

Safety Policy of NTPC

(First Release: 07th Nov'16; Last Reviewed: 1st March 2022)

Applicable to all employees of NTPC and are required to comply.

Chairman and Managing Director is responsible to issue and review the Safety Policy periodically describing intent, responsibility and broad frame work.

A. Statement of Intent:

Safety is part of our core values; therefore, safety shall be at the forefront of all our activities.

We recognize all accidents are preventable.

The objective is to provide safe working environment and strive for zero incidents at work. This policy, supported by safety rules and procedures, is applicable for all business activities carried out by NTPC.

Safety policy is built around following principles:

1. Our activities carry various hazards; however, all such hazards can be identified.
2. Every job shall be done safely, no matter how important or urgent it is.
3. Putting people to work carries a specific responsibility and accountability for safety which shall be visibly demonstrated.
4. Right procedures and actions can bring the risks under control.
5. Trained and committed team can ensure incident free operations.
6. We shall comply with all applicable safety regulations and other legal requirements. We shall strive to improve and make it better than the minimum standard(s).

B. Organization's Responsibility:

We have a three tier approach to make work place incident-free:

1. Top Management responsibility:
 - a. Directors and REDs are accountable for:
 - i. Ensuring that all work activities under their control are carried out in adherence with this policy;
 - ii. Ensuring that Heads of Projects / Stations are individually accountable for implementation of this policy and ensuring they have the necessary skills in safety management;
 - iii. Setting appropriate standards for safety in their work area;
 - iv. Putting Safety as a part of appraisal system, both for self and their teams;
 - v. Ensuring that safety audit is conducted periodically through third party at all sites
2. Head of the Project/Stations are accountable for:
 - a. Implementing this policy by introduction of local management systems with high standards of safety;
 - b. Ensuring identification and display of all hazards;
 - c. Establishing rotating cross-functional team for internal audits.
 - d. Making employees accountable for working safely by creating a safer work environment and ensuring that their actions do not harm either themselves or

other people.

3. Heads of Departments are accountable for:

- a. Ensuring that the Engineer-in-charge (EIC) shall spot, report and deal with hazards to help create safe and incident free workplace.
- b. Ensuring training of workers in the area of work and awareness about the hazards of the site.
- c. Ensuring that the contractor has deployed safety equipment relevant to its area of operation.
- d. Making sure that EIC ensures cordoning of unsafe areas and reports unsafe conditions
- e. Make certain that all co-operate with management and observe rules and procedures which enable the highest standards of safety to be achieved.

This Policy will be effective only with the support from all the employees and contractors. Accordingly, every employee shall be a signatory to this safety policy and shall be responsible and accountable for safety in their work area and activities.

C. Policy framework and coordination:

a. Policy framework, review and enablers:

- i. Corporate Safety in associations with other Corporate functions to prepare and review safety framework for ensuring "zero incidents".
- ii. Corporate Safety to present its analysis on progress of safety framework implementation and safety culture of the Company to senior management periodically.
- iii. Corporate Safety is responsible for providing policy /rules / system / procedural enablers wherever required to implement and adhere to Safety framework.
- iv. Corporate Safety shall also be responsible for ensuring that safety rules / systems / procedures are being implemented at all work areas through regular visits, interactions and reviews.
- v. Corporate Safety to gather inputs internally and from other leading Organizations and review Safety Framework as required, or every five years.
- vi. Corporate Safety shall prepare a calendar for all reviews and shall ensure adherence to the schedule.

b. Training:

Director (HR) shall ensure that appropriate training and learning interventions are designed and implemented.

Corporate Safety department shall come up with detailed requirements (including skill training and culture building) clearly bringing out the desired objectives, audience and responsibility.

c. Reporting:

All safety officers at site and regions shall report administratively to respective Head of Project/REDs and functionally to Corporate Safety department.

d. Communication:

Wider dissemination of Safety policy, rules, safety analysis and best practices shall be the responsibility of Corporate Safety department in association with the Corporate Communication department.

e. Safety Plan & Provision for Contractors:

- i. Contractual provisions shall be reviewed by CC&M in association with OS, Engineering and PP&M for Corporate packages and provide guidelines to Stations / Projects to implement the same in site awarded packages.
- ii. Safety plan to be submitted by contractor and approved by NTPC before start of any work.
- iii. CC&M shall include safety performance assessment in contractor rating system.
- iv. CC&M shall devise systems to enable projects/stations for immediate procurement of quality safety equipment, PPE, etc.

DECLARATION

I hereby acknowledge that I have read the above *Safety policy of NTPC* (reviewed: 1st March 2022; hereinafter referred to as, The Policy). I hereby acknowledge that I understand all of my obligations, duties, and responsibilities, under each provision of The Policy.

I understand that I am obligated to comply with The Policy without exception, and shall be accountable for its implementation, in my role.

I certify that this is a true and correct statement by appending my signature below on thisday..... ofand year

Signature :

Name:

Employee Number:

Designation:

Location: