

# OHS Policy



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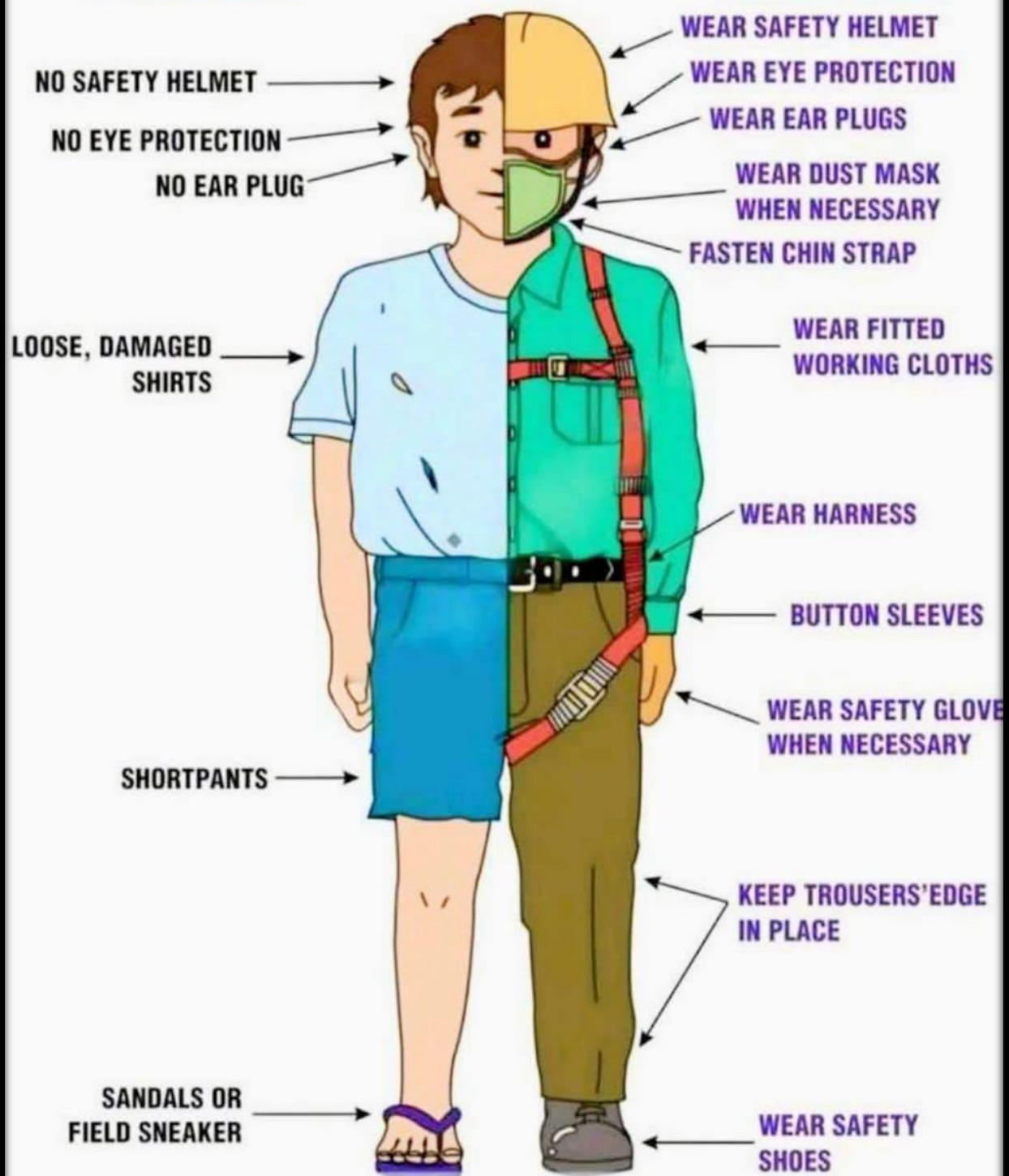
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**UNSAFE**

Trilochan

**SAFE**



## **Do's & Don'ts Do's:**

1. DO obey safety instructions given by the person in-charge.
2. DO insulate yourself from earth by standing on rubber mat while attempting to get in contact with live line or apparatus.
3. DO remove the casualty from the cause, render first aid and send for doctor or take the casualty to the nearest hospital.
4. DO break the circuit by opening the power switch and release the victim.
5. DO preach and practice safety at all times.
6. DO eliminate all short-cuts while on duty.
7. DO use correct size and quality of fuse wire while renewing the blown-out fuse.
8. DO ensure supply is OFF when removing/reconnecting fuse.
9. DO turn your face away whenever an arc or flash occurs.
10. DO ensure controlling switches are opened & locked or fuse holders are withdrawn before working on lines.
11. DO disconnect the supply immediately in case of fire on or near electrical apparatus.
12. DO keep away inflammables from electrical apparatus.
13. DO report all accidents whether minor or major, fatal or non-fatal, departmental or non-departmental immediately to the person in-charge.
14. DO place sign "Men Working" or other warning boards on 'main switch' before commencing work.
15. DO ensure that all the splices and connections are securely made.
16. DO thoroughly discharge all cables before working on cores.
17. DO test and check tools and tackles periodically.

## **Don'ts:**

1. DO NOT renew a blown fuse until you are satisfied as to the cause and you have rectified the irregularity
2. DO NOT disconnect a plug by pulling flexible cable when the switch is on
3. DO NOT use wire with poor insulation
4. DO NOT close any Switch/GOS/Breaker unless you are familiar with the circuit, which it controls and know the reason for its being kept open
5. DO NOT work on energized circuits without taking extra precautions, such as use of rubber gloves and gauntlets
6. DO NOT touch or tamper with any electrical equipment or conductor, unless you have made sure that it is DEAD AND EARTHED
7. DO NOT work on the live circuit without the specific orders of the supervisor and make certain that all safety precautions have been taken.
8. DO NOT disconnect earthing connection or render ineffective the safety gadgets installed on mains and apparatus.
9. DO NOT open or close switch or fuse slowly or hesitatingly.
10. DO NOT touch an electric circuit when your hands are wet, or bleeding from a cut or an abrasion.
11. DO NOT use fire extinguisher on electrical equipment unless it is clearly marked for that purpose.
12. DO NOT throw water on live electrical equipment in case of fire.
13. DO NOT attempt to disengage a person in contact with a live apparatus, which you cannot switch-off immediately. DO NOT touch his body, push him with a piece of dry wood.
14. DO NOT work on pole or any elevated position if there is a live part on it, without the safety belt and rubber gloves and unless the competent person stand on the ground nearby to direct operation and give warning.
15. DO NOT use a ladder without a lashing rope, otherwise the ladder should be held firmly by another person. DO NOT remove danger notice plates or other signs or interface with safety barriers or go beyond them.
16. DO NOT discontinue artificial respiration until recovery or death is confirmed by the Doctor.



17. DO NOT allow visitors and un-authorized persons to touch or handle electrical apparatus or come within the danger zone of H.V. apparatus.
18. DO NOT test circuit with bare fingers.
19. DO NOT trust luck, but trust safety.
20. DO NOT joke while working on electrical line/apparatus, joke begins in fun and ends in death.
21. DO NOT work in haste, haste causes accidents.



## Heavy Electrical Safety Policy

### 1. Purpose

The purpose of this policy is to establish safety guidelines and procedures for working with or near heavy electrical equipment to prevent electrical injuries, equipment damage, and ensure a safe working environment.

### 2. Scope

This policy applies to all employees, contractors, and visitors who work with or around heavy electrical equipment, including but not limited to transformers, switchgear, high-voltage systems, industrial panels, and substations.

### 3. Definitions

- **Heavy Electrical Equipment:** Equipment operating at high voltage (typically 600V and above) or involving large-scale electrical systems.
- **LOTO (Lockout/Tagout):** A safety procedure used to ensure that equipment is properly shut off and not able to be started again prior to the completion of maintenance or servicing.
- **Qualified Person:** An individual with training and knowledge of the construction and operation of electrical equipment and the hazards involved.

### 4. Responsibilities

- **Management:** Ensure compliance with electrical safety regulations, provide training and equipment.
- **Supervisors:** Enforce safety practices, verify that workers are trained and qualified.
- **Employees:** Follow procedures, report hazards, use PPE, and participate in training.
- **Contractors:** Must comply with the company's electrical safety policy and OSHA standards.

### 5. General Safety Requirements

- Only **qualified personnel** may install, repair, or inspect heavy electrical equipment.
- Conduct a **risk assessment** before any electrical work.
- Use appropriate **PPE (Personal Protective Equipment)**: insulated gloves, arc-rated clothing, face shields, etc.
- All electrical panels and equipment must be **clearly labeled** with voltage levels and hazard warnings.
- Maintain **safe clearances** and barriers around high-voltage areas.

### 6. Lockout/Tagout (LOTO)

- All maintenance or repair work on heavy electrical systems must follow LOTO procedures.
- De-energize equipment before starting work.
- Lock and tag all energy sources with clearly labeled, durable tags.
- Only the person who applied the lockout/tagout may remove it.

## 7. Arc Flash Protection

- Perform an **arc flash risk assessment** where applicable.
- Post appropriate **arc flash warning labels**.
- Ensure workers use **arc-rated PPE** according to the incident energy levels.

## 8. Tools and Equipment

- Use only **insulated tools** rated for the voltage level.
- Inspect all tools and equipment before use.
- Do not use damaged cords, plugs, or connectors.

## 9. Emergency Procedures

- Post **emergency shutdown procedures** near heavy electrical equipment.
- Ensure **first aid kits** and **AEDs (Automated External Defibrillators)** are accessible.
- Train personnel in **CPR** and electrical accident response.
- Report and document all incidents immediately.

## 10. Training

- Employees must receive **initial and annual refresher training** on heavy electrical safety.
- Training includes recognition of electrical hazards, safe work practices, and emergency response.

## 11. Compliance

- This policy aligns with OSHA 1910 Subpart S and NFPA 70E standards.
- Non-compliance may result in disciplinary action up to and including termination.

**THANK YOU**

Sadhvi Corporate Services Pvt. Ltd.  
*Devi Prasad Mohanty*  
Director