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|  | | **HSE OPERATIONAL CONTROL PROCEDURE** | | **DOC No** | | | | |
| **OCP No.** | | | | |
| **Date :** | | | | |
|  | | | | | | | | |
| **ACTIVITY:** | | **ELECTRICAL WORK** | | | | | | |
| **Project : Location :**  **Sub-Contractor: Nature of work:** | | | | | | | | |
| **Sl.**  **No.** | **Controls** | | | | **Performed**  **by** | | **Checked**  **by** | |
| 1 | All work on existing electrical installation (High Voltage) to be carried out under Permit –To- Work | | | |  |  |  |  |
| 2 | The electrical wirings, repair work and shifting of electrical installations shall be done only by electrician (Competent person) | | | |  |  |  |  |
| 3 | Isolation of high voltage mains by authorized persons and isolation to be visibly checked | | | |  |  |  |  |
|  | - First disconnect conductor | | | |  |  |  |  |
|  | - Verify the circuit is dead by indicator of approved type | | | |  |  |  |  |
|  | - Test the indicator it self | | | |  |  |  |  |
|  | - Earthing on both sides of working zone to be done | | | |  |  |  |  |
|  | - All three phases should be effectively earthed and short circuited (even though work is on only one phase) | | | |  |  |  |  |
| 4 | Rubber gauntlets, gloves, mats, boots, insulated platform, safety belts etc. to be used as necessary | | | |  |  |  |  |
| 5 | Person-in-charge / supervisor to oversee the operation | | | |  |  |  |  |
| 6 | No cable shall be lying on floor or water pool | | | |  |  |  |  |
| 7 | No cable was taken through scaffold pipe | | | |  |  |  |  |
| 8 | No cable was taken (tied) on the rebar or metal parts directly | | | |  |  |  |  |
| 9 | Safe distance to be maintained as below: | | | |  |  |  |  |
|  | Highest system voltage (KV) | | Safety working clearance (Meters) | |  | | | |
| 12 KV | | 2.6 M | |
| 36 | | 2.8 M | |
| 72.5 | | 3.1 M | |
| 145 | | 3.7 | |
| 245 | | 4.3 | |
| 420 | | 6.4 | |
| 800 | | 10.3 | |
| 10 | Do not use damaged or defective electrical equipment or appliances | | | |  |  |  |  |
| 11 | Do not overload a socket outlet by connecting several appliances using multi-way adaptors | | | |  |  |  |  |
| 12 | Do not allow cords or cables to lie in puddle of water | | | |  |  |  |  |
| 13 | Use wooden runner for tying the lamp or cable on the steel pipe of rods | | | |  |  |  |  |
| 14 | Never insert bare conductors of cable directly into socket outlet without using a plug | | | |  |  |  |  |
|  | | | | | | | | |

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| **ACTIVITY:** | | **ELECTRICAL WORK** | | | | | | |
| **Project :**  **Sub-Contractor:** | | | **Location : Nature of work:** | | |  |  |  |
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| 15 | Avoid switching on/off or handling electrical appliances or accessories when your hands or feet are wet or the ground on which you are standing  is wet | | | |  |  |  |  |
| 16 | No joints in the cable. Where joints are inevitable, use proper cable connector for making joints or put sleeve over it | | | |  |  |  |  |
| 17 | Use wooden stand and run the cables at least 8 feet high above the floor  / ground | | | |  |  |  |  |
| 18 | Always use three core wires and connect the wires for a three-pin industrial plug according to the colour code | | | |  |  |  |  |
| 19 | Main distribution boards and sub distribution boards shall be fully covered and protected from water spillage and other probable damage | | | |  |  |  |  |
| 20 | All main distribution boards and sub distribution boards shall have switch control to operate in case of emergency and switch off when not in use | | | |  |  |  |  |
| 21 | All main distribution boards and sub distribution boards shall be fitted with Over Current Protecting Device (MCB or Fuses with correct rating), ELCB or RCCB with the tripping rate of current 30 mille-amps and grounded properly | | | |  |  |  |  |
| 22 | In portable power tools, the manufacturer molded plug should not be cut and no joints shall be made. Use extension board for extra length, where required | | | |  |  |  |  |
| 23 | Other than double insulated equipment, all the equipment should have 3 core wires for single phase and five core wires for three phase | | | |  |  |  |  |
| 24 | When a circuit is de-energized by circuit protective device (ELCB or MCB), the circuit must not be manually re-energized until it has been determined that the equipment and circuit can be safely energized | | | |  |  |  |  |
| 25 | All electricians must use Electrical Resistant Rubber Gloves and Safety Shoes or Boots | | | |  |  |  |  |
| **Prepared By :**  **SE / SS :**  **Date :** | | | **Approved By : Project Manager : Date :** | | |  |  |  |