



**Bangladesh Power Development Board**  
**INTEGRATED MANAGEMENT SYSTEM**  
**(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO**  
**45001:2018 STANDARDS)**

**OPERATIONAL CONTROLS**



# INTEGRATED MANAGEMENT SYSTEM

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BPDB-IMS-PR-048  
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### 1. Purpose

The purpose of this procedure is to:

- 1) identify the health and safety operational controls present at BPDB Sites, and
- 2) to assure that such controls are adequate to minimize the potential health and safety risks from plant activities.

This procedure identifies management and operational controls currently in place to reduce the significant impacts and risks associated with operations at Specific BPDB site. In addition, it requires that periodic reviews occur to ensure that the operational controls are current, in place and effective.

### 2. Scope

This procedure applies to the actions of all employees at the plant, as well as the services and products provided by vendors and contractors while operating on site

### 3. Terms and Definition

None

#### Abbreviations

- BPDB** – Bangladesh Power Development Board  
**QHSE** – Quality, Health, Safety and Environment  
**OH&S** – Occupational Health and Safety  
**MSDS** – Material Safety Data Sheet  
**MR** – Management Representative

### 4. Roles and Responsibilities

- **The Site in Charge**

The Site In-charge shall review the list of unacceptable health and safety risks and hazards and determine the operational controls in place to minimize or mitigate the potential risks and impacts. These operation controls shall be noted in the right-hand column of the list. Where operational controls do not exist, and their absence could lead to deviations from the quality, Health and Safety, environmental policy and objectives, the Site In-charge and Managers (Operation/Maintenance, SE) will develop methods for process and practical operational controls to mitigate these risks.

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These operational controls will be added to the overall list of operational controls and distributed to Managers. Site In-charge and Managers will be responsible for scheduling training for all staff to which the Operation Procedure applies.

#### 5. Procedure

##### 5.1 Operation Control Principle

As of ISO 9001: 2015, ISO 18001: 2015 and 45001: 2018 Standards, BPDB shall determine those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the QHSE risk(s). This shall include the management of change.

For those operations and activities, BPDB shall implement and maintain:

- a. operational controls, as applicable to BPDB and its activities; BPDB shall integrate those operational controls into its overall QHSE management system;
- b. controls related to purchased goods, equipment and services;
- c. controls related to contractors and other visitors to the workplace;
- d. documented procedures, to cover situations where their absence could lead to deviations from the OH&S policy and the objectives;
- e. stipulated operating criteria where their absence could lead to deviations from the OH&S policy and objectives.

##### 5.2 Operational Control Mechanism

Operation control mechanism for BPDB Sites are as follows:

- 5.2.1 Activities to eliminate the high risks associated with potential QHSE risks.
- 5.2.2 Develop operation/maintenance/safety procedures and implement them, which will reduce the significance of high risk/impact or completely mitigate them.
- 5.2.3 Daily activities to assure compliance with internal and external organizational requirements as well as integrated management programs within the time frames.
- 5.2.4 Management activities to anticipate and respond to changing legal Health and Safety requirements.
- 5.2.5 Read only copies of all documents of operation and process control shall be readily available to all employees and revision and change authority lies with the site Chief Engineer.
- 5.2.6 Results of the process and operation control shall be recorded. The results shall be reviewed by the Managers at an interval of six months to ensure

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that the organization's quality, environment, Health and Safety policies, objectives and targets are being met. On the basis of review, if needed, further action to make the operational control more effective will be undertaken so as to achieve the quality, environment, Health and Safety objectives and targets, shall be taken.

**5.2.7** At the time of purchasing Chemicals/Hazardous products, suppliers shall be instructed to provide with Materials Safety Data Sheet (MSDS) containing the precautionary measures to be taken while handling them.

**5.2.8** The MSDS shall be posted in various locations where these materials will be used, with master copy available with MR. The MSDS list will be updated as and when new materials are received by HSE Engineer.

**5.2.9** In cases of services being used by the organization, the service providers shall provide necessary guidance on how to control the potential QHSE hazards associated with the services. In all cases service providers are required to follow all site safety procedures. Routine activities are addressed through permit to work system and plant safety procedures. Where the service providers are unable to provide such formal guidance and activities are of non-routine type, the Managers and Site In-charge shall develop safe working procedures to control or reduce the risk and also train the concerned persons about the precautions to be taken. Records relevant to above mentioned activities will be maintained by HSE Engineer.

**5.2.10** The records of operational controls are included in master list of records and the list is in custody of MR.

## 6. References

ISO 9001:2015, ISO 14001:2015 and ISO 45001: 2018 Standards

## 7. Appendix

None

## 8. Revision History

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