PTCL Safety Observation Procedure
OH&S Management System

PTCL Group

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1. Document Revision History

Sr. No	Edition/ Revision	Date of Change	Change Description	Updated By	Review By	Review Date

2. **Purpose**

The Safety Observation Tour Procedure has been developed to establish a systematic approach to identifying and mitigating potential hazards within our work environment. This proactive process encourages all employees to actively participate in maintaining a safe and secure workplace. By adhering to this Safety Observation Tour Procedure, we aim to create a safer and healthier workplace for everyone. Your active participation in reporting and addressing safety concerns is fundamental to the success of this program.

3. **Introduction**

This procedure establishes the minimum HSE requirements to be met for Safety Observation Tour (SOT) unless legislation and/or local regulations impose a higher standard in which case that higher standard shall be followed.

When conducted in conformance to this Procedure, SOTs ensure effective participation and engagement in all functional areas of HSE (Health, Safety, Environment) for all involved in conducting activities. Through effective engagement and participation, we can deliver continuous improvement in HSE.

4. **Scope**

The Procedure applies to all PTCL group employees, third party employees & contractors and all facilities and locations of PTCL group.

5.0. Requirements of the standard

5.1 Identifying the need for SOT

SOT is a valuable tool in engaging our employees in HSE matters. It does, however, have limitations and few areas of the business (especially those with purely administrative activities) may find them to not be the best way to engage with their staff on these matters and instead use other methods such as regular meetings, open forums, committees, 'open-door' policies instead.

5.2 SOT Target

Where SOT's are appropriate however they should be documented and form part of objectives and targets for that business / function. Focussing on ensuring that managers are the ones that undertake them. SOT's are not intended to be undertaken by non-managers. It is in fact a tool for leaders and managers to engage with the workers for their health and safety. Below is the set frequency for conducting SOTs:

Frequency of Safety Observations Tours
Applicable to BO, Technology, P&O.

Designation	Frequency
CXOs	One per Year
Vice President	Two per Year
Director	1/Quarter & 4/Year
Senior Manager	2/Quarter & 8/Year
Executive/Manager	1/month & 12/Year

5.3 Responsibilities

The Responsible Manager shall be familiar with the requirements of this Standard. The Responsible Manager shall conduct SOT's in line with the requirements of this Standard. Where areas of improvement or excellence are identified the Responsible Manager conducting the SOT shall ensure that corrective actions are taken.

5.4 Competence, communication and support

Where identified as appropriate all applicable employees shall be trained on the application of SOT's from the face to face trainings and the learning platform to ensure consistency and desired outcomes.

The HSE staff within the function shall provide necessary coaching and support for managers on the SOT process.

Corporate HSE function shall establish a location on the PC HUB portal with appropriate support materials regarding this SOT Standard for the functions to use and communicate.

5.5 Running SOT

The person conducting the SOT shall have a conversation with those observed regarding any HSE findings of the observation, including:

- explaining the task
- the HSE challenges/risks with the task(s)
- any potential HSE improvements.

The summary of the SOT is communicated to those who were in the process.

The SOT is documented on the established form and be kept for record purposed for at least 2 years.

5.6 Monitoring & Measuring

To ensure the SOTs are being effective and deal with any trends from SOT's it is expected that HSE function staff within the business/function shall, on a sample basis, review SOT's within their business/function to ensure they meet the necessary requirements of this Standard and the quality set within their business.

5.7 Learning from experience

HSE function staff within the business/function shall monitor results of SOT's within their business (and associated hazards) to ensure any trends are addressed.

6. Attachment

Safety observation Tour Form

SOT Form.docx