

HSSE

Health, Safety, Security, Environmental

Al Basrah Company for General Contracting

Offices: Iraq. Amman

Al Basrah Company

CONTENTS:

| | |
|---|----|
| Health, Safety and Environmental Policy ----- | 4 |
| Health and Safety ----- | 6 |
| Safety Policy Outline----- | 7 |
| Safety Disciplinary Policy ----- | 8 |
| HSE Plans ----- | 9 |
| Accident Prevention Plan ----- | 10 |
| Temperature Extremes Prevention plan ----- | 12 |
| Hazard Communication Plan----- | 14 |
| Fire Plan ----- | 19 |
| Personal Protective Equipment Plan----- | 20 |
| Fall Protection Plan----- | 22 |
| Scaffolding Plan----- | 26 |
| Confined Space Plan----- | 29 |
| Excavation & Trenching Plan----- | 31 |
| Ladders Safety----- | 33 |
| Job Orientation Guide----- | 34 |
| Equipment Safety Inspection Checklist----- | 35 |
| Emergency Evacuation Plan----- | 36 |
| Journey Management Plan----- | 38 |
| Basic Life Support Plan----- | 46 |
| Security Plan----- | 48 |
| Waste Management Plan----- | 50 |

Al Basrah Company

Health, Safety and Environmental Policy

❖ Policy

Al Basrah Co. will ensure a safe, healthy and environmentally friendly work place for all employees and to those who work with us by continually reducing accidents, injuries, illnesses and environmental incidents.

Management believes safety can no longer be viewed as a priority that can be ranked in a vertical order of importance but must be looked upon as a value that is Inherent in every part of our operation.

We believe that such performance is achievable with full commitment and diligent effort by each and every employee in the business unit.

Creation of an “**Incident Free**” environment within our business unit requires. A thorough understanding and complete acceptance of the following principles:

- Employee safety and health, as well as protection of the environment, must be viewed as values we hold that adhere to every facet of our operation. HSE must not be viewed as a priority that can be arranged in order of importance.
- When others bring pressure to bear to place more importance on another aspect of our business.
- HSE leadership creating an “**Incident Free**” business unit must exist independent of individual personalities or single objectives.
- Only projects free from incidents and the resulting injuries or environmental Damage can be expected to be consistently productive and profitable. The only acceptable performance is “**Incident Free**”.
- Each and every employee must, regardless of position, accept and wholeheartedly execute their responsibility for HSE.
- Through proper training, planning and compliance with state of the art HSE processes and practices, all accidents can be prevented.
- With proper planning and foresight, all project hazards can be eliminated before an accident can occur.

❖ PHILOSOPHY AND PERFORMANCE PRINCIPLES

1. We believe our most important assets are the people who perform the work and nothing is more important than providing a safe environmental to work. Monitoring and measurement of project performance will be through a weekly accident, incident injury and illness tracking log.
2. In carrying out this policy, it is clear the only acceptable level of performance is to be “**Incident Free**” on all of our worksites each and every day.

We will maintain a prevention-based process for the Company being a recognized leader in the safe engineering, construction, oil & gas, operation and maintenance of plants for all clients. Management recognized its responsibility for developing and maintaining appropriate systems, procedures and plans to achieve the mission and objectives of this policy. Specifically, we are committed to the following objectives:

- a. To continually reduce accidents, injuries, illnesses and environmental incidents with a goal of being incident and injury free.
- b. To be a recognized leader in HSE performance, both in our work place, in plant design, by our clients.
- c. To encourage a sense of public spiritedness in regard to the environment, in our employees, clients, subcontractors, and suppliers.

HEALTH AND SAFETY

Safety comes first at Al Basrah Company.

We believe the health and safety of all employees and contractors is of primary importance in the Successful pursuit of all our business activities. To ensure this, Al Basrah Company has a Sincere commitment to conduct its operations in a manner that ensures the health and wellbeing of Its employees and the community as a whole.

At Al Basrah Company our motto is to “Get the job done safely”. Consequently, Al Basrah Company has developed a safety management system to promote safety standards, train its team, Resource the safety system, record the required data and substantiate safety claims.

And we will ensure a safe, healthy and environmentally friendly work place for all Company employees and to those who work with the Company by continually reducing accidents, injuries, illnesses and environmental incidents.

It is our intention here at Al Basrah Company to initiate and maintain complete accident prevention And safety training programs. Each individual from top management to the working person is Responsible for the safety and health of those persons in their charge and coworkers around Them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of Personnel.



CEO/ General Manager
For Al Basrah Company.2009

SAFETY POLICY OUTLINE

Element 1 - Safety Orientation:

Each employee will be given a safety orientation by HSE department when first hired. The orientation will cover the following items:

A description of the accident prevention program:

- We have a formal written accident prevention program. It consists of this safety Orientation, safety meetings as described in **Element 2**, and Self-inspections as Outlined in **Element 3**.
- We also have basic safety rules that all employees must follow.
They are:
 - Never do anything that is unsafe in order to get the job done.
 - If a job is unsafe, report it to your supervisor or foreman.
- Do not remove or disable any safety device! Keep guards in place at all times on Operating machinery.
- Never operate a piece of equipment unless you have been trained and are Authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety
- Working under the influence of alcohol or illegal drugs or using them at work is Prohibited.
- do not bring firearms or explosives onto company property.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow Scraps to accumulate where they will become a hazard. Good housekeeping helps Prevent accidents.

Element 2 - Employee Safety Meetings:

- Prior to work and at least weekly thereafter.
- Review of any walk-around safety inspections conducted since the last safety meeting *
- Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved and what the Corrective Actions are Taken and the lesson learned of it.
- Document attendance and other subjects discussed.
- Maintain records for one year.

Element 3 - Self-inspections:

- Prior to work, and at least weekly thereafter.
- Include one member of management and one employee, elected by the employees, as their authorized representative.
- Document walk-around safety inspection.
- Maintain records until the completion of the job.

SAFETY DISCIPLINARY POLICY

Al Basrah Company believes that a safety and health Accident Prevention Program is Unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace; the employees must be cognizant and aware of all company and local and national safety and health regulations as they apply to the specific job duties required.

Further, we believe our most important assets are the people who perform the work and nothing is more important than providing a safe and healthful environment in which to work.

The following steps will be applied to all safety and health violations. followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel record. Time off without pay (3 day minimum).
3. A third time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures or puts his / her self in an imminent danger situation, the employee will be immediately release from work.

HSE PLANS

Accident Prevention Plan

Management believes safety can no longer be viewed as a priority that can be ranked in a vertical order of importance but must be looked upon as a value that is inherent in every part of our operation. Further, we believe our most important assets are the people who perform the work and nothing is more important than providing a safe and healthful environment in which to work. Monitoring and measurement of project performance will be through a weekly injury/illness tracking log, monthly HSE Performance Inspection program, bi-annual self-assessments and audits on subcontractors.

Only projects free from incidents and the resulting injuries or environmental damage can be expected to be consistently productive and profitable. The only acceptable performance is “**Incident Free**”.

Each and every employee must, regardless of position, accept and wholeheartedly execute their responsibility for HSE.

Through proper training, planning and compliance with state of the art HSE processes and practices, all accidents can be prevented.

The Company will comply with all HSE laws and regulations and will manage environmental performance in a manner similar to our health and safety performance. To ensure employee HSE performance in all areas of operations, management at every level

- ✓ Statistics reveal that 80% to 95% of incidents are caused by at-risk behavior.
- ✓ The frequency of injuries can be reduced.
- ✓ The entire workforce can participate in the process.
- ✓ Safety teams make safety improvements.
- ✓ Behavior-based safety requires progressive and proactive thinking.
- ✓ When added to a safety program already attempting to comply with regulations, behavior-based safety shows "good faith."

FIRST AID PROCEDURES

- If you are injured or become ill on the job, report this immediately.
- We require all supervisors and/or foremen to have first-aid/CPR.
- We have first aid qualified and trained workers here.
- First Aid at the job site is done on a Good.
- If First Aid trained personnel are involved in a situation involving blood:
 - ❖ Avoid skin contact with blood/other potentially infectious materials by letting the victim
 - ❖ Help as much as possible, and by using gloves provided in the first aid kit.
 - ❖ Remove clothing, etc. with blood on it after rendering help.
 - ❖ Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution
 - ❖ is good for disinfecting areas contaminated with blood (spills, etc.).
 - ❖ Report such first aid incidents within the shift to supervisors (time, date, blood, presence, Type of Exposure).

First Aid Kits are in known locations for all employees and projects.

ACCIDENT/INCIDENT REPORT FORM

Date of incident: _____ Time: _____ AM/PM

Name of injured person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____

Type of injury: _____

Where Incident Occurred: _____ Date/Time: _____

Details of incident: _____

Injury requires physician/hospital visit? Yes ___ No ___

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Signature of injured party _____
Date

Witnesses: _____

If accident/incident was caused by a person not employed by us, who?

Name: _____ Phone: _____

Return this form to Safety Coordinator within 24 hours of incident.

TEMPERATURE EXTREMES PREVENTION PLAN

Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Protection by use of adequate controls, methods or procedures, or use of protective clothing will be provided to employees working in these conditions.

Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.

Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, Recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, Al Basrah Company has developed a policy to address these issues. All employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses.

Operations involving elevated air temperatures, radiant heat sources, high humidity, and direct physical contact with hot objects or strenuous physical activities have a high potential for inducing heat stress in employees engaged in such operations. Outdoor operations conducted in hot weather, its reason for Al Basrah Company to require its employees to wear semi permeable or impermeable protective clothing.

Heat Injury Prevention Program:

Because we specialist to work under high temperature, so the Minimum Requirements are:

1. When the temperature exceeds 75 degrees Fahrenheit, training shall be provided to All employees that reviews:
 - The symptoms of heat stress illnesses.
 - The effects of heat stress.
 - Emergency first aid for heat stress illnesses.
2. Each project shall develop a procedure for training all employees annually on the Heat Injury Prevention Program, records will be maintained by the HSE department.

Drinking water shall be made available to all employees and all employees shall Be encouraged to drink frequent, small amounts, one cup of water every fifteen to twenty minutes. The water shall be kept reasonably cool.

Each employee will be provided with training and materials that include but are not Limited to:

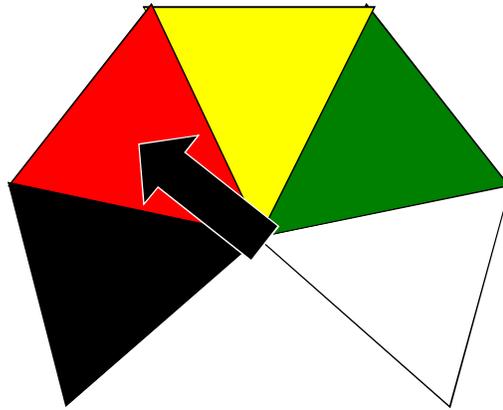
- The chosen method or methods to assess the risk for HRI or cold stress.
- A section covering training elements to provide employees information on what the Employer will do when working in extreme weather conditions.
- A section on first aid including how to identify HRI symptoms and cold stress Systems. The proper first aid application for an individual that is suffering from HRI or Cold weather illness and procedures for summoning medical aid personnel.
- A section identifying where and how adequate drinking water will be supplied.

Symptoms of Heat Injury:

- 1) Headache.
- 2) Dizziness.
- 3) Weakness.
- 4) Confused.
- 5) Rapid, Weak pulses.
- 6) Profuse sweating.

Treatment of Heat Injury:

- 1) Notify the medics immediately.
- 2) Move individual to shade.
- 3) Elevate legs slightly above level of heart.
- 4) Loosen all excess clothing and boots.
- 5) Pour water on casualty, massage limbs, and fan.
- 6) Drink lots of water.



| مستوى الحرارة | دليل القراءة المحرار الرطب بالفرنهايت | العمل البسيط | | العمل المتوسط | | العمل الشاق | |
|---------------|---|----------------|-------------------|----------------|-------------------|----------------|-------------------|
| | | العمل / الراحة | الماء ربع / سا | العمل / الراحة | الماء ربع / سا | العمل / الراحة | الماء ربع / سا |
| 1 (أبيض) | 81.9 - 78 | لا يوجد | 2 / 1 | لا يوجد | 4 / 3 | 20 / 40 د | 4 / 3 |
| 2 (أخضر) | 84.9 - 82 | لا يوجد | 2 / 1 | 10 / 50 د | 4 / 3 | 30 / 30 د | 1 |
| 3 (أصفر) | 87.9 - 85 | لا يوجد | 4 / 3 | 20 / 40 د | 4 / 3 | 30 / 30 د | 1 |
| 4 (أحمر) | 89.9 - 88 | لا يوجد | 4 / 3 | 30 / 30 د | 4 / 3 | 40 / 20 د | 1 |
| 5 (أسود) | > 90 | 10 / 50 د | 1 | 20 / 40 د | 1 | 50 / 10 د | 1 |

Hazard Communication Plan

To ensure that employees know the hazards that exists in their particular work environment. Know the protective measures to minimize incidences of illness and injury due to hazardous chemicals.

What training is needed to protect workers?

- Explanation of the Haz-Com program, including information on labels, MSDS, and how to obtain and use available hazard information.
- Hazards of chemicals
- Protective measures such as engineering controls, work practices, and the use of PPE.
- How to detect the presence or release of a hazardous chemical (using monitoring devices, observation, or smell)

Before handling or storing any chemicals:

- ✓ An employee must make an evaluation of the hazards associated with the chemical they are using.
- ✓ Remember the first rule of chemical safety. Know what you are working with and how to protect yourself and others.

Hazardous Material Information System:

Information system of hazardous material is a method of labeling risks. There are three categories in the label. Health hazards are blue, flammability is labeled with red and reactivity or potential explosives are in yellow block. White space is specific information only, usually recommendation for personal protective equipment. Squares have numbers showing risk level if shown 3 or 4, there is serious risk from chemicals. If the number in the square is number 4, use it with extreme caution. Numbers 1 or 2 show less risk. There are many different signs and symbols that warn the user of the hazards associated with the product. Some are flammable, some will explode, some are toxic and some will corrode metals and should be stored in plastic containers. Each chemical is different and you should know the hazards of each of them in your workplace.

Employees who are required to work with hazardous chemicals in a greater duration and frequency of exposure than a normal consumer have a right to know about the properties of those chemicals.

Al Basrah Company provides its workers with a safe and healthy workplace. You have a right to know what possible dangers there might be from unexpected chemical spills or contamination

How do you know the protective measures?

Read the label, handle all chemicals with caution, follow directions, use your protective equipment, and use common sense. If protective measures are not indicated on the container, refer to the product’s MSDS for answers. Remember that the one who knows the most about the chemical is the one who made it.

If you have an accident, immediately get help. Medics are trained to handle injuries involving chemicals. Contain the spread of the spill and keep others from entering the area. If liquid chemicals are splashed on the floor, don’t let someone walk through it. When you clean it up, wear the proper protective gear. If you don’t know where the medical clinic is located on your camp, find out. If a co-worker needs immediate assistance, you should know who to call.

It is important to remove the chemical from your skin or eyes if you get splashed. Water is usually the best option. If your clothes are soaked, get them off and away from your skin. Prolonged contact will make the chemical burn worse. And seek medical help right away.

General Job Hazard Analyses

| | | | | |
|---|--|---|--|------------------------|
| 1 | Choosing and using the equipment | Equipment not fit for purpose. Tools again not fit for purpose. Confined area. Fire equipment not fit for purpose. | Only use the correct equipment fit for purpose of the task being carried out. Only personnel directly involved to be in the area. Double rigging of any lifting operation. | Job Supervisor |
| 2 | Choosing safe muster point/emergency response | Fire, explosion, toxic release, slips, trips & falls, wrong positioning of safe muster point and wind change, rain, sand storm. | Ensure availability of firefighting equipment that is fit for purpose and ready for use in the event of an emergency | Site Supervisor |

| | | | | |
|---|--|--|---|-------------------------------|
| 3 | <p>Conduct Toolbox Talk prior to starting the job</p> | <p>Lack of knowledge, employees not understanding the seriousness of the job in hand, not understanding emergency response, employees carrying sources of ignition. Slips trips and falls, wrong positioning of personnel. Crew not following Life Saving Rules.</p> | <p>All persons involved with the operation to understand the task to be executed and their duties in the event of an accident/incident. Ensuring that safe access and egress are identified. Correct PPE & medical equipment to be readily available. Review of Live Saving Rules with emphases on those that apply to task – attached</p> <p>Ensure Valid Permit to Work is in Place.</p> | <p>Job Supervisor</p> |
| 4 | <p>Control access to work area</p> | <p>Persons not directly involved jumping in to help without the required skill set People travelling through work area Unauthorized persons entering site to look at the job.</p> | <p>Only persons directly involved in the job task to be present at the immediate working area. Toolbox talks to be conducted by the Supervisor prior to starting work at each shift/day. Barricade/tape work area to keep unauthorized persons entering & to ensure their safety from being exposed to potential hazards. Control access to the site.</p> | <p>Job Supervisor</p> |
| 5 | <p>Job preparation</p> | <p>Persons very keen to get started without the required safety precautions in place Hot climate conditions person becomes sick due to heat exhaustion and lack of sustenance work crew inadequately equipped (PPE), Toxic releases</p> | <p>Supervisor to control all personnel on site to ensure only authorized personnel enter the work area. Persons to take regular breaks no more than 30 minutes on the worksite unless otherwise arranged by Site Supervisor. Hardhat, FRC coveralls, safety glasses, gloves and work boots required during all tasks. H2S monitors to be used during all tasks</p> | <p>Site Supervisor</p> |

| | | | | |
|----|----------------------------------|--|--|---|
| 6 | Electrical isolation | Electrocution, shocks, | Adhere to electrical safety procedures, lock-out, tag-out, Isolated gloves. | Electrical Discipline Lead |
| 7 | Mechanical isolation | Wrong / inadequate isolation Hand smash, Eye injury, | Follow isolation procedure –using marked P&ID, machine grads. | Mechanical Discipline Lead |
| 8 | lifting equipment | Unqualified persons rigging slinging and lifting equipment not fit for purpose. Incorrect equipment for task. Conflicting instructions to crane operator. Unsecure load. Injury - crush | Only competent riggers to perform lifting activities. Competent crane operator. Crane operator to inspect all equipment, slings and hardware prior to use. Crane to be well within its lifting capacity & not to exceed the SWL. One person (banks-man) to give crane operator instructions. No positing under suspended loads Tag line to be used where applicable. | Job Supervisor Crane Operator Crew |
| 9 | Radiography | Exposure to Radiation | Cordon off area with appropriate set back and spotter. X-ray during non-peak periods (lunch, evenings, etc.) | Maintenance Manager |
| 10 | Using of hand power tools | Burns. Hand injury: cut, scratched. Eye injury: flying objects. Noise exposure. Feet injury. | Use protective clothes Use proper gloves. Use proper safety glasses and face mask. Use proper ear plugs. Use proper feet wear. | Job Supervisor |

| | | | | |
|----|------------------|--|--|------------------------------|
| 11 | Hot work | Hydrocarbons in and around the area could be ignited whilst burning grinding or welding. | Hot work permit required. Gas test before starting and Continuous gas monitoring & testing during welding. Fire blankets protecting and fire extinguisher and dedicated fireman to be present at all times during hot work cabling and instruments from damage. & cooling down period of work. Area to be cleared of all hydrocarbons prior to starting any hot work operations. No preheat for welding. | Supervisor and Welder |
| 12 | Chemicals | Spill, Splash, Skin contact. Eye, Hand and Body injuries. | Spill kit, Goggles, Face Mask, Mouth mask, Chemicals gloves, Protective clothes. | Site Supervisor |

Fire Plan

All our extinguishers, whether mounted in work areas, equipment or in field, will be inspected on a monthly basis. It will be the responsibility of each supervisor to instruct his / her personnel in the location of area Fire Extinguishers and to ensure their proper usage. This includes instructions on the kind of fire extinguisher to be used on different types of fires - gas, oil, electric, wood, etc.

Each welder, burner or operator of open-flame or spark producing equipment must have a fire extinguisher in immediate vicinity of his / her work; there must be a six (6) Kilogram or larger dry chemical extinguisher within immediate reach (25 feet) of any work of this nature.

When you discover fire:

- A fire extinguisher will be covered as part of this orientation.
- If you discover a fire: Tell another person immediately. Call or have them call the people in Charge.
- If the fire is small (such as a wastebasket fire) and there is minimum smoke, you may Try to put it out with a fire extinguisher.
- if the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate the project.
- Go to the designated assembly point outside the project.

An evacuation map for the buildings are posted (in each project's office) It shows the Location of exits, fire extinguishers, first aid kits, and where to assemble outside.

When raising the alarm:

1. Employees should notify all other employees by shouting "Fire, Fire, Fire" And knocking on doors.
2. Follow your facility's procedure for fire alarm notification whether it be telephone, radio or alarm points.
3. All personnel are to leave the danger area unless assisting in fire ext. usage and proceed to the muster point.
4. Stay at muster point until all personnel are accounted for and all clear is given.

| <u>Type of Fire</u> | <u>Fire Extinguisher</u> |
|---|--------------------------------------|
| A -Wood, paper, rags, etc. | Water, loaded steam or Dry Chemical. |
| B -Flammable liquids, gasoline oil, grease. | Dry Chemical or CO2. |
| C -Electrical. | Dry Chemical or CO2. |

Personal Protective Equipment Plan

PPE is issued whenever by reason of hazards of process, environmental chemical hazards or radiological hazards exist or have the potential to exist within the employee's task assignment. The PPE issued will be of the type needed to afford protection against the hazards to be encountered. project management or supervision shall:

- a. Select and ensure all affected employees use the proper PPE for the hazards present.
- b. Communicate selection decisions to all affected employees.
- c. Select PPE that properly fits the affected employees.
- d. Ensure that all defective or damaged PPE is properly discarded and not used.

TRAININGS:

1. When PPE is necessary.

If Al Basrah Co. project management has reason to believe an affected employee, who has received training, does not have a proper understanding and / or skills required to use, maintain and / or know the limitations of the PPE required, the employee must receive further training.

2. What PPE is necessary?

HEAD PROTECTION

Affected employees shall wear protective helmets when working in areas where there is a potential for injury due to protruding or falling objects. Helmet standards shall meet ANSI Z89.1-1997.

EYE, FACE PROTECTION

Eye and face protection shall be worn by all affected employees when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gasses or vapors, or potential injurious radiation. Eye protection shall be used in conjunction with side shield protection when there is hazard of flying objects. Face shields are protective devices intended to shield the wearers face, or portions thereof, in addition to the eyes from certain hazards. Welding Shields to provide eye protection from burns caused by infrared or intense light and protects the face and eyes from sparks, metal spatter, and slag chips. Safety glasses standards shall meet ANSI Z87.1-1989.

FOOT PROTECTION

Affected employees shall wear protective foot wear when working in areas where there is a potential danger of falling or rolling objects, objects that may pierce the sole of the footwear, electrical hazards or chemical absorption. Protective foot wear shall meet ANSI Z41.1-1991.

HAND PROTECTION

Affected employees shall use the proper hand protection when hazards exist from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical or thermal burns, and harmful temperature extremes. Hand protection shall be selected on the basis of the tasks to be performed, conditions present, duration of use, the hazards and potential hazards identified and there are many types like:

- Leather, canvas, or metal mesh protects against cuts and burns.
- Fabric and coated fabric, protects against dirt, slivers, chaffing, and abrasions.
- Chemical and liquid resistant, thicker gloves offer greater resistance.
- Insulating rubber gloves, used in electrical work.

HEARING PROTECTION

Ear protection devices are divided into two major categories: earmuffs or ear protectors which cover the ears and the second type called plugs or stoppers, which are disposable or reusable and are introduced into the ear. We need to use hear protection when noise exposure exceeds 85 dB.

BODY PROTECTION

The common injuries to the body include: cuts, hazardous chemicals, body fluid, contamination, heat, hot liquid splashes, and impact injuries. There are many types' offers the protection to human body like: Full Body Suits, Leather Aprons/Sleeves, and Cooling Vest.

RESPIRATORY PROTECTION

Workers exposed to toxic chemicals, vapors, gases and dusts must wear proper respiratory protection. The use of a respirator on-site must be coordinated thru the on-site safety officer. And there are many types of face piece: Mouthpiece, Single use/disposable, Half mask, Full face, Helmet. And we can used during installation of engineering controls, maintenance operations, process turnarounds, non-routine tasks, emergency response, At hazardous waste site operations, When other administrative & engineering controls are inadequate, When other controls are not feasible.

2. The proper care, maintenance, usage life

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals to ensure that the PPE provides the requisite protection. PPE that is contaminated and cannot be decontaminated shall be disposed of in a manner that protects employees from exposure to hazards.

Compare the hazards of the environment with the capabilities of the PPE to be used, Select the PPE that affords a level of protection greater than the minimum required to protect the employees from the hazards and Fit the user to the protective equipment and give instructions on its care, use and the limitations of the equipment. All this consider as elements for success in our projects.

Fall Protection Plan

to provide maximum prevention/protection against falls from elevation and a minimum standard of training necessary to ensure personnel understanding and compliance with the program. When there are no guardrails, walls or other structures to prevent an employee from falling from an elevated work area above 1.80 meters the employees working in that area can be protected from falls by the use of personal fall protection. Personal fall protection required on-site consists of a full body harness. Employees required to wear personal fall protection shall be trained on its proper use. Task instructions will give to each person assigned work in elevated areas or in areas that present any possibility of falls.

Equipment inspection

All fall prevention equipment shall be identified and inspected regularly according to an approved inspection checklist. This includes portable ladders, portable step ladders, and portable extension ladders, scaffolding, harnesses and various types of lanyards. Any discrepancies encountered shall be brought to the attention of the area supervisor or safety representative and addressed immediately in the form of repair. Should the repairs be delayed, the equipment shall be tagged "Dangerous, Do Not Use"

Fall Prevention Systems

Fall prevention systems are the preferred choice for performing work in elevated areas. These systems provide walking and working surfaces that are free from floor/wall openings and are equipped with standard guardrail systems on all open sides. Every effort shall be made to ensure all temporary platforms/walkways are equipped with solid decking free of openings and standard guard rail systems. Personnel working or traveling on temporary elevated platforms of 6 feet or greater shall wear an approved safety harness/lanyard system at all times. When working more than six feet from the ground.

Fall Protection shall be worn when the workers waist is placed above an adjacent platform handrail and creates a fall hazard distance greater than the level upon which the base of the ladder rests. Personnel ascending ladders that are not yet secured at the top must have another employee hold the ladder at the bottom until it can be properly secured. This also includes the last trip down after untying the ladder at the top.

Personnel riding in or working from these lifts must secure their safety lanyard to the lift basket at all times. Use of crane-hoisted personnel platforms is prohibited, except where other means of reaching an elevated work location are more hazardous or not feasible because of structural design or work site conditions. A permit is required for all Crane-hoisted Personnel Basket work.

Trainings

Projects shall provide specific training for each employee that has the potential to be exposed to a fall hazard. Employees will be trained in the following areas, at a minimum:

- ❖ The nature of fall hazards in the work area.
- ❖ How to erect, maintain, disassemble and inspect fall protection systems.
- ❖ The use and operation of controlled access zones and guardrail, personal fall arrest, safety net, warning line, and safety monitoring systems.
- ❖ The correct procedure for equipment and materials handling and storage and the erection of overhead protection.
- ❖ Employee's role in fall protection plans.

Training must be conducted by a competent person designated by HSE Manager and must be documented with a written certification record.

Retraining in fall protection must be conducted anytime there is a reason to believe that an employee does not have the necessary knowledge and skills to comply with the Fall Protection/Prevention Program.

FALL PROTECTION WORK FORM

COMPANY: _____ Al Basrah _____ DATE: _____

SITE: _____ ADDRESS: _____

REPORT PREPARED BY: _____ TITLE: _____

1) SPECIFIC WORK AREA: _____

2) ACTIVITIES:

3) IDENTIFY ALL FALL HAZARDS IN THIS AREA :

4) CHECK THE METHOD OF FALL RESTRAINT OR ARREST TO BE UTILIZED:

- STANDARD GUARDRAIL
- FULL BODY HARNESS
- RETRACTABLE LANYARD
- FORKLIFT BASKET
- SCISSOR LIFT o CAFFOLDW/GUARDRAIL
- SECURED TO EXISTING STRUCTURE
- BOOM LIFT
- WARNING LINE
- TIE-OFF POINT CAPABLE OF 5000
- LB/PERSON
- WARNING LINE & SAFETY MONITOR
- SHOCK ABSORBING LANYARD
- OTHER (SPECIFY)

5) DESCRIBE PROCEDURES FOR ASSEMBLY, MAINTENANCE, INSPECTION AND
DISASSEMBLY OF THE SYSTEM (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON
THE BACK OR THIS FORM OR ATTACH A SEPARATE SHEET.)

6) DESCRIBE PROCEDURES FOR HANDLING AND SECURING TOOLS, EQUIPMENT AND MATERIALS AND FOR PROVIDING OVERHEAD PROTECTION FOR WORKERS (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OF THIS FORM OR SEPARATE SHEET):

7) DESCRIBE THE METHOD FOR PROMPT, SAFE REMOVAL OF INJURED WORKER(S):

8) I CERTIFY THAT I HAVE RECEIVED FALL PROTECTION ORIENTATION INCLUDING THE MATERIAL COVERED IN THIS FALL PROTECTION WORK PLAN.

EMPLOYEE NAME:

DATE:

Scaffolding Plan

All scaffolds, which shall be designed, erected, dismantled, moved or altered, shall be done so by trained qualified personnel working under the supervision of a designated competent person. All employees required to perform work off of scaffolds shall be trained by a qualified person in the contents of this procedure. Scaffolds shall be inspected daily prior to use by a designated competent person. The competent person shall complete an inspection tag and secure it to the point of access.

GENERAL

1. Legs of scaffolds shall be securely and rigidly braced to prevent swaying and displacement.
2. Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard.
3. Scaffolds or their components shall be capable of supporting without failure at least 4 times the maximum intended load.
4. Survey the project site for hazards before scaffold erection begins for hazards such as untamed earth fills, ditches, debris, overhead electrical wires, high tension wires and other hazardous conditions created by other crafts and work environment.
5. Inspect all scaffold components before erecting scaffolds. Never use any scaffolding that is damaged or defective in any way. Defective scaffolding including planks will be returned to the scaffold storage area, tagged "DO NOT USE" and removed from the project.
6. Do not work on scaffolds if one's physical condition is such that one feels dizzy or unsteady. NOTIFY THE SUPERVISOR OF CONDITION.
7. Before climbing any scaffold, clean mud build-up from work boots to prevent slipping.
8. Do not use ladders or make shift devices on top of scaffolds to increase the height.
9. Retractable lifelines shall be used while ascending or descending access ladders with a fall exposure greater than twelve feet (3.20 m)
10. Only the Scaffold Competent Person(s) will be allowed to build, tear down, or modify pole scaffolds.
11. All scaffolds shall have a ladder installed or an equivalent means of safe access to the working platform.
12. Fall protection devices shall be utilized on all scaffold ladders, exceeding six (6) feet in height.
13. Remove tools or other material left on working platforms or attached to structural members before starting dismantlement.
14. Scaffolds shall be inspected before each shift prior to use by a Designated Competent Person. The Competent Person shall fill out the inspection tag and attach it to the point of access.

Scaffolding Safety Checklist

| | | |
|-----|----|---------------|
| Yes | No | Action(if no) |
|-----|----|---------------|

| # | GENERAL REQUIREMENTS | | | |
|----|---|--|--|--|
| 1 | Is the scaffold being erected under the direction of a competent person? | | | |
| 2 | Is the footing sound and rigid - not set on soft ground, or resting on blocks? | | | |
| 3 | Has the erection site been evaluated for hazards such as earth fills, ditches, debris, underground electric wires, unguarded openings, or conditions created by other trades? | | | |
| 4 | Are wheels / castors locked? | | | |
| 5 | Is the scaffold able to hold four times its maximum intended load? | | | |
| 6 | Are guard rails and toe boards in place on all open sides? | | | |
| 7 | Is the platform complete front to back and side to side (fully planked or decked, with no gaps greater than 1 inch)? | | | |
| 8 | Is the lumber free of cracks, splits, knots, or damage? | | | |
| 9 | Is the scaffold level? | | | |
| 10 | Have all compounds been inspected for defects such as broken welds, corroded members, and missing locks, bent or dented tubes? | | | |
| 11 | Are all braces, bearer, and clamps secured all sections pinned or appropriately secured? | | | |
| 12 | Is there a safe way to get on and off the scaffold, such as a ladder (without climbing on cross braces)? | | | |
| 13 | Is the front of the scaffold within 14 inches of the work? | | | |
| 14 | Does the scaffold meet electrical safety clearance distances? | | | |
| 15 | Is the scaffold less than 125 feet in height? | | | |
| 16 | Is the "X" bracing installed on the ends of the scaffold and every third set of post horizontally and every fourth vertical runner? | | | |
| 17 | Are severe weather provisions in place i.e. during high winds, rain, snow, or bad weather? | | | |
| 18 | Have all planks been properly secured to the scaffold structure to prevent them blowing off in the event of high winds? | | | |
| 19 | Where persons work under scaffold, is a 1/2 inch mesh screen provided between toe board and guard rail or has the area below the scaffold been cordoned off? | | | |
| 20 | Are tag lines available for items to be loaded on to | | | |

| | | | | |
|----|--|--|--|--|
| | scaffold? | | | |
| 21 | When employees are working on suspended scaffolds, are lifelines firmly anchored to an overhead structure and not to the scaffold? | | | |
| 22 | Is the scaffold over 10 feet high, (if yes) is personal fall protection available, or are guardrails in place? | | | |
| 23 | Are guard rails 38 inches high? | | | |
| 24 | Are toe boards in place and at least 4 inches high? | | | |
| 25 | Are mid rails or equivalent in place? | | | |

Job Competent Person: _____

Inspected By: _____

Signature: _____ Date: _____

Confined Space Plan

What is a Confined Space?

Is large enough and so configured that an employee can bodily enter and perform assigned work and has limited or restricted means for entry or exit and last it's not designed for continuous employee occupancy.

- All work inside of a confined space shall be pre-approved by the on-site safety officer. The safety officer will inspect the work and assist with any safety equipment or techniques that are required.
- Confined spaces on the project site are in two classifications, permit required and non-permit required.
- Non-permit required confined spaces shall have signs in both Arabic and English stating "Non-permit Required Confined Space Approval Prior to Entry Required".
- All permit-required confined spaces on the project site shall have signs in both Arabic and English stating "Danger-Confined Space Permit Required Do Not Enter".
- Prior to entry into a non-permit required confined space, the on-site safety officer will verify that the planned work or changes in the space configuration will not introduce hazards to the employees.
- When work is required to be done inside of a Permit Required Confined Space, a meeting must be held with the Site Manager and Site Safety Officer. This meeting will be held to discuss the planned work to be done and to identify the entrants, supervisors, and attendants for the confined space entry. Once the persons involved are identified, training will be scheduled for the entrants, attendants, and supervisor. After successful completion of training the Permit Required Confined Space work can begin.
- The on-site Safety Officer or his designee will use an oxygen/flammable/toxic gas meter to test for atmospheric hazards prior to entry and as needed during entry of all Permit and Non-permit Required Confined Spaces. This meter must be used to evaluate the air in all spaces known or suspected to have contained flammable or toxic chemicals or contain sewage, rotting vegetation or other organic matter.

Hazards of Confined Spaces

- Atmospheric.
- Physical Configuration.
- Mechanical.
- Electrical.
- Thermal.
- Noise.
- Vibration.
- Engulfment or Entrapment.

Controlling Confined Space Hazards

- ✓ Each Confined Space has different hazards .Hazards can also change with time and usage.
- ✓ Post signs to warn of the dangers.
- ✓ Use barriers to prevent uncontrolled access.
- ✓ Develop and use a written space entry program.
- ✓ Conduct air monitoring and tests.
- ✓ Define acceptable entry conditions.
- ✓ Monitor entry conditions.
- ✓ Lockout all internal hazards prior to entry.

Atmospheric Hazards in confined space

1. Oxygen Deficient Atmospheres.
2. Oxygen Enriched Atmospheres.
3. Flammable Atmospheres.
4. Toxic Atmospheres.
5. Corrosive Atmospheres.
6. Asphyxiating Atmospheres.

Confined Space Entry Procedure

- A. Conduct Pre-Entry Briefing.
- B. Assemble and check equipment.
- C. Establish Acceptable Entry Conditions.
- D. Conduct initial air sampling.
- E. Execute & Complete Entry Permit.
- F. Station Entry Attendant.
- G. Establish Monitoring of Atmosphere.
- H. Establish Communication.
- I. Execute Hot Work Permit if applicable.
- J. Post Confined Space Entry Permit.
- K. Enter Space.

Lock out the area before start work

- I. Lock & tagging ALL electrical sources.
- II. Blank & bleeding fluid lines.
- III. Disconnect mechanical drives & shafts.
- IV. Secure mechanical parts.
- V. Lock & Tag all valves.

Excavation & Trenching Plan

The Health, Safety and Environmental (HSE) Department Excavation and Trenching Safety Program have been developed to protect employees from safety hazards that may be encountered during work in trenches and excavations.

Departments that perform work in excavations are aware of their responsibilities and have appointed one or more individuals within the department to assure compliance with the requirements of this program.

All persons involved in excavation and trenching work have received appropriate training in the safe work practices that must be followed during this work.

The Excavation and Trenching Safety Program is administered by the Health, Safety and Environmental (HSE) Department will:

1. Monitor the overall effectiveness of the program.
2. Assist with atmospheric testing and equipment selection as needed.
3. Provide competent person training for designated managers, supervisors and foreman.
4. Assist the departmental manager with training of other departmental employees.
5. Provide technical assistance to the departments as needed.
6. Review and update the program on an annual basis as necessary.

Training and Duties of Workers

All personnel that perform work in excavations shall comply with the requirements of this program. These personnel shall receive appropriate training that shall include, at a minimum:

- A. The work practices that must be followed during excavating or working in excavations.
- B. The use of personal protective equipment that will typically be required during work in excavations, including but not limited to safety glasses, safety shoes, hardhats, and fall protective devices.
- C. Procedures to be followed if a hazardous atmosphere exists or could reasonably be expected to develop during work in an excavation.
- D. Emergency and non-entry rescue methods, and procedure for calling rescue services.

Barricades, walkways, lighting and posting shall be provided as necessary for the protection of the public prior to the start of excavation operations. Guardrails, fences, or barricades shall be provided on excavations adjacent to walkways, driveways and other pedestrian or vehicle thoroughfares. Warning lights or other illumination shall be maintained as necessary for the safety of the public and employees from sunset to sunrise.

Stairs, ladders or ramps shall be provided where employees are required to enter trench excavations over 4 feet deep. The maximum distance of lateral travel (e.g., along the length of the trench) required to reach the means of egress shall not exceed 25 feet. Employees exposed to vehicular traffic shall be provided with, and shall wear; warning vests or other suitable garments marked with or made of reflectorized or high-visibility material. Warning vests worn by flagmen shall be red or orange, and shall be of reflectorized material if worn during night work.

- ✓ An excavation permit must be filled out and presented to the site safety officer and site construction engineer prior to opening an excavation on-site. The site safety officer and site construction engineer will consult all applicable drawing or contact local ministries for location of underground utilities and/or obstructions. Once all underground utilities and/or obstructions have been located and protected from damage or displacement and approval signatures have been put on the excavation permit, the excavation digging can begin.
- ✓ Soil removed from an excavation must be placed back a minimum of 1 meter from the edge of the excavation.
- ✓ No equipment including the excavator is allowed closer than 2 meters from the edge of an excavation.
- ✓ All excavations shall be barricade with red and white barricade tape or an equivalent, at least 2 meters from the edge.
- ✓ Excavations shall be inspected by a competent person daily, after every rainfall, as soil conditions change and as needed throughout the shift. If there is evidence of possible slides or cave-ins; indications of failure of protective systems; hazardous atmospheres; or other hazardous conditions; necessary safety precautions must be taken before any additional work in that section of the excavation begins.
- ✓ Employees required to enter an excavation shall be protected from cave-ins by an adequate protective system, such as trench boxes, shoring, sloping, or benching.
- ✓ Where employees are required to enter an excavation over 1.2 meters in depth, sufficient stairs, ramps, or ladders shall be provided so that no more than 7.6 meters of lateral travel is required to access them.
- ✓ The site safety officer will assist in any safety equipment or techniques that are required to avoid injury.

Ladders Safety

- ✓ Inspect before use for physical defects.
- ✓ Ladders are not to be painted except for numbering purposes.
- ✓ Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- ✓ When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- ✓ Always face the ladder when ascending and descending.
- ✓ If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- ✓ Only one person is allowed on a ladder at a time.
- ✓ Do not jump from a ladder when descending.
- ✓ All joints between steps, rungs, and side rails must be tight. Safety feet must be in good working order and in place.
- ✓ Rungs must be free of grease and/or oil.

Stepladders Safety

- Do not place tools or materials on the steps or platform of a stepladder.
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Extension ladders Safety

- ❖ All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- ❖ After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- ❖ All extension or straight ladders must be secured or tied off at the top.
- ❖ All ladders must be equipped with safety (non-skid) feet.
- ❖ Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

JOB ORIENTATION GUIDE

Company: _____ Trainer: _____
 Employee: _____ Date of Orientation: _____
 Employee's Hire Date: _____ Employee's Job Title: _____

This checklist is a guideline for conducting employee safety orientations for employees new to Al Basrah Company. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

| | Date | Initials |
|---|-------|----------|
| 1. Explain the Al Basrah safety program, including: | | |
| Orientation | _____ | _____ |
| On-the-job training | _____ | _____ |
| Safety meetings | _____ | _____ |
| Accident investigation | _____ | _____ |
| Disciplinary action | _____ | _____ |
| Substance abuse policy | _____ | _____ |
| 2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.) | | |
| 3. Line of communication and responsibility for immediately reporting accidents. | | |
| A. When to report an injury | _____ | _____ |
| B. How to report an injury | _____ | _____ |
| C. Who to report an injury to | _____ | _____ |
| D. Filling out accident report forms | _____ | _____ |
| 4. General overview of operation, procedures, methods and hazards as they relate to the specific Job. | _____ | _____ |
| 5. Pertinent safety rules of the company and Client. | _____ | _____ |
| 6. First aid supplies, equipment and training | | |
| A. Obtaining treatment | _____ | _____ |
| B. Location of Facilities | _____ | _____ |
| C. Location and names of First-aid trained personnel | _____ | _____ |
| 7. Emergency plan | | |
| A. Exit location and evacuation routes | _____ | _____ |
| B. Use of firefighting equipment (extinguishers, hose) | _____ | _____ |
| C. Specific procedures (medical, chemical, etc.) | _____ | _____ |
| 8. Vehicle safety | _____ | _____ |
| 9. Personal work habits | | |
| A. Serious consequences of horseplay | _____ | _____ |
| B. Fighting | _____ | _____ |
| C. Inattention | _____ | _____ |
| D. Smoking policy | _____ | _____ |
| E. Good housekeeping practices | _____ | _____ |
| F. Proper lifting techniques | _____ | _____ |

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered. The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Supervisor's Signature: _____
 Date: _____ Employee's Signature: _____

Equipment Safety Inspection Checklist

Date:

Project:

Equipment:

| | | | | |
|-----------------------------------|-------|----|-------|--------------|
| All guards and fenders | _____ | OK | _____ | Needs Repair |
| Brakes | _____ | OK | _____ | Needs Repair |
| Lights – front, rear, side, dash | _____ | OK | _____ | Needs Repair |
| Back-up alarm – horn | _____ | OK | _____ | Needs Repair |
| Ladders, stairs, hand holds | _____ | OK | _____ | Needs Repair |
| ROPS (Roll-over protection) | _____ | OK | _____ | Needs Repair |
| Seat belts | _____ | OK | _____ | Needs Repair |
| Fire extinguisher | _____ | OK | _____ | Needs Repair |
| Glass | _____ | OK | _____ | Needs Repair |
| Tires | _____ | OK | _____ | Needs Repair |
| Electrical cords | _____ | OK | _____ | Needs Repair |
| Ground fault circuit interrupters | _____ | OK | _____ | Needs Repair |
| Electrical hand tools | _____ | OK | _____ | Needs Repair |
| Powder actuated tools | _____ | OK | _____ | Needs Repair |
| Condition of pneumatic hand tools | _____ | OK | _____ | Needs Repair |

Other Items Checked:

| | | | | | | | | |
|-------------------------------|-------|----|-------|--------------|-------|-----|-------|---------|
| Oil level and Leaks | _____ | OK | _____ | Needs Repair | _____ | Add | _____ | Change. |
| Hydraulic oil level And leaks | _____ | OK | _____ | Needs Repair | _____ | Add | _____ | Change. |
| Anti-freeze level And leaks | _____ | OK | _____ | Needs Repair | _____ | Add | _____ | Change. |
| Fuel level and | _____ | OK | _____ | Needs Repair | _____ | Add | _____ | Change. |
| First aid kit | _____ | OK | _____ | Needs Repair | _____ | Add | _____ | Change. |

Repaired by: _____

Checked by: _____

Emergency Evacuation Plan (procedures)

Al Basrah Co. will supply the worksite with signs to show the entrance and exits of MAJNOON field, Flyers, First Aid kit and trained person, Ready vehicle, Maps, communication's equipment, fire extinguishers.

In Accident, Incident and Illness Case:

- Stop work.
- Prevent access to affected area.
- Summon First Aiders.
- Secure casualty ~ prevents further injury (if safe to do so).
- Arrange for CH2MHILL emergency support to be called (If required).
- If life threatening transfer to MFD site clinic for stabilization.
- Inform Line manager / Site HSE Coordinator(s).
- Make required CH2MHILL notifications.
- If medical treatment required employees will transfer to local hospital.

In Fire Case:

When you discover fire:

- A fire extinguisher use will be covered as part of training.
- If you discover a fire: Tell another person immediately. Call or have them call the people in Charge.
- If the fire is small (such as a wastebasket fire) and there is minimum smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate the project.
- Go to the designated assembly point outside the MAJNOON OIL FIELD (DS1).

When raising the alarm:

- Employees should notify all other employees by shouting "Fire, Fire and Fire" and knocking on doors.
- Follow your facility's procedure for fire alarm notification whether it is telephone, radio or alarm points.
- All personnel are to leave the danger area by the same point to get in.
- Stay at muster point until all personnel are accounted for and all clear is given.

In Explosion Case:

- Inform Line manager.
- Evacuate working area and report to the Assembly Point.
- Line manager to immediately contact Site Emergency Services.
- Inform CH2MHILL manager & site HSE coordinator.
- If deemed necessary, staff will be moved to an emergency rendezvous point and will remain there until receiving further instructions from the emergency services (Fire Brigade).

In Traffic Accident Case:

Accidents may occur within site boundaries or on the public highway.

- Inform Line manager/Engineer.
- Make area safe to prevent another accident.
- Contact Emergency Services (if necessary).
- Get assistance from site First Aiders, do not move anybody unless in danger.
- Clear access through site if necessary to assist routing of emergency services.
- Arrange assistance for emergency services as required.
- The Site HSE Coordinator will ensure that all necessary reports are made to relevant parties.

In Environmental Incident Case:

- Inform Line Manager.
- Contain the spill using sand.
- Do not wash away with water.
- Protect any nearby surface water drains using sand.
- Check drainage where spill could go.
- If spill enters drainage inform CH2MHILL.
- Remove contaminated material from site.

Appropriate PPE will need to be worn, which may include, but not limited to; Gloves, Boots, Goggles, Face mask. Where necessary spill kits will be available to working areas. Working areas outside of the compounds will have portable spill kits. Compound areas will have 'spill boxes' containing sand to soak up.

Journey Management plan

General

Three people are involved in a journey, each with certain responsibilities:

- The authorizing person.
- The Journey Manager.
- The driver.

Basic Principles of Journey Management

- Journey management is carried out to reduce the risk and number of accidents during road transport operations, and enable suitable emergency response.
- The responsibility for journey management shall be with the supervisor operating the journey. The supervisor managing the journey is called the Journey Manager.
- It is not possible to specifically address every possible type of transport because of the variety of transport operations. In the event of any uncertainty over how to or who manages the journey, the relevant supervisors shall decide who best can control the journey.
- A contractor is always responsible for making sure those suppliers, vendors, and subcontractors comply with the provisions of this Operating Standard. Contractor shall take care to brief the management and supervisors of these companies as necessary.

DEFINITIONS

General

The word journey shall mean a journey which is required by PDO to be managed in accordance with this standard.

- Journey management** shall mean the actions taken by a person to authorize, plan, monitor, and close-out a journey so that any risk to health, safety or the environment are identified, assessed and controlled, and so that recovery measures are made available should the journey not be completed as planned for any reason.
- Journey Plan** shall mean the written document which details the timings and route of the journey, including rest stops, the vehicle and the driver and passengers.
- Home base** shall mean the operating base where the driver and vehicle are normally based, and from where the outward journey starts.
- Authorizing Person** the authorizing person is a manager or department head who gives permission for a journey to be undertaken, and who guarantees the integrity of the journey management system of the company or department.
- Journey Manager** the Journey Manager is the person who plans, monitors, and closes out the journey. The Journey Manager also initiates any relevant accident or man-lost procedures or accident procedures in the event of an accident or a vehicle becoming overdue.

JOURNEY MANAGEMENT SYSTEM

Qualifying Journeys

All journeys (including off-duty journeys in company vehicles) shall be managed according to the Provisions of this standard, except:

- Journeys within 20km of a work-site.
- Journeys between rig site and camp and airstrip.
- Journeys under the control by radio or telephone of the Local/Regional/National Emergency Base Controller.

The following journeys also require the written permission of an authorizing person:

- Journeys passing through the Semi gap.
- Journeys at night accept those within towns or within a camp area.

Management of the Journey

- ✓ Each journey shall have a Journey Manager.
- ✓ Each journey shall have a written Journey Plan. A copy of the Journey Plan shall be given to the driver. The master copy shall stay with the Journey Manager.

The Journey Manager shall:

- Verify that the journey is necessary and get permission from the authorizing person.
- Check the suitability of the vehicle type, and that the inspection certificate is still valid.
- Check that the driver is licensed and qualified to drive the vehicle.
- Check that the driver knows what to do if there is an accident or an emergency during the journey.
- Discuss the Journey Plan with the driver.

A Journey Plan sheet or form can contain both the outward and the return journeys and/or further onward journeys subject to certain conditions:

- a) No Journey Plan shall have estimated departure times, except for approximate timings of rest stops.
- b) The Journey Plan shall be reconfirmed with the Journey Manager by the driver before starting the return or onward journey.

The Journey Plan

The following information shall be included:

- a. Name of the company managing the journey.
- b. Name of the driver.
- c. Name of all passengers
- d. Departure point
- e. Actual departure date and time
- f. Route with name or time of each rest.
- g. Exact arrival point.
- h. Estimated arrival date and time.
- i. Name of Journey Manager and contact number.
- j. If part of the journey is done at night, the reason why?

Managing the return journey or other onward journeys

The Journey Manager is responsible for the journey until the driver returns to base.

The driver will (and must) telephone before he is ready to set off again, and the Journey Manager prepares the return Journey Plan and fax it to the driver at the Journey Management Point. Sometimes the Journey Manager will only need to brief the driver over the telephone, if the original timings written on the Journey Plan are still valid.

Often it will be possible to prepare the Journey Plan for the return trip before the start of the outward journey...so the driver has only one Journey Plan for the whole trip. It is essential that the driver still contacts his Journey Manager to confirm his actual departure time for the return trip and confirms the timings of his rest stops.

Handing over to another Journey Manager

A Journey Manager can never 'forget' about a journey that is still in progress. Someone has to be the Journey Manager. If it is absolutely necessary, all responsibility for the journey can be handed over to another person who becomes the Journey Manager. The other person must also be authorized to be a Journey Manager by an authorizing person. It is important to let the driver know as soon as possible that the Journey Manager has changed.

Keeping journey management records

The authorizing person shall collate records of all managed journeys, using the statistics provided by Journey Managers. The authorizing person shall also keep a record of the number of non-compliances found when authorizing specific journeys or as a result of later checks.

A simple monthly report shall be made showing:

- Total number of journeys managed.
- Number of 'overdue' checks.
- The number of Journey Plan non-compliances.

This report provides a very basic road transport performance indicator. More detailed records can be kept, depending upon the ease of collection, and relevant management information produced. This will further help to reduce transport costs if reviewed regularly.

خطة الرحلة Journey Plan

JP No.: Company: اسم الشركة:

Journey Manager's Details

تفاصيل مدير الرحلة

- Is the journey necessary? هل الرحلة ضرورية؟
- Can it be combined with another journey? If not, why? هل يمكن دمجها مع رحلة أخرى؟ إذا لم يكن ممكناً لماذا؟
- Will the driver reach his destination before dark? هل سيصل السائق إلى وجهته قبل حلول الليل؟

Name: الاسم:
Signature: التوقيع: Date: التاريخ:

Responsible for driver and vehicle! المسؤول عن السائق والسيارة

TREM Card(s) must be attached if load includes hazardous materials يجب إرفاق بطاقة (بطاقات) أيزم إذا كانت الحمولة تحتوي على مواد خطرة

عدد الركاب
Number of Passengers

اسم الركاب
Names of Passengers

1.
2.
3.
4.
5.

(For light vehicles only) (للسيارات الخفيفة فقط)

| | | |
|----------------------------------|-------------------------------|---|
| تاريخ المغادرة Departure Date | رقم السيارة Vehicle Number | اسم السائق/الرقم الوطني Driver Name/Company Number |
|----------------------------------|-------------------------------|---|

| مسار الرحلة - اسم المكان Route Place Names | وقت المغادرة - وقت الوصول Time Arrive - Time Depart | الاستراحة Rest - Tick | اسم الموتيل/في السيارة/مكان آخر (التكز) | Sleep - Motel Name, Cab, Other Specify |
|---|--|--------------------------|---|--|
| | | | | |
| | | | | |
| | | | | |

ضع علامة صح في المكان الصحيح لتحديد متى يتعين على السائق الاتصال هاتفياً مع مدير الرحلة
Tick correct box to indicate driver should ring Journey Manager

الاتصال مع مدير الرحلة
Ring Journey Manager

Reason for Night Driving

الأسباب الواجبة للسفر ليلاً

Attach copy of permission (graded roads only) رفق نسخة من التصريح (الطرق المصنفة فقط)

Journey Manager's Copy

نسخة مدير الرحلة

Journey Manager's Remarks:

1. Vehicle Daily Check الكفك اليومي على السيارة
2. Counselling for Driver إرشادات للسائق

If you speed, death may overtake you. Ensure that seatbelts are worn by all before starting the vehicle. Road signs must be obeyed.
إنسرع الزون أسرع يربطني. التأكد أن الجميع قد ربطوا أحزمة الأمان قبل تشغيل السيارة. اتبع إشارات المرور.

ملاحظات السائق Comments for Driver

ملاحظات السائق
Driver's Signature

JOURNEY MANAGEMENT CHECK LIST

1. Define the operation and transport services which you will check:

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2. Who are the authorizing persons for journey management in this operation?

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3. Does each authorizing person understand his responsibilities?

4. For each authorizing person, who has the authorizing person authorized as Journey Managers?

| Authorizing Person | Journey Managers |
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5. Does each Journey Manager understand his responsibilities?

6. Check that the following are available (please tick):

- Records showing when journey management has been discussed with supervisors, foremen, and drivers at toolbox meetings, HSE meetings, and for on-the-job training of individuals.

7. Question a sample of managers and supervisors in the same area who are NOT authorizing persons or Journey Managers. Check they know WHO can authorize and manage journeys.

| List the managers and supervisors questioned: | Note any uncertainty or lack of knowledge: |
|---|--|
| | |

8. Check the journey was correctly managed:

- Rest stops and overnight accommodation correctly arranged.
- Arrival time correctly entered.
- Details for Journey Manager and contact number(s) completed.

9. Check the journey was correctly carried out, to make sure:
- Driver knew who the Journey Manager was.
 - Driver knows his maximum number of driving hours per day (and the frequency of rest stops).
 - Driver knows his Journey Management responsibilities.
 - Driver knows that he must always telephone the Journey Manager immediately when he arrives, when stopping driving for the day, and according to the Journey Plan.
 - Driver was briefed by Journey Manager and understood the briefing.
 - Driver was able to use the Journey Management point phone.
 - Driver has been briefed within the last 6 months about Journey Management.
 - Driver can fully describe his last two managed journeys, describing where he stopped to rest, eat, and sleep.
10. Check that these Journey Managers and drivers know what to do in an emergency.
11. Is there evidence of journeys not being managed, or of violations by Journey Managers or drivers, especially with regard to driver's hours, rest/food/accommodation, or not reporting overdue drivers?

BASIC LIFE SUPPORT PLAN

FIRST AID PROCEDURES

The Company will ensure that the correct amount of first aid materials is supplied at each workplace. On site the trained first aider will wearing a first aid belt and know the location of the remainder of the first aid equipment. If the nominated first aider goes off site he will nominate a competent person who knows the emergency procedures to take his place. While he is absent. On notification that the first aider is leaving the site, head office must be informed so another qualified first aider can be sent to the site. We require all supervisors and/or foremen to have first-aid/CPR training.

The following medical response equipment shall be available on-site for the duration of the site activities. The HSE department shall maintain responsibility for the incorporation of this information into MAJNOON filed.

Eyewash Stations: The location of emergency eyewash stations is between fire station building and laboratory. This station shall be inspected daily to ensure proper operation.

First Aid Kits: The locations of fixed and/or portable kits will be located in Al Basrah Co. office and in fire station, at minimum, one first aid kit for every 20 employees and will station it within the work area. The first aid kit must contain all the necessary medicine and medical supplies.

If First Aid trained personnel are involved in a situation involving blood, he will:

- Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
- Remove clothing, etc. with blood on it after rendering help.
- Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
- Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

Personnel injured on the project site shall receive immediate first aid and shall be transferred to: the nearest medical facility. The Basrah Co. will be responsible for all emergency medical transport of their personnel to Emergency Medical treatment facilities for all trauma related injuries.

In the event of an accident / incident, the following initial actions must be followed:

- Stop work.
- Prevent access to affected area.
- Summon First Aiders
- Secure casualty ~ prevents further injury (if safe to do so).
- Arrange for CH2MHILL emergency support to be called (If required).
- If life threatening transfer to MFD site clinic for stabilization.
- Inform Line manager / Site HSE Coordinator(s).
- Make required CH2MHILL notifications.
- If medical treatment required employees will transfer to local hospital (Al Qurna Hospital / Al Mosawi Hospital / Al Sadr Hospital).

Security Plan

Policy:

- ❖ The Security Policy is to identify, evaluate and manage risk to personnel, property and
- ❖ Information arising to minimize their impact on the project.
- ❖ Security is risk shall be identified and documented for all activities.
- ❖ Security plan shall be implemented in consultation with CH2MHILL.
- ❖ Manager and Security Supervisor, describing the security arrangements and how they are Managed.

For the lodging camp the following security issues will be taken in due consideration:

- ✓ Smoking.
- ✓ Drinking.
- ✓ Horse play.
- ✓ Overloaded electrical points.
- ✓ Failure of last man to lock up.
- ✓ Late arrivals.
- ✓ Cooking in buildings.
- ✓ Drugs.

All assets at your construction site should be identified, inventoried and tracked as closely as possible. Develop a numbered identification system to identify all company equipment. Prominently display your company logo and contact information on all equipment. Consider using tracking technology on your most valuable equipment. Encourage employees to clearly identify their tools and personal property

Provide storage sheds or fenced areas for the secure storage of equipment and tools. Special consideration needs to be given to any area that houses hazardous materials, explosives, solvents or poisons. Keep construction vehicles locked and their keys secured (not in the vehicle) when not in use. Gas and oil caps should be locked and machinery should be disabled with a hidden ignition cutoff switch.

Ideally your job site should have only one access point, allowing for close monitoring of comings and goings from the site. Employee parking areas should be outside the construction fence or in a clearly designated area within the fence line; workers should be easily identified and have credentials that indicate site access. No trespassing signs should be posted in conspicuous areas throughout the job site and a list of employees who have after hour access to the property should be available to the police.

To minimize the disruption of facility operations during construction or major renovation projects; well formulated plans, operational procedures and rules will be developed for construction workers. The plans/procedures will introduce workers, not experienced in correctional facility operations and security, to the appropriate procedures for handling potentially hazardous materials, control of caustics, toxics and flammable materials, maintaining control of tools, use and safety of equipment/machinery, as well as the control of vehicle/equipment keys within the correctional environment.

The introduction of tools by the crew will be managed and controlled on a daily basis. At a minimum, tools must be physically inventoried and accounted for on a daily basis before construction crews are allowed to enter or leave the secure/defined perimeter of the facility. Relevant information will be included in the documentation, such as identification of the tools that are considered to be dangerous, how they will be used and monitored, and procedures to follow when a tool is misplaced or lost.

Environmental and Utility Issues

The scope of the project and management of facility utility and environmental concerns will be addressed with the contractor or construction manager as early in the process as possible. Facility staff will determine if the construction site requires isolation, if utilities will be affected and review dirt work to be done to determine if security visibility, utility outages and site drainage problems will adversely affect day-to-day operations of the facility.

Communication/Resolution of Issues

Communication between the employees of construction crew supervisor and facility staff will take place on a daily basis and immediately in the event of any major concerns. The communications will include language describing methods to reach resolution of issues between the parties.

Inspection Checklist

1. Unauthorized or inappropriate use of and storage of tools (i.e., ladders, wire cutters, etc.).
2. Construction vehicles, machinery, and equipment will be checked to ensure keys have been removed when not in use, fuel tanks are locked and that machinery has been disabled when not in immediate use.
3. Construction sites will be visited during normal workdays and after hours to ensure the site is secure, with locked gates if appropriate, and security concerns such as visibility issues, safety hazards, and environmental issues that could cause staff and offender health problems are corrected or deterred quickly.
4. Construction staff will also be interviewed to determine knowledge of the written Agreement.
 - A site security plan is in place.
 - There is only one entrance / exit to the site.
 - The site entrance is monitored by security personnel.
 - Company equipment and tools are clearly marked with identifying characteristics.
 - Employees have marked their tools for easy recognition.
 - All company equipment is inventoried daily.
 - Company vehicles and equipment are locked and disabled overnight and on the weekends.
 - Employee parking is located outside of the job site
 - Employees understand company policies regarding criminal activity and have been asked to

Assist with crime prevention efforts.

Waste removal should be supervised so Tools and Materials cannot be hidden in containers and then removed from the job site.

WASTE MANAGEMENT PLAN:

This waste management plan specifies the procedure for the management. Control and disposition of items designated as waste for the Majnoon oil field. The procedures for the management and control of these items are described, Al Basrah Co. are required to identify, maintain proper control and provide documentation for the disposition of materials in this plan.

Al Basrah Co. is dedicated to maintaining a stringent set of guidelines to control the amount of construction waste and debris disposed in a landfill. Minimize the packaging for materials and equipment.

Housekeeping:

Housekeeping activities must minimize the amount of waste and can be efficiently gathered at the local collection points. Al Basrah Co. will assign housekeeping responsibility to an onsite and its employees who will oversee and manage the field operations with regards to housekeeping and waste management.

Maximizing Product Use:

Layout and cutting procedures should be used to minimize the amount of waste materials. Cut offs and other scrap materials should be applied on this projects to the extent practicable.

Materials Management:

All materials should be stored in weatherproof containers or otherwise protected from contamination and deterioration prior to use. Containers should be opened as needed and work should be sequenced to use materials efficiently and in a timely fashion. This ensures that the materials meet the specified requirements and that unused or off-spec product will not become a waste.

Empty Containers:

A container that held any chemical or hazardous material, except a substance identified as an acute hazardous waste, is defined as an empty container if both of following criteria are met:

- All materials has been removed that can be removed using the practices commonly employed to remove materials from that type of container, such as pumping, pouring.
- No more than 3% by weight of the total capacity of the container remains in the container.

Empty containers shall be managed separate from the recycle materials collection containers. Those containers shall be marked with words "Empty Containers" and staged separate from the recycling collection containers. Upon completion of work, remove debris resulting from Work of this section and leave areas neat and clean.

- At the end of each work day. Remove unused materials, debris and containers from the project site.
- Remove empty cans, rags, rubbish, and other materials from the site.
- Upon completion of work, clean glass, doors, floors, electric cords and surfaces.
- Protect work of other trades, against damage by your events.

Correct damage by cleaning, repairing or replacing and repainting.