

HEALTH SAFETY & ENVIRONMENT (HSE) MANUAL

SAFETY IS OUR PRIORITY

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APPROVED BY

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HSE POLICY

Health, Safety and Environment (HSE) is an integral part of our operations and company's most important business consideration. All people working at **Rukn Al Jeran Company Limited** are expected to be proactive in their responsibility to work safely. Our commitment to HSE will serve our clients, suppliers and enable our company to deliver its best performance.

WE ARE COMMITTED TO:

- Ensure a safe workplace for all employees and others.
- Prevent injury and ill health by providing a healthy work environment for all employees to conduct their roles and responsibilities.
- Provide training to all employees to ensure they understand the risks pertaining to their acts/ omissions and appropriate controls including policies, procedures and practices.
- Monitor Health, Safety and Environment (HSE) performance utilizing Audits, Inspections and Management Reviews with the active participation of all employees.
- Communicate HSE policy to all employees, contractors and other parties.
- Protect the environment by determining and controlling significant aspects and its associated impacts including prevention of pollution.

AUTHORIZED SIGNATORY

QUALITY POLICY

As part of its ongoing commitment to excellence, **Rukn Al Jeran Company Limited** is committed to supplying the highest quality across all the company's business areas.

By consistently providing products that meet or exceed consumer expectations and international standards, we will develop user loyalty and so achieve strong business performance.

All employees are expected to help the company attain high quality standards. It is company policy to:

- Maintain and keep records of a quality management system in accordance with international standards, regulations and directives.
- All staff are fully trained and understand their role providing quality products and good customer service.
- Provide products and services which fully meet customer requirements.
- Develop or acquire products which are cost effective safe and reliable.
- Make sure the service and materials from suppliers are of consistent and sufficient in quantity and quality.
- Strive for continual improvement in performance, underpinned by the necessary financial resources, and highlight objectives and progress through internal and external communications.



AUTHORIZED SIGNATORY

BASIC / GENERAL SAFETY RULES:

- All workers are must to wear necessary clothing as required at work place.
- Smoking is strictly prohibited in plant / office premises.
- Drug and Alcohol are strictly prohibited.
- For handling chemicals workers must use face mask and goggles.
- Do not use any fire alarm or fire extinguisher when there is no emergency situation.
- Do not start any work without a proper PPE / clothing.
- Job safety analysis to be followed.
- Work as per instructions only, know the instruction is to be followed in case of emergency
- Keep PPE in clean and suitable condition.
- Report any abnormal conditions, sound or vibration to your HSE officer.
- When you hear the fire alarm siren. Leave the building/area immediately and proceed to designated assembly area.
- Work place and surrounding area shall be kept clean and free from obstructions.
- On job completion all tools, equipments and left over material shall be collected at designated storage place.
- The worker who involved in loading or unloading shall put on tight fitting coverall / apron, shoes, boots must be tightly lashed.
- Casual clothes should not wear by the worker / loader at the time of work.

PERSONAL PROTECTIVE EQUIPMENTS:

PPE like goggles, face mask, apron, gloves, safety shoes, helmet etc. are issued for personnel protection for jobs where special hazard exhaust and it is mandatory by the personnel while engaged on such work

STACKING MATERIALS:

- All material shall be stacked tightly and up to safe height to prevent them from falling or causing some other piles to fall.
- No material shall be stacked in passages and emergency exit.

EYE PROTECTION:

-Goggles or face shields must be used by all personnel engaged in operations involving hazards to eyes these operations shall be identified by the HSE officer.

DEFECTIVE TOOLS:

-All defective tools like chisels with irregular heads, spanner with worn jaws, broken hammers shall be brought to the notice of the HSE officer and discard it.

-Machine guard and other safety devices shall not be removed except for making repairs lubricating or cleaning by authorized person. These must be replaced before starting machines.

- The use of defective plugs, socket and flexible cable shall be avoided.
- No one except a person duly authorized by electrical shall operate any switch gear or other electric equipments except for switching on or switching off lights, fans etc.

- Ladders with broken and missing rings or split side rails or otherwise defective shall not be used.
- No metallic ladders shall be used for electrical work or any work to be executed in close proximity to the electric supply lines or apparatus unless it has rubber shoes.

OUR AIM – ZERO ACCIDENTS

- All vehicles shall comply with traffic regulations within the site , store and they shall not exceed the speed limit of 15 Kmph.
- Stop the engine while loading or unloading.
- Don't start the engine until loading man takes the barricades away.
- Riding on a running vehicles are any part of the vehicle except on a proper seat is strictly prohibited.
- Sitting on the side laps or standing in a truck while in motion is strictly prohibited.
- Driver's shouldn't go on the top of the loading area it's highly forbidden.

Smoking is strictly prohibited in the site / store premises and any location shall be a punishable offence.

-visitors. It is the person/section visited, who shall ensure that the visitors does not have that smoking things.

FIRST-AID BOXES

-First-aid boxes shall be provided in suitable places in the site and office.

HEALTH

-Any contagious or communicable disease suffered by the employee shall be intimated to the management by the individual.

-Food, water and beverages shall be taken designated place only.

REPORTING OF ACCIDENTS

Whenever an injured person is required to be sent to the hospital for treatment, the executive on duty should prepare the copies of accident form as per the procedure and give to the HSE officer. In case of serious accident information should be passed at once to head of the concerned department.

INVESTIGATION OF ACCIDENTS:

The essential requirements of successful accidents prevention practice are:

-Every accident is investigated expeditiously and causes are analyzed critically.

-Remedy for avoiding recurrence is recommended and applied.

UNUSUAL OCCURRENCE:

-These are learning incidents which have the potential of accidents / mishaps / spillages. These shall be reported, investigated and remedial actions thereof shall be expeditiously implemented to prevent recurrence.

EMERGENCY

An emergency shall be declared if an untoward incidents (fire, major solvent/inflammable material spill or major injury accidents) occurs and requires the mobilization of all possible resources to tackle it. Regular drills shall be conducted to familiarize everybody on their roles in the event of such emergency. Participation in these drills is mandatory as per procedure.

EMERGENCY INSTRUCTIONS:

In the case of an emergency like fire, gas leak etc / On hearing a bell or alarm:

1. Stop work if any, switch off gas hot plate / all equipments.
2. Leave the room / kitchen / store / office etc, with visitors if any.
3. Close door behind you.
4. Report to assembly point.
5. Do not enter the room / kitchen / store / office etc, before emergency co-ordinator gives you permission.
6. Check and ensure that all occupants have been vacated.
7. If all have been vacated proceed to assembly point and report to emergency co-ordinator.
8. Perform roll call / head count.
9. Do not allow occupants and visitors to return to the room / kitchen / store / office etc, until advised by the emergency coordinator.
10. Contact SES staffs / HSE officer.

[DO NOT DO ANYTHING THAT MAY ENDANGER YOURSELF OR OTHERS]

EMERGENCY ACTION IN FIRE INCIDENT:

In the event of a fire follow the following general rules:

After discovering the fire:

1. Assess the situation to determine if onsite resources are adequate to respond. If yes, initiate response.
2. Shout fire, fire.....!!
3. Sound the bell/alarm.....!!
4. Attack the fire with appropriate fire extinguisher.
5. Contact supervisor / HSE officer.
6. Close the door of the room where the fire is located.
7. Report to the assembly point near gate.
8. If you have visitors you must take them with you.
9. Do not re-enter the room before the emergency gives you permission.
10. Contact SES staffs / HSE officer.

EMERGENCY NUMBERS: 79187854 / 79187853

HAZARDS

How can worker exposure to fumes from Hazards ?

Worker exposure can be minimized by the use of good working practices, such as:

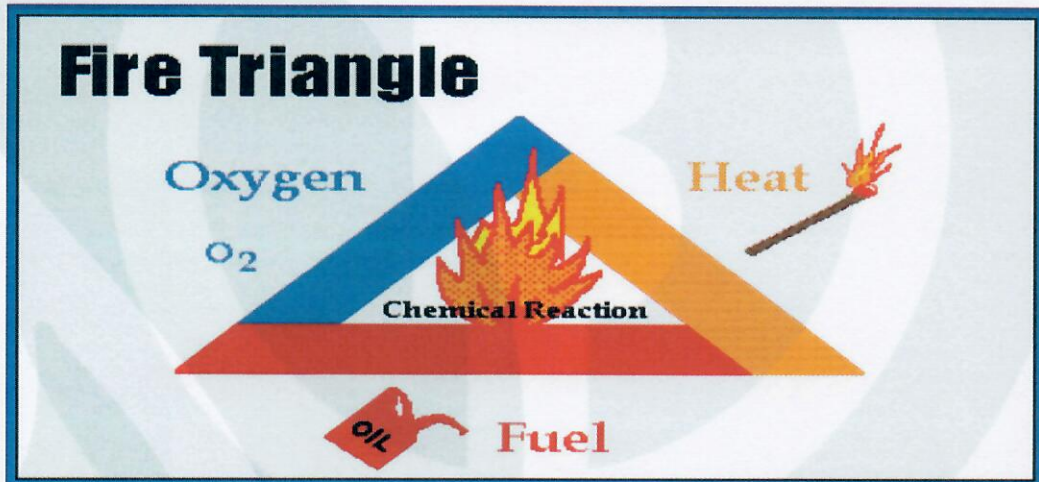
1. Keeping the temperature of the material as low as practically possible;
2. Working in well ventilated conditions (including simple practices e.g. standing upwind of the source of fumes);
3. Job rotation around the worksite;
4. Use of personal protective equipment, especially in confined spaces.

FIRE PROTECTION SYSTEM

Fire remains a threat to the plant and property, particularly as we use a number of flammable chemicals; all big fires are initially small and are best prevented if detected & extinguished in the incipient stage. Hence each one of us should be alert about fire and know how to extinguish it. A fire takes place if a flammable material gets heated up to its ignition point in the presence of air. The fire further propagates due to the chain reaction taking place between the molecules of the fuel & oxygen. The energy released as a result of the chemical reaction is in the form of heat, light and flames.

Thus a fire will start if all the three elements Heat, Fuel and Oxygen come together in right proportions. This is also known as fire triangle. A fire will continue to burn if the chain reaction is also present. This is known as tetrahedron of fire.

Fire can be prevented if the three sides of fire triangle are never allowed to meet together.



FIRE EXTINGUISHMENT IS BASED ON THE FOLLOWING FOUR METHODS:

1. Cooling - Removal of heat
2. Starving - Removal of Fuel
3. Blanketing/smothering - cutting of oxygen supply
4. Breaking the chain reaction - Introduction of chemicals which interfere & break the chain reaction.

FIRES ARE CLASSIFIED INTO FIVE CATEGORIES:

- Class A – Solid fires (wood, paper, cloth etc.)
- Class B – Liquid fires (petrol, methanol, IPA etc.)
- Class C – Gas fires (hydrogen, LPG, Acetylene etc.)
- Class D – Metal fires (Na, K, aluminum, zinc etc.)
- Class E – Electrical fires (panel, motors, cable etc.)

VARIOUS FIRE EXTINGUISHING AGENTS ARE:

1. Water
2. Foam
3. Co2
4. Dry chemical powder (DCP)

WATER:

We can use water to extinguish fires of class A. water extinguishes a fire by cooling. Water spray gives better cooling; water jet is used to extinguish fire from a distance.

FOAM:

It is used to extinguish fires of class b i.e. Fires in solvent/chemicals which are lighter than water. Foam being lighter, floats on solvent surface and extinguishes the fire by cooling and smothering. Foams are of two kind's chemicals foam & mechanical foam. Chemical foam is produced by the reaction of two chemicals solutions. Mechanical foam is produced by mechanical impact on a solution of foam compound in water.

CO2:

It is used to extinguish fires of class E, electrical fires. It may also be used to extinguish class B fires in containers

DCP:

Dry chemical powder extinguishes fires of class A, D & E. it extinguish by blanketing/smothering action.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipments protect the human being from exposure against various kinds of hazards. PPE themselves do not eliminate accidents or the hazard, but protect against the effects there of. The best of engineering provisions at one time or other can fail, hence the use of PPE is a must. PPE are available for protection of various parts of body against each type of hazard. PPE should be usable, reliable, economical and maintainable in a clean hygienic condition. It should be borne in mind that PPE add to the cost of production. If these are not used appropriately, it would affect the availability of PPE.

- PPE must be in good condition and fit for purpose.
- PPE must be provided by the hauler for all drivers whilst inside the site.
- All PPE should be regularly checked and cleaned or replaced whenever their function to protect personnel cannot be judged as fit for purpose anymore.
- Responsibility lies with the user as well as with the company providing the PPE.

PPE

Eye	Safety Glasses, Goggles
Face	Face Shields
Head	Hard Hats
Feet	Safety Shoes
Hands and arms	Gloves
Bodies	Coverall,
Hearing	Earplugs, Earmuffs
Fall from Height	Full body Safety Harness

These protect against physical injury to the external parts of the body as well as absorption into the skin causing systemic effects.

ENVIRONMENTAL – POLLUTION

The surroundings in which we live is called environment. It is basically constituted of the air we breathe, the water we drink and the soil from which we get our food. The heat and rays of the sun also have a bearing on the environment.

Due to various human activities and over population our environment is being adversely affected. This is called Pollution. It is a serious threat to the very existence of human life on the earth.

In order to tackle pollution, each one of us should know how actually pollution takes place and what can be done to prevent it.

AIR POLLUTION:

Emissions from industries, automobiles etc, pollutes the air, we get sick if we breathe polluted air.

WATER POLLUTION:

Effluents and discharges from industries, domestic sewage etc. mixes with the natural & ground water causing water pollution. If we drink water without proper treatment we would fall sick.

SOIL POLLUTION:

Waste from industries, human consumption etc. contain material like plastic, metals, glass, chemicals etc. when the waste is disposed ruthlessly it damage the soil. This causes loss of vegetation. The food product growing on such oil would harm our health if we eat them.

GLOBAL WARNING:

Due to increase in carbon-dioxide content of air the temperature of the atmosphere is increasing gradually. This causes discomfort to the living beings. The polar snow caps would melt due to the rise in temp. As the result there is a fear of land masses getting submerged when the level of water in the oceans rises.

OZONE DEPLETION:

There is a protective layer of ozone at the uppermost portion of our atmosphere. This protects the entry of harmful ultraviolet rays from coming to the earth. Due to increase of chlorinated hydrocarbon gases in the atmosphere, this ozone layer is getting damaged. Ultraviolet rays kill living beings. This is a serious threat to the life on earth.

Various forms of pollution listed above if not checked will increase human sufferings and our future generation will have a miserable life. We can help in preventing further pollution by contributing in the following ways.

- Avoid wastage of water, energy, chemicals & usable.
- Grow more and more trees, plant etc.
- Avoid overconsumption of materials.
- Use everything to the maximum extent possible.
- Use only environment friendly goods & materials.
- Follow all pollution controls rules and regulations in a systematic manner.
- Air emissions, water discharges & solid wastes should be minimized as far as possible. Before throwing away, these should be treated and made innocuous.
- As far as possible recycle & reuse water, waste & natural resources.
- Share environmental awareness & manage for pollution prevention with all and one, as far as possible.



Do not walk under a suspended load



Do not smoke outside designated smoking areas



Conduct gas tests when required



Work with a valid Work Permit when required



No alcohol or drugs while working or driving



While driving, do not use your mobile and do not exceed speed limits



Obtain authorisation before entering a confined space



Verify isolation before work begins and use the specified life protecting equipment



Wear your seat belt



Follow prescribed journey management plan



Protect yourself against a fall when working at height



Obtain authorisation before overriding or disabling safety critical equipment

OUR GOALS

Through effective and transparent HSE management, we aim to protect our employees, be the preferred contractor for customers and the favored employer in the SES sector, and lower our worker compensation costs.

Our HSE Management System helps us achieve these goals by providing the framework and processes to examine the risks to our employees, the public, our property, and the environment in which we operate and determine what actions we need to take to control these risks.

Our promise to our employees and who are all associated with our concern is that we will strive for continuous improvement in every area of our HSE efforts. This means continuous improvement of our standards, systems, programs, safety performance, management leadership, and employees' awareness, knowledge, commitment, and involvement.

Ensign is engaged in numerous initiatives to build and reinforce our health and safety culture, and we expect our employees to achieve year-over-year improvement in safety performance.

We are aiming for a destination called "zero"—zero safety incidents, zero injuries and zero days off work due to injury; in other words, a perfect HSE record.

Our Driving to Zero® vision means accepting that every incident is preventable, and it has helped us achieve improvements in our safety performance.