



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
SAFETY DEPARTMENT MANUAL**



Issue No. 01	Rev. No: 00	Effective Date: 01.11.2010	WI-05(PI-14; AM-7)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR REPORTING AND INVESTIGATION OF DAGEREOUS OCCURANCE			

1.0 PURPOSE:

- To control the effect of Dangerous occurrence.
- For avoiding such/similar re-occurrence of D.O. by investigating, suggesting and implementing remedial measures.
- For statutory compliance of D.O.

2.0 SCOPE:

Total plant of Dalmia Bharat cement, Ariyalur.

3.0 RESPONSIBILITY:

- Section -in-charge/ HOD – reporting of D.O. and control it.
Section Head (Safety) – Coordinating with HOD to control D.O.
Section Head (Security) – Coordinating with Section Head (Safety) to control D.O.
Section Head (P&A) – Statutory compliance regarding D.O.

4.0 DESCRIPTION:

In case of any D.O, the concerned Section -in -charge / HOD will intimate the same to Section Head (Safety) and Section Head (Security) over Phone, and thereafter will send D.O. report in Format No. F-1/WI-6(PI-14; AM-7) to Section Head (Safety).

On receipt of D.O. intimation, Section Head (Safety) & Section Head (Security) & along with Security Team will collect required emergency equipments/fire tender / fire extinguishers etc., and rush to the spot and carry out fire fighting/rescue/salvage operation and control it's effect.

On receipt of D.O. intimation, Section Head (Safety) will rush to the spot and coordinate with Section Head (Security). Also he will carry out the spot investigation and record the statement of witnesses, if required. D.O. Investigation report will be sent to the concerned HOD in Format No. F-2/WI-4(PI-14; AM-7)

Proposed corrective and preventive actions are reviewed through risk Assessment process prior to implementation.



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All statutory compliance regarding dangerous occurrence is done by Section Head (P&A) and relevant records are maintained in Personnel Dept.

5.0 RECORDS:

Sl. No.	Description	Format number	Location	Retention period
1.	Preliminary Incident Report	F-1/WI-4(PI-14;AM-7)	Safety Dept.	3 Years
1.	Dangerous occurrence Investigation Report	F-2/WI-4(PI-14;AM-7)	Safety Dept.	3 Years