




SOP – Safety Committee

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Safety Committee Meeting

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1. Introduction

This document describes the guidelines for project safety committee which includes formation & operation of safety committee at project sites. This document is aligned with the requirements of ISO 45001:2018

2. Scope

This SOP is mandatory and applicable to Serentica Renewables projects sites.

Projects include long-term & short-term project sites under construction and asset sites under operations & maintenance.

3. Objectives

- To drive & promote positive HSE culture at project site.
- To ensure adequate arrangements for implementation of Project HSE Plan for ensuring workplace safety.
- To review the Monthly HSE Statistics.
- To identify HSE Training needs
- To identify potential hazards in workplace & suggest preventive action.
- To implement the HSE management system & SOPs
- To investigate & analyse Incidents.
- To discuss Health & Environment related Concerns
- To discuss Legal Requirements & Compliance



4. Abbreviations

SR : Serentica Renewables

RCA : Root Cause Analysis

CAPA : Corrective and Preventive Actions

SOP : Standard Operating Procedure

HSE : Health Safety & Environment



5. Formation of Safety Committee

- A Safety Committee shall be constituted with the Project Manager as Chairman, HSE lead as Secretary & other Section/Department Heads, EPC Managers and equal representation of workers as Committee Members.
- Safety Committee Formation Circular shall be circulated in Standard Format after approval of Project Manager.
- The meeting shall be conducted at least once in a month.
- Date, time & Agenda of meeting shall be informed to all members in advance by the Secretary.
- Minutes of meeting & attendees details shall be recorded.
- Any other person can be invited to attend the meeting as & when required.



6. Roles & Responsibilities

6.1. Responsibility of Chairman:

- To constitute safety committee
- To drive positive HSE culture at work site
- To approve meeting schedule
- To take final decision on agreed commitment
- To review Previous Minutes of Meeting
- To take necessary actions against pending/repetitive noncompliance

6.2. Responsibility of Secretary:

- To advice Chairman in fulfilling his responsibilities
- To circulate Agenda & Minutes of Meeting
- To plan meeting schedule
- To raise the HSE Concerns & advice suitable remedial measures
- To send reminder to concerned persons for completing the agreed commitments

6.3. Responsibility of Members:

- To attend the meeting
- To take suitable action in completing the agreed commitment within target time
- To suggest actions required for promoting safety culture
- To participate in HSE Inspections & Campaigns



7. Agenda of Safety Committee

The Secretary shall circulate the agenda of meeting at least one day in advance to all members and/or invitees. The agenda shall minimum cover following points:

- Previous minutes of meeting
- Implementation Status of Project HSE Plan
- Monthly HSE Data & Statistics
- HSE Concerns from Site Inspection & Compliance Status
- Near miss/First aid/Accident Analysis
- HSE Training requirements
- Environment & Health Concerns
- Legal Requirements & Compliance Status
- Audit Report & Action required
- Workmen Concerns raised through various means
- New Initiatives/Suggestions
- Any other issues



8. Minutes of Meeting

The Minutes of the meeting shall be recorded & circulated by the Secretary to all members/concerned persons within a day after the meeting.

The Secretary shall send reminders to the concerned members as follow up to complete the agreed commitments within target time.



9. Reference

- a. ISO 45001:2018
- b. QHSE Policy
- c. Local Statutory and Regulatory requirements

