



TechnoPower Engineers

Policy Statement & HSE Plan

Policy Statement

We believe that it can only achieve its business objectives in the operational performance of its activities, along with the services it provides reflects the requirements of our customers. To achieve this, our activities will be organized and managed through an integral Health, safety and Environmental Management System.

The Management is firmly committed to follow Health, Safety and Environmental regulations, local legislations and other requirements. Managers, Engineers and Supervisors are responsible for the safety of their subordinates and are required to treat occupational health, safety and environmental loss control as a subject of major importance.

With this view the company will provide a clear basic mandatory health, Safety and Environment requirements and emergency response procedures to all of its staff, employees and subcontractor employees, and will demonstrate commitment to HSE issues by :-

- ❖ Health and Safety are of equal importance to other business objectives.
- ❖ Adhering to HSE policy and HSE management system.
- ❖ Prevention of all injuries and occupational diseases by consulting to our workforce on health safety and environmental issues arise during activities.
- ❖ Implementing necessary control measures to prevent the public, employees and subcontractors from being exposed to health and safety risks and damage to environment by complying with applicable legal requirements.

- ❖ Monitor health and safety performances continuously in order to prevent accidents and injuries.
- ❖ Follow safe Environmental practices to reduce wastes and prevent pollution.
- ❖ Conduct all site activities to the utmost satisfaction of all the clients and the consultants.

The management is committed to identify areas of continual improvement in HSE management system through Risk Assessments and HSE Audits.

HSE policy will be reviewed annually subject to regular evaluation and examination to ensure compliance with HSE needs and changes in legislation.

Objective

We absolutely committed to a belief that the safety and health of our employees, clients and the environment should at all-time be guarded and protected.

Our objective is a safe work place with a "**zero accident**" policy without deteriorating the environment that should involve all of our employees and a deviation recording system, to help guide us and point out any matter of concern needs that may arise.

We encourage and urge our team mates to "**THINK SAFETY**" and be "**WORK SAFELY.**"

The scope of this program has covered manpower performing different jobs, tools and equipment being used in accomplishing works within the quality standards set by handling of materials being stored and used in different projects and most especially to protect the properties as well as contractor.

The main objectives are:

- Define the safety measures to be adopted at site to prevent accident and fire.
- Build up and maintain a safety culture for all the employees "**Good Safety is Good Business**"
- Implement an active and reactive system to achieve "**Zero Lost Time**" due injury / **accident.**
- Manage health, safety and environmental protection activities effectively and efficiently.
- Strength and encourage all employees and sub-contractors for "Time Loss Control".

Progressive Disciplinary Policy

VIOLATION		1ST OFFENSE	2ND OFFENSE	COMMENTS
1.	Smoking in restricted areas	Written warning + 2 days suspension		
2.	Fighting	Termination		To be imposed on both parties
3.	Assault	Termination		
4.	Security Breaches	Termination		
5.	Work Permit Violations	Written warning + 2 days suspension	Termination	
6.	Unsafe Driving	Driver grounded for one month	Termination	
7.	Violation of Protective Equipment requirement	Written warning + 2 days suspension	1 Week suspension	3 rd Violation results in termination
8.	Insubordination	1 week suspension	Termination	3 rd Violation results in termination
9.	Poor Hygiene Practices	Written warning	1 week suspension	3 rd violation results in termination
10.	Performing deliberate act which cause injury to others	Termination		
11.	Unauthorized Vehicle/equipment operation	Termination		
12.	Modifying Tools & Equipment	5 days suspension		
13.	False Alarms, Arsons, Theft, Destruction of Properties	Termination		

14.	Failure to report an accident	1 week suspension	Termination	
15.	Obstructing the investigation of an accident/incident	Termination		
16.	Intoxication/Drugs	Termination		

Roles and Responsibilities

Project Director

- Overall in charge of Safety, Security, Health and Environment at site.
- Approves Project Safety Policy.
- Ensure that Safety Plan for this project is effectively implemented.
- Responsible to chair the Safety Committee meeting and to implement all outcomes of those meeting at his site.
- Initiate the change of existing Safety / Operational procedure, if it is required.
- Investigate all accidents with the help of a Project Manager, Construction Manager and Safety Manager to establish causes and remedial measures to prevent re-occurrence.
- Evaluate the reviews of his sub-ordinates & safety professionals and take proper actions accordingly.
- Assign work and responsibility to site Safety Management.

Project Manager

Assist the Project Director regarding Health, Safety and Environmental issues.

- Ensure that all services personnel are aware and work in accordance with the Company's Safety policy and standards.
- Stimulate and implement reporting practices at the site.
- Frequently conduct site visits to monitor the effectiveness of Safety performance.
- Participate actively in Safety meetings and communicate the sub-ordinates in implementing the relevant matters.
- Give strict instructions to the sub ordinates in implementing Safety policy and the compliance of legal requirements.
- Report to Project Director and coordinate with Safety Manager regarding all incidents.

- Ensure that the risk assessment is carried out for all hazardous work.
- Organize safety patrol and inspection program.
- Prepare and publish the security arrangements.
- Enforce the company's safety rules and regulations.
- Investigate all incidents and near miss cases with the help of Safety Manager.

Safety Team Leader

Safety Team Leader is responsible to advise and assist the Project Manager and coordination with Construction Manager to discharge his responsibilities for environmental, health and safety of employees and others to whom he has a duty as defined by statutory regulations and company practices.

On a continuous basis he coordinates with the Safety section, the following activities for all areas under his control:

- To implement Safety management system for the project and to ensure all the Safety requirements are satisfied.
- Prepare all Accident/Incident Investigation Reports to ensure information is complete and understandable.
- Develop Safety training programs and conduct Safety training.
- Conduct Mass Tool Box Meeting.
- Conduct Special Tool Box Talk after every incident.
- Conduct the scheduled inspection at site.
- Develop the Permit to Work System.
- Formulate new Safety Measures on need basis and review its performance.
- Interact with all Company's personnel on Safety matters.
- Maintain and update all Safety related documents.
- Plan and conduct Safety induction training for all new entrants and other in-house Safety training programs on need basis.
- Modify the Safety documents as and when it is required.

Construction Manager

- Assist the Project Manager regarding Health, Safety and Environmental issues.
- Ensure that all services personnel are aware and work in accordance with the

Company's Safety policy.

- Stimulate and implement "Near-Miss" reporting practices at the site.
- Frequently conduct site visits to monitor the effectiveness of Safety performance.
- Hold pre-job meeting before starting all types of critical jobs.
- Participate actively in Safety meetings, Safety patrol and communicate the sub-ordinates in implementing the relevant matters.
- Give strict instructions to the supervisors and crew leaders in implementing Safety policy and compliance of statutory or legal requirements.
- Report to Project Manager and coordinate with Safety Manager regarding all incidents.
- Ensure that the risk assessment is carried out for all hazardous work.
- Prepare and publish the security arrangements.
- Enforce the company's safety rules and regulations.
- Investigate all incidents and near miss cases with the help of Safety Manager.
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- Coordinate with Safety Manager to enforce the company's safety rules and regulations.
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- Participate in safety patrol and inspection programmers.
- Participate actively in Safety meetings and communicate the sub-ordinates in implementing the relevant matters.

Safety Coordinator

- Safety Coordinator shall be responsible for advising the management team on the matters in respect of the safety requirements on the site.
- To Assist the Safety Manager and Project Manager regarding with safety, health and environmental matters.
- Conduct daily tool box talk as per the activities.
- Carry out site safety inspections daily to check whether there is any unsafe condition or unsafe act present and also to ensure that only safe methods of working are in operation and that all regulations are being observed by the workers.
- Monitoring the work environment for noise and pollutants and documenting the results in order to eliminate or control hazards which could contribute to, or result in an occupational disease.
- To advice the construction teams on remedial measures to be taken to prevent recurrence.
- Investigate accident / incident or dangerous occurrence together with the Safety Manager.
- To check plant & equipment and the validity of all appropriate tests certificates.
- Coordination with Site Supervisors/Engineers.

Site Supervisor / Site Engineer

- Site Supervisor/Engineer shall be responsible for maintaining safety at site and coordinate with safety officer.
- Compliance with the regulations and any other relevant legislation.
- Rectify all unsafe conditions and correct unsafe practices.
- Participate in safety inspections and monitor the corrective actions.
- Coordinate with the safety officer for daily tool box talks and other safety promotional activities and also give proper safety instructions to the subordinates before starting the job.
- Supervise and monitor compliance to safe work practices.
- Ensure that good housekeeping practices are followed.
- Ensure permit to work system on need basis.
- Ensure that all relevant PPE's and tools are available as required.
- Report all near misses/incidents/accidents to the safety department without any delay.

Medic / First Aider

- Maintain the first aid facilities at site and attend to all injured personnel at the worksite.
- To check the first aid box to ensure that the contents are replenish regularly.
- To maintain a record for all first aid cases in first aid log book and shall be readily available.
- First aid item list and its expiry.

Foreman and Work Force

- Observe and obey H.S.E rules, operating procedures, cautionary instructions, safety signs and symbols.
- Inform all abnormal situations to superior immediately.
- Participate actively in the daily tool box talks, mass tool box meetings and other Safety awareness programs.
- Use the appropriate P.P.Es at site.
- Ensure the potential hazards of the work are well understood and do the work safely and in time.
- Use the tool properly.
- Be alert in case of emergencies and act as per the emergency response procedure.

Emergency Preparedness

An emergency may be an injury to a worker, an explosion, fire, or chemical release. All staff must know what to do if an emergency occurs. This requires pre-planning and communication of these plans to employees.

We will comply with the site emergency response plan and emergency Plan, this plan will be discussed during the client/contractor induction and all personnel will adhere to the requirements.

Pre-Emergency Planning

- Review the site emergency and contingency plans where applicable.
- Determine what onsite communication equipment is available (e.g., two-way radio, cell phones, satellite phone, etc.)
- Determine what offsite communication equipment is needed (e.g., nearest telephone, cell phone)
- Confirm and post emergency telephone numbers, evacuation routes, assembly areas and route to hospital; communicate the information to onsite personnel
- Communicate emergency procedures for personnel injury, exposures, fires, explosions, and releases

Emergency Response

The table below includes a summary of some of the most critical non work related hazards identified for the project. All hazards identified will be evaluated for each site conditions for each task to be performed. Hazard Assessments must be completed by the security/HSE Resource before starting the project. It must be noted that as a general statement, unless specific procedures are set for certain hazards (hazards associated with vehicle security were set before); the following table should be taken as reference.

Ref	Hazard	Response/Mitigation	Equipment Requirement	Coordination by
1	Kidnapping	<ul style="list-style-type: none"> • Do The field team will not communicate itinerary with other persons outside of the field work group • The field team will never move unaccompanied • The field team will report to nominated Security contact 	<ul style="list-style-type: none"> • Communication method 	<ul style="list-style-type: none"> • PM
2	Explosion	<ul style="list-style-type: none"> • Field: the field team will move following instructions of PM. • the team will remain together in one room, await instructions from Security Manager 	<ul style="list-style-type: none"> • Communication method 	<ul style="list-style-type: none"> • PM
3	Terrorism attack	<ul style="list-style-type: none"> • Field: the team will follow Security instructions (see Security Plan). Move in an opposite. If terrorist are close, do not try to resist or escape on foot or by car. 	<ul style="list-style-type: none"> • Communication method 	<ul style="list-style-type: none"> • PM
4	Illness/Injury <ul style="list-style-type: none"> • Heat stress • Fall • Food poison 	<ul style="list-style-type: none"> • Administer first Aid • Return to base (office) with entire field team and paramedic if serious • Evacuate injured person from [Country] if necessary. 	<ul style="list-style-type: none"> • First Aid kit • Communication method 	<ul style="list-style-type: none"> • PM
5	Snake/Scorpion bite	<ul style="list-style-type: none"> • Administer first Aid • Return to base with entire field team and paramedic if serious • Evacuate injured person from country if necessary. 	<ul style="list-style-type: none"> • Implement Evacuation Procedure* 	<ul style="list-style-type: none"> • PM
6	Mammal bites	<ul style="list-style-type: none"> • Ensure hospital visit for vaccination within 24hrs 	<ul style="list-style-type: none"> • First Aid kit (disinfection) 	<ul style="list-style-type: none"> • PM

- **Hotels / Offices:** In the event of a fire, personnel are hereby directed to evacuate the building immediately using the fire stairs / stairs; **DO NOT USE THE ELEVATOR(S)**. Staff should assemble at a predetermined area located at a safe distance from the structure, or in the area designated by the hotel / office.
- Evacuation routes and assembly areas will be displayed at prominent locations
- Personnel will assemble at the assembly area(s) upon hearing the emergency signal for evacuation
- The Security Officer (SO) / Safety Coordinator (SC) will remain on the site / office after the site has been evacuated (if safe) to inform local responders of the nature and location of the incident
- The Security Officer (SO) / Safety Coordinator (SC) will account for all personnel at the assembly area
- The Safety Coordinator (SC) will write up the incident as soon as possible after it occurs and submit a report to the HSEManager.

Emergency Medical Treatment

The procedures listed below may also be applied to non-emergency incidents. Injuries and illnesses (including overexposure to contaminants) must be reported to Human Resources.

Emergency contact information for the site office personnel and local vendors are included in the Emergency Contacts Table below.

Follow these procedures as appropriate:

- Notify appropriate emergency response authorities listed in Emergency Contacts
- Report the incident to PM (the PM will notify to the Client). Provide the following information:
 - Your name and telephone number (including extension).
 - The nature of the emergency.
 - The exact location of the emergency and any information you may have about the victim or other persons involved.
- The name, sex and approximate age of the victim (as much as known).
- The nature of the injury or illness.
- Is the victim:

1. Conscious
 2. Breathing without assistance
 3. Bleeding
- Do not move the victim.
 - The PM and HSE Manager will assume charge during a medical emergency until the ambulance arrives or until the injured person is admitted to the emergency room. If possible, have someone meet responding personnel to lead them to the victim's location.
 - Prevent further injury
 - Initiate first aid and CPR where feasible
 - Get medical attention immediately
 - Make certain that the injured person is accompanied to the emergency room
 - Report incident as outlined in Incident Notification and Reporting section

Emergency Contacts

Ambulance 115, 1020, 1021

Fire Brigade 16, 99215007-8

Police 15