

1. The infrastructure of the Safety Wing, KSEB Ltd.

1. The objective of Safety Wing is to maintain a persistent and systematic Safety Culture in the Organization by reducing the accidents to Zero level.
2. It will have a jurisdiction all over Kerala with Generation, Transmission and Distribution Sectors and Civil Wing of KSEB Ltd.
3. It will function with its Head Quarters at Thiruvananthapuram under the office of the Director (Distribution & Safety), KSEB Ltd.
4. The Distribution Wing is divided into three regions such as South, Central and North.

The Deputy Chief Engineer in the O/o the Chief Engineers of each region will be the Liaison Officer (Safety) for that region.

One Assistant Executive Engineer shall be designated as Safety Coordinator on Circle level.

All the Assistant Executive Engineers of the Electrical Sub Divisions are designated as the Safety Officers.

5. The Transmission Wing is divided into North, South and System Operation.

The Deputy Chief Engineer in the O/o the Chief Engineers of each wing will be the Liaison Officer (Safety) for that wing.

The Executive Engineers in Transmission Circles/ Transmission Division with ARU and Executive Engineer (O) in the System Operation Circles are the Safety Coordinators of the concerned area.

The Assistant Executive Engineers of all Sub Divisions under Transmission and System Operation shall be the Safety Officers including Line Construction & Line Maintenance wing.

6. In the Generation Wing there are Generation-Hydel and Generation-Thermal.

One Executive Engineer from the O/o the Chief Engineer (Generation) will be the liaison Officer (Safety) for Generation.

The Executive Engineer (Generation) will be Safety Officer for Moolamattom Generation Station. The Executive Engineer (Electrical Maintenance) of KDPP and Executive Engineer (Generation) of BDPP will be the Safety Officers of the concerned areas.

The Assistant Executive Engineer, (Generation) from each Generating Station and the Assistant Executive Engineer, Mechanical Maintenance Sub Division, Moozhiyar will be Safety Officers for respective areas. .

7. In the Civil Wing, there are Civil Construction-North, Civil Construction-South, and Dam Safety.

One Executive Engineer each from the O/o the Chief Engineer, Civil Construction North/South and O/o the Chief Engineer (Dam Safety) will be the Liaison Officer (Safety) for those areas.

One Assistant Executive Engineer from each Project shall be deployed as the Safety Officer of that Project.

8. One Executive Engineer, one Assistant Executive Engineer and one Assistant Engineer under Director (Distribution & Safety) are in the office of the Safety Wing in the Vydyuthi Bhavanam to monitor and regulate the day-to-day affairs of Safety related matters of the Organization, reports to Board and other statutory bodies.
9. All the designated officers shall perform the duties of Safety wing in addition to their normal duties.
10. The detailed functioning of the Safety Wing by category wise duties and functions are detailed below separately.

1.1 The Liaison Officer (Safety)

1. The Liaison Officer (Safety) will be the head of the Safety aspects pertaining to the Organization under their jurisdiction.
2. The Liaison Officer (Safety) shall assist and report to the Director (Distribution & Safety) in implementing the department objectives and carrying out its functions in their jurisdiction
3. The Liaison Officer (Safety) shall supervise, control and coordinate the functions of Safety wing, Safety Coordinators and Safety Officers.
4. Investigate all fatal accidents that occur to Board employees and contract workers, under their jurisdiction and submit the investigation report with specific suggestions/ recommendations to Director (Distribution & Safety)
5. To issue appropriate directions and necessary safety procedures to field offices/Plants from time to time after obtaining sanction from Board and ensure the successful implementation of the same in time
6. Once in a year conduct safety audit of all 400 kV, 220 kV substations/ Generating stations above 50 MW of their jurisdiction for Transmission and Generation. In Distribution sector, monitor and ensure safety audit conducted by Safety Coordinators once in a year in all the Sections under their jurisdiction. Ascertain the safety preparedness, suggest improvements and submit report to the Director (Distribution & Safety).
7. Recommend disciplinary actions and other remedial measures based on the inspections conducted/reports submitted by the Safety Coordinators.

8. Liaise with other departments like Electrical Inspectorate, Legal Department, Accident Prevention & Disaster Management Cell, Fire & Safety etc regularly for the matters connected with Safety as and when needed.
9. Approve the monthly inspection plan of the Safety Coordinators and to regularly monitor the progress regarding inspection and report the same to Director (Distribution & Safety) with specific remarks on the quality and quantity of inspections.
10. Any other duties assigned by the Board/Director (Distribution & Safety).

1.2 Safety Coordinators

1. Safety Coordinators are the intermediate persons to ensure, assist and report to the Liaison Officers (Safety) in implementing the Department Objectives and carrying out its functions in the respective jurisdiction.
2. Coordinate, monitor and control the activities of Safety Officers (AEEs) in their respective Circles.
3. Full authority to inspect the safety aspects in their jurisdiction, Conduct evaluation of installations and safety practices in operation and maintenance and submit their monthly report to the Liaison Officers (Safety) of the concerned region for further action.
4. Shall get informed of all accidents occurred in their jurisdiction in time and inform the same to the Office of the Director (Distribution & Safety).
5. Inspect all fatal & non fatal accidents in their jurisdiction invariably and submit the report to the Liaison Officer (safety) along with copy to Director (Distribution & Safety) within 10 days.
6. The coordinators of Distribution Wing shall conduct a minimum of five check inspections per Division in a month in their jurisdiction and conduct at least five surprise inspections in their Circle and report the irregularities related to Safety to the Liaison Officer (Safety) concerned.
7. They shall identify the requirement of Safety Materials and Personal Protective equipments in their jurisdiction and submit proposals for the procurement.
8. It shall be the responsibility of the Safety Coordinators in Transmission wing to ensure the availability of all safety tools/ equipments for all Substations under their jurisdiction and they are authorized to procure necessary tools and equipments. Also, they

- shall inspect all Substations under their jurisdiction at least twice in a year and review all safety aspects.
9. Submit monthly evaluation and monitoring/progress report to the Liaison Officer (safety) on the basis of their routine inspections.
 10. The Safety Coordinators shall recommend to the concerned authority for disciplinary action and or impose penalty, if any serious violation/derelection of safety measures noticed at the time of inspection.
 11. Shall maintain a database of contractors of each Sub Division under the Circle/plant/Substation with a Safety track record and training undergone.
 12. Ensure Training to all employees and contract workers with proper evaluation in co-ordination with HRD Wing of KSEB Ltd. Periodical refresher courses to employees and awareness classes for the public shall be given with the assistance of the Assistant Executive Engineers at Sub Division Level.
 13. Shall monitor the progress of departmental enquiry proceedings initiated in their jurisdiction in connection with electrical accidents and do necessary follow up action to complete the enquiries in time.
 14. Once in a year conduct periodic safety audits in all Sections to ascertain the adherence of safety procedures in their jurisdiction and submit report to the Liaison Officer (Safety) concerned.
 15. Ensure compliance to Standardization/Construction standards and Maintenance standards to be formulated and adopted in all wings of KSEB.
 16. Any other specific duties assigned by the Board/Director (Distribution & Safety).

1.3 Safety Officers

1. Safety Officers are responsible for maintaining Safety Standards and ensuring Safety Precautions, Procedures and Protocols in all works in their jurisdiction.
2. Prepare monthly schedule and conduct routine inspections and surprise checks in work sites, Sub Stations, Plants and offices to ensure adherence of safe working procedures and protocols in the concerned area.
3. Adequate Safety Materials and Personnel Protective Equipments shall be made available in the Sections under their jurisdiction.
4. Attend Sunrise meetings on a random basis to ensure its effectiveness and conduct safety awareness programs for Contractors, Employees and Public.

5. In Distribution Wing, conduct 10 Nos. of inspections in the Sections/ Work sites, in Transmission visit all the Sub Stations at least once and in Generation & Civil Wings, 2 Nos. of inspections in Generating Stations and Projects under their jurisdiction every month and Submit monthly evaluation and monitoring/ progress report to Safety Coordinators on the basis of their routine inspections.
6. Shall maintain a database of contract workers of each Section/Plant/ Substation/Projects with a Safety track record and training undergone.
7. Conduct safety trainings to the staff and contract workers with concurrence of the Safety Coordinators.
8. Arrange to display yearly statistical report in all Section Offices/Sub Stations/Plants/ Project Offices showing total man hours worked, Number of accidents of any sort and loss of duty hours due to accident etc.
9. Inspect and confirm the Safety aspects of newly constructed/erected 11 KV lines/Transformers before charging/connecting to the system network in their jurisdiction.
10. Any fatal or non fatal accident in their jurisdiction shall be informed immediately and intimate the same after inspection to the Office of the Director (Distribution & Safety) and other concerned offices.
11. Render all assistances to Liaison Officers (Safety)/ Safety Coordinators in inspecting all fatal/non-fatal accidents in the region.
12. Any other specific duties assigned by the Board/Director (Distribution & Safety).

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