

NTPC	LMI	LARA
TITLE	SYSTEM FOR REPORTING ARRANGEMENTS AND INVESTIGATION OF ACCIDENTS, DANGEROUS OCCURRENCES AND MAJOR INCIDENTS IN A POWER STATION	
REF. NO.	LMI 06-R0/OPN/OD/GEN/004	

**LARA SUPER THERMAL POWER PROJECT
LOCAL MANAGEMENT INSTRUCTION**

LMI 06-R0/OPN/OD/GEN/004

**System for Reporting arrangements and
Investigation of Accidents, Dangerous
Occurrences and Major Incidents in
a Power Station**



All locations are required to comply with this Directive

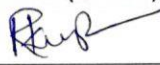
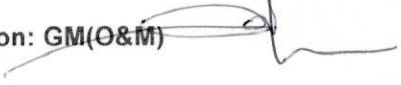
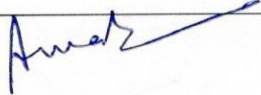
Approved for Implementation by 
HOP(LARA)

Date : 16.01.2018

Enquiries to : HOD(OPRN)

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1	TITLE OF LMI	System for Reporting arrangements and Investigation of Accidents, Dangerous Occurrences and Major Incidents in a Power Station
2	DOCUMENT CODE	LMI 06-R0/OPN/OD/GEN/004
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SYSTEM FOR REPORTING ARRANGEMENTS AND INVESTIGATION OF ACCIDENTS, DANGEROUS OCCURRENCES AND MAJOR INCIDENTS IN A POWER STATION

1.0 PURPOSE

The purpose of this LMI is:

- i) To have a procedure for prompt reporting to Statutory Authorities and within NTPC (Regions and Corporate Centre), about Accidents, Dangerous Occurrences and Major Incidents occurring in a Power Station affecting plant operation directly or indirectly to (a) comply with the requirements/obligations under different statutes (b) to inform the concerned authorities within the Organization and (c) take remedial measures for accident prevention in future.
- ii) To examine each case in detail and depth with a view to investigate all accidents in order to find out the causes of accidents, the extent of loss, the circumstances and individuals responsible and to obtain recommendations for prevention of recurrences of similar or related nature of accidents.

2.0 SCOPE

- 2.1. This LMI will be applicable to reporting by the Power Station to Statutory Authorities as well as to Regions and Corporate Centre of NTPC, all Accidents and Dangerous Occurrences falling within the purview of Section 88, 88A and 90 of Factories Act, 1948 and Section 161 of Electricity Act, 2003 and Rules made thereunder. For the purpose of this LMI 'Accident' and 'Dangerous Occurrences' shall have the same meaning as provided in the aforesaid statutes. The aforesaid relevant statutory provisions are enclosed (**Annexure-I**) for ready reference.

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2.2 This LMI will also be applicable to reporting of "Near Miss Accidents" and other Major Incidents which do not constitute an Accident or Dangerous Occurrence within the meaning of aforesaid statutory provisions but affects the plant operation significantly in terms of tangible or intangible losses.

2.3 In case of incidents such as tool down strike, mass casual leave, or any other form of protests from workers/officers required to be reported by HR Department under any of the legal provisions shall continue to be governed by the relevant statutory provisions and the instructions issued by HR Department in relation thereto from time to time.

2.4 The existing system of sending routine communications relating to plant operation between Stations and OS control rooms at Corporate Centre and Regional Offices shall continue as hitherto.

2.5 If there is anything in this LMI inconsistent with the legal provisions or instructions of HR Department, the legal provisions or instructions of HR department (as applicable) shall prevail.

3.0 DEFINITIONS

3.1 As per Electricity Act 2003 (as amended)

3.2 As per Factories Act 1948 (as amended)

3.3 **Near Miss Accidents:** Event that gives rises to an accident or has the potential to lead to an accident or an incident where no ill health, injury, damage or other loss occurs, is also referred to as near miss accident.

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- 3.4 **Non-reportable Injury:** Non-reportable injury would mean an injury by reason of which the person injured is either not prevented, or is prevented from working for a period of less than 48 hours immediately following the day of accident.
- 3.5 **Reportable Injury:** Reportable injury would mean an injury by reason of which the person injured is either not prevented, or is prevented from working for a period of more than 48 hours immediately following the day of accident.
- 3.6 **Disablement of permanent nature:** As prescribed under the Workmen's Compensation Act, 1923 and shall include partial and total disablement of permanent nature.
- 3.7 **Dangerous Occurrence:** As prescribed under the relevant Rules made by the State Government with reference to the provisions of Section 88-A of the Factories Act, 1948. The list of Dangerous Occurrences are prescribed in the Rules framed by the State Governments with reference to Section 88A of the Factories Act, 1948 {A list at item 'B' of **Annexure – II** is given as a specimen which has been prescribed by some State(s)}
- 3.8 **Major Incident:** Indicative list at item 'C' of **Annexure – II**)
- 4.0 REFERENCES**
- Corporate Safety Department Circular No. CC: Safety: 04 dated 18.8.2004.
 - Corporate Safety Manual

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5.0 SUPERSEDED DOCUMENTS

This directive supersedes Operation Directives OD/GEN/004 Issue No.: 1 dated June 94 and OD/GEN/007 Issue No.: 1 dated March 94.

6.0 RECORDS OF REVISION

The entire document has been drafted on the basis of reviewed document by System Review Group.

7.0 PROCESS

7.1 Reporting of Accidents/ /Dangerous Occurrences/ Major Incidents

7.1.1 The LMI includes an indicative list of Accidents/Dangerous Occurrences and Major Incidents (**Annexure-II**). The time schedule of reporting of the Accidents/ Dangerous Occurrences/Major Incidents is also noted against each item in the list. All Near Miss accidents are also to be reported to HOP, O&M head, Safety by Head of the Department immediately but not later than 24 hours of the event as per format (**Annexure – IV**). Head of Safety at Station shall investigate all near miss accidents in association with concerned department, if applicable, and circulate the enquiry Report along with remedial measures to the Head of Station with a copy to Head, Corporate Safety Department and the concerned Regional ED.

7.1.2 In the case of Accidents/Dangerous Occurrences/Major Incidents the Report shall be sent to the concerned Statutory Authorities by the Head of Safety Department at the Station as per the provisions of the relevant Act/Rules.

7.1.3 All Accidents and Dangerous Occurrences should be reported by the Section in charge to Head of Safety, concerned HOD and Head of HR of the Station

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in the prescribed Format (Safety Manual) within four (4) hours of the Accident and Dangerous Occurrences.

7.1.4 As prescribed under the relevant Rules made by the relevant State Governments with reference to the provisions of Section 88-A of the Factories Act, details of some common Dangerous Occurrences are given in **Annexure-II**. A list of Authorities and the Statutes under which the Report is to be sent to them is enclosed at **Annexure-III**.

7.1.5 The Accident, Dangerous Occurrences and Major Incidents also need to be reported by Head Safety of the Power Station HOP and to the Authorities mentioned in the list at Corporate Centre & Regions (**Annexure – II**).

7.1.6 It is important that all Accidents/Dangerous Occurrences and Major Incidents are reported within the specified time (**Annexure – II**) so that management is aware of the Accidents/Dangerous incident which will enable them to respond to queries from external agencies and guide the Station for suitable measures to avoid recurrence of such events in future.

7.1.7 The procedure prescribed herein above for reporting of Accidents/Dangerous Occurrences does not substitute the detailed procedure for reporting of such accidents to Statutory Authorities, as prescribed by Corp. HR in Safety Manual and wherever any ambiguity/contradiction exists the Safety Manual should be referred so.

7.2 **Station Emergency Plan**

7.1 The HOP of the Power Station is responsible for preparing an Emergency Plan in case of Accidents/Dangerous Occurrences/Major Incidents which will specify the detailed arrangements to be made on happening of any of these

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events and identify executives responsible to ensure that appropriate managerial action is taken to safeguard plant and staff, and to minimize the impact of any Accident / Dangerous Occurrence / Major Incident at the Power Station.

7.2 The Emergency Plan will include the action to be taken in the specific events like fire, serious injury to personnel at work, major plant failure or environmental incident with hazardous implications.

7.3 Investigation

7.3.1 The Accidents (Reportable/Non-reportable) involving the cases as prescribed in the guidelines issued vide No. CC/Safety/safety manual/115 Dated 17.01.2017 (enclosed) by GM-I/C (Safety) shall be investigated in accordance with this circular. The appointment of members of the Enquiry Committee and submission of Reports shall also be as per these guidelines (copy enclosed – **Annexure – V**). The Appointing Authority of the Enquiry Committee shall have the discretion to additionally nominate one member at appropriate level in the Enquiry Committee from Corporate/Regional OS in case of accidents falling under category „C” – Accidents causing damage/loss to machinery/equipment, properties, etc. and Category „D” - any Dangerous Occurrence, as mentioned in the Annexure to Safety Circular referred above.

7.3.2 The Head of the Enquiry Committee shall have the power to call witnesses, to record oral or written statement of evidence to be made by them and to examine all relevant documents, records and equipments. The Head of Enquiry Committee shall be authorised to call representatives of the OEM, contractors, consultants or any other outside agency for any information or details relating to accident, if in the opinion of the Head of the Inquiry Team, this would help to identify the facts relating to the incident.

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7.3.3 Inclusion of Members of Inquiry Team from outside NTPC (e.g. CEA, Ministry, etc.) would require approval of CMD. The proposal will be routed through D(O)/D(Proj) as the case may be.

7.4 Investigation Report

7.4.1 In addition to the submission of the Investigation Reports as prescribed in the guidelines issued vide No. CC/Safety/safety manual/115 Dated 17.01.2017, The Investigation Report including recommendations in respect of fatal accidents/dangerous occurrences shall be sent to ED(OS) / ED(Region) who will take appropriate actions in accordance with Operation Directive OD/GEN/003.

7.4.2 The Reports involving units which are under warranty should also be sent to ED (Engg.) and ED (CC&M) for taking up with contractors.

7.4.3 The Head of O&M of Power Station, Head of OS in the Region and Corporate OS shall maintain a register and reference record of all Investigation Reports.

7.5 Output

- Accident/Dangerous occurrences/Major Incidents Information
- Reports Investigation Reports

7.6 Records

All the records relating to Reports submitted to Statutory Authorities/Internal Reports to Corporate Centre/Region and Investigation Report of enquiry committee.

8.0 ASSOCIATED DOCUMENTS

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- 8.1 Annexure-1: Extracts from section 161 of the Electricity Act, 2003 and Sections 88 & 88A of the Factories Act, 1948
- 8.2 Annexure-II: Indicative list of Accidents, Dangerous Occurrences and Major Incidents.
- 8.3 Annexure-III: Details of Authorities to whom Accidents and Dangerous Occurrences are to be Reported
- 8.4 Annexure – IV: Near Miss Accident Report Format
- 8.5 Annexure-V: Revised Guidelines for Constitution of Enquiry Committee

9.0 REVIEW

The Head of Project will be responsible for reviewing this document on a 2-yearly basis or as necessary.

The Management System will need to include the following stages:

- a) Receipt of documents.
- b) Evaluation of the document's relevance to the station.
- c) If the document is relevant to the station, evaluation of the document's requirements.
- d) Identification of officer's responsibilities as specified in the mandatory documents.
- e) Conversion of the document into an LMI, if applicable.
- f) Issue and circulation of the LMI at the location in a manner such that the use of old revisions (if any) is precluded.
- g) A Self-Audit System to ensure that the Management System is operating satisfactorily.

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10.0 DISTRIBUTION LIST

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5. **HOHR**

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ANNEXURE-I

Section 161 of The Electricity Act, 2003

Notice of accidents and inquiries :

1. If any accident occurs in connection with the generation, transmission, distribution, supply or use of electricity in or in connection with, any part of the electric lines or electrical plant of any person and the accident results or is likely to have resulted in loss of human or animal life or in any injury to a human being or an animal, such person shall give notice of the occurrence and of any such loss or injury actually caused by the accident, in such form and within such time as may be prescribed, to the Electrical Inspector or such other person as aforesaid and to such other authorities as the Appropriate Government may by general or special order, direct.
2. The Appropriate Government may, if it thinks fit, require any Electrical Inspector, or any other person appointed by it in this behalf, to inquire and report -
 - a) as to the cause of any accident affecting the safety of the public, which may have been occasioned by or in connection with, the generation, transmission, distribution, supply or use of electricity, or
 - b) as to the manner in, and extent to, which the provisions of this Act or rules and regulations made thereunder or of any license, so far as those provisions affect the safety of any person, have been complied with.
3. Every Electrical Inspector or other person holding an inquiry under subsection (2) shall have all the powers of a civil court under the Code of Civil

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Procedure, 1908 (5 of 1908) for the purpose of enforcing the attendance of witnesses and compelling the production of documents and material objects, and every person required by an Electrical Inspector by legally bound to do so within the meaning of section 176 of the Indian Penal Code (45 of 1860).

Section 88 of The Factories Act, 1948

Notice of certain accidents :

1. Where in any factory an accident occurs which causes death, or which causes any bodily injury by reason of which the person injured is prevented from working for a period of forty-eight hours or more immediately following the accident, or which is of such nature as may be prescribed in this behalf, the manager of the factory shall send notice thereof to such authorities, and in such form and within such time, as may be prescribed.
2. Where a notice given under sub-section (1) relates to an accident causing death, the authority to whom the notice is sent shall make an inquiry into the occurrence within one month of the receipt of the notice or, if such authority is not the Inspector, cause the Inspector to make an inquiry within the said period.
3. The State Government may make rules for regulating the procedure at inquiries under this section.

Section 88A of The Factories Act, 1948

Notice of certain dangerous occurrences :

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Where in a factory any dangerous occurrence of such nature as may be prescribed occurs, whether causing any bodily injury or disability or not, the manager of the factory shall send notice thereof to such authorities, and in such form and within such time, as may be prescribed.

Section 90 of The Factories Act, 1948

Power to direct enquiry into cases of accident or disease:

1. The State Government may, if it considers it expedient so to do, appoint a competent person to inquire into the causes of any accident occurring in a factory or into any case where a disease specified in (the Third Schedule) has been, or is suspected to have been contracted in a factory, and may also appoint one or more persons possessing legal or special knowledge to act as assessors in such inquiry.
2. The person appointed to hold an inquiry under this section shall have all the powers of a Civil Court under the Code of Civil Procedure, 1908 (5 of 1908), for the purposes of enforcing the attendance of witnesses and compelling the production of documents and material objects, and may also, so far as may be necessary for the purposes of the inquiry, exercise any of the powers of an Inspector under this Act; and every person required by the person making the inquiry to furnish any information shall be deemed to be legally bound so to do within the meaning of section 176 of the Indian Penal Code (45 of 1860).
3. The person holding an inquiry under this section shall make a report to the State Government stating the causes of the accident, or as the case may be, disease, and any attendant circumstances, and addition any observations which he or any of the assessors may think fit to make.

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4. The State Government may, if it thinks fit, cause to be published any report made under this section or any extracts there from.
5. The State Government may make rules for regulating the procedure at inquiries under this section.

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ANNEXURE-II
Indicative list of Accidents, Dangerous Occurrences and Major Incidents.

- Note:** (i) For operating Power Station – Dir (Operation) & ED (OS)
(ii) For Projects – Read D(Project) in place of D(O). ED (OS) is not applicable for projects.
(iii) For Projects where some of the units have been commissioned and some units are under execution – D(O) as well as Dir(Project).

Note: For Accidents at „A” and Dangerous Occurrences at 'B' refer Annexure III for time frame and Authorities to whom the report is to be sent.

A	Accident	Flash Report	Detailed Report	Officers to be reported
1	Major Accidents under Section 88 of Factories Act of 1948	1 hrs.	24 hrs.	D(O)/D(HR)/ED(HR)/ED(OS)/ED (Region)/GM(HR)
2	Major Accidents under Section 161 of the Electricity Act, 2003	24 hrs.	2 days	ED(Region)/ED(HR)

B	Dangerous Occurrences.			
1.	Bursting of boiler or vessel used for containing steam under pressure greater than atmospheric pressure.	1 hour	24 hrs.	D(O)/ED(OS) & ED(Region)
2.	Collapse or failure of a crane, derrick with hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturning of a Crane.	1 hour	24 hrs.	D(O)/ED(OS) & ED(Region)
3.	Explosion or fire causing damage to any room or place in which persons are working.	1 hour	24 hrs.	D(O)/ED(OS) & ED(Region)
4.	Explosion of a receiver or container used for storage at a pressure greater than atmospheric pressure of any gas or gasses (including air) or any liquid or solid resulting from the compression of gas.	1 hour	24 hrs.	D(O)/ED(OS) & ED(Region)
5.	Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall or building forming part of the Plant or within the compound or cartilage of the Plant.	1 hour	24 hrs.	D(O)/ED(OS) & ED(Region)
6.	Leakage of any dangerous gas/chemical.	1 hour	24 hrs.	D(O)/ED(OS) & RED

Note: For Accidents at „A” and Dangerous Occurrences at 'B' refer Annexure III for time frame and Authorities to whom the report is to be sent.

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C.	Major Incidents			
1.	Grid Failure	1 hrs.	6 hrs.	D(O)/ED(OS) & RED
2.	Multiple Unit Trippings	1 hrs.	6 hrs.	D(O)/ED(OS) & RED
3.	Major Fire Accidents	1 hrs.	12 hrs.	D(O)/ED(OS) & RED
4.	Major Structural damage effecting operation & safety of plant and personal	1 hrs.	24 hrs.	D(O)/ED(OS) & RED
5.	Explosions	1 hrs.	24 hrs.	D(O)/ED(OS) & RED
6.	Major Equipment failure affecting generation for more than 24 hours.	1 hrs.	24 hrs.	D(O)/ED(OS) & RED
7.	Loco collision/MGR derailment	1 hrs.	24 hrs.	D(O)/ED(OS) & RED
8.	Ash Pond/Reservoir/feeder canal breach	1 hrs.	24 hrs.	D(O)/ED(OS) & RED
9.	Air Heater fire	1 hr.	24 hrs.	D(O)/ED(OS) & RED
10.	Flooding, submergence, subsidence	1 hr	24 hrs.	D(O)/ED(OS) & RED
11.	All incidents resulting in catastrophic failure	1 hr.	6 hrs.	D(O)/D(HR)/ED(OS) RED/ED(HR)
12.	Serious Industrial Relations incidents including, strikes, walkouts and tool down strikes	1 hrs.	6 hrs.	D(O)/D(HR)/ED(OS)/R ED/ED(HR)
13.	Plant breakdown resulting in significant financial loss or major equipment outages exceeding two (2) weeks	24 hrs.	7 days	ED(OS) & RED
14.	a) Major Environmental incidents like oil contamination of water source, escape of hazardous substances like chlorine, ammonia, helon acid and alkali from power stations, excessive dust emission, effluent discharge exceeding authorized limits.	1 hrs.	24 hrs.	D(O)/D(HR)/RED/ ED(OS) and ED(Environment)
14	b) Environmental damage caused by Ash Pond effluents, DM Plant effluent, Surface drainage from coal stock yard	1 hrs.	24 hrs.	D(O)/D(HR) ED(Region)/ ED(OS) and ED(Environment)

Note: For Accidents at „A” and Dangerous Occurrences at 'B' refer Annexure III for time frame and Authorities to whom the report is to be sent.

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15	Outside incidents affecting station generation e.g.			
a)	linked mines strike	24 hrs.	2 days	D(O)/ED(OS)
b)	linked mine flooding	24 hrs.	2 days	ED(Region and
c)	Truckers strike	24 hrs.	3 days	GM(Fuel
d)	Damage to Railway track	24 hrs.	2 days	Management)
e)	Local bandhs / agitations/ riots	24 hrs.	2 days	ED(OS)/ED(HR)
f)	Stopping of cooling water supplies	1 hrs.	2 days	ED(OS)
g)	Outage of transmission system	1 hr.	24 hrs.	D(O)/ED(OS)
h)	Any other incidents likely to affect generation	24 hrs.	2 days	ED(OS) & ED(Region)

Note: Additionally, CMD also would be informed by Head of the Power Station/Project in case of Major Accidents immediately as per requirement depending upon the nature of accident(s).

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ANNEXURE-III

Details of Statutory Authorities to whom Accidents and Dangerous Occurrences are to be Reported

S.No.	Statute under which reporting of accidents/dangerous** occurrences is to be made	To whom to be reported	Time limit
1.	Factories Act, 1948 & associated State Rules (For all reportable Accidents and Dangerous Occurrences)	Chief Inspector of Factories & Inspector of factories Distt. Magistrate & Officer Incharge of Police Station	i) Immediate intimation by phone/fax/messenger etc. ii) For reportable accidents details of accident in the prescribed Performa within 60 hours.
2.	Indian Electricity Rule 1956	Electrical Inspector	Immediately if accident causes fatality or is likely to cause death due to injury. i) Telegraphic information within 24 hrs. ii) Written report on prescribed form within 48 hours of accident.
3.	Indian Explosives Act 1884 (Gas Cylinder Rules 1981) (for gas cylinder accidents)	Chief Controller & Explosives Officer Incharge of nearest police station	i) Immediately after occurrences through fax ii) Detailed intimation within 24 hours immediately by quickest route
4.	The Building & other Construction Workers (Regulation of Employment and Conditions of Service) Central Rules, 1998	i) the Regional Labour Commissioner (Central), having jurisdiction in the area in which the establishment in which such accident or dangerous occurrence took	Immediately by fax telephone, fax or similar other means including special messenger within 4 hours. in case of fatal accident and 72 hours in case of other accidents as per prescribed

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	took	prescribed
	place is located.	format.
	Such Regional Labour	
	Commissioner shall be the	
	authority appointed under	
	Section 39 of the Act.	
	ii) Board with which the	
	building worker involved in	
	accident was registered as	
	a	
	beneficiary.	
	iii) Director General and	
	iv) The next in kin or other	
	relative of building worker	
	involved in accident.	

Note :

****As given in Schedule at Annexure-II-B**

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Annexure IV

NTPC LARA Super Thermal Power Project

(NEAR MISS ACCIDENT REPORT FORMAT)	
1. Name of the Department	
2. Name of the location / place, where the accident occurred	
3. Date and Time of the accident	
4. Name(s) & Designation(s) of the person(s) escaped due to the accident	
5. Names of the persons who witnessed the accident	
6. Direct cause of the accident	
7. Indirect cause of the accident	
8. Whether the accident took place due to any unsafe actions, if so, give details	
9. Whether the accident took place due to any unsafe conditions, if so, give details	
10. Immediate actions taken by the Department to prevent recurrence of similar accidents	
11. Whether any similar accident took place in the past in the project / department, if so, give the details of the accident e.g. date, place along with brief description	
12. What were the direct / indirect loss due to the accident	
13. Suggestions by the department to avoid such accident in future	
Place:	Signature of HOD
Date:	Name, Designation & Department.

CC to : 1. Head of Safety
2. Head of O&M / Project
3. Head of Project - For kind information

Note:

1. All near miss accidents are to be reported to Head of Safety by the head of the Department immediately or within 24 hrs.
2. Head of Safety should investigate all near miss accidents and circulate the enquiry report along with remedial measures at the Project / Station with a copy to Corporate Safety Department.

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Annexure V

(CORPORATE SAFETY DEPARTMENT)

GUIDELINES OF CONSTITUTION OF ENQUIRY COMMITTEES AND CONDUCT TO ENQUIRIES IN CASES OF ACCIDENTS / DANGEROUS OCCURRENCES

1.0 OBJECTIVE

With a view to investigate all the accidents in order to examine each case in details and depth to find out the causes of accidents, the extent of loss, the circumstances / individuals responsible and to obtain recommendations for prevention of recurrences in similar or related nature of accidents.

2.0 APPLICABILITY

The procedure shall be applicable in all cases of accidents including fire accidents, property damage / dangerous occurrences, accidents occurred inside / out side the premises pertaining to NTPC including MGR / Ash handling plant townships etc. and accidents caused in respect of its own employees or contractors" / associates employees or to the public if the accident caused due to NTPC activities.

3.0 DEFINITIONS

- 3.1 **Near Miss Accidents:** – Event that gives rises to an accident or has the potential to lead to an accident or an incident where no ill health, injury, damages or other loss occurs, is also referred to as near miss accident.
- 3.1 **"Non-reportable Injury":** Non-reportable injury would mean an injury by reason of which the person injured is either not prevented, or is prevented from working for a period of less than 48 hours immediately following the day of accident.
- 3.2 **"Reportable Injury":** Reportable injury would mean an injury by reason of which the person injured is either not prevented, or is prevented from working for a period of more than 48 hours immediately following the day of accident.
- 3.3 **"Disablement of permanent nature":** As prescribed under the Workmen's Compensation Act, 1923 and shall include partial and total disablement of permanent nature.

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- 3.4 **“Dangerous Occurrence”**: As prescribed under the relevant Rules made by the State Govt. with reference to the provision of Section 88-A of the Factories Act, 1948.

4.0 PROCEDURE

- 4.1 The Enquiry Committees are to be constituted for various types of accidents. The authorities competent to appoint enquiry committees and the constitution of the enquiry committees have been prescribed in Annexure – I.
- 4.2 As soon as an accident occurs, the Head of Safety / Safety Officer of the concerned project / station, will immediately initiate enquiry in cases of A and B (i) where he is to conduct the enquiry.
- 4.3 Wherever the Enquiry Committee is to be constituted by the Head of O&M / (Projects) or HOP, the Head of Safety / Safety Officer will make a proposal as per the guidelines for approval of the constituting authority. The constituting authority should ensure that the office order is issued within 24 hours of the accident. It is also the responsibility of the constituting authority to coordinate with concerned Controlling Officer for obtaining a name to be included in the committee through the quickest means of communication where members are from other project / station.
- 4.4 Wherever the competent authority to constitute an enquiry committee is “ HOP of the concerned project, shall immediately put up the draft proposal in consultation with concerned regional ED as per guidelines through the quickest means of communication and ensure that the office order is issued within 24 hours of the accident.
- 4.5 Wherever the competent authority to constitute an enquiry committee is D(HR) / CMD, GM/ED (Safety), shall immediately put up the draft proposal in consultation with D (HR) as per guidelines through the quickest means of communication and ensure that the office order is issued at the earliest possible.
- 4.6 In cases where finalizing the nomination from other projects / stations / CC may take time, GM of the project / station concerned can still issue the order constituting the enquiry committee indicating the members to be nominated from Corporate Centre/ project concerned. The enquiry committee shall start investigation immediately within the shortest possible time from the communication of the order-constituting enquiry.
- 5.0 The enquiry report should be submitted within the stipulated period as specified against each incident. However, if competent authority feels, it must be expedited under certain circumstances, so that report is submitted even earlier.

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- 6.0 The terms of reference for the enquiry committee should generally include:
- Establish the circumstances and reasons of accident,
 - Estimate the extent of loss / damage / manpower / man-hours or man days lost / plant / machinery etc.
 - Fixation of responsibilities including NTPC employees
 - Suggestions for prevention of recurrence of similar or related nature of accidents, and
 - Any other relevant aspect
- 7.0 Occurrence of any fatal accidents and involving loss / damage of Rs. 25 lakhs or more, and / dangerous occurrences, shall be intimated to Director (HR) and Executive Director concerned immediately by the quickest possible means of communication by Head of Project / Station.
- 8.0 **The enquiry committee should submit its report to constituting authority within stipulated period as mentioned against each incident. All enquiry committee reports in cases of fatal accidents should be sent to Director (HR) along with the comments of the constituting authority and cover page as enclosed at Annexure – II. The Corporate Safety should circulate the gist of the typical fatal accident enquiry reports and recommendations to the concerned Projects/Stations for taking appropriate actions to prevent recurrence of similar accidents.**
- 9.0 The authorities competent to constitute enquiry committees have been indicated in Annexure – I. However, if considered necessary, Director (HR) / CMD may constitute another committee and the committee constituted by the authority prescribed in the Annexure – I, shall become inoperative. While passing such order, the Director (HR) / CMD can also include additional members in the Committee or alter the level of members of the Committee as deemed necessary.

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Guidelines for constituting Enquiry Committees – as per revised guidelines dated 17.01.2017

Sl. No.	Type of Accident	Enquiry Committee to be appointed by	Enquiry Committee to be headed by	Other Members of the Committee	Remarks
A.	Near Miss Accidents	-	Head of Safety / Safety Officer of the project / station	-	Head of safety should circulate the recommendations with in 48 hours of the incident
B.	In case of personal injury				
i.	In case of a non-reportable injury to one person	-	Head of Safety / Safety Officer of the project / station	-	Head of safety should circulate the recommendations with in seven days of the incident
ii.	Non-reportable injuries up to 5 persons	AGM (O&M) in case of Stations or AGM / DGM (Projects) in case of Projects	Not below the rank of Sr. Mgr. not connected with the accident from same project / station	Head of Safety / Safety Officer from same project / station	Enquiry report to be submitted with in seven days of the incident and recommendation to be circulated immediately
iii.	Non-reportable injury to more than 5 persons	AGM (O&M) in case of Stations / AGM / DGM Projects in case of Project	Not below the rank of DGM (not connected with the accident) from same project / station	Head of Safety / Safety Officer of the Project	Enquiry report to be submitted with in seven days and recommendations to be circulated immediately
iv.	All Reportable accidents except Amputation /Disablement	AGM (O&M) in case of Stations or AGM / DGM (Projects) in case of Project	Not below the rank of DGM (not connected with The accident) from same project / station	Head of Safety / Safety Officer of the Project	Enquiry report to be submitted with in 15 days and recommendations to be circulated immediately

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v.	All Reportable accidents causing Major / serious injuries like amputation	Head of the Project /Station	Not below the rank of DGM (not connected with The accident) from same project / station	1. One Executive at the level of Sr. Mgr. from other project/ station 2. Head of Safety / Safety Officer of the Project / Station	Enquiry report to be submitted with in 15 days and recommendations to be circulated immediately
vi.	Accident causing fatal injury to one person	Regional executive director	GM from other Project / Station/Regional HQ of the same region	1. One Executive at the level Of GM/ AGM from the Project / Station from the area / function /department other than the area / function/ department where he accident has taken place 2. Head of Safety / Safety Officer of the Project / Station. 3 Any other expert / member if considered necessary. 4. Corporate safety representative	Enquiry report to be submitted with in a month and recommendations to be circulated immediately
vii.	Accident causing fatal injury to one person but causing Injuries to number of persons	Regional ED	ED in the region in which the accident has taken place / GM from the other project / station/ regional HQ of the same region	1. One Executive at the level of GM/AGM at the project/ station from the area / function / department in NTPC, JV, Subsidiary other than the area / function /department where the accident has taken place. 2. Head of Safety / Safety Officer of the Project/Station 3. one executive from corporate safety department. 4. Any other expert / member, if considered necessary.	Enquiry report to be submitted with in a month of the incident and recommendations to be circulated immediately

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viii.	Accident Causing fatal injuries to more than one person	D (HR) / CMD	RED of region other than the region in which the accident has taken place / CEO of JV, Subsidiary / ED at CC	1. GM- Safety 2. GM from the corporate centre / from the other project / station. 3. Head of Safety / Safety Officer of the Project / Station 4. Any other expert / member, if considered necessary.	Enquiry report to be submitted with in a month and recommendations to be circulated immediately
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C. Accident Causing Damage / Loss to Machinery, Equipment, Properties Etc.

i.	Estimated loss upto Rs.10,000	-	Head of Safety / Safety Officer of the Project		Head of safety should circulate the recommendations within seven days of the incident
ii.	Estimated loss for more than Rs. 10,000 & up to 1,00,000	AGM (Project) Head of construction / AGM / DGM / Head of O&M	Not below the rank of Sr. Mgr. (not connected with The accident)	Head of Safety / Safety Officer of the Project / Station	Enquiry report to be submitted with in seven days of the incident and recommendations to be circulated immediately
iii.	Estimated loss for more than Rs. 1,00,000 & up to 25,00,000	Head of Project / Station	Not below the rank of DGM (not connected With accident)	1. One Officer at the level of the Sr. Mgr. from other Project / Station 2. Head of Safety of the Project / Station	Enquiry report to be submitted with in one month of the incident and recommendations to be circulated immediately
iv.	Estimated loss for more than Rs. 25,00,000 & up to 50 lakhs	ED - Region	Not below the rank of AGM (not connected with the accident)	1. DGM / Sr. Mgr. from other Project / Station	Enquiry report to be submitted with in one month of the incident and recommendations to be circulated immediately

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Sl. No.	Type of Accident	Enquiry Committee to be appointed by	Enquiry Committee to be headed by	Other Members Of the Committee	Remarks
V	Beyond Rs. 50 lakhs	D (Project) / D (O) / CMD	GM / AGM from other project / station / CC	1. AGM/DGM from the Project 2. One Sr. Mgr. from other Project 3. Outside expert(s), if considered necessary 3. Head of Safety / Executive of the Project / Station	Enquiry report to be submitted with in one month of the incident and recommendations To be circulated immediately
D.	Any dangerous occurrence including Leakage of chemicals, gases, explosion, fire, etc. which may have hazardous impact on the environment, property and people	ED	AGM/DGM (not connected with the accident) from the Project	1. DGM from other Project 2. Sr. Mgr. from the Project 3. Head of Safety of the project	Enquiry report to be submitted with in one month of the incident and recommendations To be circulated immediately

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To be submitted by all Projects / Stations along with Fatal / Serious / Dangerous Occurrences Enquiry Committee Reports

1.	Name of the Project / Station	
2.	Head of the Project / Station (Name & Designation)	
3.	Date & Time of Accident	
4.	Name, Designation, Employee No. of the Diseased / Injured Person (s)	
5.	Name of the Employer	
6.	Name of Principle Contractor	
7.	Name of sub-Contractor	
8.	Area / Location & Department	
9.	Brief Description & cause of accident	
10.	10. No. of days of work stoppage, if any,	
11.	Date of Enquiry Committee Constituted	
12.	Date of the Enquiry Committee Report submitted to Competent Authority	
13.	Engineer I/c of the Works (Name & Designation)	
14.	Project I/c (AGM / DGM Project) (Name & Designation)	
15.	Head of the O&M, (Name & Designation) (If accident relates to O&M area)	
16.	Head of Safety, (Name & Designation)	

Signature-Head of the Project/station