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(A Joint Venture of Tata Power and Government of Odisha)

Business Associate's Safety Code of Conduct (BASCC)

TP Odisha DISCOM

Reason for Change	Revision & Date	Prepared By	Reviewed By	Approved by
Revised as per the requirement of TP Odisha DISCOM	R1 31.08.2026	CFT TP Odisha DISCOM Chairman-Rajesh Sharma 1) Santosh Dange 2) Jitendra Sahoo 3) Debasish Barik 4) Bikash Sahoo	Tushar Bhattacharya Chief-Safety (T&D)	Gajanan Kale Chief ODB

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1.0 Objective

The objective of “Business Associate Safety Code of Conduct” is to establish a systematic framework for selecting, onboarding, monitoring, and managing Business Associate to ensure that all contracted work is carried in compliance with Tata Power safety standards, applicable legal requirements and contractual obligations to prevent workplace injuries.

2.0 Scope

This procedure is applicable to all departments of TP Odisha TP Odisha DISCOMs engaging Business Associates for Service and Composite work activities that may impact the health and safety of employees.

3.0 Definitions

- 3.1. **Business Associate (BA):** An individual or a company that provides services to TP Odisha DISCOMs in accordance with agreed specification & terms and condition under a signed contract.
- 3.2. **Contract:** A written agreement between The TP Odisha DISCOMs and its Business Associate(s) to supply manpower, services, and/or materials or to carry out the whole or part of any work required by TP Odisha TP Odisha DISCOMs
- 3.3. **TP Odisha DISCOMs:** TP Odisha DISCOMs are joint ventures between Tata Power and the Government of Odisha. Distribution companies such as TPNODL, TPCODL, TPSODL and TPWODL
- 3.4. **Order Manager:** Order Manager is the TP ODISHA DISCOM representative, who prepares the contract for given job and has ultimate control over the contract. Such as officer raising Purchase, requisition for high risk service jobs.
(i.e. AMC Contract_DOS Dept, Project nature jobs- Engineering Dept, Civil Dept, Admin Dept, MMG Dept, Enforcement Dept etc)
- 3.5. **Engineer in charge (EIC):** Engineer in charge is the TP ODISHA DISCOM representative, who is executing the given job at site and monitors day-to-day work activities along with providing feedback of Safety performance of BA.
(I.e. Divisional Managers (O&M, MMG, STS/EMR) Projects/Projects Representative), Civil Engineers)
- 3.6. **Business Associate's Supervisor:** The link between TP ODISHA DISCOM and the Business Associates employees. He coordinates the work of his/her company's employee on site and is responsible & accountable for the safety of BA workforce. He will collaborate with site safety supervisor (BA SAFETY OFFICER/SUPERVISOR)
- 3.7. **BA Employee(s):** Any person(s) directly employed by a Business Associate and performing work or work related activities of contract issued by the TP Odisha DISCOM.
- 3.8. **Emergency:** It is a serious, unexpected, or dangerous situation requiring immediate action, which may result in loss of life, loss of revenue/property, business discontinuity.
- 3.9. **Expert Service jobs:** Jobs which needs expert services of Business Associate which does not involve direct exposure to the potential risk or work which involves only supervisory work such as expert for AI-ML, expert for transmission and distribution network, expert for civil works, expert on transformers, expert for PSCC, expert for equipment overhaul etc.

- 3.10. **Category A Business Associate:** BA eligible to carry out Very High & High risk Jobs identified as per Hazard Identification and Risk Analysis Procedure (HIRA).
- 3.11. **Category C Business Associate:** Business Associate eligible to carry out low or very low risk jobs.
- 3.12. **High Risk Jobs:** A Job or its activities are considered as Very High or High Risk when Order manager calculated it by applying Risk Matrix of “Hazard Identification and Risk Analysis” procedure and identified safety risk associated with the activities are of Very High or High risk category. Indicative list of jobs is given in appendix 13.
- 3.13. **Low Risk Jobs:** Any job or its activities are considered as Low or Very low risk while Order manager calculated it by applying Risk Matrix of “Hazard Identification and Risk Analysis” procedure and found it under Low or Very Low category.

4.0 Responsibilities

4.1 Order Manager/Engineer in Charge:

- 4.1.1 Assessment of Safety Potential of new Business Associates before registration along with SCG.
- 4.1.2 Safety Evaluation of the bids along with SCG.
- 4.1.3 Finalizing the Site Safety Management Plan along with Business Associate, Safety Concurrences Group, Divisional Safety Head and Expert (External or Internal) if required.
- 4.1.4 Ensuring that potential safety hazards are identified and controlled before any contracted work starts. Hazard identification should be conducted using multi-disciplinary teams which includes members from competent safety professional/execution team/competent BA supervisor & workforce to understand and identify project-specific safety hazards (R9).
- 4.1.5 Ensuring that Pre-work meeting/TBT & Mass meeting are being held either under his/project owner's supervision and/or under the BA's qualified and designated representatives (R9).
- 4.1.6 Ensure 100% safety capability building SHE L Comprehensive, L3 or L- Comprehensive for Business Associate work force and supervisor before start of Job.
- 4.1.7 Ensure employees of Business Associate participate in safety revalidation test as when organized by the safety department of TP Odisha DISCOMs.
- 4.1.8 Conduct competency assessment of all critical work force working on High-Risk Jobs based on Experience, Technical skill and Safety capability along with Business Associate representative /TP Odisha DISCOM safety representative.
- 4.1.9 Supervise and ensure work is carried out as per the risk Assessment (HIRA/JSA) and Method Statement.
- 4.1.10 Conduct audit and evaluate Monthly Safety Performance of Business Associate in the prescribed format (as per BASM F11).
- 4.1.11 Carry out Monthly audit of B A activities to determine compliance with the Safety terms and conditions of the Contract. All violations shall be brought to the attention of the BA 'Proprietor and supervisor(s). If an unsafe act or a condition creates an imminent danger of injury/incident, Order Manager should initiate immediate steps to stop the work and Penalty against violation to be imposed on BA as per BASM F12 - Safety Violation Penalty Criteria. Also provide Feedback on Safety performance and ask for safety improvement action plan from BA proprietor every month
- 4.1.12 Ensure Business Associate's adhere to all statutory provisions.
- 4.1.13 Order Manager for all High Risk Jobs shall be HOD of function/Divisional Head and above

4.2 Business Associate (BA): will be responsible for

- 4.0.1 To follow all Critical Safety Procedure, Rules and guidelines given in **BASCC (DISCOMs)**.
- 4.0.2 Undertake job as per **BASM F9 Site Safety Management Plan** and method statements agreed with the TP ODISHA DISCOM.
- 4.0.3 Ensure 100% safety capability building L-Comprehensive (L1, L2), L3 or for Business Associate work force and supervisor before start of Job
- 4.0.4 Ensure Business Associate safety revalidation test for his workforce as and when conducted by the safety department of TP Odisha DISCOMs
- 4.0.5 Ensure competency assessment of all critical work force working on High-Risk Jobs based on Experience, Technical skill and Safety capability through Order manager or Engineer in charge representative along with TP Odisha DISCOM safety representative.
- 4.0.6 Raise any concerns about their work and its safety with the Order Manager.
- 4.0.7 Report all injuries, near misses, unsafe acts/conditions, and occurrences to the Order Manager immediately. Report the same in Suraksha Prahari on line portal.
- 4.0.8 To follow all statutory requirements as per the laws of the land.
- 4.0.9 All Business Associates applying for category “A” jobs or submitting quote for high-risk jobs shall obtain certificates of ISO:9001, ISO:14001 and ISO:45001 before submitting quote for high-risk Jobs or otherwise mention plan to get the certification.
- 4.0.10 The BA shall not sublet/sub-contract, transfer, or assign the Contract or any part thereof.

4.3 Safety Concurrence Group (SCG): It is Cross Functional Team constituted by Contract department with active support from Safety Team of the TP Odisha DISCOM, having representatives from Execution Department, Operation Department, Contract Department, and any other department as deemed fit. SCG will be responsible for the following:

- 4.3.1 Assessment of Safety Potential of new Business Associates before registration using **BASM F1 Process Flowchart for Business Associates Registration, BASM F3 Safety Category Qualification Form and BASM F4 Safety Potential Evaluation Criteria** along with Star Rating.
- 4.3.2 Safety Evaluation of the bids as per evaluation format **BASM F7 Safety Bid Evaluation Criteria and site visit of work /office locations of bidder.**
- 4.3.3 Finalization of the **BASM F9 Site Safety Management Plan** submitted by the Business Associate.
- 4.3.4 Safety Bids will be asked and evaluated for High-Risk jobs

5. Procedure

The BASCC specifies systematic requirements to manage safety related to BA' activities. TP Odisha DISCOM employees shall comply with the provisions of this procedure. A **six-step** process as listed below guides this.

1. Registration of BA
2. Contract Preparation
3. Contract Award
4. Orientation & Training
5. Managing the work
6. Periodic Evaluation

5.1 Step-1: Registration of Business Associates:

Business Associate are to register based on following categories:

Category A- Business Associate eligible to carry out High risk Jobs

Category C- Business Associate eligible to carry out administrative and office jobs/ Outsourced Jobs / Consultants /Medical Practitioners / Suppliers etc-

Contract Department will issue following documents for evaluation of Business Associate's safety capability before Business Associates Registration,

- 1) **BASCC:** The document **BASCC** provides the information about TP Odisha DISCOM System to the Business Associate
- 2) **BASM F3 Safety Category Qualification Form::** Business Associate will submit the **BASM F3 Safety Category Qualification Form** with all relevant details and documents to Business Associates Registration Initiator, which will in turn forward it to Safety Concurrence Group (SCG) for evaluation.
- 3) **BASM F4 Safety Potential Evaluation Criteria:** The SCG will evaluate the details submitted by the Business Associate based on a predetermined criteria **BASM F4 Safety Potential Evaluation Criteria** along with Star Rating for Business Associates
- 4) Registration and will determine the category (Category A/C) for which the Business Associate will be registered. As mentioned in the above criteria, a site visit may also be organized by SCG prior to registration under Category A. In case, the Business Associate does not qualify the safety criteria, the Business Associate will not be registered. However, he may apply afresh for registration after 6 months.
- 5) "**BASM F3 Safety Category Qualification Form** is part of Business Associates registration form. It needs to be filled by the Business Associate at the time of Registration and should be submitted to Requester / Order Manager with all relevant documents.
- 6) The same will be evaluated by Safety Concurrence Group (SCG)
- 7) Information provided by Business Associate will be verified during site visit.
- 8) At TP Discoms , we do not register a vendor in SAP, unless the BA is selected for placement of order. In such case, evaluation of safety bid takes place earlier than the BA registration process in the system. As such the Step 1 & step 2 can be merged and only safety bid evaluation should be done based on the merged process.
- 9) For open tendering process, bidders who qualifies safety bid evaluation (As per BASM F7), does not required further evaluation (BASM-F3) at the time of registration /creation of vendor code.

5.1.1 Star Rating:

Initially potential Star Rating will be done as per BASM F4 Safety Potential Evaluation Criteria at the time of registration

- SCG will evaluate Star Rating as per following star rating criteria

Star_rating criteria: **5 Star-** Score 91 to 100, **4 Star-** Score 81 to 90, **3 Star-** Score 70 to 80

For deciding rating of 5 star, BA must work minimum 1 year in 4 star rating.

- After 6-month of potential star rating, actual star rating will be provided based on monthly safety performance evaluation.
- Business Associate star rating will be re-evaluated in the first quarter of every financial year based on the performance of previous financial year.
If any BA fails to achieve 3-star rating in first potential star rating, he may only be allowed to re-appear after six month from previous assessment date.
- Category A - Business Associates: must require Safety Star Rating 4 and above.

- Category C- Business Associates: must require Safety Star Rating 3
- Star rating can be re-assessed by engaging external agency from time to time.
- Business Associates performing high risk jobs till FY26 in TP Odisha DISCOMs will be considered as 3-star rated BAs.

5.2 Step-2: Contract Preparation

At the time of initiating the Purchase Requisition (PR), Order Manager is required to select the risk category as per the job (i.e., High Risk / Low Risk jobs, based on the RPN in HIRA) along job specific safety requirement. The User must select whether the job is high Risk at time of raising the PR.

An indicative list of high- risk jobs is attached as Appendix 13. The risk assessment will be done along with Division safety Head.

If the Job is “High Risk” then Contracts Dept will attach BASCC Procedure with RFQ so that Safety bid will be evaluated based on following documents by SCG;

- a) BASM F6 Safety Competency Assessment Form
- b) BASM F8 PPE requirements

A **pre-bid meeting** shall be conducted for explaining the safety terms and condition required to perform job safely

Note: Safety bid evaluation is not required for Low risk jobs but terms & condition of BASCC shall be applicable.

Contracts department will collect duly filled BASM F6 Safety Competency Form along with the bid. If further documents required during bid evaluation, contract department will collect all the relevant documents and later share with the SCG.

- 1) All Safety bids will be evaluated by Safety Concurrence Group. Structure of SCG will be declared by Contracts department with the assistance of TP Odisha DISCOM safety. Safety team will audit bid evaluation process of a few selected jobs and Quality of evaluated safety Bids.
- 2) Records of jobs sent for Safety Bid evaluation shall be maintained by Contracts team in existing tracing sheet along with other jobs.
- 3) Contracts Dept shall provide a list of regular Business Associates participating in multiple tenders during the year for a one-time umbrella Safety Evaluation of Bidder (as against the specific Bid evaluation) by indicating the nature of the type of jobs / works which the BA usually participates in bidding.
- 4) SCG shall evaluate such bidders for the requested works and on satisfying the evaluation criteria may be granted a Safety Pre-Approved status for the specific types of work, which shall be initially valid for a period of 1-year and shall thereon be extended further against revalidation / re-evaluation as required.
- 5) Business Associates having such Safety Pre-Approved status (star rating) for the type / category of jobs shall be exempted from submission of Safety Evaluation Bid against each tender provided that their Safety Pre-Approved status is valid for the subject work / tender.
- 6) A suitable system shall be developed by Contracts to track the validity of such Safety Pre-Approved status of Bidder for timely renewal failing which the Safety Pre-Approved status shall cease and Bidder will thereon have to provide Safety Bids with each tender until such one-time approval is renewed.
- 7) BA shall attain 70 or more score out Of 100 to qualify safety bid.
- 8) SCG will evaluate the document as per the BASM F7 Safety bid evaluation criteria

5.3 Step-3: Contract Award:

- 1) Commercial bid of Business Associate will be considered for evaluation by contract team only if Business Associate is qualified in safety bid.
- 2) Contract will attach a copy of Site Safety Management Plan along with PO to the successful bidder. Please refer BASM F5 Process Flow Chart for issuing RFQ and PO significant health and safety risk associated with it.
- 3) **A kick off (Post-award) meeting** shall be organized to communicate safety terms and conditions required to be followed by BA to ensure job is executed safely
- 4) Site Safety Management Plan, defining the complete procedure of executing the job at site along with safety terms and conditions will be signed by the Business Associate and order manager after mutual agreement.

5.4 Step-4: Orientation & Training

Safety training and capability building are crucial parts of the safety management program. All necessary training must be provided and training records to be maintained.

- 1) BA shall ensure all his workforce is provided safety induction training by BA Safety officer.
- 2) After attending safety induction training, BA employees are required to attend 3-days SHE L Comprehensive training conducted by TP Odisha DISCOM. After successful completion of the training, BA employees are issued ID card after which he/she can be engaged for work.
- 3) For Civil works SHE L1 training shall be provided and supervisor must attend L Comprehensive training.
- 4) Order Manager and Safety officer will conduct a Competency Assessment of workforces, to be deployed at site for high-Risk job. BA employees will be given 3 additional attempts to clear in 3-month time failing which he/she will not be allowed to work in the TP Odisha DISCOM.
- 5) Competency assessment of BA employees will be categorized based on scores achieved post L Comprehensive training: BA employees will be categorized based on their assessment scores. **Gold:** >90%, **Silver:** Score 81 to 90%, **Bronze:** Score 70 to 80%, **Fail** Score below 70% (no training certificate issued).
- 6) BA employees will be provided with Certificate (Bronze/Silver/Gold Card), which will **be valid for two years**, post which the workmen have to appear for **re-training and re-assessment**
- 7) BA Employee who achieves Bronze card can work for assisting Silver and Gold. BA Employee who achieved Silver card can Work under competent supervisors. BA Employee who achieved Gold card can Work independently.
- 8) BA shall ensure technical skill training is also provided to his employees through TPSDI or other agencies authorized by TP Odisha DISCOMs as advised by order manager from time to time.
- 9) BA Supervisor has to attend L3 training within one month of attending L comprehensive training.
- 10) Half yearly Revalidation Test - "SHE L1 Revalidation test" will be conducted for the Business Associate's employees to revalidate their safety awareness and knowledge.
- 11) The BA shall bear the entire cost towards training, salaries/wages, food, conveyance, boarding and lodging of his staff for attending training programs. The rates of trainings shall be decided by TP Odisha DISCOM from time to time in case of training through TPSDI. Generally, L Comprehensive training is for 3-days and L3 is for one day. Around Rs 700+GST is approx. cost /Day/Candidate.
- 12) All workmen engaged in critical/high risk jobs must clear and get certified for critical procedures applicable on their work like Work at Height (Height Pass) and Electrical safety-LT & HT/LOTO & PTW separately
- 13) **Recognition to the Prior Learning in Safety:** If "Order Manager" recommends and "Head of the Safety Department of TP Odisha DISCOM" is satisfied with the safety knowledge and competency

of the employee of Business Associate, a test may be conducted by Tata power Skill development Institute/ other recognized institute to assess the prior learning in safety. If employees of the Business Associates pass in such test, he will be exempted from appearing in SHE L Comprehensive training.

- 14) Safety Training provided in any of the TP Odisha DISCOMs is valid in other TP Odisha DISCOMs,
- 15) BA shall ensure Job specific training like Excavation, Confined space, Mobile crane safety, Road safety, Scaffolding certification, first aid and any other related to Job will be done separately through either TPSDI or certified institute.

5.5 Step-5: Managing Work

Order Manger shall -

- 1) Comprehensively assess and ensure field Safety implementation against Contract requirements by conducting periodical safety audits
- 2) Maintain a follow up process that drives continuous improvement in Safety practices and avoids repetition of common errors.
- 3) Order Manager and BA should aim at optimizing Safety performance of the Contract by working in a collaborative manner during the execution of the work.
- 4) Ensure that potential safety hazards are identified and controlled before any contracted work starts. Hazard identification should be conducted using multi- disciplinary teams, which includes members from competent safety professional/execution team/competent BA supervisor & workforce to understand and identify project-specific safety hazards.
- 5) Monthly inspection and replacement of damaged Personal Protective equipment - PPE & Critical Equipment, lifting Tools & Tackles and hand tools used at site.
- 6) PTW procedure must be adhered and implemented at site.

5.6 Step: 6 Periodic Evaluation:

- 1) During the time of job execution, regular site inspection will be carried out by the TP Odisha DISCOMs officials mainly Line manager to evaluate monthly safety performance of the Business Associate as per BASM F11 Safety Performance Evaluation Report and monthly score will be maintained by the Order Manager. Violations will be dealt as per **BASM F12 Safety Violation Penalty Criteria**. Please refer **BASM F10 Process Flow Chart for Safety Performance Evaluation**. Percentage of retention amount is usually mentioned in BASCC.
- 2) The evaluation criteria include Lead Indicators such as percentage of workers trained in TP Odisha DISCOM, inspection of critical equipment. Lag indicators such as Fatalities, LWDC and man-days lost.
- 3) In case of job stoppage due to safety violations / unsafe observations at the site, no time extension from PO completion date shall be given to the Business Associate, if such delays are attributable to Business Associate.
- 4) In case of fatality, limb loss or loss of property, Business Associates must pay for liability, legal, statutory, and additional mutually agreed settlement charges imposed by the appointed committee by Division Chief/CEO. This charge is over and above the retention amount. The committee will finalize penalty amount based on factors such as advice by statutory authorities, contract value and impact of accident etc.
- 5) Order Manager, Head of Business and functional Chief have the authority to terminate the contract as per **BASM F12 Safety Violation Penalty Criteria** Through contract department.
- 6) Contract team will arrange Quarterly meetings with Order Manager to take feedback for Safety performance of Business Associates In-turn Site Leadership and Site Contract team will give feedback of safety performance to BA proprietors so as to take Corrective actions.
- 7) **BASM F11 Safety Performance Evaluation Report to be used** to evaluate Star Rating of Business Associate for lead & Lag Indicator.
- 8) BA will be identified who has incremental progress of safety performance with following all safety management system independently and sustain best performance over 3/4 years that BA will be considered as 5star. That BA will selected in bidding process without safety bid evaluation.

5.6.1 Safety performance retention:

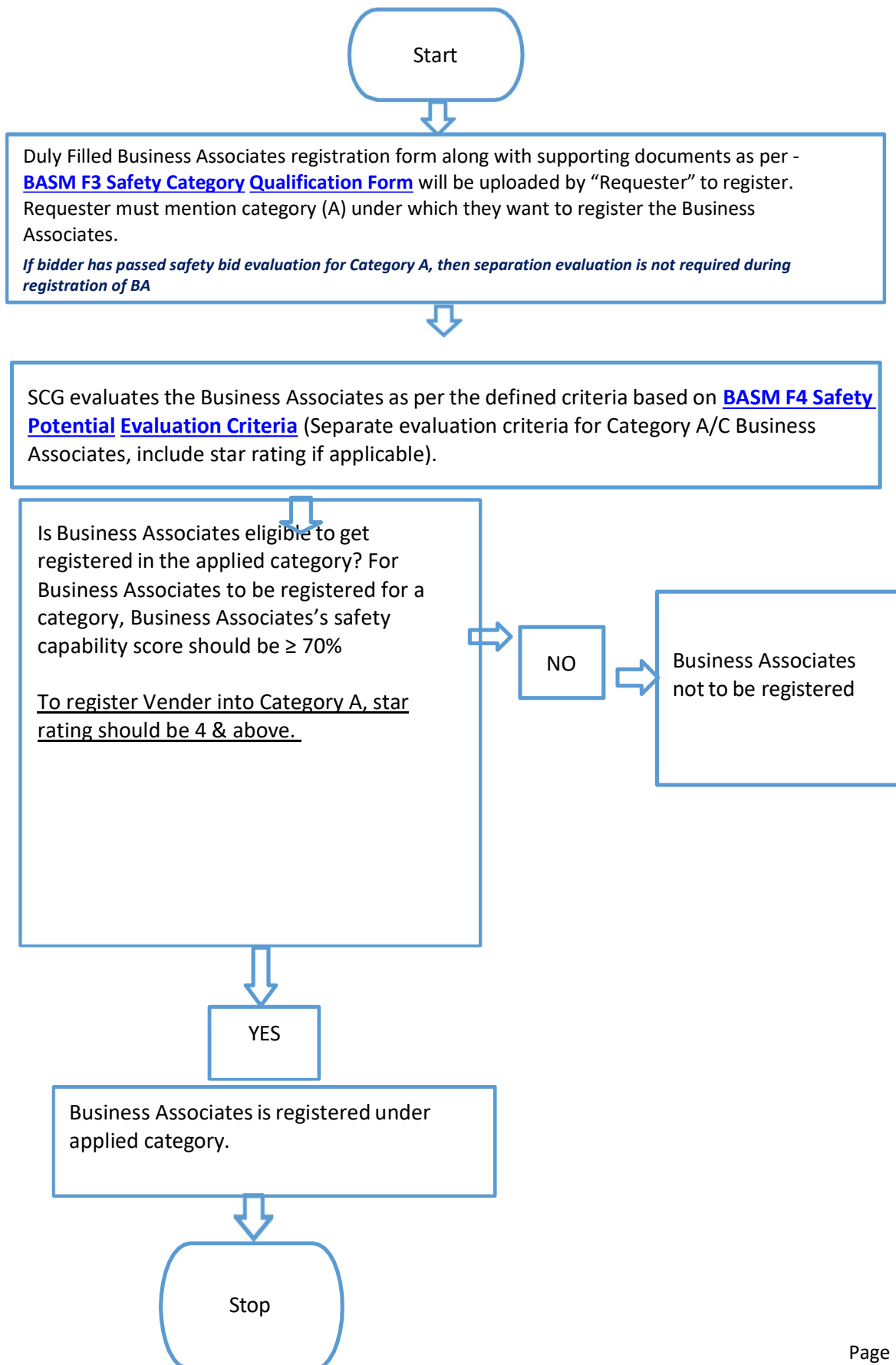
A certain percentage of the bill value will be retained against every running bill as safety performance retention. The amount will be released with the last invoice or every six-month based on Safety Performance Score of Business Associates. The retention amount will be calculated based on contract value as below.

Table:

Risk Category	Contract Value	Retention Amount (%)
High risk job	Up to 1 Cr	2
High risk job	>1 Cr	1.5 2% of 1 Cr + 1.5% on additional Value

1. If safety performance of Business Associate is not as per desired criteria (as per Appendix 10 – BASM F10 – Process Flow Chart for Safety Performance Evaluation and Appendix 11: BASM F11 - Safety Performance Evaluation Criteria. then safety retention percentage as mentioned in table above will be deducted from running bill.
2. Bidder to give understanding that if there are any deductions required to be made for safety non- performance as per the Safety Performance Score, then TP Odisha DISCOMs shall recover any such deductions against safety non-performance directly from the monthly bills / final settlement or it shall be within its right to recover such sum from accounts payable or the CPBG or the retention of the Business Associate available with TP Odisha DISCOMs for the said contract between the Business Associate and TP Odisha DISCOMs.
For all other contracts retention amount is applicable as per table given above.
3. The retention amount against non-safety performance saved and Penalty will go to a separate Safety Improvement Fund in SAP.
4. For the contract value of more than Rs 1 Cr or contract duration more than 12 months, the retention amount shall be released half yearly based on safety performance. For all remaining contracts, the retention amount will be released with the final bill.
5. Safety performance bonus 1% of the invoice value will be considered at the end of the contract if the contractual safety performance score is 100%

Appendix 1: BASM F1 - Process Flow Chart for Business Associates Registration



Appendix 3: BASM F3 - Safety Category Qualification form
(To be submitted by BA for registration)

Please consider my application for:

Category A Business Associates: Business Associates eligible to carry out Very High- and High-risk O&M/Project jobs

Category C Business Associates: Business Associate eligible for to carry out low or very low risk administrative and office job

Name of the Vendor:					
Sr. No	Safety Information	Yes / No	Remarks		
1	Certified for i. ISO 45001, ii. ISO: 14001 iii. ISO: 9001 (ISO certificates issued from reputed accreditation agencies)	i. Y/ N ii. Y/ N iii. Y/ N	If Yes, Attach copy of the certification. If No, mention plan to get the certification.		
2	Safety Statistics for current and Last Three (3) Years - LTIFR - LTISR	Yes/No		Current Year	Year 1(Last FY) Year 2 Year 3
			LTIFR		
			LTISR		
3	Any Compensation paid due to accidents during current and last three years?	Yes/No		Amount (INR)	Manhour
			Current Year		
			Y1 (Last FY)		
			Y2		
			Y3		
4	Any prosecution against you by statutory bodies/clients during last three years due to statutory violations, criminal negligence towards safety and dereliction of duty of care towards your employees? Is any case still pending against you?	Yes/No	If yes, give details. If no, give an undertaking that no case is pending against you and you have not been prosecuted by statutory bodies or clients.		
5	Do you have Safety Policy? Safety Principles? And Lifesaving Rules?	Yes/No	If yes, attach copy of the documents available.		
6	Do you have Safety training process?	Yes/No	If yes, attach safety training process and average training manhour of your employees for the last three years.		

Name of the Vendor:			
7	Do you have a system for recording, reporting, and investigating all incidents or near misses?	Yes / No	If yes, show the incident statistics of last three years and implementation of CAPA.
8	Do you have a disciplinary action program against your employees for violation towards safety rules and procedures?	Yes/No	If yes, show the records of disciplinary action taken the last three years.
9	Do you have a reward and recognition scheme for your employees who show exemplary safe behavior and contribute to overall safety improvement at site?	Yes/No	If yes, show the records of Reward and Recognition given during the last three years.
10	Do you engage in safety promotional activities?	Yes/No	If Yes, Show the proof of engagement in safety promotional activities. Observation of National Safety Week, National Electrical Safety Week, Road Safety Week, Fire Safety Week
11	Have you been recognized or awarded or rewarded by government bodies of clients for showing excellence in safety management in your jobs during last three years?	Yes / No	Award from NSC, BSC, CII, CIDC & Tata Power/Any listed company
12	Do you provide adequate quality of PPEs to your workmen?	Yes/No	If yes, please provide details of PPE Matrix and if required, samples for inspection.
13	Do you have Safety organization structure e.g., Safety Officers and Safety Committees?	Yes/No	If yes, attach copy of the safety organization structure, details of safety committees and safety professionals.
14	Name and address of sites where work is in progress or worked earlier	Yes/No	Project list (last 3–5 years), client references, completion certificates, accident statistics, and contact details for verification. Safety concurrence group will visit the vendor site for new recruitment of the BA.

Note: If you respond NO to any of the above questions, you can mention your plan to get the required documents.

I hereby confirm that the information provided above are true. I give my consent to be penalized as deemed fit in case any information given above are found to be false.

I will abide the general safety guidelines mentioned in the purchase order / work order and will ensure to prepare and follow site specific safe operating practices in consultation with the site-in- charge and safety professional. I will abide by penalty scheme in case of non-compliance.

Signature :

Name and Designation:

Stamp of Organization :

Appendix 4: BASM F4 - Safety Potential Evaluation Criteria for Business Associates Registration
(To be used by SCG for star rating at the time of registration)

At the time of Business Associates registration, Business Associates will be registered under following categories

- 1) Category A- Business Associate eligible to carry out High risk Jobs
- 2) Category C- Business Associate eligible to carry out low risk jobs/ administrative and office jobs, Outsourced Jobs / Consultants /Medical Practitioners / Suppliers etc.

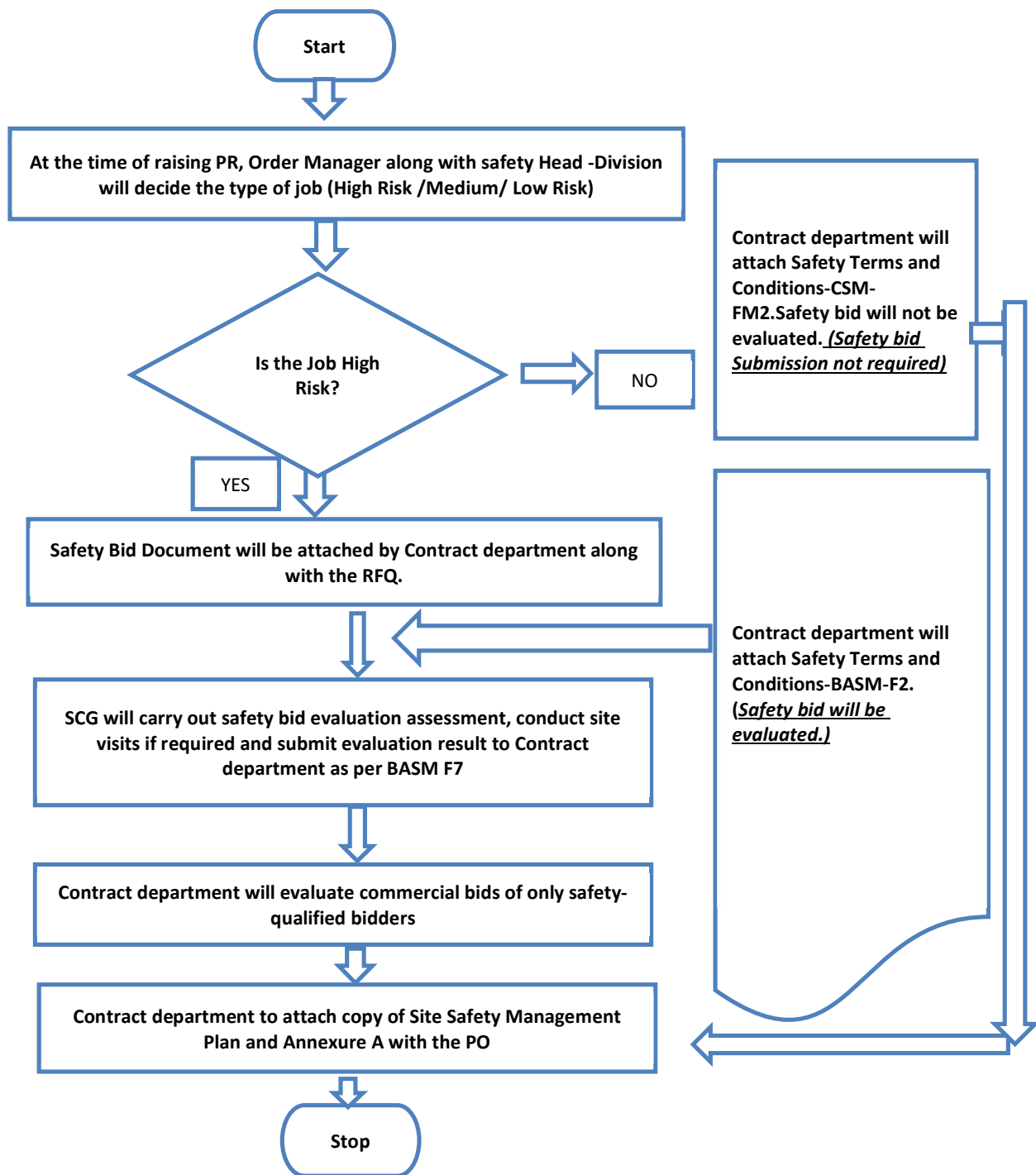
For Business Associate to be registered under Category A, a safety potential evaluation along with Star rating will be carried out based on following parameters.

Star rating criteria score 5 Star- 91 to 100, 4 Star- 81 to 90, 3 Star- 70 to 80

Sr No	Description	Weight age (%)	Actual Score
1	Does the BA have a valid ISO 45001 Certification?	10	
2	Performance Measure: Lead Indicator (Ref to Safety Performance evaluation report BASM F11 (A) Lead indicator score)	40	
3	Performance Measure: Lag Indicator (Ref to Safety Performance evaluation report BASM F11 (B) Lag indicator score)	20	
4	Has there been any prosecution / conviction for any Contravention regarding safety and Health statutory provision and any Rules framed there under? If yes, Give Zero otherwise 5 Marks.	5	
5	Check the Safety orientation & training process of BA Records of Safety training provided to safety officer/supervisor /workmen during last 1 year by BA ✓ Safety Officer: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. ✓ Safety supervisor: >80% of employees: 5 Marks, 50 to 79% of Employee: 2.5 Marks and <50%: Zero. ✓ Workmen: >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero	20	
6	Check the organizational structure for safety professionals & engineers / supervisors. ✓ Check Availability of number of Safety Supervisor from government recognized institute as per workforce strength. 1 in 50 employees than 5 Marks otherwise Zero.	5	
	Total	100	

For Business Associates to be registered for any category, Business Associates' safety capability score should be $\geq 70\%$.

Appendix 5: BASM F5 - Flow Chart for Issuing RFQ and PO



BASM F6 - Safety bid assessment Form (Template)

Tender No:	
Name of the Vendor/Bidder:	
Scope of the Job:	

Bidder to mandatorily provide the below safety competency related information:

Submitted data for safety bid evaluation may be verified by TP ODISHA DISCOM Safety Concurrence Group for authentication by visiting to bidders office/premise and work-sites. Any of the following data provided for safety bid evaluation if found wrong/false, will lead to disqualification of bidder from Safety Bid.

1. Safety Budget: Bidder is required to indicate the percentage (approx.) of total contract value earmarked as a safety budget for this contract.

Sr	Description	Percentage
1	Safety Budget earmarked in percentage of total contract value (PPE, Training, Life-saving tools, Themes & Drives etc.)	

The bidder shall submit documentary evidence of its utilization upon demand.

2. Proposed Manpower Deployment Schedule :-

Sr	Type of manpower	Qualification	Experience	(Nos)
1	Safety Officer			
2	Divisional Engineer			
2	Supervisors			
3	Lineman-MV			
4	Lineman- HV			
5	Helpers			
6	Pole Master Operator			
7	Crane operator			
8	Drivers			
	<u>Others()</u>			

Add rows to include other specialized manpower, if any.

3. List of Safety Equipment: -

Bidder to provide the list of tools, tackles, equipment to be used during the job execution. Bidder to ensure that all the lifting tools and tackle are duly certified by the competent authority approved by Govt of Odisha/TP Odisha DISCOMs authority prior to start of the job

Sr. No	Description of safety equipment	Capacity / Rating	Make	Quantity	Year of manufacture	Remarks
1	Earth Discharge rod 7M					
2	HT Neon Tester					
3	FRP Ladder 6M					
4	FRP Ladder 9M					
5	FRP Ladder 12 M					
6	FRP Telescopic Ladder (6M)					
7	Chain Pulley Block					
8	Telescopic Tree Pruner					
	Bidder to add further tools as per tender requirement					

Add rows to include other, if any.

4. Equipment & Machines:

Bidders to provide details of following items to be deployed during the execution of work as and when required. Bidders to provide approved new gen Pole masters of Escort make and crane ACE Model SX150, ACE FX150 and Escorts Model TRX 1550 as per tender scope such as man lifter, conductor-stringing winch

SI No	Equipment & Machines	Make	Year of MFG	Qty
1	Crane (ACE Model SX150, ACE FX150 and Escorts Model TRX 1550)			
2	Pole Master	Escorts		
3	Winch			
4	Man Lifter			
5	Vehicle			

5. PPE Requirement - Bidder to provide the quantities of following PPEs to be provided for this contact_

Sr. No	Name of PPE	UoM	Standard	Quantities currently available with Bidder	Quantities to be provided during execution of this contact
1	Safety shoe with composite Toe Cap	Pair/emp/year	IS 15298 Part 2		
2	Safety Helmet Class E with adjustable chin strap	EA/employee/3year	IS 2925-1984 EN 397-2012		
3	Helmet Mounted/Wearable Voltage Detector (Voltage Induction Sensor)	EA/employee/3year	Make : Honeywell, type HHVSB11 or Make JARSH		

4	Light weight Full body Safety Harness (Class P) with double lanyard, and Work Positioning Lanyard	EA/employee/3 year	IS 3521-2021		
5	Electrical Insulated rubber hand gloves Class 00	Pair/LM/6 month	IS 13774:2021		
6	Electrical Insulated rubber hand gloves. Class 2	Pair/LM/6 Month	IS 13774:2021		
7	Electrical Insulated rubber hand gloves Class-4	Pair/LM/6 Month	IS 13774:2021		
8	Arc Flash Clothing 8cal/cm ²	EA/LM/3 Year	ASTM F1506		
9	PU coated cotton hand gloves	Pair/emp/as per need	IS 6694		
10	Arc flash face visor 8 Cal/cm ²	EA/LM/ 3 year	ASTM F1506		
11	Cotton Reflective Jacket	EA/emp/year	IS 15809		
12	Safety Goggle (Transparent)	EA/emp/year	IS 5983		
13	Gum boot	Pair/emp/year	IS 5557:2024		

Add rows to include any other PPE, if any.

7. Job Safety Plan/ Method Statement/ SOP specific to the job scope of tender

Bidder to provide / enclose a detailed Job Safety Plan along with a Method statement detailing the execution philosophy (how the bidder intends to execute the Job/Project), identifying all key activities which are required to be performed by the Business Associate at Site. Bidder to also list down all high-risk activities and provide the Hazard Identification and Risk Assessment (HIRA) for all such high-risk activities involved in the site work. Bidder to separately attach SOPs of activities to be performed during contact such as tree trimming, pole erection, conductor stringing, fuse replacement, transformer replacement etc.

Sr	List of Activities to be performed as per tender scope	Hazard	Control Measures

8. Training Records- (): Bidders to provide Summary along with sample of safety training records of employees deployed for the execution of work during last one year. These training includes OHS (Occupational Health and Safety) Training, Training on SOP/Work Procedures and Medical Emergency trainings imparted at their own facility, cost, and expenses. Bidders to provide the following details:

Sr	Topic of the trainings	Man-days completed during last FY	Training during last FY	Remark
1	Electrical Safety			
2	Working at height			

3	Behaviour Based Trainings- Specify		
4	First Aid /CPR/Fire Fighting		
5	Road Safety		
6	Any other-Specify		

Sr	TP ODISHA DISCOM Requirement	Bidders Response
1	Training records of employees at their own facility, cost, and expenses for last one year	Cost incurred on employee training- Rs-----
2	Training facility available with Bidders	Nos of trainers: ----- Nos of Projectors----- Nos of training Halls: -----
3	Future road map for enhancing the competency of workforce	Budget planned for safety training-----

9. Safety Management System Certification: -

Sr.No	Certification	Issued by following accreditation bodies only	Yes / No	If Yes Valid Upto	If Yes, Year of Certification
1	ISO 45001	Issued by SGS/DNV/IRQS/Bureau Veritas/TUV			
2	ISO 14001				
3	ISO 9001				
Note: Please attach certificates to support above.					

10. Rewards and Recognition-

- a) Bidder to provide summary and details of R&R given to its employees during last one year in below format

Sr	Name of reward/award	Name of employee who received award/reward	Date of reward	Photograph/evidence
1				
2				

- b) Bidder may provide details of Safety awards/accreditation received to its organization from any client or external agency during last Two year

Sr	Safety award/Recognition details	Name of Award Issuing organization(Govt Approved/PSU/Client)	Month/Year of award	Photograph
1				

2				
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11. Safety Records:

Bidder to provide the details of fatalities and lost workday cases (LWDC), occurred in previous years (data to be provided for the last completed FY & current year across organization).

Description	Safety Data for current and Last 1 Years	
	Current Year	Year 1 (Last FY)
	20-____	
Fatalities (Nos.)		
Fatality rate per 1000 employees		
Lost Workday Cases (Nos.)		
Lost Time Injury Frequency Rate (Nos of LTI x 10 ⁶ / Man-hours worked)		

Appendix 7: BASM F7 - Safety Bid Evaluation Criteria

Safety Bid Evaluation will be based on following parameters.

S. No.	Description	Max Marks	Criteria for evaluation
1	Safety Budget	5	Allocation of 5% or more Budget should be considered for max marks
2	Qualification and Experience of safety officer	15	As per Clause No. 2-BASM F6 - Safety bid assessment Form
3	Qualification and Experience of technician & supervisor	10	As per Clause No. 2 -BASM F6 - Safety bid assessment Form
4	Safety Equipment to be provided by bidder as per Annexure 1(As per functional requirement)	10	To be evaluated as per approved tool list of concerned Functions.
5	Tool, Equipment & Machines	10	To be evaluated as per approved tool list of concerned Functions.
6	PPE Requirements	10	To be evaluated as per approved PPEs standard and PPE Matrix specified in <u>BASM F8 - PPE Requirements (R8)</u>
7	Job Safety Plan/ Method statement/SOP	10	To be evaluated as per as per SOP/WI/HIRA
8	Training Records	10	Training records to be evaluated with evidence and scoring to be done as per availability of records
9	Certificate Accreditation	5	ISO 9001-2.5 Mark ISO 14001-2.5 Marks ISO 45001- 5 Marks.(Mandatory)
10	Rewards and Recognition Process	10	Maximum 5 marks will be awarded for any award received by organization

	Total	100	
	Safety Records (Lag Parameter)		
1.	Fatal Accident	(-) 10 Marks for each case with max of 15 marks	For any fatality in Tata power /Other company in Current and last Three year 10 marks will be deducted with maximum up to 15 marks. For new entrant BA, these marks will be deducted for Past safety records. If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.
2	LWDC (Non-fatal)	(-) 5 Marks for each case with max of 10 marks	For each LWDC (Non-Fatal) case in Tata power /Other company in Current and last 3years, 5 marks will be deducted with maximum up to 10 marks. For new entrant BA, these marks will be deducted for past safety records. If BA found hiding such facts, then contract will be terminated immediately during the execution stage.

Note – Agency shall not be eligible for bidding in case 02 FATALITY/ 03 LWDC occurred at Odisha Discom, within 02 Financial Year, contributed by their employee/supervisors/Lineman/Helper.

Appendix 8: BASM F8 - PPE requirements

The Business Associate shall ensure that the following PPE of Approved standards shall be always available and shall be used by his employees with no exception whatsoever. • PPE shall be conforming to BIS/DGMS/DIN specifications, in good condition and shall be comfortable to his employees, when used. This is indicative. BA shall ensure use of PPEs as per risk assessment and 10% buffer stock to be maintained.

PPE & Safety equipment and its Inspection Frequency

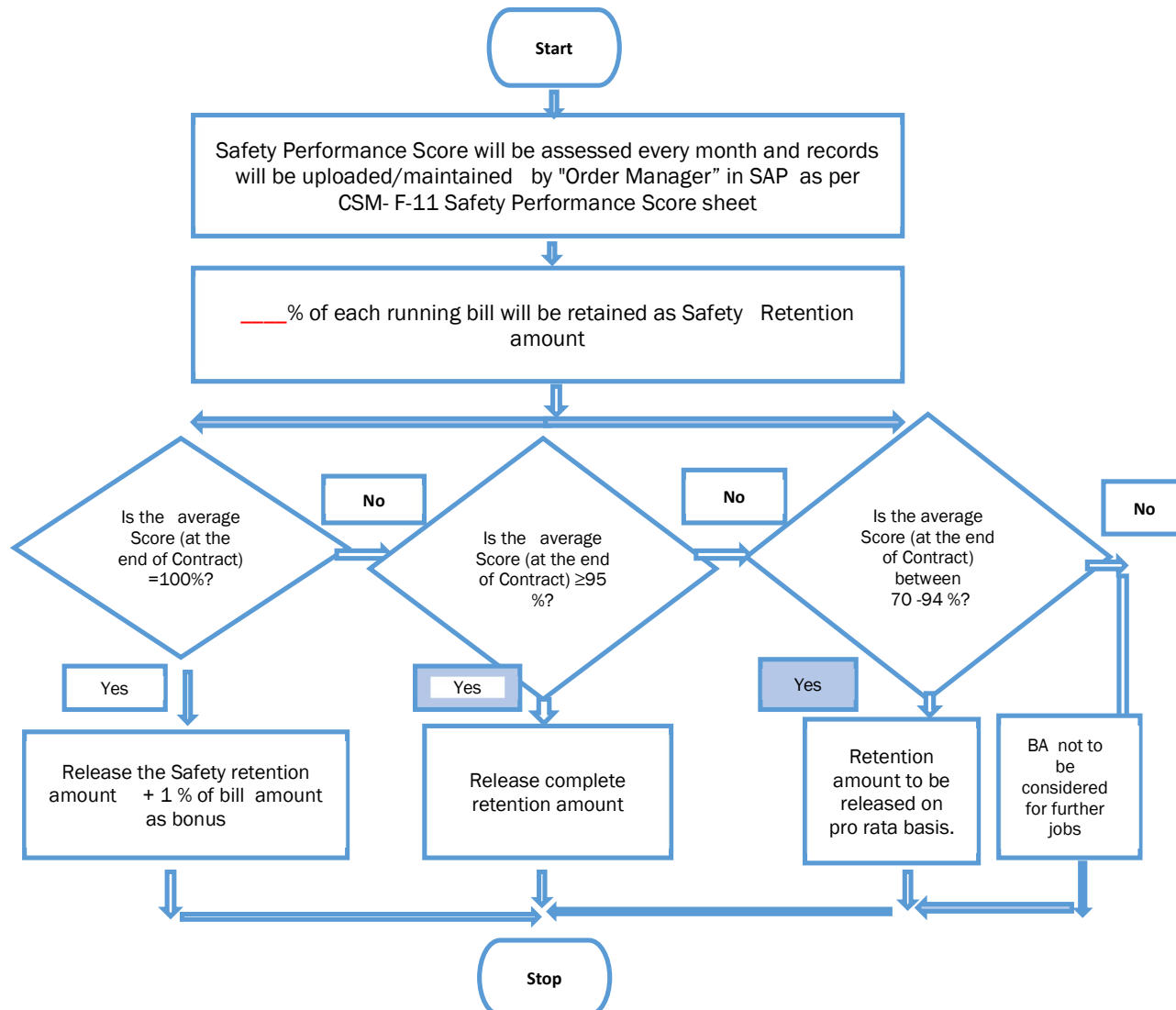
Sl.	Name of PPE	IS Standard	Inspection Frequency	Remarks
1	Electrical safety shoes with double density PU sole with Composite toecap.	IS:15298 (Part-2)	Monthly and visual check Every day for any crack or damage in the leather or sole.	
2	HDPE Safety helmet with chin strap and ratchet type for adjustment for non-Electrical work	IS:2925-1984	Monthly and visual check every day for any crack in shell.	
3	Full body Safety harness with double lanyard- Class P with adjustable work positioning lanyard	IS 3521-2021	Monthly and visual check every day of the bends and the harness as per checklist	For working more than 1.8 mtr height
4	Electrical Insulated rubber hand Gloves Class 00, Class 2, Class 4	IS 13774:2021	Weekly & daily visual check for Any crack and air leak test before each use	For linemen

5	Arc flash protective face visor (8 cal/cm ²)	EN: 166 CE marked (Visor)	Monthly and visual check every day for any crack	For linemen
6	Fireproof jacket for chest protection	IS-15742	Monthly & every day visual check	For linemen
7	Safety helmet (Class E) with helmet mounted Voltage Induction Sensor	EN 397/2012	Monthly & every day and Visual check	For linemen and working for electrical work-
8	Gum boot	IS 5557:2004	Everyday visual check	All employees
9	Safety Goggles (Black safety goggles)	IS-5983	Everyday visual check	for all while working under direct sun light)
10	Abrasion resistance /PU coated Cotton hand gloves	IS-6694	Visual check	All employees
11	High visibility Cotton blended Jacket/T-shirt with Reflective strips. Colour : Orange/green	IS15809	Visual check	All employees

Note:

1. Any other Personal Protection Equipment required beyond above list will be according to BIS or EN Standards.
2. All Personal Protection Equipment will be checked by the engineer in-charge or Safety Dept of Discom.
3. BA must maintain the record of the issue, availability & Inspection of the PPEs.
4. Company may revise or add the above list of PPE and their specifications as and when feel necessary. The information about new specifications /models will be circulated by the Engineer In-charge (EIC)/ Order Manager or Safety Dept which shall be adhered by the Business associate in the shortest possible time. The EIC shall issue a memo / instruction to BA with timeline for implementation. Any delay will be treated as non- compliance / safety violations.

Appendix 10 – BASM F10 – Process Flow Chart for Safety Performance Evaluation (R8)



Appendix 11 BASM F11 -Safety Performance Evaluation Report
(BA to be evaluated by Engineer-in-charge every month)

SI No	Lead Indicator	UOM	Max Score	Target	Actual	Achieved Score (Pro rata basis)
1	Deployment of Qualified Safety Officer	Nos	15			
2	Deployment, Monthly Inspection & replacement of life saving critical equipment (Neon Tester/Discharge rods/Ladders) as per scope	% of Critical Tools	15			
3	Deployment & inspection of Insulated tools, & machine(Pole master/man lifter/crane) as per job scope	% of Equipment	10			
4	Deployment, Monthly Inspection & replacement of PPEs as per scope	% of PPE	10			
5	% of employees trained in Safety, Skill & BBS	% of employee	5			
5	R & R of BA Workforce	10%	5			
6	Theme based safety drive as per TP Odisha DISCOM monthly Theme	100% tasks	10			
7	Reporting of Unsafe Act/condition & Near Miss as per TP Odisha DISCOM KPI	As per target	10			
8	Housekeeping of FCC & PSS/Identified area	3S	10			
9	Vehicle Inspection & Compliance	100%	5			
10	Daily Tool Box Talk, LMRA/Monthly Mass communication meeting	100%	5			
	Lag Indicators (Not on pro-rata)					
1	Number of Fatalities	>0	-30			
2	Number of LWDC	>0	-15			
3	Man-days Lost due to injury (-5 for every calendar month till employee resumes duty post injury)	>15 Man-days	-5			
	Total score					

Appendix 12: BASM F12 - Safety Penalty Criteria

12.1 Penalty for Safety Violations and Escalation matrix

Consequence of safety violation observed not related to incidents or accidents		Violations				
Sl. No.	Safety Violation	1st	2 nd	3 rd	4 th	Subsequent violation
1	Working without required PPE such as Helmet/gloves/safety shoes/Safety harness etc.	A	B	C	D	Will Attract the same penalty as 4th violation
2	Working without proper tools and tackles	A	B	C	D	
3	Poor or bad condition of pole master /Crane/Hydra/Vehicle and/or Incompetent driver and/or helper).	B	C	D	E	Termination of Contract and blacklisting after repetition of violations (3 to 4 times as the case may be)
4	Improper Working at Height	B	C	D	E	
5	Untrained /unauthorized workman engaged in high-risk jobs	B	C	D	E	
6	Violation of SOP or WI or LOTO	C	D	E		
7	Working without PTW or LC / Without authorization / Without creating Safe Zone	C	D	E		

Legend	Action to be Taken	Responsibility	Penalty (Rs)	Repeat Violations
A	Levy of Penalty	Penalty shall be recommended by Safety Team and to be executed by EIC (Divisional Manager, CSM etc	5000	The no. of repeat violations shall be calculated cumulative during the FY and deduction will be done from the monthly bills.
B	Memo to BA and Levy of Penalty		10000	
C	Memo to BA and Levy of Penalty		25000	
D	Memo to BA and Levy of Penalty		50000	
E	Memo to BA, Levy of Penalty, Termination of Contract, Blacklist	Order Manager / EIC	100000	

12.2 Penalty for safety violations not listed in 12.1 (for short term engagement up to 2 weeks) shall be dealt as per below table.

Sr	Risk Description	Risk Level	Penalty (Rs) per violation	Responsibility
1	Safety Violation having potential to cause minor injury. E.g FAC	Very Low/ Low	500	Penalty shall be recommended by Safety Team and to be executed by EIC/Divisional Manager
2	Safety Violation having Potential to cause moderate injury eg. (MTC/ RWDC)	Medium	5000	
3	Safety Violation having Potential to cause serious injury Grievous injury or LWDC	High	10000	
4	Violation having Potential to cause fatality/ Permanent Disability (PPD)	Very high	25000	

12.3 Penalty for Incidents / Accidents

Consequence of incident / Accident		Incident / Accident				Action Required
Sr.No.	Type of Injury	1st	2nd	3rd	4th	
1	LWDC (Lost Workday Case) or LTI (Lost Time Injury) if the injured employee is unable to return to work within 24 hours of the incident	F	F	G	G	Intolerable
2	Total disability except fatal case or partial disability per injured person (IP)	G	G	H		
3	Single fatality per incident	G	H			
4	Multiple fatalities (Two or more Fatalities per incident).	H				

Legend	Action to be taken	Penalty (Rs) per person	Responsibility	The no. of incidents shall be calculated cumulative during Financial year against all orders of same TP Odisha DISCOM and deduction will be done just after incident / Accident
F	Memo to BA and Levy of Penalty	Rs. 2,00,000/- (Two Lakh)	Penalty shall be recommended by Safety Team and to be executed by Engineer-in charge.	
G	Memo to BA and Levy of Penalty	Rs. 5,00,000/- (Five Lakh)		
H	Memo to BA, Levy of Penalty, Termination of Contract and Blacklisting the BA	Rs. 10,00,000/- (Ten lakh)		

Appendix 13: Indicative List of High-Risk Jobs

Indicative high-risk jobs are given below. This is not an exhaustive list. Order Manager shall refer HIRA document to decide the high- risk job.

1. Operation/maintenance works on 33kV/11kV/LT network or related works
2. Project work /Pole/tower erection (Manual or Pole Master) /conductor stringing
3. PSS/DSS construction
4. Any work inside Switchyard/Control Room of Primary Substation
5. MMG works- Meter installation/Replacement/maintenance of CT/PT/metering unit
6. Working at height above 1.8mtr/ Tree trimming/ Working on scaffolding
7. Mechanized /Manual material(poles/transformer) shifting
8. Excavation/cable trenching
9. Cable Jobs-cable laying / cable jointing & termination/Cable identification & Spiking
10. Admin Contracts-Vehicle Services/AC maintenance/tank cleaning(UG/OH)
11. Welding/Gas Cutting

Exception:

In case any Exception needed in BASCC process approval may be obtained by the Order Manager from appropriate authority CEO of TP Odisha DISCOM/Chief Safety (T&D).

BASM F2 –Safety Terms and Conditions

General Safety Conditions for various contracts

1. Pre-Employment and Periodic Medical check-up

Business Associate shall arrange to conduct a pre-employment and periodic medical check-up for its entire workforce through authorized medical officer.

The Business Associate shall produce the medical certificate prior to the employment. The Business Associate shall also organize to conduct periodical medical check-up (six monthly) for the following category of employees:

- Drivers, skilled workers, technicians, supervisors and crane/pole master/man-lifter/equipment operators (Check for colour Vision test, eye examination & Hearing)
- Workforce working at Height (Vertigo & Height Phobia)
- The manpower/vehicles/Tools & Tackles/Equipment provided shall be as per mutually agreed SLA.
- a) No Supervision No work policy should strictly be followed. BA shall ensure that all jobs shall be carried out with efficient **supervision**.
-
- HIRA /JSA as per the job scope must be prepared in detail and submitted along with Site Safety Plan by the successful bidder.
- Housekeeping shall be maintained all the time while execution of work. All the unwanted material shall be removed from the site at the end of the day's work.

Safety Equipment:

- a) BA shall ensure availability of Discharge Rods – for creation of safety zone as per site condition in each maintenance vehicle, fit for purpose and in good working conditions.
- b) BA shall provide HT Neon tester - Minimum one Neon Tester with each Maintenance team, in good and working condition. Test before Touch must be ensured every time a job is being carried out in electrical network.
- c) BA shall provide FRP ladders in sufficient length for working on poles.

PPE

- d) BA shall provide electrical hand Gloves – One pair each of 33 KV, 11 KV and LT hand gloves for each line man as per requirement. Long sleeve LT hand gloves shall be provided to the line man working on live LT line.
- e) BA shall provide arc flash protection face visor to all line man working on LT line.
- f) BA shall provide proper PPEs as per **BASM F-8**
- g) ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- h) Personal protective equipment (PPE) must always be checked before use to ensure that they are in good condition and clean. Replace them if necessary.
- b) All relevant PPE shall be provided by the vendor while working at the site

Competency:

- c) The BA shall ensure compliance to **ELBO certification** (workman permit) to lineman for the voltage level involved.
- d) BA shall ensure deployment of competent workmen for carrying out work at height/drivers/operator etc.
- e) BA shall provide Safety Policy, safety manual, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.

- f) BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OSH code -2026 etc.
- g) **Safety promotional activities:**
BA shall carryout safety promotional activities periodically to create awareness and enthusiasm among the employees which shall include organizing safety day, safety week, fire safety day, fire safety week, safety competitions, posters, slogans, safety calendars and displays depicting possible consequences of unsafe acts and conditions in conspicuous locations at site/FCC/PSS.

The BA shall organize Theme based safety campaigns suggested by TP Odisha DISCOMs every month.

Safety Trainings:

- h) BA shall ensure safety training for all the employees. The BA employees must carry ID card+ safety training card / competency card to the worksite and produce the card on demand.
- i) BA shall ensure the adherence to standard operating procedures or guidelines or manual laid down by the TP Odisha DISCOMs.
- j)
- k) BA shall provide safety performance and Safety MIS to engineer in-charge and TP Odisha DISCOM SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.

Safety Officer:

- l) BA Safety officer must possess qualification as per the statutory requirement i.e Diploma or Degree in engineering and Post or Advance Diploma in Industrial Safety (PDIS/ADIS) from recognized state technical board.
- m) BA safety officer shall work as per the guidance of the TP Odisha DISCOM safety department and functionally report Safety Head of TP Odisha DISCOM. Any leaves by safety staff of the BA shall have to be approved by TP Odisha DISCOM Safety Department.
- n) BA shall deploy safety officer as per the requirement of tender scope and meeting the requirements of various statutes i.e BOCW/ CEA etc

TBT & Mass Meeting:

BA shall ensure every day Tool box talks to be conducted based on JSA/SOP with maximum participation of BA Workforce & Safety points to be shared by BA employee & line manager and 100% participation of BA employee & workmen in to mass meeting/communication.

- o) BA shall follow all Safety **Critical & general safety Procedures of TP Odisha Discom** and amendment thereon.

Safety Targets:

- p) BA shall ensure all **safety targets** given by TP Odisha Discoms are met 100%. These safety targets are BA Self safety audit, "Suraksha Samwad", Reporting, safety observations by BA employee, Training on safety Felt Leadership for Business Associates Proprietor /Co-coordinators, Behavior based safety program (Jivan Ki Aur Hum Surakshit-Ghar Surakshit) etc.
- q) BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the TP Odisha DISCOM.
- r) BA shall conduct safety audits & inspections as per TP Odisha DISCOM procedures

1.1 Safety Conditions for the major contract work in Civil Projects:

A BA awarded a major contract work of / in civil project will be required to fulfil the following safety conditions:

- BA shall comply with all statutory requirements like applicable acts, regulations, OHS code -2026 etc.
- BA shall abide by Safety manuals and guidelines of TP Odisha DISCOM issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of TP Odisha DISCOM who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per TP Odisha DISCOM procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the TP Odisha DISCOMs.
- BA shall ensure that no job shall be carried out without efficient supervision.
- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident in Suraksha Prahari App
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the TP Odisha DISCOMs every month.
- BA shall provide safety performance and Safety MIS to engineer in-charge and TP Odisha DISCOM SAFETY group every month. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety officer shall work as per the guidance of the TP Odisha DISCOM safety department and functionally report Safety Head of TP Odisha DISCOM. Any leaves by safety staff of the BA shall have to approved by TP Odisha DISCOM Safety Department.
- BA shall follow safety rule and procedures issued by Odisha TP Odisha DISCOM. .
- Safety officer must poses PDIS or ADIS from state technical board.
- BA shall ensure to use of metallic scaffolding with ladder.
- BA shall ensure provision of flash back arrester at torch and cylinder end of gas cutting set.
- BA shall use voltage regulating device (VRD) welding machines.
- BA shall ensure 30mA RCCB/ELCB with industrial socket extension board.