

CLEANALL ENVIRONMENTAL SERVICE LIMITED



Environmental, Health & Safety Manual

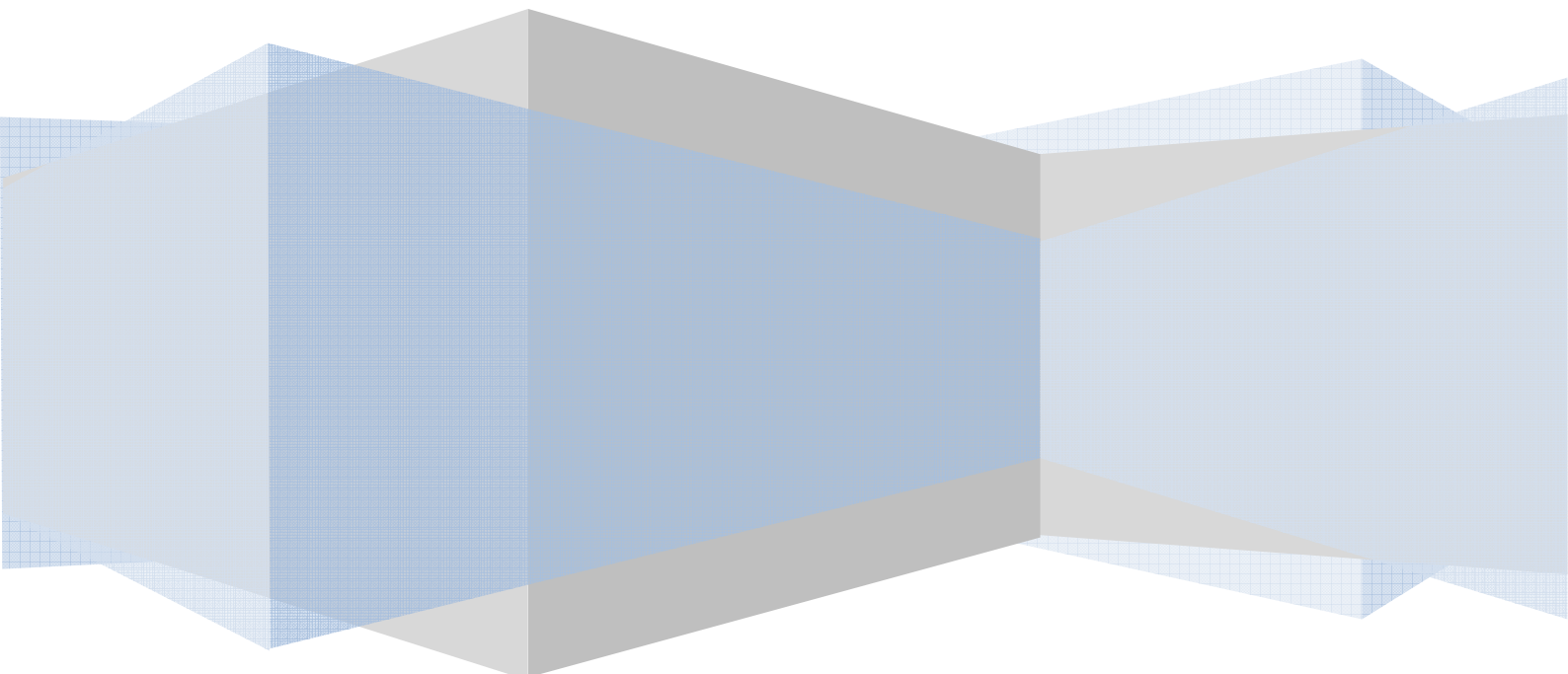


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INTRODUCTION

THE ISSUE OF SAFETY IN ALL ENDEAVOURS HAS ASSUMED GREATER PROMINENCE IN RECENT YEARS THE WORLD OVER. IT IS AN ESTABLISHED FACT THAT THE APPLICATION OF STRICT SAFETY PROCEDURES AND PRACTICES IS THE ONLY PANACEA TO ACCIDENT PRONE OPERATIONS.

UNSAFE ACTS IN ANY BUSINESS FREQUENTLY LEADS TO LOSS OF PROPERTY, INJURY TO STAFF, LOSS OF MAN-HOURS, RISK TO HEALTH OR DEATH.

OUR COMPANY IN REALISATION OF THE ABOVE DANGERS INITIATED, AND HAS CONTINUOUSLY UPHELD THE HIGHEST DEGREE OF COMMITMENT TO SAFE WORKING MEASURES BY STAFF AND OTHER PERSONS DEALING WITH US.

IT IS TO FURTHER STRENGTHEN ABOVE RESOLVE THAT MANAGEMENT DIRECTED ITS SAFETY POLICY AND MANUAL TO BE DOCUMENTED AND THAT THEY SHOULD ADDRESS ALL FUNDAMENTAL ISSUES CONCERNING THE COMPANY.

THIS DOCUMENT IS THEREFORE EXPECTED TO PROVIDE THE ADVOCACY THAT IS NEEDED TO INCULCATE SAFETY CONSCIOUSNESS IN ALL

COMPANY STAFF AS THEY CARRY OUT THEIR INDIVIDUAL AND COLLECTIVE ASSIGNMENTS.

MANAGEMENT HOPES THAT THIS EFFORT AND ITS FULL UTILISATION WOULD YIELD EXPECTED RESULTS.

ACCIDENT INVESTIGATION PROCEDURE

1. VISIT SCENE OF ACCIDENT IMMEDIATELY.
2. INTERVIEW AS MANY PEOPLE AS POSSIBLE RELATED TO THE ACCIDENT
3. INTERVIEW WITNESSES.
4. STUDY POSSIBLE CAUSES THE ACCIDENT.
5. ASK FOR OTHER PEOPLE'S OPINION ON THE CAUSE(S) AND REMEDY.
6. WRITE A REPORT IMMEDIATELY
7. CORRECT THE CONDITIONS AS MUCH AS POSSIBLE URGENTLY.

8. INFORM THE MANAGEMENT IMMEDIATELY AND FOLLOW UP FOR COMPANY CORRECTIONS OF THE CONDITIONS RESULTING IN ACCIDENT.

MANAGEMENT DIRECTOR

ACCIDENT RESPONSE PROCEDURES

WHERE THERE IS ANY ACCIDENT THE FOLLOWING STEPS SHOULD BE FOLLOWED STRICTLY:

- 1 SHOUT TO ALERT EVERYBODY AROUND
- 2 TRY AND PUT OFF THE CAUSE OF ACCIDENT IF SAFE AND POSSIBLE
- 3 REMOVE THE VICTIM IMMEDIATELY FROM SOURCE OF DANGER
- 4 APPLY FIRST AID IF THE INJURY IS MINOR
- 5 KEEP IN SAFE AND CONVENIENT POSITION AND ELIMINATE CROWDING TO ENSURE GOOD VENTILATION
- 6 EVACUATE VICTIM TO RETAINED CLINIC FOR MEDICAL ATTENTION.
- 7 WRITE A REPORT
- 8 CORRECT CAUSE OF ACCIDENT.

MANAGING DIRECTOR

CLEANALL ENVIRONMENTAL SERVICES LTD. SAFETY INSPECTIONS PROGRAMMES

It is the responsibility of Company management to monitor the different areas and initiate inspections. Inspections should be carried out at quarterly intervals, with remedial actions being reviewed by **CLEANALL ENVIRONMENTAL SERVICES LTD.** Safety Management and discussed at Safety Committee meetings. Company office staff inspections should take the form of a Safety Check List covering the key points required to reduce hazards, and assist in maintaining a safe working environment. The areas covered by **CLEANALL ENVIRONMENTAL SERVICES LTD.** offices safety inspection includes:

Accident Statistics

Safety Procedures

Safe Working Practices

Equipment

Premises

Roles and Responsibilities

Statutory Requirement

Company Policy and

Clients

CLEANALL ENVIRONMENTAL SERVICES LTD.
AUDIT PROGRAMME, AUDIT SCOPE AND FOLLOW-UP

CLEANALL ENVIRONMENTAL SERVICES LTD. safety management performance can be audited using the same techniques as applied for auditing other aspects of its business. Essentially, auditing is a verification of management control in a certain subject using a systematic sampling approach. The audit should identify weaknesses in relation to specific safety controls which may lead to unacceptable risks.

Occupational safety audit will identify strengths and weaknesses in areas such as:

1. Compliance with regulations and company safety policies.
2. The implementation of occupational safety/health programme to ensure adequate identification, evaluation and control of all safety/health matters.
3. Communication and training programmes on safety/health matters.
4. Medical treatment, first aid and emergency response.

5. Management and technical capabilities in the area of occupational safety/health.

ENVIRONMENTAL CONCERNS

- i. For a healthy work place, proper house and sanitation standards of Company offices should be implemented on periodicity that will ensure clean work environment. In the offices everything should be placed at their right places.
2. At the close work all disposable materials (waste streams) should be disposed of at recommended disposal site.
3. Floors are to be kept clean and free from substance that constitute obstruction or posing slipping and falling hazards to workers.

It is believed that when these are observed Company operation will have zero impact on the environment.

CLEANALL ENVIRONMENTAL SERVICES LTD. **EMERGENCY PROCEDURES**

1. Every Cleanall employee should know where the available firefighting equipment is located and how to operate it.
2. All necessary measures must be taken to prevent fire. For instance, by obeying the "No Smoking" warning notices, repairs of faulty electric wires, etc.
3. In case of fire outbreak:
 - A. Whoever sees it should raise an alarm and shout -"Fire, fire, fire" for others to hear.
 - B. Call the fire service.

- C. Mobilisation to fight the fire with available fire fighting covers positioned conveniently near escape route.
- D. Leave the fire areas quickly closing all doors as escape is made if
- E. Proceed to the Master Point through the nearest emergency exit.
- F. Do not re-enter a burning building for any reason.

TRANSPORT

1 CLEANALL ENVIRONMENTAL SERVICES LTD. VEHICLES

Only authorised company staff should be permitted to use Company vehicle. Regular maintenance checks should be carried out on the vehicles. Staff should be encouraged to drive safely and consideration should be given to training in safe driving techniques.

2. Road Transportation

CLEANALL ENVIRONMENTAL SERVICES LTD. drivers must be qualified to drive the particular type of vehicle they are assigned. Company vehicles should only be used for company business and their use authorised by senior staff. Unauthorised passengers carried in the company vehicle should be prohibited. It should be recommended that seat belts should be worn by all in moving company vehicles. Fire extinguishers and first aid kits should be provided in company vehicles. fire is beyond control.

3. Drivers Induction

CLEANALL ENVIRONMENTAL SERVICES LTD. policy it is to recruit only qualified and experienced drivers who will have to be trained and re-trained in areas of security, fighting, first aid, road signs and regulations, etc.

SAFETY RESPONSIBILITY

Our organisation for safety shall be in the order enumerate hereunder:

MANAGING DIRECTOR

- Takes overall responsibility for all safety matters.
- Sets up safety communication machinery for reaching all employees.
- Approves all safety procedures and monitor compliance.

- Participates as chairman in the monthly company safety committee meetings.
- Personally investigates all serious accidents in conjunction with the General Manager.
- Provides budgetary approvals to procure all protective equipment.

GENERAL MANAGER

- Responsible to the Managing Director in all safety matters.
- Shall organise and develop all procedures necessary for workplace safety.
- He shall identify areas of safety training needs, and develop suitable training courses where possible.
- Attend the monthly safety committee meeting as deputy chairman.
- Organise down the line safety effort to ensure uniformity of purposes.
- Monitor compliance with procedures for safe practices.
- Join in investigation of all serious accidents.
- Develop inspection charts and checklists for his supervisors.

SENIOR TECHNICAL STAFF & ADMIN/FINANCE OFFICER

- Shall report to the General Manager in all safety matters.
- Shall be responsible for site safety talks, lectures and other training.
- Shall investigate all occurrences at their site and make presentations to superiors as may be directed.
- Shall enforce all rules and regulations on site/office.
- Shall carry out inspections on site/office at regular intervals to ensure accountability/good housekeeping is maintained throughout.

OTHER SENIOR STAFF

They shall be responsible to the General Manager in all matters of safety and shall be responsible for giving direction to their men in safety.

- Formulating safe procedures of work for his subordinates
- Maintaining record of inspection of Company equipment in accordance with statutory/client regulations.
- Enforcing safety meetings/talks with their subordinates.

- Investigating all accidents that may occur in their areas of authority.
- Giving induction training to new employees deployed to work with him.
- Organise periodic safety inspection of the plant and premises.

A. HSES MANAGEMENT COMMITTEE

This shall be the highest HSES Committee assembly in the **CLEANALL ENVIRONMENTAL SERVICES LTD.** The committee shall consist of the Managing Director, General Manager, other Senior Staff, Admin/Finance Officer, Safety Officer and Supervisors. The Managing Director shall be Chairman or his appointee if he is absent. The Committee shall deliberate on all HSES issues affecting the company, especially those raised at the Group (Supervisors and general workforce) HSES meetings and actions taken. The meetings shall hold once a month and minutes kept.

B. GROUP HSES COMMITTEE

The Group HSES Committee shall consist of supervisors and the general workforce. It shall deliberate on all HSES matters as regards the project at work site. The workforce shall be encouraged to raise HSES suggestions for enhanced safety of project and Company operations in general. Issues for management action shall be routed to it. Meetings shall hold monthly and minutes kept.

SAFETY TRAINING PROGRAMS

- 1 Safety Orientation
- 2 Job Specific Training based on area analysis
3. Basic First Aid
4. Basic Fire Fighting & Prevention
5. Health & Safety Training
6. Construction Safety
7. Evacuation Drills
8. Helicopter Ditching/Water Survival/Training
9. Defensive Driving
10. Other relevant training S courses

GENERAL SAFETY INSTRUCTIONS

These instructions are to assist you in choosing a safe course of action while performing your daily job assignments and where personal judgment becomes a factor. Following the tips, hints and suggestions contained in these instructions will do much to prevent injury to you and your co-workers. Study each job from a safety point of view.

Before starting any job, think. Seek out the hazards and take preventive actions to eliminate accidents from occurring. Proper tools and necessary protective equipment should be on the job site before starting the work. If in doubt as to the hazards involved or the proper tools and equipment to use, consult your supervisor.

CORRECT AND/OR REPORT UNSAFE CONDITIONS

..... tripping hazards such as tools, materials, equipment leaks or spills. If in your area of responsibility, immediately remove the objects and stop the leaks or report them to your supervisor.

GOOD HOUSEKEEPING

Good housekeeping as a rule indicates a safe operation. It results in fewer accidents and reduces the hazards of fire as well.

Oil spills or leaks should be cleaned up promptly or covered with oil absorbent materials and should be removed as soon as possible.

Walkways should be void of materials, tools and equipment. A job is not completed until the area is cleaned up.

AVOID BREATHING PETROLEUM VAPOURS

Avoid breathing petroleum vapours even though they are not generally regarded as being highly toxic. Over-exposure to these vapours may produce a form of intoxication. Prolonged breathing of heavy concentrations may have some serious effects. If in a gaseous area, get to fresh air at once.

Do not return unless protective respiratory device is used or the area is gas free.

THE BULLETIN BOARDS

.....are one way the company communicates with employees. In addition to safety bulletins, other information will be posted. To all informed employee, observe the bulletin boards.

SAFETY OF OTHERS

.....especially new employees and visitors, is the responsibility of those employees familiar with the operations. If you see them performing an unsafe act or in a location where they are likely to be injured, inform them courteously of the hazards and how to avoid them.

REPORT NEAR INJURIES AND HAZARDS

.....and you can assist the company in providing safe working conditions by reporting to your immediate supervisor any unsafe conditions or practices you observe in your work. Near misses or near injury incidents reveal such conditions.

INSPECT EQUIPMENT AND TOOLS

..... Your ability to perform job safely may depend on the safety may depend on the safety conditions of ladder, wire, rope, tool, or other equipment. It is important that they be inspected before use. If you are in doubt – DO NOT USE IT - see your supervisor.

LIFT PROPERLY

...to be assured that the weight is placed on leg muscles rather than smaller muscles of the back , bend your legs to get close to the object, keep the back straight, get a firm grasp, and lift by straightening the legs. If the object is too heavy for you, get someone to help you or use mechanical lifting equipment.

HANDLE MATERIAL WITH CARE

...keep your hand and body away from pinch points and between moving object. Gloves will help prevent injury to hands and fingers and safety shoes will help to prevent injury to the foot and toe. Those working on the job have the responsibility for safe carrying and use of materials and tools.

INTOXICATING LIQUORS, ALCOHOLIC BEVERAGES AND DRUGS

...will not be permitted on the platforms or other facilities under control of the company.

GAMBLING

...will not be permitted on the platforms or other facilities under control of the company.

PRESSURE

...must be bled off in a safe manner to atmospheric pressure prior to loosening or breaking threaded or flanged connections.

DOORS

.....leading to areas of differential pressure are to be kept closed. Fans are not to be shut down or reversed without proper authority.

SAFETY AND FIRE PREVENTION RULES

Each employee shall comply with the following rules at all times. If a condition exists where you cannot comply with a specific rule, see your supervisor for alternate safe practices to follow:

1. SMOKING

Smoking is not permitted except in locations specifically designated by the company.

2. MATCHES AND LIGHTERS

Machines of the "strike and where" type and lighter not provided with a spring loaded cover are not permitted. "Strike anywhere" matches can be ignited by Friction on any surface or by rubbing against each other.

3. HOT WORK

To insure that fires and explosions will not occur as a result of hot work, a Hot Work Permit procedure has been developed which outlines the procedure to follow prior to starting any job where open flames, sparks, or other sources of ignition may create a hazard.

In addition to this procedure the following should be considered every time hot work is done.

- 1 Covering drain openings with non-combustible material.
- 2 Removing or protecting oil spills and other combustibles.
- 3 Positioning a portable fire extinguisher near the work area.
- 4 Provide a non-combustible barrier for screening of other personnel from the welding area.

The Hot Work Permit Procedure will be explained in details by your supervisor and then posted at conspicuous locations.

4. MAINTENANCE WORK - WORK PERMIT REQUIRED

Company employee and or the Heart land representative in charge of contracts personnel who are to work within the limits of a defined process are of utility section, must report to the supervisor operator in charge of the unit/area and obtain a work permit before any work is begun.

The operator signing the work Permit shall conduct the operations so as to provide continued safe conditions for personnel working in his area of responsibility.

When the work is completed, the work Permit is to be immediately returned to the operator in charge of the Unit/area for sign-off signature indicating that the work is completed, area is cleaned and the Work Permit is cancelled.

The Work Permit procedure will be explained in detail by your supervisor and posted at conspicuous locations.

5. STARTING-STOPPING MACHINERY

Unless you are specifically authorised to do so, do not open or close any valves or tamper with regular controls that could turn on or off electricity, water, gas fuel, oil, air, acid, or set in motion equipment or electrical apparatus. If authorised to do this work, make sure that no one is in a position to be injured.

It is recommended that wherever practical, machinery should be shut down before oiling, cleaning adjusting or repairing.

6. **TAGGING AND LOCKING OUT POWER SOURCES TO EQUIPMENT UNDER REPAIR.**

Prior to performing work on electrically driven equipment or on the electrical system itself, the circuit is to be de-energised and the switch box, circuit breaker, state-stop switch, etc., tagged with a "Danger, Do Not Operate" tag and physically locked out by maintenance personnel performing the work. The operator or individual in charge of the area/operation where the equipment is located, is to be notified in advance for authorisation work on the equipment.

The procedure regulating the use of the "Danger, Do Not Operate" tag and lock out programme will be explained in detail by your supervisor and posted at conspicuous locations. But, remember, no tag or lock is to be removed by anyone that did not tag or lock the equipment.

7. **RELEASE OF HAZARDOUS MATERIAL**

After the equipment has been pumped out purged, flushed out, etc., and the operator/individual in charge of the equipment has issued a Work permit, personnel shall disconnect and/or blank all lines to the equipment as possible.

Blanking in an additional precaution against a valve being inadvertently opened and permitting the release of hot, corrosive, toxic or flammable materials into the equipment where work is being performed.

The procedure regulating blanking or blinding procedures will be explained in detail by your supervisor.

8. **WORKING IN, ENTERING TANKS, VESSELS, AND OTHER CONFINED ENCLOSURE -- REQUIRES AN ENTRY PERMIT.**

No tank, vessel, or other confined enclosure shall be entered until appropriate tests are conducted and an entry permit obtained.

One man must be stationed and remain outside the vessel where he can give warning or assist in an emergency is required for additional protecting of employees working in a confined enclosure.

The prescribed respiratory equipment - protective clothing and other necessary equipment shall be worn at all times when working in these enclosures.

The entry permit procedure will be explained in detail by your supervisor.

9. **REPORTING ACCIDENTS AND PERSONAL INJURIES**

All accidents and injuries sustained on the job are to be reported and given first aid treatment immediately. Delay could result in serious, disabling infections. If possible, notify your supervisor before reporting for first aid treatment.

If unable to report to work due to an injury occurring on the job, notify your immediate supervisor at once so that arrangements can be made for you to receive prompt medical attention.

10. **HORSEPLAY**

Horseplay, fighting or wrestling are not permitted. These pastimes can result in serious injuries and could result in disciplinary action.

II. **WEARING APPAREL**

Adequate clothing suitable for the job shall be worn. When clothing becomes saturated with petroleum product, chemicals or other flammable liquids, shower and change to clean cloths immediately.

Wearing oil-soaked cloths is a personal fire hazard and contact with the skin could cause irritations. Do not clean tools with petroleum or other flammable products without the approval of your supervisor.

Long gauntlet gloves, nagged, loose clothing or neckties around rotating or moving equipment are definite hazards.

Employees who wear rings are cautioned not to wear them while working, Ring have caused many serious finger injuries and in some cases amputations.

12. **SAFETY HATS**

To guard against head injuries from falling objects, striking the head on objects, etc., the company provides safety hats, and company policy requires that they be worn in all areas except the living quarters, and other areas as designated by the company . Where exposure to head injuries are unlikely to occur, in addition, chin straps must be worn in position when working in high winds, in an elevated position or in close proximity to a helicopter.

13. **EYE PROTECTION**

Due to the many hazards encountered by employees concerning eye damage company policy required that all employees wear safety glasses (prescription or plain) when a possibility of foreign object entering the eye exists. Consult your immediate supervisor for the procedure for obtaining safety glasses. Contact lenses and photo gray lenses are not approved for wearing on the job.

The following general operations and other similar work that requires eye protection equipment be worn at all times.

- A. Using air blasts for cleaning and other work where compressed air could propel particles through the air
 - goggles.
- B. Using chipping bars or sledge hammers
 - goggles.
- C. Operating machine tools, chipping, cutting, shearing, or drilling materials
 - goggles.
- D. When buffing or operating grinding wheels, even if fixed guards are provided.
 - goggles

- E. Working with equipment containing caustic, acid or other corrosive solvents.
 - Goggles and face shield.
- F. During conditions when dust, rust, and other foreign materials are blowing around the area.
 - Safety glasses
- G. During welding, burning, inspecting and chipping of welds including brushing scale or rust.
 - welders goggles.
- H. Working on equipment under pressure such as adjusting pump packing, valve packing, loosening flange and when opening vent and/or drains.
 - goggles.

14. **SAFETY SHOES**

Company policy requires that all employees on duty must wear safety shoes. Hotnailed shoes or those with protruding nails or metal taps are prohibited.

15. **RESPIRATORY PROTECTION**

Prior to entering any vessel, tank condense shell, or other similar equipment that may contain harmful toxic vapours, dusts, mists or be deficient in oxygen, an Entry Permit must first be obtained. The proper respiratory equipment based on the air contamination that may exist in or on the equipment will be prescribed and shall be used.

16. **OTHER PROTECTIVE CLOTHING AND EQUIPMENT**

Special protective equipment and clothing are provided by the company. Items such as rubber clothes, boots, heat resistant clothing, gloves, ear protectors and work vests are examples of special equipment that may be required for specific jobs.

SAFETY BELTS/LINE

Employees are required to wear safety belt with tail line security ties off when working over the side of a platform and when at heights of six feet or more, unless other approved means have been provided to prevent falls.

17. **WORKING OVERHEAD**

When performing work overhead, workmen below should be aware of your presence. If working above a passageway, or any other location where individuals could be endangered, suitable warning such as barricades, and/or signs are to be used or the entire area roped off.

Do not raise/lower any material, equipment or tools from above until all precautions have been taken to provide safety to those below or passing by. In some instances, it is necessary that a ground man be stationed below to warn others.

All signs, barricades, etc., must be removed when the job is completed

18. **USE OF HAND TOOLS**

The cause of many injuries results when using tools with mushroomed heads, files without handles, cracked, weakened or broken handles, nails in place of cotter keys, etc., Use only tools in good condition.

If tools become defective during use, obtain a tool in good order before continuing the work. Cheaters or snipes (extensions for wrench handles) are not to be used.

Always use the right tool for the job at hand.

19 **HOISTING OPERATIONS AND EQUIPMENT**

Only authorised operators shall operate hoisting equipment. Hoisting equipment including blocks shall be inspected and found to be in good working order.

One employee should designated to give signals to the crane or hoist operator. The hoist operator in turn should respond only to the signals

given by the individual so designated. However, obey emergency stop signal by anyone.

Always keep clear of overhead loads and warn others who come within the danger zone. Do not place hands on moving rope or cable. The desired number of tag lines should be used to guide and control the suspended load.

Personnel baskets will be provided where satisfactory hoisting equipment is available. No more than four persons will be allowed to ride the basket at one time. Stand on the outer rim and face inwardly. Place hands on netting about chest high. Work vests or life jackets must be worn during basket transfer over water. Only light personal luggage may be placed inside netting.

20. **BARRICADES GUARDS WARNINGS**

If manhole covers, valve pit covers, trench plate covers, platform sections, handrails, etc, are removed the openings shall be properly guarded.

Guards for portable tools machinery etc, shall be in place when this equipment is in operation. If guards are removed the machinery shall not be put into operation until the guards are replaced. All I signs barricades, etc must be removed when job is completed.

21. **LADDERS**

Chairs, drums, boxes, valves pipe nipples and other similar equipment shall not be used for climbing or working platforms.

Ladders are to be inspected and only those in good conditions are to be used. Legs of the ladder are to rest evenly on the base, and the ladder must be tied or held in position by another employee.

A straight ladder is to be positioned so that every four feet up, the base of the ladder is to be placed one foot away from the object against which the top is resting. For example, the base of an eight foot ladder should be two

feet away from the object against which the top is resting. The top of any ladder in use shall be tied in place.

The top step of a step ladder should never be used to stand on. The third step from the top of the ladder should be the highest step used.

For safe use, wooden ladders should not be painted. Varnish, which permits visual inspection for defects, is permissible.

Personnel working on electrical equipment, wiring etc are not to use metal ladders.

22. **SCAFFOLDS**

Scaffolds are to be properly constructed and placed so that they do not obstruct access to walkways, exits, fire fighting equipment or operating controls including emergency shutdown control.

Platforms for scaffolds should consist of at least four sound 2"x10" planks or equivalent in width and strength. Each plank must be secured to prevent it from slipping off or along the supporting member. Wiring, nailing or positive means can be used. Planking must be kept free from oil, dirt, grease etc to ensure proper footing. Wiring screening must enclose all open sides of the work platform when working above personnel or above areas normally used for walking. Whenever possible scaffolds should be anchored at the top to other supporting equipment to prevent tipping.

23. **ELECTRICAL EQUIPMENT**

Only authorised personnel shall connect, disconnect, repair or adjust any electrical equipment.

Vapour-proof and explosion-proof valves shall not be removed for the purpose of attaching electrical equipment unless so authorised by the foreman in charge of the employee performing the work and the issuance of a Hot Work Permit.

Doors and dust covers of electrical apparatus to remain closed except during repair.

Bulbs for extension cords must be provided with protective guards to prevent breakage from a blow or from contact with liquids.

Only authorised personnel will enter switch gear rooms.

Do not use water hose to clean around turbines and electrical switchboards.

24. **COMPRESSED GAS CYLINDERS**

Consider each cylinder as full and handle it accordingly. When standing upright, cylinders are to be securely fastened to prevent their falling over also when being transported from one location to another. When not in use protective caps shall be kept in place.

Always check the label and colour code on all cylinders to make certain you have the proper type of cylinder for the work at hand. If in doubt check with your supervisor.

Take necessary precautions to prevent oxygen from contacting oil, grease or other combustibles. Oxygen and acetylene cylinders must be stored separately by 20 foot spacing.

If cylinders are left unattended for an extended time period, the hose and gauges must be removed and the cylinder valves closed. In no case should torches be left inside a vessel when not in use. Cylinder valves must be closed wherever the bottle(s) are left unattended.

25. **STORING AND, PILING EQUIPMENT**

Safe proper methods must be used to stockpile materials so they will not fall or cause some other pile to fall. Pipes should be wedged and choked and boxes should be cross-tied.

Never palletise or store materials where it will obstruct aisle ways, stairs, ladders, exits, or safety and fire protection equipment.

26. **LIGHTING HEATERS**

Due to the danger of explosions of gases, all heaters must be thoroughly purged before lighting or re-lighting. Face shields must be worn for protection against flashbacks when heaters are lighted.

27. **PERSONAL HYGIENE**

A high standard of personal cleanliness is necessary at all times. All clothing should be washed regularly.

Dirty laundry shall not accumulate to the extent that it becomes a house keeping or sanitary problem.

Living quarters are to be maintained in a neat and clean condition. Kits, clothing and personnel belongings are to be stowed away in the lockers.

Heavily soiled or dirty work clothes or shoes are not to be worn in the eating area. Leave them in the change areas.

28. **POLLUTION**

Place trash and refuse in the containers provided. On offshore platforms nothing metallic is to be thrown overboard. Report any escaping oil or gas and accidental spillage into the sea. If an oil slick is observed, report this to your supervisor immediately.

29 **TRANSPORTATION OF PERSONNEL**

(A) Helicopter

There will be no admittance to helicopter in dirty work clothes or passengers found to be drunk and/or disorderly. Walk to and from the helicopter and maintain a secure grip on all hand articles.

Boarding and departing passengers will wait for a signal from the pilot before moving. Always approach or leave a helicopter toward the front of the aircraft in order to stay as far away as possible from the air-rotor. No passengers are permitted on the helideck or within 100 feet of the helicopter when it is landing or taking off. The landing area is not to be used as staging area for personnel, cargo, or luggage. Upon entering the cabin, take a seat as directed and fasten seat belt securely. Never move about the cabin while the helicopter is airborne. Observe smoking regulations. The Pilot is in complete command at all times. Follow his

directions. Life jackets will be worn for all over water flights. Ear protectors will be worn at all times. Do not throw any material out of the window for all over water flights. Ear protectors will be worn at all times. Do not throw any material out of the windows of the aircraft while in flight. It might become entangled in tail rotor.

Do not loosen your safety belt until the aircraft has landed and you receive a signal from the pilot.

Do not inflate your life jacket while inside the aircraft. Familiarise yourself with the emergency escape from the helicopter each time you fly.

(B) Client's Aircraft

There will be no admittance to the aircraft in dirty work clothes or passengers found to be drunk and/or disorderly. Walk to and from the aircraft around the wing tip to stay as far away as possible from the properties. Boarding and departing passengers will wait for a signal from the pilot before moving.

All passengers will remain at least 100 feet from the aircraft until the pilot indicates it is ready for boarding. Upon entering the cabin, take a seat and fasten seat belt securely. Never move about bathe cabin while the aircraft is airborne. Observe smoking regulations.

The Pilot is in complete command at all times. Follow his direction.

(C) BOATS AND BOAT LANDINGS

All boat landings are equipped with two ropes for the use of personnel winging off and on boats. Use of a life jacket during this transfer is mandatory to all employees. In rough areas, transfer between boat and structure will be at the discretion of the employee.

He shall not be required to make the transfer if he feels it is not safe. Transportation to and from the Terminal may involve the use of the boat. All passengers will embark and disembark using the gangway.

Upon docking, permission to transfer on and off the boat will be given by the Captain's decision regarding safe conditions for transport or transfer of personnel will be final.

30. **FIRE FIGHTING EQUIPMENT**

Prompt action is essential for effective fire fighting and a knowledge of the location and use of fire equipment is necessary to permit taking immediate action. Familiarise yourself with the location of fire extinguishers, fixed water spray systems, hose reels, fire blankets and safety showers in the area in which you are working.

Fire protection equipment is not to be removed from its assigned station, other than for fire control purposes, without the approval of the platform supervisor or the safety Department at the Terminal.

To be assured that fire protection equipment is accessible at all times, the piling of materials in front of extinguisher locations or otherwise blocking access to the equipment is prohibited.

Approval is required from the platform Supervisor of Safety Department before using fire monitors, hose reels, etc, for any purpose other than fire fighting. If authorised to use the fire water and the fire alarm alerts of an emergency, the individual using the fire water is to immediately cease and report to his emergency assignment.

If an extinguisher is used or the seal is broken for any reason, report it promptly to your Supervisor or safety Department so that it can be recharged/replaced and returned to its assigned place.

LOCATION

Fire extinguishers are inspected periodically so that they will be operable when needed. Do not tamper with them, or cover them with clothing, material, etc.

In the event of a fire or other emergency, employees not involved in combating the fire or emergency shall stay away from the involved area unless advised otherwise.

The Terminal is equipped with a fire truck and crew which will be called to the scene of all major or potentially major fires.

31. **OFFSHORE PRODUCTION PLATFORMS**

(A) Emergency Procedures and Alarms

Immediately upon reporting aboard the platform, each person will become familiar with:

Posted escape routes

Locations of fire fighting equipment

Alarm signals

Station and duties assigned during emergencies - study the station bill carefully.

Alarm Signals

Prepare to abandon platform - continuous ringing of alarm bell. Fire or related emergency sounding of alarm for 15 seconds. All clear will be given by platform Supervisor.

Emergency Drills

Drills shall be conducted as if an emergency exists and held periodically as required. All personnel shall report to their assigned stations and be prepared to perform the duties assigned to them.

Emergency Actions

MAN OVERBOARD

Immediately upon seeing a person fall overboard, throw the nearest lifebuoy as a marker and keep the person in sight. Activate man overboard alarm by shouting "Man overboard" repeatedly. Only a last resort abandon watch of the man overboard to acquire assistance.

Fire or other Emergency

Upon discovering a fire or other emergency, such as escaping gas or oil, immediately push a nearby manual fire alarm. In case of fire, attempt extinguishing with the nearest portable extinguisher.

Members of the fire Brigade will report to the scene of the emergency and fight the fire. All other personnel not associated with combating the emergency or necessary shut down operations will stay away from the area awaiting further instructions from the Platform Supervisor.

Abandon Platform

Upon hearing the "abandon platform" alarm, put on your life jacket and proceed immediately to your assigned station. The verbal order to abandon the platform will be at the sole direction of the Platform Supervisor or his designee.

(B) Life Saving and Rescue Equipment

Located at strategic debarkation points on all platforms are life buoys and life jackets. These are to be used only in emergency situations or when practising emergency drills.

32. TERMINAL OPERATIONS

(A) Emergency Procedures and Alarms

Immediately upon arrival at the terminal, each person will become familiar with:

Hazardous locations

Location of fire and emergency equipment

Alarm signals

Emergency stations and duties assigned during emergencies

Emergency Number

Emergency Drills

Drills shall be conducted as if an actual emergency exists and held periodically as required. All personnel shall report to their assigned stations and prepared to perform the duties assigned to them.

Fire or other Emergency

Upon discovering a fire or other emergency, shout and raise alarm Report the situation immediately to the fire service in case of fire attempt extinguishing with the nearest portable extinguisher provided your safety is not in jeopardy. Members of the Fire Brigade and Fire Crew will report to the scene of the emergency and fight the fire. All other personnel not associated with combating the emergency or necessary shut down

operations will keep clear of this area and await further instructions from the On-site Controller or his designee.

33. **FIRST AID**

All injuries received on the job should be reported to the clinic or doctor. If a person is injured and requires aid before the medical staff arrives, the following points should be considered.

1. Remove the victim from further harm. (Removal from water, from fire or room containing gas or smoke.)
2. If the victim is not breathing, ensure he has an open airway and give artificial respiration.
3. Control severe bleeding.
4. Except in cases stated in item i, do not move the victim, do not let him up or walk about.
5. Avoid unnecessary manipulation and disturbance.
6. Keep the victim warm.
7. Find out what happened from the victim or witnesses.
8. Examine the victim for injuries.
9. Make the victim as comfortable as possible.
10. Check the victim's pulse.
11. Apply dressing's splints or bandages as required.
12. Arrange for transportation.
13. Remain in charge until the victim reaches medical attention.
14. Above all, do nothing to the victim to increase his injury.