JECCONS ENGINEERING SYSTEM LIMITED

HEALTH, SAFETY AND ENVIRONMENT PLAN/PROCEDURE

TABLE OF CONTENT

INTRODUCTION

- This HSE MS challenge presentation is to demonstrate the way JECCONS ENGINEERING SYSTEM LIMITED intends to manage HSE on site.
- To familiarize ourselves with the nature of the job to be embarked upon.
- To highlight all the risks and hazards associated with this work and to demonstrate what control and recovery measures have been put in place.

JECCONS

HSE POLICY STATEMENT

It is our responsibility to promote a healthy lifestyle and to ensure that every work is carried out in safe manner.

Our company shall respect the interest of the host community upon which projects are sited.

Utmost care must be ensured to maintain sustain an environmentally friendly worksite.

JECCONS

LEADERSHIP AND COMMITMENT

JECCONS ENGINEERING SYSTEM LIMITED shall demonstrate and comply with all HSE policies. There shall be resources to develop. Operate and maintain the HSE-MS, adhere to the policy and achieve strategic objectives. It is the intention of the company to promote healthy living among our staff.

JECCONS

HSE OBJECTIVES

To promote a healthy lifestyle by ensuring the pre-employment medical certification of all personnel.

Give room for suggestions and continuous improvement in our operations.

Investigate all accidents, identify root causes and disseminate to all staff.

Maintain the existing ISO 14001 (Environmental Management System) by putting in place an efficient waste management system.

Ensure compliance with applicable regulations.

Have a good contingency plan.

JECCONS

HSE TARGETS 2016

Fatality	0
Lost Time Injury (LTI)	0
Unsafe Act and Condition Reporting/Week	0
Near miss Reporting/Month	6
Tool Box Meeting	Daily
Site Monthly HSE Meeting	6
First Aid Cases (FAC)/Month	0
Medical Treatment Cases (MTC)	0
Road Traffic Accidents (RTA)	0
Community Disturbance	0
Fire Incident	0
Medical Fitness/Certification	100%
Safety Induction	100%
Road Traffic Accidents (Fatality)	0
Hazard Identification Report (HIR)/Month	0
Security Incident	0
Emergency Drill/Month	1
Restricted Work Case (RWC)	0

JECCONS

KEY PERFORMANCE INDICATORS (KPI)

Hazard Identification Report (HIR)	-	2 Daily
Near miss Report	-	2/Month
HSE Training	-	1/Month
Tool Box Meetings	-	Daily
Emergency Drills	-	1/Month
IVMS Decoding	-	Monthly
Site Audits	-	1/Month
Close Out of Audit Action Items	-	1/Month

PROJECT CASHES GOALS, TARGETS AND OBJECTIVES

Safety Goals

JECCONS ENGINEERING SYSTEM LIMITED expects to sustain zero (0) LTIs during the project. A proper record I of near-misses shall be targeted during the duration of the project. JECCONS ENGINEERING SYSTEM LIMITED intends to have her personnel continuously involved in the safety training program

HEALTH GOALS

JECCONS ENGINEERING SYSTEM LIMITED will ensure that all workers are healthy before engagement and provide a healthy work environment which enhance both production and the morale of the of all employees. JECCONS ENGINEERING SYSTEM LIMITED will ensure that all persons to be engaged or who are engaged for the execution of the work or the rendering of services under the project shall be and shall remain medically fit throughout the duration of the project. To this end, all employees shall undergo medical examination to ascertain their fitness for the project. Each medical certificate shall be valid for one calendar.

ENVIRONMENTAL GOALS

There are two aspects of JECCONS ENGINEERING SYSTEM LIMITED operations, which may be considered as active upon the environment of which our goal is to minimize. The first is the normal operation that is just by being there. The second is the introduction of materials as a result of the work.

JECCONS ENGINEERING SYSTEM LIMITED expects that all its operations will be conducted and controlled in such a manner as a result of the absolute minimum of necessary disturbance to the environment. Disturbance and inconvenience to people, and marine life will be kept practical minimum. To achieve these aims, all JECCONS ENGINEERING SYSTEM LIMITED employees will be required to carry out their activities both on duty and off duty in a sensible manner and with full consideration at all times these principles.

Consideration shall be given to the following:

- Waste and rubbish disposal
- Air pollution
- Animal life habits
- Local population facilities

Considerations shall also be given to effects on the environment by the introduction of materials such as:

- Hazardous chemicals
- Oil and Lubricants

JECCONS

COMMUNITY AFFAIRS GOALS

The object is to ensure better relationship with host community by employing efficient communication with both the host community and authorities and reducing or eliminating disruptions during the contract execution.

The major challenge is to complete the project without disruption to work by host community. JECCONS ENGINEERING SYSTEM LIMITED efforts will complement those of CLIENT in this area.

SECURITY GOALS

A high level of security shall be maintained at site. The major highlight shall be to achieve low threat level, prevent robbery attack and avoid or prepare for theft incidents.

JECCONS

HSE COORDINATOR' TASK TO ACHIEVE TARGETS

- Attend bi-monthly management HSE meeting with the responsibility of being Secretary to the committee.
- Assist/support all departments to achieve the corporate HSE targets.
- Support sub-contractors in the implementation of HSE plan.
- Develop and sustain means for accentuating staff/contractors HSE awareness.
- Compile statistics of all HSE activities undertaken for inclusion in the monthly specific project and corporate HSE report to EPNL and management/board.
- Co-ordinate the develop and supply of safety documentation (including manuals, posters, procedures, etc) to all departments and sub-contractors.
- Maintain a database for tracking of action report arising from near misses, UUA, HSE meetings, accident reports, etc until actions are completed.
- Prepare and implement a plan for a program of drills and exercises to test the preparedness of the workers for HSE emergencies.
- Liaise with client as it affects HSE and with departmental heads as HSE focal points on HSE matters.
- Develop/implement a programme of regular inspection of all work areas/facilities to ensure that safe work practices/conditions are maintained.
- Assist all departments on management/monitoring of sub-contractor's HSE performance.
- Develop/sustain a system of sub-contractor HSE performance evaluation. Maintain database for tracking HSE performance of sub-contractor.

JECCONS

SITE SUPERVISOR'S TASK TO TARGETS

- Organize regular site drills.
- Join in the development of procedures.
- Conduct regular site inspections and monitor safe work practices.
- Oversee the training of all operators.
- Ensure the use of personal protective equipment.

JECCONS

SITE NURSE TASK TO ACHIEVE TARGETS

- In-charge of the medical facilities on site.
- Administer first aid to treatment to the injured personnel on site.
- Ensuring that every personnel on site is physically, mentally and medically fit (for the job)
- Ensure that potable water and healthy food are being supplied to the personnel on site.

JECCONS

WORK PERMIT SYSTEM

The Permit to work (PTW) system shall be strictly complied with. The project engineer shall liaise with client's appropriate dept. to ensure this compliance. The logistics for issuing/obtaining the permits and for its revalidation shall be worked out by the client.

Thus, before the commencement of any activity/work, a written approval (Permit) shall be obtained from the client's authorized persons to allow such job(s) of non-routine nature (such as excavation) to be carried out under prescribed precaution.

JECCONS

JOB SAFETY ANALYSIS & HAZARD MANAGEMENT PLAN

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 will be specific in providing manpower, procedure and equipment to cope with the inherent hazards.

JECCONS

TRANSPORTATION SAFETY & VEHICLE MOVEMENT CONTROL

- All transportation of persons in open backed vehicles is strictly prohibited, and shall not be allowed in this project.
- All passengers in light and medium vehicle and front passengers in heavy vehicles must use seat belts.
- All vehicles shall be in excellent condition and be insured comprehensively and fully equipped with fire extinguisher, reflective triangle, seat belts (front and rear) and first aid kits.
- All drivers shall be trained, tested and certified. Retraining and re-qualification shall be part of drivers transport safety management.
- Visual (eye) test for drivers shall be intensified
- Effective and efficient journey management for drivers and their mates shall be evolved. The responsibility in liaison with the Safety Officer.
- No driving/journeys shall be allowed outside driving hours/work schedules without permission from the Logistics Supervisor.
- Routine vehicle maintenance to enhance roadworthiness of vehicles shall be encouraged.
- Drivers log shall be provided to record all the vehicles' movement date for each day.

JECCONS

SITE SECURITY PLAN/SITE VISITORS' RECEPTION PLAN

Efforts shall be made to safeguard all persons, materials and equipment at the project site. Only person related with work shall be allowed into the work site. All visitors to the work site shall be fully briefed on proper conduct at the site, emergency procedures, muster point etc. and they shall be to wear the requisite PPE and to conduct themselves properly.

Any one deeded unfit to enter the site either for reasons of inadequate training, protection from the hazards on site, security or any other reason, may be refused entry. All site personnel shall wear coverall with the inscription "JECCONS ENGINEERING SYSTEM LIMITED" at the back. All site workers must wear at all times their identity cards.

JECCONS

COMMUNICATION WITH THE WORKFORCE

- Via HSE daily briefings, toolbox meetings, bi-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 briefing also contribute to the promotion of safety awareness.
- Via HSE bulletins. Tidbits, slogans, HSE themes and clips. These publications are circulated to the staff and feedback received which also form basis for subsequent publications. The bulletins also carry all SHE information and review achievement against plans.
- Safety signs and symbols are used as means of conveying safety messages in work areas and also to warn workers of existing hazard therein.
- Yearly Managing Director/Chairman's HSE forum, which features the annual Managing Director/Chairman's message, plans, policies, objective and targets. The forum is an annual event, which provides an opportunity for interaction and communication between the Managing Director/Chairman's and the workforce on matters concerning HSE. It also provides an avenue for evaluation of HSE performance of the performance of the preceding year and plans for enhanced HSE management and performance for the ensuring year. The forum also generates feedback from workers on HSE matters.
- Supervisors are mandated to ensure that all information on HSE is communicated to their staff.

JECCONS

SAFETY MEETINGS

The primary purposes are:

- To stimulate effective communication between staff and management
- Monitor and promote safety awareness
- Report unsafe conditions or practices
- Monitor effectiveness of accident prevention and abatement efforts.

Safety meeting are to have a structured form. They are to be action oriented, interactive, relevant and shall encourage participation. There shall be two types of HSE meetings:

1. Site HSE Meetings- shall be brief (about 15-30 minutes) and shall be held by the work crew once in two weeks. Such meetings shall provide the Site Supervisor the opportunity to acquaint the workforce with the practices, policies and objectives. It shall also provide the workers the opportunity to participate in reviews of safety concerns and develop a plan to resolve deficiencies.

2. Project Management Safety Meeting – to act as the guardian of HSE principles and polices. Its function shall include:

• Managing Director/Chairman	-	Chairman
• Project manager	-	Vice
• HSE Coordinator	-	Secretary
• Project Engineer/Site Supervisor	-	Member.

In addition to periodic safety meetings, daily tool box meetings or pep-talk sessions not lasting more than 3 -5 minutes shall be held. Such meetings include job safety analysis/task related briefings highlighting hazards in the work environment and the precautions to be taken, use of PPE etc. These shall be documented and copies sent to EPNL, while a copy shall be retained in the site office.

JECCONS

OTHER MEANS OF COMMUNICATION

- Telephone shall also be used for communication between EPNL & company base
- HSE Tidbits and Bulletin shall be published weekly and monthly respectively.
- Safety signs/symbols as a means of conveying or communicating safety messages; these shall be developed and provided in work area/areas of possible hazard.

JECCONS

MEDICAL CERTIFICATION & HEALTH MONITORING

It is the goal of JECCONS ENGINEERING SYSTEM LIMITED to ensure that all workers are healthy before engagement and provide a health working environment, which will enhance both productivity and workers moral. All workers shall therefore be medically certified fit for the job. Medical certificate of fitness of personnel shall be obtained and copies retained at site. Routine re-certifications shall be carried out as when due.

Drivers/Operators shall be subjected to proper clinic and photo glare tests; and they shall be re-tested from time to time. Food handlers and caters to be involved in any operation shall be tested for TB or made to produce evidence of being screened for TB, (if the caterer is a sub-contractor).

First Aid cabin shall be provided. Theses cabins shall stock all items/drugs specified by client. A Safety Officer shall man the first aid facilities with a bias in first aid, or anybody (first aider or nurse) who has received adequate training in this regard. There shall be health-monitoring programmes for all manners of workers to assure their continued medical fitness for the job.

All Medicare shall be undertaken by the company's retained Clinic. JECCONS ENGINEERING SYSTEM LIMITED shall also, maintain insurance in the joint names of the company and the client against any liability that may result (such as personnel suffering from any occupational disease or any other impairment).

MEDICAL RETAINER SHIP/MEDICAL EVACUATION

JECCONS ENGINEERING SYSTEM LIMITED has medical retain ship agreements.

All medicals shall be handled by the clinic, except minor First Aid cases. In the event of any serious medical case requiring evacuation from site, the Project Supervisor/Safety Officer shall initiate medical evacuation by calling the base by Telephone. The casualty shall be given first aid attention and later evacuated to the nearest clinic for adequate medical attention.

JECCONS

JOURNEY MANAGEMENT SYSTEM

- The responsibility and accountability for managing transport safety rests on the Logistics Officer in liaison with the Safety Officer
- To ensure the workability of journey management systems, all drivers of land/river crafts are trained, tested and certified. Regular retraining and re-qualification are also conducted. The safety department in conjunction with external safety instructors offers a defensive driving programme for all drivers and self-driven executives.
- Upon qualification company's driving permit is issued to competent drivers; violations could lead into withdrawal.
- Prior to employment, all prospective drivers are subjected to proper clinic and glare tests. Schedule for regular driven test is available.
- Use of seat belts and driving within hours/work schedule must not be done without the permission of the Logistics Officer.
- No night sailing is allowed for all marine crafts except in the event of emergency.
- Routine vehicle maintenance to enhance roadworthiness of vehicles is encouraged.
- Plans for long distance journeys are usually made. For instance, drivers are assigned mates, stop over points are decided before embarking on any long journey.
- Road traffic accidents are subjected to investigations to judge preventability and accountability, decide if disciplinary follow-up is needed and identify lessons for other drivers.
- Traffic control is enhanced by strict enforcement of rules and positions reporting.
- Additional measures will be enforced as the case may be.

EMERGENCY PLAN

Due to the nature of the project and condition of the proposed work locations, there may be several emergency situations, which may require contingency planning. Some of these situations, which may require evacuation from the area are as follows:

Fire
Explosion
Hazardous Exposure
Radiation Incidents
Civil Unrest
Labour Unrest and
Medical Emergencies resulting
From Accidents or Illness.

JECCONS ENGINEERING SYSTEM LIMITED has its specific Contingency Plan/Procedure, which seeks to highlight what should be done when any unwanted event occurs.

For the purpose of these incidents the following explains what the Emergency Leaders and the employees should do to arrest the situation or evacuate the personnel to safe location(s).

FIRE SAFETY PLAN

The job shall involve the use of flammable or combustible materials or tools and equipment, which require careful handling for fire prevention.

In addition, fire prevention and safety rules and covered in each section that pertains to individual jobs as needed. All workers are responsible for learning the safety practices enshrined in this HSE Plan; and reporting unsafe practices to their Supervisors. Careless disregard for the rules of fire safety and prevention jeopardizes everyone's safety and attract disciplinary action.

JECCONS ENGINEERING SYSTEM LIMITED SHALL ALSO ENSURE THAT:

- Fire extinguishers with good charge and of various assortments/fire blankets are supplied adequately and date of last service marked on them.
- Fire extinguishers are readily accessible at strategic positions on site.
- Personnel on site are all trained on the use of fire extinguishers and ensure that all designated muster points are known by all staff, such staff, such staff muster point locations must be free of hazard and shall be accessible.
- CIPAC has identified the following potential fire hazard areas: The Living quarters: -The kitchen cooking facilities are potential fire hazards
- To mitigate any possible fire outbreak, JECCONS ENGINEERING SYSTEM LIMITED shall make proper preventions.
- Safety Officer and Site Supervisor shall enforce the companies NO SMOKING Policy in designated fire hazard areas. All personnel shall also be required to take all safety precautions for any hot work.

JECCONS

PLAN FOR FIRE PREVENTION

- At all times, there are ready fire extinguishers in JECCONS ENGINEERING SYSTEM LIMITED's offices, workshop and vehicles. These shall be made use of in case of fire emergency. Study every fire extinguisher and use it for proper fire fighting (fire extinguishers must not be used for electrical fires).
- Smoking is not allowed in work areas, and if need be, it must be in designated areas, greatest care is needed at all times concerning smoking materials and all combustible.
- Don not block passages to fire exits.
- Do not store combustible materials around the fire doors, light or heat elements.
- Access to flammable materials should always be kept clear.
- All materials should be stored at according to their fire characteristics. Materials must be organized always to minimize the possible spread of fire.
- All flammable materials including oily rage, packing materials and like items should be stored in appropriate containers to avoid spontaneous combustion.
- Keep flammable lights and other combustible away from any possible spark or flame.

FIRE EMERGENCY RESPONSE PROCEDURE

- Shout fire! fire!! fire!!! to alert others.
- Leave through safe exit.
- Fight fire with appropriate fire extinguisher if you are trained to do so.
- Gather at the Muster point
- Do a head count
- Call the fire station.

EMERGENCY RESPONSIBILITIES (LEADERS)

Site Supervisor and the Safety Officer are emergency leaders. The function of the Emergency Leaders. The function of the Emergency Leaders is in three fold.

- First, the Emergency Leader, after the alarm is raised will ascertain the situation and determine appropriate action. Example: in the case of fire, he will decide whether to fight the fire or evacuate).
- The second responsibility of the Emergency Leaders is to proceed to the designated muster point and determine whether all personnel have evacuated the area successfully, if anyone is missing, it will be the responsibility of the Emergency Leaders to determine the appropriate course of action.
- The final step in the process is the evaluation from site, this will be accomplished by whatever means possible.

EMERGENCY RESPONSIBILITIES (SITE WORKERS)

It is the responsibility of the site workers to:

- Alert other workers of any emergency situations
- Upon hearing the alarm to ascertain to proceed to the designated muster point, to follow instructions given by Emergency Leaders.
- And to assist the Emergency Leaders in any way in which their training and situation will allow them.

EMERGENCY/CONTINGENCY DRILL

JECCONS ENGINEERING SYSTEM LIMITED believes that the trained personnel is an invaluable asset during emergencies. This is because there is a clear understanding of what to do in the event of an emergency and what is expected of everyone. Thus the response time will be reduced drastically to the barest minimum and panic/erratic actions are eliminated to generate and sustain a practiced approach to emergencies. JECCONS ENGINEERING SYSTEM LIMITED has evolved the following Drill Plan of action.

- Contingency drills should be conducted by the Supervisor/Safety man to enhance workers preparedness to contend with emergencies
- At least one emergency drill will be conducted every fortnight
- Such drills should include: fire, emergency, man-over-board, etc.
- Response time and roll call shall be monitored and recorded by the Safety Officer, Site Supervisor or Fire warden (as the case may be) at each drill alarm to ensure compliance.
- All drills to be documented by the Safety Officer and the Site Supervisor.

DURING DRILLS, THE FOLLOWING STEPS BE FOLLOWED:

- Each section must nominate one drill Warden each
- Each Warden shall go round his area of responsibility during drills to ensure no one is left in the building, site officer etc., once emergency drill alarm is sounded.
- Once the drill alarm is sounded, everyone must move out and gather at the muster points appointed groups at designated spots.
- Each group Leader will take a head count and report to the Drill Coordinator (Site Supervisor/Safety Officer).
- Basic emergency response procedures should be taught and demonstrated. This shall not exceed twenty minutes.

JECCONS

CONTINGENCY PLAN

All accident (and near misses) resulting in any of the following, however small or minor, which occur in the course of the Company's operations must be promptly reported within 24 hours by radio or any communication means easily accessible. Such accidents include:-

- Fatalities, Lost Time or other injuries to company's personnel/third party.
- Damage to plant and/or equipment
- Loss of containment of any materials not friendly with the environment (e.g. Oil spillages)
- Actual potential damage to the environment
- Outbreak of fire and all such emergencies
- Incidents such as near misses and unsafe acts.

If any accident occurs:

- Report to your Site Supervisor and up the line within 24 hours.
- Safety Officer shall then notify EPNL
- Complete appropriate reporting forms.
- Investigation Panel made up of Safety Officer and Site Supervisor shall investigate to identify the root or causes (s) and make recommendations to prevent future occurrence and not to apportion blames.
- Follow-up implementation plans with appropriate timing/action parties for each item shall be drawn up by the HSE Officer, who should also monitor same to ensure successful implementation of the recommendations therein. Timing for completion or close out of each item shall be apportioned in the implementation schedule.

MEDEVAC PROCEDURE

Introduction

Medical Evacuation (Medevac) is the immediate help and evacuation that is provided on site for injured or seriously ill persons, for professional medical help to be provided. Medical Evacuation (Medevac) is a process of transporting an injured person from the scene of accident to a better equipped hospital by the quickest possible means.

Responsibilities/Organization

- HSE Supervisor - Inform HSE Co-ord. of a medevac case
- HSE Co-ord. - Coordinate Medevac Procedure
- NAOC HSE Rep. - Ensure procedure is adopted and help out
- First Aid Attendant - Carry out first aid on patients and advise.

JECCONS

EMERGENCY TELEPHONE NUMBERS & ADDRESS OF KEY PERSONNEL

The name and address of the retainer clinic and the contacts to be used for the purpose of this project in emergency and otherwise, is as follows:

The table below shows addresses and emergence telephone numbers of key personnel.

S/N	Name	Designation	Address	Emergency Tel. #s.
1.		Project Manager		
2.		Base Engineer	-do-	
3.		HSE Coord/Site Nurse	-do-	
4.		Site Superintendent	-do-	

JECCONS

THE PROCEDURE

The following shall be the procedure for all Medevac cases.

- Upon seeing a worker injured/seriously sick, raise alarm: "Man Injured!" or "Man Sick!"
- Remain with the injured/sick man until help arrives
- Begin primary survey and render first aid while being with the casual

- Safety Officer/supervisor to arrange for appropriate evacuation means, if the case is beyond first aid attention. First-aider to still attend to the casualty.
- Evacuate the casualty by any of the following means: Ambulance, boat or helicopter, depending on the location and the degree of the injury or severity of the sickness.
- JECCONS ENGINEERING SYSTEM LIMITED base shall be referred to sick Bay. Should the case require evacuation. Then the following procedures shall be adopted.

JECCONS

EVACUATION PROCEDURE DUE TO ASSAULT

In the event of any assault case requiring evacuation from site, the following procedures should be followed:

- Raise an alarm (4 long whistles/blast and 2 short whistle or blast to alert all personnel.
- All personnel to muster at the muster points.
- The site supervisor shall then initiate abandonment of site by calling base on Telephone, notifying the Project Engineer about the situation.
- All site personnel shall then board the standby staff bus to evacuate the site.
- Render first aid in case of any injury resulting from the stampede, any possible attack by robbers or community members.
- The Site Supervisor and the Project Engineer or Safety Officer shall then report the incident to EPNL within 24 hours.

N/B: Cases requiring abandonment of site include: robbery/theft, vandalization, angry mob action by aggrieved communities. No offensive shooting shall be allowed unless in defense of personnel, shooting should only be done by the Police (if need be). All ASBURY staff is required to avoid engagement of assaulting party except in self-defense.

MEDICAL EMERGENCY RESPONSE (MEDERESPONSE) PROCEDURE

This is the standard step-by-step procedure or action followed by trained medical personnel to render immediate help to the personnel who suddenly took ill or was accidental.

The procedure is as follows:-

STEP 1: Witness or observe injury/illness

STEP 2: The observer sounds alarm and/or (3 long blasts, 4 times) call out "MAN INJURED"MAN SICK".

STEP 3: The observer notifies Safety Officer and Medic Officer.

STEP 4: Witness remains with the injured/sick man until med-response team arrives.

STEP 5: While remaining with the injured/sick man, the observer shall survey the scene (is it safe?). If yes, begin rendering air to the casualty using the facts gained through primary survey.

STEP 6: Upon arrival of the med-response team, the observer of the first responder shall then furnish the team with the facts gained through his primary survey. Where the first responder is illiterate as to what to be done on primary survey/first aid, the med-response team shall then survey the scene to determine if it is safe (as in step 5) and then proceed to do primary survey (as in step 6).

STEP 7: The med-response team shall then carry out secondary survey by initiating a thorough and systematic examination of the injured or the sick. In their survey, they should INTERVIEW the observer/first

responder, look for VITAL SIGNS and carry out HEAD-TO-TOE Examination of the patient/injured.

STEPT 8: The Safety Officer, with the help and attendance of the Medic, contacts emergency medical facilities of EPNL and/or the company (if necessary for medical information).

STEP 9: The Safety Officer shall arrange for appropriate evacuation transportation upon convocation that evacuation is necessary. He should contact standby boat Captain (if by boat) phone EPNL (if by helicopter) – see emergency phone numbers.

STEP 10: The Safety Officer shall contact the Project Engineer with pertinent information on injured the patient.

The Safety Officer or Project Engineer shall then arrange to receive the patient/injured by making appropriate medical arrangement to receive the casualty.

ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

All accidents and near misses however small or minor, resulting in ay lost time, equipment damage, and fire outbreak, shall be promptly reported to CLIENT within 24 hours, by the site Safety Officer, through the Site Inspector. The accident form shall then be filled and kept for record purposes, after copies have been dispatched to CLIENT, Project Engineer.

All accidents reported must be investigated to identify the root cause and imbibe lessons learnt rather than identifying immediate circumstances and apportioning blames. Accident investigation shall be “fact finding” and not a fault finding” exercise.

All accidents must be review during safety meetings. Lessons learnt therefore shall be published and highlighted in the company’s HSE bulletin for adequate coverage. The accident investigation team shall include the Project Engineer, Safety Officer and Site Supervisor.

AUDIT

Audit Plan

All equipment, plant, machinery, facilities etc. put on any project shall be frequently inspected to assure they are in serviceable conditions and do not pose any threat to the safe execution of work.

Any equipment reported as unserviceable should be tagged as thus and immediate actions initiated to rectify the situation. All inspections shall be done using company's standard checklist and forms. The site routine inspections include unsafe act/condition, unhygienic conditions, alcohol audit, plant and equipment inspection etc.

Apart from routine site inspections, monthly management audits shall be carried out to ensure the project execution is in conformance with CLIENT specification, the audit team shall be made up of the Managing Director/Chairman, Project Engineer, Safety Office and Site. Supervisor.

All audit findings shall be documented and distributed to action parties for corrective action Follow-up audits shall be arranged to ensured to ensure all points raised in the previous audits have been completed on each audit. However, most audit findings must be discussed in both site and management HSE meetings to create the awareness of the situation and consequently eliminating them.

Copies of all audit reports must be sent to sent to EPNL Project Engineer for retention. In addition to periodic safety meetings. Daily Tool box meetings or Pep talk sessions not lasting more than 3-5 minutes shall be held. Safety Officer shall conduct these.

All HSE meeting shall be documented and copies sent to EPNL while a copy shall be retained in the site office.

JECCONS

AUDIT SYSTEM

- Every staff is required to participate in UAA (Unsafe Act Audit) and near miss reporting.
- The Site Inspector and Safety Officer are required to carry out routine daily and weekly audits.
- Management audits are scheduled to hold once every month. The team shall comprise of the Project Engineer and Officers.
- Report of audits, inspections and verification shall be documented and collected on a monthly basis. Copies shall be sent to EPNL for information/retention.
- Recommendation of audits/inspection is to be followed up until they are closed out.
- Staff is trained in audit techniques.
- The safety officer draws up a progamme for all audit inspection to be carried out.

JECCONS

PRE-MOB AUDIT ARRANGEMENT

Prior to pre-mobilization inspect of our personnel, plant and machinery, materials and consumable, ASBURY shall send to EPNL for approval a complete HSE programme for the work. These include:

- HSE Policy statement and objective
- HSE Plan and procedure
- Emergency, contingency and Medevac procedure
- Work procedure and hazard analysis
- Accident reporting procedure
- Personnel list and job procedure
- Health certificates for personnel
- Swimming certificates for personnel
- Equipment list and current survey certificates.

JECCONS ENGINEERING SYSTEM LIMITED shall arrange for premob audit prior to mobilization proper for the contract. The client's sponsor and safety departments shall conduct the audit. The purpose of such audit shall be to ascertain the level of preparedness/compliance with the HSE requirements enshrined in the contract.

The audit finding shall be documented and distributed to all action parties for any possible corrective action. A follow-up premob audit shall be arranged to ensure that points raised for any previous audit has been complied with.

Mobilization of personnel and equipment to project site (s) shall be made if the audit team certifies that all premob conditions have been met. A certificate covering the premobbed item shall be issued by the sponsor department of behalf of EPNL and a copy retained for the project.

UNSAFE ACT AUDIT PROCEDURES

Unsafe act auditing scheme as a protective and corrective tool to place a check on actions of people at work, not undermining the importance of safe equipment and facilities, will be vigorously pursued.

This is because ASBURY appreciates that 90% of injuries resulting from accidents are caused by unsafe acts and unsafe acts create unsafe conditions. Thus. where unsafe acts are eliminated, accident frequency because reduced drastically and hence makes the work are safer.

The following approach shall be adopted for a good and reliable unsafe act auditing system:

- Safety shall be put first
- Stop and look consciously
- Observe with all senses for unsafe acts/conditions and people at work
- Consider how safety will be affected by such conditions and peoples' actions.
- Use questioning attitude.
- Discuss correctly, immediately and by applying good judgment to eliminate unsafe acts/conditions and prevent injuries.
- ALL UAA (audits) must be recorded. Reports of audits should be collated for review on a monthly basis.

INCENTIVE SCHEME & DISCIPLINARY ACCTIONS

JECCONS ENGINEERING SYSTEM LIMITED shall set up an incentive scheme for this project to reward safe practices, which is aimed at encouraging attainment of higher safety goals by workers. Such incentives shall be in form of certificates or bonuses.

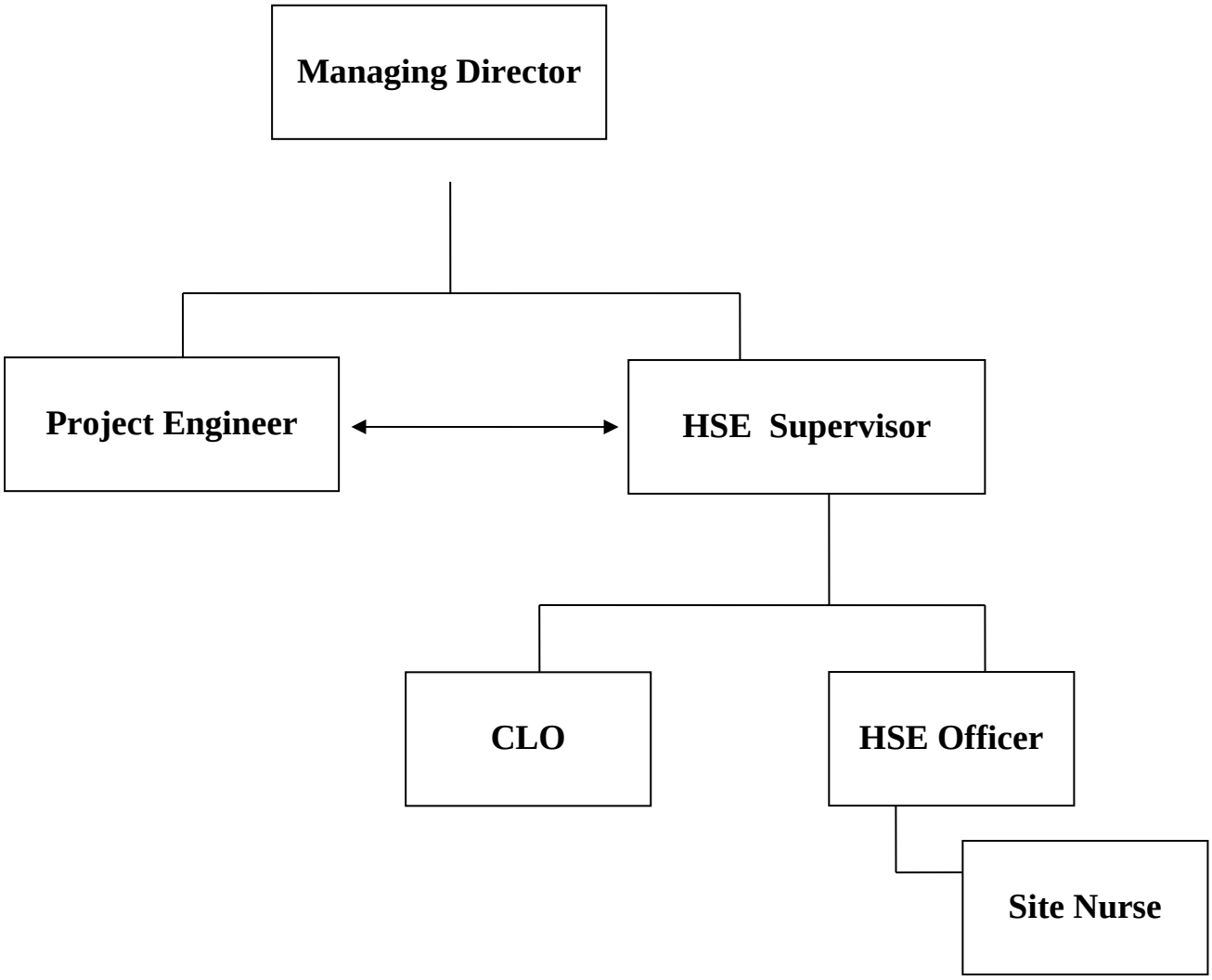
The yardsticks for any award shall include, but not limited to the following:

- Maintaining LTI free operating
- Humility
- Non-violations of safety regulation
- Punctuality to work etc.

A system shall equally be in place fro disciplining HSE rules violations. All violations shall be logged. Violators shall be first counseled. Further violations by same violator shall result in blacklisting. Forfeiture of promotion, suspension or termination of appointment, depending on the magnitude.

JECCONS

HSE PROJECT ORGANOGRAM



JECCONS

HAZARD MANAGEMENT FORM

For unsafe acts/conditions, heath, pollution, environmental disorder, near miss, security lapses as well as potential HSE Hazards.

CONTACTT NO._____ OCATION:_____ 3RD PARTY:YES/NO

STAFF/CONTRACT/EQUIPMENT INVOLVED: _____ PREVIOUS OCCURRENCE: YES/NO

DUTY SAFETY OFFICER: TIME:

DATE	NATURE OF HAZARD	ACTION TAKEN	RECOMMENDATION	TARGET DATE

Client Rep Sign/Date

---------- ----------

----------Site Safety Officer Sign/Date Site Supervisor Sign/Date

JECCONS

EMERGENCY DRILL REPORT FORM

TYPE OF EMEGENCY DRILL: _____

LOCATION:_____

DATE CONDUCTED:_____

START DATE:_____ END TIME:_____

RESULT OF DRILL

CORRECTIVE ACTION REQUIRED/RECOMMENDATION:
RESPONSIBLE PERSONS:

DRILL INTITIATED BY: _____

CONDUCTED BY:_____

OBSERVED BY:_____

JECCONS

EMERGENCY DRILL ATTENDANCE SHEET

S/NO	NAME	DESIGNATION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		

27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		

APPENDIX I

JECCONS ENGINEERING SYSTEM LIMITED NIGERIA LIMITED

DAILY TOOL BOX MEETING

CONTRACT NO.:----------SITE/LOCATION:----------

NAME OF PRESENTER:----------

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

TIME BEGIN:----------TIME END:------

TOPIC:----------

WORK TO BE DONE:----------

HAZARD IDENTIFICATION:

1.
2.
3.

CONTROL MEASURES:

1.
2.
3.

OTHERS/COMMENTS:----------

ATTENDANCE

S/N	NAME	SIGN

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

APPENDIX II

SITE HSE WEEKLY REPORT SUMMARY

Name of Site:----------

Start Date:----------End Date:----------

Fatality:----------

LTI:----------

RTA:----------

RWC:----------

Marine Incident:----------

Security Incident:----------

Environmental Incident:----------

Community Incident:----------

No. of Unsafe Act/Condition:----------

Number of Near Miss:----------

No. of Tool Box Meetings:----------

Drills:----------

JECCONS

WEEKLY MAN – HOUR REPORT

Date	Day	Daily Personnel who work on Site	Daily Hours work per person	Total Daily Man-Hour
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
Total Man-hour for the week				

Prepared by:----------Sign:----------

APPENDIX III

EMERGENCY DRILL FORM

DATE:----------START TIME:----------END TIME:----------

TYPE OF EMERGENCY DRILL

- MANOVER BOARD
- FIRE
- MEDEVAC
- SPILL
- OTHERS SPECIFY

RESPONSE:

HIGH----------AVERAGE----------

LOW----------

STATE AND COMMENT ON OBSERVATION:----------

ADVICE TO IMPROVE:----------

DRILL CONDUCTED BY:----------

SIGN:----------

APPENDIX IV

JECCONS ENGINEERING SYSTEM LIMITED

NEAR MISS INCIDENT REPORT FORM

FROM:----------LOCATION:----------

DATE OF INCIDENT:----------

BRIEF DESCRIPTION:

LESSON:

SUGGESTION:

RISK ASSESSMENT MATRIX-RAM RATING----------

CONSEQUENCES				*INCREASING PROBABILITY*				
				A	B	C	D	E
People	Assets	Environment	Reputation	Never Heard if in Industry	Heard of in Industry	Occurred in our operations	Happens several times/year	Happens several times/year
No health effect/injury	No damage	No effect	No impact					
Slight Health/injury	Slight damage	Slight	Slight impact					
Minor Health/injury	Minor damage	Minor	Limited Impact					
Major Health Effect/injury	Localized damage	Localized	Considerable impact					
Single fatality	Major damage	Major National	National impact	LOW		MEDIUM		HIGH
Multiple fatality	Extensive damage	Massive	International impact					

Manage by supervision, procedure, competent.
M-Document Control if Risk
Demonstrate Control of Risk

APPENDIX V

FIRST AID CASE (FAC) REPORT FORM

EMPLOYEE'S NAME:----------

ID NUMBER:----------

NATURE OF INJURY:----------

DATE/TIME OF INJURY:----------

LOCATION:----------

DESCRIPTION OF INCIDENT:----------

JECCONS

REPORTED BY:---

DATE:---
