



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
ELECTRICAL MANUAL**



Issue No. 01	Rev. No: 03	Effective Date: 07.07.2017	ELEC/SOP/012
Issued By: M.R		Approved By: HOD - ELECTRICAL	
SOP for Lighting maintenance			

Scope : Maintenance of lighting at different locations.

Responsibility : Electricians

Accountability : Electrical Engineer

PPE:

1. Nose mask
2. Goggles
3. Cotton Gloves/LT rubber gloves
4. Safety shoes
5. Safety helmet
6. Full body harness with double lanyard as per the requirement

Tools:

1. Test lamp
2. Suitable spanner
3. Cutting pliers
4. Screw Driver
5. MCB mini lock
6. Fiber Ladder

Hazards:

Risk Associated

Electrical Shock

Minor body injury

Fall from height

Fire hazards in false ceiling type fitting

Mitigating Measures

Tested Electrical Rubber Hand Gloves

Safety shoes, gloves, helmet, goggles

Full body harness with double lanyard

Remove the capacitor and periodic checklist
for the false ceiling type fittings

Training needs:

1. Emergency preparedness
2. First aid training



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Procedure:

1. Ensure that supply of light fitting switched off and make necessary localized MCB
2. For approaching the light fitting which are in height use full body harness
3. Remove the fitting from the location and clean fitting with hand blower / cloth and while removing fitting use proper tools and PPEs like Nose mask, goggles and hand Gloves.
4. Check / replace (if necessary) the accessories like bulb, choke, igniter, capacitor, while doing replacement handle the accessories firmly and avoid the fall of accessories.
5. Ensure the capacitor was removed from false ceiling light fitting.
6. Ensure any hole on roof top sheet to be closed.
7. Follow the periodic checklist for false ceiling fitting.
8. Check and tight the connections of the accessories in the fitting with proper tools.
9. Check and tight the connections of the panel / switch board in the panel with proper tools.
10. Ensure closing of dummy cable entries.

Emergency / Emergency Shut OFF:

1. If any injuries or electrical shock is there, give First aid and inform to the Safety department or Call Emergency number 3108/9865152222/9750963761.

Records/Annexure:

1. JSA as enclosed below.



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JOB SAFETY ANALYSIS :(JSA)

Job Safety Analysis	Job: Lighting maintenance	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Electrician	Supervisor: Section Engineer	Department: Electrical	Section: Plant	Approved by:
Reqd./recommended PPE: Nose mask, Goggles, Cotton Gloves, Safety shoes, Safety helmet, Full body harness with double lanyard.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Put on PPE,				
Removing fitting	Tools slip	Use suitable tools	Tool may be damaged	Tool box talk Periodic replacement
	Body injury	Wear safety helmet, safety shoes , hand gloves	Tools and material may fall on human body	Periodic replacement
	Electrical shock	Use Insulated tools	Insulation Damaged	Inspect before use. Periodic replacement
	Fall from height	Use safety belt with double lanyard	Defective safety belt	Check the belt condition before use / Check the inspection validity
Cleaning of fitting	Irritation of eye	Wear goggles	Damaged goggles/non standard goggles/ Not wearing goggle	Periodic replacement / Proper training/ Follow SOP
	Inhalation of Dust	Wear Nose mask	Damaged nose mask/Not wearing Nose mask	Periodic replacement/ Proper training/ Follow SOP
Replacement of Bulb, choke, Igniter, Capacitor	Cut injury	Use hand gloves	Damaged bulb can cause injury / Residual charge may be available in capacitor	Handle with care / use hand gloves without fail. / Discharge the capacitor
Check the termination tightness of all accessories	Body injury	Use proper tools	Nonstandard /damaged tools	Training for tools handling/ Periodic replacement
		Wear safety helmet, safety shoes , hand gloves	Tools and material may fall on human body	Without PPE don't perform the job
Check the termination tightness of panel MCB and replace if required	Body injury	Use proper tools	Nonstandard /damaged tools	Training for tools handling/ Periodic replacement
		Wear safety helmet, safety shoes , hand gloves	Tools and material may fall on human body	Without PPE don't perform the job



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