



HSE PLAN



1. Introduction

1.1. Scope

The Site HSE Plan form part of the company's HSE Management System with reference to the contractual documents as Tender Document and/or Project specifications.

Company will identify and adhere to all applicable legal requirements regarding HSE and will require company to do the same for their own activities. Company will be required to demonstrate understanding of, and compliance with, all HSE procedures, rules and regulations.

Where required, the activities described in this Manual are detailed in separate specific procedures, Plans and programs.

1.2. Purpose

The purpose of this document is to be the principal support instrument to manage all relates HSE matters during the project execution phase.

The execution of the plan requires a continuous active input from, company, other parties involved, including COMPANY who have specific knowledge of the local situation and conditions. company's role is to manage the Project HSE program and to coordinate the actions of all parties involved to ensure a concerted effort to achieve the maximum HSE performance level.

It is a working document subject to ongoing review, and possible revision, during the lifetime of the project.

The plan shall apply to all activities to be carried out by personnel working on the project, and also to any person assigned to or visiting the project during the construction phase.

2. Definitions and Acronyms

COMPANY: Rana Energy Company.

Contractor: Organization which has entered into agreement with COMPANY for the supply of construction activities.

3. Leadership and Commitment

3.1. Commitment

company's management (director, project, site and constructions managers, department and functional managers) are committed to execute the Project in a manner that is uncompromising on issues of health, safety, the environment, and security.

Senior management of company will personally practice HSE leadership, demonstrate visible commitment to the project's HSE policy and strategic objectives, and provide resources to foster a project culture that embraces and accepts nothing but optimal HSE behavior.

company shall improve the knowledge of HSE in human resources progressively. The management is committed to executing the construction activities with an emphasis on the necessary care to protect the environment, the prevention of pollution and continual improvement of the project environmental performance. The company's management is committed to never, for whatsoever reason, let that cost, schedule, and quality concerns could prevail over HSE requirements of the Project.

Moreover, Contractor's management is committed to:

Comply with the requirements of all applicable HSE laws and standards.

Pursue continuous improvement of the HSE management system and the HSE performances on site.

Perform training programs and promote the awareness of the personnel at every level to work in a safe and environmentally responsible manner.

Assure the co-operation with Public Authorities, COMPANY, Suppliers, Local Communities and other stakeholders on HSE issues.

Require company to manage the environmental issues in an appropriate way, consistently with the requirements energy rana Co. and COMPANY HSE management system.

3.2. Site Philosophy

The following principle and concepts apply to the site and are the base of our HSE program:

- All accidents are preventable.
- No economy or any other consideration comes before Safety.
- A safe site is a productive site.
- Considering Health & Hygiene in site and for staff.
- Every employee has the responsibility and is empowered to take the necessary corrective actions to create an environment free from recognized hazards.
- No accident and/or damage to the environment can be justified.
- Zero accident is achievable through continuous improvement practices, commitment and delegation.

4. Policy and objective

4.1. HSE Policy

The company's Project HSE Policy stated below is based on the Corporate Policies of **RANA ENERGY CO.** and COMPANY project HSE Policy.

HSE POLICY

Rana Energy CO recognizes Health, Safety and Environmental as amongst the highest corporate priorities, as an integral part of its business performance, and as a key determinant to sustainable development. The HSE Management System is therefore integrated into each business as a prime responsibility and as an essential element of management.

company, during all the project's activities, is committed to:

- Provide a safe working environment for all personnel involved in the project.
- Comply with the requirements of all applicable Local Government laws and standards, and COMPANY regulations.
- Prevent any loss of production or damage to equipment or property, third parties included.
- Adopt the necessary measures to prevent and reduce the environmental impacts of all project's activities.
- Pursue continuous improvement of the HSE management system and HSE performance.

- Perform HSE training programs and promote the awareness of the personnel at every level to work in an HSE responsible manner and to develop their HSE knowledge and skills.
- Assure the co-operation with Public Authorities, customers, suppliers, local communities and other stakeholders on HSE issues.
- Require company to manage the HSE issues in an appropriate way, consistently with the requirements of Energy Rana. Co. and COMPANY HSE management system.
- Promote the purchase and use of materials and equipment with a higher environmental compatibility.
- Periodically conduct audits on the HSE management system and on the legal compliance.
- Apply the principle of pollution prevention on all the activities and services carried out.
- Promote a culture in which all project employees share this commitment.
- Provide energy, resources, product and services consistent with these aims.

4.1.1. Project HSE Policy, distribution and publicizing

Signed copy of the Project HSE Policy shall be affixed on strategic places of site offices and other relevant site premises where it can be well visible to all employees.

The principles of the HSE policy will be exposed to all employees during the HSE orientation section at the arrival on site, and during other relevant trainings and meetings.

Copy of the policy is distributed to the COMPANY and all CONTRACTOR.

Copy of the HSE Policy, if necessary or requested, is distributed to other interested parties (Public Authorities, Citizens' Associations, etc.).

4.2. Objectives

- Strive to eliminate all occupational injuries and illnesses;
- Achieving Zero Accidents and Zero Incidents;
- Promote HSE objectives as a constant value while executing work;
- Enhance employee awareness and involvement in our health, environmental, and safety program implementation;
- Meet each governmental authority's HSE legal requirements and strive to continually exceed COMPANY expectations;
- Prove to EMPLOYER that COMPANY is dedicated to safety excellence;
- Increase employees' consistent use of safe practices in their daily work activities;
- Optimize the use of continuous improvement practices as the basis for Zero Accident Performance initiatives;
- Achieve superior results that ensure HSE principles are correctly implemented to protect all the parties involved, employees, and investors from exposures, physical, fiscal, and legal;
- Implement a training program that support the achievement of personal competency in relation to HSE;
- Ensure that safety concerned can be raised and addressed at all level of the organization;
- Ensure that the HSE goals are the prime consideration in the project execution;
- Continually monitor and improve the HSE performance;
- Ensure that all personnel employed on the project are competed to carry out the designated task safely;

- Guarantee an effective environmental protection minimizing the negative environmental aspects and achieving a Zero environmental incident on the project;
- Select CONTRACTOR that are committed to "Zero Accidents Performance"; and
- Insure that all our employees return home at the end of the workday in sound physical condition.

5. Site HSE Roles and Responsibilities

5.1. HSE organization

The site HSE team is the central point of reference through which the COMPANY will implement the project's HSE Management System.

5.2 Responsibility and Competency

Project Director/Project Manager

Roles and Responsibilities:

- To take overall responsibility for Project HSE requirements and for the achievement of Project HSE objectives as per HSE Policy and Commitments.
- To allocate proper resources and follow up the corrective and preventive actions.
- Assurance that HSE Management System is implemented throughout all phases of the Project.
- Assurance that Project personnel take ownership of the HSE Management System.

- Assurance that suitably competent HSE personnel are assigned to the Project.
- Assurance that sufficient resources, human and material are allocated for all HSE requirements.
- To monitor the project HSE performances.

Site Manager

Roles and Responsibilities:

- Assurance that HSE Management System is implemented at site.
- Assurance of prompt investigation and reporting in case of incidents.
- Ensure the implementation of the HSE policy and the HSE Plan on Site.
- Ensure that all relevant HSE requirements are well known and implemented by the site personnel, and that all delegations of responsibility and authority concerning HSE (from himself to other field management personnel) are fully understood and appreciated.
- Ensure that all HSE procedures and instructions are well implemented.
- Participate at the HSE meeting periodically organized by COMPANY.
- To provide safe construction equipment, tools and Personnel Protective Equipment in sufficient number for the CONTRACTOR employees involved and for the work to be performed.
- Supervision and follow ups in continues improvement HSE plan.
- Held and chair the Monthly HSE Committee Meeting.

Construction Manager

Roles and Responsibilities:

- Assist the HSE Manager in planning and implement the HSE Program.
- Ensure that all facilities are:
 - Built in accordance with construction HSE standards.
 - Maintained to standards or corrected in order to meet operating and HSE requirements.
- To perform and co-ordinate construction work in the safest manner.
- Ensure that all CONTRACTOR are aware of and comply with the HSE requirements.
- To consult discipline superintendents for identifying and assessing probable risks.
- Conduct regular HSE inspections and Audits on the area of competence.
- Verify that inspection and audit follow up actions are fully and timely taken.
- Participate in the investigation of incident and accident.
- Promote corrective actions in case unsafe acts or conditions.

Site HSE Manager

The Site HSE Manager takes the following roles responsibilities:

- Assist the site manager in the general supervision of the HSE program.
- Audit and control of due implementation of HSE Management System.
- Planning, participating and reporting HSE Audits.
- Monitoring the implementation of the HSE program.

- Assist Construction Manager, Supervisors and foremen in promoting a Safety prevention spirit within their respective work groups, according to the approved safety programs.
- Conduct periodical inspection on site, and direct appropriate corrective action.
- Prepare inspection reports for the Site Manager for his review and action.
- Conduct the investigation in case of accidents, incidents and near misses, and forward the reports to Site Manager for submission to COMPANY and/or concerned authorities.
- Attend with the Project Manager to safety committee meetings.
- Perform all the remaining miscellaneous work relating to safety, traffic, fire, environment protection and sanitary matters.
- Collaborate closely with COMPANY's Representative with regard to HSE.
- Provide feedback on performance and assist CONTRACTOR Supervision to plan and coordinate the work to effectively implement all HSE requirements.
- Verify the adequacy and application of the Site HSE Plan and all related procedures, to the preparing any revisions;
- To update the HSE documentation during all the construction phases when deemed necessary.
- To check that CONTRACTOR perform their activities in accordance with all the HSE applicable procedures, regulation and standards, promoting all necessary action to ensure that the said procedures and regulations are observed;
- To organize, plan and participate to periodical HSE walk around, Inspections and Audits on site, prepare all the relevant reports, action plans; verify the follow up and the timely execution of the corrective action.

- To inform employers on commitments of HSE plan.
- To monitor the implementation of risk assessment and environmental aspects.
- To perform and follow up of legal client commitments.
- To follow up the measurement of harmful agents and environmental dopants in site area.
- To perform employee's pre-employment and periodic medical evaluation and laboratory tests.
- To organize, coordinate and directly participate in the HSE Training activities on site.
- To organize and participate to all relevant site HSE Meetings, prepare the relevant MOM.
- To keep accident records, identifying the areas to which prevention must be addressed;
- Lead and coordinate the activities off the Site HSE Committee (composed by all CONTRACTOR and CONTRACTOR HSE Representative).
- To lead and coordinate the site emergency response team and fire prevention/fighting team, organizing training and emergency drill mock activities.
- To prepare the HSE section of the construction monthly progress report and other periodical report.
- To prepare and update the Site HSE Statistics, verify the performance versus the Project and corporate HSE Objective, Targets and performance indicators; propose recovery plan in case of deficiencies.

Employee

Roles and Responsibilities:

- Employees must know, understand and comply with the health, safety and environmental requirements as applicable to the work they perform.
- Employees must report to their supervisor any equipment malfunction that may affect the safe operation of the equipment.
- To accompany in for identifying and assessing probable risks.
- Employee must advise their immediate Supervisor whenever unsure of the instructions for a task or where concerned about the safety status of any task.

6. Standards and Specifications

The following laws, regulation, codes, standards and specifications will be applied in order of priority in this Project:

- Local HSE laws and regulation;
- HSE related local community and municipal Regulations and Codes;
- COMPANY's and contractual specification, Standards, Procedures;
- CONTRACTOR's HSE-MS, Plans, Programs, Procedures and work practices; CONTRACTOR's and Vendor's method statements.
- NIOC and international convention provisions and circulars.

7. Communications

7.1. Language

Project publications and general communication notices on site will be printed or presented in English.

This will facilitate the communication between the work force and all other parties involved.

All HSE training and education done by COMPANY for the local workforce, including training material, will be in the local language(s).

7.2. Communication mediums Meetings

COMPANY recognizes that its HSE objectives can only be achieved with effective communication.

COMPANY will utilize numerous mediums to educate, raise HSE awareness, motivate and stimulate participation. These may include:

7.3. Meetings

COMPANY will conduct and/or participate to the following HSE meetings as a minimum:

7.3.1. Kick off HSE Meeting

Attended by: COMPANY Management.

Chaired/conducted by: Site Manager.

Timing: As required.

7.3.2 Tailgate Meeting (Tool Box Meetings)

Attended by: All COMPANY's workers.

Chaired/conducted by: Supervisor.

Timing: Weekly.

7.3.3. Discipline supervisor's meeting

Attended by: All COMPANY's discipline Supervisors.

Chaired/conducted by: COMPANY Superintendent/Supervisor Timing: Weekly.

7.3.4. HSE coordination meetings

Attended by: All COMPANY HSE Managers.

Chaired/conducted by: COMPANY HSE Manager Timing: weekly.

7.4. Records and Reports

HSE communication is retained and transmitted in written records and reports.

A project HSE monthly report will be produced. The HSE report will address HSE progress, incidents, issues requiring attention, look-ahead items, and status for the period of agreed upon HSE performance measurements.

The COMPANY will issue a Monthly Activity Report containing both statistics and narrative comments.

The information regarding HSE matters will contain as a minimum the following:

- TRC (Total Recordable Cases); LTI's (Lost Time Injuries); MTC (Medical Treatment Cases); First Aid Cases; Near Misses; HSE Inspections; HSE Induction/Trainings; other HSE activities; HSE Statistics (progressive tabulation)

- HSE records will be retained by the COMPANY HSE Manager or by the COMPANY or both.
- The retention period will be established for each type of record in accordance with local laws where applicable,
- In general, the minimum retention period is the Job duration with some exception like Accident/ Incident/Near Miss records, first aid register that will have a retention period virtually indefinitely.

The records, must include root cause analysis and defining corrective and preventive actions. Reports shall be delivered as per to the below table:

Reports	
Emergency report	In 3 hours after incident
Elementary report	In 3 days after incident
Complete report	In 10 days after incident

7.5. Communication with Legal/Governmental organizations

To communicate with legal/governmental organizations such as labor ministry, environment organization, hygiene ministry, and so on will be in the local language(s).

8. Risk Management

8.1. General Risk Identification and Evaluation

Management techniques shall be adopted so that potential hazards are identified and evaluated prior to execution, thereby enabling either substitution or adoption of control techniques. These hazards may be identified at any stage of the project.

Once potential hazards are identified, the risk to health and safety must be assessed. The assessment shall characterize the risk in terms of severity and probability.

Knowledge gained through previous activities, resource studies, engineering studies, and other relevant project evaluations will provide the basis for periodic assessment of the potential magnitude and likelihood of the occurrence of identified hazards.

Hazard assessments will be conducted to determine the level of risks, which can be summarized as:

- Intolerable.
- Incorporate risk reduction measures.
- Improve through HSE MS procedures.

The worst-case consequences of each identified hazard will be assessed and a rank assigned. Effects are characterized as representing high, medium, or low risk or severity of consequences.

Where required by the risk assessment, a method statement shall be developed which at best would eliminate the risk or as a minimum, would contain the risk to an acceptable level.

8.2. Job Safety Analysis (JSA)

Job Safety Analysis is a systematic process to evaluate a specific work activity. A team composed of contract workers and supported by the supervisor conducts the in review in advance of the work activity.

COMPANY are required to make work preparation schemes to review the work at hand, the approach to be taken, the proper tools and safety requirements necessary.

COMPANY recognizes the importance of safety instruction by supervision upon work assignment and adopts the principles and application of Job Safety Analysis (JSA) as a project policy.

JSA is used as an awareness tool intended to reinforce and ensure contractor supervisors, and those of our COMPANY, execute the supervisory responsibility to analyze each work assignment for hazards and to give sound safety instruction to employees given the work assignments.

Job safety analyses are prepared by the contractor as a contractual obligation and reviewed by the COMPANY team.

The following are minimum requirements for execution of the JSA Program. Its use is mandatory for all COMPANY Supervisory personnel.

Basis of Program

All supervisors on assigning any work, job or task to any person or group of people, in each instance, shall give sufficient caution or instruction with the assignment to adequately provide safety in the operation.

JSA is showing or explaining or both, to each employee the safety application that pertains to the job they are to do. Supervisors can protect employees from possible injury by ensuring that each employee thoroughly understands every safety instruction given on each job they are to perform.

Application

1. All jobs will be analyzed for hazards. An analyzed job determines what safety measures are to be taken. As a minimum, this must include:

- Sequence of job steps;
- Potential treats or hazards;
- Recommendations to eliminate or reduce potential hazards;
- Feed-back from employees;
- Form is reviewed and signed by employees and posted at the work location;

2. Utilizing JSA is being proactive by job planning, rather than reactive to job circumstances.

3. The size of the task determines the amount of time allocated for JSA.

4. Any supervisor guilty of negligence in the use of JSA, whether involved in any accident or not, is committing the most serious offence possible in our accident prevention plan.

8.3. Job Hazard Analysis (JHA)

JHA is used to identify, analyze, understand and mitigate potential hazards associated with repetitive or potentially hazardous work operations.

COMPANY will use Job Hazard Analysis system (JHA) and its employee.

The JHA shall be used to describe work steps and to identify, analyze, understand and mitigate potential hazards associated with repetitive or potentially hazardous work operations engaged in over a period of time.

8.4. Permit to Work (PTW)

Any operation under the general or hazardous work procedure category, when conducted under non-routine or other jeopardizing conditions will be performed under PTW. All project and COMPANY personnel will abide by the project PTW program and its affiliate procedures. PTW-covered activities will not commence unless an accurately completed authorized work permit is in effect.

The COMPANY procedure “Permit to Work Procedure” has been issued in accordance with EMPLOYER procedure and provides details and forms to be utilized. As instance, some of the permits are in below:

- Confined Space;
- Work in high places;
- Excavation;
- Radiography;

9. Change Management

COMPANY shall be in charge for planning, control and monitoring the changes, which adjust the combination of human resources, facilities and equipment, operation, procedure and instruction of executive phases, in order to prevent the unaffordable effects of the changes in environment, safety and health.

COMPANY shall consider all the issues changed during the execution phase of the project with the initial agreement, regarding the HSE requirements, after confirmation of the client.

In addition, if the changes cause a modification in risk assessments, the risk assessment has to be reviewed and a new evaluation would be needed as per to new circumstances. The modification could consist of below items:

- 1- Implementation of corrective and preventive actions.
- 2- Changes in provisions/laws/circulars/so on.
- 3- Changes in material/equipment/Instruments/so on.
- 4- Change in the results of measurements/monitoring/so on.

10. Training

COMPANY will provide a detailed “HSE Training Program” in agreement with Company contractual requirement and COMPANY standard.

This program will be revised and updated periodically to reflect and incorporate just in time safety training that may arise from work execution issues.

COMPANY shall perform beforehand and periodic training, general and professional, for staff. All the records ought to be reported in courses templates.

The training embraces the following:

- Mandatory safety training as indicated by local authorities.
- Safety Orientation Courses.
- Job Specific HSE Training.
- Weekly safety talks (Toolbox Meeting).

11. Selection of CONTRACTOR and Vendors

CONTRACTOR apply specific procedures in order to, first qualify and insert in a “vendor list database” and second select the possible CONTRACTOR to be included in the ITB Phase.

A database has been created with all the information relevant to all aspects and capacity of the CONTRACTOR including the HSE performance.

HSE concur to the semi quantity evaluation and general evaluation of the candidates during all stages of the selection process.

In particular during the ITB stage the candidates are informed about all HSE general and project specific requirements and are requested to submit the following information as a minimum:

HSE organization.

HSE Policy.

HSE MS.

HSE Statistics for the last 5 year.

Competency of CONTRACTOR

Health, safety and environmental issues contained in the project HSE MS shall form part of the contract specification; the CONTRACTOR shall provide evidence that adequate resources will be available to correctly implement the project HSE MS.

As part of the bid review, a safety profile shall be prepared for each CONTRACTOR. This profile shall form a component part of the overall assessment of CONTRACTOR competence.

Selected candidates may be audited, in general and specifically for HSE prior the project award.

Based on the assumptions of all these information, final decision will be determined.

12. Health

12.1. Health Goals and Objectives

The primary goal of the Company Project Health Program is to provide a workplace that is reasonably free of recognized workplace health hazards. company program include health hazard assessments and good industrial hygiene practices. The program address the following:

- Ensure that all potential health hazards are identified and assessed.
- Maintain the health and wellbeing of workplace personnel through monitoring and surveillance.
- Eliminate or control workplace health hazards to prevent occupational related illnesses or injuries.
- Characterize workplace exposure to potential health hazards.
- Ensure compliance with recognized occupational safety and health standards and regulations to include program requirements and Local law, as applicable to each situation.

In order to reach the goal of company will implement procedure and action to control and mitigate as far as reasonably practical all recognized hazards.

In particular the following control measure will be implemented:

- Reduce the noise to as low levels as are reasonably practicable level.
- Controlling alcohol, drug and substance abuse.
- Air monitoring and surveillance.
- Preventing heat and cold stress and related injuries and illnesses.
- Providing safe drinking water.
- Control of substances hazards to health Procedure (COSHH).
- Medical service.

12.2. Health Hazard Evaluation (HHE)

The assessment will be performed in the form of a Job Hazard Analysis (JHA), which breaks processes down into individual tasks, identifies the hazards associated with each task and mandates specific controls. The HHE will include potential chemical, biological, physical and ergonomic hazards associated with the activities as well as an evaluation of any existing measures used to control these hazards.

Hazard Control

When a chemical, physical or biological hazard is identified in a HHE, and cannot be eliminated from the workplace, the appropriate control(s) that are then incorporated into the work activity. Controls may include engineering, administrative or personal protective equipment. Controls shall be re-evaluated whenever a process change or other factor might affect the frequency or severity of the hazard.

12.3. Noise Exposure and Hearing Conservation

The project shall develop a list of high noise activities and will consider effective engineering and administrative controls to reduce employee exposure to noise hazards.

Employee exposure to occupational noise hazards shall be assessed and employees will be provided with protection from exposure.

Employees shall be trained on the effects of noise on hearing, the proper selection of hearing protection and the correct use of protection equipment.

12.4. Respiratory Protection

CONTRACTOR will provide and require the use of appropriate respiratory protective equipment, manufactured to a recognized international standard and acceptable to COMPANY, whenever a respiratory system hazard exists.

Site supervisors will notify HSE Supervisor before starting any work that requires employees to wear respiratory protection.

Training shall be provided on the inspection, use, sanitary care, and limitations of respiratory equipment. The records of such training shall be maintained by CONTRACTOR and made available to CONTRACTOR.

A competent person shall be trained and designated by CONTRACTOR to store, maintain, inspect, and clean respiratory equipment.

Disposable respirators for nuisance dust shall comply with BS or ANSI Standard and or local legislation.

13. Emergency Response Plan

Company shall provide inside their assigned temporary facilities first aid boxes in adequate number and content according to the local legislation.

company will issue an “Emergency Response Plan” according to and consistent with employer Emergency Response/Emergency Evacuation Plan for the existing Plant. The plan shall consist of health, safety and environmental issues.

The plan will address emergency evacuation, medical emergencies, others. The plan will be submitted to employer for approval.

14. SAFETY

14.1. Personal protective equipment (PPE)

Approved personal protective equipment, specific to the hazards of each job task, shall be required as applicable to the project.

- All personal protective equipment utilized at the work site shall be properly maintained in sanitary and reliable condition and shall be inspected by the user prior to each use, as well as on a regular schedule by a competent person. This is a mandatory requirement.
- Where employee-owned equipment is allowed, it shall be adequate to protect against the hazard that requires its application.
- The project shall conduct a site-specific hazard assessment, prior to the beginning of any work, identifying the potential hazards present that may require personal protective equipment to ensure worker’s safety and wellbeing. This assessment shall be documented.
- The personnel on site shall be trained in the correct application and use of personal protective equipment that may be utilized on site. Each individual

must demonstrate the ability to use the personal protective equipment correctly prior to being allowed to use it in work operations. This shall be certified, in writing, by individual identity.

14.2. Fall prevention and protection

Company will issue a dedicated “Fall Prevention and Protection Procedure” according and in agreement to local legislation.

Working at heights has proven to be amongst the most hazardous activities during construction. Therefore, company shall ensure strict adherence to site rules and regulations stipulated in this subsection.

All CONTRACTOR employees shall be provided with an approved full body harness and one lanyard as a minimum. Lanyards shall be secured when working in excess of 1.2 meters off the ground where a fall exposure exists. Employees may detach the lanyard if a walking surface is provided and constructed with scaffold grade planking with handrails, mid-rails and toe-boards. If walking surfaces are not available, lifelines capable of supporting at least 2.500 kg are to be provided for mobility or the employee may be issued a second lanyard to ensure 100% fall protection. Employees are to secure their body harness when working from scaffolding.

Equipment shall be selected, used and maintained in such a manner to maximize personal safety and minimize risk to the user.

All personnel will be trained on the safe and proper use of fall protection equipment.

Fall protection equipment will be inspected and approved by a Competent Person on a monthly basis.

14.3. Vehicle Operations

Company will issue a “Vehicles Operation and Maintenance Plan”.

This will include how it shall manage the safe transport of materials and equipment to the Project. This plan will include at a minimum the following:

- Inspection and maintenance.
- Selection and assurance of driver competence.
- Company responsibility to manage all transport associated with the execution of his scope of work.

Company shall ensure all vehicles are registered/ licensed, maintained in a roadworthy condition, and operated in a safe manner in accordance with manufacturer recommendations.

Company shall ensure all persons operating vehicles are healthy and unimpaired, have appropriate and required operator’s licenses, and observe established road regulations and/or Jobsite regulations.

Vehicle’s operators/drivers will be evaluated for competency by the company prior to being permitted to operate/drive on the Project.

14.4. Permit to Work

Company will issue a “Permit to Work Procedure”, according and in agreement with employer Work Permit Procedure.

All personnel participating in Permit to Work activities will receive appropriate training.

Examples of activities that require a permit:

- Critical Lifts;
- Radiography;
- Excavation in particular areas and/or deeper than 1,5 meters;
- Chemical, biological, or radiological exposure of significant risk;
- Physical hazards, such as work near or over deep water;
- Electrical hazards, such as high voltage;
- Fire/explosion hazards, such as welding near flammable containers;
- Confined space entry;
- Tank sampling;
- Work in remote areas;
- Earth drilling on waste sites;
- Operation of chippers and other similar equipment.

15. ENVIRONMENTAL Protection

15.1. General Environmental Requirements

The Project shall be constructed and commissioned in accordance with the following principles:

- All applicable legal requirements, regulatory constraints and recommendations for environmental protection specified by Local laws (i.e. National Regulations, Provincial Regulations and local standards) shall be complied with;
- The reduction of hazards and adverse environmental impacts to a level “As Low as Reasonably Practicable” (ALARP);

- The use of the “precautionary principal” in applying strict standards wherever feasible, where existing conditions are likely to be close to natural levels, and where impacts on sensitive environmental are not fully understood;
- No halons, CFCs, PCBs or asbestos shall be used on the Project for any purpose unless its absence would “cause immediate and catastrophic loss of life, which would have a probability of occurrence greater than that, which is normally acceptable”;
- The use of chlorine-containing materials (including materials of construction) shall be minimized.

15.2. ENVIRONMENTAL MANAGEMENT

company shall fully comply with all the applicable environmental specifications, plans, procedures and work practices.

16. MONITORING PERFORMANCE

16.1. HSE Inspections

company will issue a “HSE Inspection, Audits and Assessment Procedure”.

16.1.1. GOVERNMENTAL INSPECTIONS

company shall ensure its personnel are aware of and comply with the procedures to be taken in the event of a government inspection of any type.

company will immediately notify the employer when a government inspector of any type requests entry onto the Project.

Following any government inspection, company will submit a written report to the employer, which details all aspects of the inspection.

16.2. Shortfall and Remedial Action Plan

This plan is developed by the HSE manager or the HSE team in response to shortfalls, gaps, or deficiencies identified by audits or through other means, including implementation feedback loops.

Corrective actions may include issuance of an addenda or revisions to the HSE management plan or specific project procedures. The log of shortfall and remedial action plan items is to be maintained by the HSE manager and project quality officer for possible future audits.

16.2.1. PROCEDURE

Designated Focal Points

Designated focal points will be nominated for the follow-up and closeout of recommendations/action items raised.

These focal points will have the authority and resources available to ensure items are closed out to the satisfaction of employer.

A completion date will be defined whenever possible taking in consideration the severity of the non-conformance. In general, a corrective action should be closeout within 24 hours.

In case of corrective action items related to accident or incident investigations, those should be closed out whenever possible immediately in order to reduce the possibility of reoccurrences.

Project Data Base

A Project Data Base will be developed for the storing of all recommendations/action items raised, together with current details of follow-up action taken and closeout dates.

The format of the Project Data Base will be approved by employer.

Employer will have access to the Project Data Base at all times.

Record Keeping

A full non-electronic record of all HSE related activities where recommendations/action items have arisen shall be kept in addition to the storing of such information on the Project Data Base. employer will have access to the Project HSE Records at all times.

On a Monthly basis company will provide employer with the status of all recommendations/action items as part of his Monthly HSE Report.

Major learning points from information received will be cascaded to the workforce via bulletins, safety meetings, tailgate meetings, etc.

16.3. Performance Review

Company will undertake HSE reviews to gather information from monitoring, inspection and auditing activities and to assess the effectiveness of HSE Policy, objectives and procedures on site.

Management will make adjustment to the HSE-MS if and when necessary.

17. PRE-EMPLOYMENT AND PERIODIC TESTS

Company shall perform the pre-employment and periodic examinations and tests, and issue the health certificate of staff according to the results.

Contractor shall outsource the services relevant to occupational medicine to a verified company from the client's approved list.

18. MEASURING OF HARMFUL AGENTS

company shall perform, measuring the harmful agents as per to a scheduled plan, through verified organizations, which the job would be outsourced to, in order to increase the level of health and hygiene in job site.

Firstly, the data shall be gathered as regards to the standard checklists, according to site conditions and job crafts. Parameters will be confirmed afterwards. The adjusted checklist will deliver to in charge organization at last. Some of the items which have to be measured are in below:

- Noise;
- Luminance;
- Vibration;
- Radiance;
- Ventilation;
- Chemicals;
- Ergonomic;
- Heat Stress Factors.

Company shall observe and review the results of tests, after the measurements, and perform corrective and preventive actions for the out of range consequences, and peruse the discrepancies in order to solve them, then review the result of last consequences for improvement.

19. RECORDS AND REPORTS

19.1. Reporting/Investigating Incidents and Accidents

Company will issue as part of the Project Construction HSE MS a “Reporting and Investigation of Accident and Incidents Procedure”.

Company shall promptly report all such occurrences and unless directed otherwise, shall take the lead in the investigation, documentation and initiation of corrective action. company shall keep records of all incident/accident investigations in a format acceptable to the responsible bodies and shall provide its team and employer with an incident/accident notification within 24 hours of the occurrence.

19.2. Records and reports

Monthly Reporting

The standard Monthly Reporting format as is follows:

Monthly Safety Report. The Monthly Safety Report is a detailed account of all company performance.

Company will record and report the following HSE performance indicators data:

- Near Misses;
- First Aid Cases;
- Medical Treatment Cases;
- Reportable Cases;
- Restricted Duty Cases;
- Lost Time Injury Cases;
- Permanent Disability Cases;
- Fatalities;
- TRIR;
- LTIR.