



## HSE PROCEDURE

### CONTENTS:

1. Using of PPE
2. Hazard control
3. Training procedures
4. Emergency action plan
5. Accident/Incident reporting
6. Waste management
7. Smoking policy
8. Vehicle routs, speed, and barricading
9. Housekeeping policy
10. Environmental policy
11. Prevention of falling system



# شركة صفور الأبيض للتجارة والمقاولات

## Saqoor Al Abyad Trading & Contracting Co.

### 12. PTW system

#### INTRODUCTION:

This safety manual encompasses SAQOOR AL ABYAD LLC rules, procedures and views on the safety of its operations and sets the basic guidelines for developing a project safety plan and program specially in oil and gas services and well head maintenance, pipe line maintenance and oil field supply. To follow and implement the oil field jobs in Oman area, we follow all PDO rules of training our manpower to get PDO passport and H2S card in addition to all required permits to achieve all PDO requirements and rules. our company have its own safety program to train all company staff, The client's safety rules and regulations as well as those of the local authorities shall be fully complied with and shall be considered as the minimum basis of any such safety plan.

#### SAFETY POLICY

SAQOOR AL ABYAD LLC considers that implementing a comprehensive safety and loss prevention plan throughout its operations is an effective way to protect our employees and increase productivity. Therefore, it is management' stop concern to ensure that every project and site is a safe place of work.

The basic elements that a safety plan should emphasize are briefly described below and are further detailed in this manual:



# شركة صفور الأبيض للتجارة والمقاولات

## Saqoor Al Abyad Trading & Contracting Co.

### Using of PPE:

All employees wear coverall, safety shoes, hard hat to enter in site.

According nature of work each must use gloves, face mask, ear plug etc.

As per saqoor's management views PPE is the last line of protection

Failure of using PPE is considered as HSE violation and it will lead to action by management.

The Saqoor has a security check for PPE of employees' Hard hat will be providing from the security for visitors Saqoor is providing ISO certified safety measures.

The expiry dates all PPE is recorded in the safety office so before the expiry date.

All employees should replace it for a safe system



# شركة صفور الأبيض للتجارة والمقاولات

## Saqoor Al Abyad Trading & Contracting Co.

### Hazard control

1 substitution

2 Isolation

3 ventilation

## Saqoor Al Abyad Trading & Contracting Co.

**Substitution:** The risk of injury or illness may reduce by replacement of an existing process, material or equipment with a similar item having more limited hazards

**Isolation:** Hazards are controlled by isolation whenever an appropriate barrier is placed between the hazards and an individual who may be affected by the hazard

**Ventilation:** The control of potentially hazardous airborne substance by ventilation can be accomplished by two methods diluting the concentration of the substance by mixing with uncontaminated air, capturing, and removing the substance at its source



# شركة صفور الأبيض للتجارة والمقاولات

## Saqoor Al Abyad Trading & Contracting Co.

### Training procedure

**Induction:** It is giving to all employees before the site about basic line of HSE requirements is mentioning about the PPE, emergency plan and welfare facility To ensure all are induction completed sticking a sticker on the hard hat that “HSE Inducted”

**Toolbox talk:** It is small talk to the employees about the work hazards it is giving daily and ideal toolbox has been given to Forman and supervisors, so that they deliver and should more careful about hazards

**MSTU:** Mobile safety training unit it a practical method to control the hazard and reduce risk, it is doing by safety group by going particular work area delivering training

### Emergency action plan:

It is an action plan to evacuate all the employees at the time of emergency, before an action plan make drill will be conducted.

One area will be designed as “assembly point” to accommodate all employees at the time of emergency.

All exits are led to assembly point

Emergency plan and make drill is being recorded so all are committed to response with it.

### Accident and Incident reporting:

All accidents and incidents should report; any major accidents happen the area should be secured by the warning boards and ribbon.



# شركة صفور الأبيض للتجارة والمقاولات

## Saqoor Al Abyad Trading & Contracting Co.

After every accident there should conduct a toolbox to avoid the reoccurrence. Incidents should report if failed to report the same process will become an accident.

### Waste management:

Wastes can be classified into four

- 1 Food waste
- 2 Material waste
- 3 Plastic waste
- 4 Chemical waste

All wastes are kept in different places

Plastic waste and chemical waste should recycle according to authority's policy

Wastes being mixing with is strictly avoided and it led to HSE violation.

### Smoking policy:

Smoking is strictly prohibited in site except smoking area

Smoking area should be designed any nonflammable area, carrying of lighter match boxes are strictly prohibited those who are working in material store, MSDS area painting section.

To reduce smoking behavior, it is discouraging in toolbox talk.

### Vehicle routs speed and barrication:

Vehicles have a speed limit of 20km/h inside the site, all vehicles should report at the gate security and enter in register.

Vehicle drivers should wear recommended PPE before entering site. The routs are clearly designed for vehicles and pedestrian way the load carrier vehicles are prohibited to enter while lunch break and rest time of workers.

**Barricades:** To provide minimum safe work practices for the set up and maintenance of barricades that restrict entry or provide warning for areas that involve hazardous activities.



# شركة سوق الأبيض للتجارة والمقاولات

## **Saqoor Al Abyad Trading & Contracting Co.**

Barrication is sound designed between the traffic routes and pedestrian way. All traffic signs should be followed by all vehicles.

### **Common signs:**

- Company/location/facility identification
- Safety
- Road/direction of travel
- Speed limit

All sign carry message like prohibiting **and mandatory**

### **Housekeeping policy:**

all places of employment including outside area shall be kept as clean as the nature of work allows but must be kept free and clear of debris, trash, scrap, spills etc. which could create a health hazard or causes an accident basically, arrangements of tools and materials.

To facilitate cleaning every floor working place and passageway will be a smooth as feasible but allowing for the need to provide non-skid flooring where appropriate.

Floors will not be cleaned with flammable materials or materials creating significant toxic hazard.



# شركة صفور الأبيض للتجارة والمقاولات

## Saqoor Al Abyad Trading & Contracting Co.

### Environmental policy:

Due to various human activities and over population our environmental is being adversely effected it is a serious threat to the very existence of earth.

Pollution can classify into three types 1 Air pollution 2 Water pollution 3 Soil pollution

Air pollution

Emission from industries, automobiles etc. pollutes the air.

Water pollution

Effluents and discharge from industries and domestic sewages etc. mixes with natural and ground water causes water pollution

Soil pollution

Wastes from industries, human consumption etc., material like plastic, metal, cloth, glass chemical etc. when the waste disposes ruthlessly it damages soil.

These pollutions lead the earth to global warming, ozone deflection.

### Saqoor aim to reduce pollution are

- 1 Avoid wastage of water, energy, and materials.
- 2 Grow more and more trees, plants.
- 3 Avoid spillage oil and chemical in the earth.
- 4 Use environmentally friendly materials and goods.





شركة صفور الأبيض للتجارة والمقاولات

**Saqoor Al Abyad Trading & Contracting Co.**

5 Follow all pollution control rules and regulations.

### Prevention of falling system:

Work at height is high risk of hazard it can control by implanting safety measures Like scaffold, safety harness, barrication, safety net etc.

Working more 1.5 mtr it is mandatory to use falling arrest system

Saqoor is having a scaffold erecting and inspection group. generally, they tag out For the usage scaffold.

### PTW System:

It is written format system use to control certain types works that are potentially hazard, it is design by HSE officer/engineer and providing for 12 hours.

PTW is needed for hot works and cold works like cutting, welding confined space entry etc.

Saqoor has a beautiful permit to work system to follow and it is mandatory for all employees, contractors, and sub-contractors.

Prepared by:  
Alzahraa Almalki  
QHSE Officer

Review & Approved by:  
Abdul Razzaque Muhammad  
General Manager

