

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

## GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

151.006

ISSUING ORG. ENVIRONMENTAL PROTECTION DEPARTMENT

ISSUE DATE  
\* 02/16/2005REPLACES  
01/22/2001

SUBJECT IMPLEMENTING THE SAUDI ARAMCO SANITARY CODE

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### CONTENT:

This General Instruction prescribes minimum requirements for compliance with, and implementation of, the Saudi Aramco Sanitary Code. It contains the following information:

1. PURPOSE
2. POLICY
3. RESPONSIBILITIES
4. PRINCIPLES AND PRACTICES
5. PROCEDURES FOR OBTAINING APPROVAL OF A GRANT OF VARIANCE

#### 1.0 PURPOSE:

This instruction defines responsibilities, principles and practices for the implementation of sanitary requirements that are designed to protect public health and the environment, thereby increasing productivity and minimizing associated curative medical costs.

#### 2.0 POLICIES:

##### a) Saudi Aramco's Environmental Protection Policy Statement (INT-5)

The Company will assure that its operations do not create undue risks to the environment or public health, and will conduct its operations with full concern for the protection of the land, air and water from harmful pollution. The Company will promote environmentally sound waste disposal practices and cost effective waste minimization through source reduction, reuse and recycling.

##### Regulations:

1. In all its activities, the Company will meet the standards specified by the Kingdom's environmental regulations. Where there are no established standards, guidelines will be developed which are compatible with the Kingdom's objective of environmental protection. The Company will cooperate and participate with government and industry, as appropriate, in the development of effective environmental control programs and regulations.
2. It is the responsibility of each organization to assure that its facilities are designed and operated in compliance with the established corporate Environmental Protection Policy and that they do not present unnecessary risks to the environment or public health.

##### b) Local Enterprise Support Policy Statement (ADM-5)

In support of local enterprise, Saudi Aramco will actively promote and foster the development of the Saudi Arabian business community with specific emphasis on the manufacturing sector. In this regard,

Saudi Aramco will preferentially purchase materials, products and services from local sources whenever specifications and quality are compatible with established company standards on a reliable basis and at competitive prices.

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### Regulations:

1. Saudi Aramco will encourage industrial development in Saudi Arabia by promoting the establishment and/or expansion of sound and viable privately owned manufacturing concerns and other sectors of the local business community, which will provide goods and services to Saudi Aramco, Government Agencies, other companies and the general public.
2. Saudi Aramco may assist local enterprise by providing services including technical advice and information related to Saudi Aramco as a potential market, as appropriate.

### 3.0 RESPONSIBILITIES:

All management functions, including business line and associated management, will comply with Saudi Aramco Sanitary Code and Saudi Arab Government requirements applicable to the design, operation and maintenance of facilities and equipment. When conformity with any Saudi Aramco Sanitary Code imposed requirements would not be practicable or cost effective, a grant of variance will be sought. Reviews for compliance with this General Instruction will be performed on a periodic basis.

- 3.1 Corporate Management will ensure that Operating and Business Plans reflect, and are consistent with, Saudi Aramco Sanitary Code requirements.
- 3.2 Executive and General Management will assure that their operations and facilities are designed, operated and maintained in compliance with Saudi Aramco Sanitary Code requirements and provide the required directions in support of Saudi Aramco's Environmental Protection Policy.
- 3.3 Managers will ensure that their facilities are operated and maintained in a way that protects the environment and the health and welfare of employees, and, where applicable, the general public. Concessionaires and contractors will be monitored to ensure that the services they perform, and/or the goods they provide, are in conformity with applicable the Saudi Aramco Sanitary Code standards and Saudi Arab Government regulations.
- 3.4 Manager, Environmental Protection Department (EPD) will recommend policy on Environmental Health issues, counsel Management on the development and interpretation of Environmental Health programs and policies and monitor compliance with the Saudi Aramco Sanitary Code requirements.
- 3.5 Chief, Preventive Medicine Services Division (PMSD) will recommend policy on Environmental Health issues as they relate to Saudi Aramco Medical Organization (SAMSO) and Medical Designated Facilities and counsel Medical Management on the development and interpretation of Environmental Health Policies and Programs. PMSD will enforce requirements of this General Instruction in SAMSO facilities, and where applicable, through contractual requirements in Medical Designated Facilities. PMSD will provide an annual report on the state of compliance for SAMSO facilities, to the Manager, EPD.
- 3.6 Project Proponents, Facility Planners and Project Managers will ensure that, during the planning, design and construction of new or modified facilities, the applicable Environmental Health requirements of the Company and Saudi Arab Government are met. In particular, submission of plans in compliance with Saudi Aramco Sanitary Code and in accordance with any other applicable company or Saudi Arab Government requirements. Guidance on the requirements to approve plans/projects required by the Saudi Aramco Sanitary Code, and preparation of environmental assessments shall be obtained from the Manager, EPD.

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- 3.7 Superintendents and Supervisors will actively provide supervision and training required to promote sound public health and hygienic practices by employees; and cooperate with Environmental Health Unit to conduct periodic inspections of their facilities, equipment, and work areas to detect and correct unhealthful conditions and unhygienic acts.
- 3.8 All Employees will comply with applicable public health rules and regulations; perform their duties and work in a manner which will not endanger themselves, their fellow workers, or the general public; and will be alert to unhealthful conditions and correct or report them as appropriate.

### 4.0 PRINCIPLES AND PRACTICES:

The following principles and practices will govern the compliance with, and implementation of, the Saudi Aramco Sanitary Code

- 4.1 Health risks to employees, dependents and the general public will be minimized through application of best available environmental health practices as per the Saudi Aramco Sanitary Code and Saudi Arab Government health requirements and directives such as, Saudi Arab Labor and Workmen Law, Ministry of Health, Saudi Arab Standards Organization, Meteorological and Environmental Protection Agency or other government regulations. Saudi Aramco Engineering Standards will be met in the design, construction, modification, operation and maintenance of facilities and equipment. When conformity with Saudi Aramco imposed requirements would not be practical or cost effective, a grant of variance will be sought.
- 4.2 Operating standards and instructions will be provided to control public health risks which cannot be feasibly eliminated through design. Compliance with Environmental Health practices and procedures will be consistently enforced.
- 4.3 Employees will be protected against exposure to diseases and public health hazards which are impracticable to eliminate, through proper use of personal protective equipment and periodic environmental monitoring.
- 4.4 Inspections will be periodically conducted by Environmental Health staff to detect and correct unsanitary practices and conditions. Environmental Health will notify the appropriate Saudi Aramco Organizations such as PMSD, Loss Prevention, Fire Department on major issues relating to occupational exposure, safety or fire protection respectively.
- 4.5 Education and training of employees will be conducted to ensure that staff and management are aware of the requirements of the Saudi Aramco Sanitary Code and perform work in accordance with the provision of the Code.
- 4.6 Qualification, experience and job skills of employees will be consistent with assigned tasks, enabling them to work without endangering their own health or the health of others.
- 4.7 Community health will be vigorously promoted to encourage and assist employees to protect themselves and their families from disease and injury while at home, at recreation, or wherever they may be.
- 4.8 Reviews for compliance with this General Instruction will be performed on a periodic basis. Review teams will include representatives from Environmental Protection Department and the proponent organization and

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will include appropriate expertise and be sufficiently independent of the operation being reviewed to assure credibility and effectiveness.

- 4.9 A 'State of the Environment' report incorporating major programs covered by the Saudi Aramco Sanitary Code will be generated annually and forwarded to Corporate Management highlighting achievements, areas of concern and recommendations.

### 5.0 PROCEDURES FOR OBTAINING APPROVAL OF A GRANT OF VARIANCE:

- 5.1 When circumstances render a particular Saudi Aramco Sanitary Code requirement impractical, an individual or firm may submit an application to Manager, EPD to request a grant of variance to that Code requirement. In Saudi Aramco facilities, the application must be submitted by departmental manager or above. In SAMSO facilities an application for a 'Grant of Variance' may be submitted to Chief, PMSD. PMSD will obtain the approval of Manager, EPD.
- 5.2 If the requested grant of variance involves new construction, remodeling or structural alterations, properly prepared plans and specifications for such construction, remodeling, or alteration shall be submitted with the application. The plans and specifications shall indicate the proposed layout, arrangement, and construction materials of work areas, and the type and model of proposed fixed equipment and facilities.
- 5.3 Environmental Health will review all facts, plans and specifications within a reasonable period of time (depending on the complexity of the variance). The tentative variance agreement, if approved, will be transmitted to the applicant through the Saudi Aramco proponent. Until such time as the written, tentative variance agreement is received, the requirements of the Saudi Aramco Sanitary Code must be adhered to and construction, remodeling or alteration that incorporate the proposed variance must not be undertaken.
- 5.4 Environmental Health will schedule inspections during and after completion of work to evaluate the degree to which the applicant has complied with the intent and detail of the tentative variance agreement, and the extent to which the tentative variance agreement has impacted the environment or public health.
- 5.5 If inspections reveal that the intent and detail of the tentative variance agreement have been complied with and the tentative variance has not adversely impacted the environment or public health, then Environmental Health will transmit, in writing, the "approved" variance agreement through the proponent organization.
- 5.6 Should the applicant fail to continue to comply with the variance, or if unforeseen consequences of the variance should adversely impact the environment or public health, then Environmental Health will void the variance and the applicant will cease and desist all activities that were the subject of the original application requesting that variance be granted and will ensure that all applicable Saudi Aramco Sanitary Code requirements are satisfied with respect to such activities.

Recommended:

Manager, Environmental Protection Department

Concurred:

Executive Director, SAMSO

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Vice President, Engineering Services

Senior Vice President, Engineering And Operations Services

Approved:  
President & Chief Executive Officer

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