on review meetings
 - Scheduling and conducting internal audits.
 - Communication with the external auditors and other relevant agencies.
- 6. Brief Description of Duties:**
- Carrying out all activities in relation to the implementation, maintenance and monitoring of the OH&S Management System complying BS OSHAS 18001
 - Organizing review meetings and preparation of minutes.
 - Circulation of the minutes of meeting.
 - Ensuring that the process needed for the OH&S Management System are established, implemented and maintained.
 - Reporting to the Managing Director on the performance of OH&S Management System and its improvement needed.
 - Reporting to the Managing Director on all related issues of OH&S Management System.
 - Arranging training for internal auditors.
 - Planning for executing and analyzing the internal audits.
 - Maintaining liaison with the external certification agency and consultant of the OH&S.
 - To organize review meetings and preparation of minutes,
 - To circulate decisions of review meeting,
 - To ensure that the processes needed for the OH&S Management System are established, implemented and maintained,
 - To report to Managing Director on the performance of OH&S Management System and need for improvement,
 - To ensure control, issue, changes and issue changed documents, records etc.,
 - To arrange training of Internal Auditors,
 - To plan, execute and analyze the internal audits,
 - To report to Management Review Meeting about the result of analysis of internal audits
 - To report to Head of Organization about the performance of the quality system for its review and improvement
 - To ensure promotion of awareness of customer requirements throughout the organization.

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- 1. Position** : Deputy Management Representative (DMR)
- 2. Reports to** : Management Representative (MR)
- 3. Supervises** : Respective substation in charges and officers
- 4. Responsibility** : Responsible for improving and maintaining the OH&S Management System complying BS OSHAS 18001.
- 5. Authority** :
- Revision of documents in consultation with the MR & top management.
 - Coordination with the MR.
 - Implementation and maintain the OH&S Management System complying BS OSHAS 18001.
 - Circulate the Invitation on review meetings
 - Conducting internal audits.

6. Brief Description of Duties:


- Assist MR in all activities in relation to the implementation, maintenance and monitoring of the OH&S Management System complying BS OSHAS 18001
- Circulation of the minutes of meeting.
- Ensuring that the process needed for the OH&S Management System are established, implemented and maintained.
- Arranging training for internal auditors.
- Planning for executing and analyzing the internal audits.
- To organize review meetings and preparation of minutes,
- To circulate decisions of review meeting,
- To ensure that the processes needed for the OH&S Management System are established, implemented and maintained,
- To report to MR on the performance of OH&S Management System and need for improvement,
- To ensure control, issue, changes and issue changed documents, records etc.,
- To arrange training of Internal Auditors,
- To plan, execute and analyze the internal audits,
- To report to MR about the result of analysis of internal audits
- To report to MR about the performance of the quality system for its review and improvement
- To ensure promotion of awareness of customer requirements throughout the organization.

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FIRST AID FOR ELECTRIC SHOCK

তড়িতাহত ব্যক্তির প্রাথমিক চিকিৎসা

	<p>Do not touch the victim if he/she is still in contact with the conductor.</p> <p>বৈদ্যুতিক সংস্পর্শ থাকা অবস্থায় তড়িতাহত ব্যক্তিকে খালিহাতে স্পর্শ করিবেননা।</p>
	<p>Free the victim by switching off or cutting off the lines by tools with insulated handles.</p> <p>মেইনসুইচবন্ধকরিয়াদিনঅথবাবিদ্যুৎঅপরিবাহীহাতলওয়ালাযন্ত্র দ্বারাতারটিকাটিয়াআক্রান্ত ব্যক্তিকে মুক্ত করণ।</p>
	<p>Alternatively, Free the victim by dragging his clothes (if dry) or use dry bamboo, wood, paper, blanket, hessian, rubber gloves etc. Wear rubber shoes for freeing the victim.</p> <p>অন্যথায়তড়িতাহত ব্যক্তির পরিধেয়কাপড় (যদি শুকনো থাকে) ধরিয়াতাহাকেটানিয়াছাড়ানঅথবাছাড়ানোরজন্য রশিবাশুকনোবাঁশ, কাঠ, কাগজ, কম্বল, চট, গ- ৷ভসব্যবহারকরণ। এই কাজকরারসময়রাবারেরজুতাপরিধানকরণ।</p>
	<p>If the victim is unable to take normal breath, try the following method for artificial respiration. Lay the patient on his belly, keep one of his/her arms straight and bent the other arm and put his/her head on the bent arm. Kneel so as to keep his/her body in-between your knees and grasp two sides of his/her lower ribs with your hands and gently press his/her body with your weight. Relax pressure and your weight. Repeat the procedure fifteen times in a minute.</p> <p>তড়িতাহত ব্যক্তি যদি স্বাভাবিকশ্বাস-প্রশ্বাস না নিতেপারেতবেকৃত্রিমশ্বাস-প্রশ্বাসেরজন্য পরবর্তী পদক্ষেপঅনুসরণকরণ। রোগীকেউপুড়করিয়া শোওয়াইয়া এক হাত সোজারাখুনএবংঅপরহাতভাঁজকরিয়াউহাতেতাহারমাথারাখুন। তাহারশরীরআপনার দুইহাঁটুরমাঝেরাখিয়ানতজানুহইয়াআপনার দুইহাতদ্বারাতাহারপাঁজড় দৃঢ়ভাবেধরুনএবংতারপর আস্তে আস্তে আপনারওজনতাহারশরীরে ছেড়েদিন। এরপরচাপএবংআপনারশরীরেরওজনশিথিলকরণ। এইভাবেপ্রতিমিনিটেপনেরবার উক্ত প্রক্রিয়াচালাইতে থাকুন।</p>
	<p>In the meantime, either call in a doctor or transfer the victim to a nearby hospital.</p> <p>ইতোমধ্যে একজন ডাক্তার ডাকুনঅথবানিকটস্থ হাসপাতালে রোগীকেহস্তান্তরকরণ।</p>
	<p>Never give a drink to the unconscious patient.</p> <p>অজ্ঞান রোগীকেকখনোকিছুপানকরিতে দিবেননা।</p>
	<p>Accident report shall have be submitted to the concerned authority</p> <p>সংশ্লিষ্ট কর্তৃপক্ষেরনিকট দুর্ঘটনাররিপোর্ট দাখিলকরণ।</p>

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Warning for public entry into the Substation

Caution:

1. No entrance without permission/ Public Entry is restricted without permission
2. All except the employees of the substation need to have permission with guide from the appropriate authority before their entry into the substation.
3. Smoking is strictly prohibited inside the substation
4. Entry to the substation with metal rod, conductor etc, is prohibited.
5. No unauthorized person shall operate or handle/touch button, transformer or any part of the electrical equipment.

Risks


1. Electric shock due to high voltage
2. Fire in the electrical equipment due to spark or explosion
3. Electrocution due to lightning.
4. Falling, tripping or striking against stone/ object or structure due carelessness.

Consequences

1. Physical losses like senselessness, paralysis or even death due to electric shock.
2. Burn due to electric short circuit or explosion.
3. Physical injury due to tripping.


Things to be done

1. Control Room must be informed before entering the substation. Please collect necessary mobile phone numbers from the control room to contact in case of any immediate necessity/ emergency.
2. All the employees and visitors shall have to wear personal safety equipment such as safety shoes, helmet etc. before their entrance into the substation.
3. No part of the electrical equipment can be touched if they are not properly earthed and safety is not ensured.
4. First Aid is necessary for any physical injury. An expert's advice is essential soon after.
5. Safe distance shall be maintained when carrying metal rod, conductor, umbrella or ladder to the substation.
6. If any emergency situation arises during inspection (such as electrical short circuit, electric spark, fire, thunder, earthquake etc.) no metal parts can be touched. Take help of the guide or stay inside the in the guard room/ assembly point.

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Safety Instructions For SF6 Gas Filling

1. SAFETY FIRST.
2. If you feel that you are not physical fit for the job, DO NOT carry out the work. Ask the person in charge.
3. Use required personal protective equipment (PPE).
4. Do not work alone.
5. If any sort of abnormalities found, stop working. Check everything very carefully. Inform your work in charge if required.
6. Unscrew the protective cover from the SF6 gas bottle.
7. Remove the protective nut from the orifice of the gas output.
8. Fit the seal in position, and turn the screw on the pressure reducing valve.
9. Open the bottle.
10. Adjust the value of the filling pressure by using the lower screw. Maintain the pressure at 7.0 bar.
11. Open the far end valve.
12. As soon as the dial on the pressure reducing valve indicates the desired pressure (6.2 bar) close the bottle.
13. The manometer's needle must be positioned between the 2 small black lines.
14. Ensure that the leak tight seal is clean and coated with grease. If not, clean it and then apply a fine film of grease.
15. No cable or tool should come in contact with any live parts.
16. Maintain a minimum distance during inspection.
17. Do not eat, drink or smoke during gas filling.
18. During gas filling, avoid wiping the nose, eyes or face other than with clean paper tissues.
19. Follow "tools box talk" while performing scheduled or emergency Maintenance work.

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Safety Instructions For Lightning Arrestor

1. SAFETY FIRST.
2. If you feel that you are not physical fit for the job, DO NOT carry out the work. Ask the person in charge.
3. Use required personal protective equipment (PPE).
4. Do not work alone.
5. If any sort of abnormalities found, stop working. Check everything very carefully. Inform your work in charge if required.
6. Do not stay or stand in front of the blow-out orifice of the burst protection.
7. Do not store any combustible material near of the blow-out orifice of the burst protection.
8. Regularly check leakage current (at normal condition: indicator is at green marking) and counter reading to see if the lightening arrestor is working properly.
9. Make sure all power is disconnected and properly grounded before attempting shutdown.
10. No cable or tool should come in contact with any live parts.
11. Maintain a minimum distance during inspection.
12. Follow “tools box talk” while performing scheduled or emergency Maintenance work.

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Safety Instructions For Power Transformer

1. SAFETY FIRST.
2. If you feel that you are not physical fit for the job, DO NOT carry out the work. Ask the person in charge.
3. Use required personal protective equipment (PPE).
4. Do not work alone
5. Follow “tool box talk” when performing scheduled or emergency Maintenance work.
6. If any sort of abnormalities found, stop working. Check everything very carefully. Inform your Work in charge if required.
7. Don't wear jewelry, other accessories or clothes to avoid electrocution and injury.
8. Fire extinguishers for electrical fires should be kept near and at accessible locations.
9. Refer to nameplate for ratings and voltages.
10. Make sure all power is disconnected and all windings are grounded before attempting any work on the transformer or inside the enclosure.
11. Do not attempt to change any primary or secondary connections or taps while the transformer is energized.
12. Do not tamper with control panels, alarms, interlocks, or control circuits.
13. Do not adjust or remove any accessories or cover plates while the transformer is energized.
14. No cable should come in contact with the core or coil or any live parts except the terminal that it is intended for. Always maintain a minimum distance.
15. If there is any chance of foreign objects falling inside the core of coil assembly while work is being performed around the transformer, then the core and coil should be covered with a suitable protective drop cloth after de-energizing the transformer. The drop should be removed and the transformer should be visually inspected for any objects before re-energizing.
16. Modification of any kind to the equipment is not permitted. Besides breaching the warranty such actions may result in accidents.
17. Regularly check junction temperature by thermo vision camera or temperature gun to avoid red hot.

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Safety Instructions For Current Transformer

1. SAFETY FIRST.
2. If you feel that you are not physical fit for the job, DO NOT carry out the work. Ask the person in charge.
3. Use required personal protective equipment (PPE).
4. Do not work alone.
5. If any sort of abnormality is found, stop working. Check everything very carefully. Inform your work in charge if required.
6. Do not stay or stand in front of the blow-out orifice of the burst protection.
7. Do not store any combustible material near the blow-out orifice of the burst protection
8. Regularly check oil level (for future action).
9. Make sure all power is disconnected and properly grounded before attempting any shutdown.
10. No cable or tool should come in contact with any live parts.
11. Maintain a minimum distance during inspection.
12. Regularly check junction temperature by thermo vision camera or temperature gun to avoid red hot.
13. Follow “tools box talk” while performing scheduled or emergency Maintenance work.

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Safety Instructions For Circuit Breaker


1. SAFETY FIRST.
2. If you feel that you are not physical fit for the job, DO NOT carry out the work. Ask the person in charge.
3. Use required personal protective equipment (PPE).
4. Do not work alone.
5. If any sort of abnormality is found, stop working. Check everything very carefully. Inform your work in charge if required.
6. Do not stay or stand in front of the blow-out orifice of the burst protection
7. Do not store any combustible material near the blow-out orifice of the burst protection
8. Regularly check hydraulic oil level (take actions if indicator indicates red marking) and SF6 gas pressure for future action.
9. Regularly check junction temperature by thermo vision camera or temperature gun to avoid "red hot".
10. Make sure all power is disconnected and properly grounded before attempting any shutdown work.
11. No cable or tool should come in contact with any live parts.
12. Maintain a minimum distance during inspection.



Reviewed by (MR):

Approved by (MD):



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Checklist for Tools for Line Maintenance

Before leaving for line maintenance by vehicle, please check the fitness of the vehicle. Ensure at least of the followings at good working condition at the vehicle

1. Vehicle related legal documents like driving license, insurance, tax token, bluebook, fitness certificate etc.
2. Everyone will have to maintain dress code and keep ID card.
3. First Aid box consist at least of the followings
 - a. 6 (six) sterilized bandage of small size;
 - b. 3 (three) packets of cotton (0.5 ounce);
 - c. 3 (three) sterilized bandage of medium-size;
 - d. 3 (three) sterilized bandage of large size;
 - e. 3 (three) sterilized bandage of large size usable for burn;
 - f. 1 (one) bottle (1 ounce) of Hibisol or Hexasol;
 - g. 1 (one) bottle (1 ounce) of rectified spirit;
 - h. 1 (one) pair of scissors;
 - i. Painkiller and antacid tablet, burn cream, eye drop, antiseptic solutions for surgery;
 - j. 3 (three) packets of oral saline.
4. Rope (minimum length 25 m)
5. Safety belt (minimum 04 pcs)
6. Helmet (minimum 06 pcs)
7. Safety shoes (minimum 06 pcs)
8. Ladder & hanging ladder.
9. Grounding Led 3 pcs.
10. Tool Box (Ratchet, Ring & open range set, WD-40/CRC, Emery paper, Wire brush, Jute, Nut-bolt, Washer.)
11. Hand gloves, Goggles.
12. Special tools for specific work.