

Oviswift
Engineering & Consultancy Limited
RC 305354

HSE Policies & Procedures

Health, Safety, Security & Environment

Revised:

March, 2020

Date for policies review:

February, 2025

www.oviswift.com

HSE Policy Statement

Oviswift Engineering and Consultancy Limited (OECL) has an active involvement in the provision of Engineering and Consultancy Services in Nigeria as well as in the oil and gas industry. In the execution of our works, our objective will always be to operate in a safe and environmentally conscious and friendly manner. Safety awareness is of utmost importance to all our staff.

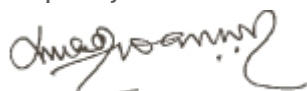
We are aware of the nature of the engineering and oil & gas industry and the necessary safety efforts/measures required in minimizing injury to persons and damage to equipment and the environment. We would re-emphasize that each employee at every level is responsible for adopting a positive attitude towards safety.

As a company, we are committed to the safety of our workforce, contractors, clients and the general public. We recognize that providing and integrating a sound environmental, health and safety program into our business is key to our success.

It is OECL policy to:

- ✓ Comply with all pertinent environmental and safety laws, rules and regulations, not just because it is legally required, but also because we believe it is the responsible way to conduct our business;
- ✓ Set HSE targets and goals regularly to measure our performance, to achieve superior results and to continually improve, monitor, revise and reemploy safety systems and environmental assessments on a regular basis;
- ✓ Provide education and training to our employees in order for them to have the knowledge, skills, and understanding to perform their responsibilities and duties at the highest level;
- ✓ Routinely review and verify performance with audits, evaluations and other quality assurance and quality control methods;
- ✓ Empower and expect employees and contractors to promptly report noncompliance or unsafe conditions and to take immediate action to prevent injuries or environmental accidents;
- ✓ Provide relevant safety and health information to contractors and require them to provide proper training for the safe, environmentally sound performance of their work; and
- ✓ Communicate our commitment to this policy to all our stakeholders, partners and clients to seek their support.

As a condition of employment, all employees are required to comply with all safety- and environmental-related rules and regulations. Each employee understands that they are individually responsible for their own safety and the safety of those around them. Violation of this policy will be cause for disciplinary action up to and including termination of employment.



Ovudiche S. Iroanwusi
Managing Director/CEO

Date: 10th March, 2020

Section 1

General Corporate HSE Statements

Vision:	To become a global brand when it comes to delivering excellence in engineering & facility services.
Mission:	Integrating people, places and processes with focus on sustainable best practices and leveraging innovative technology, which satisfies the needs and exceeds the expectations of our clients, trusted partners and other stakeholders.
Core Values:	The success of projects we handle is not only judged by the smoothness and efficiency with which it operates, but by our attentive listening, creative thinking and team approach to work.
Policy Review:	The policies contained in this manual shall be reviewed after every five years. However, a review can be done earlier if the need arises.
Procedure Review:	The procedures for work as contained in this manual shall be reviewed after every two years. However, a review can be done earlier if the need arises. New work procedures shall be added as often as new and better ways of doing works are researched, tested and approved as working procedures.
Manual Objectives:	<p>To offer maximum service at the best and at cost efficient standards to clients.</p> <p>To get maximum life of all assets without compromising on standards and to ensure statutory compliance of all the assets.</p>
Manual Consistency:	The policies in this manual are in accordance and consistent with the existing UKSHE, BSC, ISO, BS, ANSI, Eurocodes, , RICS, IFMA Standards etc. for FM, Engineering, Health, Safety and Environment.
Purpose:	To provide some general guidelines for creating and maintaining a safe work environment and which complement the Occupational Health & Safety Act and applicable regulations. This
Objectives:	<p>HSE Management by principles apply to target objectives and plans developed. These HSE plans are the mechanism utilized to achieve objectives in:</p> <ol style="list-style-type: none">An effort to prevent accident, minimize losses and promote good health.An integral part of our business, and is of equal importance to service quality, motivation and profitability. There is a permanent interaction between HSE performance, operational efficiency, staff motivation, moral and financial success.

A line Management responsibility (See Company Organogram in Appendix I) the HSE departments are a specialized function assisting the line management to adequately address HSE issues.

To manage HSE adequately the line and project managers are supported by:

- a. The Company Directors
- b. The Research & Development Department
- c. Admin, Finance and Procurement Department
- d. The Client, the vendors, the Agencies and the Community
- e. The Company policies and procedures

HSE objectives are set with the intention to continuously improve performance for long-term and short-term purposes. Long term objectives are set at corporate level by the Director for a period of 5 years. Short term objectives are set at region level by the General Manager for a period of 1 year. Results are monitored, reviewed and consolidated at Headquarters level monthly.

As a general rule, the HSE objectives shall be;

- a. Based on data
- b. Measurable
- c. Achievable and realistic
- d. Reviewed regularly

They can be related to;

- i. Injury frequency and severity rates
- ii. Occupational illness cases
- iii. Automotive accident rates
- iv. Damages to property
- v. Damages to environment
- vi. Total remedial costs
- vii. Standard acts & conditions and others

Section 1

Definition of Terms

Accident: Adverse event involving personal injury or illness without sick leave, or with sick leave for fewer than 6 weeks, and / or minor damage to / loss of property, minor damage to the environment or a third party.

Accident Prevention: A set of precautionary, measures taken to avoid possible bodily harm.

Audit: An assessment of a safety and health program's documentation and or a physical location to ensure regulation compliance by a trained safety professional.

Approved: Sanctioned, endorsed, accredited, certified, or accepted as satisfactory by a duly constituted and nationally recognized authority or agency.

Authorized Person: A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite

Benchmark: Any standard or reference by which others can be measured or judged.

Chemical Substance: Elements and their chemical combination with other elements, as they appear naturally or as the result of an industrial process.

Chemical Exposure: Means that employee or personnel has inhaled or become exposed to chemicals transferred through the skin or by swallowing

Certified: Equipment is "certified" if it (a) has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner; or (b) is of a kind whose production is periodically inspected by a nationally recognized testing laboratory; and (c) it bears a label, tag, or other record of certification.

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

C.S.P: Certified Safety Professional – is a certification offered in the United States by the Board of Certified Safety Professionals (BCSP). The CSP has been accredited in the United States by the National Commission for Certifying Agencies and the Council of Engineering and Scientific Specialty Boards.

Dangerous Chemical: Chemical substances and mixtures of substances that can present a health, environmental, fire or explosion hazard.

Due Diligence: Is a term used for a number of concepts involving either the performance of an investigation of a business or person, or the performance of an act with a certain standard of care. The process through which a potential acquirer evaluates a target company or its assets for acquisition.

Environmental Impact Assessment (EIA): Is a process of evaluating the likely environmental impacts of a proposed project or development,

taking into account inter-related socio-economic, cultural and human-health impacts, both beneficial and adverse.

Employee: Every laborer or mechanic, regardless of the contractual relationship which may be alleged to exist between the laborer and mechanic and the contractor or subcontractor who engaged him. “Laborer” generally means one who performs manual labor or who labors at an occupation requiring physical strength; “mechanic” generally means a worker skilled with tools.

Employer: Contractor or subcontractor.

Equivalence: Alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

Ergonomic: The applied science of equipment design, as for the workplace, intended to maximize productivity by reducing operator fatigue and discomfort.

Expert Witness: A witness who has knowledge not normally possessed by the average person concerning the topic that he is to testify about. Is a witness who by virtue of education, training, skill, or experience, is believed to have knowledge in a particular subject beyond that of the average person.

Harmful Chemical: Substances and mixtures of substances are classified as harmful chemicals if a single, brief exposure by means of swallowing, skin contact or inhalation can be poisonous or cause severe health effects and loss of life.

Hazard: A chance, an accident, a chance of being injured or harmed, danger, a possible source of danger to life, to health, property, or environment.

Hazard Elimination: To get rid of, remove, a chance, an accident, and a chance of being injured or harmed.

Hazard Recognition: The act of recognizing or condition of being recognized, a chance of being injured or harmed -acceptance or acknowledgement.

Hazard Substance: A substance which, by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, or otherwise harmful, is likely to cause death or injury.

House Keeping Audit: An assessment of a physical location to ensure regulation compliance by a trained safety professional.

Inspection: The act of inspecting, official examination or review, an organized examination, or formal evaluation exercise.

HSE Deviation: An event that has caused or could have caused personal injury, illness, death and /or damage to / loss of property, damage to the environment or harm / damage to a third party.

HSE Field: HSE field includes the working environment (psychosocial, organisational and physical/chemical/biological), fire and electrical safety, pollution and

radiation protection (regulated by the health, safety and environmental legislation).

HSE System: The HSE system shall ensure that the organisation's activities are planned, organised, performed and maintained in accordance with the requirements laid down in or pursuant to health, safety and environmental legislation as well as internal objectives, policies and routines.

Mitigation: To moderate (a quality or condition) in force or intensity, alleviate, to become milder.

Near Accident: Adverse event that could have caused personal injury or illness without sick leave, or with sick leave for fewer than 6 weeks, and / or minor damage to / loss of property, minor damage to the environment or a third party.

Non-conformity: Failure to fulfil a requirement.

Occupational injury/Occupational illness: Bodily injury or illness that has been caused by a work accident.

OSHA Occupational Safety and Health Administration: A government agency in the department of Labor to maintain a safe and health work environment.

On-site Audit: To examine, verify, or correct the safety practices and records on the work site utilizing OSHA standards specific to that site.

Risk: Risk is defined in connection with the likelihood of an event occurring and the expected consequences of the event if it does occur.

Risk Assessment: Risk assessment involves identifying dangers and adverse events, analyzing and assessing risk and identifying measures that may curtail the risk.

Risk Management: Risk management is a controlled methodology for ensuring that the objectives of the HSE work are accomplished.

Safety Data Sheet: Information on the innate characteristics of chemical substances and mixtures of substances as well as recommended safety measures and first aid.

Safety Engineer: A person who inspects all possible danger spots in a factor, mine or other industrial building or plant.

Safety Manager: Provides cost savings and staffing flexibility while ensuring you're in compliance with safety regulations.

Serious Accident: Adverse event involving death, personal injury or illness with permanent or prolonged incapacity to work and / or damage to / loss of property, damage to the environment or a third party.

Serious near-accident: Adverse event which could have caused death, personal injury or illness with permanent or prolonged incapacity to work and / or damage to / loss of property, damage to the environment or a third party.

Serious near-accident: Adverse event which could have caused death, personal injury or illness with permanent or prolonged incapacity to work and / or damage to / loss of property, damage to the environment or a third party

Unsafe Act: Actions that will lead to potential injury, loss of time, or property damage.

Section 1

Responsibility

1. The Company in its capacity as the employer is responsible for carrying out the responsibilities and duties outline through the delegation of these functions to individuals in the company
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.
3. **Company Directors**
 - i. The health and safety responsibilities include the following:
 - ii. Prepare and review at least annually a written corporate occupational health and safety policy.
 - iii. Assign and review the development of an occupational health and safety program to implement the policy
 - iv. Provide the necessary resources to implement, support and enforce the health and safety policy and program within the Company
 - v. Review accidents reports and communicate with government agencies, unions and other organizations regarding legally required notices respecting critical injuries, accidents, incidents and other events
4. **Project Manager/Operation Manager/Field Manager/HSE Manager**
 - i. Works with the Superintendent to implement, support and enforce project health and safety procedures.
 - ii. The health and safety responsibilities include the following:
 - a. Communicate with the Directors on items such as notice respecting projects and notices of accidents and injuries
 - b. Include health and safety issues on the agenda for project meetings
 - c. Include safety and loss control requirements into subcontracts
 - d. Review site fire protection and emergency response plans
 - e. Review and evaluate site health and safety performance and training plans for health and safety and ensure that adequate resources are available
 - f. Review inspections reports and ensure that corrective action has been taken
 - g. Confirm accident/incident investigations are conducted and that corrective action has been taken. Review and forward reports to head office
 - h. Initiate action to correct unsatisfactory safety performance
5. **Project Superintendent/Field Supervising Officer/HSE Officer**
 - i. The health and safety responsibilities include the following:
 - a. Review site health and safety program with supervisors and subcontractors, identifying responsibilities and emphasizing cooperation among all parties and coordinate health and safety functions
 - b. Identify special site hazards and outline appropriate safe work procedures and training requirements

- c. Prepare and implement fire protection and emergency response plans and conduct inspections of first aid materials and emergency response equipment
- d. Establish on-site health and safety documentation system for injury reports, Workplace Hazardous Materials Information System (WHMIS) and training
- e. Investigate accidents, determine causes (s), review reports and ensure corrective action has been taken
- f. Perform site inspections at least weekly and ensure appropriate corrective action has been taken for hazardous or unsafe working conditions ☐ Participate in site inspections with government officials and implement corrective action as required
- g. Participate in project health and safety committee meetings
- h. Conduct Tailgate Safety Meetings and review health and safety reports with workers

6. **Foreman/Supervisor**

This level of the company includes all those individuals who supervise the work of other employees and their health and safety responsibilities include the following:

- ii. Implement, support and enforce the Company's Health and Safety Program at the crew level
- iii. Be familiar with the Occupational health and Safety Act, applicable Regulations and ensure compliance
- iv. Know about any actual or potential danger to health and Safety-First Consulting ensure new workers receive proper training and instructions prior to beginning work
- v. Advise each worker of the any actual or potential danger to the health and safety of the worker and review safety aspects of each task
- vi. Ensure that workers are issued and wear personal protective equipment
- vii. Ensure that tools, machinery and equipment are safely and properly maintained
- viii. Maintain good housekeeping standards
- ix. Assist in all accident investigations
- x. Take action to correct unsatisfactory safety performance Identify and inform superior of health and safety concerns

Section 2

Safe Workplace Practices

1. HSE Plan:

a. Specific HSE Plans

- i. Specific HSE plans shall be established by each unit operation manager and site managers at beginning of the year and at the start of major projects. Validity of such plan is one year or for the duration of the project.
- ii. District specific HSE plans shall be approved by each Operations Manager and shall form the basis of the Site own HSE plans.
- iii. Site specific HSE plans shall be approved by the Site Manager.

b. Communication of HSE Plans

- i. When approved, the HSE plans shall be communicated to all relevant Company Personnel. The plans shall be posted at the respective work sites. Techniques like meetings, slide presentations, video's etc. may be used to inform the relevant Company personnel.
- ii. The HSE plans shall be communicated to the client and vendors.
- iii. For large scale projects, all offices/sites shall be equipped with a hand-free communication system to allow communication between:
 - ✓ The workers on site and the office
 - ✓ The workers on site and the working area
- iv. All hand-held radios used on sites shall be of the intrinsically safe type
- v. There shall always be two approved persons capable of operating the communication equipment.
- vi. The geographical coordinates shall be clearly posted in the radio-room and the district office after each site move.
- vii. All emergency services and phone numbers shall be clearly posted in the radio room and the district office

c. Reporting

Reporting is required to:

- i. Communicate the information through line management, for analysis and action
- ii. Circulate the information of a general interest and nature within the Company and its personnel
- iii. Monitor the implementation of actions
- iv. Increase the level of HSE expertise throughout the Company

HSE Reporting procedures within the Company shall be maintained as below:

- i. At Site level: Accident Report

Accident Analysis Report

Potential Loss Report

Site HSE Actions Report

Site HSE Plan Progress Report

Minutes of Meetings

- ii. At HQS level Management Inquiry for Catastrophic Accidents
- iii. HQS HSE Monthly Report

2. Responsibility for Compliance

- i. On all sites, the Project Manager (PM) and/or Field Supervising Officer (FSO) is responsible for ensuring compliance with the HSE policies and procedures.
- ii. The PM/FSO of any site shall be only one person. This critical responsibility cannot be shared with anyone, whatever the circumstances and/or the operation of the office/site
- iii. The PM/FSO shall be in complete and ultimate command of the site. The PM/FSO actions shall be governed by the policies and procedures of Oviswift.
- iv. The PM/FSO is not necessarily an expert in every aspect of the installation and its operations. The FSM commands the assistance of specialist technicians and can delegate certain tasks with respect to the execution of such specialist functions. However, the PM/FSO shall remain in ultimate command at all times.
- v. All company personnel are required to adhere strictly to set down HSE policies and procedures as default shall be result to disciplinary action(s).

3. Emergency Response

- i. There shall be Emergency Response Plans duly approved by the management team at Company Headquarters, offices and each site. The emergency Response Plan shall be in writing and made available to the personnel concerned.
- ii. The Emergency Response Plan shall cover the various scenarios resulting in possible critical situations and shall mention the course of action requested.
- iii. The Emergency Response Plans shall cover, when and where applicable
 - ✓ Medical evacuation
 - ✓ Missing person
 - ✓ Road accident
 - ✓ Collision at sea
 - ✓ Loss of stability
 - ✓ Jack-up punch through
 - ✓ Fire/explosion
 - ✓ Emission of flammable or toxic substances
 - ✓ Sabotage/criminal acts/riots/war
 - ✓ Blowout
 - ✓ Severe weather condition
 - ✓ Total power failure
 - ✓ pollution control
- iv. All the applicable Emergency Response Plans shall be maintained in one binder.

4. Alarm and Drills

- i. The PM/FSO is responsible for defining clearly distinguishable alarm signals to identify various emergency situations.
- ii. Drills shall be conducted at a specified interval and attended by all required personnel to prepare site crew for the emergency of a fire and to demonstrate personnel can perform their assigned duties.
- iii. Muster point(s) shall be setup for all operation sites.

5. Meetings

- i. All company personnel working on remote sites shall participate in an HSE meeting at least once every month. Third party personnel and Client shall be invited to the HSE meetings where necessary.
- ii. Site HSE meetings shall be held once every week by the PM/FSO and their personnel.
- iii. The HSE meeting shall be held for the purpose of:
 - ✓ discussing, explaining, reviewing, the HSE policies and procedures,
 - ✓ reviewing an accident or a potential accident
 - ✓ bringing up a new Health, safety or environment issue.
- iv. The PM/FSO and the managers are responsible for ensuring that HSE meetings are held.
- v. A member of the crew shall chair each meeting on a rotating basis.
- vi. Each meeting shall be documented on an Oviswift HSE meeting report folder.
- vii. A nominated person shall be responsible for taking the minutes of the HSE meeting
- viii. A list of personnel attending the meeting shall be shown on the HSE meeting report.
- ix. A copy of the meeting report shall be posted and kept on the office/site.
- x. The list below suggests topics that can be discussed during HSE meetings:
 - ✓ Recent accidents, potential accidents, equipment and/or environment that may be of interest to the crew.
 - ✓ HSE plan progression
 - ✓ Sub-standard practices observed by the crew.
 - ✓ HSE news video
 - ✓ Review of a particular policy,
 - ✓ Communication of HSE alerts concerning the crew,
 - ✓ Introduction of new arrivals to the crew
 - ✓ Practical demonstration of equipment, such as lifesaving, firefighting equipment, manual lifting, CPR training, etc.
- xi. Prior to starting any non-routine job, a toolbox (pre-job) meeting shall be held by the PM/FSO in charge to acquaint each person involved in the operation with the scope of work, the hazards and the specific procedures to be followed. Responsibilities shall be clearly defined as well as line of reporting. Whenever relevant, the emergency responses and well control procedures shall be discussed and finalized between the participants.
- xii. Minutes of the meeting shall be scripted, issued and dispatched to each attendee.

- xiii. In the case of a new onshore contract with large scope in regards to oil and gas industry, a pre-spud meeting shall be carried out on the site and chaired by the Site Manager. The attendees shall include the client representative, the PM/FSO, and unit managers; likewise, a pre-project meeting for large scale off-shore projects.

6. HSE Committee

- i. There shall be an HSE Committee onsite, offices and Headquarters.
- ii. The HSE Committee shall participate in:
 - ✓ Investigation and review of all accidents including personnel injuries, occupational
 - ✓ illness, damages to equipment and/or environment, as well as potential accidents
 - ✓ Review employees' recommendations taken from the safety suggestion box
 - ✓ Making recommendations to the management to prevent recurrence of accidents
 - ✓ Carrying out inspections at work site.
 - ✓ Keeping the employees informed on HSE actions and progress.
 - ✓ Developing HSE plans and monitoring progress.
 - ✓ Stop observation cards analysis and feedback to site crews.
- iii. The following minimum composition is recommended:
 - ✓ At site level
 - PM/FSO
 - Department heads
 - HR, Admin & Procurement Unit Representative
 - Employees Representative(s)
 - HSE officer/Training instructor if any
 - ✓ At Headquarters level
 - Directors
 - PM & HSE Manager
 - HR, Admin & Procurement Managers
 - Employees Representative(s)
- iv. A minimum of 5 members is required to hold an HSE meeting. Client and Service Companies may be invited to contribute. There is no requirement for a one site office to formalize an HSE Committee.
- v. The Chairman shall rotate at every meeting and shall be designed in advance for the next meeting.
- vi. An HSE Committee meeting shall be held At least once every three months.
- vii. The meeting shall start by reviewing the minutes of the last meeting and giving an update of the actions undertaken. There shall be a designated person responsible to administer the minutes of the meeting. The minutes shall show names of the participants, the summary of the discussion, and the lines of actions decided, with deadlines.
- viii. The minutes shall state the proposed date for the next meeting, and shall be endorsed by two persons attending the meeting.
- ix. The minutes of the meeting shall be posted on HSE bulletin Board.

7. Permit to Work

- i. Each site must operate a permit to work as a formal written authorization used to control certain types of work which are identified as potentially hazardous.
- ii. Any hazardous work shall require at least one of the following work permits:
 - ✓ Safe work permit.
 - ✓ Hot work permit.
 - ✓ Electrical work permit.
 - ✓ Toxic work permit
 - ✓ In some cases, several types of permits may be required for a complex task.
- iii. Tasks to be covered by a safe work permit shall include but are not limited to:
 - ✓ Working over water
 - ✓ Entering confined spaces
 - ✓ Work involving the use of radioactive materials and explosives
 - ✓ Work in unguarded, unprotected area
 - ✓ Work in contaminated atmosphere
 - ✓ Maintenance operation that disable critical safety systems, such as fire and gas detection systems, communication systems, lifesaving and rescue equipment, firefighting equipment, emergency devices etc.
- iv. **Request for a Work Permit**
 - ✓ All Work Permits shall be requested by the supervisor responsible for the work to be performed. This applies to all potentially hazardous works to be performed by Company and third-party personnel. Filling in the work permit form shall be performed by a Company Supervisor.

Approval of the Work Permit

- ✓ Work Permits may be approved only by the PM/FSO or his designate. Client approval may sometimes be required; however, this alone is insufficient, PM/FSO approval shall also be obtained.
- ✓ No one may authorize Work Permit for work that he carries out himself.
- ✓ Validity of the Work Permit
- ✓ Permits are not to be carried over from one crew to another. A permit is no longer valid whenever a change occurs in:
 - Personnel carrying out the job
 - Working conditions, that were not anticipated when issuing the work permit, or
 - When the Work Permit is suspended.
- ✓ Under no circumstances, shall a task subject to a Work Permit be continued if the Permit in force is no longer valid.

Suspension of the Work Permit

In the event the work is suspended, upon the PM/FSO decision, before completion of the work, the area shall be secured and zoned off if necessary. If an isolation was in force, it shall be maintained. The original Work Permit previously given to the Supervisor or the person performing the work, shall be returned to the PM/FSO. To

resume the work suspended, a new Work Permit shall be requested and approved by the PM/FSO, attached to the previous one.

Dispatching and Filing

- ✓ When approved by the PM/FSO, the original of the work permit shall be given to person in charge of the job.
- ✓ The first copy shall be given to the work permit Administrator for posting on the display panel.
- ✓ The second copy shall be retained by the Responsible Supervisor in Charge of the work.
- ✓ Once the task is completed, all permit forms used shall be collected by the work permit Administrator and the original copy shall be signed off by the responsible Supervisor and by the PM/FSO.
- ✓ When the permit is closed, the original shall be put in the work permit chrono file and other copies discarded.
- ✓ The work permit file shall retain the closed work permits for at least one year after they are issued.
- ✓ The numbering shall be chronological, regardless of the type of permit issued.
- ✓ The first number shall be 001, from the time the present system is started.
- ✓ The work permit file shall have a reference index that shall be used for logging each work permit issued, and filed.
- ✓ Final filing of work permits shall be made to the project folder for which the work was carried out.

8. Fitness for Duty

- i. Employees shall not attempt work for which they are mentally or physically unfit.
- ii. Any employee having reason to believe that another employee is unfit for the work assigned shall notify their supervisor immediately.
- iii. Employees shall not use or be under the influence of alcohol, anesthetic substances or illegal drugs during working hours.

9. General Rules

- i. All staff shall follow carefully the prescribed job procedures and supervisory instructions. Ask for clarification on anything not well understood.
- ii. All staff shall use reasonable care in the performance of duties and;
 - ✓ do not work at unsafe speeds
 - ✓ do not take short cuts
 - ✓ do not remove or make ineffective safety devices
 - ✓ do not engage in horseplay; or;
 - ✓ do not urge others to take unnecessary risk

10. Personal Protective Equipment

- i. Personal protective equipment (PPE) shall be provided by the Company and used by personnel. Personal protective equipment (PPE) shall meet appropriate ISO standards and be worn/used in the manner intended i.e.

Helmet

- i. Safety helmets shall be worn by all personnel at all times in the specific areas, and outside accommodations and offices.
- ii. Safety helmets should be designed to accommodate earmuffs or face shields
- iii. Safety helmets shall be made of non-conductive material.

Hearing Protection

- i. Hearing protection shall be worn by all personnel in specified areas.
- ii. Hearing protection shall be made available by the Company to all personnel.

Eye Protection

- i. Safety goggles shall be worn when chipping, grinding, hammering, cutting wireline, changing tong dies, scrapping paint, using a drill machine, operating a press, a lathe-machine, and for any other activity which may result in a foreign body in the eye.
- ii. In addition to the safety goggles, a face shield shall be worn when handling corrosive or harmful products whether solids or liquids (especially for Workshop)
- iii. Welding helmet or hand-held shield shall be used when performing arc-welding, rather than welding goggles.
- iv. Welding goggles shall be worn when using a cutting torch.
- v. Except when required above, safety glasses shall be provided on an individual basis, and worn by all personnel in specified areas and when outside accommodations and offices.
- vi. Eye wash stations shall be available at least in the following areas: office/site floor, mud pit room, mud mixing area and shale shaker area.

Clothing

- i. Coveralls shall be worn by all Company personnel working on a site, yard, workshop or warehouse.
- ii. Long sleeve coveralls are recommended for all personnel.
- iii. Loose clothes that can be caught in any moving machinery must be worn shall not be worn.
- iv. Rain suits shall be provided in case of rain, use of oil-based mud or use of completion fluids.
- v. Apron, face shields and rubber gauntlets shall be worn when handling caustic or corrosive product.

Hand Protection

- i. Safety gloves shall be provided to all Company personnel and worn as appropriate.
- ii. Asbestos-free high temperature gloves shall be worn when handling hot pieces of equipment.

Foot Protection

- i. Safety boots or safety shoes shall be worn by all personnel at all times in specific areas and outside accommodations and offices.

- ii. Safety boots shall be preferred to safety shoes for site personnel, for better ankle protection.
- iii. Safety shoes may be accepted for visitors.

11. House-Keeping

- i. Workstations, equipment buildings and job sites are to be kept clean and orderly.
- ii. Stairways, aisles, exits, permanent roadways and material storage areas are to be kept clear and free of obstructions, depressions and debris.
- iii. Spills are to be cleaned up immediately.
- iv. All materials, tools, products and equipment are to be kept in their designated areas and in an orderly manner.
- v. Combustible materials, such as oil soaked and paint covered rags, shall be stored in approved containers.
- vi. Waste shall not be allowed to accumulate on benches, floors and job sites, except in specially provided containers.
- vii. Keep walking surfaces free of dangerous projections or obstructions.

12. Fire Prevention

- i. Employees shall be familiar with the instructions covering fire prevention and suppression and with the location, care and use of fire extinguishers and fire alarms.
- ii. Employees shall be familiar with fire evacuation procedures, including the location of exits and egresses.
- iii. Fire extinguishers shall be checked monthly.
- iv. Anytime a fire extinguisher is used, report it immediately to the supervisor so it may be recharged.
- v. Flammable liquids, solvents and fuels shall be kept in approved safety containers, never exposed to naked flame, hot elements or smoking activity, and never be used to fill fuel tanks while the engine is operating.
- viii. Each office/site shall be equipped with sufficient and regularly maintained fixed and/or portable fire-fighting equipment.
- ix. Fire-fighting equipment, pumps and station shall be visually inspected at intervals not exceeding 30 days. A record of inspection shall be maintained at office/site level and fire extinguishers tagged showing date of inspection.
- x. Fire-extinguishing appliances shall be kept in good order and be available for immediate use at all times.
- xi. Fire hoses shall not be used for general purpose, and fire stations cabinets shall be sealed with lead wires or similar system after inspection.
- xii. There shall be a fire emergency response plan posted in conspicuous places.
- xiii. The fire extinguishers shall be marked with an identification symbol and the letter(s) that indicate the class of fires they shall be used for.
- xiv. The fires shall be treated depending on their class:
 - ✓ Class A fires: occur in common materials such as wood, paper, mattresses, rags, rubbish, etc. The quenching and cooling effect of water or water solutions is recommended.

- ✓ Class B fires: occur in the vapor-air mixture over the surface of flammable liquids such as gasoline, oil, grease, paints and thinners. Class B fires are extinguished by limiting air (oxygen) or by providing combustion-inhibiting agents.
 - ✓ Class C fires: occur in or near electrical equipment. Non-conducting extinguishing agent must be used.
 - ✓ Class D fires: occur in combustible metals such as Magnesium, titanium, zirconium, lithium and sodium. Specialized techniques, extinguishing agents and equipment must be used to control this type of fire.
- xv. Any fire shall be reported to the PM/FSO, and an Accident Report issued.

13. Material Handling

Manual Lifting

- i. Employees are required to know the safe way to lift, their physical limitations and when help is to be called for.
- ii. Avoid lifting a weight that is too heavy or large, lifting in an awkward position, or twisting your body while lifting.
- iii. Follow proper lifting procedure
 - ✓ Size up the load BEFORE lifting and make sure path is clear.
 - ✓ Stand as close as possible to the load, get a secure footing and use a wide balanced stance.
 - ✓ Squat down by bending knees and keep back straight.
 - ✓ Get a firm grip with palms of hand, not just finger.
 - ✓ Lift gradually by using powerful leg muscles; don't jerk the load.
 - ✓ Keep weight close to the body
 - ✓ Lower the load slowly, reversing the procedure
- iv. Ask for help for heavy loads. Coordinate lift signal for 2 – person lifts.
- v. Use gloves or grips when handling rough materials or materials with sharp edges.
- vi. Avoid lifting above shoulder height.
- vii. Do not catch loads or falling objects.
- viii. Do not carry loads that obstruct vision.
- ix. Keep hands away from pinch-points such as doorjambs, walls etc.
- x. Wherever possible, use material handling equipment such as dollies, carts and forklifts.

Back Care

- i. Be aware of standing posture and make sure workstation is at the right height.
- ii. Be aware of sitting posture when operating heavy equipment. Perform stretches and change position when sitting for extended periods.
- iii. Warm up before performing a lift.

Mechanical Lifting Devices – Hoists, Cranes and Lifts

- i. Cables used by cranes and other hoisting devices shall meet the specifications and be inspected frequently in accordance with safety regulations.

- ii. Slings, hoisting hooks and chains shall meet the requirements of and be used in accordance safety regulations.
- iii. Keep hands away from pinch points and points when slack is being taken up.
- iv. Workers shall stand clear while leads are being lifted or lowered. Tag lines shall be used to control swinging, swaying or other unwanted movement of the load. A color-coding system shall be in force on all offices and worksites in order to easily identify the lifting gear currently in use. Only equipment found fit for purpose during inspection by the approved person will be colour coded. Any lifting equipment incorrectly colour-coded shall not be used.
- v. After each 6-monthly inspection, a different colour shall be used. The colour “red” shall not be selected except to identify unfit equipment.
- vi. All certificates covering lifting equipment shall be safe-guarded and filed under the responsibility of the PM/FSO.
- vii. Oviswift own cranes or subcontracted cranes shall comply with HSE standards and shall be operated only by approved crane operators.
- viii. Cranes shall be fitted with a minimum of:
 - ✓ Load/radius charts
 - ✓ Weight indicators on the load line
 - ✓ Radius indicator
 - ✓ An over-boom stops
 - ✓ An under-boom stops
 - ✓ A block saver on the load and fast line
 - ✓ A portable fire-extinguisher for class A, B, C fires.
- ix. Mobile cranes shall be equipped with an audible alarm and a flashing light while in transit, as well as a panoramic rear-view mirror. They shall not be operated without outriggers deployed.
- x. Crane operators shall be able to clearly communicate with the handling crew. It is the duty of the crane operator to know the weight of each cargo before proceeding to the lift.
- xi. Only one (1) man shall give signals to the crane operator.
- xii. Should the crane operator receive instructions/signals from more than one person at a time, he shall stop the operation.
- xiii. There shall be a common set of crane signals in use by all banks man and crane operators on each site.

Site Automotive

- i. Company automotive shall be regularly inspected and maintained. Each company automotive shall have a qualified driver approved by the FSM to be responsible and accountable for its condition. The qualified driver shall perform the automotive safety check list bi-monthly.
- ii. Any automotive found unsafe following the automotive safety check shall be immediately removed from service until all necessary repairs are carried out.
- iii. In all company cars, front and rear seat belts shall be installed and worn at all times by drivers and passengers. Seat belt should be of retractable self-locking type. The three points type should be always preferred to the two points type, and installed whenever possible.

- iv. In the event that the seat belt installation is not possible, the speed of the automotive shall be limited to 60 km/hour.
- v. The car and pickup driver are responsible for the condition of the seat belts and for ensuring their use by all passengers prior to starting the engine.
- vi. Children under 10 years old shall not be allowed in the front seat.
- vii. Company automotive shall be driven by approved persons holding a valid driving license recognized by the local authority, and trained in defensive driving.
- viii. Driving Company automotive under influence of alcohol, narcotic or drug is forbidden and shall be liable to disciplinary action.
- ix. Driving speed shall not exceed in any case:

✓ Paved roads outside built up areas	110 Kph
✓ Gravel roads	70 Kph
✓ Built up areas	50 Kph
✓ Worksite	5 Kph
- x. Driving at night should be avoided if possible.
- xi. In remote areas, a journey management system shall be in place

Tools and Equipment

- i. Use only tools suitable for the job in progress and in good repair.
- ii. Inspect tools regularly.
- iii. Defective tools shall be removed from service and tagged.
- iv. Where required, tools such as files shall be fitted with proper handles.
- v. Cutting tools shall be properly sharpened and, if necessary, guarded or sheathed when not in use.
- vi. Tools not in use shall be safely stored.

Electric Power Tools and External Power Supply

- i. Electrical power tools shall be double-insulated or effectively grounded or protected by a ground fault circuit interrupter.
- ii. Only approved electrical tools and equipment shall be used.
- iii. Any extension cords used must be of the proper size and type for the voltage and amperage specified.
- iv. Power cords must be in good condition and should not create a tripping hazard.
- v. Employees shall work in a manner to prevent electrical contact by body, tools or equipment with electrical apparatus operating at any voltage.
- vi. Employees working or operating equipment near electrical power lines or equipment of more than 750 volts shall maintain a minimum clearance of 3 metres.
- vii. Where an excavator or backhoe is operating closer than 1 boom length to an overhead powerline, the following must be in place:
 - ✓ a legible sign warning of the potential electrical hazard must be placed at the operator's station.

- ✓ A signaler, shall be stationed with a clear view of operations and to warn the operator when any part of the machine, boom or load approaches the minimum distance.
- ✓ Where it is necessary to operate closer than the minimum distance permitted, protective measures (i.e. insulate or de-energize circuit) shall be arranged with AEDC and /or the local electrical authority.

Hot Work – Welding, Cutting and Brazing

- i. Welding helmets with the appropriate lens shall be worn. Screens shall be used around the welding area whenever practical.
- ii. Welding arc should never be observed at close quarters with unprotected eyes.
- iii. Welders must wear clothing which is suitable to protect skin from burns.
- iv. Welders must assess and minimize the fire hazard. Keep combustibles away from work area.
- v. Adequate fire protection must be immediately adjacent to work area.
- vi. Adequate ventilation (natural or mechanical equipment) must be provided during welds.
- vii. Cylinders shall be secured in an upright position and protected from damage. The valve of a cylinder shall be closed when the cylinder is spent or is not being used.
- viii. Torch cutting of closed containers that have held a flammable substance is prohibited.
- ix. When working in an enclosed area, a careful check with a portable gas detector shall be done, any time there is an interval between cutting or welding operations, to monitor the possible accumulation of gas. Furthermore, continuous ventilation shall be ensured, to extract possible gas and fumes.
- x. Extreme care shall be taken to prevent slag or sparks from igniting flammable materials, such as insulation materials, wood, fabric, or flammable liquid. In case of an identified fire risk, a trained fire watch with a portable fire extinguisher shall be present during all the time the welding or cutting is carried out.
- xi. All hot work outside the designated welding area shall require a hot work permit.
- xii. Depending on the nature of operations engaged, Hot work Permit may also be required for jobs carried out inside the designated welding area.
- xiii. The welder shall check the leads for burns, breaks or other defects before use. Welding cables shall not be repaired using tape.
- xiv. Welding leads shall be picked up and properly coiled after completion of work, and shall not be left in a place where they can create a tripping hazard.
- xv. Vapors from arc welding may be harmful. Adequate ventilation shall be ensured when on alloys or surfaces coated with lead-based paints that may generate harmful fumes. If ventilation cannot be accomplished, proper respiratory protection shall be worn.
- xvi. When work is completed, oxygen and acetylene supply shall be turned off at source.
- xvii. Appropriate welder PPE shall be worn by the welder and his assistant(s), including:
 - ✓ Long sleeves fire retardant coverall

- ✓ Leather apron
- ✓ Welder's gloves
- xviii. All tools shall be inspected before use. They shall be kept clean and in good working order.
- xix. Hand tools shall be kept in a designated area when not in use, either in a tool rack or on tool board, in an orderly manner.
- xx. Wood handles shall be sound and securely wedged or fastened to the tool.
- xxi. Tools made of high strength alloys or brittle steel shall not be struck with a tool of similar characteristics.
- xxii. Non sparking tools shall be used when in an explosive atmosphere.
- xxiii. Tools shall be always used with the appropriate PPE

Work at Height - Ladders and Scaffolds

- i. Only ladders and scaffolds that meet safety requirements shall be used.
- ii. When working from a portable ladder or scaffold, they shall be securely placed, held, tied or otherwise made secure to prevent slipping or falling.
- iii. Ladder shall be placed so that the distance between the bottom of the ladder is approximately one-fourth of the working length of the ladder.
- iv. A three-point contact must be maintained while climbing a ladder.

Excavation

- i. Trenches shall be shored or sloped and have access or egress, in accordance with existing requirements.
- ii. Prior to excavating, gas, electrical, plumbing and other services shall be located by the various utilities. Where a known gas or electrical hazard exists, the proper authority shall be requested to provide assistance before work begins.
- iii. Equipment not in use, supplies and excavated soil or rock shall be stored or placed a minimum of 1 metre from the edge of the excavation.
- iv. Heavy equipment or vehicles shall not be operated or located so as to affect the stability of the walls of the excavation.
- v. Other factors to consider for the prevention of cave-ins shall include soil type and moisture content, weather conditions, and previous excavations.
- vi. No worker shall be in a trench or excavation alone unless there is another worker immediately adjacent at the surface.
- vii. Trenches and excavations left open overnight must be fully barricaded, posted with traffic warning signs and adequately lighted with warning lights.
- viii. Trenches must be closed up as quickly as operations will permit.

14. Environmental Protection and Site Abandonment Survey

- i. Protection of the environment shall be given due care and consideration while conducting operation on Oviswift worksites.
- ii. Environmental assessment shall be conducted on every Oviswift worksites at least every two years. The periodic environmental assessment may be performed using the environmental Assessment checklist.
- iii. It is the responsibility of the Operations Manager to initiate the Environmental Assessment, which shall be carried out by a formalized inspection team including the Operations Manager or his designate.
- iv. Each Oviswift site shall monitor the progress made on waste minimization
- v. Waste minimization shall be monitored at three different levels:
 - ✓ Natural resources/Energy consumption
 - ✓ Chemical usage
 - ✓ Generation of waste
- vi. Oviswift shall initiate an environmental assessment prior buying, selling, leasing or vacating any real property used for business purposes including yards, warehouses and office bases.
- vii. Oviswift local management is responsible to contact the HSE organization before performing such assessment.

15. Site Abandonment Survey

- i. A land site location shall not be abandoned without performing a site abandonment survey. The survey team shall include the PM/FSO or his designate and the survey shall be performed within one week after completion of the site move.
- ii. Any Oviswift action item and observed snags shall be corrected as soon as feasible and status of all outstanding shall be communicated to the Client's representative and to the Site Manager at the earliest possibility.

16. Accident Reporting

- i. Whenever an accident or a potential accident occurs at an Oviswift site/worksites, it shall be reported to the PM/FSO as soon as possible by the immediate Supervisor in charge of the operation.
- ii. The Oviswift Accident Report form shall be filled in by the Supervisor and presented to the PM/FSO within the period of the current shift.
- iii. All illnesses warranting medical evacuation from the site shall be reported as accordingly.
- iv. The PM/FSO shall investigate the circumstances of the accident/potential accident and fill in the Oviswift Accident Report form. He shall review, comment and sign both reports to ensure completeness and accuracy. The reports shall be completed within 24 hours following the occurrence.
- v. The difference between injury and illness is the single event concept.
- vi. One report shall be filled in to cover each accident occurrence.
- vii. In case of accident involving more than one injury, the "damage to life" part of the Company report shall be repeated as needed.

viii. The report shall be sent to the Head Office. A copy shall be kept on the site and filed in an appropriate Accident Report file.

Section 3

Health and Well-being

1. Pre-employment Medical Examination

- iv. Prior to employment, personnel shall be medically examined at a Company appointed medical centre in order to assess the individual's fitness for work.
 - v. Similar examination is recommended for sub-contracted labour.
 - vi. A certificate of fitness shall be issued by the examining physician.
- iv. The results of the examination shall remain strictly medically confidential, and shall be accessible to the employee concerned, upon request.

2. Regular Medical Examination

- i. All employees assigned outside their local area, and their families if resident with them, are identified to undergo a periodical medical examination.
- ii. The periodical examination shall be performed in one of the selected office medical centers, and following the appropriate medical questionnaire.
- iii. The periodicity should be every 3 years, following the pre-employment examination.
- iv. The results of the examination shall remain strictly medically confidential, and shall be accessible to the employee concerned, upon request.

3. Special Medical Examination

- i. Prior to resuming work after an injury or an illness, the Oviswift employee shall be confirmed fit to work by a company appointed doctor. Oviswift employees returning from a risk area are entitled to a medical examination.
- ii. The examining physician shall issue a certificate of fitness.
- iii. The results of the examination shall remain strictly medically confidential, and shall be accessible to the employee concerned, upon request.

4. Vaccination

- i. All Oviswift employees working outside their base office shall have current valid vaccinations required by the area of assignment.
- ii. Above vaccinations should also be given to the employee's family if resident with him.
- iii. The examining physician shall issue a certificate of fitness.

5. Personal Records

- i. A personal medical record shall be established for each of the company personnel assigned to a site. This record shall contain information which might be required in case of emergency, and shall also mention any illness or medical treatment followed by the Individual.
- ii. The personal medical record shall be filed in the Medic's filing system and shall be kept confidential and current. In case of medical evacuation, the Medic shall complete the reverse side of the personal medical record form which shall accompany the evacuated person.

6. Medical Emergency Response Plan

- i. Every worksite shall have a Medical Emergency Response Plan. The plan shall be posted in conspicuous places.
- ii. The Medical Emergency Response Plan should indicate actions and contingencies to address adequately the medical emergency.

7. Sick Bays, Medical Stores and Site Medics

- i. Sick Bays shall be equipped and maintained to standard. The site Medic is responsible for maintaining the inventory of the equipment and medicines required.
- ii. The sick bay shall not be used as accommodation
- iii. The site Medic is responsible for the housekeeping and hygiene of the sick bay and for the safe keeping of the medicines stored inside.
- iv. The site Medic shall inspect the first aid boxes weekly, and replenish as necessary.
- v. The syringes and needles shall be of a disposable type and safe guarded. The used ones shall be disposed of by the site medic adequately.
- vi. Company site medics shall be certified. His function is to manage health care on the work place. His responsibility covers all the personnel living and/or working on the site. He has a sick bay equipped with equipment and drugs.
- vii. Main responsibilities of the Site Medic:
 - ✓ The main responsibilities: medical emergency case treatments, routine medical care/hygiene, routine care, administration and other clerical work.
 - ✓ He must know the medivac procedures.
 - ✓ Emergency: An emergency is a life-threatening situation and includes: shock, cardiovascular problems, heavy bleeding, fracture, unconsciousness, burns, (chemicals, electrical, cold...), intoxication, bites, and trauma.
 - ✓ In such cases, the duty of the site medic is to administer first aid and to stabilize the condition of the patient(s) until arrival of a medical doctor or until a medical evacuation is carried out.
 - ✓ He must be able to accompany the patient(s) to the medical evacuation place, after proper preparation for the transportation.
 - ✓ He shall be able to use emergency techniques as established by Company.
 - ✓ The site medic shall be familiar and competent in the use of the equipment listed in “Medical Stores for Sick Bay”.
- viii. The site medic shall keep a list of all hazardous materials on the site and shall have all the relevant hazardous MSDS available. He will ensure that the proper first aid treatment needed to handle any accident involving existing hazardous material is available.
- ix. The site medic must know and be able to: recognize the use, know the side effects, know the counter indications of all drugs on site, as listed in the book “Medical Stores for Sick Bay”.
- x. He must be able to administer an intra-muscular injection following doctor authorization
- xi. The site medic shall keep records of medical consultation. All injuries, no matter how minor, shall be recorded. He must know the medivac procedure. He must report all

injury treatments to the PM/FSO. He shall submit the medical logbook for signature of the PM/FSO weekly.

- xii. He must alert the PM/FSO of epidemic, health problems or risks occurring on the workplace and its close environment.
- xiii. The site medic shall be conversant in English.

8. Drugs Alcohol and Weapons

- i. All sites shall have a substance abuse and weapons policy posted in conspicuous places.
- ii. It is the responsibility of the Operations Manager to issue a substance abuse and weapons policy for the operating area.
- iii. Unauthorized possession or use of drugs, narcotics, alcohol and weapons is not permitted at any work locations either onshore or offshore. Furthermore, reporting to work, working, driving Company automotive under influence of alcohol, drugs or narcotics is not authorized by the Company.
- iv. All personnel, contracted or otherwise, on Oviswift installations may be subject to searches and/or urinalysis screening requested by Oviswift.
- v. These searches may include the person, his or her personal effects, lockers, desks, offices and quarters. The company can also search other areas of its worksites, as well as crew change vehicles, air craft and boats etc.
- vi. Any individual discovered in possession of a prohibited item will be removed from the site on the first available transportation. Any individual who as a result of urinalysis or blood analysis screening, is found to have traces of a prohibited substance in his system, may be liable to the disciplinary action.
- vii. Personnel taking prescribed medication must present a statement from their doctor detailing the medication, reason for use, and expected duration of the treatment. This information should be presented to the Medic upon arrival at the worksite.
- viii. Refusal by any individual to agree to any search and/or urinalysis screening will result in removal from the site.
- ix. Drug screening shall be carried out under supervision of a Doctor.

APPENDIX I

Five-Year Oviswift HSE Trend

HSE STATISTICS	2015	2016	2017	2018	2019
TOOL BOX TALK	Daily	Daily	Daily	Daily	Daily
TOP MANAGEMENT AUDIT	2	2	2	4	2
INSPECTION BY HSE CODINATOR	Daily	Daily	Daily	Daily	Daily
MONTHLY HSE MEETINGS	8	8	8	12	6
HAZARD 'ID' REPORT (HIR)	120	128	140	120	82
DRILLS	4	3	3	6	2
HSE FORUM FOR SUB CONTRACTOR	0	1	2	2	0
NEAR MISS REPORTING	0	0	2	5	2
FIRST AID CASE	2	3	3	1	0
MEDICAL TREATMENT CASE	0	0	0	0	0
LOSE TIME INJURY (LTI)	0	0	0	0	0
FIRE INCIDENT	0	0	0	0	0
ENVIROMENTAL INCIDENT	0	0	0	0	0
ROAD TRAFFIC ACCIDENT (RTA)	0	0	0	0	0
FATALITY	0	0	0	0	0
COMMUNITY DISTURBANCE	1	0	2	1	0
SECURITY INCIDENT	0	1	0	0	0

APPENDIX II

UKSHE-Risk-Assessment-Matrix

Accident hazards

Items on the checklist Accident hazards involve a sudden and uncontrolled energy source: moving objects, uncontrolled motion or energy. The accident hazards checklist is very well suited to the inspection of jobs involving many different work stages, machines or equipment or where the work is done in changeable working conditions.

1. **Slipping.** A slipping hazard refers to a situation in which there is too little friction to permit a walking person to stay upright. The hazard is usually related to smooth and even surfaces. It can be increased by ice, water or other liquid on the surface, and the inclination of the surface. The quality of the footwear and the method of moving also affect safety.
2. **Tripping.** A tripping hazard relates to obstacles on the access way (e.g. pipes, tubes, waste) or irregularities (e.g. thresholds, depressions, pit-holes, level variations) that may lead to a fall. The hazard is increased by e.g. attention being fixed on something else when carrying a load or when doing other work at the same time.
3. **Being lifted or falling from a height.** A falling hazard refers to a situation in which it is necessary to rise (e.g. by climbing) above the working level or access way, or in which the working level or access way has a free unprotected edge from where it is possible to fall to a lower level (e.g. there is no railing or there is an unprotected hole in the working level). There is a special falling hazard with respect to ladders and steep flights or f steps.
4. **Being crushed between objects.** Moving objects (e.g. machine parts) may lead to a crushing hazard, in which some body part (e.g. hands or feet) or the whole body becomes crushed between two moving objects or against a fixed structure.
5. **Being trapped in a locked space.** Being trapped when a door or hatch does not open from the inside may cause a serious hazard in cramped or locked cold spaces.
6. **Electrical devices and static electricity.** An electric shock hazard arises when a person touches an unprotected live electric wire or other live device. With high voltages it is not even necessary to touch; merely entering the danger area is enough to receive an electric shock. An electric shock or outbreak of static electricity can as such be fatal, or it can lead to other dangerous situations such as staggering, falling or a reflexive clinging to something. In addition, electricity can indirectly cause mortal danger if an overheated wire or sparking joint causes a fire.
7. **Goods transports and other traffic.** Internal traffic (forklifts, bicycles, mobile work machines, vehicles) moving on the same routes both indoors and outdoors can cause accident hazards (e.g. collisions). In addition, working time errands (e.g. business visits) and commuting safety should be investigated.
8. **Oxygen deficiency.** An oxygen deficiency can occur e.g. in tanks or other closed spaces used to store oxygen-consuming substances or goods such as wood chips or scrap.
9. **Being plunged into water.** Drowning hazards arise in work that takes place near water (e.g. rivers, lakes, the sea, pools) without any barrier against falling. Examples include the construction of bridges and harbours, and the maintenance and cleaning of pools.

10. **Objects being dropped.** There is a danger of objects being dropped when they are stored or moved above floor level. The danger is particularly high when the objects are above head level, e.g. when lifting loads above people.
11. **Objects falling over.** Objects can fall over when they are being moved or stored. This hazard can arise when the objects are in an unstable position or there is no binding. Examples include piled sheets, boxes, gas bottles, etc.
12. **Objects/materials being hurled around.** Objects and materials can be hurled around when machining takes place at high velocity, as in grinding or milling operations.
13. **Hit caused by a moving object.** Moving objects such as machine parts or transferrable pieces can lead to unexpected hits and knocks if people are working in the hazard area.
14. **Being entangled in a moving object.** The drains and moving edges of machines, conveyors, cylinders and rolls, and the heads of rotating axles give rise to an entanglement hazard. This hazard is increased by the wearing of loose clothing or, for example, loose hair.
15. **Being slashed or cut.** Sharp, thin metal, plastic or glass materials and knives, etc. can cause a slashing or cutting hazard.
16. **Being stabbed.** Sharp-pointed objects (e.g. nails) can cause a stabbing hazard.
17. **Deficient protective equipment.** The risk of accidents is increased if the appropriate personal protective equipment or machine/equipment guards and safety devices are in bad condition or are lacking
18. **Unsafe actions and risk taking.** Risk taking refers to the conscious taking of a risk and risky behaviour. Unsafe actions refer to the use of dangerous working methods or a failure to follow safety guidelines. Unsafe actions can cause an accident hazard not only to the person him or herself, but also to bystanders.
19. **Extraordinary situations.** Whenever there are extraordinary situations (such as faults, disturbances and errors) or, on the other hand, maintenance, service or cleaning that occurs during normal operations, there is a risk of accidents or other hazards (e.g. due to awkward working positions).
20. **Substance abuse.** Working under the influence of intoxicants or hangovers or drugs increases the accident risk for both the person involved and his/her workmates.
21. **Deficient alarms and rescue devices.** Workplaces must have security systems (e.g. firefighting, life-saving and survival equipment) which, in the event of fire, explosion, drowning or other accidents, raise the alarm, protect from danger and help to save lives. The need for safety and survival equipment depends on workplace conditions and the nature of the work.
22. **Deficient first aid system.** If necessary, each workplace must appoint persons responsible for first aid and rescue operations, and sufficient training must be arranged for them. The workplace must have enough appropriate first aid equipment. Each employee must be fully acquainted with the first aid systems. The workplace must have a suitable space for the application of first aid.

Estimating risk levels. The probabilities related to the risks arising from accidents can be estimated by examining the frequency of accidents. The seriousness of the effects can be examined either by the length of consequent absences or the nature of the harm caused.

Step 1 – Site Inspection (Risk Assessment form - Appendix A1)

<< You should recreate this inspection form as Appendix A1 as part of health and safety documentation->>

Company name:

Date of Inspection:

What are the hazards you identified? (student must list at between 15 to 20 hazards)	Who might be harmed and how?	What should you do immediately to correct the harm?	What further action is necessary in the future?	Who should be responsible for this action?	When should the action start	When should the action end

- This risk assessment shall be reviewed if the job process changes or is no longer valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)
- Indicate date this assessment should be revisited <dd/mm/yyyy>

Step 2 – Assess the level of Risk (Risk Assessment form - Appendix A2)

<<You should recreate this inspection form as Appendix A2 as part of health and safety documentation>>

Hazards / Risks and Control Measures

1. Description of Hazards / Risks	2. Risk Level	3. Control Measures (Note: If only Administration or PPE controls are used, please explain why).
4. Other Details:		

Step 3 – Monitor & Review of Control / Submission *(Risk Assessment form - Appendix A3)*

Complete during and/or after the activity	
1. Are the control measures sufficient and effective in minimizing the level of risk?	Yes No
2. Will there be changes to the control measures? (if yes, state period)	Yes No
3. Will there be need for further control measures in future?	Yes No
4. Will there be need for training of workers? (if yes, state training type, for who and when)	Yes No
5. Will there be need to review this assessment in the future? (if yes, state when)	Yes No

Declaration / Submission	
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined. Changes will be made to	
Submitted by:	Date:
Name and signature of Site Supervisor:	

Step 4 - Health and safety policy (Risk Assessment Form – A4)



This is the statement of general policy and arrangements for:

(Name of company)

has overall and final responsibility for health and safety

(Name of Employer/Senior manager)

has day-to-day responsibility for ensuring this policy is put into practice

(Member of staff)

Responsibility of: Name/Title	Statement of general policy	Action/Arrangements (What are you going to do?)
	Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	
	Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	
	Engage and consult with employees on day-to-day health and safety conditions	
	Implement emergency procedures – evacuation in case of fire or other significant incident.	
	Maintain safe and healthy working conditions; provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	

Signed: * (Employer/Business Owner)		Date:	
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Indicate location where Health and safety law poster is displayed. <i>If not displayed, indicate where it should be.</i>	<indicate here>
Indicate if First-aid box is present. <i>If yes where, if no, indicate where it should be.</i>	<indicate here>
Indicate if Accident book is present. <i>If yes where, if no, indicate where it should be.</i>	<indicate here>

Risk Assessment Matrix for Assess the Level of Risk (Step 2)

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

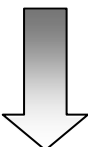
Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Step 3: Control the Risk

In the table below:

- List below the hazards/risks you identified in Step One.
- Rate their risk level (refer to information contained in Step Two to assist with this).
- Detail the control measures you will implement to eliminate or minimise the risk.
 Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**. If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
Most effective (High level)  Least effective (Low level)	Elimination: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)

APPENDIX II

UNDERTAKING TO COMPLY WITH HSE

Name of Subcontractor _____

Description of Contract: _____

Name of Authorized Representative of Subcontractor _____

1. I We undertake:

(a) to comply with all health and safety legislation in the performance of the contract; (b) to maintain a safe and health work environment during the performance of this contract.

2. I/We hereby agree:

(a) that compliance with all health and safety legislation is a condition of the contract and that non-compliance with same may, at the sole discretion of Oviswift Engineering & Consultancy Limited, lead to termination of the contract and/or withholding of payment. (b) To permit the Company to audit health and safety records during the term of the contract and upon its conclusion and to co-operate fully with any such audit.

3. I/We hereby acknowledge:

(a) receipt of a copy of the Company's /Subcontractor Safety Policy and that I/we understand and undertake to adhere to the terms of this Policy and to co-operate with the Company in its efforts to ensure compliance hereunder.

Subcontractor

_____ (Signature) _____ (Date)

OVISWIFT ENGINEERING AND CONSULTANCY LIMITED

Plot 2105, Block A, First Floor, Wing A3, A.R.O. Plaza,
Herbert Macaulay Way, Wuse Zone 6, Abuja
POLICY AND PROCEDURE MANUAL

REVIEWED: March, 2020

_____ (Signature) _____ (Date)

I/We have the authority to bind the Subcontractor