



## 1.0 NHPC CORPORATE SAFETY POLICY

### 1. PRELIMINARY

This Safety Policy of NHPC is our commitment towards achievement of Target of Zero hazard potential in all NHPC work places, as well as for those who are directly or indirectly associated with NHPC Power Station/Construction Project.

The provisions contained in this Safety Policy are binding on all NHPC Power Station and Construction Project Heads except any statute requires something other than that contained in it.

### 2. STATUTORY REQUIREMENT

- I. Under various provisions of the Factories Act, 1948 and State's Factories Rules- Where NHPC Power Stations are located, the Head of Power Station is responsible for framing the Safety Policy and complying with its provisions, as applicable to their Power Stations.
- II. Under the provisions of The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and Central Rules 1998, where the basic responsibility of compliance of provisions lies with the Contractors, but the Project Head is also responsible for notifying their Safety Policy and to get it implemented, Head of Project is responsible for framing the Safety Policy and complying with its provisions.
- III. Under the provisions of the Central Electricity Authority (Safety Requirements for Construction, Operation and Maintenance of Electric Plants and Electric Lines) Regulations, 2011/2022 the Power Utilities, covered under the law are also to formulate written statement of policy in respect of safety and health of employees.

### 3. COMPANY's RESPONSIBILITY

NHPC declares its intention and commitment to make all arrangements to enable Station Heads and Project Heads to comply with statutory provisions, in relation to Occupational Safety, Health and Environment Policy that Satisfies the provisions under different applicable statutes and the intentions of the Corporate Management without contradicting the statutory provisions. In order to facilitate the Occupier of the Power Station/Project and the Contractors, framework of the Policy Document is being prescribed which is as follows:

The Management of NHPC Ltd. is committed to provide safe and healthful working conditions, adopt safe work practices and inculcate safe work culture amongst all the employees with an ultimate object to prevent work related injuries and occupational diseases.

This policy will be made effective by adopting the following practices:

- I. Management intends to comply with all statutory provisions regarding Safety, Health and Environment of employees.



- II. The line management will be responsible and accountable for the occupational safety, health and environment of the employees under them. In addition to the ongoing care and implementation of safety related statutes, the departmental heads will ensure monthly inspection of operations, processes, plants and equipments under them, preferably with the help of the checklists covering all safety and Health related aspects of each machinery, equipment and materials and the statutory requirements regarding them. Adequate records of such inspections will be kept in the departments. The Unit Head will make all the arrangements at his level to render the policy effective.
- III. The role of the Safety Officer or Chief Safety Officer will be only advisory to the top management who if agreed will pass on the suggestions to the respective Departmental Heads for implementation.
- IV. The management will organize the following activities to involve the employees of all the levels in their efforts to improve the safety & health conditions of the plant:
  - i) Safety Committee incorporating representatives of the management as well as workers to resolve the safety & health related matters.
  - ii) Organising of safety day or safety week with various promotional activities including competitions on safety related skills.
  - iii) Display of safety related posters and slogans.
  - iv) Organising of safety suggestion scheme and awarding the workers for their good suggestions.
  - v) Appropriate actions on the imminent dangers pointed out by the employees.
- V. Due weightage shall be given to the occupational safety & health performance of the executives and employees of all the levels during their carrier advancement. The evidences of proneness or carelessness will be kept in along with one's personal records.
- VI. The safety & health information and responsibilities shall be shared to the external persons entering the factory such as customers, visitors, contractors, sub contractors, transporters etc.
- VII. The resume of the annual safety performance of the company will be published in the Annual Report of the company.
- VIII. The management will ensure the safety & health adequacy of the plant by periodical monitoring of the conditions with the help of various studies including:
  - i) Safety Audit by the external auditor once in a year.
  - ii) Hazard and Operability (HAZOP) study of especially hazardous areas periodically and after any major modification.
  - iii) Risk Assessment of the Major Potential Accidents in the plant if envisaged any.
  - iv) Safety & health inspection of especially hazardous areas (with the help of checklists) by the Safety Department.



- v) Periodical assessment of airborne contaminants in the breathing zones of the workers and physical hazards i.e. thermal stress, noise, inadequate lighting, ergonomic hazards etc.
- vi) Regular Safety inspection by the Safety Department.
- vii) Checking and maintenance of Fire Extinguishers by the concerned Department once in three months.
- viii) Checking of fire hydrant post & isolation valve by the concerned Department once in a month.
- ix) Daily checking of fire pumps by the concerned Department.

IX. Safety and health considerations will be integrated in the decisions of the company including purchase of plants, equipment, machinery and materials, awarding the contracts & selecting and engaging the personnel.

X. Every employee will be imparted with minimum 4 hours induction and 10 hours per year ongoing safety & health training.

XI. A copy of the policy document will be sent to the Chief Inspector of Factories of the state on any modification of the policy or change of the occupier.

XII. A copy of the policy (in the language known by the majority of workers) will be made available to the workers (including contractor workers) apprentices, transport workers, suppliers etc.

XIII. It will be ensured that all the employees Safety and Health related statutory requirements, as prescribed in the prominent national or international standards lessons learned by in the plant or anywhere in the world will be adopted in the work practices in the plant to ensure accident free work.

XIV. The gist of the policy will be displayed at conspicuous places in the plant and will be publicised by other available means.

XV. The policy shall be revised as and when required and necessarily under the following circumstances:

- i) Expansion or modification in the plant having safety and health implications.
- ii) Introduction of new substances and articles or change of generating process.
- iii) Whenever the Occupier is changed the policy will be reviewed by the new Occupier keeping in view the changes in statutes, state of the art and machinery or materials and issue a new Document with his signature, which will be sent to the Chief Inspector of Factories of the state.

#### **Model NHPC Safety, Health & Work Environment Policy for Power Station and Project/Contractor:**

Keeping in view the policy mentioned above the occupiers of the respective Power Stations/ Project Heads and Contractors may develop their own Safety, Health & Work Environment Policy ensuring that it ensures all the points provided in the rules and regulations applicable in their areas. A Model Safety, Health & Work Environment Policy is being presented here.



## MODEL NHPC SAFETY, HEALTH & WORK ENVIRONMENT POLICY FOR Power Station AND PROJECT/CONTRACTOR

### 1. Vision:

At NHPC ..... (Location) ...., we recognize that the safety and health of our workers are integral to our productivity and hydropower generation and consider the health, safety and welfare of our employees to be of paramount importance. A safe and healthful work environment is essential to achieving excellence in our business operations.

### 2. Commitment:

We are committed to maintaining the highest standards of safety and health practices throughout the installations and are committed to strive to safeguard our employees by taking all practical measures to prevent incidents, injuries, ill-health and protect the environment.

**To achieve these objectives, it is hereby declared that:**

- I. All applicable Safety & Health statutes, regulations will be complied with and if necessary suitable standards will be adopted and even exceed legal compliance.
- II. The line management is primarily responsible for implementing the safety policy and all the Safety & Health related aspects of Safety Manuals, Safety Rules and all the statutes in their respective areas.
- III. During all decision-making like the purchase of plants, equipment, machinery and materials and the selection and placement of personnel and awarding contracts, OSH requirements will be given due importance.
- IV. In all the contracts and agreements signed by NHPC ----- (location). All contractors, subcontractors and other agencies engaged in work within the premises will include safety and Health requirements as conditions in contract and they will be compelled to execute them.
- V. All the incidents, including near-miss and dangerous occurrences, reportable or not, will be recorded and investigated and necessary corrective and preventive measures will be adopted.
- VI. Establish a Plant Safety Committee consisting of equal number of representatives from management and workers sides for communicating, educating and consulting on OSH matters, securing employees' cooperation in implementing this policy. Regular meetings of safety committee will be conducted.
- VII. Necessary training and information to the employees and executives at all levels as per best possible standard will be provided ensuring that all the statutory requirements in this regard are fulfilled.
- VIII. Safety & Health performance of the employees of all the levels will be recorded and due consideration will be given to them while their carrier advancement.



- IX. Safety and Health Awareness and motivation of all the employees and others concerned like visitors, transporters, suppliers, vendors etc. should be kept up by organising various promotional activities like:
  - i) Display of Safety & Health related slogans and Warnings at required places.
  - ii) Organizing Safety months / Safety Weeks / Safety Days and conducting various annual safety promotional events like Safety Suggestion Scheme, Safety Slogan Competition, declaring “Safety Man” of the Year, Safety Poetry Competition, Staging Safety Skits organising PPE parades, Fire Drills etc.
- X. Regular plant Safety Inspections, hazard and risk identification and assessments and internal and external safety audits and implementation of forth coming recommendations will be done in a planned way ensuring all the statutory required are taken into consideration.

### **3. Responsibilities and Accountability:**

#### **3.1 Occupier or Contractor:**

The Occupier and the contractor if any, is ultimately responsible for implementing the Safety & Health Policy.

#### **3.2 Department Level:**

Implementation of the Health and Safety Policy Heads of Departments are responsible for ensuring safety and health within their departments. All officers and supervisors are accountable for the safety of the employees working under them.

#### **3.3 Safety Officer:**

The Safety Officer shall discharge their responsibilities as prescribed in the State Factories Rules. They will be an adviser to the Occupier and report directly the Occupier to facilitate the effective implementation of the policy.

#### **3.4 Employees :**

It is responsibility of all the employees to follow Standard Operating Procedures (SOPs) keeping in view the Safety Rules. Employees are expected to ensure their own safety, their team members and those around them.

### **4. Arrangements for Making the Policy Effective:**

**To ensure the effectiveness of the policy, it shall be widely communicated by:**

- 4.1 Providing copies to all employees, including contract workers, apprentices, transport workers, suppliers and other concerned.
- 4.2 Displaying gist of the policy in prominent locations in the language known by majority of employees.
- 4.3 Utilizing all communication possibilities to publicise it more and more.



## 5. Review & Coordination :

**This policy will be reviewed and modified on:**

- 5.1 Expansion or modification in the plant having safety and health implications.
- 5.2 Introduction of new substances and articles or change of generating process.
- 5.3 Whenever the Occupier is changed the policy will be reviewed by the new Occupier keeping in view the changes in statutes, state of the art and machinery or materials and issue a new Document with his signature, which will be sent to the Chief Inspector of Factories of the state.

Date:

**Signature of Occupier**

Place:

(Name & Designation and Address of the Occupier)