



Peewaz Nigeria Limited

CORPORATE
HEALTH, SAFETY AND ENVIRONMENT (HSE)
POLICIES, PLAN
&
PROCEDURES

Document Revision Status

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HEALTH SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM AND POLICIES.

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PEEWAZ NIG. LIMITED

HEALTH, SAFETY, ENVIRONMENT, COMMUNITY AFFAIRS AND SECURITY (HSE/CAS) POLICY STATEMENT

It is the policy of **PEEWAZ** to conduct its operations in a safe manner, to ensure good health of its personnel, secured environment and be sensitive to the needs and concerns of the communities around its area of operation.

PEEWAZ shall run its operations and manage in such a way as to achieve the following:

- ◆ Preserve the health, safety and security of the employees and members of the public who may be affected by the operations of **PEEWAZ**.
- ◆ Preserve or minimise the impact of its operation on the environment.
- ◆ Secure company and Clients' assets.
- ◆ Be sensitive to the needs and concerns of the communities around the operational area of **PEEWAZ**.
- ◆ Believe in the fact that every job can be done safely, and that no activity can be carried out unless considered safe.
- ◆ HSE is recognised by all staff as a line responsibility

PEEWAZ employees and contractors must plan and perform their work in accordance with this policy. Any job that cannot be done in accordance with this policy must not commence or continued.



Prince Ajie
Managing Director

PEEWAZ NIG. LIMITED

DRUGS AND ALCOHOL POLICY

It is an offence for any employee of **PEEWAZ LIMITED** to be

- Under the influence of alcohol
- In possession of or under the influence of any non-prescribed drug such as cocaine, amphetamine, marijuana, hashish etc.
- In possession of other illegal or controlled substance

While working or residing in any work site, (whether land or swamp operation) or property under the control of **PEEWAZ LIMITED**.

This policy applies to all operations and all locations on a 24-hour basis. Unannounced searches and screening shall be conducted to ensure compliance.



Prince Ajie
Managing Director

PEEWAZ NIG. LIMITED

POLICY ON USE OF SEAT BELT

Seat belts are provided for the safety of drivers and/or passengers in all vehicles.

Therefore, it is mandatory for all employees to put on seat belts at all times while on board company owned vehicles.

To ensure compliance to this policy;

- All drivers shall prior to take off have their seat belts fastened at all times and remind their passengers to do same.
- Security officers at both the site and company premises gates shall carry out visual inspections of any company or other vehicles entering or leaving the premises to ensure all occupants comply with this directive.
- Security officers shall bar any vehicle from leaving or entering the premises until all occupants of the vehicle have complied with the directive.
- While in the base/jetty premises or work sites, it is the responsibility of the HSE officer, foreman, supervisor and indeed any member of line management present to monitor and ensure that this policy is adhered to.

Appropriate disciplinary action may be taken against any staff that violates these directives.

No seat belts! No entry! No take off!



Prince Ajie
Managing Director

PEEWAZ NIG. LIMITED

SECURITY POLICY

It is the policy of **PEEWAZ** to manage security affairs as an integral part of its HSE Program and company's business so as to minimize the number of security related incidents involving staff, clients and third party personnel within her operation.

To ensure the implementation of this policy, the company shall;

- Engage adequate number of trained security personnel in her area of operation.
- Engage a Security Supervisor at management level who will organize, co-ordinate and implement all the company's security ideals and programs.
- Ensure all security incidents are properly reported to client and law enforcement agent (where necessary).
- Use local security men to protect equipment and facilities at worksites in a bid to forge good rapport between the company and host community.
- Provide work gadgets such as walkie-talkie, torches, uniforms etc to enhance the services of her security personnel.
- Review all security incidents at site and management review meetings.

Security matters shall form part of site/base HSE and toolbox meetings.
Security training shall be conducted to increase security awareness.

The security supervisor shall be the focal point and shall act in concert with relevant departments in the realization of set security objectives and targets.



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EQUIPMENT MAINTENANCE POLICY

- ▶ All equipment MUST be regularly maintained. All unserviceable equipment shall be locked out and tagged as thus.
- ▶ Routine Preventive maintenance shall be carried out to reduce equipment downtime and lost time incidents resulting from lack of maintenance culture.
- ▶ Routine maintenance shall be planned and executed, as may be required based on manufacturer's instructions, so as to put all equipment in serviceable order for hitch free operation/use.
- ▶ All equipment operators are to report immediately any break or faults observed in their equipment. Late reporting of faults shall be met with appropriate reprisals.
- ▶ Toolbox meetings on proposed equipment maintenance MUST precede any maintenance activity for each day.
- ▶ All maintenance crew must be trained and only experienced personnel shall be placed on the job and authorized to carry out maintenance.
- ▶ Maintenance history and schedule of all company equipment shall be maintained in the database.
- ▶ All maintenance work shall be carried out in accordance with the company's safety maintenance procedures. The maintenance crew must be briefed before each maintenance job.
- ▶ The implementation of the maintenance policy shall be the responsibility of the maintenance supervisor, who shall report to the Base/Facilities manager and Project Manager.



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Managing Director

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JOURNEY MANAGEMENT POLICY

- ◆ The responsibility for managing transport safety rests with the logistic officer in liaison with the journey management officer.
- ◆ To ensure the workability of Journey Management Systems;
 - ◆ The company drivers will at all times inform the Journey Management Officer (JMO) of every trip, stopovers and termination points and log same in the vehicle/boat log book.
 - ◆ JMO will regularly call to ascertain exact locations of company vehicles/boats
 - ◆ All drivers of land crafts will be trained, tested and certified.
 - ◆ HSE department in conjunction with the training supervisor will organise defensive driving course (DDC) which would include Porto clinic & porto glare tests for all drivers and self-driven executives.
 - ◆ Written, oral, and commentary test will be organised for all new driver prior to employment, upon qualification, company's driving permit shall be issued to competent drivers.
 - ◆ Permits shall be withdrawn if traffic rules are violated.
 - ◆ Use of seat belt and driving within speed limits shall be enforced
 - ◆ No night sailing/driving is allowed except in an emergency situation, which must be authorised by the project manager at site and manager operation at base.
 - ◆ Routine vehicle maintenance to enhance roadworthiness of vehicles will be conducted and maintenance history of all vehicles/crafts maintained.
 - ◆ To minimize exposure on the road, communication system shall be installed in all operational vehicles.
 - ◆ Vehicles shall be selected based on specific requirement and application.
 - ◆ Road traffic accidents are subject to investigation to ascertain route causes, identified lesson points and disseminate.
 - ◆ IVMS will be installed to monitor driving pattern etc.
 - ◆ Regular inspections will be carried out on all company vehicles and crafts.
 - ◆ Radio communication system shall be installed in vehicles for ease of contact and emergency response.



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Managing Director

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JOURNEY EMBARKATION POLICY

PEEWAZ journey embarkation plan is an integral part of the company's journey management system.

The following are therefore to be observed before take off;

- Visual inspection of vehicles including remobilization check.
- Vehicle maintenance programme probe
- Consideration of journey distance and speed limitations
- Road and locations involved
- Conditions of driver
- Engines test run
- Materials and personnel to be carried with respect to vehicle kind, age and capacity
- Vehicle required documents, Ok and current
- Required accessories in place (spare tyre, fire extinguisher, set of spanners set of screw drivers, wheel spanner, caution triangle, first aid box etc.)
- Road safety awareness of travelling personnel to be checked or induction conducted.
- Fuelling and all necessary funding to be certified.
- Accommodation arrangement concluded if required.
- Communication system functionality
- Passengers to assess and monitor drivers driving pattern.
- Pre journey briefing.



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Managing Director

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COMMUNITY RELATION POLICY

It is the policy of PEEWAZ to enhance relationship between company and host communities and aim to ultimately reduce operating costs and shutdown arising from unhealthy company-community relationship.

To achieve this PEEWAZ shall:

Prior to mobilization to any locality, PEWAZ shall, with client CLO pay visit to the community chiefs, leaders and youths in order to determine requirements of the community and subsequently agree with the community on issues discussed.

- Engage a seasoned community relation's officer who shall liaise between the community and company on matters such as youth empowerment- employment of indigenous workers.
- Through the community affairs department, implement the company's community relation's plan.
- Manage community affairs as an integral part of the company's business with a view to maintaining good relationship between the company and her host communities.
- Co-operate with client and third parties to avoid unnecessary delays, shutdown and cause/unwarranted loss of man-hour.
- Any community disturbance/emergencies or threat shall be reported to the client without delay.

Any community disturbance or threat shall be reported to the client without delay



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Managing Director

PEEWAZ LIMITED

1. HEALTH, SAFETY AND ENVIROMNETAL MANAGEMENT SYSTEM (HSE-MS)

1.1 INTRODUCTION

This year 2018 PEEWAZ Limited HSE Management System is meant to provide a structured approach, through which good HSE practices are developed, sustained and improved upon in individuals' thought and action.

The plan is meant to carry along all PEEWAZ staff and contractors positively with the view of achieving any accident free operation.

This document shall be reviewed every two years while the performance indicators will be monitored monthly. Annual reviews would be done where there are modifications in any procedure in the plan.

1.2 KEY AREAS OF BUSINESS

PEEWAZ undertakes major EPC projects in Oil and Gas industry like:

- ◆ Pipelines
- ◆ Flowlines
- ◆ Tanks Construction and Rehabilitation
- ◆ Facilities (Manifolds, Flowstations, Leak Repairs)
- ◆ Associated Mechanical, Electrical and Instrument works etc.

2.0 LEADERSHIP AND VISIBLE MANAGEMENT COMMITTMENT

Directors, managers, coordinators, department and section heads shall provide strong visible leadership and commitment towards HSE management in Peewaz Limited and ensure that this commitment is translated into necessary resources to develop, operate and maintain the company's operations in accordance with relevant HSE policies, objectives and targets.

The ultimate responsibility for ensuring implementation of the HSE policy statement rest upon the Management of Peewaz limited. Top Management is poised to shoulder this responsibility.

Responsibilities will be assigned to Supervisors and the necessary backing in terms of funds and authority will be by Management. HSE Supervisors and officers will also be appointed and will be present at every work site. The safety department is to advise and ensure that all work activities are conducted in a safe manner.

In addition to the above, Management will carry out the following measures to ensure effective implementation of the Company's safety policy:

- Allocate sufficient resources to provide and maintain conditions and places of work in line with this policy.
- Ensure that all machinery, plants, equipment etc are inspected and pre-mobilized prior to mobilization to site.
- Provide appropriate tools for all jobs.
- Provide personal protective equipment (PPE) and to ensure that employees understand their proper usage.
- Ensure that adequate instructions are given to employees on all aspects of their work, especially those with hazardous effect.
- The Managing Director (MD), Executive Director Operations (EDO) or HSE coordinator shall chair HSE meetings
- The Managing Director or Executive Director Operations shall lead quarterly management HSE audits, while project manager and HSE supervisor shall lead the monthly workplace HSE inspection.
- Ensure that Personnel are trained on related and, all aspects of their work.

Review operations and work methods from time to time in order to incorporate where necessary, changes in statutory obligations and new technologies.

3.0 HSE STRATEGIC OBJECTIVES

PEEWAZ LIMITED recognizes and places high premium on safety in the execution of her projects. To ensure and manage safety effectively in all ramifications, these policies and objectives shall be sustained.

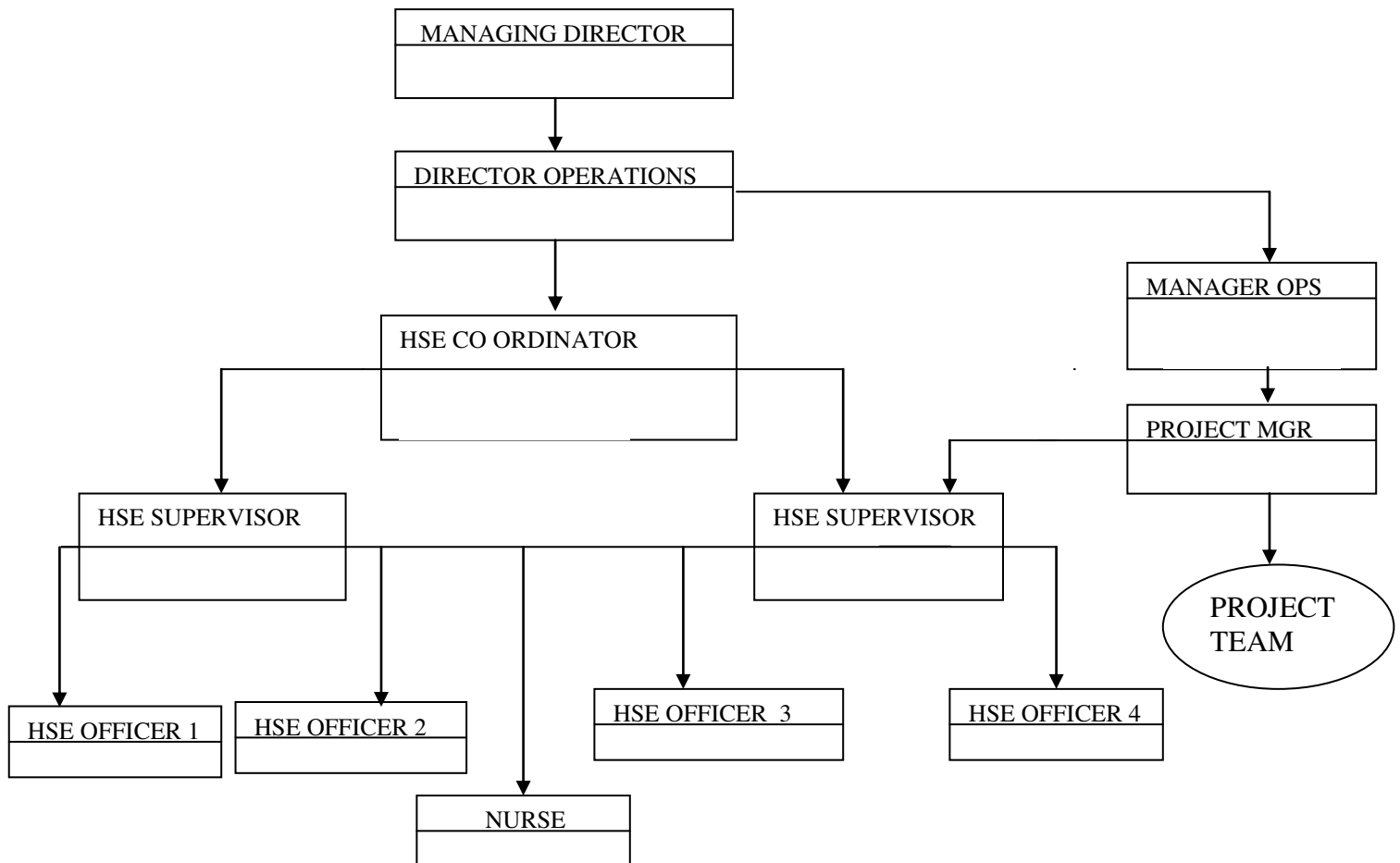
- ◆ Manage all risks associated with its activities to as low as reasonably practicable (ALARP).
- ◆ Sustain management commitment to Health and Safety of its personnel and third parties.
- ◆ Increase the level of HSE awareness and competency amongst employees.
- ◆ Minimize the impact of its operations on the environment.

- ◆ Maintain harmonious relationship with its host community.
- ◆ Recognize HSE management as a line responsibility.
- ◆ Meet all relevant regulatory and legislative requirements.
- ◆ HSE performance indicators shall be set and reviewed monthly for continuous improvement.
- ◆ Implement No night sailing and No night driving policies.
- ◆ Enforce the use of seat belt in vehicles and life jackets for water crafts and water borne operations
- ◆ Be aware that HSE violations are not accepted.
- ◆ Verify and comment on HSE goals and objectives during meeting, forums etc.
- ◆ Employee commitment and contributions to the success of the HSE plan are reviewed and recognition given to affected persons.
- ◆ Accidents and incidents will be reported within 24hrs and investigated within 48hrs for minor accidents and within two weeks for major accidents.

4.0 ORGANISATION, RESPONSIBILITIES, STANDARD, RESOURCES AND DOCUMENTATION.

Dedicated and competent HSE personnel who will be reporting to the HSE coordinator at the base will be engaged on the project and be present at worksite throughout job duration.

Fig .4.1 HSE ORGANISATIONAL STRUCTURE



4.1 RESPONSIBILITIES

4.1.1 HSE DEPARTMENT ACTION PLAN

The overall objective of this department is to ensure full implementation of the HSE plan and objectives. Thus, the following strategies will be adopted:

- Monthly HSE theme relevant to the planned objectives will be issued and discussed.
- Monitoring and control of unsafe practices.
- Initiate the unsafe Act Audit Report system to convey to the employees their responsibility for safety and health as well as disciplinary action system to

enforce compliance with safety and health rules, regulations and safe work practices.

- Initiate the HSE incentive program to promote employee safety performance, awareness, attendance, productivity and quality.
- A Project Employee Recognition Team will be designated to review employee's commitment and development and to select employee(s) to receive personal recognition for their contribution to the success of the HSE plan.
- Present recognition awards monthly per activity and for each achievement of the monthly project target, non-monetary items only shall be presented such as pens, T-shirts, belt buckles safety glasses.
- Organize HSE for on site to promote interaction of employees through direct involvement in the plan.

4.1.2 SITE HSE PERSONNEL RESPONSIBILITIES

- Ensure toolbox meetings are held daily before job commencement.
- Collate weekly HSE reports and monthly manhour statistics
- Ensure that the right tools are being used for the job.
- Review work place hazards shall be part of periodic instruction during HSE and toolbox meeting on site.
- Display appropriate safety warning/ notices and signboards at appropriate places in the work site.
- Maintain a database for tracking of action points arising from near misses, UAA, HSE meeting, accidents report etc. until actions are completed.
- Ensure PPEs are issued to workers before they proceed to site and are worn at all times.
- The Company HSE Adviser shall organise HSE induction course for every new employee.
- A copy of the Company's HSE rules and regulations [Pocket Handbook] shall be provided to every employee for their personal reference and understanding.

- HSE warning signs and stickers will be placed at appropriate locations to warn all employees on a daily basis on safety.
- The site HSE adviser in liaison with the project team shall undertake regular site audits and inspections and report their findings and recommendations. This is a form of checks and balances on the site safety administration. Client shall be kept informed of such reports.
- Ensure all accident and incidents are promptly reported and investigated. This shall be a fact-finding exercise.
- The site shall be provided with a centralized standard site clinic (for long duration contract) to be manned by a qualified Nurse or first aid as requested by the client.
- IVMS (in-vehicle monitoring system) shall be downloaded on monthly basis, report reviewed and documented.
- The site shall be provided with adequate fire extinguishers, and every employee shall be educated on the operational module.
- Water borne operation sites shall be provided with adequate life saving devices to prevent drowning.
- All company facilities and contractors' are inspected to ensure that the minimum HSE requirements are met.
- Adequate lighting shall be provided during the night, non-sparking tools shall be engaged where necessary.
- The site HSE advisor shall keep necessary records and logbooks.
- Must attend the level 3 or 4 HSE competency training

4.1.3 FOREMAN/SUPERVISORS RESPONSIBILITIES

The immediate responsibility for health and safety at work rests with the line supervisors. They are primarily concerned with preventing accidents, which result in injuries to persons and damage to company property.

It is the responsibility of the supervisor to:

- Plan all works in advance before execution giving particular emphasis to HSE hazards.

- Ensure that no work commences until a safe system of work has been identified and all participants have been briefed on the tasks to be done and any associated HSE hazards.
- Ensure workforce comply with the instructions and work practices stipulated for the job assigned.
- Examine work practices, procedures and conditions to ensure that no hazardous situation is introduced into the work-place.
- Certify that staff possesses the competence required for the execution of their duties.
- Ensure that all new contractors are pre-qualified before being considered for award of Contract. Develop in liaison with HSE Dept. a system for the HSE evaluation of suppliers and other contractors.
- Appropriate Permit to Work covers all non-routine work and staffs who sign the PTW are duly appointed competent persons.

4.1.4 EMPLOYEES HSE OBLIGATIONS

- Read, be familiar with, and be guided by the contents of the company's HSE Plan.
- Follow Company's written and oral instructions and procedures for safety while performing their jobs.
- Observing strictly the provision of PTW and suspending activity as soon as these can no longer be applied.
- Be familiar with the Company's HSE plans, targets and investigating how best to apply it to their own area of activity.
- Correct and report any unsafe condition, act and nearmisses observed.
- Be willing to undergo HSE training with an open mind and to adopt work practices and approach that may differ from what they are familiar with in order to enhance HSE performance.
- Employees shall immediately report all incidents/accidents to their supervisor and HSE advisor so that its cause may be determined, reviewed and preventive measures formulated.

- Perform their duties in compliance with applicable government laws and PEEWAZ LIMITED procedures and guidelines.
- Immediately report possible violations of federal, state, local laws or contractor regulations to their supervisor.

4.2. STANDARD

4.2.1 HSE RELATED REQUIREMENTS

PEEWAZ Limited will encourage and implement existing Safety, Health, Environmental and welfare standards in Nigeria and international. Documents such as Mineral and Oil Regulation, Factory Act, EP 95000, Construction Specifications, PPE HSE Case requirement will be used in executing projects.

4.2.2 CODES OF WORK PRACTICES

All jobs executed by Peewaz Limited shall comply with accepted codes of standards, norms and practices. All specifications stipulated in the drawings and contract papers must be strictly complied with. Necessary precautions must be taken and safe work practice and methods developed and employed throughout the execution of the project

4.2.3 SOME BASIC HSE RULES AND REGULATIONS

This section deals with some fundamental safety rules and regulations applicable to each employee, and is as follows:

- ◆ Promptly report to the supervisor when one's physical condition is unsatisfactory.
- ◆ On the job, know your job, follow instructions and where you are not sure ask your foreman.
- ◆ Use the right tools and equipment for the job, do not improvise.
- ◆ Wear all prescribed personal protective equipment necessary for the job (e.g. coverall, safety shoes and hats etc.).
- ◆ Do not read while walking.
- ◆ Do not use, operate, repair or alter any plant or equipment unless you are authorised to do so.
- ◆ Do not run within the construction area or indulge in horse- play or practical jokes while you are working.
- ◆ Report without delay to your foreman any condition; act or practice that you think may cause an accident (injury or damage) to any employee or equipment.

- ◆ Obey all specific rules, warning signs and other safety notices.
- ◆ Maintain good house keeping. Keep your work area clean and tidy.
- ◆ Wear a safety belt when working at 2 metres height or at any level where there is danger of falling from height.
- ◆ Use scaffolds with handrails, toe boards etc when working at height.
- ◆ Do not remove safety devices from machines or attempt to operate a machine without such devices.
- ◆ Do not drive any vehicle or watercraft at speeds exceeding the designated speed limit.
- ◆ Always use ladders, stairways or other access ways when going up or descending scaffolds, towers, pipe racks etc.
- ◆ Do not throw or drop any tools or materials from a height or to your colleague.
- ◆ Do not stand or sit under suspended load.
- ◆ Forklift operators must not carry loads that are capable of blocking their view.
- ◆ Do not work directly under other persons working above without adequate protection.
- ◆ Do not smoke or use open fire except in designated areas.
- ◆ Observe all safety directives pointed out or made by supervisor, safety officers and/or co-workers.
- ◆ Advise fellow workers if any imminent safety hazard is discovered.
- ◆ Do not touch or move corks, valves gauges or step on small pipes or meters, especially while working within an oil field.
- ◆ Do not enter restricted areas without authorization by supervisors.
- ◆ Obtain permit to work before any hot work or excavation works, especially in oil fields and/or developed areas.
- ◆ When lifting manually, use the correct lifting techniques, and for heavy loads, request for mechanical aids or assistance of a fellow worker.
- ◆ Maintain your area of work clean and tidy, deposit the scraps or waste to designated dump areas.
- ◆ Keep floors clear of used oil and other slippery substances.
- ◆ Dangerous materials, which are not required for further use, should be returned to the store and removed from site as soon as possible.

4.2.4 PERSONAL PROTECTIVE EQUIPMENT

It is the policy of Peewaz Ltd. to provide necessary personal protective equipment for her employees and ensure its usage. However, it must be pointed out that personal protective equipment do not prevent or indemnify a worker from accident. They can minimize the worker's exposure to hazard or reduce the gravity or impact of the injury sustained.

Employees and visitors to any work site of Peewaz shall wear the necessary personnel protective equipment.

Table 4.1

S/N	NAME OF PPE	PREVENTION/WHEN USED	FREQUENCY OF ISSUE	REMARK
1	Safety shoes	Protect toes and ankles from impacts, punctures.	One annually for operation staff and one two yearly for administrative staff.	
2	Hard hat/helmet	Prevent head against flying particles, falling load or hitting against object.	Once to all operation staff replace when damaged or lost.	
3	Safety harness	Worn when climbing or working at high elevations	When required	
4	Safety goggles or face shields	Worn when using grinding machines, hammering, blasting, chiseling etc	When required	
5	Respiratory apparatus	Worn to protect against inhalation of dust, toxic fumes, dangerous gases, entering confined space etc.	When required	
6	Nose mask	Worn during spray painting, dusty operations etc.	When required	
7	Hand gloves	Protect the hands, fingers from burns. Note: The lather hand gloves are better used to handle sharp and hot objects while the rubber hand gloves are best to handle corrosive chemicals.	When required	
8	Ear-protection/muff	worn in high-risk noise area	When required	
9	Coveralls	Worn to prevent body contact with spatters, hazardous liquids etc	Two annually to operations staff	
10	Life jacket/vest	Worn during water borne operations	When required	
11	Rain boots	Worn when working within marshy and swampy areas.	When required	

Note: Hard-hat, coverall, safety boots are minimum requirements for site entry.

4.2.5 HSE DATA COLLECTION, PROCESSING AND DOCUMENTATION

- ◆ HSE data shall be collected, reported and documented on daily basis
- ◆ Reported HSE incidents, near-misses etc shall be reviewed without delay.
- ◆ A site statistics board on HSE shall be provided and updated on daily basis to reflect the site HSE performance status.
- ◆ A monthly HSE audit \performance report shall be written, included in database and followed-up.
- ◆ Approved forms shall be used in reporting and documenting HSE related issues.
- ◆ Copies of HSE reports shall be sent to Client on either weekly or monthly as may be agreed.
- ◆ All HSE key items shall be separated and information or reports well filed in designated files.
- ◆ All HSE information shall be easily accessible on demand.
- ◆ All equipment for the project execution shall be pre-mobilised and certificate of this documented
- ◆ All project man-hour input shall be calculated and documented.
- ◆ Minutes of HSE meetings shall be documented and copies sent to client.
- ◆ Monthly review of HSE performance shall be conducted against each reference indicators and ceilings.
- ◆ All Organised, attended HSE related courses training to be documented
- ◆ HIR (UAA), Near-misses, data base regularly updated.

5.0 HAZARD AND EFFECTS MANAGEMENT PROCESS (HEMP)

Hazard and Effect Management Process is the tool used to educate and create awareness amongst the workforce on how to manage hazards safely without causing accident.

All work activities shall be assessed, associated risks and potential danger identified, their significance evaluated, adequacy of existing controls assessed and implementation plan developed to minimise the identified risk to as low as reasonably practicable (ALARP).

For any project, the work shall be broken down into components to allow each activity to be critically examined in the context of hazards to personnel, impact on the environment, damage to properties and equipment. With each hazard identified, plans shall be made to eliminate or manage the hazards. Such plans will be specific in providing manpower, procedures and equipment to cope with the inherent hazards.

Find Hazard and Effect Management Process (HEMP) applicable to the activities in the contract in the Appendix chapter.

5.1 HAZARD IDENTIFICATION REPORT (HIRs)

All hazards identified or spotted shall be reported with the approved HIR form. HIRs reported will be analyzed, tracked in a database and closed out by putting a corrective action in place.

The HIRs and other important HSE information and indicators shall be used to plan and improve the HSE performance. The HIRs shall be reviewed during toolbox or HSE meetings.

6.0 PLANNING AND PROCEDURES

Sufficient human, physical and financial resources will be allocated towards improving the company's HSE performance.

6.1 HSE PLAN FOR MOBILISATION

6.1.1 PRE-JOB CHECKLIST

This checklist is designed to assist project management and HSE department in assuring that the proper deliverables and equipment are available and will be in place prior to pre-mobilization inspection and audit.

6.1.2 MOBILISATION/DEMOBILIZATION

This involves movement of personnel, equipment and materials to site and out of site at work expiration.

All site equipment shall be inspected and certified fit-for purpose
The certificate(s) of such inspection shall be duly signed and validity period stated.

At the expiration of validity date, the equipment if still required at site shall be re-inspected before further use at site.

6.2 **PERMIT TO WORK PROCEDURE**

A permit to work (PTW) is a document signed by an authorised person(s) stating that a non-routine job can be carried out under prescribed precaution. This must be obtained before such operation could commence.

Such PTW and its complimentary permit (hot work permit, excavation permit, etc) shall be revalidated on daily basis and renewed weekly. The PTW when obtained, revalidated or renewed, shall be displayed at strategic areas within the worksite or kept in such a manner as to be made available on demand. All works must stop until a new permit is re-issued in the event that a permit expires in the course of work execution.

In carrying out non-routine jobs, Peewaz Limited shall operate client's permit to work (PTW) and shall issue her permit to work (PTW) to her contractors as to monitor and ensure HSE compliance.

Complementary certificates are used to specify in more detail the precautions applicable to hazardous jobs. This complements the permit to work. All the required certificates for the work will be specified in the Permit to Work.

A sample of the company's PTW is enclosed in the appendixes

6.3 **ISOLATION, LOCK-OUT AND DANGER TAGS:**

This procedure establishes guidelines to protect personnel from injury and to prevent property damage due to an unexpected release of energy or hazardous materials. Sources of energy include mechanical, electrical, hydraulic and pneumatic systems. Examples of hazardous materials include H₂S or other toxic chemicals; hydrocarbons, hot water, and steam. This procedure shall be established as follows:

- A written “lock and tag-out” procedure shall be implemented.
- Employees shall be trained in the safety procedure related to “lock and Tag-out”
- Training records shall be adequately maintained.
- Danger tags shall be colour coded and shall not mean the same as “Danger sign”.

6.4 EMERGENCY CONTINGENCY PLANS AND PROCEDURES

In order to avoid damage resulting from confusion, stampede and to prevent crisis situation from escalating, it is the policy of the company to identify specific emergencies or crisis situation for which specific plan of actions are drawn.

All such plans are practiced within the limits of human and materials resources and are aim at:

1. Saving life.
2. Minimizing waste on normal operation.
3. Minimizing pain and suffering.
4. Restore normal operation.
5. Stop resource damage.
6. Minimize impact on the environment.

Also the emergency plans are directed towards realizing maximum assistance at the shortest possible time, and ensure that all services likely to be involved or affected are informed within the shortest possible time. An orderly and effective response to the measure in place is of vital importance for achieving desired results.

Works at all sites shall be reviewed and all potential major emergency including but not limited to the under listed are identified.

- . MEDEVAC/MEDRESCUE
- . Armed robbery case
- . Spill/leakage
- . Fire
- . Man overboard
- . Community related site crisis

All procedures shall be posted on notice boards and in a prominent location in the office area.

6.4.1 FIRE EMERGENCY PROCEDURES

a. If you discover fire outbreak:

- Avoid panicking.
- Raise the alarm, utilize radios and or telephones and/or shout 'Fire, Fire, Fire'
- Telephone company and client Fire department and report location of fire and give nature of fire.
- Fight fire with available extinguisher if you can
- Assemble at the mustering point for head count.
- Client management will be notified by the Construction Manager.

Fight the fire with the nearest applicable portable fire extinguisher, aim directly at the base of the fire; ensure that you are between the fire and the exit, so that if there is counter-action from the fire, the operator can safely escape. Never be a late hero.

b. If you hear the fire alarm:

- Leave whatever you are doing/work site at once. In an office close the door behind you.
- Follow the exit route
- Assemble at the mustering point for roll call
- Don't re-enter the building/ work site for a forgotten item until you are told so by the fire warden.

c. Man overboard:

- Raise alarm
- Keep the victim in sight at all times, inform radio operator
- Throw a life buoy with a life-line to the victim
- Boat driver to maneuver such that the propeller is away from victim
- Boat should be allowed to drift down stream to where victim can be helped into it
- Stand by boat to be dispatched to the area immediately.

6.4.2 MEDICAL EVACUATION (MEDEVAC)

On medical emergency (e.g. serious injury)

- Administer first aid treatment
- Give location and condition of patient
- State assistance required

- Contact our clinic doctor (where applicable).
- Inform our client
- Emergency contact addresses:

A MEDEVAC Procedure chart is attached in the appendixes.

6.4.3 FIRE PREVENTION PROCEDURE

To prevent fire outbreak, this procedure shall apply:

- Obtain Hot work permit before carrying out hot work related activities
- Position fire extinguishers at strategic locations
- Use and train fire wardens to fight and control fire outbreak.
- Use the right fire extinguisher to fight fire.
- Apply and observe the “No Smoking” policy.
- Use fire-warning signs.
- Educate staff on the hazard and importance of preventing fire.
- Keep oxygen and acetylene bottles at least seven meters apart from each other in a well-ventilated and shielded area.
- Keep cylinders in an upright position always.
- Ensure thermal regulation in temperature sensitive area to avoid explosion.
- Do not over load sockets.
- Switch off all electrical appliances after work.
- Keep inflammable substances out of fire or source of heat.
- Do not block gangways, isle, exit or the position of fire extinguisher.
- Ensure proper Earthing or installation of ELCB to all electric current generating plants or sources.
- Know fire emergency telephone number.
- Know the fire response procedure.

6.4.4 FIRE RESPONSE PROCEDURE

IN CASE OF FIRE, DO NOT PANIC BUT OBSERVE THE FOLLOWING:

- ❑ RAISE ALARM TO WARN PEOPLE IN THE VICINITY
- ❑ FIGHT THE FIRE WITH APPROPRIATE FIRE FIGHTING EQUIPMENT UNTIL HELP ARRIVES
- ❑ REMOVE ALL COMBUSTIBLE MATERIAL TO PREVENT FURTHER SPREAD OF FIRE.
- ❑ CALL CLIENT FIRE SERVICE = **XXXXXX** – **XX** Extn. **XXX**
- ❑ NOTIFY SUPERIOR OFFICER TO GIVE FURTHER DIRECTIVES
- ❑ LEAVE SCENE OF FIRE WHEN THERE APPEARS DANGER OR THREAT TO LIFE.
- ❑ DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD TO
- ❑ USE THE EMERGENCY EXIT
- ❑ ENSURE PEOPLE ARE MUSTERED, ROLL CALL TAKEN AND FURTHER INSTRUCTIONS OR DIRECTIVES GIVEN.
- ❑ ARRANGE FOR MEDEVAC OR MEDRESCUE IF NEED BE.
- ❑ CONTACT CLIENT CLINIC, IF LIVES ARE INVOLVED

6.5 MATERIAL HANDLING

All lifting equipment to be used by PEEWAZ LIMITED will be well maintained to prevent accidents and lost time due to break down. A good maintenance culture shall be put in place through a scheduled maintenance programme that will be strictly observed.

Only certified and authorized operators shall be allowed to operate the company equipment.

All hired equipment and operators must be pre-mobbed and certified before use.

6.5.1 Manual Handling

To handle material in a safe manner manually, the following safe procedure shall be observed:

- Size the weight of the load and ensure that you can lift it.
- If load is too heavy call for assistance.
- Lift load with your backbone in the straight position.
- Allow the weight of the load to rest on your knees.
- Do not run with lifted load.

6.5.2 Tips on safe Lifting Techniques

1. To reduce manual material handling to a minimum, mechanical appliance shall be provided and used where practicable for lifting and handling loads.
2. Test lift if the material is easily within your lifting ability. If not secure help. No person should lift, carry or move any load, which by reason of its weight, size or shape is likely to endanger his health or safety.
3. Inspect the material to be carried for grease/other slippery substances, pinching points, sharp edges, etc.
4. Prepare material for handling by eliminating, guarding against pinching and other hazards.
5. Inspect the part to carry the material through.
6. Inspect where you are to set down the material.
7. Ensure hands and footwear has no slippery substances.
8. For firm and good grip wear hand gloves.
9. Set feet solidly on the ground well apart, with one foot slightly ahead of the other and pointing the direction of travel
10. Keep the back as straight as possible not arched.
11. Crouch as close to the load/material or possible with legs bent at about angle 90 at the knees.
12. Get a firm grip of the material or load with the palm not just the fingers.
13. Tuck in your chin.
14. Lift smoothly. Do not jerk.
15. Keep materials close to the body as possible.
16. Do not obstruct your forward view (direction of travel) with the load/materials.
17. If two or more persons lift or carry a single material, one out of them shall be appointed to call signals to lift, carry or lower the load, and others shall co-operate to avoid injury to self or and others or damage of material.
18. Do not throw materials or loads.
19. Lifting must be well coordinated.
20. Ledge or bar shall be used to move roller under materials, never use hand foot.

6.5.3 Handling Of Heavy Equipment (cranes, forklift, pay-loader)

- * Cranes that are used shall be in good condition and maintained properly by the crane operator and maintenance man.
- * Well lubricated hoisting ropes without kinks shall be used. Stranded slings, kinks, twists or other damages shall be condemned.
- * Crane Operators shall ensure that the weight of the load to be handled is below the safe working load [SWL] of the crane.
- * Crane operators shall check and double check the brake system, lights, alarm and the slings and/or wire ropes and ensure that they are functional and adequate.
- * Boom length angles shall be properly monitored while hoisting heavy loads.
- * The riggers shall be competent men.
- * No person shall be lifted together with a load.
- * No person shall be under a load during hoisting or within the reach of the crane while operating.
- * A safety hook with latch shall be used at all times
- * Only qualified and designated persons shall operate the crane.
- * Crane and other lifting equipment shall be certified in line with statutory requirement and certificates of inspection documented.
- * Only trained and experienced signalmen shall give signals to the crane operator, such signals shall be given in the standard signals the operator understands.
- * Operator shall also obey signals, regardless of who gives it.
- * Load swinging from crane shall not be carried over personnel.
- * All personnel shall keep out from under raised load even when helmet is worn.
- * Personnel not involve in the mechanical handling shall stay off the lifting vicinity.
- * Signalman shall not give operator signal to lift, or set down until he is sure personnel and other materials are out off danger.
- * No one shall stay beside any transported load, if need be, direct with ropes.
- * Before starting the movement of crane, operator shall blow the horn to warn personnel around the area.
- * In any case operator shall not leave hooks at people's reach or on the ground.
- * Crane shall not be loaded beyond its rated safe workload.
- * Crane operator shall avoid sudden acceleration or deceleration of the load during hoisting.
- * Crane operator shall not use crane for side pulling unless authorized by a competent person after determining that crane will remain stable.
- * The crane shall have conspicuously marked on it the safe working load S.W.L.
- * Fire extinguisher shall be provided on the crane.
- * Routine maintenance shall be carried out on the crane.
- * Mobil cranes must be installed with outriggers (Extended legs) and on solid ground or be matted before any lifting starts.

- * Mobile cranes must not travel with a load.
- * Materials and goods of a chemical of reactive nature must not be handled without appropriate hand gloves or other skin protectors.
- * Directives from the crane manufacturer shall be adhered to.
- * Double-legged slings shall be used for long loads.

6.5.4 Operators Duties

These must possess approval licenses/certificates. They must be competent and fit medically. They must carry out daily inspection of equipment and ensure that every gadget is in good order before starting the daily activities. He must abide by all regulations pertaining to crane operation especially safe load limits and speeds. He should not allow any unauthorised riders on his equipment.

6.5.5 Colour Coding Of Lifting Devices

All lifting devices or accessories like:

- ✿ Shackles
- ✿ Hooks
- ✿ Belts
- ✿ Inertia reel block
- ✿ Chain blocks (tackles)
- ✿ Ropes, etc.

Shall be inspected for integrity and soundness and shall be colour coded with the required internationally accepted colour code for the year.

6.6 WORK SPECIFIC HSE PRECAUTIONS

6.6.1 USE OF TOOLS

- Use the right tool for the specific job it is designed for.
- Chisels, screwdriver or other pointed tools shall not be carried in clothing pockets.

- Check tools for crack, broken or loose handle/head before usage.
- Defective tools shall not be managed or used.
- Tools with proper safe handles and head shall be provided.
- Tools shall be returned to their section after use.

6.6.2. BLASTING OPERATION

- Blasting pots shall be of sound construction.
- Blasting hoses shall not have any patent defect. Any with defects shall not be used.
- Blasting hoses shall not be coiled or twisted.
- Do not direct blasting hose at any person or undesignated target.
- Blasting hoses shall be inspected always, especially before use.
- Pressure shall not be released into the blasting hose from the pot except by the blaster who is in control of the hose.
- Whipping of blasting hoses shall be avoided.
- Blasting hose shall be securely connected to the pots.
- Air compressor shall have conspicuously marked on it the Maximum Working Pressure [M.W.P] Safe Working Pressure, [S.W.P] and the date tested last.
- In operation the safe working pressure shall not be exceeded.
- Eye protectors shall be worn by all who may be exposed to flying particles.
- Ear protectors shall be worn by all who may be exposed to excessive noise.
- The blasting units shall be tagged 'restricted area' and only those on essential assignments shall be allowed therein.
- Blasters shall wear coverall and other necessary PPEs.
- Air compressor shall have efficient gauge to indicate the pressure level.
- Air compressor shall have safety/relief valve.
- Air compressor shall have drain valve and must be drained daily.

6.6.3 PAINTING OPERATION

- Painters shall put on their PPE before painting.
- Painters shall not direct spray at people.
- Where dangers of inhaling paint fumes exist, appropriate respirators shall be provided and worn by the painters.
- Appropriate eye protectors shall be provided for painters or others who may be affected by the painting operation.
- Hydrocarbon solvent shall not be used to clean paint stains from the skin.

- Effort shall be made to disallow any person without essential assignment from the painting vicinity.
- Paints shall effectively be kept away from ignition source.
- Where paints are kept shall be designated 'Combustible Material Area.'

6.6.4. RADIOGRAPHY

All activities associated or involved with radioactive materials shall be performed in accordance with company's procedures.

The following rules must be strictly followed:

- All exposure shall be kept as low as can be reasonably achievable and will not exceed limits stated below.
- The whole body dose equivalent shall not exceed 0.5rem, in any other period.
- The average annual dose equivalent shall not exceed 0.5rem.
- Persons below 18 years shall not be involved in radiological works.
- Any person who may be exposed to a dose equivalent to 0.5rem shall be classified as a radiological worker.
- The names of the workers requiring classification shall be notified to the company at the time they commence their employment in this type of work.
- Every radiological worker shall be fully acquainted with the rules and regulations contained within the section of the procedure.
- Every activity requiring the exposure or handling of radioactive sources shall be performed when two persons are presented with at least one, these being trained and qualified to an International acceptable standard for the work in which they are engaged.
- All radiological workers shall wear a personal film badge relevant to the type of radiation to which they may be exposed. These film badges are to be changed and sent for analysis on a monthly basis with the result of the results of the analysis being advanced to the company representative, when requested.
- Personal dose meters shall be worn by radiological workers and a log kept of the readings. If a radiation exposure is suspected, the film badge should be sent for analysis as soon as possible.
- During the handling of radiation, a constant radiation meter shall be at hand.
- Any area where radiological work is performed shall be barricaded with a visible tape and warning signs displayed. No unauthorized personnel shall be allowed in the area. The maximum radiation levels outside the area shall be 0.25mRm/h and all non-classified personnel shall be kept out of this area.
- Radioactive substances and equipment in use or being stored on or around the site shall be approved by the company's representative.

- Any change of storage location is to be advanced in writing.
- X-ray equipment shall be registered and the following data submitted: -
 - Make and type
 - Maximum tube voltage
 - Location and usage
- Decay charts shall be kept for all sources with the classified persons using them.
- The company shall maintain a record of the radiation levels emitted from the exterior of container by having tests performed on the container at least annually for all sources and six monthly on alpha sources with the first reading taken following arrival.
- Inspection measurement shall also be taken on X-ray equipment at least annually.
- A daily log shall be maintained for each source to show: -
 - Time out of storage
 - Area of use
 - Time returned to storage
 - Name(s) of users.

6.6.4.1 PRECAUTIONS REQUIRED DURING TRANSPORTATION OF
RADIOACTIVE SUBSTANCE (SOURCE)

1. Personnel shall not travel in the same compartment of a vehicle that carries a radioactive source.
2. Rate of transportation of sources shall be reduced and secured so that they cannot be damaged or lost in transit.
3. Source substances shall only be transported in properly designed transport containers that do not emit more than 0.1 mSv/h at one meter from the source
4. Any loss of a radioactive source shall be reported to the company engineer or his representative.
5. Transport of radioactive substance shall be undertaken by a trained radiological worker who shall during the operation be wearing at all times his film badge and personal dose meter.
6. All vehicles transporting radioactive sources shall:
 - Display warning tape and warning signs “DANGER, RADIOACTIVE SUBSTANCE” on the entry of the compartment containing the source and at the rear and front of the vehicle.
 - Not be left unattended.
 - Shall carry a portable fire extinguisher.
 - Display a fire proof warning notice front and rear stating the contact / telephone number of the company controlling it.

6.6.5 WELDING AND CUTTING

Welding/cutting is a hazardous activity, ultraviolet and infrared rays are radiated and toxic fumes are emitted. When welding/cutting or in the vicinity of such operations, the following precautions/rules must be observed.

6.6.5.1 WELDING

- Obtain a Hot work permit [PTW].
- Before welding/cutting containers [such as tank, drum, cans, pipes etc] that previously contained flammable substances, they must be thoroughly cleaned, made vapour /gas free and tested for the presence of flammable vapour by a certified gas tester.
- Remove or shield from welding vicinity. Flammable spills must be washed off with water.
- Welders must wear welding shields and welding gloves and other worker around must wear eye goggles or turn away from the welding arc. .
- Check welding cables and hoses to ensure there are no defects. They should be properly coiled and stored away after use.
- Welders shall wear fire resistance protective clothing.
- Welders clothing shall be free from grease, oil and other combustible materials.
- Workers removing excess metal slag, grinding etc shall wear gloves and goggles and ensure that other persons are not stuck by the sparks from their activity.
- Adequate precaution shall be taken to protect persons working or passing near welding operations from dangerous sparks or radiation.

6.6.5.2 CUTTING

In cutting activity the following precautions and procedure shall apply.

- Appropriate goggles/screen shall be provided
- Precaution shall be taken to prevent flammable vapour and substances from entering work area .
- Portable fire extinguishers shall be kept for immediate use at strategic places where welding /cutting is being done.
- Oxygen shall not be used for ventilation.
- Acetylene and Oxygen cylinders shall not be placed inside a confined space.
- Only the right pressure-reducing regulator shall be used for the gas cylinder.
- Cylinder valves shall be kept free from grease, dust, dirt etc.
- Cylinder shall be kept in the upright position in proper trolleys and not be laid on the ground.

- Cutting/welding operations on containers in which there are explosive substances will not be allowed.
- Hose lines of Oxygen and Acetylene cylinders shall be of different colours. Blue for Oxygen and Red for Acetylene.
- Care shall be taken to ensure that hoses do not kink, tangle, run-over or otherwise get damaged.
- Any length of hose in which a flash back has burnt shall be discarded.
- Torches shall be lit with friction lighters or other safe sources but not with matches.
- Welding cables shall be insulated, positioned and supported as to prevent danger.
- Electrode holder shall be adequately insulated to prevent shock.
- Welding cables shall be continuous with minimum joints. Any joint must be made of properly insulated and of male-female connection

6.6.6 EMERGENCY LEAK REPAIRS.

In carrying out emergency leak repairs on pipelines, manifold or flowstations etc, the following precautions shall be taken:

- ✿ Use the appropriate PPE.
- ✿ Position fire extinguishers at strategic locations
- ✿ Avoid smoking in this area
- ✿ Briefing workers on potential hazards
- ✿ All excavation shall be cautiously done
- ✿ Ensure cordial community relation
- ✿ No night work shall be allowed
- ✿ Ensure effective security arrangement.

7.0 IMPLEMENTATION AND PERFORMANCE MONITORING

7.1 COMMUNICATION MANAGEMENT SYSTEM

For effective transmission of information, a good communication network or system shall be established.

The following network system shall be use for communication to enhance staff HSE awareness:

7.1.1 HSE meetings, Tool box meetings & Daily briefings

Regular HSE meetings and job specific Tool Box meetings shall be held as the means of disseminating HSE policy information, reviewing targets, performance and objectives and sharing learning points.

The meetings shall be structured to achieve the following:

- (a) To stimulate effective communication between staff and management.
- (b) Monitor and promote HSE awareness.
- (c) Report unsafe conditions or practices.
- (d) Monitor effectiveness of accident prevention and abatement efforts.
- (e) Inspection of working conditions, equipment and practices, and decide measures aimed at improving any deficiency.
- (f) Investigate accidents and recommend counter measures.
- (g) Act as advising board on training of all personnel involved etc.

Meeting Structure

Table: 7.1

Meeting	Attendees	Frequency
Premobilisation meeting	Client and Peewaz representatives	As required
Toolbox meeting	All staff.	Daily
Site HSE meeting	All work force.	Monthly
Project Review meeting	All designated project staff	Fortnightly
Base HSE meeting	All Base 1 and Base 2 staff	Monthly
Project review meeting with management staff meeting	MD, coordinators, HODs and supervisors.	Weekly

- a. Daily took box meetings, weekly and monthly HSE meetings, with the aim to stimulate effective communication between workers and management, workers and line supervisors and workers amongst workers. Such meetings and briefings also contribute to the promotion of HSE awareness.

Toolbox briefing shall be conducted before commencement of any specific job activity daily.

The basic concept of this meeting shall be to remind those involved in the operation of the inherent or potential hazards associated with the operation and the correct methods or procedures to be use to ensure safe work execution.

This briefing shall be presented by the project supervisor or foreman making reference to the hazard and effect management process (HEMP).
The record of such meetings shall be documented.

- b. HSE newsletters, tit-bits, slogans HSE themes and News clip. These publications are circulated to all staff and feedback is received which also form basis for subsequent publications. The bulletin also carries all HSE information and review achievements against plans.
- c. Telephone – a telephone network shall be established (landlines or GSM) to communicate project site, Client office or base as well as contractor's main, corporate office or base.
HSE signs/symbols are used as means of conveying HSE messages in work areas and also to warn workers of existing hazards therein.
- d. Radio - (walkie-talkie) (VHF and UHF) to be use amongst staff and sites or main base to pass or receive information quickly.
- e. All operation vehicles or mobile equipment to be installed with radios for easy contact or location.
- f. Fax, Letters, Memos etc.

Either or all of the above mentioned will be used as communicate media during job execution.

7.2 PROJECT SAFETY GOAL

This shall be implemented in line with Client's Contractor Management Guide (CMG) requirement. Submission of PPE department will be on monthly bases.

ITEM PLAN	TARGET CEILING	REMARKS
Fatalities	0	
Third party fatalities	0	
LTI	0	
RTA [prev. and non-prev.]	1/2	
Fire incidents	0	
Environmental incidents	0	
Equipment Damage	1	
HSE progress review meetings	24.	Fortnightly
General HSE meetings	12	Monthly
Project review meetings	52	Weekly
HSE facility inspections	2	Twice in the year
Near miss reports	2	Average of two per month
Emergency drills	6	Once every two month
Medical treatment case	1	
Induction course	20	For all new employees.
Site HSE Inspection	12	Monthly
Site HSE Audit	12	Monthly
HSE plan Review	1	Once a year
Performance Indicator Update	12	Monthly
Security incidents	2	
Marine transport accident [MTA]	0	
Community related incidents	2	
Tool-box meeting	Daily	Based on specific job item
Swimming test	Continuous	Before marine operation.
First Aid Cases	2	
Equip. Pre-mobilization inspection	Continuous	Before commencing use
Management HSE audit	4	Quarterly
HSE Advisors audit	12	Monthly
Other HSE training	6	Scheduled various programs
UAA/HIR Reporting	100	follow-up and close-out
HSE competence training	6	Scheduled in batches
First – aid training	4	Scheduled in batches
Defensive driving course	30	Scheduled in batches
Occupational Health Case	2	
Fire warden training	8	
Fire fighting course	10	Scheduled in batches

7.3 INCIDENT REPORTING AND INVESTIGATION

It is the desire of Peewaz Ltd. to prevent or reduce to the barest minimum accidents in her operations. No effort will be overlooked in the crusade to achieve this noble objective. The primary purpose of investigating accidents and incidents are to determine the cause(s) of the incident and use these facts to prevent a re-occurrence in the future. It is the policy of the company that his employee report accidents or incidents immediately they occur to site supervisor or the site HSE advisor. The exercise of reporting an investigating of incidents is a fact-finding and not a fault -finding one.

Management will not hesitate to deal seriously with any worker who fails to report, and obstructs or hides facts during an investigation.

A panel of 3 or 4 members comprising HSE personnel, Maintenance personnel, Logistic personnel and Admin where applicable investigates minor accidents. While major incidents investigation panel consist of representatives from HSE, Accounts, Audit, Planning/Control, Admin/Personnel, Base Superintendent and Operations.

Incidents and accidents reporting and investigation will be implemented in line with client's requirements.

7.3.1 DEFINITION

An incident is simply 'an unintended happening' caused by unsafe acts and unsafe condition(s), poor health, environmental disorder, near-misses etc. Therefore, incidents are not only injuries to and time lost by personnel but also health incidents - disease, infestation, contamination, etc. environmental incidents - spillages, releases, contamination other safety incidents - safety equipment failures, near-misses, loss of capital equipment and material loss etc.

7.3.2 The objectives of incident reporting are as follows:

- a) Obtain facts concerning causes of incidents in order to take corrective actions to prevent re-occurrence of a similar incident.
- b) Provide an accurate report to insurance companies, governmental authorities, Company management or the client.

Examples of most of the forms required to report incidents are included at in appendixes.

- Accidents and incidents should be reported within 24hrs for land locations and 48hrs for swamp locations.
- Accident and incidents that require further investigation by the review panel should be completed within 24hrs.

7.4 HEALTH MANAGEMENT

7.4.1 MEDICAL EXAMINATION

- * Prior to employment, an applicant must under go a full medical test and a certificate of fitness issued by a physician. Specific project I.D. cards shall be issued only to employees with certified Medical certificates.
- * All personnel found fit after thorough medical examination shall undergo annual medical fitness examination
- * We maintain three retainership clinics where medical examinations /treatments or referrals are handled by qualified medical personnel
- * First aid treatment for minor injuries at work will be the duty of the Site Nurse/ first aider who shall be on site. A first aid box fully stocked with approved drugs or well equipped clinic (where applicable) will be made available. A dedicated and qualified nurse shall man the site clinic during working hours.
- * A record book shall be kept for dispensed drugs and ailments.

Peewaz shall establish an effective MEDEVAC procedure in line with Client requirements and with continuous monitoring of its effective implementation and enhancements as necessary.

COMPANY RETAINERSHIP CLINICS

Table 7.2

S\N	NAME OF HOSPITAL	LOCATION	PHONE NUMBER(S)
01	ANCHOR MEDICAL	ELEME JUNCTION, ABA ROAD	084-238682
02	PALMARS HOSPITAL	5/7 AGIP ROAD, RUMUEME	084-234499

7.4.2 CAMP HEALTH & HYGIENE REQUIREMENT

- ◆ Suitable provision shall be made to prevent the entry of insects and vermin into the camp.
- ◆ Suitable and sufficient lighting shall be installed in and around the camp.
- ◆ Supply of constant electricity shall be maintained.
- ◆ Adequate ventilation shall be provided, and such vents shall be screened as to render them mosquito proof.
- ◆ Emergency exits shall be provided and such exits shall be conspicuously marked / indicated.
- ◆ Room occupants shall ensure their room is kept clean and tidy always.
- ◆ Sufficient number of waste receptacles with lids shall be provided at suitable places for the collection, segregation and disposal of waste.
- ◆ Contents of waste receptacles shall be harmlessly disposed in accordance with waste management plan.
- ◆ Alarm system shall be provided for emergency use.

7.5 TRANSPORTATION MANAGEMENT SYSTEM

7.5.1 JOURNEY MANAGEMENT PLAN

Employees of Peewaz Ltd. may use road, marine or air transportation while executing company projects. These trips could be in company vehicle or that of client. It is the desire of this company that all employees conduct themselves in a safe manner while on board any means of transportation. All journey embarkation shall be planned for effective management from the start to the end of the journey.

7.5.2 ROAD SAFETY

- Driver must have a current driver's license.
- Driver with poor eye -sight or health should not drive.
- Don't drive under the influence of drugs or alcohol.
- Start the day's driving by checking the vehicle tyres, clutch fluids, oil, battery and radiator, water level, light, trafficator, etc.
- The driver and front seat passenger must wear their seat belts.
- All drivers shall ply only through the approved routes.
- All company drivers shall be tested, certified and issued with "permit to drive"
- Obey traffic regulations and keep within speed limits especially in work areas.
- There shall be routine and periodic audits on vehicles and mobile equipment
- Movement of extra wide, high or long loads shall be planned so as to by-pass any potential obstacles such as narrow roads, roads with tight bends or low

headroom, obstructions such as bridges or pipe-ways with special attention to the electrical cables.

- Movement of heavy loads shall be planned so as to avoid bridges of limited load ratings and low- grade roads, etc.
- Overloading of vehicle is prohibited.
- Employees should not ride in open vehicles.
- All passengers must sit down in the vehicle.
- Drive with care and defensively.
- Vehicles shall have metal roofed cabs.
- Personnel shall not be conveyed on the body of any motor vehicle, plant or equipment.
- All vehicles shall have regular service checks.
- Faults that could affect the safety of the vehicles shall be rectified as and when they occur.
- Vehicles shall be installed with IVMS and decoded monthly and report documented
- All journeys outside the immediate vicinity of operation shall be logged in and logged out using the journey management form at the end of the movement.
- All journeys irrespective of distance shall be duly authorized.
- No night driving shall be allowed in our operations

7.5.3 WATER / MARINE SAFETY

The project safety requirements for water safety operations are outlined below:

- All passengers must be able to swim to survive and must have a valid swimming passport.
- All passengers must wear Life Jacket or work vest.
- They must sit down. No passenger should sit on the edge of the boat.
- Passengers are to embark or disembark the craft only after securing it.
- Boat must not be made to carry more than the specified capacity.
- Boat capacity must be conspicuously displayed.
- Boat must be equipped with guards or handrails.
- Boat must be equipped with the required number of lifebuoy(s).
- Boat must be equipped with life jackets in accordance with its registered capacity.
- Boat must be equipped with first aid box that contains drugs.
- Boat must be equipped with radio communication system.
- Boat must carry only the equipment listed on the survey certificate.
- Journey management logbook and register shall be available on boat.
- They will have to obey all other instructions given during the voyage.
- All craft-crew must be certified.
- All national and international navigation safety rules and regulations must be observed.
- All boats \Barges should meet the international and national navigation standard requirements.

8.0 HSE TRAINING PROGRAMS

HSE Training shall be organized to encourage and improve the safety awareness, consciousness and performance of the workforce.

Internal and External training programs involving reputable HSE organizations and officials shall be conducted for staff.

8.1 INDUCTION

It is pertinent as well as a matter of policy that all newly employed personnel shall be inducted.

This is to educate, acquaint, and create HSE consciousness in them to enable them show compliance to HSE rules and regulations and work safely in a location, facility etc.

Site Visitors shall equally be inducted on site HSE requirements as to ensure as well as assure their safety whilst on site visit.

The induction shall include among others the following:

- ◆ Site required PPEs.
- ◆ Emergency procedure (Alarm system, routes or exits)
- ◆ Emergency incident reporting procedure (Emergency Tel number, location, nature of incident etc)
- ◆ Hazardous or Restricted areas.
- ◆ Mustering points
- ◆ Fire fighting/prevention procedure
- ◆ Security procedure and responsibility.
- ◆ Hazard identification, management and reporting process
- ◆ Accident and incidents reporting and investigation
- ◆ Community Affairs obligations and or commitments

Other internal and external training are also organised and attended by workforce. Training and Courses like;

Unsafe Act Auditing or Hazard Identification Report Training
Nearmiss Reporting
Firefighting
Fire Warden
First Aid
Defensive Driving Course/ Drivers Education Programme
Induction
Site Supervision
Job Hazard Analysis
Accident Reporting and Investigation
Land and Swamp Transport Safety
ISO Awareness Training
Environmental and Waste Management Training
Scaffolding Appreciation Training, etc

9.0 AUDITS, INSPECTIONS AND FOLLOW-UP PROGRAMME:

Audit will not be limited to just the construction activities but will also inspect site facilities such as living quarters, mess halls, clinics (where applicable) etc.

Formal audits of the construction site will be held monthly and as may be determined by our client.

Audits and inspections will be assisted with the use of the checklist, HSE audit and inspection forms. Each audit will be documented, indicating the items for correction, areas of good practice and plans to correct and avoid areas of failures. Items for correction shall be addressed immediately and follow-up for a close-out.

The company's Hazard identification form or hazard register shall be utilized. Active sites shall be audited to assess compliance to HSE standards and procedures and or guidelines. There shall be Site audits, HSE advisors' audit and management audit teams. These audits shall be scheduled based on the project duration, location and type etc. There shall be effective audit and inspection action point follow-up and closeout reports

9.1 AUDIT SCHEDULE:

A project Audit schedule shall be drawn and judiciously observed. Audit programs shall comprise but not limited to the following:

- ◆ Pre-Mobilization Inspection

- ◆ Unsafe Act\Unsafe Condition (UAA) / HIR Audit
- ◆ HSE Plan Implementation Audit
- ◆ Management HSE Site Audit
- ◆ HSE Site Inspection
- ◆ Advisors' HSE Site Audit

10.0 MANAGEMENT REVIEW

The company's HSE coordinator and Director Operations will prepare and review all company's HSE documentation and policies against set objectives and targets annually or bi annually or as required, while the Managing Director shall approve the documents.

The HSE coordinator will review HSE Performance Indicator monthly.

All major incidents and accidents to be reviewed by a management review panel and approved by the managing director.

Weekly Technical and HSE project review meetings will be held. The meeting will be chaired by the Director Operations.
The Managing Director will chair management HSE meetings.

PEEWAZ NIG. LIMITED

HSE INDUCTION OF NEW/ PROJECT TRANSFERRED EMPLOYEES

DATE STARTED ----- DATE COMPLETED-----

S/N	NAME OF STAFF	DESIGNATION	DURATION	SIGNATURE	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

INSTRUCTOR'S COMMENT:

NAME:_____

SIGN:_____

DATE_____

PEEWAZ NIG. LIMITED

NEAR-MISS CLOSE – OUT FORM

TYPE OF NEARMISS DATE OF NEARMISS LOCATION NEARMISS NO

--	--	--	--

S/N	DESCRIPTION OF NEARMISS	CAUSES OF NEARMISS	LEARNING POINT	ACTION PARTY	COMPLETION DATE

AUDIT CLOSE SHEET

TYPE OF AUDIT	DATE OF AUDIT	LOCATION	ITEM NO

RECOMMENDATION

CORRECTIVE ACTIONS

RISK ASSESSMENT MATRIX

<u>Consequences</u>					<u>Increasing Probability</u>					CATEGORY
Ratio	People	Asset	Environment	Reputation	A Never Heard Of In the Industry	B Heard Of In The Industry	C Occurred in our operation	D Happens several times per year in company	E Happens several times per year in location	
0	No health effect/injury	No damage	No effect	No impact	Manage by supervision, procedures, competence LOW					L/M/H
1	Slight health and injury	Slight damage	Slight	Slight impact						
2	Minor health effect/injury	Minor damage	Minor	Minor impact						
3	Major health effect/injury	Localised damage	Localised	Considerable impact	MEDIUM Document control risk					
4	Single fatality	Major damage	Major	National impact						
5	Multiple fatality	Extensive damage	Massive	International impact	HIGH Demonstrate control of risk					

RESPONSIBLE PERSON (S) AND DEPARTMENT

--

CLOSE OUT DATE

--

DATE CLEARED

--

SIGN. OF ACTION PARTY

--

SIGN. OF HOD

--

ATTACH EVIDENCE WHERE NECESSARY

CAMP VISITOR'S REGISTER

[illegible]

PEEWAZ LIMITED
TOOLBOX BRIEFING FORM

LOCATION:

DATE:

SUMMARY:

TOTAL NO. OF PERSONNEL PRESENT: _____

CONDUCTOR'S NAME: _____ DATE: _____ SIGNATURE: _____

HSE OFFICER: _____ DATE: _____ SIGNATURE: _____

CLIENT REP'S NAME: _____ DATE: _____ SIGNATURE: _____

HSE WEEKLY REPORT FORM

PROJECT: _____ CLIENT: _____

PROJECT ENGINEER: _____

MAN-HOUR:

DATE	DAY	NO. OF STAFF AT WORK (A)	NO. OF HOURS WORKED PER STAFF (B)	TOTAL EXPOSURE HOURS =(AXB)	REMARKS

FATALITY: _____

LOST TIME: _____

UNSAFE ACT: _____

UNSAFE CONDITION: _____

NEAR-MISS: _____

SITE HSE MEETING: _____

INCIDENT: _____

ACCIDENT: _____

MEDICAL TREATMENT CASE: _____

FIRST AID CASES: _____

TOOLBOX MEETING: _____

DRILL: _____

TOTAL MAN-HOUR FOR THE WEEK: _____

AVERAGE PERSONNEL AT SITE FOR THE WEEK: _____

PREPARED BY: _____ SIGN. _____ PE. _____ SIGN. _____

PROJECT TITLE: _____ LOCATION: _____

MONTH: _____ YEAR: _____

[illegible]

PEEWAZ LIMITED
JOURNEY MANAGEMENT FORM [MARINE]

LOCATION FROM -----

LOCATION TO -----

BOAT/BARGE NAME -----

DISPATCHER'S NAME -----

DEPARTURE TIME -----

DATE -----

QUARTERMASTER'S NAME -----

S/N	NAME OF PASSENGER	DESIGNATION	COMPANY	SIGN	LOAD ON BOARD
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

DESPATCHER'S COMMENT: _____ _____ _____ _____ _____ NAME ----- SIGNATURE----- DATE-----	ARRIVAL TIME:----- RECEIVER'S COMMENT: _____ _____ _____ NAME ----- SIGNATURE----- DATE-----
---	---

PEEWAZ LIMITED
JOURNEY MANAGEMENT FORM [VEHICLES]

NAME OF DRIVER -----

TYPE OF VEHICLE----- REG N^o -----

VEHICLE CONDITION -----

VEHICLE CALL SIGN -----

NO OF PERSONNEL ON BOARD -----

BRIEF DESCRIPTION OF JOURNEY -----

LOCATION ----- TIME DEPARTED -----

DATE -----

AUTHORIZING OFFICER/DEPARTMENT:

NAME ----- DESIGNATION ----- SIGN -----

JOURNEY COMPLETION CLOSE-OUT

TIME RETURNED ----- DATE RETURNED -----

VEHICLE CONDITION -----

DRIVER'S JOURNEY REMARKS/OBSERVATION -----

REPORT CONFIRMED BY ----- SIGN-----

Any movement outside the terminal must be covered by this form and shall be returned to the HSE department on arrival and completion.

PEEWAZ LIMITED

COLLECTIVE MAN-HOUR SUMMARY FROM SITES

MONTH: -----

YEAR: -----

DATE: -----

COMPILED BY: -----

SIGNED: -----

DESIGNATION: -----

S\N	DATE	SITE / LOCATION	JOB	MAN-HOUR	SUBMITTED BY	REMARKS

COLLECTIVE MAN-HOUR: -----

CHECKED BY: -----

SIGNED: -----

DATE: -----

APPROVED BY: -----

SIGNED: -----

DATE: -----

PEEWAZ LIMITED BOAT BOOKING MANIFEST

FROM: _____ TO: _____

DATE OF BOOKING: _____

LOCATION FROM: _____

LOCATION TO: _____

NAME OF BOAT: _____

DEPARTURE TIME: _____

The under listed shall be travelling by your boat as scheduled above.

S/N	NAME OF PERSONNEL	DESIGNATION	COMPANY	REASON	REMARKS
1					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

COMPILED BY: _____ SIGNED: _____

APPROVED BY: _____ SIGNED: _____

PEEWAZ LIMITED

PEEWAZ LIMITED

HSE\CAS non- compliance \ non – conformance note

STAFF NAM: ----- POSITION: -----

SITE: ----- SUPERVISOR: -----

CLIENT: ----- CLIENT'S REP: -----

SUMMARY OF NON – CONFORMANCE: -----

NOTE : This note will assist you to evaluate your HSE\CAS performance as we want you to strictly comply to Peewaz safety policies .However, stringent punitive measure shall be meted should you be found wanting again.

Issued by: -----

Designation: -----

Signature: -----

Date: -----

PEEWAZ LIMITED

AUDIT TRACKING SYSTEM

S/N	AUDIT LOCATION	AUDIT DATE	AUDITOR	OBSERVATION	CORRECTIVE ACTION TAKEN	ACTION PARTY	COMPLTION DATE	STATUS

PEEWAZ LIMITED INCIDENT REPORT FORM

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

INCIDENT/ACCIDENT TYPE (TICK APPROPRIATE BOX)

☐	INDUSTRIAL	☐	SECURITY
☐	LOST TIME INJURY	☐	COMMUNITY
☐	MEDICAL TREATMENT CASE	☐	ENVIRONMENTAL/SPILL
☐	FIRE	☐	NEARMISS
☐	MARINE	☐	OCCUPATIONAL HEALTH
☐	ROAD TRAFFIC	☐	OTHERS

ESTIMATED AMOUNT OF OIL SPILLED: _____

NATURE OF SECURITY INCIDENT: _____

NATURE OF COMMUNITY INCIDENT: _____

STAFF/EQUIPMENT INVOLVED: _____

EVENTS LEADING TO THE INCIDENT: _____

IMMEDIATE ACTION TAKEN: _____

INCIDENT/ACCIDENT ANALYSIS/CONCLUSION: _____

RECOMMENDATION: _____

NAME OF REPORTER

SIGN

DEPT

DATE

FURTHER INVESTIGATION REQUIRED? (YES/NO)

HEAD OF DEPT.

SIGN

DATE

NOTE: This form must be completed and forwarded to HSE co ordinator within 24hrs of incident.

PEEWAZ LIMITED
HAZARD MANAGEMENT FORM

(FOR HSE OFFICERS USE ONLY)

UNSAFE ACT/ CONDITION OBSERVED	IMMEDIATE CORRECTIVE ACTION TAKEN	ACTION TAKEN TO PREVENT REOCURRENCE	ACTION COMPLETION DATE
LOCATION :		OBSERVATIONS MADE BY :	
TYPE OF OPERATION :		DEPARTMENT :	
PROJECT ENGINEER :		DATE :	
DEPARTMENT :		SIGNATURE :	

PEEWAZ LIMITED
UAA/HAZARD IDENTIFICATION REPORT FORM

FACILITY/LOCATION: ----- DATE: -----

TYPE OF HAZARD: (tick box)

HEALTH (HE)		SAFETY (SA)		ENVIRON. (EN)		SECURITY (SE)		COMM. (CO)	
-------------	--	-------------	--	---------------	--	---------------	--	------------	--

S/N	HAZARD OBSERVED	A C T I O N	C O R R E C T I O N	IMMEDIATE CORRECTIVE ACTION	FURTHER ACTION REQUIRED	HAZARD TYPE

OBSERVED BY: ----- DEPT: -----

CC: SITE SUPERVISOR, PROJECT CO ORDINATOR, HSE DEPT, CLIENT

PEEWAZ LIMITED
COMPLAINT/ CASE STATEMENT FORM

NAME OF PERSONNEL: _____

JOB DESCRIPTION: _____

NATURE OF INCIDENT: _____

TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

DATE OF INCIDENT: _____

ANY OTHER PERSON (S) INVOLVED: _____

WITNESS (ES):

DETAILS: _____

NAME _____ SIGN _____ DATE _____

PEEWAZ LIMITED

HSE MEETING ATTEDANCE REGISTER

VENUE: -----

DATE: -----

TOPIC: -----

[illegible]

VEHICLE INSPECTION CHECK LIST

VEHICLE TPYE: -----

ENG. No: ----- CHASIS No: -----

CONTRACT No: -----

PROJECT TITLE: -----

PROJECT LOCATION: -----

COMPONENT	CONDITION	REMARKS	COMMENTS
Body	Dented	Yes/No	
Doors-locks	Defective	Yes/No	
Lighting system	Head lights: Full/low beam flash Parking lights <u>Trafficators:</u> Front Rear Hazard light Brake lights Reverse light Instrument panel light License plate light	Op/No Op/No Op/No Op/No Op/No Op/No Op/No Op/No	
IVMS	Installed Well positioned Functional	Yes/No Yes/No Yes/No	
Breaking system	Hand breaks Foot breaks	Op/No Op/No	
Tyres	Front: right/left Rear: right/left Spare	Thread Bald Torn Avl / Non Avl Wheel studs	
Wind screen	Clean Cracked Wipers	Yes/No Yes/No Yes/No	
Viewing	Mirrors: Inside Outside-Left Right	Good/broken Good/broken Good/broken	
Seat belts	Front Back	Fitted/not fitted Fitted/not fitted	
Head rest	Front Rear Clean	Fitted/not fitted Fitted/not fitted Yes/No	
Exhaust	Fitted with spark arrestor	Yes/No	

Fire extinguisher	Mounted and valid	Yes/No	
Other items	Vehicle license-current and valid Insurance-current and valid Maintenance document First Aid box [stocked]	Yes/No Yes/No Yes/No Yes/No	
Driver	Trained License current and valid Defensive driving training Evidence of training	Yes/No Yes/No Yes/No Yes/No	

General comment:

Inspected by: -----

Designation: -----

Signature: -----

Date: -----

Witness: -----

Designation: -----

Signature: -----

Date: -----

PEEWAZ LTD

MOBILE CRANE INSPECTION CHECK LIST

S/N	ITEM DESCRIPTION	YES/OK	NO / NOT OK	N/A
1	HOIST ROPE			
2	DERRICK ROPE			
3	ROPE DRUMS			
4	OUT RIGGERS/ELEPHANT LEGS			
5	HOOK BLOCK			
6	SHEAVES			
7	HOOK SAFETY LATCH			
8	OVERLOAD INDICATOR			
9	HOIST LIMIT SWITCH			
10	ANGULAR/RADIUS INDICATOR			
11	JIB/JIB HEAD			
12	DERRICK LIMIT SWITCH			
13	IVMS			
14	SURVEY CERTIFICATE			
15	INSURANCE CERTIFICATE			
16	ROAD WORTHINESS CERTIFICATE			
17	VEHICLE LICENCE			
18	HEAVY DUTY PERMIT			
19	DRIVING LICENCE			
20	HOOK COLOUR CODED			
21	SWL INSCRIBED?			
22	SWING ALARM			
23	REVERSE HORN/ALARM			

KEY:

Yes/Ok = correct.
No /Not ok = not correct
N/A = not applicable

LOAD TEST: AT BOOM ANGLE : **RADIUS:** **F.O.W/BLOCKED**

Inspected by: -----

Signature: -----

Date of inspection: -----

PEEWAZ LTD

COMPACTOR INSPECTION CHECK LIST

ENG. N°: -----

REG. N°: -----

EQUIPMENT TYPE: -----

SERIAL/ CHASIS N°: -----

SPEED COVERED: -----

CONTRACT N°: -----

ITEM	YES	NO	N/A	ITEM	YES	NO	N/A
ENGINE				AIR TANK			
OIL LEVEL				MAX.WORKING PRESSURE			
WATER LEVEL				MIN.WORKING PRESSURE			
FAN BELT				PRESSURE GUAGE			
HOURLY METRE				DRAIN TAP			
WIRES				HOSE COUPLINGS			
BATTERY				SURVEY CERTIFICATE			
CARRIER				TOWING VEHICLE			
TYRE				HOOKS, SLINGS/ROPES ETC			
RIMS				ADDITIONAL ITEMS			
SIDE COVERS [ENG.HOUSING]				INSURANCE CERTIFICATE			
TOWING LINKS				ROAD WORTHINESS CERT			
ROLLER UNITS				HEAVY DUTY PERMIT			
LIGHTINGS				DRIVING LICENCE			
REVERSE LIGHT/ALARM				SURVEY CERTIFICATE			
ENGINE/AIR TANK MOUNTINGS				SPRINKLER SYSTEM			

SCORE KEY:

YES = CORRECT

NO = NOT CORRECT

N/A = NOT APPLICABLE

INSPECTION HIGHLIGHTS

ACCEPTED:
NOT ACCEPTED:
CONCLUSION:

INSPECTED BY: -----

SIGNATURE: -----

DATE: -----

AUTHORIZED BY: -----

SIGNATURE: -----

DATE: -----

PEEWAZ LTD

GENERATOR INSPECTION CHECK LIST

EQUIPMENT TYPE: -----

EQUIPMENT MODEL: -----

SERIAL NO: -----

CONTRACT NO: -----

ITEM	YES	NO	N/A	ITEM	YES	NO	N/A
EXTERNAL FEATURES				ELECTRICAL			
FUEL TANK				FUEL PUMP SOLOINOID			
RADIATOR CAP				STARTER SWITCH			
FAN BLADE/BELT				AIR CUT OFF SOLOINOID			
WATER HOSE				EMERGENCY STOP SWITCH			
EXHAUST POT				RPM PICK UP SWITCH			
SPARK ARRESTOR				VOH/AMATEUR SELECTION SWITCH			
AIR CLEANER				BATTERY			
TURBO CHARGE				EARTH CONNECTION			
PRE HEATER SWITCH				BATTERY TREMINAL / CLAMP			
AIR CLEANER CLAMP				FREQUENCY SWITCH			
FUEL FILTER							
OIL FILTER							
ENGINE							
STARTIN G OPERATION							
ENGINE SOUND							
OIL PRESSURE GUAGE							
GOVERNOR							
FUEL GUAGE							
ENGINE TEMPERATURE							
ENGINE OIL SEAL							
ENGINE OPERATION							

SCORE KEY:
YES = CORRECT
NO = NOT CORRECT
N/A= NOT APPLICABLE

INSPECTION HIGHLIGHTS

ACCEPTED:
NOT ACCEPTED:
CONCLUSION:

INSPECTED BY: ----- SIGNATURE: ----- DATE: -----

AUTHORIZED BY: ----- SIGNATURE: ----- DATE: -----

PEEWAZ LTD

COMPRESSOR [MOBILE] INSPECTION CHECK LIST

EQUIPMENT TYPE: -----

SERIAL NO: -----

EQUIPMENT MODEL: -----

CONTRACT NO: -----

ITEM	YES	NO	N/A	ITEM	YES	NO	N/A
ENGINE				AIR TANK			
OIL LEVEL				MAX.WORKING PRESSURE			
WATER LEVEL				MIN.WORKING PRESSURE			
FAN BELT				PRESSURE GUAGE			
HOOR METRE				DRAIN TAP			
WIRES				HOSE COUPLINGS			
BATTERY				SURVEY CERTIFICATE			
CARRIER				OPERATING PRESSURE			
TYRE							
RIMS				TOWING VEHICLE			
SIDE COVERS[ENG.HOUSING]				INSURANCE CERTIFICATE			
TOWING LINKS				ROAD WORTHINESS CERT.			
ROLLER UNITS				HEAVY DUTY PERMIT			
LIGHTINGS				DRIVING LICENCE			
REVERSE LIGHT/ALARM				SURVEY CERTIFCATE			
ENGINE/AIR TANK MOUNTINGS				SPRINKLER SYSTEM			

SCORE KEY:
YES = CORRECT
NO = NOT CORRECT
N/A = NOT APPLICABLE

INSPECTION HIGHLIGHTS

ACCEPTED:
NOT ACCEPTED:
CONCLUSION:

INSPECTED BY: ----- SIGNATURE: ----- DATE: -----

AUTHORIZED BY: ----- SIGNATURE: ----- DATE: -----

PEEWAZ LTD

WELDING MACHINE INSPECTION CHECK LIST

EQUIPMENT TYPE: -----

SERIAL N^o: -----

EQUIPMENT MODEL: -----

CONTRACT N^o: -----

ITEM	YES	NO	N/A	ITEM	YES	NO	N/A
EXTERNAL FEATURES							
EARTH CONNECTION							
WELDING TONGUE							
ADJUSTING KNOB							
BATTERY TERMINAL							
EXHAUST UNIT							
SPARK ARRESTOR							
WHEELS							
TOWING HANGERS							
RADIATOR UNIT/CAP							
FUEL TANK BASE / BRACKETS							
POSITIVE CONNECTION KNOBS							
WELDING CABLES							
ENGINE STOPPER							
TEMPERATURE GUAGE							
STARTER / STOP LEVER							
SURVEY CERTIFICATE							
ENGINE LEVERS							
OIL LEVER							
FAN BELT							

SCORE KEY:

YES = CORRECT

NO = NOT CORRECT

N/A = NOT APPLICABLE

INSPECTION HIGHLIGHTS

ACCEPTED:
NOT ACCEPTED:
CONCLUSION:

INSPECTED BY: -----

SIGNATURE: -----

DATE: -----

AUTHORIZED BY: -----

SIGNATURE: -----

DATE: -----

PEEWAZ LTD

MEDIUM /HEAVY VEHICLE INSPECTION CHECK LIST

REG N^o: -----

ENG N^o: -----

CHASIS N^o: -----

CONTRACT N^o: -----

ITEM	YES	NO	N/A	ITEM	YES	NO	N/A
SIDE MIRRORS				ELECTRICAL SYSTEM			
WIND SHIELD WIPER				HEADLIGHTS HI-LOW			
WINDSHIELD WASHER				PARKING LIGHTS			
REAR WINDSHIELD				BRAKE LIGHTS			
FRONT WINDSHIELD				REVERSE LIGHTS			
BODY WORK				HAZARD LIGHTS			
INTERIOR WORK				BEACON LIGHTS			
AESTHETICS				SIDE MARKERS LIGHTS			
DOOR LOCKS				TRAFFICATORS			
DOOR GLASSES				PANEL LIGHTS			
BOOT/ LOCKS				HORNS			
BONNET/LOCKS				STARTING OPERATION			
INTERIOR				BATTERY CONDITION			
UPHOSTERY				BATTERY WATER LEVEL			
DOOR CARPETS				BATTERY TERMINAL			
FOOT MATS				NUMBER PLATE LIGHT			
FLOOR PANELS				BACK-UP ALARM			
DOOR GLASS WINDERS				BREAKING SYSTEM			
DASH-BOARD				SERVICE BRAKE			
OIL PRESSURE GUAGE				HAND BRAKE			
TEMPERATURE GUAGE				AIR LINES			
AMMETER GUAGE				AIR RESERVOIRS			
SPEEDOMETRE READING				SPRING BRAKE			
FUEL GUAGE				BRAKE CHAMBER			
SEAT BELT				HYDRAULIC RESERVOIRS			
HEAD RESTRAINTS				IVMS			
SEATS ADJUSTER				SHOCK ABSORBERS			
COOLING SYSTEM				COIL SPRINGS			
RADIATOR				LEAF SPRINGS			
FAN MONITORING AID				WHEEL SEALS			
FAN BELT				REAR AXLE			
WATER HOSES				FRONT AXLE			
COOLANT LEVEL				TYRE MIX			
ENGINE TEMPERATURE				TYRE THREAD			
A/C BELT				TYRE PRESSURE			

ITEM	YES	NO	N/A	ITEM	YES	NO	N/A
MECHANICAL SYSTEM				WHEELS/STUDS/BOLTS			
ENGINE CONDITION				CHASIS FRAME			
ENGINE OIL LEVEL				OTHERS			
ENGINE IOL SEALS				FIRE EXTINGUISHER			
CLUTCH PEDAL FREE PLAY				TRIANGULAR REFLECTOR			
CLUTCH RELEASE				TOOLS KIT			
EXHAUST SYSTEM				JACK			
TRANSMISSION				SPARE TYRE			
FUEL LINE				WHEEL BRACE			
UNDERNEATH				SPARK ARRESTOR			
STEERING SYSTEM				NUMBER PLATE			
POWER STEERING				A/C SYSTEM			
FLUID SEAL				HOUSE KEEPING			
FLUID LINE				VEHICLE LICENSE			
STEERING BOX				INSURANCE CERT.			
TIE ROD ENDS				ROAD WORTHINESS			
LEAKAGES				HEAVY DUTY PERMIT			
WHEEL CLEARENCE				HACHNEY CARRIAGE			
TIPPING OPERATION							
CONDITION OF BUCKET							
TIPPING CYLINDERS							
HYDRAULIC OIL LEVEL							
TAIL BOARD CONDITION							
TAIL BOARD LOCKS							
MOUNTING BOLTS & NUTS							
HYDAULIC HOSE							

SCORE KEY:
YES = CORRECT
NO = NOT CORRECT
N/A = NOT APPLICABLE

INSPECTION HIGHLIGHTS

ACCEPTED:
NOT ACCEPTED:
CONCLUSION:

INSPECTED BY: ----- SIGNATURE: ----- DATE: -----

AUTHORIZED BY: ----- SIGNATURE: ----- DATE: -----

HOISTING/LIFTING EQUIPMENT INSPECTION CHECKING LIST

MAKE ----- FLEET CODE -----				
MANUFACTURER ----- MODEL -----				
SERIAL N° ----- REG N° -----				
SWL ----- YEAR BUILT -----				
S/N	ITEM DESCRIPTION	YES	NO	N/A
1	EXTERNAL APPERANCE			
2	ENGINE CONDITION			
3	HYDRAULIC OIL LEVEL			
4	FORK CONDITION			
5	BATTERY CONDITION			
6	HOIST CYLINDER[S]			
7	HOIST CHAIN			
8	TILT CYLINDER			
9	HORN			
10	RESERVE ALARM			
11	HEAD LAMP			
12	BRAKE LIGHT			
13	HOOD			
14	SLEW LEFT AND RIGHT			
15	TRANSMISSION			
16	STEERING			
17	TYRE CONDITION			
18	SEAT			
19	SEAT BELT			
20	FLOOR			
21	ROLLERS			
22	HANGER BRACKETS			
23	TORN			
24	FIRE EXTINGUISHER			
25	TRIANGULAR REFLECTOR			
26	JACK			
27	TOOL KIT			
28	SPARE TYRE			
29	IVMS			
30	VEHICLE LICENCE			
31	INSURANCE CERTIFICATE			
32	ROAD WORTHINESS CERTIFICATE			
33	HEAVY DUTY PERMIT			
34	DRIVING LICENCE			
35	MAITENANCE DOCUMENT			
36	SWL -INDICATED			

SCORE KEY: YES = CORRECT NO = NOT CORRECT N/A = NOT APPLICABLE

INSPECTION HIGHLIGHTS

ACCEPTED:
NOT ACCEPTED:
CONCLUSION:

INSPECTED BY: ----- SIGNATURE: ----- DATE: -----
AUTHORIZED BY: ----- SIGNATURE: ----- DATE: -----



PEEWAZ LIMITED

PERMIT TO WORK

REF. NO: _____ LOCATION OF WORK: _____ DATE: _____

DATE OF JOB COMMENCEMENT: _____

DESCRIPTION OF WORK: _____

REQUIRED TOOLS AND EQUIPMENT: _____

START DATE: _____ DURATION: _____ HOURS: _____ NO. WORKERS: _____

RESPONSIBLE DEPARTMENT: _____ CONTRACTOR: _____

HSE PRECAUTION TO BE TAKEN AT WORK PLACE

PHYSICAL ARRANGEMENT

WARNING SIGNS ☐ TEMPORARY DEMARCATION ☐ ADDITIONAL LIGHTING ☐

SCAFFOLDING/WORK PLATFORM ☐ OTHERS {SPECIFY} _____

PERSONAL PROTECTIVE EQUIPMENT {PPE}

SAFETY HELMET ☐ SAFETY SHOES ☐ SAFETY SPECTACLES ☐ SAFETY GOGGLES ☐

COVERALL ☐ DUST MASK ☐ BREATHING APPARATUS ☐ HEARING PROTECTION ☐

LEATHER GLOVES ☐ LIFE JACKET ☐ RUBBER BOOT ☐ PLASTIC GLOVES ☐

SAFETY HARNESS ☐ WORK VEST ☐ OTHERS {SPECIFY} _____

REQUIRED CERTIFICATE BEFORE WORK COMMENCE

MEDICAL CERTIFICATE ☐ EQUIPMENT TEST CERTIFICATE ☐ HSE/CAS POLICY ☐

RADIOGRAPHY TEST CERTIFICATE/CHART ☐ OTHERS {SPECIFY} _____

I agree that work may proceed under the supervision of: _____

Provided the safety precautions are adhered:

NAME: _____ DATE: _____ SIGN: _____

{TO BE COMPLETED BY PEEWAZ SUPERVISING DEPARTMENT HEAD}

I authorize that work may be carried out provided the stated precautions and preparations are observed and clearance given by the site supervisor:

NAME: _____ DATE: _____ SIGN: _____
{TO BE COMPLETED BY PEEWAZ HSE DEPARTMENT HEAD}

I confirm that the safety precautions required will be observed.

NAME: _____ DATE: _____ SIGN: _____
{TO BE COMPLETED BY CONTRACTOR SITE SUPERVISOR}

I certified that all the required safety precautions have been taken and the applicable certificates are issued, work can therefore commence.

NAME: _____ DATE: _____ SIGN: _____
{TO BE COMPLETED BY PEEWAZ SITE HSE OFFICER}

Work is completed and work site cleared, if not cleared, state reasons.

REVALIDATION DATE

NAME: _____ SIGN: _____ DATE: _____
{TO BE COMPLETED BY PEEWAZ SITE PROJECT SUPERVISOR}

SU	MO	TU	WED	THU	FRI	SAT

Work accepted as stated and work permit closed.

NAME: _____ SIGN: _____ DATE: _____
{TO BE COMPLETED BY PEEWAZ SUPERVISING DEPARTMENT HEAD}