

NTPC COR Audit Action Plan

Identified deficiency	Action developed	Responsible Party	Completion timeline	Completion date	Comments
1. Health & Safety Policy	Update Health and Safety policy to include signature of new CEO. Ensure it is signed yearly.	HSE	Q 1 – 2018-19	09-19-18	Policy reviewed and approved annually by Board of Directors at Sept. Board meeting. Policy signed by President and posted to PowerLine.
2. Hazard Assessments	Continue to produce JSAs for critical tasks in the company. T&D almost complete, Operations needs more completed	HSE in conjunction with Operations	Q 4 – 2018-19		Dave to respond
3. Safe Job Procedures	Continue to produce Safe Job Procedures (SJPs) for critical tasks in the company. T&D almost complete, Operations needs more completed	Operations and HSE	Q 1 – 2018-19		Dave to respond
4. Inspections	Ensure recent WSCC inspection reports are posted in the applicable workplaces.	HSE	Q 1 – 2018-19	03-31-18	Complete.
5. Emergency Preparedness	Designate specific workers or specific roles (for example, plant superintendent) as site warden for those communities where workers have not been designated. Update Site-specific emergency plans.	HSE	Q 1 – 2018-19	02-02-22	Complete.
6. Emergency Preparedness	Provide training to all staff that covers the site-specific emergency plan for their area	HSE	Q1 – 2018-19	03-31-18	Complete. ERP will undergo more changes as per consultant review & recommendations in March 2018. These will be included in training program.
7. Emergency Preparedness	Conduct fire/evacuation drills at larger sites. Coordinate with plant superintendents in the satellite communities to have them conduct a fire drill at their plant in conjunction with the local fire department.	Operations and HSE	Q 2 – 2018-19	-	Eddie to set up semi-annual reminder for H&S staff to arrange drills.
8. Statistics	Provide a copy of the COR Audit action plan for all employees to read (on Powerline)	HSE	Q4 – 2017-18	On hold	Not done. Maybe for 2018 audit Eddie can add to PowerLine newsfeed.
9. Drug & Alcohol Policy	Update Alcohol and Drug policy	Human Resources	Q2 – 2018-19	On hold	Postponed indefinitely. Policy updated 05-17-18, however with looming cannabis legalization and no CBA, this is on hold and requires further legal review.
10. Drug & Alcohol Policy	Post a copy of the <u>updated</u> Alcohol and Drug policy in each plant/worksite	Human Resources and HSE	Q2 - 2018-19	On hold	Postponed indefinitely. To be done when policy finalized. Why post it though?
11. Drug & Alcohol Policy	Train supervisors and workers on the updated Alcohol and Drug policy	HR/Director of HSE	Q3 – 2016-17	On hold	Postponed indefinitely. To be done when policy finalized.