HEALTH SAFTEY AND ENVIRONMENT (HSE) POLICY

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#### HSE Manager:

**Managing Director:**

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## OVERVIEW

The objective of this HSE Plan is to promote Health, Safety & Environment (HSE) within **MIDAS UPSTREAM SERVICES LIMITED,** including prescribing certain rules, procedures and safe practices in order to create a working environment free of condition and factors that might contribute to accidents or injuries. It influences safe operation in the period of any operation.

The philosophy and policies described in this document is part of our commitment to ensure a consistent HSE and Security culture. All staff and contractors are to behave in accordance with the principles below which is also contained in our Code of Conduct by:

* + - Complying with the law
		- Intervening in unsafe or non-compliant situations
		- Protecting the environment
		- Using the appropriate Personal Protective Equipment and conduct our business safely

##### This manual and the policies contained herein shall be regularly reviewed to ensure on-going suitability. The commitments listed are in addition to our basic obligation to comply with laws and regulations where we operate.

## PURPOSE AND SCOPE

Early implementation of HSE principles is essential to the success of engineering, procurement and construction projects and this prevents negative consequences such as poor HSE and quality outcomes, rework and schedule delays. It is an integral part of our work and is part of all our operations; consequently associated controls are present to protect employees, clients, property, the environment and the public.

**MIDAS UPSTREAM SERVICES LTD** shall implement a comprehensive HSE Manual, which is intended for use by the Organization’s employees, contractors and sub-contractors. The HSE Manual includes considerations for legislation, industry recognized best practices and controls. All employees will receive HSE induction and an orientation to review this manual and their discipline-specific portions of the manual.

##### Our HSE Management System:

* + - * Provides an overview of how we expect our employees to work safely using the processes listed in our HSE Management System.
			* Lists policies, procedures, instructions and guidelines that all our employees should be familiar with.
			* Identifies our collective responsibilities with regard to HSE and security management.
			* Pinpoints key features of HSE and security management process.
			* Integrates environmentally sound practices into all processes.
			* Merges the environmental, health, and safety goals and objectives with our overall business strategy.
			* Ensures the management is highly committed to its implementation.
			* Identifies risks and how to manage them effectively.
			* Identifies opportunities that can contribute to this HSE system.

## MIDAS UPSTREAM SERVICES LTD’s COMMITMENT

Midas Upstream Services Ltd provides adequate resources to implement and maintain the HSE Management System, including the necessary human, material, and financial resources.

##### The organization’s HSE objectives are:

* + - To provide adequate training to ensure employees are competent.
		- To improve HSE culture among M.U.S LTD. and Contractors.
		- To reduce environmental impacts and improve performance regularly.
		- To protect personnel from any health hazards that may be associated with the work.
		- To ensure there are adequate control of HSE risks arising from work related activities.

##### 1.2.1 LEADERSHIP AND COMMITMENT:

The Directors at MIDAS UPSTREAM SERVICES LTD are dedicated to a total of implementation of this HSE manual by enforcing its usage by all Midas Upstream Services Ltd’s staff. They will also ensure that all objectives and in-house processes lead toward continual improvement and prevention of issues that reduce our ability to meet all target goals, establishment of this manual and policies and dedicating the resources necessary to ensure proper implementation of these

Policies, there shall be Quarterly Reviews to ascertain that management is effectively monitoring the progress of the various initiatives and objectives of the organization.

## RESPONSIBILITY

##### MANAGING DIRECTOR / CEO – CEO

* + - The MD/CEO is the principal safety officer of the company and has overall accountability for HSE.

##### CORPORATE HSE MANAGER / CHIEF OPERATIONS OFFICER

* + - Has the defined authority and responsibility for ensuring that all policy requirements are documented, implemented and maintained.
		- Is responsible for the development, co-ordination and maintenance of HSE system ensuring that all personnel are fully supported with guidance, training equipment, documentations, inspections and audit covering all HSE and welfare matters.
		- Is expected to stop any activity which contravenes HSE best practices that may jeopardise the safety of the personnel.

##### HSE OFFICER (OR DESIGNATE SAFETY OFFICER)

* + - Ensures the development and implementation of the processes and procedures to support this policy.
		- Oversees the provision of the necessary Personal Protective Equipment to staff.
		- Replaces any deficient Personal Protective Equipment.

##### SUPERVISOR (OR LINE MANAGER)

* + - Ensures that all personnel on site are trained in the use of, provided with and use all Personal Protective Equipment required for the particular activity and environment of the work.
		- Sanction any persons who fail to comply with the HSE measures in this Manual
		- Is responsible for developing and implementing processes and procedures to support this policy.
		- Makes arrangements to provide all persons with necessary Personal Protective Equipment; to replace, any Personal Protective Equipment which becomes deficient through wear and tear.

##### ALL EMPLOYEES

* + - Have the responsibility for completion of duties specified in support of this policy.
		- Use the appropriate Personal Protective Equipment supplied to them at all times.

##### CONTRACTORS

* + - Subcontractors undertaking site work will have to submit to our corporate HSE plan.
		- Subcontractors should comply with our HSE procedures; give adequate instructions to their employees regarding HSE.
		- Have the responsibility for completion of duties specified in support of this policy.
		- Use the appropriate Personal Protective Equipment supplied to them at all times while working on the assigned tasks.

Throughout this HSE Manual, the term “**M.U.S LTD**” “Organization” or “The Company” refers to **MIDAS UPSTREAM SERVICES LTD.**

## PLANNING

##### Actions to address risks and opportunities:

The HSE Manager will compile information at periodic intervals to review with the Directors. Upon successful review of the information, the HSE Manager will brief all employees. These reviews of the organization's HSE management system are designed to ensure its continuing suitability, adequacy and effectiveness. These reviews shall include assessing opportunities for improvement and the need for changes to the HSE system, including the HSE policy and HSE objectives. The input for this review will be gathered throughout the year. Records from management reviews will be maintained.

##### HSE Objectives and Planning to Achieve Them:

* + - * Monthly/Quarterly Reports
			* List of all noticeable risks and how to avoid them.
			* Follow-up actions from previous reviews.
			* Quarterly Key Performance Indicators (KPI) reports.

At a minimum the HSE Manager will review the Inputs, and the managers of each department will be present for the briefing of the review. The output from the management review will include a summary of all of the inputs gathered by the HSE Manager and a summary of the decisions made and the actions to be taken to improve the HSE System, and any additional resources that might be required for these improvements.

##### Planning of Changes:

The Management and all employees collectively have established a planning system that systematically evaluates the HSE expectations; determines the financial, managerial, and operational and personnel resources necessary to meet or exceed those expectations, and then develop the system of feedback to ensure continuous improvement. At the beginning of each year the HSE Manager reviews the HSE planning process with all employees. This system is manifested in the annual Business Plan and the numerous activities that make the business plan work on a daily basis. Any Process that is carried out in the company follows the PDCA cycle to ensure the productivity of the particular process.



## GENERAL

## Document Control

The distribution, revision and updating of this HSE Manual is controlled. Procedures are in place for the distribution, review and updating of documentation, which is detailed in the HSE Manual.

## Occupational Health and Safety

##### Legislation

The HSE Manual does not take precedence over the Occupational Health and Safety Acts or other relevant laws governing each country, state, province, or community area that may contravene them.

All management staff shall be familiar with the Occupational Health and Safety Acts or other relevant legislation for the area in which they are working.

## HSE Common Principles

The following principles provide a common foundation across which our HSE and Security policies are built:

* We work according to applicable laws, codes and regulations.
* We comply with approved procedures, rules and instructions.
* We provide our people with all necessary information, instruction and supervision.
* Our people are trained and competent for the tasks they are expected to complete.

## Instruction and Training of Staff

* **M.U.S LTD** shall ensure employees undergo training as required and also attend client’s training sessions where necessary. Records of training conducted and attended shall be maintained for review. Examples of such required training are:
* Meetings – All meetings (staff, progress and others), shall have a portion of the agenda devoted to HSE and accident prevention
* Work Assignments – All work assignments must include specific attention to HSE. Follow- up monitoring is required and additional training given where required in order to prevent accidents
* Specific Instructions – Management of **MIDAS UPSTREAM SERVICES LTD** ensures that employees performing specific tasks are trained in the safe performance of the job or operating specific equipment is trained in its usage.
* Supervisors – All field supervisors shall attend HSE Training course. HSE standards and requirements will be dealt with in detail. The training also includes the mandatory use of the Supervisors Logbook, Area Discrepancy Logbook and Weekly Area HSE Assessments.
* Induction –**MIDAS UPSTREAM SERVICES LTD** shall ensure all employees receive initial HSE induction training prior to the start of work on the project to ensure they understand the general Health, Safety & Environment rules and requirements. This training shall be a pre-requisite to receiving an ID card to gain access to the site.

## POLICIES

# Health Safety & Environment (HSE) Policy

**MIDAS UPSTREAM SERVICES LTD** principal policy is that safety shall have the highest priority in planning and execution of our work. We shall carry out all our work in such a manner that we provide healthy and safe working practices. We also aim to avoid risk of injury to anyone, damage to equipment and pollution of environment as a result of our activities.

#### Our Hse Policy Is Based On:

* + - * Safety first. No task is too important, or too urgent, for safety needs to be side-lined; our commitment is to a safe working environment without injuries, illnesses and incidents.
			* Company’s HSE standards that comply with applicable laws and legislation.
			* Promoting HSE awareness.
			* Management’s responsibility to inform, educate and motivate their staff to understand and comply with this policy and applicable legislation.
			* Employees practicing safe working habits, to protect themselves and their colleagues.
			* All employees, consultants contractors are required to comply with this and related policies, laws, and regulations.

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#### Managing Director / CEO

**MIDAS UPSTREAM SERVICES LTD**

* 1. **COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENT AND SECURITY (CASHES) POLICY**

### Statement

* + 1. **MIDAS UPSTREAM SERVICES LTD** shall:
			- Identify with the needs and aspirations of our clients / host communities and maintain cordial relations with them, with emphasis on peaceful dialogue and conflict resolution.
			- Liaise with clients, host community and relevant government departments and others to ensure safe and peaceful working environment.
			- The retained clinic shall handle medical and/or emergency cases.
			- Records of medications administered or injuries must be kept at site and base office.
			- Insurance shall be undertaken against any liability that may result in case of personnel suffering occupational disease or any impairment to health resulting from our operations.
			- In carrying out our operations, we shall plan / execute operations in such a manner as to eliminate adverse effects or impacts on the environment.
			- Comply with regulation/legislation on environmental issue by the government of the Federal Republic of Nigeria and other Government agencies.
			- The Company shall be responsible for the security of all personnel, client representatives and third parties in all our operational sites and premises.

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#### Managing Director / CEO

**MIDAS UPSTREAM SERVICES LTD**

## BUSINESS CONTINUITY POLICY

**MIDAS UPSTREAM SERVICES LTD** is committed to its customers and employees, and recognizes the importance of a comprehensive Business Continuity Planning Program to ensure the safety, health and continued availability of our services.

*The general principles below outline our Business Continuity Policy / Plan:*

* + - Where risk cannot be eliminated, and a threat to our assets, employees, or the environment in which they operate materializes, the Business Continuity Planning (BCP) will be used to minimize disruption and ensure the earliest resumption of business.
		- Business Continuity Planning policy comprises a comprehensive program for business continuity, disaster prevention and total business recovery.
		- The principal risks identified (and overall vulnerabilities) must be addressed.
		- In practice, a BCP will be produced using some (or all) of the elements in the guidelines set out below:
			* The BCP will be published, with a copy being retained by persons identified therein.
			* A description of the allocation of responsibilities and how the process will be initiated should an incident occur is required – in addition to arrangements to periodically rehearse, test and update the BCP accordingly.
			* The Chief Operations Officer is the BCP executive management liaison for the BCP program.

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#### Managing Director / CEO

**MIDAS UPSTREAM SERVICES LTD**

## DRUGS, ALCOHOL AND FIREARMS

*The management of* **M.U.S. LTD** is com*mitted to a safe and secure working environment. To this end, management therefore states as follows:*

* **Firearms:** The use, possession, transportation or sale of firearms and/ or other weapons by an employee while on duty on company’s premises or at work site, in company’s vehicle or otherwise are strictly prohibited.
* **Zero Tolerance to Alcohol and Illegal Drugs/Narcotics**: The use of possession, transportation or sales of intoxicating beverages, illegal drugs or narcotics while on duty on our premises, vehicles or work sites are strictly prohibited.
* **Drugs/Alcohol Testing**: **M.U.S LTD** reserves the right to test for abuse of drug or alcohol in any of its facilities and may conduct periodic or random testing and search for drugs and alcohol without prior notice.
* **Searches:** We reserve the right to carry out reasonable searches on employees and personal effects when employees are on duty. Personal effects of employees in this context include but not limited to personal vehicle, baggage, lockers toolboxes, and lunch packs. Searches by company may be initiated without any prior notice and conducted at times and locations as deemed appropriate by the Company.

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#### Managing Director / CEO

**MIDAS UPSTREAM SERVICES LTD**

## WORKPLACE CONDUCT POLICY

Workplace conduct is to be kept at a professional level at all times. In keeping with professionalism the following is not allowed at the worksite:

* + - The attempted or actual action by a worker towards another worker using physical force to cause injury, and including any threatening statement or behavior which gives the worker reasonable cause to believe he or she is at risk of injury.
		- Any form of harassment
		- Horseplay
		- Practical jokes
		- Unnecessary running or jumping
		- Any improper activity or behavior at a workplace that might create or constitute a hazard to other workers / personnel in immediate vicinity.

##### Improper activity or behavior must be reported and investigated and disciplinary action for employee contravening this policy can include dismissal.

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#### Managing Director / CEO

**MIDAS UPSTREAM SERVICES LTD**

## NO SMOKING POLICY

* + - Smoking is only permitted in designated areas.

#### Smoking is prohibited in refueling areas, propane storage, helicopters staging, offices, camp kitchen, recreation room, bunk rooms and around explosives.

##### Employees that fail to comply will be subject to enforcement principles up to and including dismissal

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#### Managing Director / CEO

**MIDAS UPSTREAM SERVICES LTD**

## SAFETY RULES AND WORKPLACE PRINCIPLES

##### ‘Fit to Work’ and Fatigue

* + - * All personnel shall start each day or shift 'fit for duty' and not in a fatigued state due to lack of sleep or impaired from the use of alcohol or drugs.
			* All managers and supervisors have the right and obligation to prevent a person commencing or continuing to work if they reasonably consider the person is incapable of safely performing their assigned tasks.
			* Personnel must consider the state of their fitness to undertake a task and advise their supervisor of any controlled substances they are taking under the direction of a medical physician where a side effect is that their ability to work may be affected or the medication is likely to give a non-negative result during drug and alcohol testing.
			* The maximum driving hours in a 24 hour period is 12 hours.
			* Call out work responding to an emergency may be approved at the discretion of a supervisor.

##### Professional Conduct

* + - * Anyone that enters our premises is expected to treat all others professionally and respectfully. Basic respect for all persons at the worksite is required.
			* **MIDAS UPSTREAM SERVICES LTD** does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, religion, sexual orientation, political beliefs or age in the administration of any of its employment or contractual

negotiations. The Company will not tolerate discrimination of any kind on its worksites.

* + - * Inappropriate worksite behavior (e.g. horse play) will include disciplinary action up to and including termination.

##### Drugs, Alcohol and Weapons

* + - * The Company’s policy on illegal drugs, alcohol, and firearms, as it relates to contractors, is set forth below. All Contractors should communicate such policy to their personnel.
				+ The use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, and/or otherwise legal but illicitly used substances by anyone while on Company’s premises is absolutely prohibited.
				+ Except where specifically authorized, the use, possession, or transportation of alcoholic beverages, firearms, live ammunition, explosives, or weapons is also prohibited.
				+ Use of prescription or Over-The-Counter (OTC) medications that may impair your ability to work safely shall be discussed with your supervisor before beginning work.
				+ Any personnel who are found in violation of these prohibitions will not be allowed on the Company’s premises and may be referred to law enforcement agencies for their action.
				+ Entry into Company’s premises constitutes consent to and recognition of the right of Company and its authorized representatives to search the person, vehicle, and other property of individuals while on Company’s premises. Such searches may be initiated by Company without prior announcement and will be conducted at such times and locations as deemed appropriate. All personnel who refuse to cooperate with searches will not be allowed on Company’s premises.

##### Housekeeping

* + - * All walking areas, work areas, handrails, equipment, tools, fire-fighting and life-saving equipment, etc. shall be kept clean and free of obstructions.
			* Good housekeeping is essential so work may proceed in a safe and orderly manner.
			* Tools should be placed appropriately as to not cause a hazard to the job at hand while in use and promptly put away after use.
			* Hand and power tools shall be kept in good condition with guards in place. When cleaning grease from equipment and tools, detergents and water or steam are preferable over solvents from an HSE standpoint.

##### Adverse Weather Conditions

* + - * When adverse weather conditions present a potential risk to HSE, MIDAS UPSTREAM SERVICES LIMITED expects good judgment to be used and action taken up to and including shutting down the job to protect personnel and equipment.

##### Security

* + - * Midas Upstream Services Ltd will supply Contractors with equipment, however, contractors shall be held accountable for controlling the actions of their employees while on premises. Cameras and video recorders are not permitted on location without prior approval from management.
			* Contractors shall not bring unauthorized individuals onto our premises. Authorized visitors are required to sign in and comply with registration.
			* Contractors & Visitors are advised to get their visitor’s tag from the security post

##### Vehicles

* + - * **MIDAS UPSTREAM SERVICES LTD** and contractor’s employees driving a vehicle used for company business shall have a valid driver’s license and use defensive-driving techniques at all times.
			* Seat belts shall be worn by all vehicle occupants and all posted signs obeyed when driving.
			* No one is permitted to use a cellular phone while the vehicle is in operation unless that device is in hands-free mode.
			* Driving while under the influence of alcohol or other drugs is prohibited.
			* While on **MIDAS UPSTREAM SERVICES LTD** location, vehicles shall be parked in a safe area or anarea designated by the company. In addition, when possible, vehicles should be parked so the driver can exit by driving forward. When leaving a vehicle, the driver shall put the vehicle in park, set the emergency/parking brake, turn the engine off, and close the doors.
		1. ***Fire Prevention / Fire Fighting***
		- All combustion engines should be shut down before fueling except when the refueling location is sufficiently removed from the engine. Extreme caution should be followed in areas where flammable vapors’ are present or suspected.
		- Combustible material such as rags, paper, and trash shall be disposed of in proper containers and the containers labeled. Flammable liquids such as gasoline, kerosene, fuel oil, etc. shall be transported and stored only in approved, labeled metal containers.

#### Fire-fighting equipment shall not be altered, tampered with or blocked. All employees are expected to be familiar with the location of the portable fire extinguishers and emergency response plan, including fire alarms, and participate in fire drills.

**MIDAS UPSTREAM SERVICES LTD** *shall:*

* + - Be responsible 24 hours per day, 7 days per week for fire protection in its work and operational areas, including offices, tool rooms, and storage areas.
		- Provide approved fire-fighting equipment at work places and offices in adequate quantities and our employees to be trained in the usage of such equipment.
		- Prepare a monthly health & safety statistical report and submit it to the client every month. It shall summarize:
		- All fires occurring at the job site during the month.
		- All fire hazards observed at the job site during the month, and the corrective actions planned or taken to deal with them.
		- Visits and audits by government officials and inspectors.

**MIDAS UPSTREAM SERVICES LTD** *shall at a minimum comply with the following requirements:*

* + - A permanently mounted extinguisher shall be placed on sites having item of mobile industrial equipment that uses a diesel or gasoline engine.
		- All fire prevention/firefighting equipment shall be inspected monthly to ensure they are in good order and replaced if faulty.
		- Records of inspections shall be maintained for review.
		- Fuel containers shall be of metal and equipped with air-vents.
		- Fuel trucks will be properly grounded when refueling equipment.
		- Equipment shall be switched off during refueling.

**MIDAS UPSTREAM SERVICES LTD’S** *fire prevention / firefighting plan shall describe how the company proposes to discharge its duties and shall include the following topics at a minimum:*

* + - An analysis of the major fire risks that must be protected against and the method of protection.
		- Provision of fire prevention surveillance, fire watch, alarms, smoke detectors and other warning measures.
		- The fire prevention training program.
		- Schedules and checklists for fire prevention inspections.

##### Emergency Responses and Drills

* + - **MIDAS UPSTREAM SERVICES LTD’S** employees and contractors shall be familiar with emergency response plans for our locations, including facility and plant alarms and shall participate in emergency drills.

##### Noise Control

* + - * **MIDAS UPSTREAM SERVICES LTD** will ensure all necessary precautions to control noise and in case of over noise, precautionary safety methods like ear muffs, ear plugs will be provided to employees working near the particular area.

##### DRILLS - FIRE, MEDEVAC, FIRST AID AND MAN OVERBOARD

* + - * In order to maintain the highest possible state of alertness, the HSE/CASHES Manager shall ensure that staff are drilled at regular unscheduled intervals in the following common areas:
			* Fire drill
			* MEDEVAC drill /first Aid drill etc.
			* Man Over Board drill
			* These drills, in accordance to the Emergency Response policy, are essential parts of office, field and offshore operations. Such drills shall also create quick responses in staff to react efficiently in the event of real emergencies.
		1. ***Fire Drills***
			- The HSE Manager shall ensure that fire drills are conducted at regular unscheduled intervals depending on the targets for the year.
			- All such fire drills shall be aimed at increasing safety awareness and constant alertness in staff to respond to emergencies
			- All fire wardens are to participate in fire drills and to ensure that such drills are carried out safely.
			- Thus in the event of a fire accident the following are the laid down procedure:

#### On noticing fire:

* + - * **Raise the recommended fire alarm.**
			* **Look for and secure the nearest exit or escape route.**
			* **Assist any injured person.**
			* **Try to put out the fire if trained and safe.**
			* **Act as instructed by fire wardens.**

Fire can be prevented by:

* + - * Proper storage of inflammable materials.
			* Strict observance and adherence to no drinking and smoking rules.
			* Good house-keeping.
			* Correct use of electrical equipment.
			* Following procedures.

##### Medical Evacuation (MEDEVAC) Drills

* + - * The HSE Manager shall in conjunction with the supervisors ensure that the Office and all field crews conduct MEDEVAC drills as stated in the annual HSE target in the contract with clients.
			* This shall be conducted at unscheduled intervals to maintain the highest possible state of alertness in staff to respond to emergencies.
			* It shall be the responsibility of the supervisors to activate the drill safely from the field.

##### Man Over-Board (MOB) Drills

* + - * The Supervisors shall conduct all such drills in the field. This shall be carried out at unscheduled intervals to constantly keep the field crew alter and the test their response to emergency situations.
			* The Supervisor shall also ensure the safety of all field personnel during the conduction of all such drills.

## EQUIPMENT HANDLING

o Management shall, through the HSE department, ensure the enlightenment of staff on how to handle equipment and the dangers of wrong usage.

## HAZARDS IDENTIFICATION

Knowledge of hazards and evaluation of necessary risks are necessary requirements for establishing health and safety objectives and for setting priorities to control the identified risks to employees and others on an ongoing basis. All contractors in the exploration, construction and operation of the project are required to carry out hazard identification.

For all phases of any project, M.U.S LTD. will have knowledge of potential hazards through such sources as:

* + - Legal and regulatory requirements.
		- Company sustainable development policy and supporting policies.
		- Records of accidents, incidents and non-conformances.
		- HSE management system audit.
		- Company HSE management audit.
		- Communication from employees and others.
		- Information from health and safety consultations.
		- Inventory of hazardous materials and the toxicity of hazardous materials.
		- Monitoring data.
		- Existing administrative, engineering and personal equipment controls.
		- Professional judgment.
		- Management of change process.

## ACCIDENT REPORT AND INVESTIGATION

* + - The aim of **M.U.S LTD** is to prevent accidents and cases of work-related ailments and provide adequate control of health and safety risks arising from work activities, all accidents, incidents, property damage and near miss must be reported and investigated.

##### MUS ROLE:

* + - * Checking periodically that reports are being made.
			* Analyze accidents/incidents to record regular trend.
			* Have sufficient people trained as first aiders to ensure adequate cover at all times.
			* Provides adequate first aid facilities and maintains adequate stocks and materials.
			* Only trained and authorized people are permitted to use these facilities.
			* Provide a policy and enforce the proper use of Personal Protective Equipment.

##### STAFF ROLE:

Should you be unfortunate to have an accident, you must:

* + - * Seek first aid help.
			* The first aider must record full details of accident in the relevant accident book.
			* The first aider must initiate an accident investigation form.
			* Inform your manager or supervisor so they can obtain details of the accident from you and any witness. This may lead to a more formal investigation, depending on the circumstances of the accident, or the potential for further similar incidents.

## PERSONAL PROTECTIVE EQUIPMENT

Depending on what you are doing you may need to always dress to conform to the following rules:

* + - **Hard hat**: Must be worn at all times to protect your head from falling objects.
		- **Goggles**: Must be worn to all times to protect your eyes when hammering, drilling, digging, grinding, chemical spillage, etc.
		- **Ear Musk**: Must be worn to protect your ears from excessive noise.
		- **Boots**: Must be worn at all times to protect your feet against falling objects, tripping hazards, steel toe, chemical spillage, etc.
		- **Hand gloves**: Must be worn to protect your hands if the job you are doing poses a danger to your hands.
		- **Harness**: Must be worn to protect you against falls from height.

## VISITORS

* + - **MUS** will take all reasonable steps to avoid risk to the health and safety of visitors, clients and contractors.
		- All visitors must report to the reception, state the name of the person they are visiting and register their attendance.
		- The receptionist or security must ensure that they read and understand the healthand safety notice for visitor and are aware of all the hazards and risks.
		- The security must escort the visitor to the relevant area or office unless they are frequent visitors and know the hazards and risks.
		- All visitors must adhere to all safety rules and procedures and must notify **MUS** of any special requirements.

## HSE TRAINING PROGRAMME

A detailed training program specific to the project shall be developed for all **MUS** employees. This shall include employees’ names, course content, and date for the course, organizing consultant, and course venue. The program shall cut across the entire spectrum of the workforce including supervisory and management personnel as well as sub-contractor personnel.

In addition to the training program, unit/Departmental heads will plan their jobs to accommodate the training and at the same time meet up with their schedules.

A record of training attended by staff shall be kept with the HR. Training shall be provided in the following areas:

* HSE Induction training course.
* Basic First Aid Course.
* Advance First Aid Course.
* Basic Fire Fighting and Prevention Course.
* Accident Reporting and Investigation Course.
* Any other relevant training or course relating to the employees job.

## YOUNG PERSON (BELOW THE AGE OF 15)

No young person below the age of 15 years will be allowed to work on **MUS** location or premises. The health and safety of such ones are or paramount concern to **MUS.**

## NEW/EXPECTANT MOTHERS

All new or expectant mothers must notify their line managers as soon as their condition is known. All steps so far as it is reasonably practicable will be taken to minimize the risk to the expectant mother or the child.

## NON ENGLISH SPEAKING STAFF

**MUS** shall ensure that all non-speaking staffs or contractors fully understand the safety signs or requirements and their duties covering safety and security. This shall include any emergency procedures during their safety induction.