

VISAKHAPATNAM PORT AUTHORITY
MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT
SAFETY WING

SOP for Safety Operations.

❖ **SAFETY IMPLEMENTATION**

- ◆ To carryout safety inspections in accordance with checklists in the identified critical operational areas
- ◆ To carryout inspection in Dock area and other work locations to identify / locate unsafe condition or unsafe act and instruct the concerned to comply safety regulations.
- ◆ Inspectorate Dock Safety is continuously inspecting the dock area and guiding Port Authority on part of statutory requirements.
- ◆ Ensure statutory compliances at work locations
- ◆ Ensure the process of Factory licenses for Workshops by the Process owner in the concerned Departments of VPA.
- ◆ Ensure all personnel employed in Port operations have undergone relevant work – related safety trainings and refresher trainings & Ensure training of private workers by the berth in charge / Process owner at Dock area.
- ◆ A full pledged HRD Center is also functioning to impart class room training to various categories of Dock workers every month by involving Safety officer and Inspectorate of Dock Safety as faculties apart from other faculties.
- ◆ Liaising with Audit team members External safety audit with various agencies, statutory authorities & Ensure applicable safety warnings / precautions/ do's & don't etc. at high risk areas by the Process owner.

❖ **INCIDENT INVESTIGATION & REPORTING.**

- ◆ All incidents are documented and categorizing into port, Non port employees in VPA area .Further they are categorized as reportable and non-reportable.
- ◆ The concerned Section Officer will report the Incident/ Accident to Safety Officer immediately on occurrence.

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❖ **REGULAR STATUTORY COMPLIANCES.**

- ◆ Dock workers (Safety, Health and Welfare) Regulations, 1990.
- ◆ Factories Act 1948. & AP Factory Rules.
- ◆ Ammonium Nitrate Rules 2012
- ◆ Petroleum Act.
- ◆ Explosive Act
- ◆ Processing the Factory Licenses for workshops.
- ◆ Manufacture, Storage, Import of Hazardous Chemicals Rules etc.

❖ **REVIEWING ON SAFETY PERFORMANCE.**

- ◆ Discussing about various incidents and Safety issues in Departmental Review Meeting headed by the CME & DR once in a month.
- ◆ Analyzing the incidents, Accidents & near misses and other Safety issues in Management Review Meeting headed by the Chair person in every quarterly.
- ◆ Conducting of Port Safety Committee meetings with all HOD's, union Representatives in presence of Dy.Chairman and Inspector Dock Safety.

❖ **COMPLIANCE MONITORING MECHANISM**

- ◆ Safety compliances by the respective depts. (Recommended out of Safety inspections, Audits, Statutory in a time bound manner)
- ◆ The Recommendations/ observations raised by the External Auditors, Internal Auditors and other statutory Authorities during the audit will comply in a Time Bound manner.
- ◆ Corresponding the Ministry letters time to time by coordinating with all other departments.