

# Safety Policy of NTPC

Dated: 7<sup>th</sup> November 2016

## A. Statement of Intent:

Safety is part of our core values. We recognize all accidents are preventable; therefore, safety shall be at the forefront of all our activities.

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

Safety policy is built around following principles:

1. Our activities carry various hazards; however all 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. Compliance to all applicable safety regulations and other legal requirements at the minimum.

## B. Organization's Responsibility:

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

1. Top Management responsibility:
  - a. CMD, Directors and REDs are responsible 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 team;
    - v. Ensuring that safety audit is conducted periodically through third party at all sites
2. Head of the Project/Stations are responsible 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 responsible 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 responsible for:
    - a. Ensuring that 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 in association with safety department at 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 only be effective with support from all 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 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 where ever required to implement and adhere to Safety framework.
- iv. Corporate Safety shall 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 annually.
- 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 shall functionally report 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 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 prior to commencement of work at site.
- 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.

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I have read this policy and resolve to comply with the Safety policy of NTPC.

Signed:

Name:

Employee number:

Designation:

Location: