0	27/09/2025		S.LAKHDAR	HSE Manager	E. BOULZHAR	Construction Manager	M.ZIACHE	Project director
Rev. No.	**Date**	**Description**	**Developed by**		**Checked by**		**Validated by**	

Client:

JESA

Project:

SCIF SAP A Line MPH MZINDA EL YOUSSOUFIA-OCP- MOROCCO

SCIF

Designation of the document:

HSE PLAN

Remark	Document N°	Revision N°	Total pages
		00	39

Summary

I- Introduction

1- Scope of work:

The project consists of assembly of metal structure, mechanical equipment and piping.
for the lines of the NEW TSP HUB project located at OCP S.A JORF LASFAR EL

2- References:

- OSHA standard
- JESA Annex S
- Moroccan lows
- OCP standard

3- Objectives:

To protect the health & well-being of personnel during work site activities and ensure that safety is a prime consideration in the project execution, by establishing and maintaining all injury and incident in the workplace. To avoid contaminating the environments and worksite with hazardous substances that may result from construction activities. To achieve Zero Fatality, Zero Lost time Injury and No Major Environmental Incident.

4- DEFINITIONS

Text	Definition
OCP	Office chérifien de phosphate
JESA	Client
Accident/ Incident	An unplanned, undesirable event that disrupts work activity.
CONFINEDSPACE	Confined space" means a space that: Is large enough and so configured that an employee can bodily enter and perform assigned work.
Contractor	The party, including "subcontractors", defined in contractual agreement with Company for which these health, safety, and environmental requirements for contractors are incorporated, vendors, personnel, and others under its direction or control.
ERP	Emergency Response Plan
OSHA	United States of America Occupational Safety and Health Administration.
Safety Observation Report (SOR)	Written documentation, resulting from an interactive process between observer and workerS.
Job hazard analysis JHA	A task-specific planning document used to help ensure that every task receives proper HSE assessment and planning. Also referred to as a Job hazard Analysis (JHA) in some locations.
Subcontractor	Any person, partnership, or corporation, which has a contract with the company and/or their subcontractor(s), to furnish labour, material, or equipment.
Tool Box Meeting (TBM)	A weekly all hands Tool Box Meeting with the entireworkforce of HSE topics agreed with Company.
Tool Box Talk (TBT)	A review of the PTW and/or JHA among the crew and supervisor to discuss and resolve any HSE issues before work is continued, when there has been a break in the work schedule, change in work conditions, change in crew, etc.
Work At Height	Work at Heights is work performed when your feet are 1.8 metres or above,

II- Health and safety Policies

1- HSE policy:

The management system Health, Safety and Environment (HSE) is an integral part of our corporate culture

Under this policy, the SCIF management is committed to implement all the provisions to respect the following principles:

- Each of its role and its activities within the SCIF is aware of his active role in the safety and preservation of the environment.
- Compliance with regulatory requirements in terms of HSE is a priority of the SCIF policy.
- The issue of HSE is taken into account throughout the projects managed by the SCIF.
- Each employee is informed about the potential risks (handling, electrical, thermal ...) and formed in order to take the necessary steps to reduce or eliminate these potential risks.
- Information regarding potential risks is constantly available and updated, including through safety data sheets.
- The staff is led to use of personal protective equipment as well as adequate protective equipment whenever necessary.
- The waste generated by the SCIF and may have an impact on safety and the environment are collected, sorted and disposed of properly to allow preservation of the environment.
- The impact of the activity is evaluated to allow the establishment of appropriate prevention and control measures.
- A record and track incidents and accidents are implemented in order to obtain data in order to avoid their recurrence.
- The efficiency of the HSE management system is periodically monitored through internal audits.
- Improved HSE system through feedback and suggestions from individual and group is a key to its continued effectiveness.

The management system Health, Safety and Environment is designed, maintained and improved for all the SCIF staff

See Below SCIF HSE POLICY

2- Drugs and alcohol policy:

- Drug and alcohol use can affect a person's ability to work safely. It creates a risk to workers and work health and safety.

- No one must drink alcohol or use drugs at this workplace.

Disciplinary action: If anyone is found drink alcohol or drugs, our management will dismissal her.

3- Workplace theft policy:

Any theft by the employee at workplace may result in the following action:

- Immediate dismissal

III- HSE responsibilities:

1- Project director:

Coordinate between the various sites on the JORF LASFAR platform in order to make available the human and material resources in need for each of these sites.

Controls operationally the relief actions as such, he: Initiates the means of intervention according to the nature of the incident and the affected personnel, Stops, if necessary, the current activity in the areas likely to be affected and organizes their emergency evacuation,

Official Report to the client for all accident/incident as consortium Lead, Go immediately to the place of the incident if it is accessible within a limited time.

Set up the reception of the external emergency team and ensure on-site coordination of the action of the various stakeholders.

Coordinates all activities as a consortium Lead with the client, and coordinates with other contractors and subcontractors on site of the project. Watch on the realization of the missions, regularly inform the HSE manager of the evolution of the emergency situation. In case of absence, it is replaced, in order of priority, by the Project Manager.

2- Project manager:

- Defines the general guidelines and basic rules related to the HSE Plan.
- Provision of necessary equipment, tools and accessories.
- Implementation of procedures as contract.
- Ensure professional project safety control.

3- Project HSE manager:

- Defines the general guidelines and basic rules related to the HSE Plan.
- Ensuring compliance with all current legislation, codes of practice and relevant standards.
- Globally oversees the respect and application and implementation of the HSE Plan.
- Achieve the continuous improvement actions related to the HSE Plan.
- Develop and implement a system of safety management.
- Develop an HSE training matrix.

4- Construction manager:

He is the first responsible for the achievement of HSE requirements on site.

- Develop work procedures and risk analyzes in collaboration with the HSE manager.

- Mobilize the means and issue the special authorizations related to the implementation of the HSE Plan for the construction teams.
- Supervise the deployment of HSE requirements by these teams under their responsibility, and ensure compliance with all the requirements arising from them.
- Ensures adequate treatment of HSE non-conformities, accidents and incidents;
- Commit all improvement actions related to HSE.
- Stops the works concerned in case of serious breach of the rules of safety.
- Guaranteed permanent compliance with HSE requirements.
- Verifies, or alternatively, prepares the records stipulated under the HSE Plan.

5- Site manager:

- Attend weekly HSE meeting for coordination.
- Supervising activities progress.
- Ensure the respect of procedures and method statement.
- Implementation and application of the safety instructions and rules as indicated and approved on the HSE plan.
- Ensure safe progress.

6- Project HSE Manager :

- Ensuring compliance with all current legislation, codes of practice and relevant standards
- Investigate accidents and dangerous occurrences.
- Lead HSE activities when necessary as consortium, & Lead HSE reporting to the client.
- Ensuring that equipment is installed correctly and safely.
- Responsible for doing regular work site inspections and bringing any safety issues up to Field management.
- Recording and investigating and accidents or incidents.
- Producing concise reports for managers on health and safety matters.
- Ensuring the legal compliance of all buildings and equipment.
- Preparing reports by collecting, analyzing, and summarizing regulatory and compliance data and trends.
- Advising managers, colleagues of safe working practices

7- HSE officers:

- Preparing safety observation reports / work permits
- JHA development.
- Making regular site inspection.

- Tools, equipment's and accessories inspection.
- Implementation of awareness sessions and toolbox talk.
- Preparing safety observation reports / work permits /daily reports.
- Ensuring compliance with client exigencies.

8- Senior Supervisory Staff (Superintendent / Supervisor / Engineer /Senior Foreman):

- Ensure the execution of the works placed under their responsibility by applying the HSE requirement
- Ensure compliance with all client exigencies.
- Ensure a coordination with all project intervenes.
- Attend weekly HSE meeting for coordination.
- Supervising activities progress
- Ensure the respect of procedures and method statement
- Implementation and application of the safety instructions and rules as indicated and approved on the HSE plan

9- Front Line Supervisors (Foreman / Supervisor):

- Assure with the HSE coordinator the daily progress of work and hazards that happen.
- Attend an JHA briefing.
- Analyze the risks of all activities related to the execution of works on site and inform the HSE officer about any hazards or problem founded.
- Control the implementation on site of the HSE provisions and drafts the SOR in case of failure of an HSE requirement.
- Lead training actions to new recruits, awareness and information.
- Stop the work concerned in the event of a serious breach of the HSE rules & codes.
- Monitor the procurement and implementation of PPE.
- Deliver TBT & TBM when it's necessary.

10- First aiders:

- Application the predefined emergency measures.
- Informing intervenes about all first aid case.
- Giving a rescue or first aid if needed.
- Respect the rescue and emergency plan.
- Conservation of first aid boxes and rescue equipment.

List of rescuers and their third-party certificate will be defined by memo.

11- Fire wardens:

- Stop and neutralize all external sources of hazards that cause fire.

- Prevent the spread of fire
- Fight the emergency situation using available equipment's (extinguishers ...), after having recovered the necessary equipment.
- Evacuate immediately the area concerned.
- Apply the safety instructions they receive on-site.
- Help the external intervention team.

List of first intervention and Fire-fight and their third-party certificate will be defined by memo.

12- Banks men / Riggers / Slingers:

Regarding critical tasks and difficult operations such as slinging and traffic control, driving and using mobile elevating platforms, lifting equipment and maintenance of equipment's and the electrical and mechanical intervention are conducted by competent personnel, trained and empowered approved by third-party certificates. Slingers must wear a distinctive orange vest labeled on the back with their title. List of slingers, signalers, forklift and PEMP operators, the operators of cranes with their qualifications and their third certificates will be defined by memo.

13- General Workers / Labors:

- In general, are responsible for any individual deviation from the pre-established provisions.
- Apply the instructions given to them, in particular, regarding the respect of the HSE rules and specifications, the preservation of their health & safety and the preservation of the environment.
- Participate in drafting JHA.
- Attend and participate in toolbox-talk and HSE awareness sessions.
- Immediately identify and report accidents, emergencies and any imminent hazard.

14- SAFETY TIPS DURING COMMISSIONING

General Safety Tips

C. A proper risk assessment is invaluable during commissioning. It makes the participants aware of any possible threats of all types of energy sources.

D. Be sure about what you are about to do, what others are doing and what will be done.

E. Don't be afraid to ask dumb questions. Chances are others want to ask the same thing.

F. When faultfinding, use your eyes first and not your tools.

G. Any activities in the commissioning area must be permitted form commissioning team.

H. Smoking is strictly prohibited during pre-commissioning, commissioning and start-up area.

I. Always consider electrical equipment to be live until it is fully isolated and tested to be not.

J. The transportation, storage, handling and use of all hazardous chemicals in the commissioning area should be controlled by competent person who is permitted by the commissioning team.

K. When returning to work from a break assume that things have changed and recheck for live power etc.

L. Upon arriving at site always do a job safety analysis even if you are familiar with the site as things do change and this gets safety foremost in your mind.

M. Trust test equipment or sensor to verify dangerous potential than your personal belief or knowledge or experience or attached label to identify a dead (not energized) equipment.

N. Always consider equipment energized if not grounded.

O. Always ensure you have established eye contact with the machine operator and you have made your intentions clear to the operator if you are going to move within the operating area (reach) of the machine.

- Mechanic Safety Tips

X- Before isolating the machine, bring all the moving components to a safe position.

XI- Consider what would happen if the hydraulic actuator (either a motor or a cylinder) is removed or if the hydraulic lines to it are removed.

XII- When removing any component, isolate the fluid supply, or if necessary, drain the reservoir of oil. Uncontrolled spillages are dangerous.

XIII- When breaking a line, it is normally possible to loosen it first and then move it from side to side, without actually disconnecting it.

XIV- Hot oil and oil under pressure is extremely dangerous, always wear safety glasses.

XV- When installing new equipment there needs to be a definite procedure and follow up to ensure Mechanical installation guys are locked out.

XVI- Make sure you have a fall-back plan whenever you climb a ladder or structure 1.5m above ground.

XVII- Some large rotary equipment has severe safety implications if driven the wrong way.

XVIII- Always ensure remote or auto start functions are isolated before working on diesel powered equipment.

XIX- Ensure that when isolating mechanical equipment also considers potential energy i.e. blades on a large fan moving under gravity or wind.

XX- Don't touch things to get a temperature reading.

XXI- Read the equipment manuals, there's a fascinating amount of information there that, sometimes, even the agent/installer knows nothing about.

- IT Safety Tips

4- EMERGENCY RESPONSE

- The Commissioning Emergency Plan (CEP) will involve emergency response procedures to be enforced during the commissioning stages.
- The CEP is a special version of the Facility Emergency Plan (EP). The CEP will also integrate into site emergency management.
- The CEP and the corresponding emergency response procedures will be in place before the commencement of any commissioning activity and before the introduction of any fissile material into the facility. During pre-commissioning stage, emergency training will be completed, and a demonstration emergency drill will be carried out to the satisfaction of OWNER and the regulator.
- The efficiency of the Commissioning Emergency Procedures will be tested by means of drills co-ordinated with OWNER, CONTRACTOR and Commissioning Agency. Procedures and acceptance criteria will be an integral part of the plan.

IV- HSE Programs:

1- Site HSE induction and training:

1.1. Site HSE induction:

The decided training are recorded in a training program. In addition, SCIF is responsible for the necessary HSE training in relation to the national and international HSE requirements and the client's requirements to which it applies from our staff and our subcontractor's staff. This training includes a site-specific introduction and a client-provided questionnaire, a 4-hour health and safety assistance program, safety training for managers and supervisors, training on working conditions, training on crane trucks. The documentation of all these HSE trainings will be kept at the project site and provided to the client at his request. All training material to be approved by the client, and trainer CV will be send to client before arrival on site,

1.2. Staff / Workers

The personnel working on the site have appropriate training resulting from their initial qualification and the workstation to occupy. In addition, for new workers arriving on site, they are registered in a specific register and a training session is organized for their benefit by the site managers or any other intervener designated for this purpose.
In addition, according to the identified skills development needs, specific training courses are organized, particularly around well-defined topic with training rate = 1% per week

1.3. Visitors:

For each visitor, an induction session is completed, explaining the scope of work and the risks related to this work and the rules specific to the scope as well as the residual risks in this area.

1.4. Training:

SCIF implements the client's policy for site visitors.

The visitors will be escorted by our HSE service to better respect the traffic loop.

In terms of informing and raising awareness among staff, the system set up for this purpose includes, among others, the following measures:

- The provision of a copy of the PHSE and, at the main site installation.
- The display of the JHA, the results of the operation of the SOR, the safety instructions and the emergency plan as well as any other document that is important for the execution of the work.
- Regular awareness sessions given to staff on:

  - health and safety and environmental risks specifically associated with the nature of the work to be done.
  - Specific risks due to other companies on the site, including subcontractors.
  - Specific risks due to third parties.
  - Include of traffic plan on site during induction
  - the hygiene and safety measures applicable and those relating to the protection of the environment.
  - The conditions applicable to the traffic at the construction site.

These reminders are done in the context of TBT sessions held daily and at HSE meetings of the project. Finally, the evaluation of the effectiveness of the training thus conducted is carried out. This is done mainly by observations made at the workplace of the degree of acquisition of the competences concerned. Led by the management, these observations make it possible to decide, in case of significant differences, to redo the required training.

1.5. working at height:

The SCIF provides the means of protection against falling from work height from 1.8 meters such as harnesses, bodyguards, and mobile elevators for anyone, scaffolding, safety nets and any equipment deemed necessary by specific customer or procedure requirements internal:

- All on-site workers are aware that harnesses and safety nets are not the only means of fall protection.
- Operators in aerial work platforms, scissor lifts, mobile cranes, hanging baskets and in articulated boom lifts and other similar devices use fall protection equipment all the time. Ramps on nacelles are approved by a qualified person before use as fall protection or anchoring point. This material is used exclusively in a purely professional setting and not as a man-lift to transport workers to various parts of a construction site.
- All portable ladders are identified by labels bearing the name of their owner, but SCIF advocates the use of mobile scaffolding, mechanical nacelles, platform ladders and other more secure means than portable ladders.
- If ladders are used, then the end of extension ladders should be attached to a solid anchor point before they are used, a second worker will have to maintain the ladder until the attachment is secure. And if a worker's feet are on or under the fifth rung of the ladder, the end of the ladder should
be attached to an anchorage point and a second worker should hold the ladder for the duration of this task and the use of fall protection is mandatory from 1.80 m.
- The deck slabs are laid, tightened and immediately secured to prevent accidental movement. During the initial set-up, decking sections are placed so as to ensure complete support by mechanic and each piece is individually fixed. Before installation or shaking of several bridging sections using fastening methods, such as temporary tack welding, is not allowed. Use of controlled decking areas is not permitted.

1.6. Scaffold’s training:

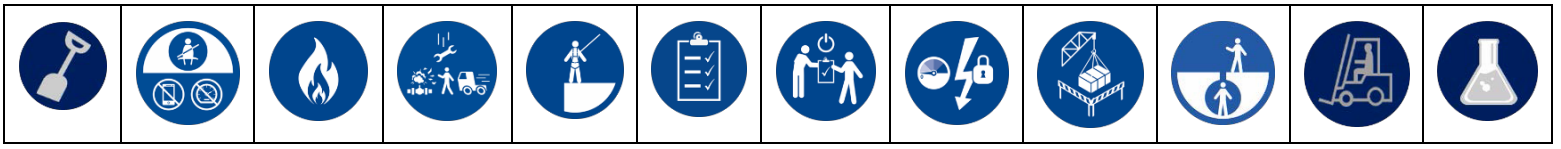
SCIF mobilizes a dedicated team for the assembly and disassembly of scaffolding piloted by a team leader. The present team is trained and authorized and certified third party.
The scaffolding team is distinguished by wearing blue helmets.

The scaffolding file is communicated in advance to the client for validation.

Their leader will be in charge of daily scaffolding inspection and insertion of the appropriate

Once the scaffolding is mounted the team leader will fill out a checklist for the Scaffold Compliance Confirmation and insert the green tag.

1.7. 12 Life Saving rules.



Hot work

Descrip□on

- Life-Saving Rules (LSRs) are simple, observable, tasklevelac□ons to prevent fatalinjuriesduringhigher-riskac □i □s
- Hot Work is one of the twelve LSRs
- Hot work includes any work that creates an igni□on source performed in an area whichhas poten□al for hydrocarbons or flammable materials.
- Igni□onsourcesareopen flamesor sources of heat that could ignite materials in the work area such as welding, grinding, smoking, torching, un/loading of hazardous materials, internal combus□on engines, chemical reac□ons, ba□eries.
- Risks associated with hot work are asphyxia□on, electric shock, air contamina□on, fire, and explosions.

Rulestatementandac □ons

Control flammables and igni□on sources

- I iden□fyand controligni□on sources
- Before star□ng any hot work:
  - I confirm flammable material has been removed or isolated
  - Iobtainauthoriza □on
- Before star□ng hot work in a hazardous area I confirm:
  - A gas test has been completed
  - Gas will be monitored con□nually

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Driving

Description

- Life-saving rules (LSRs) are simple, observable, task level actions to prevent fatal injuries during higher-risk activities
- Driving is one of the twelve LSRs
- Whether field or office based, we are all exposed to the risk of driving.
- Both driver and passengers should take responsibility for each other's safety.
- Talk together about the safe driving rules before your journey.
- Eliminate distractions.
- Maintain keen observation.

Rule statement and actions

Follow safe driving rules

- I always wear a seatbelt
- I do not exceed the speed limit. And reduce my speed for road conditions
- I do not use phones or operate devices while driving
- I am fit, rested and fully alert while driving
- I follow journey management requirements

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Line of fire

Descrip□on

- Life-saving Rules (LSRs) are simple, observable, task level ac□ons to prevent fatal injuries during higher -risk ac□vi□es
- Line of Fire is one of the twelve LSRs
- It is about being aware of unexpected hazards. Those not always obvious or constant and can be introduced as the task progresses. Such as:
  - underground and overhead powerlines
  - pipelines
  - objects underpressure
  - stored energy
  - lines under tension
  - poorly supported excava□ons
  - shi□ing cargo, movingequipment
- Weneed tocon□nually monitor surroundingsandposi□onourselvesto avoid being in the line of fire.
- This includes being visible to vehicle drivers and equipment operators.

Rule statement and ac□ons

Keep yourselfand others out of the line of fire

- Iposi□on myselfto avoid:
  - Movingobjects
  - Vehicles
  - Pressurereleases
  - Droppedobjects
- I establish and obey barriers and exclusion zones
- I take ac□on to secure loose objects and report poten□al dropped objects

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Energy isola□on

Descrip□on

- Life-Saving Rules (LSRs) are simple, observable, task level ac□ons to prevent fatalinjuries during higher -risk ac□vi□es
- Energy Isola□on is one of the twelve LSRs
- Energy isola□on separates people from hazards associated with electricity, pressure and energised equipment.
- It also provides protec□on from poten□al energy sources (e.g., posi□oning valves to prevent tanks filling with materials due to gravity).
- Lockout/tagoutproceduresprotect from unexpectedreleases of energy suchaselectrical, hydraulic, pneuma□c or mechanical.

Rule statement and ac□ons

Verifyisola□on andzero energy before work begins

- I have iden□fied all energy sources
- I confirm that hazardousenergysources havebeenisolated, lockedand tagged
- I have checkedthere is zeroenergyand testedfor residualor stored energy

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Work authoriza?on

Descrip?on

- Life-saving rules (LSRs) are simple, observable, task levelac ?ons to prevent fatalinjuriesduringhigher-risk ac?vi?es
- Work authoriza?on is one of the twelve LSRs
- It is about seeking and having authorisa?on to start, resume, or hand - over a task.
- The person in charge of the work confirms that it is safe to start, that controls are in place and effec?ve, and the task can be performed as planned.
- Changes in condi?onsmayinclude:
- Differences in what was originally planned and captured on the permit
- work environment
- equipment
- process or operaingparameters
- personnel

Rule statement and ac ?ons

Work with a valid permit whenrequired

- I have confirmed if a permit is required
- I am authorized to perform the work
- I understand the permit
- I have confirmed that hazards are controlled and its safe to start
- I stop and reassess if condi?ons change

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Working at height

Descrip?on

- Life-saving rules (LSRs) are simple, observable, task level ac?ons to prevent fatal injuries during higher -risk ac?vi?es
- Working at height is one of the twelve LSRs
- Working at height includes:
- elevated areas not enclosed by hand rails
- ladders
- work over water
- rope access
- floor openings
- access hatches
- inspec?on pits
- Requires:
- use of approved fall protec?on equipment secured to an approved anchor point.
- physical barriers below the working area to keep people safe from any objects that could fall from height.

Rule statementand ac?ons

Protect yourself against a fall when working at height

- I inspect my fall protec?on equipment before use
- I secure tools and work materials to prevent dropped objects
- I ?e off 100% to approved anchor points while outside a protected area

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Bypassing safety controls

Description

- Life-saving rules (LSRs) are simple, observable, task level actions to prevent fatal injuries during higher-risk activities
- Bypassing safety controls is one of the twelve LSRs
- Safety controls prevent unsafe operations from occurring
- They include
  - equipment such as machine guards, alarms, physical barriers, pressure safety values
  - procedures such as mechanical shutdowns
- There are times when it may be necessary to bypass or deactivate a control for a period of time and use an alternative safeguard.

Rule statement and actions

Obtain authorization before overriding or disabling safety controls

- I understand and use safety critical equipment and procedures which apply to my task
- I obtain authorization before:
  - disabling or overriding safety equipment
  - deviating from procedures
  - crossing a barrier

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Excavation

Description

- Life-saving rules (LSRs) are simple, observable, task level actions to prevent fatal injuries during higher-risk activities
- Excavation is one of the twelve LSRs
- Excavation includes:
- open excavations.
- potholing.
- pit excavations.
- trenches and retaining walls.
- shafts and drives.

Requires:

- Use of approved cave-in protection
- Appropriate means of access
- physical barriers on excavation edges to prevent falling onto.
- Gas monitoring if necessary
- Underground utilities identification

Rule statement and actions

Protect yourself against excavation hazard

- I inspect the excavation daily
- I secure loose soil away from the excavation edge
- I make sure I am watched while inside the excavation
- I make sure access/egress is close to me at no more than 7m.

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Safe mechanical lifting

Description

- Life-saving Rules (LSRs) are simple, observable, task level actions to prevent fatal injuries during higher-risk activities
- Safe mechanical lifting is one of the twelve LSRs
- Suspended loads temporarily lifted or hung above the ground, can swing, fall and crush you.
- Suspended loads and any lifting operations, should be controlled through physical barriers and exclusion zones.
- Lifting operations need to be planned and performed by a trained operator using certified equipment.
- A formal lift study may be required prior to commencing a task involving mechanical lifting.

Rule statement and actions

Plan lifting operations and control the area

- I confirm that the equipment and load have been inspected and are fit for purpose
- I only operate equipment that I am qualified to use
- I establish and obey barriers and exclusion zones
- I never walk under a suspended load

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Hazardous Substances

Description

- Life-saving rules (LSRs) are simple, observable, task level actions to prevent fatal injuries during higher-risk activities
- Hazardous Substances is one of the twelve LSRs
- Hazardous Substances include:
- chemicals.
- products containing chemicals.
- fumes.
- dusts.
- vapors.
- mists.
- nanotechnology.
- gases and asphyxiating gases and.

Requires:

- Handling training
- SDS and labelling
- Special PPE
- Safe Storage

Rule statement and actions

Protect yourself against hazardous substances

- I get to know the substances
- I know first aid measures
- I wear appropriate PPE correctly
- I read the SDS and spot labels

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Mobile Equipment

Description

- Life-saving rules (LSRs) are simple, observable, task level actions to prevent fatal injuries during higher-risk activities
- Mobile equipment is one of the twelve LSRs
- Mobile equipment include (but not limited):
- Excavators
- Loaders
- Bulldozers
- Trucks
- Cranes
- Telehandlers

Requires:

- Competence and training
- Technical knowledge of equipment capacities
- Designated traffic management
- Periodic inspection

Rule statement and actions

Protect yourself against mobile equipment hazard

- I am always a pedestrian
- I am always away from equipment no less than 5m
- I Spot where the flag man is
- Never be distracted around equipment

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

Confined space

Description

- Life-saving rules (LSRs) are simple, observable, task level actions to prevent fatal injuries during higher-risk activities
- Confined space is one of the twelve LSRs
- Confined spaces are enclosed spaces not designed or constructed for human occupancy
- A confined space, such as a vessel, tank, pipe, cellar, or excavation can contain:
- toxic or asphyxiating atmosphere
- or other dangers such: as energy releases, exposure to hazardous gases, things that can fall on you or crush you, or that you can fall from

Rule statement and actions

Obtain authorization before entering a confined space.

- I confirm energy sources are isolated
- I confirm the atmosphere has been tested and is monitored
- I check and use my breathing apparatus when required
- I confirm there is an attendant standing by
- I confirm a rescue plan is in place
- I obtain authorisation to enter

References

1. Life-Saving Rules Sharepoint Site
2. Knowledge and Management System

1.8. First aid:

For minor accidents, first aid kits will be available at the site installation and will be checked and completed at regular intervals by the HSE Coordinator.

First aid will be provided by qualified persons trained in first aid The follow-up will be

devoted to the contents of the first aid kits by weekly checks.

Availability of one firs aider for each 10 people

First aid kits: Vinyl gloves, Individual dose of physiological solution, Bacterial compress, Sterile compress, roll of adhesive tape, Bandage, Adhesive bandage, Retention bandage,10cm tape, Stretch tape 5cm, Triangular scarf, Eye lotion, Soothing emulsion, Salt tablets, Analgesic drug.

For accidents or emergencies occurring during non-working hours, it is requested to respect the emergency plan by the supervisory staff present on the site, making sure to inform, rather, the HSE manager to ensure traceability and the dissemination of the required information to the parties concerned.

1.9. Fire awareness.

The fire hazard is mainly due to the presence of diesel storage tanks, gas cylinders and hot work etc. Also on site are not used flammable or explosive products, other than fuels, gear oils and welding gases (acetylene and oxygen cylinders). In addition, fire extinguishers are placed near the storage areas of flammable products. The machines, too, are equipped with fire extinguishers in the cockpit.

The presence of extinguishers at the locations indicated above and their periodic maintenance (according to the expiration date indicated on each fire extinguisher) are periodically checked by specialized service providers.

1.10. Lifting Operations

In the case of "critical mechanical handling", SCIF provides lifting plans that will be reviewed and approved by the CLIENT at least five (5) days prior to the commencement of the handling activities, and this relates to the following critical handling:

- More than 50 tons,
- Greater than 85% of the capacity of the crane,
- Involving more than one crane,
- Of a non-rigid object,
- Above the active work areas,
- In active process installations,
- On the pipes,
- Near power lines or public goods, or
- Confined or tight work areas.

All mobile crane outriggers are fully extended and fully deployed when used to lift or carry a load, because of the configuration or physical location, not all outriggers can be fully deployed.

It is mandatory for all cranes to have an anti-reconciliation device that disconnects the functions of the winch when the hook approaches the arrow.

All machines are equipped with a manufacturer-approved, safe and durable glass front door, a secure covered cab at the front or other device designed to keep the driver's hands inside.

Smoking is prohibited except in certain areas provided for this purpose which are approved by the CLIENT.

2- Permit to work:

Permits to work are a formal management system used to control high risk activities. These enable an assessment of risks to be made and to specify control measures which will be put in place in order to minimize the risk.

Permits to work will usually be necessary for such activities as maintenance or construction work by external contractors, unless a risk assessment indicates otherwise.

- Ensure that the work which is intended to take place is properly authorized.
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited. Consideration should also be taken of the activities of other parties which may impact on or be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur.
- Ensure that all those persons who have control of or are affected by the activity are aware.
- Provide a record of the work, that the specified precautions have been understood and enacted, and that the workplace and or equipment is returned to a safe condition.

To prepare the Permit to Work the contractor shall,

- Develop the method statement and risk assessment for the work to be undertaken.
- Determine if the work to be carried out requires a permit to work. This will be the case if it is of the type described as above, unless a risk assessment indicates that it is already a low risk activity. Other high-risk activities, which are not listed above may also require a permit to work.
- Determine the type of permit(s) that is/are required. Blank permits exist for the following types of work, work at height, hot work, confined spaces, digging of trenches and for unspecified activities.
- Gather the relevant information in relation to the work, including the intended starting time and date, the anticipated duration, a description of the task duration, and the names of those carrying out the work.
- Inspect the intended location of the work. Considering the method statement, determine any additional measures or actions that are required in order to minimize risks associated with carrying out the intended task(s) at this location. This may include isolation of services such as electricity, or gas. In order to determine the necessary actions, it may be necessary to call upon

the expertise of others who are familiar with the location or the activities to be carried out. Other adjustments may need to be made before the work commences.

• Determine a date, time and duration for the work to take place. The allocated duration should be sufficiently long enough to enable the job to be carried out in a satisfactory fashion.

2.1. Release work permit:

This permit is used for all types of work

2.2. Working at height permit:

This permit is used for work exceeding 1.80 m in height

2.3. hot work permit:

This permit is used for all hot work, welding, cutting, grinding…

2.4confined Space Permit:

This permit is used for all confined space like, tanks, equipment, and fans

2.5. Lock out tag out permit:

This permit is used for all work in commissioning department.

3- Job Hazard analysis

The job hazard analysis (JHA) is developed by the crew assigned to perform the work with guidance from their supervisor. The crew supervisor identifies the work area and task to be performed and then leads the crew in developing a Safe Plan of Action. The crew supervisor is responsible for the following:

• Developing a safe strategy for the work

• Ensure that all generic and dynamic potential risks are considered.

• Implementing the identified and agreed risk control measures.

• Filling in the JHA form

• Signing the JHA form and ensuring that the crew has also signed and understood the content of the JHA form

Creating the JHA requires the supervisor to solicit crew participation in identifying hazards and hazard control measures such as PPE, training requirement, permits, procedures, etc. Members of the team are required to sign the JHA document to indicate their participation, their understanding of the plan, and their agreement to follow the plan. The JHA can be developed in any language required to ensure that the crew has a common understanding of the work area and tasks to be performed. Once completed, the JHA form should be posted in a safe, visible and accessible location within the work area for reference by the crew during the task. Any member of the crew is authorized and encouraged to modify the JHA should the dynamics of the situation change. Some examples of situations that could arise during the work and that would require a re-appraisal of the JHA.

4- Inspection and Audit:

HSE audits and inspections are planned and carried out by the HSE manager to ensure the implementation of the HSE requirements by us teams in the site.
Based on questionnaires (see annexes), these inspections are intended to determine the condition of the equipment, scaffolding, nacelles, ladders, the organization of chemical storage, the state of the locker rooms, the welders and the house keeping ...
The results of the non-conformities identified will be documented, recorded, communicated and the corrective actions will be followed until they are fully implemented.
The Walk downs are carried out by the contractor's management team jointly with that of the clients according to a schedule discussed in advance.
The Walk downs are carried out by the contractor's management team jointly with that of the clients according to a schedule discussed in advance.

5- Safe Work Method Statement & Risk assessment (RA-SWMS)

a. CONTRACTORs are to develop an SWMS, RA and submit it to JESA in a timely manner
b. JESA shall review the SWMS for compliance and approve it.
c. All workers, supervisors and safety personnel working at height must be inducted into their task SWMS end RA.

6- HSE Communication:

6.1. written Communication

Induction: As part of the integration program, the employee is received by the HSE facilitator during the induction, which he is informed of the SCIF HSE policy, and the HSE rules to respect to work with a level maximum safety (see HSE INS02 handbook)

	Who	Frequency	Attendance records
SCIF STAFF / SUBCONTRACTOR	HSE OFFICER OR HSE COORDINATOR	New arrival	Induction handbook
TOOLBOX TALK	HSE Officer	TBT/ JHA	Attendance list
TOOLBOX MEETING (SCIF,SUBCONTRACTOR) weekly (every Thursday)	HSE Officer	Toolbox meeting	Attendance list)



HSE Training/induction TBM Third part training

6.2. Graphic communication:

6.3. broadcasting methods:

Notice boards TBT

7- PPE:

Personal Protective Equipment is an equipment that protects the employee against what is dangerous for his health in the course of his work. However, the best protection is prevention. In fact, PPE cannot prevent accidents, but it can protect against injuries that may occur during an accident. In addition, it protects against the development of certain occupational diseases. Wearing a panoramic mask with filter is obligatory for everyone present on site.

7.1. PPE management and storage

The management of PPE is done by a systematic staffing based on the quality of our equipment.

this equipment's are preserved in adaptable premises.

Once the PPE is handed over to site staff, the latter is informed of the risks against which the equipment is intended to protect it. Moreover, the explanation of the mode of their use is brought. From this moment on, each member of the site staff is required to wear the PPE provided.

Finally, the use of PPE is the last element of the chain of prevention and will be done after exhausting.

Implementation suggestions to eliminate risks at source and that the use of CPE would be impossible or would entail too much risk.

7.2. Basic PPE:

Depending on the residual risks and hazards and company profile, It is possible to use the use PPE for the protection of the head, hearing, eyes and face, the extremities of the body and the respiratory system as well as against falls in height, strikes, burns and various sores.

The protection of the head is provided mainly via safety helmets complying with the standard in force which are worn all the time where there are general risks, whatever the activity of workers. This includes welders when using welding hoods.

In construction sites or in areas where there is a danger of foot injury due to falling objects, rolling objects, sharp objects or when an employee's feet are exposed to electrical hazards wearing safety shoes in accordance with the applicable standard is mandatory.

The choice of hearing protection is based on the sound intensity of the workstation, the temperature, humidity and particularities or comfort of the individual. In this regard, it is important that people exposed to noise that exceeds 85 DBA are well informed of the potential risks in order to protect themselves accordingly according to the requirements of the CFR standard.

The risk of eye accidents depends mainly on radiant energy, chemicals substance projection. The means of protection are the wearing of safety glasses (goggle) with rigid side shields. This includes under-hoods and for workers with prescription glasses. Safety glasses may be worn on non-safety prescription glasses.

In case of work such as grinding, stitching, enameling, use of jackhammer and chainsaw or for other tasks where there are dangers to the face and / or eyes wearing visors in addition to safety glasses is obligatory;

Hand protection is carried out by wearing gloves all the time and 100%. Indeed, without providing total protection, the wearing of gloves eliminates several causes of injuries or infections that threaten the fingers, hands and arms. For example, the plastic glove provides protection against hazardous substances, while a natural rubber glove protects against an electrical hazard and that leather is useful in welding to protect against burns

The protection of the respiratory system is effected, as the case may be, by the following means:

- Filter masks that provide protection against dispersed matter in fine particles (dust, fog, metallic smoke ...).
- Chemical cartridge masks that are used to protect against vapors and toxic gases. In this regard, it is important that the chemical cartridge is suitable for the toxic substances to be neutralized.

- The lower limbs of employees can be protected by boots, safety shoes and leggings. Safety shoes can have as characteristics: a steel toe, a non-slip, anti-perforation or dielectric sole (electrically insulating).

The use of harnesses is required if:

- The employee is exposed to a fall exceeding 1.8 meters from his working position.
- The employee may fall into one of the following configurations, for example:

  A liquid or a dangerous substance, a moving part, equipment or materials presenting a danger.

7.3 Specific PPE:

The purpose of CPEs is to protect staff against risks that may threaten their health and safety. They aim to limit or confine; therefore, they are always implemented as a priority for PPE.

Various CPE will be mobilized on the site. Among them, it is necessary to quote, as an indication and without limitation following:

*The activity zones will be marked out and posted, and security displays are planned to guide the various stakeholders in the project, to respect the HSE rules implemented on site.

*The main measures foreseen in this framework are:

a) <u>Marking of the work area:</u>

✓ Construction and markers ribbons for parts already assembled, Poles and chains of prohibition of access and

✓ Barriers and warning plates glued to the barrier.

✓ Signage of access to the site

b) <u>Warning signage :</u>

This type of signaling is used when it is necessary to warn of the presence of work or dangerous substance or a hazards, are standard panels which rest on tripods and stabilized, if necessary, by sand-filled sandbags.

c) Prohibition signage:

This type of signaling is put in place as soon as a danger is foreseen, the signaling mode of the work varies according to each of the situations encountered.

The whole of the signaling, presented hereafter, has a provisional character and therefore the corresponding panels will have a yellow background

In addition, to ensure a good level of security at the level of the various works and their accesses, regular maintenance will be carried out on the various signaling devices on site.

8- Emergency procedures:

- See attachments:
- Evacuation plan,
- Rescue plan
- Emergency contact number
- Accident and incident procedure

9- Incident reporting:

- An investigation and testimony is made after all accidents and injuries by mentioning the names and permanent addresses of the witnesses as well as their signed declarations and observations.
- Investigation reports of all accidents and occupational injuries and diseases are sent to the construction / project management department at the CLIENT systematically within twenty-four hours.
- Weekly HSE meetings are held regularly and the delivery of signed reports to the CLIENT is systematic.
- A monthly accident statistics report is completed by SCIF in the company following a form communicated by the CLIENT for all the months in which she works on the PROJECT. This report is given to the CLIENT on the first working day of the month for the previous month

10- Performance statistics report:

For HSE performance statistics report will be sent to the client every weekend.
SCIF will communicate weekly and monthly deliverables by client models.
SCIF will actively participate in the ESP platform.

11- Safety awards programs:

The HSE SCIF policy is designed to promote respect for the HSE component by initiating monthly reward sessions for safety performance. Officers respecting the rules and safety instructions will be issued certificates of merit and security competence.

12- Disciplines:

Aggressive gestures are not admissible within our company, Respect is an essential factor in our vision to achieve the objectives to be charted and to ensure high-level professional performance. SCIF Policy aims to ensure the application of safety instructions and compliance with the rules and procedures and the total response to the client-exigency.

First of all, safety first, no tolerance with the unacceptable deviation and the acts that can lead to unbearable damage will be subject to a sanction.

In case of mistake by an employee, or in case of violation of this HSE plan and memos, one of the following penalties may be implemented:

- Written notice in the form of a warning, two notices during the same period of 30 days which may give grounds for definitive dismissal,
- Change of function or place of work,
- Temporary referral for a period not exceeding 8 days,
- Final referral,

A simple recollection of the facts (verbal notice) or a warning does not constitute a sanction if they are not accompanied by one of the sanctions mentioned above.

In accordance with the legislation in force, no penalty may be imposed on the employee without the latter being informed at the same time and in writing of the grievances against him.

When the employer plans to dismiss a worker for serious misconduct, he must inform the employer within 48 hours of the finding thereof by registered letter and personally deliver a copy of this letter.

It should specify the reasons, the date of dismissal and refer to Article 6 of the Model Regulations. It must be sent in copy to the labor inspectorate within 8 days of the finding of the fault.

V- General health and welfares of workers:

1. Welfares:

SCIF makes available to these workers at the site installation a refectory room to take their meals and a toilet block.

These facilities meet the following requirements:

- It has enough tables and chairs.
- It has at least one device for heating or cooking food and a pantry to protect food of sufficient capacity.
- It is kept in a perfect state of cleanliness.
- Drinking water
- Trash bag
- Compliant infirmary room

2. Health surveillances:

Employees must undergo a medical examination (Renewable each year) before their assignment to the company. The exam aims to determine the state of health of us employees. It is concluded by the issue of a medical certificate to the employee to allow a permanent follow-up of his state of health.

VI- Safety standards and work practices:

1- Manual handling:

Care should be taken when lifting or moving a load and the following guidelines should be followed:

- Visually check route prior to lifting and carrying
- If a trolley is available - use it.
- Seek assistance when lifting heavy loads.
- Be sure that the load is within your lifting capabilities and ensure that the Centre of Gravity (C of G) of the load is nearest to you
- Always lift using the leg and not with your back.

- Never twist your body when carrying a heavy load.

Body posture is very important when lifting. Correct positioning will reduce the risk of back and muscle injuries during lifting.

Stance: Face the direction of travel, stand over the weight. Feet slightly apart and one in front of the other. This position enables you to keep your balance.

Back: Keeping a reasonably straight back lets the powerful leg muscles do the work, and also protects the spinal column.

Chin: Before lifting, raise the head slightly and tuck the chin in. This helps to keep the back in an upright posture.

Grip: Take a proper hold. Grip with the palms of the hand and the roots of the fingers. Never lift using only the finger tips.

Arms: Keep arms as close to the body as possible. The body itself then takes some of the weight instead of just the arms and hands.

Feet: The feet should be apart the width of the hips and the leading foot should always point in the direction you intend to move off in.

Body: Use your body as a counterweight to save energy and muscular effort.

2- Housekeeping:

The task of keeping the working environment cleared of all unnecessary waste & materials, thereby providing a first line of defense against accidents and injuries.
Housekeeping is the responsibility of all site personnel, and the line management commitment will be demonstrated by the continued efforts of supervising staff towards this activity.

3- Fire prevention:

Each project must include in its Safety Management Program applicable procedures relating to fire prevention and protection. These procedures must include such topics as:

- Fire equipment and extinguishers

-Control of smoking

-Warning signs

-Flammable and combustible liquids and gases - storage, dispensing, and use

-Waste removal

-Welding and cutting procedures

All employees must follow the approved Site Emergency Response Procedure for their personnel to follow when fire is discovered.

4- Working at height:

No person shall be exposed to a potential fall hazard over 1.8 meter high (or less when an impairment or other potential hazard exists) without protection provided by guardrails, nets or a tied-off safety harness shall be used. Wherever practical, work shall be planned and managed

so as to eliminate work from heights. Where not practical, guardrails, scaffold platforms with standard handrails or aerial lifts shall be provided. Where these are not practical or adequate, or the hazards of erection are greater.

5- Scaffolding:

In our construction site we use this scaffolding type: crab 25

During construction, use and dismantling of scaffolding the particular hazards are:

- Faulty materials of construction.
- Overloading the structure.
- Deterioration of the fixings or the materials of construction due to damage, the weather or their original condition.
- Unauthorized alteration of the structure.
- Impact from passing vehicles.
- Failure of the scaffold structure during construction when it is incomplete.
- Fall by scaffolders.
- Scaffolding materials being dropped during handling.
- Hazards from above.
- Faulty structural design or inadequate bracing of the structure
- Working on scaffolds during heavy thunder or sand storm.

6- Ladders:

Ladders must conform to JESA Requirements.

- Homemade ladders will not be acceptable.
- Ladders may be wood or aluminum except when used in switch-rooms and substations, or around potentially live electric systems where only wooden ladders are acceptable.
- Wooden ladder will not be acceptable.
- Metal ladders must not be used near electrical wiring or installations; if in case the work will be done near electrical wiring or installation the SCIF Company shall use ladder made of non-conductive materials.
- Ladders must extend 1 meter above the landing platform (or 5 rungs). They should slope 4:1 (this is the natural slope for the hands to grip the stiles while retaining a straight back, 1 horizontal to 4 vertical)
- Arrange the ladder so that you step off the side onto the platform, instead of from the front round to the back.
- Always secure the ladder at the top and bottom, to prevent swaying or sagging.

- A ladder (other than a steel trestle ladder) shall not be used to support a working platform.
- A single ladder, extension ladder or extension step ladder (when used as an extension ladder) shall be used for access only and a person using any such ladder shall not carry anything by hand.
- Not more than one (1) workman or other person shall be on a ladder at any one time and when ascending or descending, such workman or person shall face the ladder.
- A ladder with components, which are broken, split, loose or otherwise defective shall not be used, and shall be immediately removed from the site.
- All ladder user shall be trained in proper use of ladder including the "The Three Point Contact Principle".

7- Confined space:

Confined Space means any enclosed or partially enclosed space located either above or below ground or deck level where entry is possible and where there is a risk of oxygen deficiency/enrichment, or the accumulation of dust or gases which are flammable or hazardous to a person(s) health. Entry into these or any other, confined spaces refers not only to complete body entry but also too partial entry when the head is inserted into the confined space via a manhole or opening.

Three criteria needed to define a confined space are:

- Large enough to bodily enter and perform work, and
- Has limited or restricted access or egress, and
- Not designed for continuous human occupancy

Some examples of confined spaces, which may be applicable, are:

Process Columns, Vessels, Exchangers and Equipment Skirts

- Larger Diameter Piping
- C02 Compartments
- Underground Collection Pits
- Sewage Pits

8- Lifting operations:

In the case of "critical mechanical handling", SCIF provides lifting plans that will be reviewed and approved by the CLIENT at least five (5) days prior to the commencement of the handling activities, and this relates to the following critical handling:

- More than 50 tons,
- Greater than 85% of the capacity of the crane,

- Involving more than one crane,
- Of a non-rigid object,
- Above the active work areas,
- In active process installations,
- On the pipes,
- Near power lines or public goods, or
- Confined or tight work areas.

All mobile crane outriggers are fully extended and fully deployed when used to lift or carry a load, because of the configuration or physical location, not all outriggers can be fully deployed.

It is mandatory for all cranes to have an anti-reconciliation device that disconnects the functions of the winch when the hook approaches the arrow.

All machines are equipped with a manufacturer-approved, safe and durable glass front door, a secure covered cab at the front or other device designed to keep the driver's hands inside.

Smoking is prohibited except in certain areas provided for this purpose which are approved by the CLIENT.

9- Arc welding and gas cutting:

Many hazards are associated with welding and cutting, but as in any other operations they can be controlled by appropriate preventive measures. Unless these measures are taken, the hazardous situations can easily give rise to personnel injury and/or material damage.

Some typical examples are:-

- The brilliant light of an arc (exposure to which can result in eye injuries).
- The heat of an arc, molten metal, sparks, hot objects, etc. (causing burns, fires/explosions).
- Toxic fumes released during the welding/cutting process.
- Electrical hazards.
- Mishandling of gas cylinders, especially acetylene.

10- Radio activities:

For radiography activity we work with a subcontractor, the radiography activity is carried out at night in the absence of staff on the perimeter of activity.

Notification of interested parties must be 48 hours in advance, including communication of the necessary documents.

X-ray documents are received from the subcontractor to inform the client of the date and location of the X-ray work.

Working rules for all gamma radiography sites shall incorporate the rules prepared in accordance with the General Requirements for Working Rules described, with the following additional requirements:

- No gamma radiography source shall be intentionally exposed (i.e. made to be partly or wholly unshielded) unless within the physical barrier of an enclosed site or within a field site that has been barricaded sign posted and warning lights displayed in accordance with this document.
- (All operations which involve the exposure of a gamma radiography source shall be the responsibility of the radiographer in charge at the site.
- At the completion of each exposure, the radiography worker who exposed the gamma radiography source shall check by a radiation measurement method, e.g. by using a survey meter that the source has been returned to its fully shielded condition.
- The radiographer in charge at a site shall ensure that a second person who is capable of taking charge in an emergency shall be readily available at all times. This second person shall be able to operate the source handling equipment in order to place the source in a shielded condition and he shall be able to use a radiation survey meter in order to ensure that radiation safety has been established.

11- Grinding:

The operators are designated and authorized by the project manager.
The risks associated with the activity of grinding:

- Projections of sparks,
- Fire,
- Explosion,
- Eye Injuries,
- Facial trauma (in case of breakage of the grinding wheel)
- Scents and dust containing abrasive fibers.

PPE (Those are usually used for welding activity)

- Maintenance work;
- Glove;
- Safety glasses;
- Safety shoes.

12- Electricity:

Electrical work is performed by a trained electrician who is qualified to perform the electrician's job.

Electrical staff wears distinctive orange vest with label on the back. must have valid electrical accreditation.

All our electrical equipment must be compliant for use on the site E

13- Pressure testing:

As regards before pressure test, the client is informed on the date and location of test by alert, before this operation checking the line elements is mandatory.

VII- Wastes generation and environmental control:

The housekeeper staff picks up the trash cans containing the office waste and refectory, this team distinguished by green helmets.

The green team will take care of the collection of the containers in the building sites and will deposit them in the appropriate containers of the dedicated waste zone. The HSE Manager is responsible for contacting the waste company (by mail or fax) in order to carry out the pick-ups

All the contracts signed with the waste collectors as well as the documents relating to the evacuation are kept with the HSE department.

VIII- Documentation and archiving:

All SCIF HSE documentations will be organized as follows:

- HSE induction- training - TBM – TBT
- Safety observation reports – HSE non-compliance – HSE action plan
- Weekly HSE report.
- HSE report and statistics
- HSE audit
- Training matrix and program and certification
- Lifting accessories certificates
- Equipment's certificate
- Competent persons certificates

IX- Signage and terminology:

The affixing of signs or posters general will not be permitted without the approval of the site Responsible for the size, type, instead, writing, etc. This regulation does not apply to signs relating to safety. They must comply with the regulations on safety symbols.

-Terminology

Prohibition sign: sign prohibiting behavior likely to incur or cause danger.

Warning signal: signal that warns of a risk or danger.

Mandatory sign: sign prescribing specific behavior.

Signal backup: signal which provides guidance on emergency exits or means of rescue or salvage.

Signal indication signal which provides indications other than those listed in the previous paragraphs.

Additional panel: used in conjunction with a panel and provides additional guidance.

Safety colors: color that is assigned a specific meaning.

Symbol: image that describes a situation or prescribes specific behavior and which is used on a sign or a light surface.

Light signal: signal emitted by a device made of transparent or translucent materials which are illuminated from within or from behind, so as to appear by itself, like a luminous surface.

Defense to extinguish with water

Non-drinking water

Entry prohibited with people not - authorized

Interdict with the vehicles of handling

Not to touch

Obligatory protection sight

Obligatory protection head

Obligatory protection hearing

Obligatory protection respiratory tracts

Obligatory protection feet

Obligatory protection hands

Obligatory protection body

Obligatory protection visor

Obligatory protection against the falls

Obligatory protection for pedestrians

Obligatory general

Indication of risks:

- **Warning signs of risk:**

explosive matters

toxic matters

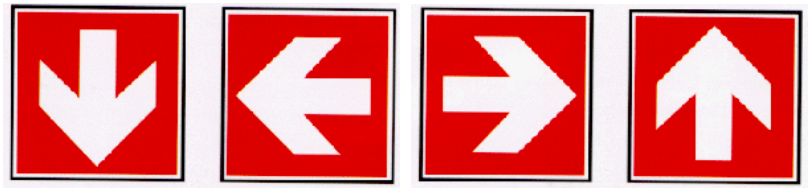
corrosive matters

radioactive materials | suspended loads | vehicles of handling | electric danger

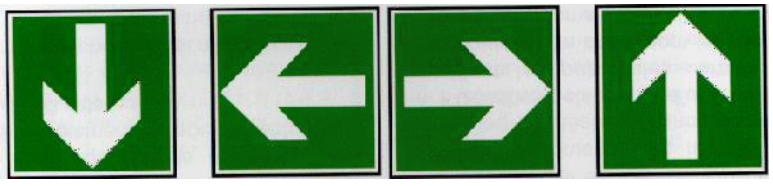
low temperatures | harmful matters | laser radiation | combustive matters

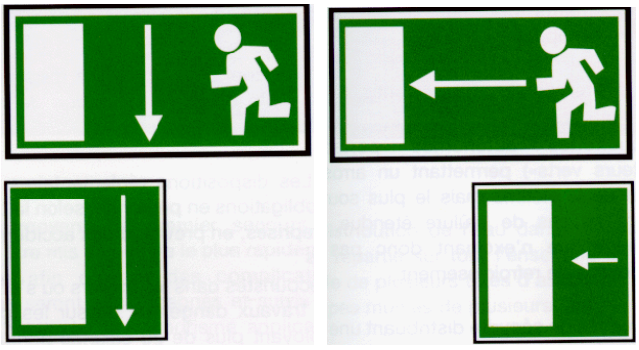
magnetic field important | stumbling | fall with unevenness | biological risk

- **Panels on the equipment or control equipment against fire:**



- **Panels rescue and emergency:**





- **Transport: Labelling transportation:**

Flammable

Corroding

Poison

- **Colors of identification of gases:**