
	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM		Document No.: HSP-OHS-1
	PROCEDURES		Revision No.: 00
	TITLE: PROCEDURE FOR HAZARD IDENTIFICATION AND RISK ASSESSMENT		Effective Date: 20-10-2016
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- 1. Scope:** Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD. which requires the identification process to cover non-routine as well as routine activities. It includes abnormal, unusual, and non-routine operations such as major repair events, weekend operations, night shifts, contractor activities, and operations conducted at remote locations, maintenance operations that are carried out infrequently but may have a high risk, and situations that involve response to emergencies.
- 2. Purpose:** This procedure establishes a standard method for developing, using and maintaining Job Risk Assessment (JRA) and Facility Risk Assessment (FRA).


SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	Definitions				
1.1	Control – in this context, a control is any engineered system, protective equipment or administrative arrangement that eliminates a hazard or reduces its likelihood of causing an injury or illness.				
1.2	Frequency – the rate at which a specific job is performed. There are five classes of frequency: less than or equal to once per year, less than or equal to once per month, less than or equal to once per week, less than or equal to once per shift and greater than once per shift.				
1.3	Hazard - a source of danger; a possibility of incurring loss or misfortune; "radiation is a health hazard."				
1.4	Job - A job is a sequence of separate steps or activities that together accomplish a work goal. Some jobs can be defined broadly, for example: "making concrete shielding block," "building a beam-enclosure," or "decommissioning a beam-line." Such broad definitions are not very useful for hazard identification, however. It is too easy to overlook an included task that may present a hazard. At the other extreme, a narrow definition-such as "tighten a screw" or "push the button" is also not suitable, since one would be faced with analyzing thousands or millions of minute tasks. The right answer lies in a definition that is broad enough to result in a relatively small number of steps, each of which can easily be analyzed for associated hazards. See Table 1 in page 7 of 8 of this document for a list of example jobs.				
1.5	Job Stressors – Factors that may increase the potential likelihood of an injury or illness.				
1.6	Likelihood – the chances of an event that leads to bad consequences. The five classes of likelihood are: extremely unlikely, unlikely, possible, probable, and multiple. An event might be a slip or fall, unanticipated radiation, a dropped load from a forklift, etc.				
1.7	Number of People – Number of people performing the job steps that are exposed to a specific hazard.				

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1.8	Priority – in this context, the order in which the initial job risk assessments are done. High priority jobs are jobs that have a recent history involving a high severity injury (severity level 4 or 5), or a job in which injuries are likely to occur (likelihood level 4 or 5), or a job in which there is a recent history of DOE reportable occurrences. Assess reduce the risks in these jobs first. Medium priority is where hazards with potential for high severity (severity level 4 or 5) are often encountered by personnel (frequency level 4 or 5), but injury is not likely (likelihood level 1, 2 or 3). Assess these jobs next. Low priority jobs are all remaining jobs, and they would be assessed last.				
1.9	Risk – in this context, risk is the product of the number of people performing the job step, and the points assigned to frequency, likelihood and severity. Points for frequency, likelihood and severity are based on a stepwise numerical system. A specific range of point values for risk is associated with one of five descriptive classes of risk: negligible, acceptable, moderate, substantial and intolerable.				
1.10	Severity – the bad consequences of an event. The five classes of severity are: first-aid, medical treatment, lost time, partial disability, and death or permanent disability.				
2.0	Review of Facility Hazards and Risks:				
2.1	Develop a complete list of all Physical Item or Activity in the facilities in the Department/ Section.				
2.2	Make a "rough draft" estimate of hazards and risks for each job. Look for hazards that are obvious and risks that are clearly serious.				
2.3	Develop priorities based on previous experience, information on known work hazards in each area, and the number of employees who are exposed to the hazard. Draw on the personal experience of your risk assessment team. Key operational personnel may be aware of hazards that are not apparent from injury records. Their insights will help you set priorities, as well as identify additional hazards. Newly created jobs that have no history should be examined carefully to establish a preliminary priority.				
2.4	PGCB requires that Departments and Sections use the data entry form in Facility Risk Assessments (FRA) Form to record the information gathered from the Facility Risk Assessment process.		Departmental Head, DMR		HSF-OHS-01

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2.5	The following ten steps are followed to perform FRA and complete the records: <ul style="list-style-type: none"> • break down the Physical Item or Activity into successive steps or tasks • identify the hazards associated with each step and task • identify controls in place for each hazard • identify occupancy or use for the activity • identify the Frequency that each step and task is performed • estimate the potential Severity of an accident associated with each hazard • estimate the Likelihood of an accident occurring for each hazard (given existing controls) • calculate the Risk • identify possible additional controls needed for these hazards • re-calculate the Risk and the % Risk reduction if controls are added 		Departmental Head, DMR		HSF-OHS-01
2.6	FRA model is then prepared after following the Facility Risk Assessments Form.		MR, DMR	As and when required	HSF-OHS-01
2.7	Classify the Risk of each activity step using the information in the bottom portion of Facility Risk Assessments Form.		MR, DMR	As and when required	HSF-OHS-01
2.8	Any step with risk identified as "intolerable" must be investigated and abated immediately. Unless specific exception is granted by the Department Head/MR in writing, the activity step will be suspended until the risk can be re-classified as no greater than "substantial."		Departmental Head, MR	As and when required	HSF-OHS-03
2.9	Risks identified as "substantial" will require the development and implementation of a written remedial action program prior to proceeding with the work.		Departmental Head, MR	As and when required	HSF-OHS-03
2.10	Risks identified as "moderate" or below shall be addressed through the Department's/Section's normal OHS Management System objective-setting and planning processes.		Departmental Head, MR	As and when required	
3.0	Review of Job Hazards and Risks:				
3.1	Develop a complete listing of all jobs underway in the Division/ Department. The job list shown in Table 1 in page 7 of 8 of this document shall be used.		Departmental Head	Periodically	HSF-OHS-02
3.2	Make a "rough draft" estimate of hazards and risks for each job. Refer column 4 of Table 1 Strategy to Determine the Priority of Job Risk Assessments. Look for hazards that are obvious and risks that are clearly serious.		Departmental Head	Periodically	HSF-OHS-02

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3.3	Develop priorities based on previous experience, information on known work hazards in each area, and the number of employees who are exposed to the hazard. Draw on the personal experience of your risk assessment team. Key operational personnel may be aware of hazards that are not apparent from injury records. Their insights will help you set priorities, as well as identify additional hazards. Newly created jobs that have no history should be examined carefully to establish a preliminary priority.		Departmental Head	As and when required	HSF-OHS-02
3.4	Appropriate number of jobs is decided to be assessed. All High priority jobs should be assessed as soon as practicable. This process is to be done in phases, over time. Thus, it is important to concentrate the initial efforts on those jobs that clearly present more significant risks and fill in other jobs over time.		Departmental Head	As and when required	HSF-OHS-02
3.5	Performing the JRA:				
3.5.1	PGCB requires that Departments and Sections use the data entry form in Job Risk Assessments Form to record the information gathered from the JRA process.	Applicable Legislation: Bangladesh Labour Act	Head of HR Department	As and when required	HSF-OHS-02
3.5.2	The following ten steps are followed to perform JRA and complete Table 2 or Table 3: <ul style="list-style-type: none"> • break down the job into successive steps or tasks • identify the hazards associated with each step and task • identify controls in place for each hazard • identify the number of people involved in each step and task • identify the Frequency that each step and task is performed • estimate the potential Severity of an accident associated with each hazard • estimate the Likelihood of an accident occurring for each hazard (given existing controls) • calculate the Risk • identify possible additional controls needed for these hazards • re-calculate the Risk and the % Risk reduction if controls are added 		Departmental Head, MR	As and when required	HSF-OHS-02
3.5.3	JRA model is then prepared after following the Job Risk Assessments Form.		MR, DMR	As and when required	HSF-OHS-02
3.5.4	Classify the Risk of each job step using the information in the bottom portion of Job Risk Assessments Form.		MR, DMR	As and when required	HSF-OHS-02

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3.5.5	Any job step with risk identified as "intolerable" must be investigated and abated immediately. Unless specific exception is granted by the Department/ Division Head in writing, the job step will be suspended until the risk can be re-classified as no greater than "substantial."		Departmental Head, MR	As and when required	HSF-OHS-03
3.5.6	Risks identified as "substantial" will require the development and implementation of a written remedial action program prior to proceeding with the work.		Departmental Head, MR	As and when required	HSF-OHS-03
3.5.7	Risks identified as "moderate" or below shall be addressed through the Department's/Section's normal OHS Management System objective-setting and planning processes.		JHSC Departmental Head, MR	As and when required	
4.0	Job Stressors:				
4.1	Note any job stressors on the JRA form. Job stressors must be factored into the risk assessment if they are present. See the list of common job stressors in Table 2 in page 8 of 8 of this document. Job stressors will increase the likelihood of an injury.	SP-OHS-1	Departmental Head,	As and when required	HSF-OHS-02
5.0	JRA Results:		MR		
5.1	As indicated in OHSAS 18001, JRA process is used to help determine: <ul style="list-style-type: none"> • job requirements • training needs • development of controls 		MR		HSF-OHS-03
5.2	The JRA process must include some means of monitoring improvement actions added to reduce risk in order to ensure that actions are implemented on time and are effective. The use of inspections is established for this purpose.		MR		HSF-OHS-05, 06 & 07
5.3	Additionally, the Department/Division must consider the results of the JRA process and effects of controls when establishing annual OHS objectives. Jobs steps and tasks where injuries and incidents have occurred during the year, as well as risk levels in the Substantial category, should be considered when setting annual OHS objectives.		MR		
6.0	Annual JRA Review:				
6.1	On an on-going basis, the Management Representative is responsible for scheduling reviews of 1/3 the number of organizational JRAs annually so that all the JRAs are reviewed at a minimum of once every three years. The purpose of such reviews is to ensure the JRAs reflect the current jobs at the site.		All departmental Head	One third number annually	HSF-OHS-04
6.2	The Management Representative in consultation with Joint Environment, Occupational Health & Safety Sub-Committee will conduct review of job hazards and risks annually.	WI-OHS-01	MR, DMR and nominated team members	One third number annually	HSF-OHS-05

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6.3	The review of a particular job shall be made on the level of risk assigned to hazards in prior JRAs and submit the report to MR in due time.	SF-OHS-03	Team members	One third number annually	HSF-OHS-05
7.0	JRA in Response to Accidents, Incidents, Non-Conformances, Corrective and Preventative Actions:				
7.1	As necessary, the Management Representative shall schedule and assign appropriate personnel to conduct or update a JRA in conjunction with a Critical, Occurrence, near miss or non-conformance associated with a job.	SF-OHS-01	MR		HSF-OHS-08
8.0	Job Step or Task Change:				
8.1	Management Representative shall schedule and assign appropriate personnel to review all changes and modification to a job step or task where hazards have been introduced or remedied and conduct a new or modified JRA for job steps and activities under the Department's/Section's purview.		MR	As and when required	HSF-OHS-03 HSF-OHS-04 HSF-OHS-08
8.2	<p>The use of common hazard terminology is encouraged and it simplifies the risk assessment process. The following are common terms or phrases for hazards that are used by PGCB's. They are the leading causes of workplace injuries and are listed in order of cost of wage replacement and medical payments.</p> <ul style="list-style-type: none"> ▪ Overexertion – injuries caused by excessive lifting, pushing, pulling, holding, or carrying of an object ▪ Falls on same level ▪ Electrocution and electrical shock ▪ Hazards related to jobs or tasks ▪ Fires ▪ Hazardous or toxic material exposures ▪ Bodily reaction – injuries resulting from bending, climbing, loss of balance and slipping without falling ▪ Falls to lower level, such as falling from a ladder or over a railing ▪ Being struck by an object, such as a tool falling on a worker from above ▪ Repetitive motion ▪ Roadway accidents ▪ Being struck against an object – such as a carpenter walking into a doorframe, or cuts and skin abrasions from working in tight spaces ▪ Becoming caught in or compressed by equipment ▪ Contact with temperature – extremes that result in such injuries as heat exhaustion, frost bite or burns 		DMR	During Assessment	HSF-OHS-01 HSF-OHS-02

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9.0	Before starting any job, tool box talk is done to ensure safe operation & maintenance as well as to ensure using required PPE and maintain safety instructions.				HSF-OHS-12
10.0	Procedure for Hazard Identification, Risk Assessment is reviewed during internal audit for suitability.		MR, Departmental Heads	During internal audit	Review of procedure
11.0	Review consideration will be raised in MRC Meeting for decision		MR	When necessary	
12.0	Corrective actions will be taken if any deviation in the procedure is detected.		MR	When necessary	Improvement

Table 1-Strategy to Determine the Priority of Job Risk Assessments (example)

Job	Description	Priority	Reason
Transportation	Vehicle use for receiving materials	High	Recent dropped load from truck.
Material handling-machinery	Cranes, forklifts, etc.	High	Recent forklift dropped load.
Material handling-manual	Human lifting	Medium	Back injuries have occurred.
Electrical work- routine	<600 V	V Medium	Hazard is experienced daily by many workers. Controls have been effective.
Electrical work-high energy	>600 V	Medium	Hazard is experienced daily by many workers. Controls have been effective.
Electrical working hot	Working on energized equipment	Medium	High consequences. Controls have been effective.
Radiation/contamination work	Work in posted areas	Low	Compliance issue. Very detailed controls in place and significant oversight.
Pressurized system work	Liquid and gas systems	Medium	Hazard is experienced daily by many workers. Controls have been effective. Cryogenic personnel responded to a few pressure boundary leaks in the last few years.
Vacuum system work	Beam lines and vacuum system equipment	Low	No recent injuries.
Cable pulling	Various locations	High	None.
Operations	Cutting, panel. visor, embroidery, sewing and packing	Low	Injuries in cutting, sewing are major concern, noise is a concern in cutting
Emergency response	LEC, DEC and emergency forces	Low	No recent injuries.
Waste handling	Hazardous, industrial wastes	Low	No recent injuries.
Work with hazardous materials	Be, lead, chemicals, etc.	Low	No recent injuries.
Mechanised transports use	Use by operator	Medium	Recent forklift occurrences require a closer look here.
Welding/Welding Helper	Various locations	Medium	Recent issue with welder's helper getting ached eye.
Tours (specially visitors)	Various locations	Low	No injuries or perceived health issues. Good escort program in place.
Other to be determined	Identify other detailed jobs while doing area assessment	To be determined	Area assessment will likely discover complex jobs that require detailed job assessment

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	TITLE: PROCEDURE FOR SAFETY AND HEALTH INSPECTIONS		Page 1 of 3

1. Scope: Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD. OHSAS 18001 requires the job identification process cover non-routine as well as routine activities. This procedure sets forth the responsibilities and elements of the Safety and Health (S&H) Inspections

2. Purpose:

As part of the endeavor to eliminate the diverse and changing potential for unsafe conditions, and to increase the safety awareness of individual employees, a formal S&H inspection program is required to be set.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	Plan				
1.1	ED (O&M) is responsible for ensuring implementation of this procedure. Specifically, he shall ensure that this plan is suitable for the PGCB activities.		ED (O&M)	Periodically	
1.2	ED (O&M) is responsible for the direct execution of this procedure. Specifically, he shall: <ul style="list-style-type: none"> Schedule departmental inspections. Conduct the inspection and designate other personnel to assist. Ensure that the required reports are prepared and distributed. Ensure that the reported deficiencies have adequate and documented follow-up. 		ED (O&M)	Periodically	
1.3	Frequency <ul style="list-style-type: none"> Offices, grounds and public areas shall be inspected quarterly. All other areas including substations Stores shall be inspected monthly. 			Quarterly Monthly Monthly	
1.4	Personnel The inspection team shall have at least three members. One shall be from HR one from the area concerned and third member shall be the respective DMR. Other members shall be selected based on their knowledge and experience. An attempt will be made to include a member of the JHSC; this will depend on their availability. Also, personnel who work in the area(s) being inspected are encouraged to participate in the inspection process.	WI-OHS-1 program			
1.5	Inspection Team Notification: The PGCB's DMR shall: <ul style="list-style-type: none"> Post a schedule before the beginning of the calendar year. Send e-mail reminder to all participating tour members at least one day before the scheduled inspection 		DMR	Yearly	


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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
2.0	Inspection Procedure				
2.1	Prior to conducting the inspection, the inspection team shall review records of previous inspections, departmental accident and injury reports, occurrence reports and environmental noncompliance reports. This provides a form of On-The-Job Training for the team members.	WI-OHS-02 WI-OHS-03 WI-OHS-04 WI-OHS-05 WI-OHS-06 WI-OHS-07	DMR	Annually Monthly Monthly Monthly	HSF-OHS-05 HSF-OHS-06 HSF-OHS-07 HSF-OHS-08 HSF-OHS-19 HSF-OHS-20
2.2	Inspections should be thorough to ensure that no location that may contain a potential hazard is overlooked.	WI-OHS-04	Shift incharge & Substation in charge	Monthly Monthly	HSF-OHS-08 HSF-OHS-09
2.3	All unsafe conditions and practices should be noted and included in the Workplace Inspection Report.	WI-OHS-04	Shift in charge & Substation in charge	Monthly Monthly	HSF-OHS-08 HSF-OHS-09 HSF-OHS-10 HSF-OHS-11
2.4	Any condition that may result in imminent danger should be immediately corrected. If the condition is not corrected immediately the operation shall be shut down or measures, such as barriers, be put in place until the condition can be corrected.	WI-OHS-02 WI-OHS-03 WI-OHS-04 WI-OHS-05 WI-OHS-06 WI-OHS-07	Shift in charge & Substation in charge	Annually Monthly Monthly Monthly	HSF-OHS-05 HSF-OHS-06 HSF-OHS-07 HSF-OHS-08 HSF-OHS-13
3.0	REPORTING				
3.1	The DMR (OHS) shall:				
3.1.1	Record all hazards and their locations.		DMR	Annually Monthly Monthly Monthly	HSF-OHS-05 HSF-OHS-06 HSF-OHS-07 HSF-OHS-08
3.1.2	Discuss findings with the inspection team members of the inspection.		DMR		
3.1.3	Inspection Report is generated and within one week of the tour, copies are distributed to all tour members, in addition to the concerned sections and the chairman of ESHJC.		DMR	Annually Monthly Monthly Monthly	HSF-OHS-05 HSF-OHS-06 HSF-OHS-07 HSF-OHS-08
4.0	CORRECTIVE ACTION				
4.1	The persons responsible for repairing the deficiencies are sent their first Safety Violation Notice within one week of the inspection.		Departmental head	When necessary	HSF-OHS-09
4.2	If there is no response from the responsible person within three weeks, a second Safety Violation Notice is sent. A summary that lists the delinquent responsible persons is sent to the DMR (OHS). DMR (OHS) shall call the responsible persons and encourage them to correct their deficiencies.		Departmental head	When necessary	HSF-OHS-09
4.3	If there is no response from the responsible person within six weeks, a third Safety Violation Notice is sent. Attached to the notice is a memo from the MR that states the importance of the prompt correction of safety violations.	SF-OHS-09	MR	When necessary	

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4.4	If the violation remains open for an entire quarter, an in-person warning is given by the MD, PGCB to the responsible person. This warning states that if the violation is not corrected within 24 hours, a stop work order will be enforced until all open violations are corrected.			When necessary	
5.0	All personnel of the company will be medically checked annually for any complain of health status		MR	Once a year	HSF-OHS-14
6.0	Accident				
6.1	When any accident is happened the matter is investigated by assigned person and reported to functional head		DMR/section head	As when required	HSF-OHS- 15 HSF-OHS- 16
6.2	For any dangerous occurrence, the matter is reported to concerned government offices		Concerned Person	As when required	HSF-OHS-16
6.3	All incidents of work-related injuries and illnesses are maintained in log book		Section Head	As when required	HSF-OHS-19
6.4	Summary of work-related injuries and illnesses is reported annually		Section head	By June of the following year	HSF-OHS-20 HSF-OHS-22 HSF-OHS-23
7.0	Procedure for Safety and Health Inspections is reviewed during internal audit for suitability.		MR, Functional Heads	During internal audit	Review of procedure
8.0	Review consideration will be raised in MRC Meeting for decision		MR	When necessary	
9.0	Corrective actions will be taken if any deviation in the procedure is detected.		MR	When necessary	

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Table 2: Typical Stressors in the Work Place

Environmental Stressors	
Temperature	Dust
Humidity	Emergency Lighting
Lighting	Odor
Moisture	Oxygen Deficiency
Over Pressure / Negative Pressure	Temperature / Humidity Variation
Ventilation / Air Speed	Working Alone
Physical Stressors	
Lack of Breaks	Length of Work Day
Time Pressure	Monotony
Qualifications of Co-Workers	
Social Stressors and Issues	
Availability of Eyewashes and Showers	Availability of Changing Rooms
Responsibility for First Aid	Availability of Drinking Water
Availability of Responsible Leader	Availability of Washing Facilities
Availability of Separate Eating Facilities	Protection of Non-Smokers
Availability of Toilets	Working Atmosphere

	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM	Document No.: HSP-OHS-3
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	TITLE: PROCEDURE FOR OHS LEGAL AND OTHER REQUIREMENTS	Effective Date: 20-10-2016
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1. Scope: Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD. OHSAS 18001 requires to identify and access the legal and other OH&S requirements that are applicable to it. This procedure sets forth to ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its OH&S management system.


2. Purpose:

This procedure is designed to ensure that PGCB has identified relevant information on current health and safety statutes and regulations, as well as other requirements that it has established or adopted, and that PGCB workers have continuing access to such information.

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1.0	Definition Refer to the Definitions contained in OHSAS 18001.				
2.0	Responsibilities				
2.1	DMR (OHS) is responsible for ensuring new or changed requirement documents, which are identified in the prime contact, are analyzed to determine their applicability and for documenting the mechanisms that support compliance with the new or changed requirement.		DMR (OHS)	As when required	
2.2	DMR (OHS) is responsible for attending, where appropriate, professional conferences and training programs, and for reviewing on-line bulletin board services that post proposed changes to regulations applicable to the institution.		DMR (OHS)	As when required	
2.3	DMR (OHS) is responsible for articulating new or changed regulations that impact the institution. Regarding the reporting of new or changed regulations, MR is responsible for maintaining direct communication with the concerned offices of Bangladesh government requirements-point-of-contact.		DMR (OHS), MR	When necessary	
2.4	DMR (OHS) is responsible for coordinating the processing, reporting and posting of new or changed requirements for the institution.		DMR (OHS)	When necessary	
2.5	General Manager, P&A is responsible for subscribing to maintain contact with DMR (OHS) in order to receive change notices for all new or changed requirements applicable to their operations.		DMR (OHS)	When necessary	
2.6	When requested by line management, concerned personnel are responsible to participate on teams to develop or revise Subject Areas.		MR	When necessary	

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3.0	Procedure				
3.1	MR/DMR (OHS) shall ensure that PGCB has timely information to anticipate changes in requirements, provide feedback to regulating agencies, and plan adequately for achieving compliance with new or changed requirements.		MR, DMR (OHS)	When necessary	
3.2	Once applicability of a new or changed requirement has been determined, the MR/DMR (OHS) shall assess how PGCB currently complies or s/he shall determine the actions required for achieving compliance.		MR, DMR (OHS)	When necessary	
3.3	For new or changed requirements, MR/DMR (OHS) shall ensure the development or revision of appropriate Laboratory-level documents, training or other requirements implementation methods as appropriate. NOTE: The method for translating external requirements into PGCB subject areas is to be decided by MR.		MR, DMR (OHS)	When necessary	
3.4	When conformance with an external requirement or its intent is not possible, either through direct compliance or through an equivalent means of complying, MR/DMR (OHS) shall establish a schedule that leads to compliance with the requirement or shall request a variance.		MR, DMR (OHS)	When necessary	
3.5	MR/DMR shall stop work or request equipment be removed from service if non-compliance with an external requirement leads to imminent danger.	Stop Work Procedures	MR, DMR (OHS)	When necessary	
3.6	MR Office shall communicate all new or changed requirements to line organizations.		MR	When necessary	
3.7	MR/DMR (OHS) working in MR Office shall ensure all approvals of PGCB requirements are formally transmitted to PGCB's senior management.		MR, DMR (OHS)	When necessary	
3.8	MR/DMR (OHS) shall notify requirements-point-of-contact about new or changed regulations that impact the institution.		MR, DMR (OHS)	When necessary	
3.9	MR Office shall issue a notification about new or changed requirements to all line personnel who subscribe to the Notification Subscription Service.		MR	When necessary	
4.0	Procedure for OHS Legal and Other Requirements is reviewed during internal audit for suitability.		MR, Functional Heads	During internal audit	Review of procedure
5.0	Review consideration will be raised in MRC Meeting for decision		MR	When necessary	
6.0	Corrective actions will be taken if any deviation in the procedure is detected.		MR	When necessary	

Reviewed by (MR):

Approved by (MD):



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

Document No.: SP-OHS-4

Revision No.: 00

PROCEDURES

Effective Date: 20-10-2016

TITLE: PROCEDURE FOR OHS CONSULTATION AND COMMUNICATION

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1. Scope: Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD. OHSAS 18001 requires to provide OHS information to employees, provide OHS information to other interested parties, receive OHS information from employees and receive information from other interested parties.

2. Purpose:

This procedure is designed to ensure that senior management establishes communication procedures that will ensure pertinent occupational safety and health (OHS) information is communicated to and from employees. It is the intent of management to communicate OHS policies, hazard and risk identification and control procedures, objectives, procedures, roles, responsibilities, authorities, and other components of the occupational safety and health management system (OHS MS) so that an employee will safely complete an assigned task.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	Goals		MR		
1.1	Make employees aware of the OHS policy and any procedures necessary to conduct their work.	WI-OHS-01	DMR	Periodically	
1.2	Report back to employees on the results of hazard identification and risk assessment.	WI-OHS-01	DMR		HSF-OHS-03
1.3	Involve employees to develop and review policies and procedures aimed at eliminating or reducing OHS risks	WI-OHS-01	DMR	Periodically	
1.4	Provide employees with an opportunity and mechanism to voice their concerns about OHS issues.	WI-OHS-01	DMR	Periodically	Joint Safety committee
1.5	Inform employees about the overall performance of the OHS MS and the results of OHS MS monitoring, audits and management reviews.	WI-OHS-01	DMR	Periodically	
2.0	Responsibilities		MR		
2.1	Management Representative is responsible for ensuring their Department's/Division's OHS consultation and communication program is executed according to the requirements of this procedure.	WI-OHS-01	MR	Periodically	
2.2	For each Department or Section, all personnel are responsible for participating in OHS consultation and communication.	WI-OHS-01	ALL	Periodically	
2.3	PGCB contractors, users, guests and visitors are responsible for participating in OHS consultation and communication.	WI-OHS-01	ADMIN	Periodically	
2.4	Sub-contractors and suppliers are responsible for OHS consultation and communication in the form of Material Safety Data Sheets (MSDSs) on chemicals in use and information on machine guarding and safe operation of equipment	WI-OHS-01	Work in charge	Periodically	
2.5	The PGCB Fire/Rescue Group is responsible for OHS communication and consultation by reviewing local emergency response plans and conducting Fire Hazards Analyses.	WI-OHS-01	Substation in charge	When necessary	

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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
2.6	PGCB senior managers are responsible for communication and consultation as a result of inquiries made by corporate managers, regulators and public interest groups.	WI-OHS-01	MR	As necessary	
2.7	MR/DMR (OHS) shall ensure recall information, Lessons Learned information, injury/illness statistics and DOE Occurrence information is distributed or accessible to Departments and Sections.	WI-OHS-01	MR, DMR (OHS)	Periodically	
3.0	Procedure				
3.1	Providing OHS Information to Employees				
3.1.1	Manager, Training shall ensure the following training programs communicate all relevant OHS issues in the workplace: <ul style="list-style-type: none">• General Employee Training (GET) – This course (GET) is required for all PGCB permanent employees. Required before they can work unescorted in a substation area or operating facility.• Emergency Planning and Response Training – Required for all PGCB employees.(Contractors receive in PGCB Contractor/Supplier Orientation training and Guests receive in Guest Site Orientation; see Section 3.5.1 & 3.5.2).• Reducing Injuries and Accidents in the Workplace Training – Required for all PGCB employees participating in OHSAS 18001 system scope.• Required PGCB Training for Specific Hazards – Required of all PGCB employees who have a specific training requirement listed in a Job Training Assessment.		Manager, Training	Periodically	
3.1.2	All Departments/Sections/Offices (henceforth: organizations) Heads shall ensure the follow up the training programs at all levels relevant OHS and emergency response issues in the workplace:		Departments/ Sections/ Offices head	During Training	
3.1.2.1	PGCB General Employee Training or approved equivalent– Required for all unescorted employees of the organization who access the organization's facilities.		ALL		
3.1.2.2	Facility Specific User Training - Required of all the organization's unescorted users who use the organization's facilities (e.g., use of PPE, use of material handling aids, etc.). A graded approach to local training and training documentation for unescorted users shall be implemented by the organization. The graded approach shall take into account hazards, risks, complexity, security and size of the organization's facilities.	WI-OHS-01	Manager, Training		

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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
3.1.2.3	Critiques and Occurrence Reports – These reports are to be sent out to all employees as applicable; which is to say, a manager may send to persons or groups that he/she knows are potentially impacted or whose activities are relevant to the report.		Concerned person		
3.1.3	The PGCB Substation in-charge shall ensure the PGCB Safety and Health Policy is posted throughout PGCB facilities.		Substation in-charge		
3.1.3.1	The Substation in-charge and MR shall effectively communicate the meaning and importance of the policy on a continuing basis.		Substation in-charge		
3.1.4	Manager, Training shall use the PGCB Bulletin to present OHS and OHS MS communications to employees and other interested parties.		Manager, Training		
3.1.4.1	Feature articles shall be used to highlight successful OHS projects being accomplished throughout PGCB and the employees who made them possible.				
3.1.4.2	Upcoming OHS initiatives and opportunities to get involved in OHS committees shall be publicized in the PGCB Bulletin.				
3.2	Providing Information of contractors:				
3.2.1	Substation in charge shall ensure unescorted contractors and vendors are provided with concise OHS information relevant to the work including maps and pictures that identify work site locations, safe work, travel and parking locations, entry and evacuations points and locations of emergency equipment.		Substation in charge		
3.2.2	Substation in charge shall ensure the details of PGCB's emergency response plan are communicated to external organizations such as off-site fire departments and local hospitals.		Substation in charge		HSF-OHS-17
3.2.3	MR shall ensure that the scope of work is defined and ensure that hazards are characterized for contractors.		MR	As when required	
3.2.4	Organization shall ensure OHS competency requirements are provided for contractors		MR	As when required	
3.2.5	The PGCB MR/DMR (OHS) shall ensure OHS rules and requirements are specified in contracts and work orders.		MR, DMR (OHS), SE (SSD & QC), SE (TLD & QC)	As when required	

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OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

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3.2.5.1	General OHS information such as the PGCB Health & Safety Policy and variable requirements such as specific training, monitoring or PPE requirements for the work to be done shall be included in the contract or work order.	OHS Manual	MR, DMR (OHS), SE (SSD & QC), SE (TLD & QC)		
3.3	Receiving OHS Information from Employees				
3.3.1	DMR & Substation in charge shall ensure employees are represented on the Joint Environment, Health and Safety Sub-Committee and consult with these employees about the development of new OHS policies and procedures, and any changes that affect the health and safety of the workplace.		DMR & Substation in charge		
3.3.2	Executive Engineer, ICT shall use internet and intranet applications including the PGCB Web and e-mail to communicate OHS information to employees and other interested parties. NOTE: In cases where disciplinary action or significant injuries are the subject of OHS communication, forums where employees may ask questions are preferred. Written communications may not be able to answer all possible questions about an event and misperceptions may result. A question and answer session in these cases is a good way to communicate the details of an event and to encourage employees to report OHS concerns, near misses and minor injuries in the future without fear of unwarranted disciplinary action.		Executive Engineer, ICT		
3.4	Providing OHS Information to Other Interested Parties				
3.4.1	Manager, Training shall ensure the following training programs communicate all relevant OHS and emergency response issues in the workplace: • Local Facility Specific Contractor/Supplier Training or PGCB Contractor/ Supplier Orientation Training – Required for all unescorted contractors, suppliers or guests who access the organizations facilities. A graded approach to local training and training documentation for unescorted contractors, vendors and guests shall be implemented by the organization. The graded approach shall take into account hazards, risks, complexity, security and size of the organization's facilities.		Manager, Training		

Reviewed by (MR):

Approved by (MD):



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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
3.4.2	All PGCB organizational sectional in charges shall document arrangements at their respective areas to ensure the employee's involvement and consultation.		Sectional Head		
3.4.3	All PGCB organizational sectional in charges shall let employees know who their representatives to management on OHS issues are.		Sectional Head		
3.4.4	<p>All PGCB organizational sectional senior officials shall enable and encourage employees to become involved in the planning for and the operating of OHS programs.</p> <p>Approaches shall include the following:</p> <ul style="list-style-type: none">• Employees shall be members of hazard identification, risk assessment and risk control teams used to create or update Job Risk Assessments or Facility Risk Assessments.• Employees who are familiar with organizational processes shall work with professionals to review, revise or develop safe operating procedures, as well as general rules for safe work.• Experienced organizational employees shall be used to train other employees in safe work procedures and rules.• Organizational employees shall participate in Tier 1 safety inspections.• Organizational employees shall participate in injury / illness investigations.• Organizational employees shall participate in departmental/divisional critiques and DOE Occurrence Reporting System investigations.• Organizational employees shall serve on PGCB Joint Environment, Health and Safety Sub-Committee.• Departmental-level self-evaluation programs.• Organizational employees shall serve on their department's/division's safety and health committee(s) and programs (e.g., worker safety committees, department safety committees, safety observation programs, self-evaluation programs, safety message programs during daily and weekly meetings).• Organizational employees shall participate on the OHS system implementation teams.• Organizational employees shall participate in off-site OHS conferences that share OHS information and that deal with common problems and concerns.				HSF-OHS-21

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3.4.4 (contd)	<ul style="list-style-type: none">Organizational employees shall be encouraged to suggest ways to improve the OHS MS or to improve hazard controls through suggestion programs, self assessment programs, and work planning feedback programs. Reward and award programs shall be used to provide incentives for employees to contribute innovative ideas for improvement.An open door policy for an organizational employee's safety concerns; that is, organizational managers shall be accessible to employees so that they can discuss safety concerns.Managers shall take Stop Work notification seriously and make an evaluation as soon as practicable. The Stop Work Process provides a policy and process to stop work at PGCB to mitigate imminent danger to personnel, equipment or the environment.Organizational employees shall be made aware that the PGCB Conflict Resolution Committee is available to help resolve issues raised within the context of worker safety and health.				
3.5	Receiving OHS Information from Other Interested Parties				
3.5.1	Information from Contractors				
3.5.1.1	Candidates for contract award will be required to submit the following documentation: <ul style="list-style-type: none">Comprehensive Corporate Environmental, Safety and Health ProgramPerformance HistoryComplex or Hazardous Activities PlanAdministrationEnforcement, Reporting, and Evaluation ProgramProject Environmental Safety and Health Plan				
3.5.2	Information from Suppliers				
3.5.2.1	Candidates for contract award will be required to submit the following documentation: <ul style="list-style-type: none">New or revised Material Safety Data Sheets (MSDSs) for chemical products purchased by PGCB, if any. MSDS information shall be maintained by the Safety and Health Services Division.				

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Approved by (MD):



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

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3.5.2.1 (contd)	<ul style="list-style-type: none">Information on the operation and maintenance of equipment, tools or machines purchased by PGCB. This information will be maintained by the organization using the equipment, tools or machines.Product recall notices. This information shall be distributed to affected parties and employees.				
3.5.3	Communications from Regulatory Agencies				
3.5.3.1	DMR & Manager, Training shall evaluate and translate OHS-related Directives and Orders in Bengali. NOTE: The function of Training and MR offices at PGCB is to provide the overall framework for: (1) capturing all relevant regulatory and contractual requirements, (2) translating these requirements into policy, procedure, and practice, (3) developing a Laboratory level user-driven set of procedures and guidelines, and (4) providing an electronic delivery mechanism for ensuring current versions of all management system descriptions and underlying procedures and practices are readily available to personnel to ensure changes are tracked and documented, and to ensure PGCB employees are notified.		DMR & Manager, Training		
3.5.3.2	The evaluation and analysis of other OHS requirements (e.g., different laws) shall be performed by DMR (OHS) who shall provide input to MR Office.				
3.5.3.3	MR Office shall ensure traceable management of all PGCB requirements.				
3.5.3.4	The evaluation and analysis of OHS policies, requirements or standard practices from PGCB shall be performed by DMR who shall provide input to MR Office.				
3.5.3.5	The evaluation and analysis of lessons learned on how specific hazards have been eliminated, or of copies of training tools or of hazard analysis tools that have been particularly effective at other National Laboratories shall be performed by DMR (OHS) who shall provide input to MR Office.				

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Approved by (MD):

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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
3.6	Commitment and Communications Tracking System (CCTS) for OHS Issues				
3.6.1	The CCTS is used to track all commitments, including OHS commitments, made by members of the Joint Environment, Occupational Health and Safety Committee (JEOHSC) and is used keep the committee fully informed of the nature and scope of existing commitments and communications.				
3.6.2	The CCTS is used to assign lead responsibility for response, and inform others who may need to know about, review or concur on a response or commitment.				
3.6.3	The CCTS is cross-referenced with the Assessments Tracking System (ATS) when the response or commitment is detailed or extensive (e.g., action plans), and therefore not suitable for tracking and control in the CCTS.				
3.7	Corrective Action Tracking for OHS Issues				
3.7.1	All functional heads are responsible and accountable for ensuring that mitigating and permanent corrective actions generated in response to conditions identified through assessment activities are effective, efficient, timely, and tracked to completion.		Functional Heads		
4.0	Procedure for OHS Consultation and Communication is reviewed during internal audit for suitability.		MR, Functional Heads	During internal audit	Review of procedure
5.0	Review consideration will be raised in MRC Meeting for decision		MR	When necessary	
6.0	Corrective actions will be taken if any deviation in the procedure is detected.		MR	When necessary	Improvement

Reviewed by (MR):

Approved by (MD):



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

Document No.: HSP-OHS-5

Revision No.: 00

PROCEDURES

Effective Date: 20-10-2016

TITLE: PROCEDURE FOR OHS PERFORMANCE MEASUREMENT AND MONITORING

Page 1 of 3

1. Scope: Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD. OHSAS 18001 requires monitoring and measuring OH&S performance.

2. Purpose:

This procedure is designed to ensure monitor and measure OH&S performance on a regular basis, evaluation of reportable occurrences and non-conformances, and corrective action plans are established where needed.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	Performance Measurement				
1.1	Performance measurement is primarily managing outcome, and one of its main purposes is to reduce or eliminate overall variation in the occupational health and hazards identified. The goal is to arrive at sound decisions about actions affecting the product or process and its output.		MR		
2.0	Performance Measure Process				
2.1	Performance measures quantitatively tell something important about the programmers, services, targets/objectives and the processes. They are a tool to help understand, manage, and improve what Organizations do. Performance measures let us know: <ul style="list-style-type: none">· how well it is doing· if the goals are met· if and where improvements are necessary. These will provide the information necessary to make intelligent decisions about what can be done.		MR DMR		
2.2	Most performance measures can be grouped into one of the following general categories depending on the PGCB's mission: <ol style="list-style-type: none">1. Effectiveness: A process maintaining the OHSAS system2. Efficiency: A process characteristic indicating the degree to which the set criteria/targets are met3. Quality: The degree to which the objectives meet requirements and expectations.4. Timeliness: Measures whether the objectives or targets was met correctly and on time. Criteria must be established to define what constitutes timeliness for a given unit of work.5. Safe Work Environment: Measures the overall safe working environment for its Employees.		DMR		

Reviewed by (MR):

Approved by (MD):

[Signature]



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

PROCEDURES

TITLE: PROCEDURE FOR OHS PERFORMANCE
MEASUREMENT AND MONITORING

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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
2.3	For Performance measurement following items are taken into considerations: a) Objectives b) Control of hazards identified (as identified in risk analysis) c) Maintaining the OHS system d) Monitor compliance with the OH&S management programme and applicable legislation and regulatory requirements e) Reactive measures of performance to monitor accidents, ill health, incidents		DMR		HSF-OHS-25
2.4	Awareness, training, communication and consultation programme are initiated and continued for all employees and concerned interested parties.		DMR		
2.5	Methods are employed to measure OHS performance: a) results of hazard identification, risk assessment and risk control process b) systematic workplace inspection using checklists c) inspections of specific machinery to check that safety related parts are fitted and in good conditions d) behaviour sampling: assessing workers' behaviour to identify unsafe work practices that might require correction e) analysis of documentation and records f) survey among employees attitudes on the OHS system and practice and employee consultation processes		DMR		
2.6	Inspections: a) Equipment: An inventory (using identification) of all equipment. Inspections of condition of equipment (safe running) are done on fortnightly basis. b) Work Conditions: Workplace conditions are inspected as per checklist formats SF-OHS-05, 06, 07, 09. c) Records of inspections are maintained to indicate the OHS procedures are being conformed.	HSF-OHS-05, 06, 07, 8,09.	DMR		
2.7	Records of inspections, surveys and Internal System Audit are sampled to identify the causes of nonconformity and repetitive hazards.	HSF-OHS-05, 06, 07, 8,09.	DMR		
2.8	Necessary corrective actions are initiated and performed. Any necessary preventive action is also undertaken.		DMR	When necessary	

Reviewed by (MR):

Approved by (MD):

	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM		Document No.: HSP-OHS-6
	PROCEDURES		Revision No.: 00
	TITLE: PROCEDURE FOR EVALUATION OF COMPLIANCE		Effective Date: 20-10-2016
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- 1. Scope:** Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD. OHSAS 18001 requires evaluation of compliance to OH&S related legal and other requirements.
- 2. Purpose:**

This procedure is designed to ensure evaluation of compliances with the legal requirements on a regular basis, evaluation of reportable occurrences and non-conformances, and corrective action plans are established where needed.

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	Introduction				
1.1	PGCB periodically evaluates its compliance with the legal requirements that are applicable to its environmental aspects, as part of its commitment to compliance.				
1.2	PGCB maintains the records the results of this evaluation.				
1.3	The scope of a compliance evaluation can encompasses multiple legal requirements.				
2.0	Compliance Evaluation Process				
2.1	A variety of methods are used to assess compliance, including processes such as a) audits, b) the results of regulatory inspections, c) facility, equipment and area inspections, d) reviews of documents and/or records of incidents and risk, e) interviews f) project or work reviews, g) analysis of test results from monitoring and testing, and h) Facility tour and/or direct observation.				HSF-OHS-26
2.2	PGCB maintains a yearly frequency for evaluating the compliances. and methodology for evaluation of compliance that suits its size, type and complexity. Frequency can be affected by factors such as past compliance performance or specific legal requirements. It can be beneficial to have an independent review conducted periodically.			yearly	
2.3	Any updating of the legal requirements is done as per set procedure.	HSP-OHS-03			
2.4	Evaluation through audit is done at the frequency of audit and records are maintained along with the audit reports				
2.5	Inspections reports are monitored to check for legal requirements for health and safety.				HSF-OHS-06, 07, 08, 09, 10
2.6	MR will arrange interviews with personnel from inside the organization and also from surrounding areas about the OHS performance of the organization.				

Reviewed by (MR):

Approved by (MD):



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

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TITLE: PROCEDURE FOR EVALUATION OF COMPLIANCE

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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
2.7	Inspections: a) Equipment: An inventory (using identification) of all equipment. Inspections of condition of equipment (safe running) are done on monthly basis. b) Records of inspections are maintained to indicate the OHS procedures are being conformed.		DMR	monthly	
2.8	This information will provide the necessary to make intelligent decisions for future action to be taken for improvement of environmental compliances.		DMR		
2.9	The results of evaluation are analyzed and used to identify both successes and areas requiring correction or improvement.				
2.10	Records of inspections, surveys and Internal Audit are sampled to identify the causes of nonconformity and repetitive non-conformances.	EP-ENV-8	DMR		
2.11	Necessary corrective actions are initiated and performed. Any necessary preventive action is also undertaken.		DMR		HSF-NCP-01
3.0	Procedure for Evaluation of Compliance is reviewed during internal audit for suitability.		MR, Functional Heads	During internal audit	Review of procedure
4.0	Review consideration will be raised in MRC Meeting for decision		MR	When necessary	
5.0	Corrective actions will be taken if any deviation in procedure is detected.		MR	When necessary	Improvement

Reviewed by (MR):

Approved by (MD):

	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM		Document No.: HSP-OHS-5
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SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
2.9	If any measuring equipment is used to assess OHS conditions are listed, identified and controlled and duly calibrated as per Procedure for Maintenance		DMR	When necessary	
3.0	Procedure for Performance Measurement and Monitoring is reviewed during internal audit for suitability.		MR, Functional Heads	During internal audit	Review of procedure
4.0	Review consideration will be raised in MRC Meeting for decision		MR	During MRC Meeting	
5.0	Corrective actions will be taken if any deviation in procedure is detected.		MR	When necessary	

Reviewed by (MR):

Approved by (MD):

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