



SOP PE/2022-23/SWMS:-01

## **SOP for Safe work**

**Objective:-** The safe work procedures are essential to ensure a safe work environment and are an important part of an overall occupational health and safety program. Safe work procedures provide information necessary to assist all employee to perform tasks safely.

These procedures also assist in the training and orientation of new employee in the hazards of the tasks to be performed, as well as providing them with the rules necessary to ensure that they can perform their work in a safe manner. Safe work procedures are also a valuable to in assessing the level of understanding with regards to on-the-job training.

**Responsibility:-** All Worker , Engineer, EHS and user department.

**Personal Protective Equipment:-** Wear general PPEs for all jobs and use specific PPEs for specific jobs as per company standard or as per potential risks.

### **Potential Hazards/Risks**

For each step in the work task, list the potential hazards/risks that are reasonably foreseeable. The following should be explored in relation to the steps, and the person(s) doing the task -  
Can they:

- be struck by or contacted by anything
- strike against or contact anything
- be caught in, on, or under or between anything
- fall from height or be exposed to falling objects
- manual handling
- be exposed to welding rays, fumes, light, electricity or other forms of energy
- be exposed to stored energy
- be exposed to hazardous chemicals etc.

**Procedure:-** Before going to work all follow the below steps to work safely:-

- 1.Receiving the permission to work in plant in writing.
- 2.Take permit from safety department and duly signed with Users and Safety department and display a copy to work place.

3. Provide the JSA and Tools box talks / information about job specific PPEs to all involved worker, Engineer, supervisor etc.
4. Use proper PPEs and Tools to execute the job safely.
5. During the job report any near miss or incident observe.
6. Stop the work if found any hazardous at site and inform to safety department immediately.
7. If no hazardous found worker can execute the job till completion or working hours.
8. Extend the permit if work exceed the working hours.
9. After completion of job close the permit and submit to the safety department.

**Record Management:-** Keep readily available the relevant permit, JSA and Tools box talks register, training register to EHS department.

**Review and Evaluation:-** As per record the EHS department can review the safe work and can evaluate the performance of workers, supervisor, engineer etc. If found deviation in SOPs then take corrective action and prevention action by giving training as per safety department.

### **Recommended control measures in SOP**

For each step in the work task, list the most appropriate risk control measure that will eliminate or minimise the risk to the person(s) completing the work task. For each potential hazard/risk, identify and list the steps of how the work task is to be completed, including what the operator(s) should or should not do to manage the level of risk. Specifically describe the safe operating procedure and precautions that must be taken for each step.

For Pareek Electricals

Date 1st April ,2022

