



Tamil Nadu Newsprint and Papers Limited
Kagithapuram – 639136
Karur District

PLANTATION SAFETY MANUAL

Issue No	2	Date	01-Jan-2018
Revision No	2	Date	01-Sep-2022
Revision No	3	Date	28-Jun-2023

Prepared By

Plantation Department, TNPL, Karur



TAMIL NADU NEWSPRINT AND PAPERS LIMITED

SAFETY REGULATIONS FOR PLANTATION OPERATIONS

This Safety Manual is Prepared based on ILO Code of Practice on Safety and Health in Forestry Work. The applicable elements of this ILO code is considered and this Plantation safety manual prepared accordingly to meet their compliances.

TNPL is complying all the applicable laws of Tamil Nadu and India related to industries, plantations, environment, workers health & safety, labourers, Insurance, societal development, etc., In line with this TNPL also developed its own health & safety policy for its operations.

The work instructions for TNPL officials, contractors and workers are as follows:

Responsibilities and Duties of Field Officials:

- Field officials should monitor compliance with and enforce all relevant laws and regulations at the workplace.
- Field Officials should aim to support the employers' and workers' own measures to improve levels of occupational safety and health.
- Field Officials should be familiar with the special problems associated with harvesting while moving from one place to other and able to provide support and advice accordingly.
- Field Officials should periodically carry out worksite inspections, ideally in the presence of the employers' and workers' representatives.
- Field Officials should advise employers and their workers on the safe performance of activities, particularly on the choice and use of safe working methods and appropriate personal protective equipment.
- If any irregularities notified should be intimated to the personnel concerned so that any remedial action might be promptly introduced.
- Field Officials should initiate and maintain a safety culture in the enterprise, including a system of moral and material rewards and incentives for all personnel involved.
- When using contractors, the field officials should ensure that:
 - (a) The same safety and training requirements apply to the contractors and their workers as to the workers in the enterprise;
 - (b) Where required, only such contractors are used that have been duly registered

- (c) Contracts specifying the safety and health requirements as well as sanctions and penalties in case of non-compliance. Contracts includes the right for supervisors mandated by the commissioning party to stop work whenever a risk of serious injury is apparent and to suspend operations until the necessary remedies have been put in place;
- (d) Contractors who repeatedly violate their contractual obligations will be excluded from future bidding.
- The sufficiently educated and trained labourers to be assigned in the tasks
- They must know the hazards connected if any related to plantation as well as harvesting operations
- Field officials should establish and maintain records on occupational accidents and diseases

Responsibilities and Duties of Management

- Implement the TNPL's safety and health policy, including through the selection of safe equipment, work methods and work organization and the maintenance of high levels of skill. Should endeavor to reduce risks and hazards to safety and health in the activities for which they are responsible to as low a level as possible.
- Should ensure that workers and contractors receive adequate information on safety and health regulations, policies, procedures and requirements in accordance with Chapter 4 of ILO code and satisfy themselves that this information is understood.
- In consultation with workers, they should assess the need for additional instruction, training or further education of workers by monitoring compliance with safety requirements.
- They should verify:
 - (a) compliance with safety regulations;
 - (b) maintenance of safe working techniques;
 - (c) use and care taken of personal protective equipment;
 - (d) care taken of tools, machines and equipment, particularly any devices which are provided in the interest of safety.
- Managers should identify the risks if any in their operating areas

Responsibilities and Duties of Contractors

- Contractors employing workers should be regarded as employers for the purposes of this code.
- Contractors and their workers should be required to hold appropriate skills in their areas.
- Contractors should comply with all laws and regulations concerning terms of employment, workers' compensation, labour inspection and occupational safety and health.

- Contractors should be aware of and operate according to the commissioning TNPL's policies and strategies for the promotion of safety and health and should comply and cooperate with related measures and requirements.

Rights and Responsibilities of Workers:

- All workers should cooperate closely with employers to promote safety and health.
- Workers or their representatives have the right and duty to participate in all safety- and health-related matters, particularly by participating in safety and health training
- Workers have the right to obtain proper and comprehensive information from their employer regarding safety and health risks and measures relating to their functions
- Workers should take reasonable care of their own safety and health and that of other persons who may be affected by their acts or omissions at work.
- Workers should comply with all prescribed safety and health measures.
- Workers should make proper use and take good care of all personal protective equipment and clothing.
- Workers can report any accident or injury to health which arises in the course of or in connection with work to the supervisor or Field officials.
- If workers believe that measures for safety and health protection provided by their contractor are insufficient or inappropriate, such workers and their representatives have the right to bring this to the attention of TNPL

TNPL's Health and Safety Policy:

As a basis for safety and health management, TNPL in consultation with the workers concerned, prepared, published and maintaining a policy related to health and safety.

	
<p>OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY</p>	<p>பணி சார்ந்த சுகாதாரம் மற்றும் பாதுகாப்பு கொள்கை</p>
<p>We, at Tamilnadu Newsprint and Papers Limited, are committed to provide Safe and healthy working environment to all our employees as an integral part of business performance, through :</p> <ul style="list-style-type: none"> ❖ Communication of OHS issues to all employees and other stakeholders, through safety committee meetings, shop floor discussions and periodic site inspection. ❖ Bringing safety performance in the Performance assessment system for all the employees. ❖ Ensuring the safety compliance by the contractors, subcontractors, transporters and other agencies entering the premises. ❖ Providing a resume of Health and Safety Performance in the annual report. ❖ Conducting safety audit and risk assessment periodically to assess the status of OHS issues and taking remedial measures for improvements. ❖ Integrating the Health and Safety in all the disciplines, which include operation, maintenance, services, purchase and personnel. ❖ Appropriate structured training, retraining of employees including contract workers on OHS issues. 	<p>தமிழ்நாடு செய்தித்தாள் மற்றும் வாரித நிறுவனம் கீழ்க்கண்டவற்றின் மூலம் நனது தொழிலாளர்கள் அனைவருக்கும் பாதுகாப்பு மற்றும் சுகாதாரத்துடன் வழியை பணிச் சூழலை அளித்திட உறுதி முன் கொள்ளுது.</p> <ul style="list-style-type: none"> ❖ பாதுகாப்பு குழு கூப்பிட்டு, பணிமிட உடையாடல் மற்றும் தினசரி பணிமிட ஆய்வு மூலம் மேற்கண்ட கொள்கையை அனைத்து ஊழியர்கள், மற்ற பங்குதாரர்கள் அனைவருக்கும் தெரிப்படுத்தல். ❖ அனைத்து ஊழியர்களுக்கும் செயல்திறன் மதிப்பீடு முறையில் பாதுகாப்பு செயல்திட்டத்தை கொண்டு வருதல். ❖ ஆலைக்கள் நலமும் அனைத்து ஒப்பந்த மற்றும் துணை ஒப்பந்தக்காரர்கள், ஊழியர்களின் பொருட்களை எடுத்து செல்வோர் மற்றும் கொண்டு வருவோர் மேலும் பிற சேவைக்கு வருபவர்களை பாதுகாப்பு விதிகளை கடைப்பிடிக்க வைத்தல். ❖ ஆண்டு அறிக்கையில் உடல்நலம் மற்றும் பாதுகாப்பு செயல்பாடுகளையும் அதன் பலன்களையும் சேர்த்தல். ❖ வெளி நிபுணர்கள் மூலம் ஆலையின் பாதுகாப்பு செயல்பாடுகளை பாதுகாப்புத் தணிக்கை மற்றும் ஆய்வுமதிப்பீடு வாரியாக அறிந்து, மாற்று நடவடிக்கைகள் மூலம் மேம்படுத்தல். ❖ உறுத்தி, பராமரிப்பு, பிறசேவைகள், பொருட்களை வாங்குதல் மற்றும் மனிதவளம் ஆகியவற்றில் பாதுகாப்புக் கொள்கையை ஒட்டுக்கொணுதல். ❖ பணியாற்ற காத்தாரம் மற்றும் பாதுகாப்பு செயல்முறைகளை தொழிலாளர்கள் மற்றும் ஒப்பந்த தொழிலாளர்களுக்கு முறையான பயிற்சி மேலும் மறுபயிற்சியை அளித்தல்.
<p>Issue No : 02 21.12.2018</p> <p style="text-align: center;"> S.SIVASHANMUGARAJA, IAS Managing Director</p>	<p>வெளியீடு எண் : 2 21.12.2018</p> <p style="text-align: center;"> ச. சிவசன் முகர்ஜா IAS, ஆ.அ. மேலாளர்/மேல் இயக்குநர்</p>

TNPL Plantation Health and Safety Guidelines & Its Policy:

Responsibilities of Various Levels:

Start from workers, contractors to TNPL officials all are having responsibilities and duties to maintain the safety and health in their operating areas. As depicted above, the group wise responsibilities given. The DGM (Safety) and CGM (Plantation, R&D) and SO are the top management for coordinating, implementing and maintaining safety and health strategies and to confirm the compliances of all the safety measures mentioned in the safety manual in line with ILO Code of Practice on Safety and Health in Forestry Work.

Employment Conditions:

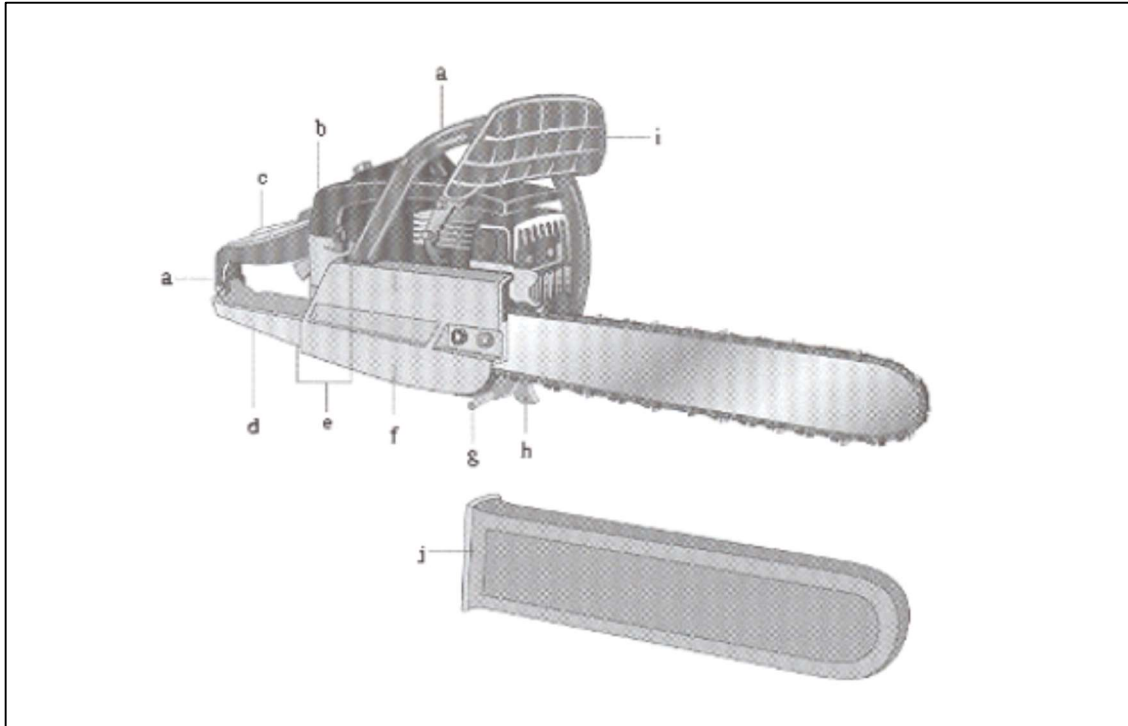
- Working hours of all the workers/employees are not exceed the number prescribed by national laws.
- Working hours are arranged so as to provide adequate periods of rest which include:
 - short breaks during working hours;
 - sufficient breaks for meals;
 - daily or nightly rest;
 - weekly rest.
- No person after drinking drugs will not be allowed for work in their areas
- No person will not perform plantation work if they do not have the required level of skill and knowledge.
- If any new person effective training will be given to them to acquire the require knowledge and skills.

Safety requirements for tools and machineries:

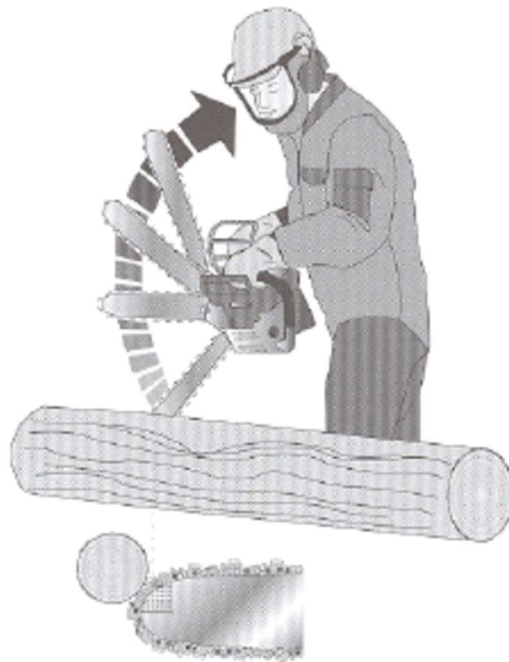
- All tools and machineries used in Plantation operations should be:
 - (a) comply with safety and health requirements as prescribed in standards and recommendations, wherever these are available;
 - (b) be used only for work for which they have been designed or developed, unless
a proposed additional use has been assessed by a competent person who has concluded that such use is safe;
 - (c) be used or operated only by workers who have been assessed as competent with appropriate skill

Chain Saws:

- Chain-saws should be designed and equipped in accordance with the following provisions; i.e., as illustrated in figure, they may have the followings:
 - (a) separate handles for both hands when wearing gloves;
 - (b) an on/off switch which is reachable with the right hand on the throttle and wearing gloves;
 - (c) a throttle control lock-out which prevents the chain-saw from being started unexpectedly, because two levers have to be pressed simultaneously;
 - (d) a rear handle guard for protection of the right hand;
 - (e) an anti-vibration system, consisting of rubber shock absorbers between the engine block and handles;
 - (f) a chain brake, which is activated manually by the front handle guard and by means of a non-manual mechanism in the case of kick-back;
 - (g) a chain catcher;
 - (h) a spiked bumper, which allows the weight of the saw to rest on the log securely during crosscutting;
 - (i) a front handle guard for protection of the left hand from the chain;
 - (j) a chain guard for avoiding injuries during transport.
- Workers should be provided with a personal protective equipments
- Personal protective equipment should comply with standards.



Chain-Saw Kick-back



Note: Kick-back is caused by the upper tip of the guide bar being intercepted or accelerated by a stem, branch or other object.

Operating a chain-saw

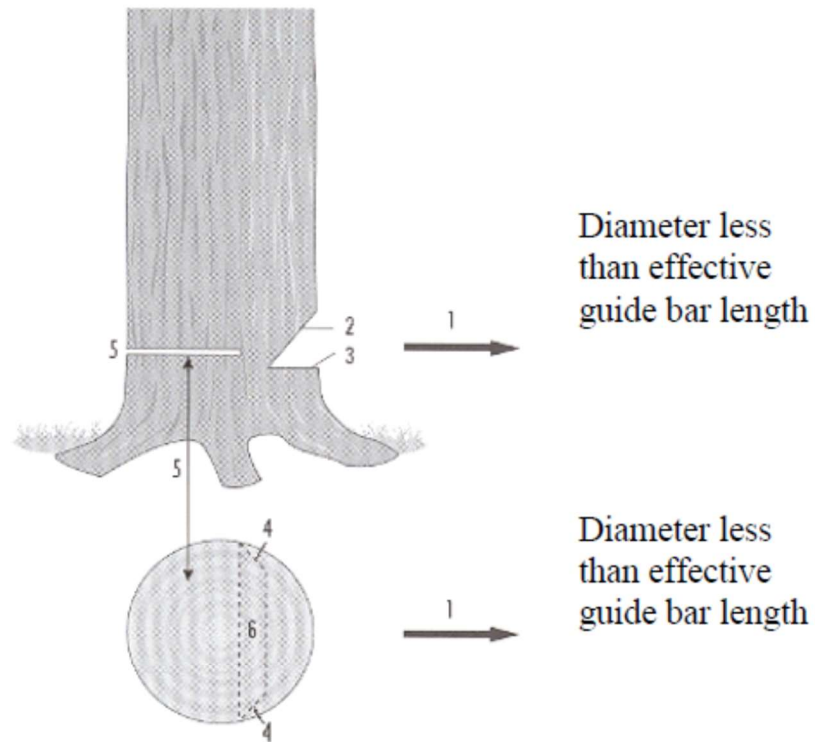
- Workers who are assigned to chain-saw operations should demonstrate their knowledge about and skills in:
 - (a) mandatory safety features on chain-saws;
 - (b) mandatory personal protective equipment;
 - (c) maintenance of motor, chain and guiding bar of the chain-saw;
 - (d) felling and cutting techniques according to the technical guidelines described in the following illustrates of this manual;
 - (e) basic first aid in the event of an accident of a fellow worker.

- To reduce the health hazards arising from chain-saw operations, such as exhaust dusts, noise and vibration, the duration of chain-saw work should be minimized
- Chain-saw operators should be provided with and use the personal protective equipments
- The lightest saw and the shortest guide bar possible should be used.
- Chain-saws should always be kept in a clean condition and effective working order
- The functioning of the chain brake should be tested regularly
- When starting the chain-saw, a safe distance from other persons must be maintained. It should be ensured that the saw chain is clear of obstructions; the saw should be placed on the ground and secured with a foot on the base of the rear handle, or the rear handle should be gripped firmly between the thighs.
- When working with the saw, a firm stance and a close hold of the saw to the body should be kept. Cutting with the tip of the saw should be avoided, as this can cause kick-back as shown in figure. Kick-back is very difficult to control and very hazardous.
- Chain-saws should not be operated above shoulder height because of the risk of kick-back and the resultant backward rotation of the guide bar.
- Chain-saws should always be switched off or the chain brake engaged when moving about.
- When fuelling a chain-saw, a safe distance from all sources of ignition should be maintained. Smoking when fuelling should be strictly prohibited.
- The skilled persons only to be allowed to operate chain-saw.

Harvesting:

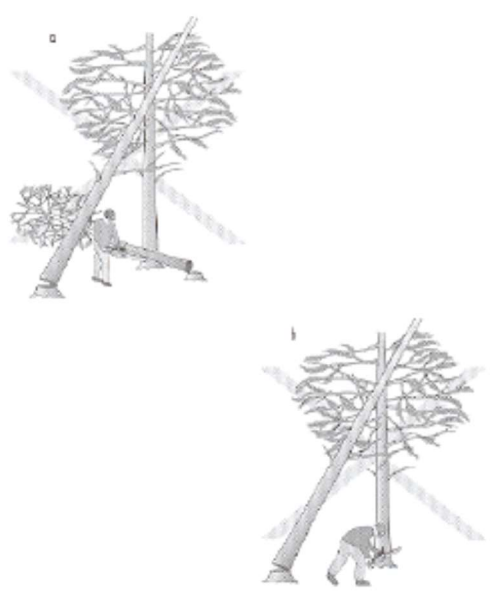
Harvesting operations should only be carried out in daylight hours or with adequate lighting and in weather conditions which allow good visibility. When the wind is too strong to allow safe directional felling, felling operations should not be undertaken.

Standard technique for tree felling

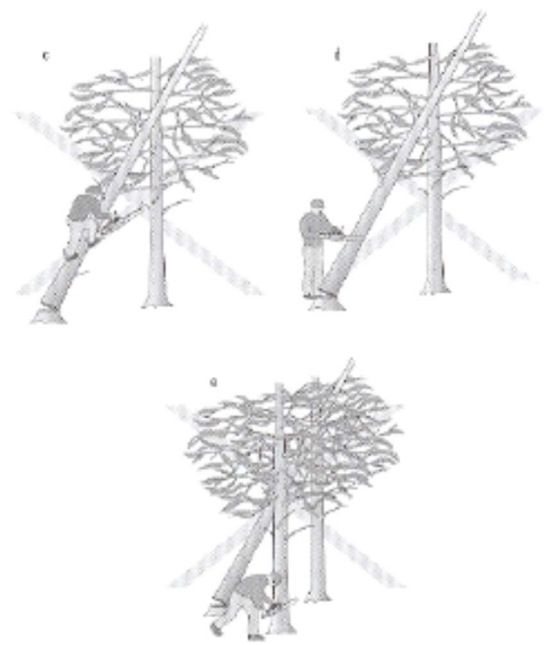


- ① Felling direction
- ② Top scarf cut
- ③ Bottom scarf cut (width approx. 45°; depth 1/5-1/4 of stem diameter)
- ④ Small, lateral cuts (to prevent tearing out of fibre in softwoods)
- ⑤ Main felling cut or back cut (slightly higher than bottom of scarf)
- ⑥ Leave enough wood as a hinge

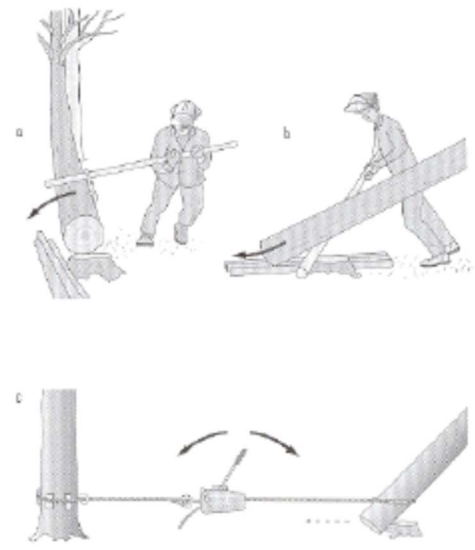
Prohibited practices for taking down hung-up trees



Prohibited practices for taking down hung-up trees

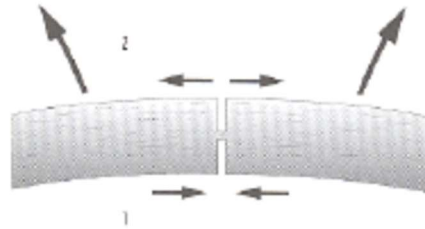


Recommended practices for taking down hung-up trees

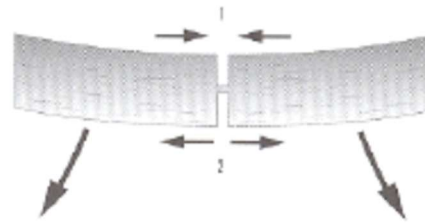


Crosscutting wood under tension

As a general rule for wood under tension, as illustrated below, the first cut is into ① the compression zone, and the second is into ② the tension zone.



Tension on the upper side: the stem springs upwards



Tension on the lower side: the stem springs downwards

General Safety Instructions:

1. Trained / Experienced persons should only be engaged for plantation works.
2. Maintain good house keeping around working area.
3. Hand gloves, Nose mask and Face shield must be used for handling of insecticide or toxic chemicals.
4. All Electrical appliances should be earthed properly and earth pit values must be checked periodically.



5. All FSC banned chemicals are avoided
6. Rubber gumboot and gloves should be used during bush clearing operation
7. In case of insect bite / injury, inform immediately and get immediate medical assistance from near by hospital or shift the affected person immediately to the nearest hospital if possible.
8. When lifting a load to a high level use a bench or support and make the lift in two stages.
9. Before lifting ascertain the intended path of movement is free from obstructions.
10. Before using any cutting machine, the condition of chain jaws, checking rated speed of the machine.
11. All waste materials should be regularly removed and disposed off.
12. All heavy vehicles should be checked for its healthiness and drivers should have valid license.
13. Horse play strictly prohibited in the working areas.
14. First aid box should always be available at the working area.

Electrical Safety:

Electric shock or electrocution will occur when:

Electricity jumps (arcs) from a power line to an object that is nearby. This means you can be electrocuted even when you do not actually touch the power line.

When you must work closer than the minimum distances, contact the electrical dept to have the lines de-energized or shielded.

- Contact the TNEB to discuss de-energizing and grounding or shielding of power lines.
- All tree trimming or removal work within ten feet of a power line must be done by trained and experienced line-clearance tree trimmers. A second tree trimmer is required within normal voice communication range.
- Line-clearance tree trimmers must be aware of and maintain the proper minimum approach distances when working around energized power lines.



- Use extreme caution when moving ladders and equipment around downed trees and power lines.

Safety in Tree Cutting:

- Maintain a greater distance when trimming or felling on a slope where logs could roll or slide.
- Always be aware of your surroundings. Talk with coworkers to ensure you know what kind of work they are doing and where.

→ Safety in using a Chainsaw:

- Read the chainsaw's operator's manual before attempting to operate equipment.
 - Always be alert. Chainsaw work is strenuous and fatiguing.
 - When carrying a chainsaw, always turn the engine off.
 - Do not refuel the chainsaw with the engine running. Shut it off and wait at least 5 minutes for it to cool down. Wipe up any spills immediately.
 - Never smoke while refueling.
 - Never work alone. Make sure someone is close by for help in case of an emergency.
 - Keep hands and feet away from the wood that is being cut.
 - Ensure your chain is sharp. Dull chains are hard to use.
 - Make sure the chain tension is correct. Refer to the operator's manual for instruction. If the chain is too loose, it could come off during operation and if it is too tight, it could damage the saw.
 - Never operate the saw above your chest. Reaching above your chest makes the saw hard to control.
 - When cutting, always stand at an angle, with a firm balance on the ground or branch, so that if the saw kicks back, it will avoid your neck and head.
- When a tree must be removed, there are several things to consider before cutting.



1. Ensure coworkers and all others maintain a two-tree length distance. If the tree is going to fall downhill, increase the distance depending on the slope.
2. Look for any fences, buildings or power lines and avoid felling toward them.
3. Work only in good weather. Never work in strong winds, lightning, rain or any time when visibility is low.

→ Inspect the Tree

- Is the tree leaning in one direction? This will play a major role in the direction the tree will fall.
- Check the trunk (where the cuts are going to be made) for knot holes, cracks or signs of rot that could hinder the felling operation.
- Ensure the tree has no interlocking branches or vines from another tree. If it does, they must be separated prior to felling. Also, survey the crown of the tree for any material that may break loose as the tree falls.
- Trim any low branches that are in your way.

AVOID HEAT STRESS:

It is important to keep yourself hydrated and cool while working outside.

- Drink water often throughout the day; don't wait until you're thirsty to get a drink. At least a quart of water per hour is recommended. Soft drinks can also be consumed to replace electrolytes lost through dehydration.
- Stay away from soda, coffee, tea and alcoholic drinks that dehydrate the body.
- Avoid large meals before working in the heat.
- Some prescriptions can make you more susceptible to heat illnesses. Check with your doctor or pharmacist to see if any medicine you are taking could affect you while working in the heat.
- Wear light-weight fabric, such as cotton, to help keep your body cool.




- Wear a hat or sun visor on sunny days to help control body temperature.
- Plan to do the heaviest work at the coolest part of the day.
- Take frequent, short breaks in shaded areas to cool down.
- Do not take salt tablets, unless recommended by your doctor. Most people receive enough salt in their diet to account for the salt that is lost through sweating.

Lightning Precautions:

Follow these precautions to help keep you safe when the weather turns bad.

- As soon as you hear thunder, shut off and put away equipment and move indoors out of the storm. When you are able to hear thunder, you are able to be struck by lightning. Lightning can strike even when it's not raining.
- The cab of an enclosed vehicle provides some protection from lightning but a sturdy building provides the best protection.
- Listen to the radio for weather updates and storm warnings.

PERSONAL PROTECTIVE EQUIPMENTS USAGE:

SINo	TYPE OF PERSONAL PROTECTIVE EQUIPMENTS	USAGE AREAS	PICTURE OF PPE
01	SAFETY HELMET	All working areas.	
02	FACE SHIELD	Fungicide / Pesticide / Herbicide handling areas.	
03	SAFETY GOGGLES	Fungicide / Pesticide / Herbicide handling areas.	

04	EAR PLUG	Noise areas > 90dB	
05	EAR MUFF	High noise areas. > 100 dB	
06	NITRILE HAND GLOVES	Fungicide / Pesticide / Herbicide handling areas.	
07	SAFETY SHOE WITH TOE CAP	All working areas.	
08	GUM BOOTS	Fungicide / Pesticide / Herbicide handling areas.	
09	SAFETY BELT	Any works above 2 mtrs height.	
10	CUP TYPE NOSE FILTER	Fungicide / Pesticide / Herbicide handling areas.	
11	SAFETY BARRIER CREAM	Fungicide / Pesticide / Herbicide handling areas.	

- TNPL kept records on health and safety practices including accident rates and lost time to accidents
- The health and safety practices are reviewed and revised regularly if needed and immediately after occurrence of major incidents or accidents

TAMILNADU NEWSPRINT & PAPERS LIMITED தமிழ்நாடு செய்தித்தாள் காசித நிறுவனம்

PLANTATION LABOUR - SAFETY AWARENESS வனத்தோட்ட தொழிலாளர்களின் பாதுகாப்பு பற்றிய விழிப்புணர்வு

1. வனத்தோட்டம் உருவாக்கப்படும் வேலைகளில் குழந்தை தொழிலாளர்களை (*Child Labours*) கண்டிப்பாக வேலையில் அமர்த்தக்கூடாது.
2. கண்டிப்பாக (*Compulsory*) ஒவ்வொரு நடவு மற்றும் அறுவடை செய்யும் பகுதிகளும் முதலுதவி பெட்டகங்கள் (*FIRST AID BOX*) இருக்க வேண்டும்.
3. தேள் (*Scorpio*), பாம்பு (*Snake*) போன்றவை கடிக்க நேரிட்டால் பாதிக்கப்பட்டவர்களுக்கு சிறு முதலுதவி செய்து அருகில் உள்ள மருத்துவமனைக்கு (*Hospital*) உடனடியாக கொண்டு செல்ல வேண்டும். பாதிக்கப்பட்டவர்கள் நடந்தே மருத்துவமனைக்கு செல்ல அனுமதிக்கக்கூடாது.
4. பாம்பு கடி ஏற்பட்டால் கடிபட்ட இடத்துக்கு மேல் துணி (அ) கயிறு கொண்டு நன்றாக இறுக்கி கட்டி, முதலுதவி (*First Aid*) செய்து அருகில் உள்ள மருத்துவமனைக்கு உடனடியாக கொண்டு செல்ல வேண்டும். இதன்மூலம் விஷம் இரத்த ஓட்டத்தின்மூலம் அனைத்து பகுதிகளுக்கும் செல்லதாவாறு தடுக்கப்படுகிறது.
5. நாற்று நடவு செய்யும் பொழுது உபகரணங்களால் காயம் ஏற்படாதவாறு பார்த்துக்கொள்ள வேண்டும்.
6. வனத்தோட்டங்கள் அமைக்கும் பொழுது உயர்மின்னழுத்த கம்பிகள் (High Voltage Electricity line) செல்லுமாயின் வனத்தோட்ட தொழிலாளர்கள் மின்வாரியத்துறை அதிகாரிகள் மூலம் மின்னோட்டமானது நிறுத்தப்பட்ட பிறகே தேவையற்ற செடி, கொடி மற்றும் மரங்களை அகற்றுதல் வேண்டும்.
7. வனத்தோட்டங்கள் அமைக்கும்பொழுது உயர் மின் அழுத்த கம்பிகள் (High Voltage Electricity line) செல்லுமாயின் பாதைக்கு இருபுறமும் குறைந்தது 3 மீட்டர் இடைவெளிவிட்டு நாற்றுகளை நடவு செய்யவேண்டும்.
8. வனத்தோட்டங்களில் புகைபிடிப்பது தடை செய்யப்பட்டுள்ளது.
9. மரம் வெட்டும் தொழிலாளர்கள் தலைக்கவசம் அணிந்து அனைவரும் பாதுகாப்புடனும் விழிப்புணர்வோடும் இருக்க வேண்டும்.
10. மிகுந்த காற்று வீசும் காலங்களில் (அ) மழை காலங்களில் கவனமாகவும் முன்னெச்சரிக்கை மற்றும் பாதுகாப்புடன் மரம் வெட்டுதல் வேண்டும்.
11. மரம் வெட்டுவதற்கு மோட்டர் பொருத்தப்பட்ட இரம்பங்களை (*Power Chainsaw*) பயன்படுத்தும்பொழுது தலைக்கவசம், பாதுகாப்பு கண்ணாடி, பாதுகாப்பு காலணி ஆகியவற்றை கண்டிப்பாக அணிந்து இருக்கவேண்டும்.

Published by

Department of Plantation, Tamilnadu Newsprint & Papers Ltd. Karur - 639136



Tamil Nadu Newsprint and Papers Ltd.

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/LOC	
SAFETY	ISSUE NO & DATE	01	01.08.2016
LIST OF CONTENTS	REVISION NO & DATE	05	04.07.2022
	PAGE NO	1 of 3	

Section	Title	Reference	Issue		Revision		No. Of pages
			No	Date	No	Date	
1	Abbreviations	IMS/SAFETY/ABB	01	01.08.16	00	01.08.16	4
2	Process Flow Chart With Description	IMS/SAFETY/FC	01	01.08.16	00	01.08.16	2
3	Out Sourced Process	IMS/SAFETY/OS	01	01.08.16	00	01.08.16	1
4	Management Plan	IMS/SAFETY/MP	01	01.08.16	00	01.08.16	1
5	IDENTIFICATION, NEED & EXPECTATION OF INTERESTED PARTIES.	IMS/SAFETY/IIP	01	01.08.16	01	02.09.19	1
6	Organization Chart	IMS/SAFETY/OC	01	01.08.16	01	02.09.19	1
7	Roles, Responsibility & Authority	IMS/SAFETY/RRA	01	01.08.16	01	02.09.19	1
8	Issues, Risk, Opportunities & Its Mitigation Plan	IMS/SAFETY/IRROM	01	01.08.16	00	02.09.19	4
9	Compliance Obligations (Legal & Other Requirement)	IMS/SAFETY/CO	01	01.08.16	01	22.07.21	06
10	Control Monitoring Parameters	IMS/SAFETY/CMP	01	01.08.16	00	04.07.22	01
11	Procedure For Plant Safety Inspection	IMS/SAFETY/SOP01	01	01.08.16	00	01.08.16	2
11A	Procedure For Accident Reporting, Investigation And Prevention.	IMS/SAFETY/SOP02	01	01.08.16	00	01.08.16	3
11B	Procedure Of Testing Of Equipments, Buildings And Tanks	IMS/SAFETY/SOP03	01	01.08.16	00	01.08.16	2
11C	Procedure For Contract Work Permit System	IMS/SAFETY/SOP04	01	01.08.16	00	01.08.16	3
11D	Procedure Of Testing And Examination Of Lifting Machines, Wire Ropes And Lifting Tackles	IMS/SAFETY/SOP05	01	01.08.16	00	01.08.16	2

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(Safety)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION

**Tamil Nadu Newsprint and Papers Ltd.**

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/LOC	
SAFETY	ISSUE NO & DATE	01	01.08.2016
LIST OF CONTENTS	REVISION NO & DATE	05	04.07.2022
	PAGE NO	2 of 3	

11E	Procedure For Examination Of Conveyor Systems	IMS/SAFETY /SOP06	01	01.08.16	00	01.08.16	2
11F	Procedure To Obtain Permit To Work	IMS/SAFETY /SOP07	01	01.08.16	00	01.08.16	2
11G	Onsite Emergency Plan	IMS/SAFETY /OEP	01	01.08.16	01	30.09.21	19
11H	List of Key Personnel	IMS/SAFT/OEP/TAB-01	01	01.08.16	04	04.07.22	2
11 I	Forward Area Controllers	IMS/SAFT/OEP/TAB-02	01	01.08.16	03	04.07.22	1
11J	Task Force Team	IMS/SAFT/OEP/TAB-03	01	01.08.16	01	04.07.22	1
11K	Fire Fighting Team	IMS/SAFT/OEP/TAB-04	01	01.08.16	02	04.07.22	1
11 L	Repair Team	IMS/SAFT/OEP/TAB-05	01	01.08.16	02	04.07.22	1
11 M	Communication Team	IMS/SAFT/OEP/TAB-06	01	01.08.16	03	04.07.22	1
11 N	Security Team	IMS/SAFT/OEP/TAB-07	01	01.08.16	02	04.07.22	1
11 O	Manpower Team	IMS/SAFT/OEP/TAB-08	01	01.08.16	03	04.07.22	1
11 P	Safety Team	IMS/SAFT/OEP/TAB-09	01	01.08.16	00	01.08.16	1
11 Q	Transport Team	IMS/SAFT/OEP/TAB-10	01	01.08.16	02	04.07.22	1
11 R	Medical Team	IMS/SAFT/OEP/TAB-11	01	01.08.16	02	04.07.22	1
11 S	Support Team To WMC	IMS/SAFT/OEP/TAB-12	01	01.08.16	02	04.07.22	1

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(Safety)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



Tamil Nadu Newsprint and Papers Ltd.

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/LOC	
SAFETY	ISSUE NO & DATE	01	01.08.2016
LIST OF CONTENTS	REVISION NO & DATE	05	04.07.2022
	PAGE NO	3 of 3	

11 T	Support Team To WIC	IMS/SAFT/OEP/TAB-13	01	01.08.16	02	04.07.22	1
11 U	Location Of Emergency Shelter	IMS/SAFT/OEP/TAB-14	01	01.08.16	00	01.08.16	1
11 V	External Communication Chart	IMS/SAFT/OEP/TAB-15	01	01.08.16	00	01.08.16	1
11W	Wind Sock Locations	IMS/SAFT/OEP/TAB-16	01	01.08.16	00	01.08.16	1
11 X	Locations Of First Aid Boxes	IMS/SAFT/OEP/TAB-17	01	01.08.16	00	01.08.16	2
11 Y	Locations Of Eye Wash/ Body Wash Showers	IMS/SAFT/OEP/TAB-18	01	01.08.16	00	01.08.16	2
11 Z	Details Of Hazardous Chemicals Stored	IMS/SAFT/OEP/TAB-19	01	01.08.16	00	01.08.16	3
11 ZZ	Plan For Localized Mock Drills	IMS/SAFT/OEP/TAB-20	01	01.08.16	00	01.08.16	1
11 ZZZ	Likely Dangers To The Plant- Scenarios Identified	IMS/SAFT/OEP/TAB-21	01	01.08.16	00	01.08.16	6
12	Property belongs to External Providers	IMS/SAFETY/PEP	01	01.08.16	00	01.08.16	1
13	Records Plan	IMS/SAFETY /REC	01	01.08.16	01	16.01.18	2

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(Safety)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



Tamil Nadu Newsprint and Papers Ltd.

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ABB	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ABBREVIATION	REVISION NO & DATE	00	01.08.2016
	PAGE NO	1 of 4	

Sl.No	Abbreviated Word	Expanded words
1	ABB	Abbreviations
2	AR	Amendment record
3	AM(S)	Asst Manager/Safety
4	CGM (PRODUCTION)	Chief General Manager (Production)
4	CMD	Chairman & Managing Director
5	CP	Competent Person
6	CO	Compliance Obligations
7	DMD	Deputy Managing Director.
8	DIP	Deinking Plant
9	DO	Dangerous Occurrence
10	GM	General Manager
11	IMS	Integrated Management System
12	E&I	Electrical & Instrumentation
13	EIC	Engineer in Charge
14	EIC (E)	Engineer In Charge (Electrical),
15	FA	Factories Act 1948

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

ONLINE DOCUMENTATION



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ABB	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ABBREVIATION	REVISION NO & DATE	00	01.08.2016
	PAGE NO	2 of 4	

16	FM	Factory Manager
17	FI	Factory Inspectorate
18	FAC	Forward Area Controller
19	GC Rule	The Gas Cylinder Rules 2004
20	P&RB	Pulp & Recovery Boiler
21	HOD	Head of the Department
22	HRD	Human Resource Development
23	HR	Human Resource
24	IIP	Identification of Interested Parties – Needs & Expectations
25	ISA	Identification of Significant Aspects
26	IOM	Inter Office Memorandum
27	LC	Line Clearance
28	M.D	Managing Director
29	MR	Management Representative
30	MIS	Management Information System
31	CMP	Monitoring & Measurement Plan / Parameters – Control

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ABB	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ABBREVIATION	REVISION NO & DATE	00	01.08.2016
	PAGE NO	3 of 4	

32	IMP	Monitoring & Measurement Plan / Parameters - Indicative
33	MP	Management Plan
34	MO	Management Objectives
35	PE(S)	Plant Engineer /Safety
36	P Act	The Petroleum Act 1934
37	OS	Out Sourced Process
38	OC	Organization Chart
39	PIC.	Process In charge
40	OEP	Onsite Emergency Plan
41	PEP	Property belongs to External Providers
42	QC	Quality Control.
44	R & D	Research and Development
45	RRA	Roles, Responsibility & Authority
46	REF	Reference
47	RM	Risk and its mitigation
48	REP	Records Plan
49	SOP	Standard Operating Procedures
50	SRP	Soda Recovery Plant

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



Tamil Nadu Newsprint and Papers Ltd.

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ABB	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ABBREVIATION	REVISION NO & DATE	00	01.08.2016
	PAGE NO	4 of 4	

51	SIR	Safety Inspection Report
52	SM(S)	Senior Manager /Safety
53	STM	Safety Team Member (P-Process, M-Mechanical, E-Electrical)
54	TNPL	Tamil Nadu Newsprint and Papers Limited
55	TNFR	The Tamil Nadu Factories Rules, 1950
56	UA	Unsafe Acts
57	UC	Unsafe Conditions
58	WP	Work Permit
59	WIC	Work Incident Controller
60	WMC	Work Main Controller

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY /FCD	
SAFETY	ISSUE NO&DATE	01	01.08.16
FLOW CHART WITH DESCRIPTION	REVISION NO	00	01.08.16
	PAGE NO	1 of 2	

Safety inspection for identification of unsafe condition / acts	Contract Work permit issues on Construction works, erection works, break down maintenance works, pre fabrication works, and hazardous works etc.	Procurement and Issuing of Personal Protective Equipments (PPEs) and First Aid medicines.	Safety Induction training for new contact workers.
Issue of warning letters to concerned contractors for safety violation.	Imposing of spot fine for repeated safety violations.	Safety pep talk for contract workers at working spot.	Investigation of accidents, fire incidents
Preparation of accident statistics.	Conducting training programmes for workers, executives and contract workmen on First aid safety, Chemical safety, Material handling, with external facilities.	Inspection of Toxic Chemical like Chlorine / Sulfur dioxide storage and handling areas.	Monitoring of noise level in surroundings /inside of the mill.
Conducting safety committee meeting with equal participations of workers and management officers.	Conducting Mock drill on toxic gas leak like Chlorine / SO2 & Major Fire	Inspection of flammable materials storage areas.	Inspection and certification of safety belt by external competent engineer.
External/Hydro/Ultrasonic testing and certification of pressure vessels by JDSIH, Trichy.	Conducting inspection and certification of conveyors by external competent engineer. Yearly.	Conducting inspection and certification of lifting tackles, cranes, passenger lifts and safety belts etc., by external competent person	Testing and Certification of safety valves in N2 & O2 storage vessel by external Competent Engineers. Yearly
Applying and renewal of licence for Furnace oil, Diesel, N2 & O2 vessels and Chlorine /SO2	Conducting inspection and certification of acid stored FRP tanks by external competent engineers. once in two years	Conducting external safety audit by DSH approved auditors once in two years	Building Stability certification by external competent engineers. Once in three years

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY /FCD	
SAFETY	ISSUE NO&DATE	01	01.08.16
FLOW CHART WITH DESCRIPTION	REVISION NO	00	01.08.16
	PAGE NO	2 of 2	

A clearly defined Occupational Health and Safety Policy. Suitable Personal Protective Equipments (PPE) are provided to all employees. Periodical Training Programs are conducted on handling of hazardous chemicals, Material handling, Usage of PPEs, fire fighting etc. to improve safety awareness among the employees including contract workmen. Caution boards, posters, slogans, Do's and Don'ts etc. are displayed at prominent places to promote safety at work places. Periodical medical checkups are organized for the employees to identify occupational health hazards. Safety Committee with representatives from Management and Workmen has been constituted. Safety Committee meetings are conducted periodically and suggestions given to improve safety aspects are implemented.

Accidents and incidents are investigated and preventive / corrective actions are taken to avoid recurrence. Mill wide Safety Audit, HAZOP study and Risk Analysis are carried out periodically through experts in industrial safety and the recommendations are implemented. Material Safety Data Sheet (MSDS) for hazardous chemicals used in the mill are displayed at storage areas. Testing of Pressure Vessels, Lifting tackles, Safety belts, Conveyor Systems, Building Stability, Chemical stored FRP tanks etc., are carried out as per statutory requirements through competent person. An updated On site Emergency Plan (OEP) and Off-site Emergency Plan are available to mitigate emergencies. Periodic mock drills for hazardous chemical leakages and fire incident are conducted to ensure the effectiveness of emergency preparedness. Toxic gas leak sensors with alarms installed at toxic gases storage and handling areas like chlorine, sulphur di oxide etc. Smoke detectors with warning alarms installed at paper storage godowns, Motor Control Centres (MCC), control rooms etc.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS / SAFETY / OS	
SAFETY	ISSUE NO & DATE	01	01.08.16
OUT SOURCED PROCESSES	REVISION NO & DATE	00	01.08.16
	PAGE NO	01	

S. No	Out Sourcing Activity	Responsibility	Authority	Reference Document
01	Conducting inspection and certification of conveyors by external competent person once in a year.	Sr.Manager – Safety	GM (Paper)	SAFT/ F-18
02	Conducting inspection and certification of lifting tackles like EOT cranes, hoist, chain pulley block, 'D' shackle, Ropes, and Slings by external competent Person once in a year.	Sr.Manager – Safety	GM (Paper)	SAFT/F-16
03	Testing and Certification of safety valves in N ₂ & O ₂ storage vessel valves by external competent person once in a year.	Sr.Manager – Safety	GM (Paper)	CERTIFICATES
03A	Testing and Certification of O ₂ /N ₂ vessels hydro test once in five years	Sr.Manager – Safety	GM (Paper)	CERTIFICATES
04	Conducting inspection and certification of acid stored FRP tanks by external competent person once in two years.	Sr.Manager – Safety	GM (Paper)	CERTIFICATES
05	Conducting External Safety Audit by Director of Industrial Safety Health approved auditors once in two years.	Sr.Manager – Safety	GM (Paper)	REPORT
06	Inspection and certification of safety belt by external competent person.	Sr.Manager – Safety	GM (Paper)	SAFT/F-16
07	Inspection and certification of passenger lifts by external competent person.	Sr.Manager – Safety	GM (Paper)	SAFT/F-16
08	Testing of Pressure Vessels or Plant	Sr.Manager – Safety	GM (Paper)	Form-8

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

ONLINE DOCUMENTATION



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/MP
SAFETY DEPT	ISSUE NO & DATE	01 01.08.16
PLAN FOR PROCESS / SERVICES	REVISION NO & DATE	00 01.08.16
	PAGE NO	1 OF 1

S/no	Description	Nature Of Examination	Frequency	Test Agency	Reference
1	Pressure Vessels	Hydro static testing	2 years	Factory Inspectorate	SAFT/F-11
2	Pressure Vessels	Ultra sonic testing	4 years	Factory Inspectorate	SAFT/F-11
3	Petroleum Class B Diesel Storage tanks	Visual	Yearly	Safety Dept	SAFT/L-06
4	Petroleum Class C Furnace oil storage tanks	Visual	Yearly	Safety Dept	SAFT/L-06
5	Buildings	Stability	3 years	Competent Person	SAFT/L-09
6	Lifting machines, wire ropes and Lifting Tackles	Visual and Safe work load	Yearly	Competent Person	SAFT/F-16
7	Conveyor system	Visual and interlocks	Yearly	Competent Person	SAFT/ F-18
8	External Safety Audit		2 years	Competent Person	Report

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR. MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



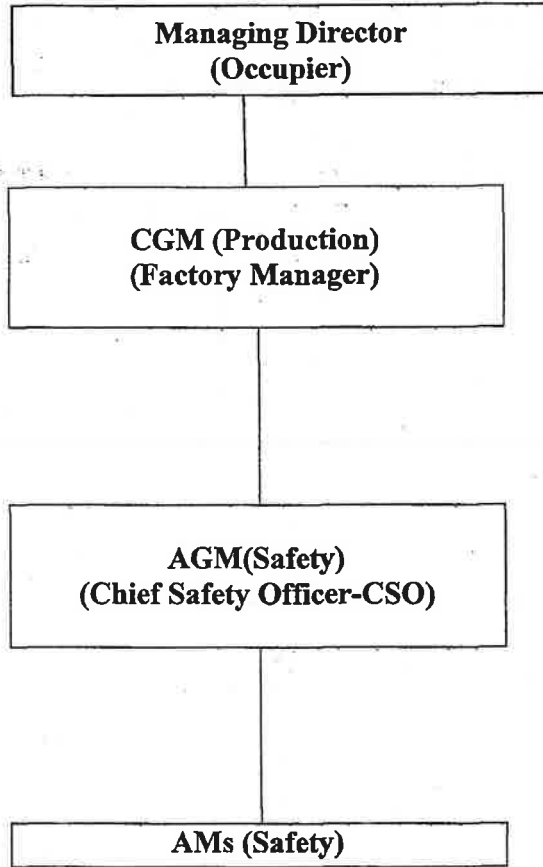
INTEGRATED MANAGEMENT SYSTEM (SAFETY)	REFERENCE	IMS/SAFETY/IIP	
	ISSUE NO & DATE	01	01.08.2016
IDENTIFICATION, NEED & EXPECTATION OF INTERESTED PARTIES.	REVISION NO & DATE	01	02.09.2019
	PAGE NO	Page 1 of 1	

S. No	Interested Parties	Needs & Expectations	Reference Documents
01	All User Dept Employees	Select the suitable Personal protective equipments for the requirements.	List of Personal protective Equipments details
02	Director, Industrial Safety and Health, Chennai.	Fulfilling Compliance Obligations of Factories Act 1948 and the Tamil Nadu Factories Rules 1950	1. Examination of Pressure Vessels or Plant 2. Examination of Conveyors 3. Report of Accident / Dangerous occurrence to Directorate of industrial safety and health, District Magistrate of RDO and Police Station 4. Report of further details of accident 5. Register of Accidents 6. Examination of Hoists & Lifts, Lifting Machines, Chains, etc.
	Joint Director Industrial Safety and Health, Trichy	Fulfilling Compliance Obligations of The Manufacture, Storage and Import of Hazardous Chemicals Rules 2000.	7. Onsite Emergency Preparedness Plan (OEP) 8. Off site Emergency Preparedness Plan 9. External Safety Audit 10. Mock Drill (Cl2/ SO2 Leak and Major Fires) 11. Risk Analysis and Hazop Study
03	The Joint Chief Controller of Explosives, Chennai	Petroleum Act and Rules	12. License for the Storage of Class B Petroleum products (Diesel & Kerosene) (Diesel – 50 KL). 13. License for the Storage of Class C Petroleum products (Furnace Oil – 200KL & 500 KL) 14. License for the Storage of Class B Petroleum products (Diesel – 25 KL) 15. License for storage of Chlorine and SO2 16. License for storage of O2 and N2.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM-SAFETY	AGM-SAFETY



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ /SAFETY /OC	
SAFETY	ISSUE NO & DATE	01	01.08.16
ORGANISATION CHART	REVISION NO & DATE	01	02.09.19
	PAGE NO	1	



	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM(SAFETY)	AGM(SAFETY)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ /SAFETY/ RRA	
SAFETY	ISSUE NO	01	01.08.16
ROLES, RESPONSIBILTY & AUTHORITY	REVISION NO	01	02.09.19
	PAGE NO	1	

**CHIEF GENERAL MANAGER (PRODUCTION)
(FACTORY MANAGER)**

Responsibility & Authority defined in IMS Manual

AGM (SAFETY)/ ASST.MANAGER (SAFETY)

He shall

- Implement IMS related to safety in all required areas.
- Perform inspection of equipments to identify unsafe act/condition, determine corrective actions and follow up on the implementation.
- Investigate accidents to identify causes, corrective action to be taken and follow up on the implementation.
- Ensure Safe conditions are maintained in all work areas including contracted ones.
- Co-ordinate with external agencies, statutory bodies and in house departments for safety audit, Testing of equipments, competent persons for testing of hoist, lifts, etc.,
- Conducting safety training with internal /external faculties.
- Organising safety committee meeting.
- Inspect materials and spares received at stores.
- Maintain all records related to the Integrated Management System in his department.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM(SAFETY)	AGM(SAFETY)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY /IROM	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ISSUES, RISK, OPPORTUNITIES & ITS MITIGATION PLAN	REVISION NO & DATE	00	02.09.2019
	PAGE NO	Page 1 of 4	

SL. NO.	ISSUES/ RISK/ OPPORTUNITIES	CONTROL MEASURES/ACTION PLAN (ACTION TO ADDRESS RISK AND OPPORTUNITES) (MITIGATION)																																	
1	Heavy leak in chlorine / sulphur dioxide tonners	<p>- Identification of key personnel –</p> <p>- List of key personnel (internal) are given in table IMS/SAFT/ OEP/TAB-01</p> <p>- List of Forward Area Controllers are given in Table IMS/SAFT/TAB-02</p> <p><u>Details of the teams:</u></p> <table border="1"> <thead> <tr> <th>SL NO</th> <th>NAME OF THE TEAM</th> <th>TEAM MEMBERS TABLE NUMBER</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Task Force Team</td> <td>IMS/SAFT/ OEP/TAB-03</td> </tr> <tr> <td>02</td> <td>Repair Team</td> <td>IMS/SAFT/ OEP/TAB-05</td> </tr> <tr> <td>03</td> <td>Communication Team</td> <td>IMS/SAFT/ OEP/TAB-06</td> </tr> <tr> <td>04</td> <td>Security Team</td> <td>IMS/SAFT/ OEP/TAB-07</td> </tr> <tr> <td>05</td> <td>Man-power Team</td> <td>IMS/SAFT/ OEP/TAB-08</td> </tr> <tr> <td>06</td> <td>Safety Team</td> <td>IMS/SAFT/ OEP/TAB-09</td> </tr> <tr> <td>07</td> <td>Transport Team</td> <td>IMS/SAFT/ OEP/TAB-10</td> </tr> <tr> <td>08</td> <td>Medical Team</td> <td>IMS/SAFT/ OEP/TAB-11</td> </tr> <tr> <td>09</td> <td>Support team to WMC</td> <td>IMS/SAFT/ OEP/TAB-12</td> </tr> <tr> <td>10</td> <td>Support team to WIC</td> <td>IMS/SAFT/ OEP/TAB-13</td> </tr> </tbody> </table> <p>✓ Details of emergency shelters are given in Table IMS/SAFT/OEP/TAB-14.</p>	SL NO	NAME OF THE TEAM	TEAM MEMBERS TABLE NUMBER	01	Task Force Team	IMS/SAFT/ OEP/TAB-03	02	Repair Team	IMS/SAFT/ OEP/TAB-05	03	Communication Team	IMS/SAFT/ OEP/TAB-06	04	Security Team	IMS/SAFT/ OEP/TAB-07	05	Man-power Team	IMS/SAFT/ OEP/TAB-08	06	Safety Team	IMS/SAFT/ OEP/TAB-09	07	Transport Team	IMS/SAFT/ OEP/TAB-10	08	Medical Team	IMS/SAFT/ OEP/TAB-11	09	Support team to WMC	IMS/SAFT/ OEP/TAB-12	10	Support team to WIC	IMS/SAFT/ OEP/TAB-13
SL NO	NAME OF THE TEAM	TEAM MEMBERS TABLE NUMBER																																	
01	Task Force Team	IMS/SAFT/ OEP/TAB-03																																	
02	Repair Team	IMS/SAFT/ OEP/TAB-05																																	
03	Communication Team	IMS/SAFT/ OEP/TAB-06																																	
04	Security Team	IMS/SAFT/ OEP/TAB-07																																	
05	Man-power Team	IMS/SAFT/ OEP/TAB-08																																	
06	Safety Team	IMS/SAFT/ OEP/TAB-09																																	
07	Transport Team	IMS/SAFT/ OEP/TAB-10																																	
08	Medical Team	IMS/SAFT/ OEP/TAB-11																																	
09	Support team to WMC	IMS/SAFT/ OEP/TAB-12																																	
10	Support team to WIC	IMS/SAFT/ OEP/TAB-13																																	

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM-SAFETY	AGM-SAFETY



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY /IROM	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ISSUES, RISK, OPPORTUNITIES & ITS MITIGATION PLAN	REVISION NO & DATE	00	02.09.2019
	PAGE NO	Page 2 of 4	

SL. NO.	ISSUES/ RISK/ OPPORTUNITIES	CONTROL MEASURES/ACTION PLAN (ACTION TO ADDRESS RISK AND OPPORTUNITES) (MITIGATION)						
		<ul style="list-style-type: none"> ✓ List of key personnel (External) are given in table IMS/SAFT/ OEP/TAB -15. ✓ Locations of windsocks table IMS/SAFT/ OEP/TAB- 16. ✓ First Aid box details are given in Table IMS/SAFT/ OEP/TAB-17. ✓ Details of Safety Showers/Eyewash fountain are given in Table IMS/SAFT/ OEP/TAB-18. ✓ All required Safety measures have been taken in the chemicals storage / handling areas and it is given in Table - EMS/SAFT/ OEP/TAB-19. ✓ Mock drills are conducted for local emergencies as per IMS /SAFT / OEP / TAB-20. ✓ Likely dangers to the plant scenarios identified in table IMS/SAFT/OEP/ TAB – 21. <p>Refer : IMS/ SAFETY/OEP (ON-SITE EMERGENCY PLAN).</p>						
2	Major fires involving wood, bagasse,coal,pith,waste paper,paper,furnace oil etc.	<ul style="list-style-type: none"> - Identification of key personnel – ✓ - List of key personnel (internal) are given in table IMS/SAFT/ OEP/TAB-01 - List of Forward Area Controllers are given in Table IMS/SAFT/TAB-02 <p><u>Details of the teams:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SL NO</th> <th>NAME OF THE</th> <th>TEAM MEMBERS TABLE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	SL NO	NAME OF THE	TEAM MEMBERS TABLE			
SL NO	NAME OF THE	TEAM MEMBERS TABLE						

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM-SAFETY	AGM-SAFETY



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY /IROM	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ISSUES, RISK, OPPORTUNITIES & ITS MITIGATION PLAN	REVISION NO & DATE	00	02.09.2019
	PAGE NO	Page 3 of 4	

SL. NO.	ISSUES/ RISK/ OPPORTUNITIES	CONTROL MEASURES/ACTION PLAN (ACTION TO ADDRESS RISK AND OPPORTUNITES) (MITIGATION)		
			TEAM	NUMBER
		01	Task Force Team	IMS/SAFT/ OEP/TAB-03
		02	Fire fighting Team	IMS/SAFT/ OEP/TAB-04
		03	Repair Team	IMS/SAFT/ OEP/TAB-05
		04	Communication Team	IMS/SAFT/ OEP/TAB-06
		05	Security Team	IMS/SAFT/ OEP/TAB-07
		06	Man-power Team	IMS/SAFT/ OEP/TAB-08
		07	Safety Team	IMS/SAFT/ OEP/TAB-09
		08	Transport Team	IMS/SAFT/ OEP/TAB-10
		09	Medical Team	IMS/SAFT/ OEP/TAB-11
		10	Support team to WMC	IMS/SAFT/ OEP/TAB-12
		11	Support team to WIC	IMS/SAFT/ OEP/TAB-13
		<p>✓ Details of emergency shelters are given in Table IMS/SAFT/OEP/TAB-14.</p> <p>✓ List of key personnel (External) are given in table IMS/SAFT/ OEP/TAB -15.</p> <p>✓ Locations of windsocks table IMS/SAFT/ OEP/TAB-16.</p> <p>✓ First Aid box details are given in Table IMS/SAFT/</p>		

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM-SAFETY	AGM-SAFETY



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY /IROM	
SAFETY	ISSUE NO & DATE	01	01.08.2016
ISSUES, RISK, OPPORTUNITIES & ITS MITIGATION PLAN	REVISION NO & DATE	00	02.09.2019
	PAGE NO	Page 4 of 4	

SL. NO.	ISSUES/ RISK/ OPPORTUNITIES	CONTROL MEASURES/ACTION PLAN (ACTION TO ADDRESS RISK AND OPPORTUNITES) (MITIGATION)
		<p>OEP/TAB-17.</p> <ul style="list-style-type: none">✓ Details of Safety Showers/Eyewash fountain are given in Table IMS/SAFT/ OEP/TAB-18.✓ All required Safety measures have been taken in the chemicals storage / handling areas and it is given in Table - EMS/SAFT/ OEP/TAB-19.✓ Mock drills are conducted for local emergencies as per IMS /SAFT / OEP / TAB-20.✓ Likely dangers to the plant scenarios identified in table IMS/SAFT/OEP/ TAB – 21. <p>Refer : IMS/ SAFETY/OEP (ON-SITE EMERGENCY PLAN).</p>

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM-SAFETY	AGM-SAFETY



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM		REFERENCE		IMS /SAFETY/CO	
SAFETY DEPARTMENT		ISSUE NO & DATE		01 01/08/2016	
		REVISION NO & DATE		01 22/07/2021	
		PAGE NO		Page 1 of 6	

COMPLIANCE OBLIGATIONS

Sl. NO	Description of applicable Environmental Legislations /Other requirements	Requirements to be complied	Activities to be undertaken for compliance	Periodicity	Responsibility	Remarks/ Reference Documents
01	Factories Act 1948 and the Tamil Nadu Factories Rules 1950	Report of examination of Pressure Vessels or Plant	Submit details of new vessels to JDISH, trichy whenever included. Remit the fees as per JDISH Trichy demand and co-ordinate the testing activities. Upon completion, get certificate from the authority.	ET= Once in 6 Months HT= Once in 2 Years UT= Once in 4 Years	AGM (Safety)	Form 8
		Report of Examination of Conveyors, Hoists & Lifts, Lifting Machines, Chains, etc.	Collect relevant details from each department and carryout examination through competent agency by outsourcing.. Co-ordinate testing and obtain relevant certificates.	Once in a year	AGM (Safety)	Certificates
		Report of Accident	Intimate the accident to JDISH trichy immediately as and when occurred.	At the time of accident	AGM (Safety)	Form18
		Report of further details of accident	Submit further details in case of extent of absenteeism owing to accident.	At the time of accident	AGM (Safety)	Form18B
02	The Noise Pollution (Regulation & Control) Rules, 2000	Monitor ambient noise level and submit report to	Monitor the ambient noise level in the identified locations and sent the report to Environment	Once in a month	AGM (Safety)	Monthly Noise report.

	PREPARED BY	APPROVED BY
Signature		
Designation	AM(SAFETY)	AGM(SAFETY)



INTEGRATED MANAGEMENT SYSTEM		REFERENCE		IMS /SAFETY/CO	
SAFETY DEPARTMENT		ISSUE NO & DATE		01 01/08/2016	
		REVISION NO & DATE		01 22/07/2021	
		PAGE NO		Page 2 of 6	

COMPLIANCE OBLIGATIONS

Sl. NO	Description of applicable Environmental Legislations / Other requirements	Requirements to be complied	Activities to be undertaken for compliance	Periodicity	Responsibility	Remarks/ Reference Documents
		TNPCCB	department for compilation and onward transmission to TNPCCB			
03	Explosive Act 1884 / Explosives Rules 2008 (Amendment 2019)	Obtain and renew License for the Storage of Class B Petroleum products (Diesel & Kerosene)	Apply for renewal of licence in (Form IX) to Joint Chief Controller of Explosives, Chennai at least one month before expiry of the existing licence and follow up to get the renewal licence.	Before expiry of existing license	AGM (Safety)	50KL :FORM XIV LIC NO: P/SC/ TN/ 14/ 1411(P336 80) 25KL :FORM XV- LIC NO:P/HQ/T N/15/5053(P302909)
04		Obtain and renew License for the Storage of Class C Petroleum products (Furnace oil)	Apply for renewal of licence in (Form IX) to Joint Chief Controller of Explosives, Chennai at least one month before expiry of the existing licence and follow up to get the renewal licence.	Before expiry of existing license	AGM (Safety)	500KL :FORM XV LICNO:P/HQ/ TN/15/1910 (P15589) 200KL :LIC NO: P/HQ/TN/ 15

	PREPARED BY	APPROVED BY
Signature		
Designation	AM(SAFETY)	AGM(SAFETY)



INTEGRATED MANAGEMENT SYSTEM		REFERENCE		IMS /SAFETY/CO	
SAFETY DEPARTMENT		ISSUE NO & DATE		01 01/08/2016	
		REVISION NO & DATE		01 22/07/2021	
		PAGE NO		Page 3 of 6	

COMPLIANCE OBLIGATIONS

Sl. NO	Description of applicable Environmental Legislations /Other requirements	Requirements to be complied	Activities to be undertaken for compliance	Periodicity	Responsibility	Remarks / Reference Documents
05	The Gas Cylinder Rules 2016	Obtain and renew License for storage of Chlorine and Sulphur Di Oxide tonners Obtain and renew License for filling and storage of medical oxygen in compressed gas cylinders	Apply renewal in (Form C) to Joint Chief Controller of Explosives, Chennai at least two months before expiry of the existing license and follow up to get the renewal license.	Before expiry of existing license	AGM (Safety)	1073(P14782) FORM-F LIC NO: G/SC/TN / 06/1625(G22 833) FORM-E& F Lic no: G/SC/TN/05/ 10 &G/SC/TN/0 6/3165 (G81326)
06	The Static and Mobile Pressure Vessels (Unfired) Rules, 2016.	Obtain and renew License for storage of Oxygen and	Apply renewal in (Form C) to Joint Chief Controller of Explosives, Chennai at least two months before expiry of the existing	Before expiry of existing license	AGM (Safety)	FORM -LS- 1A LIC NO:S/HO/TN /03/726(S31

	PREPARED BY	APPROVED BY
Signature		
Designation	AM(SAFETY)	AGM(SAFETY)



INTEGRATED MANAGEMENT SYSTEM		REFERENCE		IMS /SAFETY/CO	
SAFETY DEPARTMENT		ISSUE NO & DATE		01 01/08/2016	
		REVISION NO & DATE		01 22/07/2021	
		PAGE NO		Page 4 of 6	

COMPLIANCE OBLIGATIONS

Sl. NO	Description of applicable Environmental Legislations /Other requirements	Requirements to be complied	Activities to be undertaken for compliance	Periodicity	Responsibility	Remarks/ Reference Documents
		Nitrogen in vessels	license and follow up to get the renewal license.			245)
07	The Manufacture, Storage and Import of Hazardous Chemicals Rules 2000	Prepare Onsite Emergency Plan (OEP) and get approval from Director of Industrial Safety and Health (DISH), Chennai	Update the OEP whenever there is change / modernization/ expansion in the plant activities and get approval from the statutory authorities.	One time. However, the same has be updated whenever it is required. Upon update off, it is to be got approved from DISH. Chennai	AGM (Safety)	Onsite Emergency Report
08		Prepare Offsite Emergency Preparedness Plan and get approval from District Collector,	Update the Offsite Emergency Plan whenever there is change / modernization/ expansion in the plant activities and get approval from the The District Collector, Karur.	One time. However, the same has to be updated whenever it is required. Upon	AGM (Safety)	Offsite Emergency Plan

	PREPARED BY	APPROVED BY
Signature		
Designation	AM(SAFETY)	AGM(SAFETY)



INTEGRATED MANAGEMENT SYSTEM		REFERENCE		IMS /SAFETY/CO	
SAFETY DEPARTMENT		ISSUE NO & DATE		01 01/08/2016	
COMPLIANCE OBLIGATIONS		REVISION NO & DATE		01 22/07/2021	
		PAGE NO		Page 5 of 6	

Sl. NO	Description of applicable Environmental Legislations /Other requirements	Requirements to be complied	Activities to be undertaken for compliance	Periodicity	Responsibility	Remarks/ Reference Documents
09		Karur		Update, it is to be got approved from The District Collector, Karur.		
		Conduct Risk Analysis and Hazop Study.	Carryout Conduct Risk Analysis and Hazop Study .by engaging suitable agency based on the need.	Based on the need.	AGM (Safety)	Reports
10	The Manufacture, Storage and Import of Hazardous Chemicals Rules 2000. Control of industrial Major Accident Hazard Rules	Conduct Safety Audit through external competent agency and submit the report to DISH, Chennai	<ol style="list-style-type: none"> 1. Initiate PR for conducting safety audit once in two years 2. Co-ordiante with TOS dept. for issuance of Work order for carrying out safety audit. 3. Conduct safety audit through external agency in all the departments and get the audit report. 4. Circulate the findings of the report to all concerned departments for rectification of safety lapses, if any. 5. Verify that the findings are 	Once in two years	AGM (Safety)	External Safety Audit Report

	PREPARED BY	APPROVED BY
Signature		
Designation	AM(SAFETY)	AGM(SAFETY)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM		REFERENCE	IMS /SAFETY/CO .
SAFETY DEPARTMENT		ISSUE NO & DATE	01 01/08/2016
		REVISION NO & DATE	01 22/07/2021
		PAGE NO	Page 6 of 6

COMPLIANCE OBLIGATIONS

Sl. NO	Description of applicable Environmental Legislations /Other requirements	Requirements to be complied	Activities to be undertaken for compliance	Periodicity	Responsibility	Remarks/ Reference Documents
11	The Manufacture, Storage and Import of Hazardous Chemicals Rules 2000	Conduct mock drill for fire and gas leakage from chlorine/SO ₂ tonners	addressed by the individual department. 6. Submit the copy of the Safety Audit Report to DISH, Chennai along with corrective actions taken.	once in six months	AGM (Safety)	Mock drill reports
12	Tamil Nadu Fire Service Rules 1990	Obtain and renew Fire License	1. Make preplanning by Consulting with concerned department 2. Carryout mock drill and record the events. 3. Discuss all the relevant matters during debriefing and record all details in minutes of meeting (MOM) 4. Circulate MOM to all concerned. Apply renewal to Director, Fire & Rescue Services, Tamil Nadu at least two months before expiry of the existing license and follow up to get the renewal license.	Before expiry of existing license	AGM (Safety)	Fire licence LIC NO :156

	PREPARED BY	APPROVED BY
Signature		
Designation	AM(SAFETY)	AGM(SAFETY)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/MO
SAFETY	ISSUE NO & DATE	01 01/08/2016
PLANNING OF MANAGEMENT OBJECTIVE	REVISION NO & DATE	00 01/08/2016
	PAGE NO	1 OF 1

SI.No	Description of Objective	UOM	Target Values	Proposed Action Plan along with Resources/facilities required	Responsibility	Proposed date of Completion	Monitoring frequency
01	To Create Safety Awareness among the Employees	Mandays	1500	Conducting Safety training programs for the regular and contract workers with internal and external facilities.	SM(Safety)	On Going	Yearly

SIGNATURE	PREPARED BY	APPROVED BY
DESIGNATION	SR. MANAGER(SAFETY)	GEONINE DOCUMENTATION



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS / SAFETY / SOP - 01	
SAFETY	ISSUE NO & DATE	01	01.08.16
PROCEDURE FOR PLANT SAFETY INSPECTION	REVISION NO & DATE	00	01.08.16
	PAGE NO	1 of 2	

1. Purpose :

To define a procedure for inspection of all Unsafe Acts followed by employees. Unsafe conditions of the equipments, Housekeeping, Machine Guarding, Electrical hazards and personnel protective equipments usage.

2. Scope :

All the plants, workplaces, erection sites, Yards and Godowns inside the Factory premises,

3. Responsibility

Overall / Supervisory /Operational

- PE(S) - Plant Engineer /Safety
- AM(S) - Asst Manager/Safety
- SM(S) - Senior Manager /Safety

1. Description Of Operation

4.1	Performs inspection of equipments/ plants to identify UC and UA as per list (Ref No SAFT/L01 and SAFT/L02)	PE(S)/AM(S)/SM(S)
4.2	Cautions the workers doing UA and instructs him about the safe working procedure.	PE(S)/AM(S)/SM(S)
4.3	Informs the concerned Engineers about the presence of UC and suggests corrective action verbally.	PE(S)/AM(S)/SM(S)
4.4	Prepares SIR (Ref No SAFT/F-01) & forwards to the concerned dept indicating the observation and corrective action required.	AM(S)/SM(S)

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS / SAFETY / SOP - 01	
SAFETY	ISSUE NO & DATE	01	01.08.16
PROCEDURE FOR PLANT SAFETY INSPECTION	REVISION NO & DATE	00	01.08.16
	PAGE NO	2 of 2	

4.5	Follows-up with the department to ensure the implementation of corrective action, on completion prepares compliance Report SAFT/F-09.	PE(S)/AM(S)/SM(S)
4.6	Coordinates with FI inspection , CP inspection and Safety Committee suggestions relating TNFR and FA	PE(S)/AM(S)/SM(S)
4.7	Receives report from FI, Safety Committee and CP on findings of UA and UC	SM(S)
4.8	Prepares SIR (Ref No SAFT/F01) and Safety committee Meeting minutes & forwards to the concerned dept indicating the observation and corrective action.	AM(S)/SM(S)
4.9	Follows up with the department to ensure the implementation of corrective action, on completion prepares compliance Report SAFT/F09 for UC.	PE(S)/AM(S)/SM(S)

2. Reference

1. Safety Inspection Report - SAFT/F-01
2. List of safety Rules & Regulations
Pertaining to the Factories Act 1948 - SAFT/L-01
3. The TamilNadu Factories Rules - SAFT/M-02
4. Compliance Report - SAFT/F-09
5. List of standards related Safety - SAFT/L-02

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ SOP-02	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR ACCIDENT REPORTING , INVESTIGATION AND PREVENTION	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 3	

1. Purpose

- 1.1 To define a procedure for Accident investigation, reporting and remedial action.
- 1.2 To analyze accident records.

2. Scope

All the employees including contract workmen.

3. Responsibility

Overall/Supervisory/Operational

- PE/S - Plant Engineer /Safety
- AM/S - Asst.Manager/Safety
- SM/S - Senior Manager /Safety

4. Description Of Operation

4.1	Prepares Departmental Accident Report Form Ref. No <u>SAFT/F-2</u> in triplicate with details of accident that has occurred and gets it approved by HOD and forwards 2 copies (Green & Pink) of the form to safety Department within 12 hours of occurrence of accident and retains one copy (White) in department file.	SHIFT INCHARGE
4.2	Receives two copies of the accident form, retains one copy (Green) for investigation and record, forward one copy (Pink) to HR department for their follow-up of medical treatment of the injured.	AM(S)/SM(S)
4.3	Prepares Contract Employees Accident Report Form Ref. No <u>SAFT/F-20</u> in duplicate with details of accident that has occurred and gets it approved by job executing department and forwards one copy of the form to Safety Department within 12 hours of occurrence of accident for investigation and retains	CONTRACTOR

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ SOP-02	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR ACCIDENT REPORTING , INVESTIGATION AND PREVENTION	REVISION NO&DATE	00	01.08.16
	PAGE NO	2 of 3	

	the second copy under his custody for his follow-up & medical aid and insurance of the injured.	
4.4	Inspects the spot & investigates the cause of the accident and recommends the remedial measures to be taken to prevent such occurrence in future and records investigation details in Form Ref No. SAFT/F 03 and forwards it to the concerned department HOD for corrective action if any.	PE(S)/ AM(S)/SM(S)
4.5	Sends Form 18 Ref No SAFT/F-04 within 72 hours to FI with approval by FM, if accidentee layoff period exceeds 48hours and records the details of such accident in Form No 26 Register of Accident (Ref No SAFT/F-05).	AM(S) /SM(S)
4.6	Sends Form No 18B (Ref no SAFT/F-06) to FI , if the accidentee layoff period exceeds more than 21 days Informs the date joining as when the injured person joins duty through the same form.	AM(S) /SM(S)
4.7	Prepares Form No 18 (Ref No SAFT/F-04) , Incase of Fatal or serious accident and forwards to the following agency. <ol style="list-style-type: none">1. Director Industrial Safety and Health, Chennai.2. Joint Director Industrial Safety and Health, Trichy3. Dy Director Industrial Safety And Health, Karur4. Police Inspector5. District Magistrate	AM(S) /SM(S)
4.8	Prepares Form No 18A (Ref No SAFT/F-07, incase of DO and sends to FI. Such DO are registered in form	AM(S) /SM(S)

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ SOP-02	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR ACCIDENT REPORTING , INVESTIGATION AND PREVENTION	REVISION NO&DATE	00	01.08.16
	PAGE NO	3 of 3	

	26A (Ref No. SAFT/F-08)	
4.9	Receives Inspection/ recommendation reports from FI for accidents , fatal & DO and forwards to concerned department for observation and corrective action	AM(S) /SM(S)
4.10	Follows up with the concerned department to ensure the implementation of corrective action.	PE(S)/AM(S) /SM(S)

5. Reference

- | | |
|--|-------------|
| 1. Departmental Accident Report | - SAFT/F-02 |
| 2. Accident Investigation Report | - SAFT/F-03 |
| 3. Report of Accident / Dangerous occurrence (Form 18) | - SAFT/F-04 |
| 4. Register of Accident (Form 26) | - SAFT/F-05 |
| 5. Report of Further Details of Accident (Form18B) | - SAFT/F-06 |
| 6. Report of Dangerous occurrence(Form18A) | - SAFT/F-07 |
| 7. Contractor Accident Report | - SAFT/F-20 |

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ /SAFETY /SOP -03	
SAFETY	ISSUE NO & DATE	01	01.08.16
PROCEDURE OF TESTING OF EQUIPMENTS, BUILDINGS AND TANKS	REVISION NO & DATE	00	01.08.16
	PAGE NO	1 of 2	

1. Purpose

- 1.1 To define a procedure for conducting statutory test of equipments so as to keep them in fit condition to ensure safety.
- 1.2 To maintain the equipments to prevent damages and incidents thereby ensuring prevention of accidents.

2. Scope

- 2.1 To store Diesel and Furnace oil as per The Petroleum Act 1934.
- 2.2 To test Stability of Buildings as per The Tamilnadu Factories Rule No 12B(3) Section 7(1).

All unfired Pressure vessels operated at more than atmosphere pressure as per The Tamilnadu Factories Rules 56 section 29.

3 Responsibility

Overall/Supervisory/Operational

- PE/S - Plant Engineer /Safety
- AM/S - Asst Manager/Safety
- SM/S - Senior Manager /Safety

4 Description Of Operation

4.1	Prepare a schedule for inspection during the month and the year	AM(S)
4.2	Requests the inspection agency to conduct test specified in the Quality Plan Ref No. SAFT/N-01	SM (S)
4.3	Informs the user department about the date of inspection	SM(S)
4.4	Co-ordinates with the test agency during the test as per the Specified Act/Rules/standard (SAFT/M-02,	PE/S, AM/S, SM/S

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ /SAFETY /SOP -03	
SAFETY	ISSUE NO & DATE	01	01.08.16
PROCEDURE OF TESTING OF EQUIPMENTS, BUILDINGS AND TANKS	REVISION NO & DATE	00	01.08.16
	PAGE NO	2 of 2	

	SAFT/M-03, SAFT/M-04, SAFT/M-05)	
4.5	Receives certificate and records the Fitness	AM/S
4.6	Indicates the rectification required (if any told by Test Agency), to the User department through SIR Ref no SAFT/F-01.	SM(S)
4.7	Prepares compliance Report (SAFT/F-09) on rectification and feedback from concerned dept, records the details	PE/S, AM/S, SM/S

5 Reference

1. Quality Plan for Safety Inspection - SAFT/N-01
2. Pressure Vessel Certificates record - SAFT/F-11
3. The TamilNadu Factories Rules - SAFT/M-02
4. The Indian Explosives Act 1884 - SAFT/M-03
5. The Petroleum Act 1934 - SAFT/M-04
6. The Gas Cylinder Rules 2004 - SAFT/M-05
7. Safety Inspection Report - SAFT/F-01
8. Compliance Report - SAFT/F-09
9. List of storage vessels under The
Petroleum Act -1934 - SAFT/L-06

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY /SOP-04	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR CONTRACT WORK PERMIT SYSTEM	REVISION NO& DATE	00	01.08.16
	PAGE NO	1 of 3	

1. Purpose

- i. To adopt a unique method of operating procedure to prevent shortcuts which paves the way for accidents.
- ii. To avoid miss operation of any equipment or machine.

2. Scope

All types of Mechanical, Process, Civil, Electrical & Inst maintenance work such as repair, reconditioning, snag rectification, Periodical & Non Periodical breakdown maintenance works and other hazardous jobs.

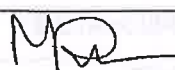
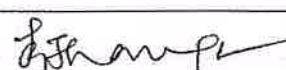
3. Responsibility

Overall /Supervisory/Operational

WP -Work Permit, LC -Line Clearance, STM –Safety Team Member (P-Process, M-Mechanical-Electrical), EIC-Engineer in Charge, EIC (E) – Engineer In Charge (Electrical), PIC-Process In charge.


4. Description Of Operation

4	PROCEDURE	RESPONSIBILITY
4.1	Contractor shall request work permit booklet through the concerned dept Engineer-in-charge(EIC)	Contractor
4.2	Work permit booklet with safety checklist (SAFT/ F-10 A,B,C) shall be issued to the contractor	Safety Officer
4.3	Contractor shall fill up the prescribed work permit form Ref No (SAFT / F 10) giving details of the equipment and nature of job to be carried out etc in consultation with EIC.	Contractor EIC
4.4	If LC is required all safety measures shall be followed as mentioned in procedure SAFT / P- 08. EIC shall issue a	PIC EIC EIC(E)

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY /SOP-04	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR CONTRACT WORK PERMIT SYSTEM	REVISION NO& DATE	00	01.08.16
	PAGE NO	2 of 3	

	work permit card to the contractor for carrying out the maintenance job.	
4.5	If welding/cutting works are required at process/storage area, EIC shall request security officer to depute a security guard in form Ref. No SAFT/F-11.	EIC / Security officer
4.6	For repair or maintenance / replacement works, etc in process area	
4.6.1	Contractor shall inform the concerned safety team member(STM) about nature of job, location of work spot as given below: Process related jobs STM - P Mechanical related jobs STM - M Electrical / Instrument related jobs STM - E	Contractor
4.6.2	Concerned STM shall ensure that all safety precautions are implemented as per safety check list and authorize them to carry out maintenance works.	STM - P STM - M STM - E
4.6.3	Original copy of Form SAFT /F-10 will be handed over to Safety Dept.and book copy shall be retained by the contractor.	Contractor
4.7	For civil maintenance,construction,erection of equipments and hot work at flammable material handling areas etc.,	
4.7.1	Contractor shall inform safety Dept. about nature of job and location of work spot.	Contractor
4.7.2	Safety Officer shall ensure that all safety precautions are implemented as per safety check list and authorize them to carry out maintenance works.	Safety Officer
4.8	For hazardous jobs like work at height, excavation work and confined space entry.	
4.8.1	EIC shall inform safety Dept. about nature of job and location of work spot.	EIC



	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY /SOP-04	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR CONTRACT WORK PERMIT SYSTEM	REVISION NO& DATE	00	01.08.16
	PAGE NO	3 of 3	

4.8.2	Check list shall be handed over to the contractor for implementation as given below check lists: i) Work at Height - SAFT /F-10 (A) ii) Excavation Work - SAFT /F-10 (B) iii) Confined Space entry - SAFT /F-10 (C)	EIC
4.8.2	All safety precautions shall be followed strictly as mentioned in the checklist.	Contractor
4.8.3	EIC and PE(S) / SM(S) shall ensure that all safety precautions are implemented as per check list.	EIC, Safety Officer
4.8.4	Safety Officer shall authorize them to carry out maintenance works at work spot.	Safety Officer
4.9	Original copy of FORM SAFT/ F-10 shall be retained in safety dept and book copy shall be retained by the contractor.	Safety Officer / Contractor

5. Reference

1. Work Permit Form (Contract Works) -SAFT/ F-10
2. Line Clearance Form -SAFT/F-17
3. Accident Prevention Manual -SAFT/M-01
4. Fire safety for welding/cutting works- SAFT/F-11
5. Check list for (i) Work at Height : SAFT/F-10(A).
(ii) Excavation Work : SAFT/F-10(B).
(iii) Confined Space Entry : SAFT/F-10(C).

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ SOP -05	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE OF TESTING AND EXAMINATION OF LIFTING MACHINES, WIRE ROPES AND LIFTING TACKLES	REVISION NO& DATE	00	01.08.16
	PAGE NO	1 of 2	

1. Purpose

To define a procedure for testing of Lifting machines , wire ropes and Lifting Tackles under The Factories Act- 1948 sec 28/29 and The Tamilnadu Factories Rules 1950 Rule 55/55A.

2. Scope

All Lifting machines, wire ropes and Lifting Tackles used in Factory Premises.

3. Responsibility

Overall/Supervisory/Operational

- PE/S - Plant Engineer /Safety
- AM/S - Asst Manager/Safety
- SM/S - Senior Manager /Safety

4. Description Of Operation

Slno	Procedure	Responsibility
4.1	Prepare a schedule for testing with respect to the Quality Plan Ref No. SAFT/N-01	AM(S)/ SM(S)
4.2	Communicate the schedule of testing equipment to the Engineering Department.	SM(S)
4.3	Informs the CP and Co-ordinates with CP during testing of equipments.	SM(S)


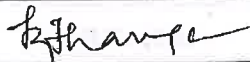
	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ SOP -05	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE OF TESTING AND EXAMINATION OF LIFTING MACHINES, WIRE ROPES AND LIFTING TACKLES	REVISION NO& DATE	00	01.08.16
	PAGE NO	2 of 2	

4.4	Tests the Equipments as per Statutory requirements and issues certificate of fitness or recommends for scrapping of the item .(if failed in testing)	CP
4.5	Informs Concerned Department thro' Safety Inspection Report (Ref.no SAFT/F-01) as per procedure of SAFT P-01, for removal of scrapped equipment, items to scrap yard for its immediate disposal to avoid misuse	PE(S)/AM(S)/SM(S)
4.6	Prepares compliance Report (SAFT/F-09) on receiving the Scrap/disposal note from Engineering Department thro' an IOM. .	AM(S) /SM(S)
4.7	Records the details of the testing Certificates Ref.no (SAFT/F-16)	PE(S)/AM(S)/SM(S)

5. Reference

1. Quality Plan for Safety Inspection - SAFT/N-01
2. Records of testing of Lifting machines , Wire ropes and Lifting Tackles - SAFT/F-16
3. Safety Inspection Report - SAFT/F-01
4. Compliance Report - SAFT/F-09
5. Procedure for Plant Safety Inspection - SAFT/P-01

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/SOP-06	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR EXAMINATION OF CONVEYOR SYSTEMS	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 2	

1. Purpose

To define a procedure for Examination of conveyors under The Factories Act- 1948 sec 21(2) 28/29 and The Tamilnadu Factories Rules 1950 Rule 53 (Schedule XI).

2. Scope

All conveyors used in Factory premises.

3. Responsibility

Overall
Supervisory
Operational

- CP - Competent Person
- PE(S) - Plant Engineer /Safety
- AM(S) - Asst Manager/Safety
- SM(S) - Senior Manager /Safety

4. Description Of Operation

S/no	Procedure	Responsibility
4.1	Prepare a schedule for testing with respect to the Quality Plan Ref No. SAFT/N-01	AM(S)/SM(S)
4.2	Communicate the schedule of testing conveyors to the user department	AM(S)/ SM(S)
4.3	Informs the CP and Co-ordinates with CP during testing of Conveyors.	PE(S)/ AM(S)/SM(S)

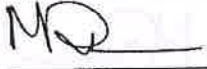
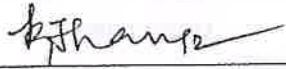
	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/SOP-06	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE FOR EXAMINATION OF CONVEYOR SYSTEMS	REVISION NO&DATE	00	01.08.16
	PAGE NO	2 of 2	

4.4	Tests the Conveyors as per Statutory requirements and issues certificate of fitness.	CP
4.5	Issues Safety Inspection Report (SAFT/F-01) and recommends for corrective actions if any to the user department.	SM(S)
4.6	Prepares compliance Report (SAFT/F-09) on rectification & Record of Certificates. Ref.no (SAFT/F-18)	PE(S)/ AM(S)/SM(S)

5. Reference

- | | |
|------------------------------------|-------------|
| 1. Plan for Safety Inspection | - SAFT/N-01 |
| 2. Records of testing of conveyors | - SAFT/F-18 |
| 3. Safety Inspection Report | - SAFT/F-01 |
| 4. Compliance Report | - SAFT/F-09 |

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY / SOP-07	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE TO OBTAIN PERMIT TO WORK	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 2	

1. Purpose

- 1.1 . To adopt a unique method of operating procedure to prevent Shortcuts which paves the way for accidents.
- 1.2 . To avoid miss operation of any equipments and machines.

2. Scope

All types of Mechanical, Electrical, Instrument maintenance work such as repair reconditioning. Periodical & Non-periodical breakdown Maintenance works and other hazardous jobs.

3. Responsibility

Overall/Supervisory/Operational

- EIC - Engineer In – Charge.
- PIC – Process In - Charge.
- EIC(E)- Engineer In – Charge(Electrical).

4. Description Of Operation

SIno	PROCEDURE	RESPONSIBILITY
4.1	The Engineer-in-charge (EIC) of service department intend to carry out maintenance / inspection on any equipment shall fill up the prescribed Work Permit Form giving details of the equipment, nature of work to be carried out, Safety Precautions to be taken etc., and forward to Process-in-charge(PIC).	EIC - Service Dept
4.2	PIC shall stop the equipment, take required safety precautions, record the same in the Work Permit Form and forward to Engineer in Charge – Electrical (EIC-(E)) for isolation of Power to the equipment.	PIC
4.3	EIC-(E)) or his authorised person shall take the following steps to isolate the equipment electrically and certify the same in the work permit and return to process-in-charge. a) Switch-off the power supply. b) Remove the fuses. c) Change the Local / Remote switch to Local position. d) Switch-off the control supply.	EIC - (E)

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY / SOP-07	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROCEDURE TO OBTAIN PERMIT TO WORK	REVISION NO&DATE	00	01.08.16
	PAGE NO	2 of 2	

	e) Display caution Board on the MCC / PCC.	
4.4	PICS shall handover the Work Permit to the EIC of initiating department and authorize them to carry out maintenance works on the subject equipment.	PIC
4.5	Based on the work permit, EIC of service department shall issue a Work Permit Card to the maintenance crew authorizing him to work.	EIC – Service Dept
4.6	After completion of the work, the maintenance crew shall return the Work Permit Card back to the EIC.	Maintenance crew
4.7	The EIC of the service department shall ensure that men and material have been cleared, guards refitted etc and the equipment is ready for start up.	EIC – Service Dept
4.8	The EIC then shall return the duly filled up Work Permit Form to PIC	EIC – Service Dept
4.9	PIC shall inspect the equipment and return the work permit to EIC -(E) or his authorised person to restore the power supply for the equipment.	PIC
4.10	EIC - (E) shall restore the power supply and normalise the electrical system, record the same and return the work permit to the PIC.	EIC - (E)
4.11	PIC shall start the equipment check the direction of rotation and ensure that the equipment is ready for operation.	PIC
4.12	PIC shall record the above in the work permit and maintain the same for a period of two years mini	PIC
4.13	The work permit form shall be presented for verification on demand by the auditors during the auditing process of ISO systems.	PIC

5. Reference

1. Work Permit Form - SAFT/F - 17
2. Work Permit Card - SAFT/F - 21
3. Caution Board - SAFT/F - 22

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	1 of 19	

1.0 DEFINITION

A major emergency in a factory is one, which has the potential to cause serious injury or loss of life. It may cause extensive damage to property and serious disruption both inside and outside the works. It would normally require the assistance of outside emergency services to handle it effectively. Although the emergency may be caused by a number of different factors, e.g. Plant Failure, Human Error, Earthquake, Vehicle Crash or Sabotage, it will normally manifest itself in three basic forms: Fire, Explosion or Toxic release.

2.0 TYPES OF EMERGENCIES THAT CAN ARISE IN TNPL

1. Heavy leak in chlorine / sulphur dioxide tonners.
2. Major fires involving wood, bagasse, coal, pith, paper and furnace oil / diesel etc.

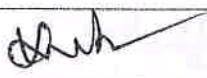

3.0 OBJECTIVES OF THE ON-SITE EMERGENCY PLAN

The objective of the On-site Emergency plan should be to make maximum use of the combined resources of the plant and the outside service to

- Effect the rescue and treatment of casualties.
- Safeguard other personnel in the premises.
- Minimise damage to property and environment.
- Initially contain and ultimately bring the incident under control.
- Identify the dead.
- Provide for the needs of relatives.
- Provide authoritative information to the news media.
- Secure the safe rehabilitation of affected areas.
- Preserve relevant records and equipment for the subsequent enquiry into the cause and circumstances of emergency.

4.0 IDENTIFIED HAZARDS WHICH CAN CAUSE EMERGENCY

4.1 Liquid chlorine from tonners is unloaded under its own vapour pressure into header and passed through vaporisers, where it is heated with hot water. The possible emergencies that can arise in this process are:

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	2 of 19	

- Failure of tonners resulting in the release of liquid and gaseous chlorine.
- Failure of chlorine header or the vaporiser resulting in the release of liquid in addition, gaseous chlorine.

4.2 The gaseous chlorine is sent to the ClO_2 plant for preparation of Hydrochloric acid.

The possible emergencies that can arise in this process are:

- Release of liquid chlorine from the header, connecting the vaporiser and the ClO_2 plant, due to ingress of liquid chlorine into this line and failure of the latter.
- Release of gaseous chlorine from this header due to line failure.
- Un-reacted gaseous chlorine escaping from the system.

4.3 Liquid sulphur dioxide from tonners is unloaded under its own vapour pressure into header and sulphur dioxide is send to elemental chlorine free bleaching plant where it is added to consume any residual chlorine dioxide in the tower. The possible emergencies that can arise in this process are:

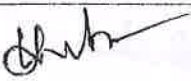
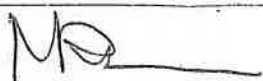
- Failure of tonners resulting in the release of liquid and gaseous sulphur dioxide.
- Failure of sulphur dioxide header resulting in the release of liquid and gaseous sulphur dioxide.

4.4 Large fires involving bagasse, coal, pith, hardwood, pulp, furnace oil, diesel, Paper or waste paper can also cause an emergency.

Likely dangers to the plant scenarios identified in table **IMS / SAFT / OEP / TAB - 21**

5.0 EVENTION OF EMERGENCY DUE TO CHLORINE / SULPHUR DIOXIDE LEAK

A flexible hose with a suction hood at one end and other end connected to a blower are available to suck the chlorine / sulphur dioxide leaking out from the tonner.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	3 of 19	

For chlorine: The blower's outlet is taken to a scrubber (old) / hypo generation tank (new) and where the chlorine could be neutralised.

For SO₂: The blower's outlet is taken to SO₂ dilution tank itself.

6.0 ACTION PLAN

The Action Plan consists of:

- Identification of key personnel
- Defined responsibilities of key personnel
- Designated Emergency Control Centres and Assembly Points
- Declaration of Emergency
- All clear signal
- Actions to be taken by non-key personnel during emergency.

6.1 Key Personnel

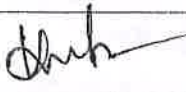

The actions necessary in an emergency will clearly depend upon the surrounding circumstances. Nevertheless, it is imperative that the required actions are initiated and directed by nominated people, each having specified responsibilities as part of co-ordinated plan. Such people are known as KEY PERSONNEL.

List of key personnel with respect to On-site emergency plan is given in Table **IMS/SAFT/OEP/TAB-01**

The key personnel are

a. Works Main Controller (WMC)

In the emergency situation, decisions have to be taken which may affect the whole or a substantial part of the works and even places outside. Many of these decisions may have to be taken in collaboration with the Senior Managers at the works and the Senior Officers of the outside services. It is essential that the authority to make such decisions is invested in one individual. In this plan he is referred to as the 'Works Main Controller'.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	4 of 19	

Shri.M.Subramanian CGM (Production) will be the WMC.

b. Works Incident Controller (WIC)

In the emergency situation, someone has to direct the operations in the plant area and coordinate the actions of outside emergency Services at the scene of incident.

The one who will shoulder this responsibility is known as 'Works Incident Controller' in this plan.

c. Forward Area Controller (FAC)

In the affected area, it may be possible to isolate equipment from which toxic material is leaking or carry out certain operational measures to control the fire. The one who will coordinate this job is known as 'Forward Area Controller' in this plan.

List of Forward Area Controllers are given in Table **IMS/SAFT/TAB-02**

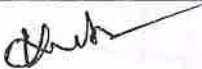
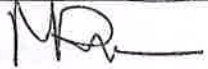
d. Team Leader (TL)

A number of special activities may have to be carried out by specified plant personnel to control as well as minimise the damage and loss. For this purpose designated teams should be available. Each team will be headed by a Team Leader (TL).

6.2 Responsibilities of Key Personnel:

1. Works Main Controller

- On getting information about emergency, proceed to Emergency Control Centre in Works Office or Administrative building depending on prevailing wind direction.
- Call in outside emergency services.
- Take control of areas outside the works, which are affected.
- Maintain continuous communication and review situation.
- Assess possible course of events.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	5 of 19	

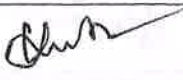
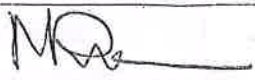
- Direct evacuation of township, if necessary.
- Ensure that casualties are getting enough help.
- Arrange for additional medical help and inform relatives.
- Liaise with Fire and Police Services. Provide advice on possible effects on outside areas.
- Arrange for chronological recording of the emergency
- Where emergency is prolonged, arrange for relieving personnel, their catering needs etc.,
- Issue authorised statement to Media.
- Inform Chairman and M.D.
- Ensure preservation of evidence.
- Direct rehabilitation work on termination of emergency.

2. Works Incident Controller

- On getting emergency information, proceed to Emergency Control Centre in Works Office or Administrative building depending on prevailing wind direction.
- Activate emergency procedure such as calling in various teams.
- Direct all operations within works with following priorities:
 - a) Control and contain emergency.
 - b) Secure safety of personnel.
 - c) Minimise damage to plant, property and the environment.
 - d) Minimise loss of material.
- Direct rescue and repair activities.
- Guide fire fighting teams.
- Arrange to search affected area and rescue trapped persons.
- Arrange to evacuate non-essential personnel to safe area/assembly point.
- Set up communications network and establish communication with FAC.
- Arrange for additional help/equipment to key personnel of various teams.
- Consider need for preserving all records, information for subsequent enquiries.

3. Forward Area Controller

- Establish Forward Control Centre and take charge of all activities.
- Organise all operations to control the emergency.
- Be in contact with WIC and apprise him of developments from time to time.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	6 of 19	

- Preserve all evidence and information.

4. Team Leader

- Assemble members of the team along with the necessary equipment and contact WIC
- On instructions from WIC carry out assigned jobs.

Details of the teams

The details of various Teams along with respective members are given below:

SL NO	NAME OF THE TEAM	TEAM MEMBERS TABLE NUMBER
01	Task Force Team	IMS/SAFT/ OEP/TAB-03
02	Fire fighting Team	IMS/SAFT/ OEP/TAB-04
03	Repair Team	IMS/SAFT/ OEP/TAB-05
04	Communication Team	IMS/SAFT/ OEP/TAB-06
05	Security Team	IMS/SAFT/ OEP/TAB-07
06	Man-power Team	IMS/SAFT/ OEP/TAB-08
07	Safety Team	IMS/SAFT/ OEP/TAB-09
08	Transport Team	IMS/SAFT/ OEP/TAB-10
09	Medical Team	IMS/SAFT/ OEP/TAB-11
10	Support team to WMC	IMS/SAFT/ OEP/TAB-12
11	Support team to WIC	IMS/SAFT/ OEP/TAB-13

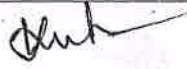
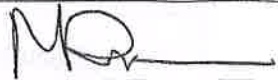
6.3 Responsibilities of Teams

1. Task Force Team (chlorine/SO2 leak control)

- To identify source of leak and arrest it.
- To take steps to keep rest of plant in safe condition.
- To arrange safe shutdown of plant, if necessary.

2. Fire Fighting Team

- To rush to the incident spot and start fighting the fire.
- To maintain adequate water pressure in the fire hydrant system.
- To arrange first aid fire extinguishers where needed.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	7 of 19	

- To guide and direct outside fire fighting agencies.
- In case of emergency due to gas leakage, to help the Medical Team in executing the latter's responsibility.

3. Repair Team

- Attend to all repair jobs which are needed from emergency point of view.
- To take steps to contain or reduce the intensity of emergency.
- To arrange for additional equipment.
- To give temporary connections as needed.

4. Communication Team

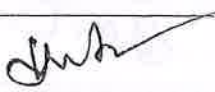
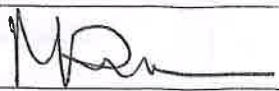
- To maintain the communication network inside the factory.
- To attend urgent repairs in the communication system.
- To arrange messengers for conveying urgent messages when needed so.
- To help WMC to communicate with civil authorities.
- To provide first aid to casualties.
- To contact outside agencies for additional medical help.
- To arrange ambulances and vehicles for carrying casualties to company's hospital or other hospitals / nursing homes in the neighbourhood.
- To group the casualties as per the seriousness and type so that they can be referred to the correct hospitals/ nursing homes.

5. Security Team

- To man all gates.
- To permit, with minimum delay, the entry of authorised personnel and outside agencies, vehicles etc., who have come to help.
- To bar entry of unauthorised persons.
- To allow the ambulance etc., to go through the gates without normal checks.

6. Manpower Team

- To rescue the casualties on priority basis.
- To transport casualties to first aid post, safe places, or medical centres.
- To account the personnel.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	8 of 19	

- To search for missing personnel.
- To pass information to the kith and kin of fatal or serious casualties.

7. Safety Team

- To arrange required safety equipment.
- To measure gas concentrations, in case of gas leakage, at Various places.
- To report of accidents to WMC.
- To record of accidents.
- To collect and preserve evidences in connection with accident cases.

8. Transport Team

- To arrange for transport of casualties.
- To arrange for transport of materials.
- To attend to vehicle breakdowns.
- To arrange petrol and diesel supply.
- To withdraw and transport materials from Stores.

9. Medical Team

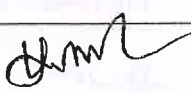
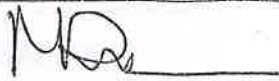
- To arrange for first aid.
- To arrange for stretchers.
- To arrange for immediate medical attention.
- To arrange for sending the casualties to various hospitals and nursing homes.
- To arrange for medicines.

6.4 Support Teams

In addition to the teams already mentioned there will be two additional teams known as Support Teams.

1. Support Team to WMC

This team will assist WMC during an emergency to execute his functions. The members of the team and their responsibilities are given below:

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	9 of 19	

a) GM (HR)

- Contacting statutory authorities.
- Arranging for relievers and catering facilities.
- Informing kith and kin of casualties.
- Giving information to media.
- Contacting medical centres and nursing homes.

b) DGM (P&OS)

- Arranging for additional transportation.
- Arranging for urgently required materials.

c) GM (F)

Alternative: DGM (Finance)

- Arranging funds for emergency purchase of materials.

d) DGM (Civil)

- Arranging the shelters for the affected personnel.
- Arranging for their feeding.

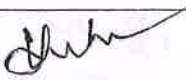
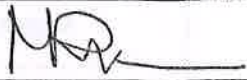
One Steno Secretary will be available with WMC for recording all information coming and instructions going out.

2. Support Team to WIC

The Support Team to WIC will consist of:

- **GM (P&RB)**
- **AGM (E&I)**
- **AGM (TOS)**

This team will assist the WIC in manning communication and passing instructions to the teams. One Steno Secretary should be available with WIC for recording all Information coming in and instructions going out.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	10 of 19	

6.5 Control Centres

Emergency Management measures will be carried from two Control Centres as details given below:

1. Forward Control Centres (FCC)

FCC is the place from where the operations to control and contain the incident and reduce its impact on the neighbourhood will be directed. FCC shall be established as close to the incident as possible. **FCC will be attended by FAC.**

2. Emergency Control Centre (ECC)

ECC is the place from where the operations inside the plant to handle the emergency are directed and co-ordinated. Also, ECC is the place from where all communications will be established with outside agencies and district authorities.

It is located inside the plant and equipped with every facility to co-ordinate and manage the emergency. **ECC will be attended by WMC and WIC.**

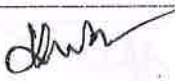
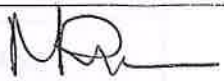
Location: **Works Office Conference Room**

Alternative Location: **Admn. Building**

6.6 Assembly Points

In an emergency, it will almost certainly be necessary to evacuate personnel from affected areas and as precautionary measure, to further evacuate non-essential workers, in the first instance, from areas likely to be affected, should the emergency escalate. The evacuation will be effected on getting necessary message from WIC. On evacuation, employees should be directed to a pre-determined safe place called Assembly Point.

Security Main Gate Office is the Assembly Point where all non-key personnel shall assemble on getting directions over Public Address System.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM (SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	11 of 19	

Alternative Location: Product Gate / Bagasse Entry Gate

6.7 Escape Routes

The roads leading to Main Security Gate, Bagasse Entry Gate and Railway Siding Entry are the designated escape routes and are marked in the site layout map.

6.8 Emergency Shelter for Chlorine/SO₂ leak (ES).

In many of the recorded toxic gas emergencies, it has been established that those who were affected seriously were the people who were in the open and the persons who, out of panic, came out from the rooms and started running haphazardly.

Those who remained indoors with all doors and windows closed have survived in most of the situations.

With this background, the concept of Emergency shelter (ES) has been accepted in TNPL for emergency management involving chlorine release.

All control rooms in various sections; Managers' and Dy.Managers' rooms in all the sections, Works Office, Time Office and Security Office are to be treated as E.S.

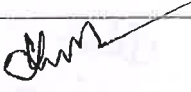
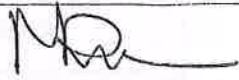
On hearing gas release Emergency Siren, those who are inside these rooms should continue to remain inside. Those who are in the open, should go into the nearest E.S. Once inside the room one should close all the doors and windows tight and stop air- conditioners.

Any room fully covered and having doors and windows which are more or less air tight can be utilised as E.S.E.S are identified with suitable boards

Details of emergency shelters are given in Table **IMS/SAFT/OEP/TAB-14**

6.9 Emergency Measures in TNPL Township

Since TNPL Colony and Guest House are very close to the Plant, on hearing the

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	12 of 19	

emergency siren, the residents should immediately take refuge indoors, shut doors and windows, tight and await the All Clear Signal.

Children in the school should be made to go inside rooms immediately and remain there until All Clear Signal sounds. Rooms on higher elevations are the preferred ones.

6.10 Facilities - Available In Control Centres

Following facilities are available in various Control Centres.

1. Forward Control Centre



- 2 Nos of intercoms
- One set of self contained breathing apparatus
- 2 sets of personal protective equipment such as gloves, gumboots and aprons
- Torch lights.

2. Emergency Control Centre

- 3 Nos of intercoms
- 2 Nos of P & T Phones
- Wireless and Fax
- Emergency manuals
- Internal and local telephone directories
- List of important telephone numbers
- Blown up area maps
- Emergency lights
- Portable chlorine detector
- Copies of MSDS for chemicals used.

6.11 Declaration of Emergency

Any emergency taking place will obviously be noticed by a person working in the site of incident. This can be a worker, security guard or a supervisor. His immediate responsibility will be to inform the concerned Shift-in-Charge or control room of the concerned section. In case the control room gets the

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM (SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	13 of 19	

message it should immediately inform the shift-in-charge about it.

The Shift-In-Charge should quickly assess the situation and declare a state of emergency, if warranted. Declaration is done by requesting the Time Office to operate the Emergency Siren. On declaration of emergency, the emergency organisation will come into force and perform the various tasks as described.

6.12 Alarms during Emergency

An emergency may arise in the plant due to major release of chlorine/SO₂ or major outbreak of fire.

In case of major leak of chlorine/SO₂ or major outbreak of fire the state of emergency has to be declared by sounding Emergency Siren as below.

6.13 Emergency Siren Sounding Pattern

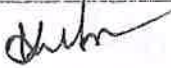
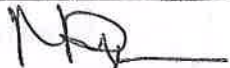
Sl. No.	Type	Duration
1.	In case of fire	30 seconds on, 5 seconds off, 3 times
2.	Emergency siren for heavy chlorine/SO ₂ leak	20 seconds on, 5 seconds off, 5 times
3.	All clear signal	Continuous siren for 3 minutes only once.

An alternate power supply from a common un-interrupted power supply source installed in the Mill is also connected to the Siren.

6.14 All Clear Signal

After cessation of emergency, FAC will communicate to WIC. After verification of status, WIC will in consultation with WMC can declare "All Clear" by instructing the Time Office to sound the "All Clear Signal".

6.15 COMMUNICATION SYSTEM

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	14 of 19	

Public Address System has been provided for individual Plants. Telephone and Intercom facilities are available. Visual cum Audio emergency alarm is available between chlorine/SO₂ storage shed and Pulp Mill. An emergency horn is available in chlorine storage shed for alerting the neighbouring plant areas in case of heavy leakage of chlorine. Fire message can be communicated from any location of the plant to Security Office by dialling the number 2222. Emergency message can be passed on to the Safety Office by dialling the number 2333. Emergency fire warning system is available between fire pump house and security office.

List of key personnel (internal) are given in table **IMS/SAFT/ OEP/TAB - 01**

List of key personnel (External) are given in table **IMS/SAFT/ OEP/TAB -15**

7.0 MUTUAL AID

Need and Procedure

All factories may not be equipped with an exhaustive stock of equipment/materials required during an emergency. Further, there may be a need to augment supplies if an emergency is prolonged.

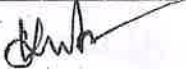
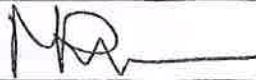
It would be ideal to pool all resources available in the plant and nearby factories during an emergency, for which a formal MUTUAL AID scheme shall be made among the following industries.

DETAILS ABOUT FACTORIES IN THE NEIGHBOURING AREAS

Sl no	Factory's Name	Address	Key Personnel to be conducted	Phone No.
01	Bharath Petroleum Terminal	Karur	Chief Inst Manager	04324-227265
02	EID parry	pugalur	General Manager	04324-270203
03	Petronet Terminal	Atthur, karur.	Sr.Terminal Manager	9843111501, 9442235551

For developing mutual aid scheme, periodical meetings with the above neighbouring factories were conducted with respect to the following major points for mutual help during emergencies.

- Fire fighting equipments / Fire Tenders
- Safety equipments / appliances

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	15 of 19	

- Vehicles / Transportation
- Ambulances
- Food supply / medicines

8.0 EMERGENCY MANAGEMENT TRAINING

Training on Onsite Emergency Plan has been given to all working personnel including contract workers. All emergency team members have been trained on responsibilities /duties during emergencies.

Training records ref: **IMS/SAFETY/OEP/REC**

9.0 MOCK DRILLS

9.1 MOCK DRILLS FOR MAJOR EMERGENCIES

Mock drills are conducted with respect to heavy Chlorine/SO₂ leak and Fire. The periodicity of each type is once in six months. The minute of every mock drill is recorded.

9.2 MOCK DRILLS FOR LOCAL EMERGENCIES

Mock drills are conducted for local emergencies as per **IMS/SAFT/OEP/TAB-20**.

10.0 OTHER SAFETY SYSTEMS PROVIDED RELATED TO ON SITE EMERGENCY PLAN

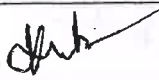
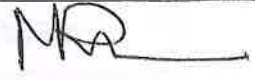
1.0 WIND SOCKS

Wind socks has been provided at various locations in the mill to detect the wind direction during emergency.

LOCATIONS OF WIND SOCKS TABLE IMS/SAFT/ OEP/TAB- 16

2.0 FIRST AID FACILITIES

Company's Occupational Health Centre (OHC) is located opposite to factory main gate and inside the housing colony very near to colony entrance gate. It

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	16 of 19	

is fully equipped with emergency facilities. It is open round the clock .A full time medical officer is always available in the centre. In addition, two part time lady doctors are attached to the centre. Three ambulance vans are available in all the three shifts.

Adequate numbers of first aid boxes are kept at strategic locations in the plant areas. Required stock of first aid medicines is maintained. Copies of MSDS of relevant hazardous chemical are available.

Trained first aiders are available in all departments. More than 1500 employees and contract workers have already undergone first aid training.

3.0 Gas Detectors

On line Chlorine / So2 Detectors with Alarms are installed in the following areas.

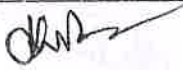

- Chlorine Storage godown - 7 nos.
- SO2 Storage godown - 5 nos.
- ClO₂ Plant - 13 nos.
- Water Treatment Plant - 4 nos
- Cooling tower - 2 nos

Periodically the concentration level of Cl₂ / SO₂ is being monitored in the above areas.

The double cartridge gas masks and panorama goggles are supplied to all employees working in the above areas. Apart from this, sufficient no. of self contained Air Breathing apparatus are kept readily available in the above areas for emergency uses.

4.0 Details of First Aid Boxes Issued to Departments

First Aid boxes are issued to all departments / sections and maintained. Details are given in Table **IMS/SAFT/ OEP/TAB-17**.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)



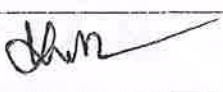
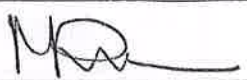
INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	17 of 19	

5.0 Details of safety Eye / Body Showers

Safety Showers and Eyewash fountains have been installed in the H₂SO₄ Tank, Hcl Tank and Caustic tank areas. Apart from this, the same have been installed in all critical areas.

Details of Safety Showers/ Eye wash fountain are given in Table **IMS/SAFT/OEP/TAB-18 (SAFT/OEP/REG)**

6.0 All required Safety measures have been taken in the chemicals storage / handling areas and same is given in Table - **EMS/SAFT/ OEP/TAB-19**

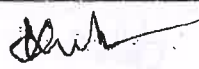
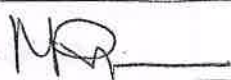
	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	18 of 19	

7.0 FIRE FIGHTING FACILITIES AVAILABLE


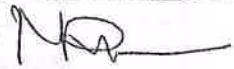
Elaborate fire fighting system is available for fighting fires in any corner of the plant. Details about the fire fighting system is given below

S.NO.	PARTICULARS	CAPACITY
1	Fire Tender vehicles (FTV)	Three Numbers of Fire Tender Vehicles are available. FTV No.1,2 & 3 Tank Capacities are 3000 Ltrs., 4500 Ltrs and 5000 Ltrs. respectively.
2	Pumps (Effluent Treated Water)	3 Nos (All Rated 150kw/1500 rpm/720m ³ /hr) Two pumps are in continuous operation for hydrant lines only.
3	Standby Diesel Operated Fire Water Pumps	3 Nos of Diesel Engines 1. No.503, 155 kw
		2. No.506, 113 kw / 410 m ³ / hr / Bhp 231 / rpm 1500
		3. No.507 113 kw / 410 m ³ / hr / Bhp 231 / rpm 1500
4	Standby Electrical Motor Operated Jockey Pumps	1 No. 37 kw / 240 m ³ / hr / rpm 2850
5	Diesel Driven Booster Pump	273m ³ /hr @ 88 m/133 HP / 1800 rpm
6	Standby Electrical Motor Operated Pump No.1	273m ³ /hr @ 88 m/120 HP / 90 kw / 2980 rpm
7	Standby Electrical Motor Operated Pump No.2	273m ³ /hr @ 88 m/120 HP / 90 kw / 2980 rpm
8	Electrical Motor Operated Jockey Pump	273m ³ /hr @ 88 m/ 11KW / 2900 rpm
9	Boilers 1 ,2 ,3 & 4 Booster Pump	273m ³ /hr @ 88 m/ 15KW / 2900 rpm

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM (SAFETY)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
ON SITE EMERGENCY PLAN	REVISION NO&DATE	01	30.09.21
	PAGE NO	19 of 19	

10	Boiler No. 5 Booster Pump	273m ³ /hr @ 88 m/ 11KW / 2900 rpm
11	Boilers 6 & 7 Booster Pump	273m ³ /hr @ 88 m/ 22KW / 2955 rpm
12	Recovery Boiler area Booster Pump(Electrical Motor)	273m ³ /hr @ 88 m/ 45 KW / 2900 rpm
13	Coal Yard Booster Pump	273m ³ /hr @ 88 m/ 22KW / 2955 rpm
14	Electrical Driven Fire Pump at Cement Plant	273m ³ /hr @ 88 m/ 45 KW / 2900 rpm
15	Total nos. of Fire Hydrants and Line pressure	674 NOS @ 7 Kg/cm ²
16	Fire Extinguishers (Various types)	1590
17	Fire buckets and Stands	Fire Buckets Stand - 246 Buckets filled with sand and water - 1108
18	Water Availability in the Tanks for Fire Fighting	Reservoir - I - 50000 M ³ / KL
		Reservoir - II & III - 477620 M ³ / KL
		Reservoir - IV - 275200 M ³ / KL
		Reservoir - V - 12900 M ³ / KL
		Clariflocculator - I - 8150 M ³ / KL
		Clariflocculator - II - 11400 M ³ / KL
19	Fire Fighting Crew	Fire Fighting Crew is Available Round the Clock
20	Reserve Personnel for Fire Fighting	Plant Personnel are Trained in Fire Fighting on Regular Basis

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	AM (SAFETY)	AGM(SAFETY)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFT/OEP /TAB-01	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIST OF KEY PERSONNEL	REVISION NO&DATE	04	04.07.2022
	PAGE NO	1 of 1	

KEY PERSONNEL (TNPL)
EMERGENCY CONTROLLERS

SL.No.	NAME	DESIGN	SERVICE	PHONE Off/ Res	MOBILE
01	Mr. SVR.Krishnan	ED(O)	WMC	2211/7300	04324- 277044
02.	Mr.S.J Varadarajan.	CGM(P&PC)	WIC	2278 / 7540	9442191445

COMMUNICATION CHART

SL. No.	NAME	DESIGN	PHONE Off/ Res	MOBILE
01	Mr. K.Manoharan	CIO	2826 / 7296	9486041394
02	Mr.R.Seenivasan	CGM(Plant & R&D/QC)	2659 / 7274	9442591411
03	Mr. Valanarasu.M	GM(F)	2830 / 7535	9385600165
04	Mr.V.G.Suresh	GM(HR)	2602	9489971217
05	Mr.S.Nandagopal	GM(Proj)	2568/7419	9442591400
06	Mr.K.Rajkumar	GM(Mech)	2949 / 7431	9442502156
07	Mr C.Rameshdas	GM(PUR)	2812 / 7552	9489473950
08	Mr.S.Nagarajan	GM(Energy)	2455	94425205125
09	Mr.Sridhar Boominathan	GM(Mktg)	2598	9487212184
10	Mr.S.Sundaram	DGM(Mech) Pulp	2214/7594	9442591363
11	Dr.Chinnaraj	DGM(R&D/QC)	2454/7561	9442591308
12	Mr.B.Mahesh	DGM(Prod.coordination)	2230/7501	9442521042
13	Mr.K.Ravi	DGM(Env)	2538	9442555982

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFT/OEP /TAB-01	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIST OF KEY PERSONNEL	REVISION NO&DATE	04	04.07.2022
	PAGE NO	2 of 1	

14	Mr.R.Kajendran	DGM(E&I)	2368	9442591439
15	Mr.S.Shanmuga Kumar	DGM(Purchase)	2679/7390	8300706309
16	Mr.M.Arulkumar	DGM(TOS & Disposals)	2268	9442521050
17	Mr.K.Rajanbabu	DGM(PM/C)	2327 / 7438	9442502159
18	Mr.M.Krishnamoorthy	DGM(Offsite)	2930	9486067218

Extension of 04324 – 277001 (10 lines)

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-02	
SAFETY	ISSUE NO&DATE	01	01.08.16
FORWARD AREA CONTROLLERS	REVISION NO&DATE	03	04.07.2022
	PAGE NO	1 of 1	

DETAILS OF FORWARD AREA CONTROLLERS

SL. No	Location of FAC	Forward Area Controller	Phone Nos.		STD / MOBILE
			Office	Residence	
1	Paper Machine	Mr.K.Rajkumar,GM(Mech)	2234	7431	9442502156
2	Pulp Mill /Soda Recovery Plant	Mr. S.J.Varadarajan, CGM(P&PC)	2278	7540	9442191445
3	Energy	Mr.S.Nagarajan,GM(Energy)	2455	-	94425205. 5
4	Marketing Godown	Mr.Sridhar Boominathan, GM(MKTG)	2598	-	9487212184

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-03	
SAFETY	ISSUE NO&DATE	01	01.08.16
TASK FORCE TEAM	REVISION NO&DATE	01	04.07.2022
	PAGE NO	1 of 1	

SL. NO	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	J.Santhakumar	Leader	Pulp	2396 / 7448	9442591435
02	G.Selvaraj	Alternate Leader	Energy	2216	8300452403
03	A.P.Jagadeesh	Member	CIO2	2478	9442594660
04	M.Devadoss	Member	CIO2	2396	9442501027
05	A.Raju	Member	Energy	2243	9489490934
06	S.Ravi	Member	Energy	2357 / 7394	8300452404

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM (SAFETY)	DGM (SAFETY & SECURITY)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-04	
SAFETY	ISSUE NO&DATE	01	01.08.16
FIRE FIGHTING TEAM	REVISION NO&DATE	02	04.07.2022
	PAGE NO	1 of 1	

SL. NO	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Mr.G.Sangli Rajan	Leader	Security	2263 /7211	9442591401
03	Mr.C.Senthilvelan	Member	Stores	2463	
04	Mr. M.Selvam	Member	PMC	2968	9442575937
05	Mr.E.Loganathan	Member	DIP	2937	9489468219
06	Mr.R.Kamaladasan	Member	Energy	2343	
07	Mr.S.Ramesh	Member	MKTG	2990	9443546258
08	Mr.S.Gnanasundar	Member	CHP	2270 /7407	

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-05	
SAFETY	ISSUE NO&DATE	01	01.08.16
REPAIR TEAM	REVISION NO&DATE	02	04.07.2022
	PAGE NO	1 of 1	

Sl. No.	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Mr.M.Pesum Murugan	Leader	Pulp Mill (M)	2545	9442536014
02	Mr.P.Sakthivel	Alternate Leader	Energy-M	2530	9489485703
03	Mr.A.P.Jagadeesh	Member	Pulp mill(M)	2721	9442594660
04	Mr.A.Raju	Member	Energy-M	2243	9489490934
05	Mr.P. Sheik Mohamed Mathar	Member	PulpMill (Elect)	2532/ 7521	9489090258
06	Mr.V.Kumaresh	Member	Pulpmill (Clo2)	2721	8300452501

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-06	
SAFETY	ISSUE NO&DATE	01	01.08.16
COMMUNICATION TEAM	REVISION NO&DATE	03	04.07.2022
	PAGE NO	1 of 1	

Sl. No.	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Mr.J.Santhakumar	Leader	Pulp	2396 / 7448	9442591435
02	Mr.V.Magesh Kumar	Member	CHP	2997/ 7246	
03	Mr.K.Vijayakumar	Member	PH-Elect	2369	9442590608
04	Mr.A.Manikandan	Member	HR LEGAL	2694 / 7244	9489014211
05	Mr.V.P.Anand	Member	MKTG	2516	9489401584
06	Mr. G.Selvaraj	Member	Energy	2216	8300452403

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-07	
SAFETY	ISSUE NO&DATE	01	01.08.16
SECURITY TEAM	REVISION NO&DATE	02	04.07.2022
	PAGE NO	1 of 1	

Sl. No.	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Mr.M.Radhakrishnan	Leader	Safety / Security	2340 /7503	9442591350
02	Mr.G.S.Rajan	Alt. Leader	Security	2263/ 7209	9442591401
03	Mr.K.Senthilkumar	Member	Security	2263 /7282	9442591401

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM (SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-08	
SAFETY	ISSUE NO&DATE	01	01.08.16
MANPOWER TEAM	REVISION NO&DATE	03	04.07.2022
	PAGE NO	1 of 1	

Sl. No.	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Mr.V.G.Suresh	Leader	HR	2602	9489971217
02	Mr.K.S.Sivakumar	Alternate Leader	HR	2976	9442576716
03	Mr.P.Ravichandran	Member	Pulp	2229	9489771547
04	Mr.S.Ravi	Member	Energy	2357 / 7394	8300452404
05	Mr.P.Manivel	Member	Civil	2506	9442591088
06	Mr.S.Prakash Kumar	Member	Pulp	2371	9489391183

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-09	
SAFETY	ISSUE NO&DATE	01	01.08.16
SAFETY TEAM	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 1	

Sl. No.	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Mr.M.Radhakrishnan	Member	Safety	2433/ 7503	9442591350
02	Mr.S.Raja Sankar	Member	Safety	2502	9487672063
03	Mr.K.Madeshwaran	Member	Safety	2333	9487672147
04	Mr.J.Senthil Kumar,	Member	Safety	3237	9489831426

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-10	
SAFETY	ISSUE NO&DATE	01	01.08.16
TRANSPORT TEAM	REVISION NO&DATE	02	04.07.2022
	PAGE NO	1 of 1	

Sl. No.	NAME	POSITION	DEPT. / SECTION	PHONE	MOBILE NO
01	Mr.M.Arulkumar	Leader	TOS	2268	9442521050
02	Mr.M.Krishnamoorthy	Member	OS	2638	9486067218
03	Mr.J.Venkatesan	Member	HR	2695 / 7495	
04	Mr.S.Mahadevan	Member	HR	2889	

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-11	
SAFETY	ISSUE NO&DATE	01	01.08.16
MEDICAL TEAM	REVISION NO&DATE	02	04.07.2022
	PAGE NO	1 of 1	

SL. NO	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Dr.A.K.K.Raja	Leader	OHC - HR	7355 / 7400	9442559698
02	Dr.C.Rajalaxmi	Member	OHC - HR	7348 / 7400	
03	Dr.T.G.Senthilkumar	Member	OHC - HR	7373 / 7374	
04	Dr.V.Suganthi	Member	OHC - HR	7518 / 7374	
05	Mrs.D.Maheswari	Member	OHC - HR	7349	

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)



ONLINE DOCUMENTATION



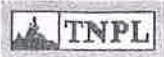
TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-12	
SAFETY	ISSUE NO&DATE	01	01.08.16
SUPPORT TEAM TO WMC	REVISION NO&DATE	02	04.07.2022
	PAGE NO	1 of 1	

SL.NO	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	R.Seenivasan	Leader	Plantation & R&D /QC	2659 /7274	9442591411
02	Mr.M.Valanarasu	Alt.Leader	Finance	2830	9385600165
03	Mr.V.G.Suresh	Member	HR	2602	9489971217
04	Mr.S.Nandagopal	Member	PROJECT	2568/7419	9442591400
05	Mr C.Rameshdas	Member	Purchase	2812 / 7552	9489473950
06	Mr.M.Arulkumar	Member	TOS	2268	9442521050

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM (SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-13	
SAFETY	ISSUE NO&DATE	01	01.08.16
SUPPORT TEAM TO WIC	REVISION NO&DATE	02	04.07.2022
	PAGE NO	1 of 1	

SL.NO	NAME	POSITION	DEPT / SECTION	PHONE	MOBILE NO
01	Mr.S.Sundraram	Leader	Work shop	2214 / 7594	9442591363
02	Mr.K.Suthakar	Member	Auto	2374	9442584337
03	Mr.A.S.Kavin	Member	Elect	2706	8903623027
04	Mr.P.Manivel	Member	Civil	2506	9442591088
05	Mr.A.Arulraj Kumar	Member	Stores	2458/7245	8300452379

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	DM(SAFETY)	DGM (SAFETY & SECURITY)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-14	
SAFETY	ISSUE NO&DATE	01	01.08.16
LOCATION OF EMERGENCY SHELTER	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 1	

Sl. No.	Building	Identification of Room	Floor	Phone
1.	Pulp Mill	DCS Control Room - CBP-2	14 mtr	2554,2592
		DCS Control Room - HWP	14 mtr	2702,2703
		DCS Control Room - CLO2	7 mtr	2396
		- ECF	14 mtr	2708
		- CBP#3	12 mtr	2760
2.	S R P	- BWC	2.5 mtr	2735
		DCS Control Room - Caust	07 mtr.	2313
		- RB-2	09 mtr	2543
		- RB-3	09 mtr	2361,
		- limekiln 1&2	09 mtr	2362, 2320, 2297
3.	Power House	DCS - Power house	07 mtr	2311
		- TG#4 & Blr#5	07 mtr	2281
		- TG#5	07 mtr	2416
		- Blr#6	07 mtr	2780
4.	Paper Machine 1,2 &3	Pm/c #1 Control room wet end -1	07 mtr	2383
		Pm/c #1 Control room dry end -1	07 mtr	2353
		Pm/c #2 Control room wet end -2	07 mtr	2556
		Pm/c #2 Control room dry end -2	07 mtr	2558
		CAP	07 mtr	2290
		Paper M/c -1 conference room.	07 mtr	2562
		Pm/c #3 wet end	07 mtr	2755
		Pm/c #3 dry end	07 mtr	2757
		Winder area	07 mtr	2758
Stock preparation	07 mtr	2756		
5	Paper Machine 1,2 & 3	All Operating Control Rooms shift in charge	7 mtr level	2322 2556 2757
6	ECF	Shift in charge room,Control Room	14 mtr level	2708
7	CLO2	DCS room, Lab	7 mtr level	2396, 2301
8	CBP-3	DCS ROOM	14 mtr level	2760
9	Deinking Plant	DCS ROOM	14 mtr level	2935

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-15	
SAFETY	ISSUE NO&DATE	01	01.08.16
EXTERNAL COMMUNICATION CHART	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 1	

Sl. No.	DESIGNATION	PHONE No.
01.	Joint Director of Industrial Safety and Health, Trichy	2420235
02.	Addl. Director of Industrial Safety and Health, Trichy	2533176
03.	Director of Industrial Safety and Health, Chennai	28544091 / 28583617
04.	DY. Director of Industrial Safety and Health, Karur	245499
05.	Joint Chief Controller of Explosives, Chennai	28514848 / 28583617
06.	Factory Medical Officer	2432433
07.	Govt. Fire Services, Velayuthampalayam	270400
08.	Govt. Fire Services, Karur	220101
09.	Govt. Fire Services, Namakkal	220703/101
10.	Govt. Fire Services, Erode	278221
11.	Govt. Hospital, Karur	220280
12.	Govt. Hospital, Velayuthampalayam	270337
13.	Police Station, Velayuthampalayam	270444

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-16	
SAFETY	ISSUE NO&DATE	01	01.08.16
WIND SOCK LOCATIONS	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 1	

S.No	Dept / Section	Location
01	Security Main Gate	Fire Station
02	Hard Wood Plant	New Hard Wood high density Tower NT-3
03	Main Road near Works office	Walkway in between old pulpmill- I & Paper Machine - No: 1
04	WTP	Over head water tank No: 1
05	CBP - II	De stoner tank
06	Chlorine Godown	CLO2 Pipe rack (East)
07	Chlorine Godown	CL2 Pipe rack (West)

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-17	
SAFETY	ISSUE NO&DATE	01	01.08.16
LOCATIONS OF FIRST AID BOXES	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 3	

Sl. No.	Dept. / Section	Location
	PULP MILL	
01	Wood Yard / Chipper House	Weigh Bridge room
02	New chipper house	control room
03	Bagasse Yard	Shift In charge room
04	CBP # 2	Control room
05	Wet lap 1&2	Control room
06	Wet lap #3	Control room
07	New hard wood plant	Office room
08	"	MCC Room
09	"	Maintenance office
10	"	Process control room
11	"	Instrumentation section
12	CLO ₂ Plant	MCC Room
13	"	CLO ₂ control room
14	"	Cl ₂ godown
15	"	O ₂ plant
16	"	Maintenance office
17	ECF	Control room
18	CBP#3	Control Room
19	CBP#3	Maintenance room
20		Electrical office
21	Back Water area	Maintenance room

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-17	
SAFETY	ISSUE NO&DATE	01	01.08.16
LOCATIONS OF FIRST AID BOXES	REVISION NO&DATE	00	01.08.16
	PAGE NO	2 of 3	

<u>PAPER MACHINE</u>		
22	Machine # 1	Control Room
23	Machine # 2	Stock preparation Room
24	"	Instrumentation
25		Maintenance room
26	CAP	Control Room
27	Machine #3	Control Room
28	"	Instrumentation
29	"	Electrical
30	"	Maintenance room
31	CCK	Control room
32	Finishing House	Shift Engineer Room
33	"	Bielomatic Cutter
34	"	ECH Will Cutter
35	"	ASRS
36	Paper Godown	Office Room
<u>SRP</u>		
37	Recovery Boiler # 2	Control Room
38	Recovery Boiler # 3	Control Room
39	Evaporator	Control Room
40	New evaporator	Control Room
41	Causticizer Plant	Control Room
42	limekiln	Operator Room
43	Electrical	Office room
44	instrumentation	Office room
<u>ENERGY</u>		
45	Power Boiler # 1,2,3 & 4	Control Room
46	Power Boiler # 5,6&7	Control Room
47	Coal Handling Plant	Control Room
48	Energy maint.	Office room
49	VAM / Compressor plant	Control room
50	Cooling Tower	Control room
<u>WORKS OFFICE</u>		
51	D(O) Office	PA Room
52	PMD	Near Fax Machine
53	Quality Control	Office Room

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-17	
SAFETY	ISSUE NO&DATE	01	01.08.16
LOCATIONS OF FIRST AID BOXES	REVISION NO&DATE	00	01.08.16
	PAGE NO	3 of 3	

54	SECURITY	Office Room
55		Fire Station Room
56	OTHER AREAS	Store Room
57		Engineer Room
58		DM Plant Control Room
59		Office Room
60		Forklift shed
61		Office Room
62		Office Room
63		Reception
64		Office room
65		Office
66	Office	
67	Purchase	Office
68	Deinking plant	DCS Room
69		Instrument room
70		Mechanical Office
71		Pulper godown
72		Waste paper godown
73		MCC Room 0 mtr

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-18	
SAFETY	ISSUE NO&DATE	01	01.08.16
LOCATIONS OF EYE WASH/ BODY WASH SHOWERS	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 2	

Depts. / Section	Location	No. of E/ B Showers
HWP	Ground Floor	02
	1 st floor	02
	H2SO4 Storage Tank	01
CBP # 2	Ground Floor	03
	C.D Floor area	
	14 Mtrs. Floor	
ECF	Ground Floor	03
	1 st Floor	02
CLO2 plant	1 st floor	01
	2 nd floor	01
	3 rd floor	01
	Cl ₂ / HCL Storage Yard	02
	So ₂ /Cl ₂ godown	2
CBP#3	Ground Floor	1
	7 mtr floor	1
	Acid storage	1
Paper Machine	PM/C # 1 - 7 mtrs. Floor	7
	PM/C # 2 - 7 mtrs. Floor	
	CAP - 0 Mtr.	
	CAP - 7 Mtrs.	
	PM/C #3 -7 mtrs.Floor & Ground floor	
	CCK - CAP	
S.R.P	RB # 2 Spout	2
	Evaporator(old)	01
	Evaporator(new)	
	Caustic Tank (NAOH)	02
	Lime Kiln / New lime kiln	
	Caustizing Tanks	02
	RB # 3	
	Causticizer ground floor, 7mtr floor(New & Old)	05

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-18	
SAFETY	ISSUE NO&DATE	01	01.08.16
LOCATIONS OF EYE WASH/ BODY WASH SHOWERS	REVISION NO&DATE	00	01.08.16
	PAGE NO	2 of 2	

Depts. / Section	Location	No. of E/ B Showers
ETP	Urea dosing area	01
Power Boiler	Boiler Control Room (Wash Area) Boiler # 5 - 7 Mtr Floor Boiler # 6 - ground floor Cooling Tower (Acid Storage Area)	05
WTP	Hydro chloric acid tank (HCL)	01
Back water area	Ground floor	01
Central lab	Western side	01
Deinking Plant	Chemical unloading area	01
	Chemical dosing area 7mtrs	01
	Pulper	01

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-19	
SAFETY	ISSUE NO&DATE	01	01.08.16
DETAILS OF HAZARDOUS CHEMICALS STORED	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 3	

Sl. No.	Chemical Name	Type of hazard	Type of Storage & areas	PPE's available	Fire fighting equipments	Safety measures /devices
1	Chlorine	Toxic	Stored in tonners Area : CLO2 plant , WTP & Cooling Tower.	Gas mask, gloves, goggles and self contained breathing apparatus	DCP, CO ₂ extinguishers Do not use water on Cl ₂ Tonners.	1.Chlorine gas sensor with alarm are provided at different location in the godown. 2.Annealed Copper flexible hoses are used for chlorine transportation. (withstands 17.6 Kg / Cm ² . 3.An Emergency kit consists of gaskets, hoods, stud, tie-rods, lead pegs etc to meet emergency chlorine leak. 4.Water sprinkler system & lightening arrestors are also installed in the godown.
2	Sulphur Dioxide	Toxic	Stored in tonners Area : SO ₂ storage @ CLO2 plant	Gas mask, gloves, goggles and self contained breathing apparatus	DCP, CO ₂ extinguishers Do not use water on SO ₂ Tonners.	1.Sulphur Dioxide gas sensor with alarm are provided at different location in the godown. 2.Annealed Copper flexible hoses are used for SO ₂ transportation. (withstands 17.6 Kg / Cm ² . 3.An Emergency kit consists of gaskets, hoods, stud, tie-rods, lead pegs etc to meet emergency SO ₂ leak. 4.Water sprinkler system is installed in the godown.
3	Sodium hydroxide (Caustic soln)	Corrosive	Stored in MS tanks. AREA: SRP & WTP	Neoprine gloves, goggles	H ₂ O, CO ₂ DCP Extinguishers	1.High level indicator with alarm are installed in all tanks. 2.MSDS displayed nearby storage tanks. 3.Eye wash fountain & Safety shower are provided.
4	Sulfuric acid	Corrosive	Stored in MS	PVC full suit Apron	Apply water	1.Level indicator is provided in the tank.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-19	
SAFETY	ISSUE NO&DATE	01	01.08.16
DETAILS OF HAZARDOUS CHEMICALS STORED	REVISION NO&DATE	00	01.08.16
	PAGE NO	2 of 3	

Sl. No.	Chemical Name	Type of hazard	Type of Storage & areas	PPE's available	Fire fighting equipments	Safety measures /devices
			tank surrounded dyke wall AREA:CBP# 2,3 Hardwood &cooling tower	and gloves	from As far a distance As possible.	2.Dyke wall is provided to keep the total volume of tank. 3.MSDS, Safety shower and Eye wash fountain are also provided nearby tank.
5	Hydrogen peroxide	Oxidizer	Stored in SS/tank with vent Arrangements, Away from Combustible Materials. Area: CBP1,2 & DIP	PVC full suit and gloves	Keep the containers cool By spraying water.	1.Level indicator is provided in the tanks. 2.Dyke walls is provided to meet emergency situation. 3.Eye wash fountain & Safety shower & MSDS are provided.
6	Hydrochloric acid	Corrosive	Stored in tanks Area: WTP & CLO2 plant	Full suit apron, gloves.	Use water spray & DCP	1.Level indicator is provided in the tanks. 2.Eye wash fountain, Safety shower are installed nearby tanks. 3.Vent valve also are provided. 4.Dyke walls is provided to meet emergency situation.
7	Chlorine dioxide	Strong Oxidizer	Stored in FRP tanks. Area: CLO2 plant	Gas mask, gloves, goggles and self contained breathing apparatus	Use water spray	1.Level indicator is provided in the tanks. 2.Eye wash fountain, Safety shower are installed nearby tanks. 3.Dyke walls is provided to meet emergency situation. 4.Polyurethane insulation are given for maintaining constant temperature. 5.Floating lids has been provided to avoid gas escape from the tank.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-19	
SAFETY	ISSUE NO&DATE	01	01.08.16
DETAILS OF HAZARDOUS CHEMICALS STORED	REVISION NO&DATE	00	01.08.16
	PAGE NO	3 of 3	

Sl. No.	Chemical Name	Type of hazard	Type of Storage & areas	PPE's available	Fire fighting equipments	Safety measures /devices
8	BIO GAS	Flammable gas	Stored in floating gas holder. Area: BIOGAS plant	Gas mask, gloves, goggles and helmet.	Use water spray & DCP	1.Limit switches are provided in the tanks. 2. Flare is provided for firing of excess gas. 3.Pressure Relief Valve is interlocked with high pressure.

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-20	
SAFETY	ISSUE NO&DATE	01	01.08.16
PLAN FOR LOCALIZED MOCK DRILLS	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 1	

PLAN FOR LOCALIZED MOCK DRILLS

S.No.	Local Emergencies	Plant	Mock Drill Period	Responsibility
1	Sulphuric Acid leak	HW	May	AGM(Pulp)
2	Sulphuric Acid leak	CBP 2	May	DGM (Pulp)
3	Sodium Hydroxide leak	SRP	June	DGM (SRP)
4	Chlorine leak from tonners in WTP	WTP	June	AGM (Energy)
5	Hydrochloric Acid leak	ClO ₂	July	DGM (Pulp)
6	Bio Gas fire	Bio Gas	July	AGM (Enviro.)
7	Explosion due to smelt contact with water	SRP	August	DGM (SRP)
8	Sulphuric Acid leak	WTP	August	AGM (Energy)
9	Hydrogen fire in Electrolyzer	ClO ₂	September	DGM (Pulp)
10	Electrical shock / flashover / fire	Energy	September	DGM (Energy)
11	Diesel fire	Stores	October	AGM (Stores)
12	Hydrochloric Acid leak	WTP	October	AGM (Energy)
13	Chlorine Dioxide leak	ClO ₂	November	DGM (Pulp)
14	H ₂ O ₂ leak	HW	November	AGM (Pulp)
15	Furnace Oil fire	SRP	December	DGM (SRP)
16	H ₂ O ₂ leak	DIP	December	DGM (FH)
17	H ₂ O ₂ leak	CBP 2	January	DGM (Pulp)
18	Chlorine leak from tonners in Cooling tower	Energy	January	DGM (Energy)
19	Sodium Hydrosulphite fire	DIP	February	DGM (FH)
20	Coal Dust fire	CHP	February	AGM(Energy)
21	Welding / Gas cutting fire	Pulp / Paper / SRP	March	DGM (Pulp) / GM(Paper) / DGM(SRP)
		Energy	April	DGM (Energy)
22	Coal Bunker fire	Boilers	April	AGM(Energy)

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-21	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIKELY DANGERS TO THE PLANT- SCENARIOS IDENTIFIED	REVISION NO&DATE	00	01.08.16
	PAGE NO	1 of 6	

1. FORESEEN EVENT: TOXIC RELEASE:

SECTION /LOCATION	SOURCE OF LEAK	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Chlorine / SO ₂ tonner storage area	Tonner failure and total release	The gas cloud may create dangerous concentrations (to life) up to a distance of about 1 km in the windward side	The Emergency teams will come into action as per the On-site Emergency Plan.	Onsite and Offsite Emergency
Chlorine / SO ₂ Tonner storage area	Heavy corrosion and possible damage to valves / plugs	The gas clouds may reate dangerous situation within the factory or outside the factory places in the vicinity of the boundary.	Emergency kit for control of leakage from the toners is available in the plant.	Onsite and Offsite Emergency

2. FORESEEN EVENT: TOXIC RELEASE:

SECTION /LOCATION	SOURCE OF LEAK	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Chlorine- di oxide plant	Malfunction in Chlorine dioxide reactor may release gas from the safety vent	The dangerous concentrations may be limited within the plant.	Emergency Maintenance & Rescue & First aid teams Will come into Action.	Onsite Emergency

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-21	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIKELY DANGERS TO THE PLANT- SCENARIOS IDENTIFIED	REVISION NO&DATE	00	01.08.16
	PAGE NO	2 of 6	

3. FORESEEN EVENT: HAZARDOUS CHEMICALS LEAK:

SECTION / LOCATION	SOURCE OF LEAK	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Storage of chemicals like Caustic lye, Sulphuric acid, ClO ₂ , Hypo, H ₂ O ₂ , HCl, Liquors, etc.,	Failure of tanks may lead to spillage of chemical substance	Damage to eco system and ground water pollution	Dykes provided to hold the entire release. Treatment plant will receive any spill	Localized

4. FORESEEN EVENT: FIRE

SECTION / LOCATION	SOURCE OF FIRE	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Fire in hard wood yard	Fire spread due to dry grass or cigarette fire	Fire Progression will be slow and easily controllable.	Fire hydrants are provided throughout the Wood yard.	Localized fires
Fire in the chipper House	Electrical sources, moving parts and other ignition sources can cause chip fire.	Fire spread through belt conveyors	Fire Hydrants are provided around the Chipper House to confine and fight fire.	Localized event but may lead to stoppage of plant.
Fire in Debarking area, Bark storage yard	Electrical short circuit or welding / gas cutting jobs, bidis, cigarettes, etc	Fire may spread	Periodical cleaning, inspection and maintenance, Trained persons, Fire Hydrants	Localized
SECTION / LOCATION	SOURCE OF FIRE	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE	Remark

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-21	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIKELY DANGERS TO THE PLANT- SCENARIOS IDENTIFIED	REVISION NO&DATE	00	01.08.16
	PAGE NO	3 of 6	

			CONSEQUENCE	
Fire in the Chip Silo.	Bulk fire may occur in the chip silo due to friction or other ignition sources	Can result in isolated silo fire	Fire hydrants capable of reaching up to the top of chip silo are provided in all the sides of chips Silo.	Localized
Fire in Digester House	Fire in the top floor of digester house in the chip distributor area due to friction from moving parts	Size of fire may not be very large but emergency may spread go the vicinity of the digesters which is a more vulnerable area.	Fire Hydrants provided	Within Plant area
Fire in Bagasse / Pith storage yard	Fire may be initiated by electrical fittings, overheating of moving machineries, welding / gas cutting jobs, bidis, cigarettes, etc	Likely to spread	Periodical inspection and maintenance of conveyors, Trained persons, Fire Hydrants, Sprinklers	Localized
Fire in the depither Building and conveyors	Electrical sources, moving parts and other ignition sources can cause bagasse/ pith fire.	Fire may spread	Fire hydrants available and periodical maintenance of moving equipments and conveyors	Within Plant area
Fire in Bio gas plant	Fire may be initiated by electrical fittings, , welding / gas cutting jobs, bidis, cigarettes, etc	Likely to spread	Fire hydrants available. Flare available for emergency firing	Within Plant area

SECTION / LOCATION	SOURCE OF FIRE	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Fire in coal yard	Fire may set-up by spontaneous heating or due to fire in the dry grass	Fire may spread to complete coal yard.	Fire hydrants and sprinklers provided in the coal yard area.	Within coal yard or around

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-21	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIKELY DANGERS TO THE PLANT- SCENARIOS IDENTIFIED	REVISION NO&DATE	00	01.08.16
	PAGE NO	4 of 6	

Coal fine fire in crusher or screening house	& bushes. Electrical short circuit or welding / gas cutting jobs, spontaneous heating	Fire may spread to complete coal yard	Periodical cleaning, Double earthing of electrical motors, Trained persons, Dust extraction system, Fire hydrants and sprinklers provided	Within Plant
Fire in coal bunkers	spontaneous heating	Fire may spread	Periodical cleaning, Avoiding long storage ,Hydrant systems	Within Plant
Fire in coal conveyer	Spontaneous heating/ idlers bearing heating.	Fire may spread	Periodical inspection and maintenance of conveyors. Hydrant systems	Within Plant
Transformer fire	Oil ignition, lightning.	Likely to spread	Fire fighting Arrangements.	Can be control as oil control is less.
Fire in power boilers	Damage to boiler & workers	Likely to spread	Fire hydrants with booster pump.	Within Plant
Fire in Turbo Generators	Damage to TG and workers	Likely to spread	Fire hydrants and automatic CO2 fire suppression system	Within Plant
Fire in the Recovery Boiler	Damage to boiler & workers	Likely to spread	Fire hydrants provided and Fire fighting arrangements available.	Within Plant
SECTION / LOCATION	SOURCE OF FIRE	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Fire in paper machine	Fire may be initiated by electrical fittings, overheating of moving machineries, bidis, cigarettes, etc	Extensive damage within paper machine section	Fire hydrant system and automatic / manual water sprinkler available in the machines.	Localized in nature
Fire in Finishing house and paper storage godown	Fire may be initiated by electrical fittings, Forklifts etc	Likely to spread	Fire hydrant system and smoke detector with warning alarms	Within Plant
Fire in Waste	Fire may be initiated	Likely to spread	Periodical inspection	Localized

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-21	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIKELY DANGERS TO THE PLANT- SCENARIOS IDENTIFIED	REVISION NO&DATE	00	01.08.16
	PAGE NO	5 of 6	

paper godown	by electrical fittings, Forklifts, welding / gas cutting jobs, bidis, cigarettes, etc		and maintenance, Trained persons, Fire Hydrants	
Fire in coal mill/conveyor in cement plant	Fire may be initiated by electrical fittings Spontaneous heating/ idlers bearing heating.	Fire may spread	Periodical inspection, Automatic CO2 suppression system and maintenance of conveyors. Hydrant systems	Within Plant
Fuel storage	Valve leak, Tank crack, etc.,	Pool fire	Dyke provided Hydrant system available to control pool fire.	Localized

5. FORESEEN EVENT: FLASH BACK FIRE

Section /Location	SOURCE OF FIRE	CONSEQUENCE	Facilities available to control the consequence	Remark
Boiler	Flash back fire from boiler	Local fire jet affecting work men at the furnace/kiln area	Automatic controls available to prevent back pressure formation.	Within plant
Lime kiln	Flash back fire from lime kiln	Local fire jet affecting work men at the furnace/kiln area	Automatic controls available to prevent back pressure formation.	Within plant
Cement Plant	Flash back fire from Hot Air Generator and kiln	Local fire jet affecting work men at the furnace/kiln area	Automatic controls available to prevent over feeding and back pressure formation.	Within plant

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ SAFETY/OEP /TAB-21	
SAFETY	ISSUE NO&DATE	01	01.08.16
LIKELY DANGERS TO THE PLANT- SCENARIOS IDENTIFIED	REVISION NO&DATE	00	01.08.16
	PAGE NO	6 of 6	

6. FORESEEN EVENT: EXPLOSIONS:

SECTION / LOCATION	SOURCE OF FIRE	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Digester	Due to overheating pressure rise can take place Pressure high alarm provided	a. Damage to equipment and process b. Release of chemicals c. Sprinklers striking the surrounding	Fire fighting arrangements	Localized impact on employees
SECTION / LOCATION	SOURCE OF FIRE	CONSEQUENCE	FACILITIES AVAILABLE TO CONTROL THE CONSEQUENCE	Remark
Bursting of blowpipe.	The blow pipe may Burst while blowing out the gases from The digester due to Failure of materials	Damage to property & life likely. Secondary effect on surrounding pressure vessel & the chemical storage may Also get triggered.	Fire fighting arrangements	Damage to life and property is limited to the department.
Bursting of Blow Tank or Receiver Tank.	The event is possible while blowing due to Material failure	Damage to property & life.	Fire fighting arrangements Emergency teams will come into action	"
Cell house in ClO ₂ area	Contamination of Sodium Chlorate may result into violent reaction and explosion	May lead to damage of property and life.	Emergency teams will act as per Plan.	Impact will be on the cell house

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)



TAMILNADU NEWSPRINT AND PAPERS LIMITED

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/ /SAFETY/ PEP	
SAFETY	ISSUE NO&DATE	01	01.08.16
PROPERTY BELONGS TO CUSTOMERS /EXTERNAL SERVICE PROVIDERS	REVISION NO&DATE	00	01.08.16
	PAGE NO	1	

Section : SAFETY

SL NO	NAME OF PRPOERTY / DOCUMENTS / STANDARDS / CODES	REFERENCE NUMBER	LOCATION	RETI ON PERIOD	RESPONSIBLTY
01	PRESSURE VESSEL CERTIFICATES	FORM-8 – SAFT/F-11	SAFETY OFFICE	ONE YEAR	SM-SAFETY
02	CERTIFICATES OF LIFTING TACKLES /TOOLS	SAFT/F-16	SAFETY OFFICE	ONE YEAR	SM-SAFETY
03	CERTIFICATES OF CONVEYOR TESTING	SAFT/F-18	SAFETY OFFICE	ONE YEAR	SM-SAFETY
04	EXPLOSIVE LICENCE FOR CHLORINE /SO2	FORM-F LIC NO: G/SC/ TN / 06/1625(G22833)	SAFETY OFFICE	UPTO VALIDITY PERIOD	SM-SAFETY
05	EXPLOSIVE LICENCE FOR DIESEL - 50KL: 25KL	FORM XIV LIC NO: P/SC/ TN/ 14/ 1411(P33680) FORM XV-LIC NO:P/HQ/TN/15/5053 (P302909)	SAFETY OFFICE	UPTO VALIDITY PERIOD	SM-SAFETY
06	EXPLOSIVE LICENCE FOR O2/N2 STORAGE	FORM-III LIC NO:S/HO /TN/03/726 (S31245)	SAFETY OFFICE	UPTO VALIDITY PERIOD	SM-SAFETY
07	EXPLOSIVE LICENCE FOR FURNACE OIL 500KL 200KL	FORM XV LICNO:P/HQ/TN/15/1910 (P15589) LIC NO: P/HQ/TN/ 15 / 1073(P14782)	SAFETY OFFICE	UPTO VALIDITY PERIOD	SM-SAFETY
08	Safety valve test certificates of O2/N2 storage vessels		SAFETY OFFICE	UPTO VALIDITY PERIOD	SM-SAFETY
09	O2/n2 vessels hydro test certificates		SAFETY OFFICE	UPTO VALIDITY PERIOD	SM-SAFETY

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

ONLINE DOCUMENTATION



TAMILNADU NEWSPRINT AND PAPERS LIMITED


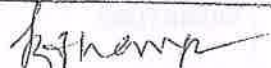
INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ REC	
SAFETY	ISSUE NO & DATE	01	01/08/2016
LIST OF RECORDS	REVISION NO & DATE	00	16/01/18
	PAGE NO	1 of 2	

SL NO	RECORD NAME	RECORD REFERENCE NUMBER	LOCATION	RETENTION PERIOD	RESPONSIBILITY
01	Safety Inspection Report	SAFT/F-01	SAFETY	ONE YEAR	SM-SAFETY
02	Departmental Accident Report	SAFT/F-02	SAFETY	ONE YEAR	SM-SAFETY
03	Accident Investigation Report	SAFT/F-03	SAFETY	ONE YEAR	SM-SAFETY
04	Report of Accident / Dangerous occurrence (Form 18)	SAFT/F-04	SAFETY	THREE YEARS	SM-SAFETY
05	Register of Accident (Form 26)	SAFT/F-05	SAFETY	THREE YEARS	SM-SAFETY
06	Report of Further Details of Accident (Form 18B)	SAFT/F-06	SAFETY	THREE YEARS	SM-SAFETY
07	Compliance Report	SAFT/F-09	SAFETY	ONE YEAR	SM-SAFETY
08	Work permit Form (contract works)	SAFT/F-10	SAFETY	ONE YEAR	SM-SAFETY
09	Records of testing of Lifting machines , wire ropes and Lifting Tackles	SAFT/F-16	SAFETY	ONE YEAR	SM-SAFETY
10	Records of testing of Conveyors	SAFT/F-18	SAFETY	ONE YEAR	SM-SAFETY
11	Contractor Accident Report	SAFT/F-20	SAFETY	ONE YEAR	SM-SAFETY
12	Manual for Accident Prevention in Industrial Operation	SAFT/M-01	SAFETY OFFICE	PERMANENT	SM-SAFETY
13	The TamilNadu Factories Rules	SAFT/M-02	SAFETY OFFICE	PERMANENT	SM-SAFETY
14	The Indian Explosives Act 1884	SAFT/M-03	SAFETY OFFICE	PERMANENT	SM-SAFETY
15	The Petroleum Act 1934	SAFT/M-04	SAFETY OFFICE	PERMANENT	SM-SAFETY
16	The Gas Cylinder Rules 2004	SAFT/M-05	SAFETY OFFICE	PERMANENT	SM-SAFETY
17	Mock drill Records for Fire	SAFT/OEP/MDF	SAFETY OFFICE	PERMANENT	SM-SAFETY
18	Mock drill Records for Chlorine / SO2 leak	SAFT/OEP/MDC/S	SAFETY OFFICE	PERMANENT	SM-SAFETY

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)

INTEGRATED MANAGEMENT SYSTEM	REFERENCE	IMS/SAFETY/ REC	
SAFETY	ISSUE NO & DATE	01	01/08/2016
LIST OF RECORDS	REVISION NO & DATE	00	16/01/18
	PAGE NO	2 of 2	

19	Localized Mock Drill Report	SAFT/OEP/LMR	SAFETY OFFICE	ONE YEAR	SM-SAFETY
20	Eye Wash fountain inspection register	SAFT/OEP/REG	SAFETY OFFICE	ONE YEAR	SM-SAFETY
21	Self contained Breathing Apparatus Register	SAFT/OEP/REG	SAFETY OFFICE	ONE YEAR	SM-SAFETY
22	List of safety Rules & Regulations pertaining to the Factories Act 1948	SAFT/L-01	SAFETY OFFICE	PERMANENT	SM-SAFETY
23	List of standards related Safety	SAFT/L-02	SAFETY OFFICE	PERMANENT	SM-SAFETY
24	List of storage vessels under The Petroleum Act -1934	SAFT/L-06	SAFETY OFFICE	PERMANENT	SM-SAFETY

	PREPARED BY	APPROVED BY
SIGNATURE		
DESIGNATION	SR.MANAGER(SAFETY)	GENERAL MANAGER(PAPER)