

# Installation Safety Officers' Asset-wise Reporting

## Submission of Safety Observation Report Formats

Last Updated on: - September 19, 2023

### Brief details

In our unwavering commitment to enhancing safety across the installations, we are pleased to announce a significant milestone. We have successfully submitted the Safety Observation Report formats, a crucial element in our ongoing safety initiatives.

### Formats Presented

The comprehensive Safety Observation Report templates, which have undergone rigorous scrutiny and have received approval from the esteemed M/s ONGC Corporate HSE Team. This ensures that our formats adhere to the highest industry standards and align with best practices.

Sr. No.	Report Name
1.	ONGC - List of activities Reporting Frequency
2.	ART (Accident Reduction Tool) Portal Format
3.	Monthly HSE Report
4.	Daily Safety Report (DSR)
6.	Hazard Reporting Format
7.	Safety Officers' Observation Report

### Reporting format mocks

#### A. ONGC - List of activities Reporting Frequency


ASK EHS Engineering & Consultants Pvt. Ltd. Surat, Gujarat		ONGC Safety Supervision and Management Contract				
Sr	Scope of Work (2.0)	Name of Activities as per SOW	Frequency of activities	Format template	Remarks	Recommendation for Installation Safety Officer (ISO)
2.8	To carry out Job Safety Analysis for the critical jobs as per work permits systems.	1. Check work site conditions and JSA 2. Observations / Deviations at the work site against the expectations of JSA Risk Assessment for the work conducted 3. Conduct counselling to the workers for the deviation 4. Provide detailed report to ONGC personnel on significant deviations	Daily	Daily Safety Observation Report.docx	Point no. 2.4 & 2.8 are stating the similar task, which has been covered "Daily Reporting formats.	
2.9	To operate fire fighting equipment and take preventive measures like evacuation of people in case of fire.	In the event of a fire, ISO must use the fire-fighting equipment to extinguish the fire, and in such an emergency, individuals must be properly evacuated by deployed ISO.	As and when required	Pls refer point no 5 of Daily Safety observation report		Read and understand the Fire-fighting equipment operation and Emergency Evacuation
10	To administer First-Aid or CPR to victim (injured person) expeditiously if required.	The deployed ISO must administer the first-aid treatment if it is necessary to provide first aid to an injured person in the event of any the incident.	As and when required			Get ready to give First-Aid, in case of Emergenc
11	To submit Daily and Monthly Progress Report to Head HSE of the concerned Assets / Basin / Plant / Services.	1. Prepare and circulate daily report in agreed standard format 2. Prepare and circulate monthly report in agreed standard format	Daily Monthly	2. Monthly HSE Report.xlsx	A portal is also under development for displaying the Daily and Monthly Reports	Use the format of Daily and Monthly Reporting as attached
<b>General Terms and Conditions for Mobilisation of Installation Safety Officer (ISO)</b>						
12. In case of discontinuance of work at installation due to various reason e.g. Force majeure, strike, flood etc. All personnel involved in the Safety Services shall report at respective department located at Assets/Plant/Services Office and render his services						
13. Qualification of Installation Safety Officers for implementing safety services shall be Graduate in Engineering (Chemical/Petroleum/Mechanical/Electrical/Instrumentation/Mining/Civil) or degree in Industrial Safety from and education institution by the						
14. Installation Safety Officer shall have minimum 3 year of experience of HSE related jobs in Process Industry.						
15. The Installation Safety Officer shall not be younger than 25 years and older than 45 years of age at the time of deployment. He must have sound health to withstand tough site conditions and extreme weather.						
16. 80 Nos. of Installation safety Officers shall be deployed on Onshore drilling rigs/workover rigs/production installation and 20 Installation Safety Officers shall be posted at offshore process complex, offshore drilling rigs and plant. The Installation Officers						
17. Contractor shall depute 2 Project Coordinators at office to Chief HSE, ONGC, Delhi and 1 Project Coordinator at head Offshore Safety, ONGC, Mumbai for coordination, training, monitoring, compliance of all formats/checklist and PPE requirements						
18. The Safety Officers shall be deployed PAN ONGC at any location onshore/offshore as per requirement						
19. It is contractor's responsibility to impart mandatory as mentioned at clause number 5.0 to the personnel to be deputed for safety services at on shore/offshore. No. extra charges will be paid by ONGC.						








E. Hazard Reporting Format



ओएनजीसी  
ONGC

**(Accident Reduction Tool)**  
**Hazard Reporting**



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Name of Project/Assest:

Name of Contractor:

Location:

Name of Installation:

Type of Observation:  At Risk Behaviour/Unsafe Act  Near-miss Reporting  Hazard Observation

Describe your Observations:

Have you taken any action to reduce the risks?  Yes  No

If Yes, Describe:

Level of Risk (Choose One):

Low severity  Medium severity  High severity  Imminent danger

Further action required:  Yes  No

Reported to concerned Individual for further action:

Name:

Position:


Reported by (Name):

**Date**

**Time**

Sign.


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F. Safety Officers' Observation Report



**ONGC (Location) Asset**  
Safety Officer Observation Report

Name of Safety Officer : \_\_\_\_\_  
Date : \_\_\_\_\_  
Installation : \_\_\_\_\_

1. No. of Hot work permits Checked:

No	Area	Agency	Job Description	Remarks : (Exceptions / Safety Violations if any)
1				
2				

2. No. of Cold permits Checked:

Cold work permit no: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_

3. Vehicle Permit in Operational Area: \_\_\_\_\_

SR No	Vehicle No	Valid Entry Pass (OK or Not OK)

4. ONGC / Contractual Persons Entry pass: Checked the following:

Contractual Agency/ONGC	Name & persons	Friking/Wearing PPE

5. OWS pit / OWS channel Level Status:

(i) Pit level  
(ii) Working condition of pump  
(iii) Working condition of level meter / instrument etc.

6. Presence of Hydro Carbon in storm water channel/dyke area:

7. Condition of Wind socks

Location	Condition

8. General Observation & Remarks for Operational Area:

Checklist Point:	Observations
Steam leakages	
Fire water leakages	
Cooling water / Service water leakages	
Hydrocarbon leakages	
Vibration in Pipe-lines / Control Valves	
Earthing connections & Electrical system / Motors	
Guards in moving parts of equipment	
Spillage near sampling points in process area	
Road cutting / Blockage	
Improper Electrical junction boxes	

9. Thorough Inspection of Particular Area for Checking of Electrical Junction Boxes & unsafe condition:

10. Main Crude oil tank under water drain (observation)

11. Intermediate oil tank under water drain (observations)

12. Any other Observations of Safety officer:

(i) Housekeeping, cleaning, water leakage (Non-Technical) observation.  
(ii) Technical / operation related Observations.

**Safety Observation Format**

Area observed:

Sl	Behavior observed in following Aspect	Nos. of Safe Behaviors	Nos. of at-risk Behaviors	% of Safe Behavior	No of appreciative feedback	No of corrective feedback
1	Use of proper PPEs Safety Shoes Safety Helmets Ear Defenders Hand gloves Safety Goggles Breathing Apparatus					
2	Use of Work Permit Permit obtained not Permit conditions violations					
3	Adherence to SOP, Tool Box Talk carried Out SOP exists JSA done					
4	Bypassing of Safety Critical Equipment (Process Control Room & Co-gen CIR) Bypass policy exists Bypass Policy followed					
5	Drugs, consumption of alcohol / Smoking					
6	Working at Height Use of proper ladder Use of Proper Scaffolding Anchoring of Safety Belt Use of Safety net					
7	Handling of loads Proper Posture Mechanism Proper tools used					
8	Use of Mobile phone in Operations Area					
9	Housekeeping Handling of oil and Chemicals Storage of materials Cleanliness					
10	Driving Use of Safety Belt Following Speed limits Wrong side driving					

Instruction for filling up feedback by safety officer:

Please tick / highlight (in yellow color) against mentioned factors / barriers from any one or more option given below (based on feedback collected by observation of particular work). You may add any feedback collected during observation at (e) any other factor / issue.

Feedback by safety observer:

Comments and Observations of above observed behaviors:

1. Factors that may trigger "At Risk Behaviour" (Please put tick mark on applicable factor or mention any other factor at point (e):

(a) Job Pressure/ System-time constraint, hurry, priority, poor job co-ordination  
(b) Apathy, Irresponsible-do not care, unimportant  
(c) Personal Factor or Distraction-not thinking, mind not on the task at hand, preoccupied, self-imposed pressure.  
(d) Accepted culture or peer pressure  
(e) Any other factors.

2. Potential barriers to Safe Behaviour (Please put tick mark or colour in yellow on applicable factor or mention any other factor at point (e):

(a) Training issue, Unfamiliar- never trained, unqualified, too long since training, unusual task  
(b) Facility and equipment condition-design, modification, deterioration  
(c) Non-availability of resources / absence of safe behaviour promotional program  
(d) Working Environment Related  
(e) Any Other Issues.

3. Suggestion for Management Action: Please put tick mark or colour in yellow on applicable factor or mention any other factor at point (e):

(i) Intervention in terms of PPE usage (Shoe, Helmet, ear plug/muff) in operating areas  
(ii) Employees need to be aware of the importance of Bypass policy of safe critical equipment  
(iii) Critical Safety Bypass authorisation as against the corporate policy should get priority attention  
(iv) Types of ear defenders and its use should be encouraged  
(v) Any violation of work permit rules need to be condoned for root causes  
(vi) SOPs are must for any chemical handling operations  
(vii) PESO approved spark arrestors should only be used and any makeshift type arrestors be avoided.  
(viii) Wearing of seat belt of driver entering the plant premises need to be encouraged.  
(ix) Any other suggestions.

Date of observation	Name of Safety Officer	Signature

Enclosing

The effective utilization of these formats is paramount in our mission to strengthen safety measures. We have already provided these templates to our installation safety officers to expedite their implementation. Now, we extend the same set of formats to all the respective Asset locations.