

**PESHAWAR ELECTRIC SUPPLY COMPANY**

**(PESCO)**



# **Safety Policy**

## APPROVAL MATRIX

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# 1 | PREFACE

This Safety Policy provides a foundation for PESCO safety procedures, practices, rules and regulation in order to promote the safety culture of the Company. As a matter of fact, safety of man and material resources has to be placed at the highest priority level in each and at every avenue of the Company, with a special focus on the work over high and low voltage electrical system.

This policy has served as the backbone in preparation of PESCO Safety Manual, which gives direction to implement requirements and achieve compliance with regard to occupational health, safety, environment and statutory guidelines.

## **REFERENCE STANDARD AND GUIDELINES:**

This Safety policy is derived from the following references and standard guidelines:

- NEPRA (National Electric Power Regulatory Authority) Safety Manual for all DISCOs
- Workplace Safety Awareness Council Guide
- OSHA 1910.137                      Electrical Protective Equipment
- OSHA 1910.303                    Electrical Safety - General
- OSHA 3151-12R                    Personal Protective Equipment

Above-mentioned standards and guidelines are annexed with this safety policy. All procedures under this safety policy shall be adopted as given in PESCO safety manual, which is a replica of NEPRA safety manual.

## **2** | **SALIENT FEATURES OF SAFETY POLICY**

### **1.1 Policy Statement**

PESCO's Safety Policy is primarily aimed to secure the health and safety of employees of PESCO who use, operate or maintain electrical equipment. This policy defines the generic principles upon which the safety management system is built and operated. This policy outlines the strategy for achieving acceptable levels of safety within the Company and ensures that all requisite steps shall be taken to safeguard the equipment and accessories of power system during operation or during standstill condition. The Company's resolve is to eliminate all types of risks wherever possible and to protect the environment from electrical hazards while working with electrical equipment. The Company is committed to ensure that all electrical equipment and installations meet the statutory safety requirements as per standard rules and regulations. The basic theme of our policy is:

**“NO OPERATING CONDITION OR URGENCY OF SERVICE CAN EVER JUSTIFY ENDANGERING THE LIFE OF ANYONE”.**

This Safety Policy covers electrical safety work practices for persons working on, near, or with equipment that expose them to a risk of electrical shock. This policy is in accordance with the Occupational Safety and Health Administration (OSHA) standard 29.

### **1.2 Policy Content**

All electrical equipment, installations, cables, wires and outlets shall be considered LIVE and ENERGIZED unless proved out of supply or deenergized. Only qualified workers who have been trained in the avoidance of electrical hazards are permitted to work on or near exposed energized parts. Safety related work practices are employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contact when work is performed near or on equipment or circuits which are or may be energized. Live parts to which an employee may be exposed must be deenergized before the employee works on or near them unless deenergizing the parts introduces additional or increased hazards or is unfeasible due to equipment design or operational limitations.

### **1.3 Our Vision**

To supply round-the-clock trouble-free electricity to our customers with the highest degree of efficiency, reliability, safety, quality and ethics.

### **1.4 Our Mission**

- To transmit and distribute electricity, for the progress and prosperity of the KPK in particular and of the country in general.
- To meet with our customers' expectations with reliable, stable and affordable electricity.

- To enhance the Company's performance with respect to quality, health, safety and overall well-being of our diversified customers.
- To improve our operational and financial performance, for the benefit of our employees, customers and contractors.
- To communicate in an open, transparent and ethical way to all our customers at all times.

## **1.5 Our Values**

- Nourishing and developing the talents of our employees and workers.
- To focus on performance, continuous learning, reward and empowerment.
- To create an environment of innovation, open communication and teamwork.
- To acknowledge our social responsibility and accountability of our services.
- To satisfy our customers and all stakeholders by anticipating their needs and delivering the best possible service beyond their expectation.

## **1.6 Purpose**

The purpose of this Safety Policy is to provide direction to management at all levels for implementing Occupational Health, Safety, Environment and Fire Prevention to achieve compliance of legal and regulatory requirements. It establishes a safety management structure, especially focusing on electrical work related to high-tension and low-tension network. It applies to all the employees at work and the contractors working for PESCO. Main objective of this policy is:

1. Develop, implement and maintain safety culture everywhere and every time.
2. Enhance and promote public safety awareness program to achieve a ZERO fatality rate.
3. Never compromise our values and seek ways to promote and improve the health of our workforce and the public.
4. Identify access and manage risks to employees, contractors and the environment.
5. Understand, promote and uphold fundamental human rights within our sphere of influence, respecting the traditional rights of people.
6. Set and achieve targets that promote the efficient use of resources, without compromising safety.
7. Engage regularly, openly, and honestly with people affected by our operations and take their views and concerns into account in our decision-making.
8. Regular review of safety performance in accordance with the safety manual.

## **1.7 Responsibilities**

1. The prevention of accidents, injuries and occupational illness shall be integrated into all aspects of every work activity, performed for or on behalf of PESCO.
2. All levels of management and supervision shall be responsible for providing a safe working environment as well as elimination of the factors causing health hazards. They shall also be

responsible for provision of adequate protective equipment, tools and devices for the safe execution of works and shall contribute for the development in performing their work so as to ensure their safety.

3. Management shall provide adequate training to employees in phases so that they become well acquainted to perform the assigned work safely.
4. All persons, whether employees of PESCO or contractors, working on a site, shall comply with the applicable safety legislation of the Government of Pakistan. In addition, they shall comply with safe working practice of DISCO, already established, to ensure their own safety as well as of fellow workers.
5. Contractors working at sites, involving electrical hazards, shall perform the work with specially trained personnel, following the procedures, generally recognized by PESCO, to be safe and risk-free for work in the proximity of live electrical apparatus.
6. Specific safety requirements for contractors shall be written in the contract documents.
7. All segments of PESCO will be responsible to organize and administer a safety program to develop safety culture among the employees. The Safety Directorate shall promote and monitor safety programs on all levels in the Company.

# 3

## ELECTRICAL SAFETY CONCEPT AND HAZARDS

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Electrical Safety in the workplace can only be attained when workers and employers are well conversant of safety concept and perception. All parties should diligently follow OSHA and industry accepted standards and regulations to eliminate any safety lapse. All employees shall be well familiar with safety hazards, so that they can take precautionary measures before start of electrical related works. Here is a brief overview of basic electrical safety concepts and hazards.

### 3.1 Electrical Safety Concepts

1. Unless there is a compelling safety issue such as life-support equipment, alarm systems, hazardous location, ventilation, or lighting required for safety, OSHA requires that circuits be deenergized and the system be placed in an Electrically Safe Work Condition before any work is performed.
2. When placing equipment in an Electrically Safe Work Condition, always follow proper Lockout/tagout procedures.
3. An Electrical Hazard Analysis must be performed on all circuits 50 volts and higher that may be worked on while energized.
4. The Hazards must be identified and warning labels must be applied to all equipment that may be worked on while energized.
5. Workers must be trained on the equipment, hazards and safety precautions and be certified as “qualified” to work on energized equipment. Training and certification must be documented.
6. All work performed on energized equipment must be preceded by a job briefing and a signed Energized Electrical Work Permit.
7. When working on or approaching energized circuits, proper protective clothing must be worn. The minimum flame retardant clothing, safety glasses, and protective gloves and equipment must meet OSHA and NFPA 70E guidelines. Protective insulating blankets and mats are also used to minimize exposure.
8. Be certain there is adequate lighting for the tasks to be performed. Portable lighting must be fully insulated so that it will not accidentally cause short circuits when used near energized components.
9. Use barricades or barriers to warn unqualified individuals from entering the area.
10. Be prepared for the unexpected. Make sure emergency communications and trained medical personnel are available if something goes wrong.
11. Use current-limiting overcurrent protective devices wherever possible to reduce the potential electrical hazards.

### 3.2 Electrical Safety Hazards

The major hazards associated with electricity are electrical shock, fire and arc flash. Electrical shock occurs when the body becomes part of the electric circuit, either when an individual comes in contact with

both wires of an electrical circuit, one wire of an energized circuit and the ground, or a metallic part that has become energized by contact with an electrical conductor. Water is a great conductor of electricity, allowing current to flow more easily in wet conditions and through wet skin.

### **3.3 Arc Flash**

A hazardous arc flash can occur in any electrical device, regardless of voltage, in which the energy is high enough to sustain an arc. Potential places where this can happen include:

- Panel boards and switchboards
- Motor control centers
- Metal clad switch gear
- Transformers and Circuit Breakers
- Motor starters and drive cabinets
- Fused disconnects
- Any place that can have equipment failure

# 4 | ELECTRICAL INSTALLATION REQUIREMENTS

Electrical equipment must be free from recognized hazards that are likely to cause death or serious physical harm. Equipment must be suitable for the installation and use, and must be installed and used in accordance with the Occupational Safety and Health Administration (OSHA). Following precautions must be taken into account during operation of any electrical activity:

## **Precautions:**

**Labeling of Breakers:** Each breaker or disconnecting means, must be clearly labeled to indicate the circuit's function unless it is located and arranged so the purpose is evident. Identification should be specific rather than general and all labels and marking must be durable enough to withstand the environment to which they may be exposed and must include nominal voltage being utilized by the device.

**Guarding of Live Parts:** Live parts of electric equipment operating at 50 volts or more must be guarded by use of an approved cabinet or in a room or vault that is accessible to qualified persons only. Entrances to rooms and other guarded locations that contain exposed live parts operating at 50 volts or more shall be marked with conspicuous warning signs forbidding unqualified persons to enter. New electrical wiring, and the modification, extension or replacement of existing wiring must conform to the requirements of NEC, the National Fire Protection Association (NFPA), OSHA and any other applicable codes or regulations.

**Removal of Lockout Devices:** Before lockout or tagout devices are removed and energy is restored to the machine or equipment, the authorized person must take the following actions:

- o **Inspect** the work area to ensure that nonessential items have been removed and that machine or equipment components are intact and capable of operating properly.
- o **Check** the area around the equipment to ensure that all employees have been safely positioned or removed.
- o **Notify** concerned employees immediately after removing locks or tags and before starting equipment or machines.
- o **Ensure** that locks or tags are removed ONLY by those employees who attached them. (In the very few instances when this is not possible, the device may be removed under the direction of the employer, provided that he or she strictly adheres to the specific safety procedures.

## **Working on or Near Energized Circuits**

Live parts to which an employee may be exposed must be deenergized before the employee works on or near them unless deenergizing the parts introduces additional or increased hazards or is unfeasible due to equipment design or operational limitations. Examples of increased or additional hazards include interruption of life support equipment, deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, or removal of illumination for an area. Live parts that operate at less than 50 volts to ground need not be deenergized if there are no increased exposures to electrical burns or to explosions due to electric arcs.

## **Deenergized Parts**

When employees work on deenergized parts or near enough to them to expose the employees to any electrical hazard they present, the following safety related work practices must be followed:

- Treat as energized any conductors and parts of electrical equipment that have been deenergized, but have not been properly locked out or tagged.
- While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both.
- A qualified person must test the circuit to verify de-energization from all voltage sources.
- Safe procedures for deenergizing circuits and equipment must be determined before circuits or equipment are deenergized. All electric energy sources must be disconnected. Control circuit devices, such as push buttons, electric switches, and interlocks must not be used as the sole means of deenergizing circuits or equipment. Interlocks must not be used as a substitute for lockout and tagging procedures.

## **Energized Parts**

Employees are considered working on or near exposed energized parts when working on exposed live parts either by direct contact or contact by means of tools or materials or when working near enough to energized parts to be exposed to any hazard they present. Only qualified persons are permitted to work on electric circuit parts or equipment that have not been deenergized (lockout/tag out). Qualified persons are capable of working safely on energized circuits and are familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

# 5 | USE OF PROTECTIVE EQUIPMENT

Employees working in areas where there are potential electrical hazards must be provided with and use electrical protective equipment appropriate for the parts of the body to be protected and the work performed. Protective equipment must be maintained in a safe, reliable condition and be periodically inspected or tested. Where the insulating capability of protective equipment is subject to damage during use, the insulating material must be protected by covering with leather or other appropriate materials. Nonconductive head protection must be worn wherever there is danger of head injury from electrical shock or burns due to contact with exposed energized parts. Protective equipment for the eyes must be worn where there is danger of eye and/or face injury from electric arcs and flashes or flying objects resulting from electrical.

## 6.1 General Protective Equipment and Tools

- Insulated tools and handling equipment must be used by employees working near energized conductors or circuit parts.
- The insulating material of tools and equipment must be protected against damage.
- Fuse handling equipment, insulated for the circuit voltage, must be used to remove or install fuses when the fuse terminals are energized.
- All ropes and hand lines used near exposed energized parts must be non-conductive.
- Protective shields, protective barriers, or insulating material must be used to protect employees from shock, burns, or other electrical related injuries while employees are working near exposed energized parts which might be contacted or where dangerous electric heating or arcing might occur.
- When normal enclosed live parts are exposed for maintenance or repair, the parts must be guarded to protect unqualified persons from contact with the live parts.

## 6.2 FIRST AID

The officer in charge of the site, premises or project shall ensure that:

- Suitable and sufficient quantities of first aid provision are available and maintained.
- Where conditions, materials, processes or equipment cause special hazards, appropriate additional arrangements are to be made.
- Persons working away from site or premises are to be provided with suitable first aid kits.
- Any use of stock from first aid or eye wash kits must be reported so that the kits can be replenished and incident reported.

# 6 | USE OF PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment, or PPE, is designed to protect employees from serious workplace injuries resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. The use of electrical PPE ensures that electrical workers are protected from electrical hazards while working on electrical equipment. Employees who deal with electrical equipment shall be provided with appropriate electrical PPE and be knowledgeable in the selection, use, limitations, inspection, donning, doffing, and maintenance of PPE. Generally, PPE includes face shields, safety glasses, hard hats, safety shoes, coveralls, gloves, safety belts, vests, earplugs, and respirators.

All employees should be well familiar with electrical hazards, which require use of PPE. Following is the list of electrical hazards, to whom workers are exposed while working on or near energized electrical equipment for which PPE must be used.

## 7.1 Shock Hazard:

1. The level of shock hazard is determined by the voltage to which the employee may be exposed. PPE is selected based on the level of shock hazard.
2. Shock protective PPE is required for parts of the body potentially exposed to the shock hazard.
3. Shock protective equipment is intended to isolate the wearer from the electrical current. All equipment should be of non-conductive materials and rated for the voltage. Always read the labels of shock protective equipment.
4. All body parts that could be exposed to energized conductors must be protected.
5. Other shock protective equipment is listed below:
  - a. Rubber mats and rubber blankets
  - c. Non-conductive ladders
  - e. Non-conductive Tools

## 7.2 Arc Flash Hazard:

1. Arc flash hazards are determined by the incident energy in the electrical equipment and must be determined by using appropriate NFPA 70E tables. Arc rated PPE is required for working on or near equipment within the arc flash boundary.
2. Arc flash hazards cause burns on body parts. Burns are produced due to a chemical process which progressively injures skin. Burns are classified as under:
  - 1st: redness, pain –not permanent
  - 2nd: blistering –skin will regenerate
  - 3rd: total skin depth destroyed. Will not regenerate –requires grafting
  - 4th: Underlying muscle damaged

3. Typically, arc rated PPE includes apparel that protects all body parts.

### **7.3 Other Hazards:**

1. Working on or near electrical equipment may expose employees to other hazards including falls and slips from poles, slits from sharp edges or tools, stuck of dress etc. in rotating equipment or motors, heat, cold, or burns.
2. Atmospheric hazards when working in confined or enclosed spaces.
3. Any miscellaneous or unforeseen hazard because of site conditions. All suchlike hazards must be considered when selecting PPE for electrical hazards.

### **7.4 General Requirements for Electrical PPE**

- Designated employees shall use appropriately rated shock and arc rated PPE for the specific body parts to be protected, as stated by the manufacturer.
- PPE shall be tested and maintained according to the manufacturer's instructions
- Exposed body parts shall be protected with non-conductive materials.
- Protective equipment and clothing intended for protection from an arc flash must be rated by the manufacturer for use in the environment where the energized equipment is located.
- All electrical protective equipment shall be marked with the appropriate class or voltage rating.
- All electrical protective equipment should meet the rating class of the highest voltage equipment in the circuit.
- PPE must be maintained in a safe and reliable condition.
- PPE shall be inspected or tested as specified by the manufacturer and OSHA specs 29CFR1910.137(c).
- Protective items that may be contaminated with grease, oil, flammable liquids or combustible liquids shall not be used.

#### **Head and Face protection:**

- Non-conductive hard hats shall be worn whenever there is a danger of head injury from electric shock or burns due to contact with live parts or from flying objects resulting from an electrical arc flash explosion or fall from elevations.
- Arc rated hoods protect the entire head.
- Hats should fit over the head to cover the forehead, cheeks and chin. This protection extends down to shield the neck over a full 360 degrees. In addition, the front shield of the hat can be pulled over the mouth to provide additional protection for the face.

#### **Eye protection:**

- Employees shall wear PPE for the eyes and face whenever there is a danger of injury from electric arcs, flashes, or from flying objects resulting from an electrical explosion.

- Face shields with the appropriate arc flash rating (in cal/cm<sup>2</sup>) shall be used for electrical work. Safety glasses or goggles must always be worn underneath face shields.
- Nonconductive safety glasses or goggles are to be worn.
- Eye protection may be tinted to protect from flash injury.

**Chest and Limb protection:**

- Employees shall wear nonconductive protection belts for chest and limb whenever there is danger of injury from exposure to electric arcs, flashes, or from falling from height.
- Electrical workers shall wear arc rated natural fiber apparel such as long sleeve shirts, long pants, jackets, coats, bib overalls, or coveralls to protect the torso and limbs from arc flash hazards.
- PPE must be arc rated at or above the incident energy or category level of the equipment being worked on.

**Hearing protection:**

Hearing protective inserts are used to protect the employee in the event of an arc blast or doing any sort of work near generators or noise producing equipment. The sound pressure level of an arc flash incident could exceed 140 decibels.

**Hand protection:**

- Employees shall wear rubber-insulating gloves and properly sized leather protectors where there is a danger of hand or arm injury due to contact with live parts or possible exposure to arc flash burn.
- Rubber gloves are used for shock protection. Rubber gloves must be tested after each use if not worn with leather protectors.
- Rubber and leather protective sleeves shall be worn together in combination.
- Glove color is a guideline. Confirm class rating by the glove label or stamp. The rubber glove cuff should be longer than the leather protector.
- Before each use, gloves and sleeves shall be inspected for holes, rips, or tears, ultraviolet damage, signs of chemical deterioration or contamination.
- Gloves must be air tested before use.

**Foot protection:**

- Electrical workers shall wear leather EH-rated footwear. Shoes should be clean and free of oil, dirt and debris.

**Knowhow:**

Employees who are exposed to an electrical hazard, and their supervisors, are required to know the following:

1. When PPE is necessary?

2. What PPE is necessary?
3. How to properly wear, adjust, and un-wear PPE?
4. The proper inspection, care, maintenance, useful life and disposal of the PPE.

# 7

## FIRE PREVENTION AND PROTECTION POLICY

Fire Prevention and Protection Policy is an important and integrated part of PESCO's safety policy, which has to be upheld and understood by all employees, contract workers and contractors associated with PESCO.

### **Purpose**

The purpose of this policy is to outline the fire prevention and protection strategy to set forth the minimum requirements for life safety and property protection from the hazards of fire, explosion, or dangerous conditions in buildings, offices, premises, grid stations, switchyards and all work places. It is the intention of PESCO to notify all employees of the elements of the fire prevention and protection plan.

### **Responsibilities**

Every section head is responsible for enforcing this policy. Failure to adhere to this policy may result in disciplinary action in accordance with the E&D rules.

### **Basic Information about Fire**

#### **Fire Classifications**

Fires are classified as A, B, C, D or K based on the type of substance that is the fuel for the fire, as follows:

**Class A**—fires involving ordinary combustibles, such as paper, trash, some plastics, wood and cloth. A rule of thumb is if it leaves an ash behind, it is a Class A fire.

**Class B**—fires involving flammable gases or liquids, such as propane, oil and gasoline

**Class C**—fires involving energized electrical components

**Class D**—fires involving metal. A rule of thumb is if the name of the metal ends with the letters "um," it is a Class D fire. Examples of this are aluminum, magnesium, beryllium and sodium.

**Class K**—fires involving vegetable or animal cooking oils or fats; common in commercial cooking operations using deep fat fryers

#### **Fire Extinguishers**

There are different types of fire extinguishers designed to put out the different classes of fire. Selecting the appropriate fire extinguisher is an important consideration for firefighting purpose. The wrong extinguisher actually may make a fire emergency worse. For example, failing to use a C-rated extinguisher on energized electrical components may endanger workers by causing the extinguishing material to be electrified by the energized components that are on fire. C-rated fire extinguishers put out the fire by using a chemical that does not conduct electricity.

## **Fire Extinguishers Installation**

- In buildings, all fire extinguishers will be mounted on a wall and properly marked.
- All vehicles will carry at least one ABC-rated extinguisher.
- When at a job site, all employees will know the location of each fire extinguisher.
- At least two employees of each section, where the extinguishers are installed, must be trained to use extinguisher.
- Each fire extinguisher will be inspected monthly to make sure it is in its designated location and has not been tampered with or actuated.
- All fire extinguishers will be examined at least yearly and/or recharged or repaired to ensure operability and safety. A tag must be attached to show the maintenance or recharge date and the signature or initials of the person performing the service.
- Each fire extinguisher will be clearly visible with nothing obstructing or obscuring its view.

## **Fire Protection**

- No-smoking signs will be posted in all workplaces.
- Only approved containers will be used to store flammable or combustible materials.
- All containers will be bonded together and grounded when transferring flammable or combustible liquids.
- All work areas will be kept free of debris and other combustible materials.
- Inside Company-owned or leased building and grid stations, fire extinguishers will be spaced no more than 100 feet apart.
- All employees will be trained on the use of fire extinguishers initially upon hire and annually thereafter.
- No employee will be permitted to use an extinguisher without having been fully trained.
- Fire extinguishers will be stored at a distance no greater than 10 feet from torch users.
- Contact nos. of nearby firefighting teams/stations shall be displayed at every distinct place of each work area.

# 8

## SAFETY MANAGEMENT SYSTEM

A safety management system (SMS) is a systematic approach to managing safety, including the necessary organizational structures, accountabilities, planning policies and procedures. Safety management system (SMS) is implemented, monitored, and controlled for continuous improvement, achievement and sustainability in maintaining the standard by managing the risks associated with the organization.

### Objective

The objective of a Safety Management System is to provide a structured management approach to control safety risks in operations. Effective safety management comprises planning, organizing, communicating and providing direction related to safety of operations.

### Description

A safety management system has the following key elements:

- **Policy** - a safety policy must be stated in line with the organizational goal. Safety policy includes plans, objectives, safety training and assigning responsibilities.
- **Department** - a safety management department is to be established
- **Planning and implementation** - safety planning to be made and implemented
- **Performance evaluation** - safety performance to be evaluated periodically
- **Revision for improvement** - safety procedures to be reviewed for improvement in case of a major incident, periodically or due to changes in procedures or technology
- **Sustainability** - the system must be sustainable to prove its worth

To maintain all aspects of safety policy, PESCO has a robust safety management system. At its core, the safety management system is a systematic way to manage all safety-related activities on the work site. The safety management system allows PESCO to meet its legal obligations according to the Company's safety policy that contributes to a strong safety culture.

Under the Company's safety policy, PESCO Safety Manual has been prepared in compliance to the guidelines of NEPRA Safety Manual for all procedures and processes. This provides a dedicated safety management system in view the Company's own needs and requirements.

# 9

## SAFETY TRAINING PROGRAMS

A significant part of PESCO's safety policy is imparting proper training to its employees that helps them understand specific hazards to which they may be exposed and how to protect themselves against those hazards. The training programs are designed to develop safety culture **among employees in conformance to leading international HSE standards/codes and practices.**

Safety training shall be mandatory for all levels, from top management to bottom staff. **For line staff and GSO staff, the training courses are conducted at** Regional, Circle and Divisional levels to train them in electrical safety related practices necessary for their safety. These trainings shall cover certified courses of ISO 45001, OSHA S-18001, EMS ISO-14001, QMS ISO-9001 and NEBOSH.

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