Session 2

Class 1 on Safety : Safety Philosophy, Safety Procedures, GRID Safety Norms

Performing a field survey on safety, including safety philosophy, safety procedures, and grid safety norms, involves assessing the existing safety practices, procedures, and adherence to safety regulations within the grid or power system. Here's an outline for conducting a field survey on these topics:

Objective: Define the objective of the field survey, which could be to evaluate the safety philosophy, assess the implementation of safety procedures, and review compliance with grid safety norms within the specific grid or power system.

Safety Philosophy and Culture:

a. Management Commitment: Evaluate the commitment of management to safety by reviewing safety policies, guidelines, and the allocation of resources for safety initiatives. Assess if safety is prioritized and integrated into the overall organizational culture.

b. Employee Involvement: Assess the level of employee involvement in safety initiatives, such as safety committees, safety training programs, and opportunities for employee feedback and suggestions. Determine if there is a culture of active participation in safety-related activities.

c. Safety Communication: Evaluate the effectiveness of safety communication channels, including regular safety meetings, safety newsletters, and safety awareness campaigns. Assess if there is clear and consistent communication regarding safety expectations and updates.

Safety Procedures and Practices:

a. Documentation: Review the availability and adequacy of safety procedures, guidelines, and manuals specific to grid operations and maintenance. Evaluate if the procedures cover key safety aspects, such as lockout/tagout, personal protective equipment, hazard identification, and emergency response.

b. Work Permits: Assess the implementation of work permit systems, including hot work permits, confined space entry permits, and electrical work permits. Verify if work permits are utilized, properly completed, and regularly audited for compliance.

c. Training and Competency: Evaluate the training programs provided to employees regarding safety procedures, hazard awareness, and emergency response. Assess if employees receive regular safety training and if competency assessments are conducted to ensure understanding and adherence to safety practices.

Compliance with Grid Safety Norms:

a. Regulatory Compliance: Review the grid safety regulations and standards applicable to the specific region. Evaluate if the organization is compliant with these regulations and if proper documentation and records are maintained to demonstrate compliance.

b. Equipment Safety: Assess the condition and maintenance practices of grid equipment, such as transformers, circuit breakers, relays, and switchgear. Verify if inspections, testing, and maintenance activities are performed as per manufacturer recommendations and industry standards.

c. Incident Reporting and Investigation: Review the incident reporting system and investigate past incidents to assess the organization's response and corrective actions. Evaluate if incidents are reported, investigated, and analyzed to identify root causes and prevent recurrence.

Risk Assessment and Mitigation:

a. Hazard Identification: Conduct a comprehensive hazard identification process, including site inspections, employee interviews, and documentation reviews. Identify potential hazards associated with grid operations, such as electrical hazards, fire risks, and working at heights.

b. Risk Evaluation: Assess the likelihood and potential consequences of identified hazards. Prioritize risks based on severity and probability to determine the appropriate mitigation measures.

c. Mitigation Strategies: Recommend appropriate risk mitigation strategies, such as implementing engineering controls, establishing safe work practices, providing adequate personal protective equipment, and conducting regular safety audits.

Report and Recommendations: Document the findings of the field survey, including observations, identified safety gaps, and recommended actions. Prioritize recommendations based on the severity and potential impact of the identified safety gaps. Prepare a comprehensive report to share with relevant stakeholders and management.

Note: Ensure the field survey is performed by qualified personnel with expertise in electrical safety and grid operations. Follow all safety protocols, regulations, and guidelines during the survey. Consult local safety regulations and grid safety norms specific to the region or country.

Class 2 on Procedures for issuing L.C.P. and cancellation

Performing a field survey on procedures for issuing Line Clearance Permit (L.C.P.) and its cancellation involves assessing the existing practices and processes related to obtaining and canceling L.C.P.s within the organization. Here's an outline for conducting a field survey on these topics:

Objective: Define the objective of the field survey, which could be to evaluate the procedures for issuing Line Clearance Permits (L.C.P.) and the process for canceling them within the organization.

Documentation Review:

a. L.C.P. Guidelines: Review the organization's guidelines and procedures for issuing L.C.P.s. Assess if the guidelines include clear instructions on the application process, required information, approvals, and any specific safety considerations.

b. Cancellation Procedures: Evaluate the documentation related to canceling L.C.P.s. Verify if there are established procedures for canceling permits, including the circumstances under which cancellation is required and the steps to be followed.

Application and Approval Process:

a. L.C.P. Application: Evaluate the application process for obtaining an L.C.P. Assess if there is a standardized application form and if it captures necessary information such as work location, task description, required safety measures, and estimated time frame.

b. Approval Workflow: Review the workflow for approving L.C.P.s. Assess if there are designated personnel responsible for reviewing and approving applications, ensuring compliance with safety requirements, and verifying the completion of necessary inspections or checks.

Communication and Notification:

a. L.C.P. Issuance: Assess the methods used to communicate the issuance of an L.C.P. to the relevant personnel, including the worker(s) involved, supervisors, and any other stakeholders. Verify if there is a system in place to ensure that the information reaches the concerned parties in a timely and accurate manner.

b. Cancellation Notification: Evaluate how the cancellation of an L.C.P. is communicated to the workers and relevant personnel. Assess if there is a process for promptly notifying the affected parties of the permit cancellation and any necessary alternative arrangements or safety precautions.

Compliance Monitoring:

a. On-Site Inspections: Assess the frequency and effectiveness of on-site inspections to ensure compliance with the issued L.C.P.s. Verify if inspections are conducted to confirm that the work is being carried out in accordance with the permit conditions and safety requirements.

b. Non-Compliance Reporting: Evaluate the reporting mechanism for documenting instances of non-compliance with L.C.P. conditions. Assess if there is a system in place to report and address violations promptly, including appropriate corrective actions and follow-up measures.

Training and Competency:

a. Worker Training: Evaluate the training programs provided to workers regarding L.C.P. procedures, safety precautions, and responsibilities. Assess if workers have the necessary knowledge and skills to understand and comply with L.C.P. requirements.

b. Supervisor Competency: Assess the competency of supervisors in reviewing and approving L.C.P. applications, as well as monitoring and ensuring compliance during the permitted work. Evaluate if supervisors receive training and ongoing support to effectively carry out their responsibilities.

Report and Recommendations: Document the findings of the field survey, including observations, identified gaps, and recommended actions. Prioritize recommendations based on the severity and potential impact on safety and operational efficiency. Prepare a comprehensive report to share with relevant stakeholders and management.

Note: Ensure the field survey is performed by qualified personnel with expertise in safety procedures and permit systems. Follow all safety protocols, regulations, and guidelines during the survey. Consult local safety regulations and organization-specific procedures related to issuing L.C.P.s and their cancellation.

Class 3 on Maintenance of Safety records

Performing a field survey on the maintenance of safety records involves assessing the existing practices and processes for documenting and managing safety-related records within an organization. Here's an outline for conducting a field survey on this topic:

Objective: Define the objective of the field survey, which could be to evaluate the procedures for maintaining safety records, assess the completeness and accuracy of the records, and ensure compliance with relevant regulations and standards.

Documentation Review:

a. Safety Record Management Policy: Review the organization's policy or guidelines related to the maintenance of safety records. Assess if there are specific procedures outlined for documenting, storing, and accessing safety records.

b. Record Retention Period: Determine the established retention period for different types of safety records, such as incident reports, safety inspection reports, training records, and safety meeting minutes. Verify if the retention period aligns with legal requirements and industry best practices.

Types of Safety Records:

a. Incident Reports: Assess the process for documenting and investigating safety incidents or accidents. Review the availability and completeness of incident reports, including details of the incident, causes, corrective actions, and any follow-up measures.

b. Safety Inspections and Audits: Evaluate the documentation of safety inspections and audits conducted within the organization. Verify if inspection reports are comprehensive, highlight identified hazards or deficiencies, and document corrective actions taken.

c. Training Records: Assess the documentation of safety training programs provided to employees. Verify if training records capture details such as training content, date of training, attendees, and trainer qualifications.

d. Safety Meetings: Review the records of safety meetings or toolbox talks held within the organization. Assess if meeting minutes document topics discussed, attendees, action items, and any follow-up actions taken.

Record Organization and Accessibility:

a. Record Storage: Evaluate how safety records are stored and organized within the organization. Assess if there is a systematic filing or electronic database system in place to ensure easy retrieval and proper categorization of records.

b. Access Controls: Assess the access controls and permissions associated with safety records. Verify if there are restrictions on accessing sensitive information and if there is a designated person responsible for granting access to authorized personnel.

c. Record Archiving and Backup: Evaluate the procedures for archiving and backing up safety records. Assess if there are redundant systems in place to prevent loss or damage to critical safety records, such as off-site backups or cloud storage options.

Compliance with Regulations and Standards:

a. Legal Requirements: Verify if the organization is compliant with applicable legal requirements regarding safety recordkeeping. Ensure that records are retained for the required period and that any necessary notifications or reporting to regulatory authorities are conducted.

b. Industry Standards: Assess if the organization follows industry-specific standards or guidelines for safety recordkeeping. Review if there are specific requirements or recommendations related to record format, content, and retention that should be adhered to.

Record Management System:

a. Technology and Tools: Evaluate the tools or software systems used for managing safety records. Assess if the organization utilizes electronic record management systems, spreadsheets, or other software to ensure efficient recordkeeping and retrieval.

b. Training and Competency: Assess the competency of personnel responsible for managing safety records. Verify if they receive adequate training and support to effectively handle recordkeeping tasks and ensure accuracy and completeness of records.

Report and Recommendations: Document the findings of the field survey, including observations, identified gaps, and recommended actions. Prioritize recommendations based on the importance of the records, regulatory compliance, and overall safety management. Prepare a comprehensive report to share with relevant stakeholders and management.

Note: Ensure the field survey is performed by qualified personnel with expertise in safety record management. Follow all applicable safety protocols, regulations, and guidelines during the survey. Consult local safety regulations and industry-specific standards for guidance on safety recordkeeping.