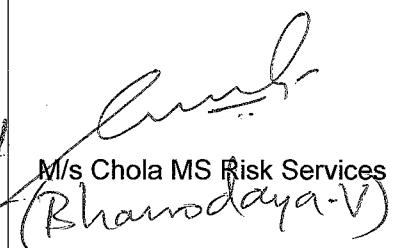
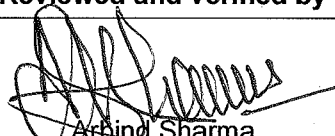
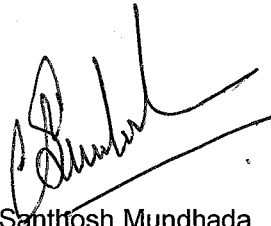
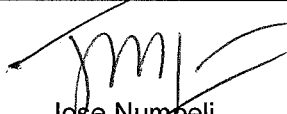
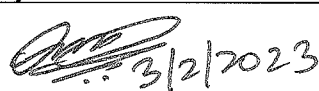
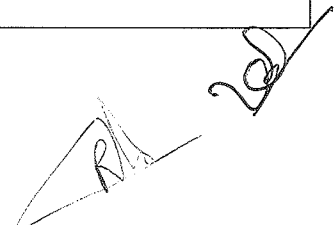


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STANDARD OPERATING PROCEDURE (SOP)

LONE WORK SAFETY

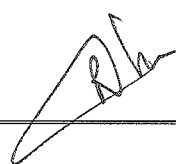
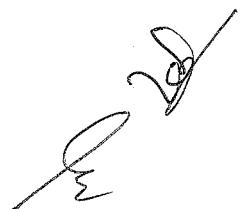
Prepared by	Reviewed and verified by	Authorized by
 M/s Chola MS Risk Services (Bhanodaya-V)	 Arbind Sharma (Project Head - Infrastructure)	 Santhosh Mundhada (Executive Director)
	 Jose Numpeli (Project Head - Downstream)	
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Document Change Note

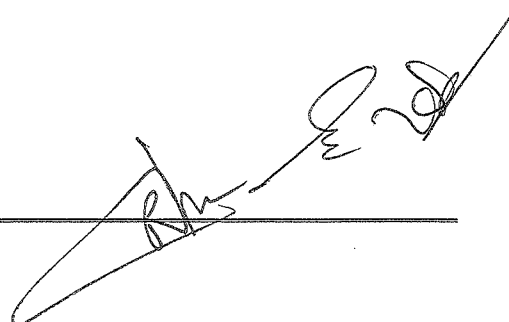
Rev. No	Rev. Date	Comments / Changes
00	26-12-2022	First issue

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1 PURPOSE

Though lone working is not allowed in principle, there may be some scenarios where lone working is required as per business needs. The purpose of this procedure is to address Health and safety issues associated with lone working to prevent accidents.

Lone working on electrical systems and confined spaces is prohibited.

2 SCOPE

This procedure shall apply to all AMNS project sites and related work areas including contractors to meet –

- Legal and regulatory requirements
- AMNS HSE requirements
- ISO 45001 and ISO 14001 standard requirements

3 DEFINITIONS

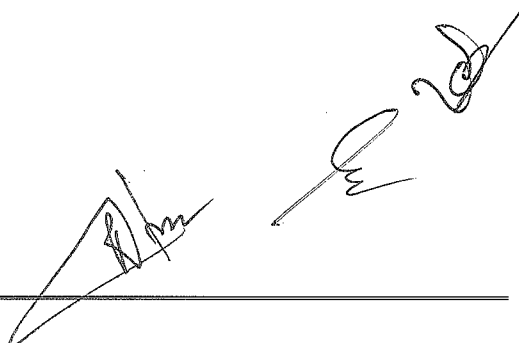
Lone working:

Performance of any task alone by an individual without close or direct supervision and without assistant is referred as lone working.

It generally means that they are out of sight or hearing of another person for a significant period of time.

4 RESPONSIBILITIES

The Project Head is responsible for ensuring compliance with the requirements those stipulated in this procedure.



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5 LONE WORKING – QUALITY ASSURANCE PROGRAMME

5.1. HAZARDS

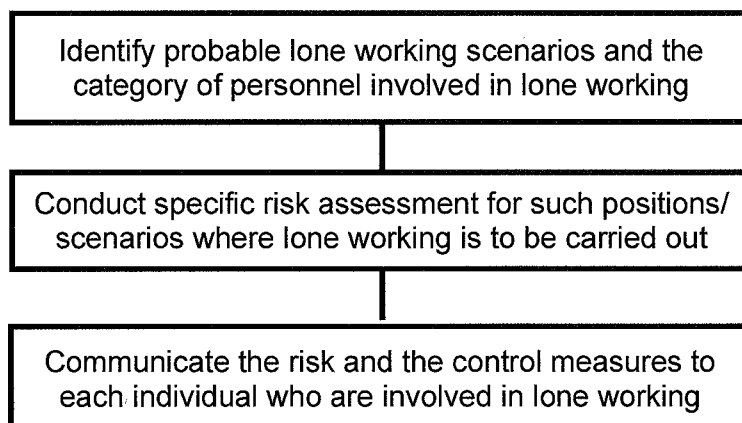
The process of conducting a risk assessment for lone workers is similar to assessing risk for conventional activities. The important point is to carry out the assessment systematically in the following way:

- Identify the hazards associated with the work and carrying it out unaccompanied
- Assess the risks associated with the work and decide on the safe working arrangements to control these risks
- Record the findings of this assessment
- Implement the safe working arrangements
- Monitor and review the safe working arrangements

Typical Lone working scenarios include:

- A worker on an underground cable gallery for inspection/ maintenance
- A worker stacking materials in store with no other colleagues in the direct vicinity

5.2. PROCEDURE



AMNS shall ensure that such lone working scenarios are identified, recorded and following are to be taken in to consideration while conducting risk assessments.

- Establish adequate communication system (either mobile phone/ SMS/ Radio) for frequent communication to find out the status.
- Communication needs to be in place to monitor/supervise the lone worker commensurate with the risk. Greater the risk, greater the level of supervision/ frequency of communication
- Check is to be made about the medical condition of the lone worker
- Assessment on manual handling if there are any heavy objects to be lifted
- Check if it involves travelling alone to and from work place which is far away from site/ office

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- Risk assessment should focus on the need of implementation of the Emergency response procedures in case of any unforeseen events
- Assessment to be done for the safe usage of equipment's/ chemicals that will be handled during lone working like ladders machineries and hazardous chemicals.
- Safe access and egress should be provided to the lone worker
- If working outside of normal hours, checks should be made to ensure that all exits from a building could be used as means of escape in case of emergency
- Lone workers should not be expected to leave their workplaces by way of dark corridors or stairways.
- A risk assessment and/or Job Safety Analysis should be made available and communicated to workmen and recorded (via TBT) prior to the start of work.
- Check if the job possesses any special risk to the lone work like physical abuse, violence
- Adequate training is to be provided

6 CHECKING, CORRECTIVE AND PREVENTIVE ACTION

Periodic audits shall be carried out to assess the compliance to the procedure and effectiveness of the controls. Any deviations shall be reported to Project Head & Corrective and preventive action shall be taken.

7 RECORDS

S. No.	Record Name	Maintained by	Retention period
01	Periodic Audit reports on PTW	HSE Department	Till end of project
02	Risk assessment register	HSE Department	Till end of project

8 REFERENCE DOCUMENTS

Format No.	Standard Name
AMNS/Project/SS/HSEM/12	Emergency Response
AMNS/Project/SS/HSEM/08	Hazard Identification, Risk Assessment & Control

