

الغالببي العالمية للهندسة والمقاولات ش.م.م
AL-GHALBI INTERNATIONAL ENGINEERING & CONTRACTING L.L.C

HSE HAND BOOK



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1.0

INTRODUCTION

AL-GHALBI international Engineering & Contracting LLC's is a limited liability company (LLC) and its management system is accredited by ISO 9001:2008 QMS. We have been providing services for the major clients like Petroleum Development Oman LLC, Daleel Petroleum LLC, Occidental Oman LLC, Oman Gas Company (OGC), Oman Refineries & Petrochemical Company LLC and other leading oil field companies of Oman. Our core business activities are maintenance of live pipelines, civil & mechanical construction including above ground and underground pipelines, flow lines, structural, Demolition works, grit blasting, pipeline coating, HDPE liner and geomembrane installation works.

This HSE Handbook is an easy way to refresh your memory and find the main mandatory rules and guidelines that are applicable to working at Al-Ghalbi. These rules apply to both Al-Ghalbi employees and contractors. If you require further information please visit your nearest Al-Ghalbi field office and meet your HSE Advisor.

We value our employees and committed to provide a safe environment for our Health & Safety by ensuring the following principles.

- Working in accordance with applicable laws, codes and regulations
- Compliance with approved procedures, rules and instructions
- Provision of all necessary information, instruction and supervision for the work force
- Provision of training, assurance for competency for the assigned tasks
- Provision of Safe Systems of Work facilitated by efficient planning, robust risk assessment and effective management of change
- System of Incident reporting, investigation, implementation of remedial actions and preventive measures
- Setting up of Objectives and periodical review
- Proper Documentation, its review in accordance with a scheduled program or after significant changes

2.0

HEALTH, SAFETY & ENVIRONMENTAL PROTECTION POLICY

It is the policy of AL-GHALBI INTERNATIONAL Engineering & Contracting LLC management to protect the health & safety of their employees, Sub-contractors staff and other persons who are involved in its activities.

AL-GHALBI will facilitate proper training to improve HSE skills and competence of all employees.

AL-GHALBI empowers all employees to stop all unhealthy, unsafe and environmentally damaging works.

AL-GHALBI is committed to reduce the risk and hazards of health, safety and the environment to all levels to as low as reasonable practicable.

AL-GHALBI will ensure projects are carried out using the latest Plant Equipments and methods which represents the safest and most efficient type of execution.

The principles and policy of AL-GHALBI in conducting of its activities are as follows.

- It will act positively to protect the Health & safety of its employees, sub contractor's employees and any other who may be affected by these activities.
- It will take necessary precautions to prevent adverse effects on the environment in which its activities are carried out.
- It will comply with the Laws and Statutes of Sultanate of Oman, as applicable to its activities

AL-GHALBI firmly believes that no part of its business objectives can be carried out effectively and successfully if not performed safely.

It believes that all accidents are preventable and that managing Health, Safety and Environmental protection is a responsibility of the line management to this end, it is an essential duty of all Managers and Supervisors to promote Health and Safety of all personnel and to ensure the efficient integration of this policy into all activities of AL-GHALBI.

Since HSE is everybody's responsibility, all personnel are expected to recognize that they have a clear duty to exercise self discipline and accept responsibility to participate in prevention of injury and loss to themselves, others and the environment in every way they can to comply the company slogan.


ALI SULEYM AL JUNAIBI
Chief Executive Officer



01/01/2014

EMERGENCY RESPONSE POLICY

It is the policy of **AL-GHALBI INTERNATIONAL Engineering & Contracting LLC** to manage emergencies in all its operations in such a way that the impact is reduced to minimum levels as to

- Protect its employees from injuries & life threatening scenarios.
- Protect its & Client assets from damage.
- Save environment
- Keep company reputation well.

In order to achieve the Emergency Policy objectives **AL-GHALBI** committed to:

- Assess all its operations to identify possible scenarios of causing incidents.
- Prepare separate emergency procedures to guide company employees on dealing various undesirable events.
- Identify effective recovery measures to all its critical operations.
- Provide required training to its employees on dealing with emergencies.
- Conduct emergency mock drills to raise awareness of emergency preparedness among their workforce.
- Provide necessary resources & arrangements to combat emergencies.
- Report & investigate all incidents to enable organization to learn root causes and subsequent implementation of preventive measures.
- Follow ROP and Client emergency regulations and procedures.



ALI SULEYM AL JUNAIB
Chief Executive Officer



01/01/2014

ROAD TRANSPORT MANAGEMENT POLICY

It is the policy of AL-GHALBI INTERNATIONAL Engineering & Contracting LLC to maintain robust road safety standards during execution of its operations to minimize road traffic accidents to zero.

In order to achieve Road Safety objectives AL-GHALBI committed to:

- Raise awareness about Road Safety issues among their employees.
- Ensure well maintained & safer vehicles are provided to company operations.
- Discourage Drivers to use their private vehicles for commuting in Concession areas.
- Provide necessary arrangement to monitor & develop safe driving behaviors of their employees.
- Provide training to the drivers on defensive driving.
- Enforcement of journey management system.
- Conduct in-house training sessions to address critical road safety issues and mitigation methods.
- Raise awareness among the drivers to avoid the practice of using GSM while driving.
- Enforcement of Royal Oman Police laws on road safety.
- Enforcement of client road safety regulations.
- Provide safe transportation to all its employees.
- Raise awareness on safe load transportation methods among their work force.
- Implement industry best practices to safe & secure transportation of loads.



ALI SULEYM AL JUNAIBI
Chief Executive Officer



01/01/2014

SMOKING, DRINKING ALCOHOL AND DRUG POLICY

It is the policy of AL-GHALBI INTERNATIONAL Engineering & Contracting LLC to perform all its operations without any adverse health affect to any one and committed to protect the Health & Safety of all employees and other personnel by its operations.

It has been identified that smoking, consumption of alcohol, narcotics & drugs shall be reasons for many major health issues.

AL-GHALBI INTERNATIONAL's objectives towards the policy are:

- To prevent and discourage employees from pursuing the harmful habits of smoking, consumption of alcohol, drugs and narcotics.
- To foster a work environment for all employees to discharge their roles and responsibilities in a safe, undisturbed and healthy manner.

Objectives shall be achieved by the following directives:

- Provision of continues education for employees through HSE meetings and sign boards.
- SMOKING inside the offices, accommodations and temporary facilities shall be prohibited.
- Designated area for smoking shall be provided with sign board.
- Consumption or influence as a result of consumption of any intoxicating substances including drugs, alcoholic beverages, narcotics is strictly prohibited especially during working hours.
- Use of prescription drugs during the working hours is prohibited unless prescription of the physician states that the medication will not impair the ability of a person to perform his specific duties.
- Possession of illegal/banned narcotics, drugs and alcohol shall not be allowed.
- Sale and distribution of alcohol and other prohibited drugs at company premises is strictly prohibited.
- Driving a vehicle under the influence of intoxication is strictly not permitted.
- All personnel are encouraged to highlight the alcohol or drug abuse.


ALI SULEYM AL JUNAIBI
Chief Executive Officer



01/01/2014

In order to maintain the values we expect our employees to have the below duties and responsibilities

3.0 Your duties and responsibilities

To make sure that we all work to the same basic standards, you must:

- Have an obligation to stop any activity or operation which you consider unsafe (including those of subcontractors).
- Always be aware of your own safety and the safety of others.
- Prevent damage to equipment and the environment.
- Comply with all policies, procedures and rules.
- Think about the hazards and risks you and others may be exposed to before you start, and during the execution of any task and take the necessary precautions to mitigate these risks.
- Not take short-cuts.
- Be aware of safety issues at all times even after work is over – remember injuries can also happen when you are off work.
- Bring HSE concerns to the immediate attention of your supervisor.

- Report promptly all unsafe conditions and practices (including those of sub-contractors) to your supervisor
- Report all injuries and illnesses, no matter how minor, to your supervisor or the medic promptly
- Report equipment damage, near misses and every spill/release to your supervisor
- Always use the proper safety equipment/PPE
- Ensure you have understood your worksite induction and participate in toolbox talks on each shift
- Follow all security instructions
- Use tools for their intended purpose

3.0 Duties & Responsibilities

Team Leaders & Managers

Managers and team leaders have overall responsibility for and are held accountable for the health and safety of people working with them. This includes the protection of people, the environment and equipment on their worksite.

Their responsibility includes activities such as:

- Conducting risk assessment and evaluation
- Providing safe operational procedures
- Providing safe equipment
- Ensuring a robust permit to work system is used where special activities or non-routine work takes place
- Ensuring good worksite housekeeping
- Listening to workers' concerns with regard to safety and acting on them
- Intervening when at-risk behavior is observed
- Setting a good example through personal leadership and the promotion of health, safety and environmental policies and initiatives

- Leading investigations into injuries, accidents and high potential incidents, contributing to the reports and ensuring follow up of actions and provision of feedback
- Ensuring people working under supervision have received adequate training to enable them to perform their assigned tasks safely
- Conduct management site visits and reporting findings

**NO SAFETY KNOW PAIN
KNOW SAFETY NO PAIN**

4.0 Al-Ghalbi operating locations

Al-Ghalbi operations, working for all major clients in the Sultanate of Oman, are spread across the country. The major locations are Muscat, Fahud, Qarn-Al-Alam, Daleel, Safah, NIMR, Mukhaizna & DUQM. Each location has its own complications in terms of geological aspects of the country and client specific requirements. All Al-Ghalbi employees whoever required to work in the field shall receive site specific HSE induction by one of our HSE advisors.

5.0 HSE Induction – What you need to know

When visiting a worksite for the first time you must attend a 'safety induction' as soon as possible after your arrival.

Your induction may include the following issues:

- Organization at the worksite – roles and responsibilities
- The Emergency Plan and its location, alarms, and responses
- Overview of work areas, “no-go” areas and general traffic areas
- Assembly points and escape routes
- Firefighting equipment
- First aid treatment and location of equipment
- Safety signs and their meaning – PPE areas, first aid, warnings etc.
- Identification of safety representatives

- Smoking rules and smoking/no smoking areas
- Worksite waste disposal and segregation procedure
- Worksite security procedures
- HSE Risk Assessment system at the site
- Permit to work system and type of work which requires a permit
- Hazardous areas and precautionary measures
- Confined space working
- Handling of dangerous substances
- Protective clothing, equipment and what you must use in your job
- Reporting of incidents, damage and injuries
- Reporting of HSE observations
- Project/location/client specific information

6.0 Tool Box Talk

Toolbox talks provide the forum for the Supervisor or the 'Person In Charge' of Work Team to ensure that everyone involved in the activity fully understands the tasks, hazards involved, hazard control measures to be employed and; procedures to be followed. All work groups will hold a daily toolbox meeting at the beginning of each shift to discuss the planned scope of work for that day. Additional toolbox meetings such as dynamic risk assessment should be held as required throughout the shift i.e. if there are significant changes to the task, people involved or environment conditions.

The attendees at a toolbox meeting and any other relevant information shall be formally recorded on Toolbox Talk Form. Site management will periodically attend the toolbox meetings to monitor their effectiveness and obtain feedback on work related HSE issues.

7.0 HSE Observation and Intervention

Everyone has a part to play in managing safety. You are responsible for looking after your own safety and the safety of those around you. By keeping alert you can help to eliminate at-risk behaviors, correct unsafe conditions and contribute to safety at your worksite. If you see something that looks unsafe, or an at-risk behavior, approach co-workers and discuss it using questions. Then either stop it, correct it or bring it to the attention of somebody who can stop it and correct it. You should also recognize and comment on safe behavior. The reporting of these observations and interventions can be recorded in STOP observation card that is applicable in PDO (Petroleum Development Oman LLC) sites and WHAT IF observation card that is applicable in OXY (Oxidental Oman LLC) sites.

8.0 Incident Reporting & Investigation

Incidents are actual events which do or could cause harm. They include injury, illness, damage and near miss incidents. If an incident does occur, it is essential that it is properly reported so that managers can investigate and take the necessary actions to prevent recurrence. Ensure all incidents are reported to your immediate supervisor. You may have to contribute to a report if you are injured or involved in an accident; please remember, the report

should only contain facts (do not include your opinions or make unsubstantiated claims). The events will be investigated either by the worksite manager or a special investigative team, depending on the severity of the event. Please remember to report all undesired events and injuries promptly.

9.0 Emergency situations

During your worksite induction you will be informed about the alarms used at your workplace and the specific procedures that you must follow in case of fire or other emergency situations. When an alarm is raised, stop work, make your work place safe and go immediately to your designated muster station/assembly point. If you discover a fire, raise the alarm immediately. Attempt to extinguish the fire only if you are familiar with the firefighting equipment and are sure you will not endanger your own life. In addition to the fire Al-Ghalbi operations are potential to expect Road Traffic Accident, Rollover Accident, H2S Release, Hydrocarbon Release & Man Lost in a desert. Ensure that during your induction you learn where to go for medical assistance and how to deal with these accidents in detail.

If you find yourself involved in any accident please ensure you follow the below path.

1. Evacuate to assembly point.
2. Raise the alarm (If available and not activated yet)
3. Ensure emergency services are informed
4. Bring First Aider to the injured person if safe to do so
5. Stay at the assembly point till you get further instruction from the authorities.

EMERGENCY CONTACT NUMBERS

Service	Number
ROP (Royal Oman Police)	9999
PDO (Petroleum Development Oman LLC)	5555
OGC (Oman Gas Company SAOG)	1515
OXY (Occidental Oman LLC)	1555
Daleel Petroleum LLC	8007440
ORPIC (Oman Refineries & Petroleum Industries Company)	3999

10.0 Harmful substances

Every worksite, which uses any chemicals, must:

- Review the chemicals, which you use on a regular basis and ensure that you are familiar with the associated hazards and personal protection measures. Be familiar with the Material Safety Data Sheets (MSDS) / Safe Handling of Chemicals (SHOC) cards and the assessments for the safe use of chemicals.
- Follow all instructions related to safe use and storage of chemicals
- Understand spill cleanup procedures and know where spill response equipment is stored.
- Prior to using hazardous chemical substances, instructions for their use and precautions to be taken must be fully understood

11.0 PPE (Personal Protective Equipment)

The planning and assessment of work activities will take account of any hazards and where practicable, the risk from these hazards will be eliminated or reduced.

A residual risk may remain, but we can often reduce this further by wearing appropriate PPE. Your full compliance with safe, well proven working procedures should prevent accidents and consequential injuries. PPE is the last personal line of defense, but may not protect you if you fail to behave safely.

Every person on a worksite must wear (unless in a designated safe zone):

- Hard-hat
- Coveralls with high visibility reflective stripes or a high visibility tabard
- Safety boots/shoes
- Safety glasses
- Gloves (unless deemed unfit for task)

Additional PPE must be used when required and may include:

- Hearing protection
- Fall protection harnesses
- Respiratory protection equipment
- Clear goggles
- Gloves with specific hand protection (cut/thermal/chemical)
- Welding hood
- Full face shield, etc.

THE LIFE-SAVING RULES



Obtain a valid Permit to Work whenever required for the task at hand.



Conduct gas tests whenever required.



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



Obtain authorization or a valid Permit to Work before entering a confined space.



Obtain authorization or a valid Permit to Work before overriding or disabling safety-critical equipment.



Use specified fall-prevention equipment when working at height.



Do not walk under a crane or suspended load.



Do not light up cigarettes, cigars or pipes in no-smoking areas.



Follow the prescribed safe Journey Management Plan.



Wear seat belts when in a moving vehicle.



While driving, do not use a mobile phone and do not exceed speed limits.



Do not drive or work under the effect of drugs or alcohol.