

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

150.000

ISSUING ORG. ENVIRONMENTAL PROTECTION DEPARTMENT

ISSUE DATE

* 02/16/2005

REPLACES

01/22/2001

SUBJECT IMPLEMENTING OCCUPATIONAL HEALTH ASPECTS OF LOSS
PREVENTION POLICY

APPROVAL

ASJ

PAGE NO.

1 OF 7

CONTENT:

This General Instruction includes the minimum requirements to implement the occupational health aspects of the company Loss Prevention Policy Statement INT-4. Program Supplements stated in this GI will follow at a later date for subsequent individual approval by concerned organizations.

1. **PURPOSE**
2. **POLICY**
3. **RESPONSIBILITIES**
4. **PROGRAM SUPPLEMENTS (Attachments)**
5. **PRINCIPLES AND PRACTICES**
6. **SIGNATURE SHEET**

1.0 PURPOSE:

The purpose of this instruction is to provide guidance for compliance with the occupational health requirements of the Corporate Loss Prevention Policy Statement: "to provide and maintain a safe and healthful work environment for its employees." The safety requirements of that policy, however, are provided in GI 5.002, Loss Prevention Policy Implementation.

2.0 POLICY:

"The Company is committed to prevention of accidents to minimize loss of life or bodily injury to its employees and damage to its physical assets.

In fulfilling this commitment, which is essential to and equally important as production objectives, the Company will take every reasonable measure to provide and maintain a safe and healthful work environment for its employees and protect the public against foreseeable hazards resulting from operations.

Loss in productivity and property resulting from accidental occurrences can be minimized through good management. Loss prevention is one aspect of this process and is the direct responsibility of management.

All management functions will comply with Loss Prevention requirements applicable to the design, operation and maintenance of facilities and equipment. When conformity with any of these requirements would not be practicable or cost effective, a grant of variance will be sought. Reviews for compliance with this policy will be performed on a selective basis."

Environmental Protection Department jointly with Loss Prevention Department and Occupational Medicine Section of Preventive Medicine Services Division will support and assist management to achieve the objective established by this policy.

3.0 RESPONSIBILITIES:

- 3.1 Corporate Management

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐

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SUBJECT IMPLEMENTING OCCUPATIONAL HEALTH ASPECTS OF LOSS PREVENTION POLICY

APPROVAL
ASJ

PAGE NO.
2 OF 7

3.1.1 Ensures Operating and Business Plans are consistent with the promotion of measures "to provide and maintain a safe and healthful work environment for its employees" as stated in the Corporate Loss Prevention Policy.

3.1.2 Instructs all Saudi Aramco organizations to adopt the occupational health aspects of the corporate Loss Prevention Policy, and to establish policies and procedures in compliance with this General Instruction and its Program Supplements.

3.2 Executive and General Management

3.2.1 Direct their organizations to comply with the occupational health aspects of the Loss Prevention Policy.

3.2.2 Review such compliance in the Executive Management Safety Reviews, Environmental Compliance Reviews, accountability reports, internal audit reports, etc.

3.3 Facility Planners and Project Proponents /Managers

3.3.1 Utilize applicable Corporate and the Government occupational and environmental standards to comply with the occupational health aspects of the Loss Prevention Policy (re: paragraph 3.6.1). These shall be incorporated into the planning, design, construction of new or modified facilities and in operating such facilities.

3.3.2 Manage operations under his area of responsibility in a pro-active manner to ensure a safe and healthful work environment and implement requirements of this General Instruction and its Program Supplements.

3.3.3 Contact Environmental Protection Department to approve grants of variance requests from such standards when compliance is not feasible. Strong justification must support such requests and alternate measures must be presented. The variance requests may be reviewed in consultation with other organizations.

3.4 Operations Directors and Managers

3.4.1 Develop, implement, and manage operations in a manner consistent with the Corporate occupational standards and procedures (re: paragraph 3.6.1) in their operations. Environmental Protection Department, jointly with Loss Prevention Department and Occupational Medicine Section of Preventive Medicine Services Division will support management in these efforts and can supply information on relevant standards and policies applicable to each operation.

3.4.2 Review the implementation of such standards and procedures by their departments.

3.4.3 Contact Environmental Protection Department to approve grants of variance requests from such standards and procedures when compliance is not feasible. Such requests must be strongly justified and alternate measures to provide necessary employee protection must be presented for consideration by

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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GENERAL INSTRUCTION MANUAL

GI NUMBER Approved	
150.000	
ISSUE DATE * 02/16/2005	REPLACES 01/22/2001
APPROVAL ASJ	PAGE NO. 3 OF 7

ISSUING ORG. ENVIRONMENTAL PROTECTION DEPARTMENT

SUBJECT IMPLEMENTING OCCUPATIONAL HEALTH ASPECTS OF LOSS PREVENTION POLICY

Environmental Protection Department before any grant of variance can be approved. The variance requests may be reviewed in consultation with other relevant organizations.

3.4.4 Request Environmental Protection Department to design and implement monitoring programs that quantify representative employee occupational health exposures and recommend appropriate courses of action to maintain compliance with applicable occupational health standards and policies.

3.4.5 Manage operations under his area of responsibility in a pro-active manner to ensure a safe and healthful work environment and implement requirements of this General Instruction and its Program Supplements.

3.4.6 Prepare and implement an acceptable action plan response to recommendations made in the occupational health hazard assessment report, and submit such a plan to Environmental Protection Department as directed in the report. Work with Environmental Protection Department as necessary to address any outstanding issues to reach an acceptable resolution that does not compromise employee working conditions.

3.5 Services Directors and Managers

3.5.1 Support Environmental Protection Department in developing and monitoring the implementation of Corporate occupational health standards and procedures.

3.5.2 Assist operations directors and managers in implementing relevant and applicable occupational health standards and procedures.

3.5.3 Develop, implement, and manage operations in a manner consistent with the Corporate occupational health standards and procedures (re: paragraph 3.6.1) in their operations. Environmental Protection Department can supply information on pertinent standards and policies applicable to each operation.

3.5.4 Implement requirements of this General Instruction and its Program Supplements.

3.6 Environmental Protection Department

3.6.1 Defines and develops Corporate occupational and environmental standards, instructions, procedures and other guidance to support the objectives generally described in the Corporate Loss Prevention Policy. Such Corporate occupational standards and procedures may be presented in the form of General Instructions, Operating Instructions, Engineering Standards, Materials System Specifications, etc.

3.6.2 Monitors the implementation of such standards and instructions by Contractors, Facility Planners, Project Proponents/Managers, Services Directors and Managers.

3.6.3 Final authority on approval of variance requests from the Corporate occupational health and environmental standards and procedures by Facility Planners, Project Proponents/Managers, Consulting Services, Materials Supply and Purchasing, and Operations Organizations, etc.

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REPLACES
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SUBJECT IMPLEMENTING OCCUPATIONAL HEALTH ASPECTS OF LOSS PREVENTION POLICY

APPROVAL
ASJ

PAGE NO.
4 OF 7

- 3.6.4 Supports company-wide occupational health programs through regular scheduled activities such as Occupational Health Hazard Assessments, Quarterly Safety Inspections, Environmental Performance Assessments, Hazardous Materials Communication Program etc. Provides consultation and unscheduled site visits related to occupational health programs as necessary in support of business activities and functions.
- 3.6.5 Develops company positions on current developments in occupational health and environmental issues, which may affect company operations and recommends an appropriate response action(s).
- 3.6.6 Advises concerned company organizations of current developments in occupational health and environmental issues, which may affect their operations and recommends an appropriate response or action.
- 3.6.7 Implements requirements of this General Instruction and its Program Supplements.
- 3.6.8 Provides occupational health and environmental consultation and technical support to all company operations, and maintains a current information resource and database.
- 3.6.9 Liaises with Preventive Medicine Services Division where health surveillance of employees is required or when the occurrence of occupational illness is suspected in compliance with the occupational health aspects of the Loss Prevention Policy.
- 3.6.10 Provides Preventive Medicine Services Division with occupational exposure data collected through occupational health hazard assessment programs.
- 3.6.11 Issues 'Supplements' with required standards and technical guidelines, for compliance with this General Instruction, and as necessary updates and revises this General Instruction and its Program Supplements.
- 3.6.12 Investigates employee complaints without jeopardizing confidentiality.

NOTE: Loss Prevention Department and Occupational Medicine Section of Preventive Medicine Services Division will provide technical assistance as necessary to Environmental Protection Department to assist in meeting these objectives.

3.7 Preventive Medicine Services Division

- 3.7.1 Monitors employees' health by performing pre-placement, fitness for duty and periodic medical examinations on employees working in potentially hazardous work environments.
- 3.7.2 Liaises with Environmental Protection Department where health surveillance of employees is required or when the occurrence of occupational illness is suspected in compliance with the occupational health aspects of the Loss Prevention Policy.
- 3.7.3 Implements requirements of this General Instruction, its Program Supplements and Joint Commission for International Accreditation in Saudi Aramco Medical Services Organization (SAMSO).

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

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GENERAL INSTRUCTION MANUAL

GI NUMBER Approved	
150.000	
ISSUE DATE * 02/16/2005	REPLACES 01/22/2001
APPROVAL ASJ	PAGE NO. 5 OF 7

ISSUING ORG. ENVIRONMENTAL PROTECTION DEPARTMENT

SUBJECT IMPLEMENTING OCCUPATIONAL HEALTH ASPECTS OF LOSS PREVENTION POLICY

- 3.7.4 Participates in the development of Corporate standards and instructions to comply with the occupational health aspects of the Loss Prevention Policy (re paragraph 3.6.1).
- 3.7.5 Implements company-wide occupational medicine programs as relates to occupational health aspects of the Loss Prevention Policy through implementation of medical surveillance programs, site visits and by developing job exposure profiles (re: paragraph 3.6.10).
- 3.7.6 Develops company positions on current and anticipated occupational medicine issues with potential impact to company operations as relates to occupational health aspects of the Loss Prevention Policy.
- 3.7.7 Advises concerned company organizations of current developments in occupational medicine, which may affect their operations and recommends an appropriate response or action.
- 3.7.8 Provides occupational health and medicine consultation to all company operations.

3.8 Storehouse Operations

- 3.8.1 The Materials Supply Departments shall ensure that suppliers of all hazardous materials provide Saudi Aramco with Material Safety Data Sheets (MSDSs) for their products both for storehouse and direct purchase materials. Copies of such material safety data sheets and any other relevant hazard information shall be transmitted to Environmental Protection Department for development of Chemical Hazard Bulletins.
- 3.8.2 Implements requirements of this General Instruction and its Program Supplements.

4.0 PROGRAM SUPPLEMENTS (Attachments):

Article 130 of the Saudi Labor and Workmen Law mandates that employers inform their workmen about the hazard of their occupation and the required precautions. To meet this objective, Environmental Protection Department shall ensure that as a minimum, occupational health programs listed in this section are developed and implemented by proponent organizations.

These programs shall be developed as supplements to this General Instruction, and must comply with Saudi Aramco standards and instructions, and applicable Government standards including Industrial Safety and Health regulations of Saudi Arabian Standards Organization (SASO). The programs will apply to Saudi Aramco and contractor employees; and as warranted, will be operated in conjunction with Preventive Medicine Services Division and other relevant company organizations.

- 4.1 Hazardous Materials Protection Programs
 - 4.1.1 Tetra Ethyl Lead Protection Program (TEL)
 - 4.1.2 Pesticide Handlers Program
 - 4.1.3 Elemental Mercury Protection Program
- 4.2 Oil By-Products Protection Programs

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SUBJECT IMPLEMENTING OCCUPATIONAL HEALTH ASPECTS OF LOSS PREVENTION POLICY

APPROVAL

ASJ

PAGE NO.

6 OF 7

4.2.1 Vanadium Protection Program

4.2.2 Benzene Protection Program

4.2.3 Other Hydrocarbons Program

4.3 Fibrogenic Dust Protection Program

4.4 Inorganic Gases Hazard Assessment Program

4.5 Hearing Conservation Program

4.6 Engineering Design Review Program

4.7 Ventilation Evaluation Program

4.8 Non-Ionizing Radiation Program

4.9 Ergonomics Program

4.10 Indoor Air Quality (IAQ) Program

4.11 Comprehensive Occupational Health Hazard Assessment Program

4.12 Hazardous Materials Communication Program (HAZCOM)

4.13 Respiratory Protection Program

5.0 PRINCIPLES AND PRACTICES

In all its activities the Company will meet the standards specified by SASO requirements. Where there are no established standards, guidelines will be developed which are compatible with the Kingdom's objective of worker safety as it relates to occupational health. The Company will co-operate and participate with government and industry as appropriate, in the development of cost effective occupational health control programs and regulations.

The following principles and practices shall govern the compliance with and the implementation of the occupational health aspects of Saudi Aramco's Loss Prevention Policy:

5.1 Provide and maintain a safe and healthful work environment by developing and implementing Corporate occupational health standards and procedures, which shall:

5.1.1 Meet requirements set by existing Saudi Aramco standards and instructions, and by Saudi Arabia Government regulations. In their absence, such standards and procedures shall conform to the U.S. Occupational Safety and Health Administration (OSHA) regulations. To ensure effective protection of the employees, the most stringent standard shall apply.

* CHANGE

** ADDITION

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SUBJECT IMPLEMENTING OCCUPATIONAL HEALTH ASPECTS OF LOSS PREVENTION POLICY

APPROVAL

ASJ

PAGE NO.

7 OF 7

- 5.1.2 Start with hazard elimination as the procedure of choice. If not feasible, use control procedures, preferably engineering controls. Personal protective equipment is used as a temporary procedure or one of last resort.
- 5.1.3 Apprise employees and their supervisors of potential health hazards in their work environment. Advise them regarding the proper procedures for working in environments with potential health hazards.
- 5.1.4 Inspect work locations to monitor compliance with Corporate occupational health standards and procedures.
- 5.1.5 Review compliance with the occupational health aspects of the Loss Prevention Policy. Such reviews may be performed separately or in conjunction with those performed for the safety aspects of that policy.
- 5.1.6 Contractor's work and their actions shall be pro-actively controlled by the proponent. Such activities are typically governed through the use of contracts. Specifically, the provisions of Schedule D shall be enforced to help assure that contractors maintain a safe and healthful work environment for their employees and that they do not compromise an otherwise healthy work environment for Saudi Aramco employees.

6.0 SIGNATURE SHEET

RECOMMENDED:

Manager, Environmental Protection Department

CONCURRED:

Vice President, Engineering Services

Senior Vice President, Engineering and Operations Services

Senior Vice President, Industrial Relations ~~and Affairs~~Sr. Vice President, ~~Manufacturing Operations~~ Ref, Marketing & Int'l

Sr. Vice President, Exploration and Producing

APPROVED:

President and Chief Executive Officer

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐