




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

**REPORTING HAZARDS**

	<b>INTEGRATED MANAGEMENT SYSTEM</b>	Document No.: BPDB-IMS-PR-076
	<b>REPORTING HAZARDS</b>	Revision No.: 00 Effective Date: 01-11-2021
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### 1. Purpose

The purpose of this document is to describe the policy and procedures for reporting hazards (unsafe acts and unsafe conditions) in facilities occupied by BPDB employees.

### 2. Scope

This procedure applies to all the employees and contractors of BPDB.

### 3. Terms and Definition

**Unsafe Act** - Are behaviours which could lead to an accident. Examples of unsafe acts can include using equipment in an unsafe or careless manner or not using personal protective equipment as required

**Unsafe Condition** - Are circumstances which could allow the accident to occur. Examples of unsafe conditions can include inadequate improper or lack of machine guarding, slippery work surface, electrical grounding requirement not observed, containers that are not labelled etc.

### Abbreviations

**BPDB** – Bangladesh Power Development Board

### 4. Roles and Responsibilities

None

### 5. Policy

All BPDB employees should be continuously alert to the presence of unsafe acts and unsafe conditions. Timely reporting of observed workplace hazards is a right and a responsibility of all employees.

For any situation which poses an Imminent Danger, alert employees in the vicinity, post a warning of the hazard, and report the hazard immediately. (An Imminent Danger is any condition or work practice that could reasonably be expected to cause death or serious injury.)

No employee will be subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of their reporting an unsafe or unhealthy condition or workplace hazard.

Prepared By		Approved By	
Reviewed By			



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#### 6. Procedure

Employees should report workplace conditions that are a legitimate concern for employee health and safety. Reports should be made to the respective supervisor, other management officials.

All reports of the presence of unsafe acts and unsafe conditions will be investigated in a timely manner and appropriate corrective actions, when necessary, will be based upon the resources required.

#### 7. Reference

ISO 45001: 2018

#### 8. Appendix

BPDB-IMS-FR-020 - Hazard Observations Card

#### 9. Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

Prepared By		Approved By	
Reviewed By			