

**UNIT GC3 – THE HEALTH AND Candidate report**

**SAFETY PRACTICAL APPLICATION**

**Student number 00288094**

**Location ADNOC Onshore Office Date of review 15/07/2019**

**Introduction**

This HSE inspection was carried out for ADNOC Onshore on 14th July 2019 as part of NEBOSH IGC3 requirement with management permission. The ADNOC Onshore main office covers large area of land including a tower, Y block, parking building and many villas but this inspection was limited to ADNOC Onshore Y Block Offices, the compound and car parking area.

ADNOC Onshore is a leading Oil and Gas production company in Abu Dhabi, it has a standout safety record. 100% HSE is one of the main pillars of ADNOC performance contract and Management is committed to achieve it with the help of clear HSE Policy, people, procedures and practices across all activities. This commitment is demonstrated by management as well as employees while carrying out their duties.

The Inspection area covered is general administration area where mostly office administration work is performed, there is no hazardous activity taking place related to oil and gas production. The offices are occupied by administration staff, which includes higher and middle management of the company, technical and support staff. The staff in the main office is responsible for policy making, providing support in oil exploration & production to the technical staff in the fields, this is mostly a desk job and does not pose any direct threat to life or health. The main office has also employed contractor apart from direct higher staff. The contractors are employed in cleaning, catering, medical and vehicle driving. Main office is busy workplace with lots of employee movement and vehicle movement taking place simultaneously during the office hours.

**Executive Summary**

The main objective of the inspection was to identify hazards that pose risk to safety of employees and contractors working in the premises. The location selected for this inspection, is generally safe without any major hazard, however it was observed that many hazards are originated from contractors working in this workplace. The contractors are not trained enough on health and safety rules and they violate these basic rules which put their own safety and the safety of others in danger. Although there is orientations and trainings for contractors which covers HSE but it lacks full emphasis on safety of contractors and what are safe procedures to follow.

It is recommended in this report that ADNOC Onshore should consider developing a program which focuses on health and safety awareness among contractors. Such safety programs are available for contractors and employees in the field due to the nature of hazardous activities in the field but there is no emphasis of such awareness in the ADNOC main office. It is recommended that all the contractors who are working in these premises should be given HSE induction and they should be informed about the risk associated with nature of work they are carrying out. The use of electrical equipment, use of PPE, how to handle chemicals type of targeted training should be given to the contractors. This will improve the safety of ADNOC Onshore employees and contractors and visitors who are visiting the premises.

Here I list down some of the main findings and recommendations for management consideration and action to avoid any future accident or injury.

**Main findings of the inspection**

Although there are no major hazards present in the workplace, the following are the main areas of concern:

1. **Electrical Risks:**

As per hazard (3) a broken wire electric cattle is a safety hazard. In this type of hazard there is a risk of electric shock or burn by using damaged electrical cattle. If the wire is cut open, it might cause electrocution or severe burn. The damage wires can also cause short circuit and can make fire.

**Recommendations:**

Damaged electric cattle should not be used and immediately removed from the location, it should be replaced with new safe electrical cattle. Workers should be educated on how to use electrical equipment safely and what are the risks associated with them.

**Legal Requirements and compliance:**

As per OSHAD CoP 15.0 Electrical Safety version 3.1 2017, clause 3.1.1 it is the responsibility of the employer to ensure that employees have appropriate competency to use electrical equipment. Employers shall ensure risk assessments, in line with the requirements of OSHAD-SF – Element 2 – Risk Management shall be completed to identify all hazards that may be present from working on or in the vicinity of electrical systems.

1. **Slip, trip and fall hazard from loose wires:**

As mentioned in hazard (1) of the observation sheet, there are scattered cables in conference room and employees’ walkway, Loose wires from phone, internet connection and other office equipment can create tripping hazards if stretched across walkways or paths where employees walk. Employees can get their feet caught in the wires and they can trip, resulting in physical injuries.

**Recommendations:**

It is therefore duty of the safety officer to perform regular inspections of the training rooms and meeting room and check that wires, equipment and furniture’s are in order to prevent any physical injury. Eliminate trip hazards from loose wires by removing wires that are not needed. Wires should be relocated under or behind furniture or equipment so they are out of the way. If cords must be stretched across the floor, cover, tape or otherwise secure them to the floor. This will prevent people from getting their feet caught under the cord and tripping.

**Legal Requirements and compliance:**

As per OSHAD CoP 8.0 General Workplace Amenities version 3.1 2018 clause 3.2(a) it is the responsibility of the employer to ensure that passages shall not be cluttered with wires, equipment and objects that may impede the movement of the workers and subject them to the risks of collisions or falling.

1. **Slip, trip and fall hazard from wet, slippery floor:**

As mentioned in hazard (9) of the observation sheet, a worker was found cleaning the bathroom floor during the office hours without placing the safety sign and also without barricades. This can lead to slip, trip and fall hazard resulting in a physical injury. Wet or slippery floors are most common cause of slip, trip and fall injuries. It is major cause of injuries in old people and has also caused death in some cases.

**Recommendations:**

Injuries from slip, trip and fall due to wet and slippery floors can be easily prevented by applying appropriate barricades around the cleaning area and redirecting pedestrians during cleaning process. Cleaning should be done in off peak hours or when employees movement is minimal. Slip injuries can be avoided by design if less slippery titles are used during the construction process. It is also reasonability of cleaners to record the cleaning time and regularly maintain inspection logs. The employer should evaluate the written procedures periodically to ensure they are being followed and are effective.

**Legal Requirements and compliance:**

As per OSHAD CoP 8.0 General Workplace Amenities version 3.1 2018, clause 3.2 (b) it is the responsibility of the employer to ensure that floor of workroom is kept clean and should have proper drainage. It is also mentioned in clause 3.11 that bath room floor should be designed in such a way that floor tiles are not slippery.

1. **Noise hazard:**

As pointed in hazard# 10 of the inspection report, a worker was found working with a motorized grass cutter without hearing protection, earmuffs or any ear plugs. Workers who are working with noisy equipment or in workshop especially where noise level is above 80 decibels are exposed to hearing loss over a period of time. This has serious impact on the social life of the worker, it can seriously impair the ability to communicate. Tinnitus or permanent ringing in the ear is another health effect of exposure to continuous noise.

**Recommendations:**

It is better to use less noisy ways of cutting gross like instead of hand held motor, a gross cutting vehicle can be less noisy. Reduced noise levels will directly reduce the risk of hearing loss for employees. Other ways include to use the right hearing protection equipment like earmuffs provided by the employer.

**Legal Requirements and compliance:**

As per OSHAD CoP 13.0 Occupational Noise version 3.0 2016 states that it is the responsibility of the employers to take practical and reasonable steps to protect the hearing of employees and others who may be affected in the workplace and surrounding areas. Employer must assess, identify and take the actions needed to eliminate or reduce the risks from exposure to noise.

1. **Hazard from fertilizers use:**

As pointed in hazard# 11 of the inspection report, it was observed that a contract worker was found spreading fertilizers with bare hands in the lawn. Fertilizers contain chemicals such as ammonium sulphate, potassium chloride, potash, phosphoric acid which can burn and damage skin, have bad effect on eyes and lungs. Others chronic (long-term) health effects can include nervous system disorders or cancer.

**Recommendations:**

Fertilizer and other chemicals should be used with caution and only used according to the instructions. If possible avoiding human contact with fertilizers and should be spread by motorized equipment, also barricade the area for protection of others. Dust from dry products or liquid fertilizers may get on to hands or inhaled when applying these fertilizers. It is therefore important to wear gloves and other safety gears like mask when fertilizing the lawn. These chemicals should be treated with extreme caution and only used according to the instructions.

**Legal Requirements and compliance:**

As per OSHAD CoP 1.0 Hazardous Materials version 3.1 2018 clause 3.2 (a) it is the responsibility of the employer that workers are not exposed to health and safety risk of using hazardous materials. 3.2 (d) states the employer should provide PPE suitable for the type of chemical they are dealing with.

1. **Manual Handling:**

As mentioned in hazard# 15, offloading a pickup truck with kitchen supplies was carried out without proper PPE and not considering the load aspect. Manual handling is the major cause of injuries at workplace. These hazards include crushing due to impact of moving objects or loads falling from vehicles because they are not tied properly. Manual lifting heavy objects cause musculoskeletal disorders (MSD), e.g. back pain, should pain etc.

**Recommendations:**

Workers should wear gloves and safety shoes to avoid any injury like pinching, foot injury etc. If it is possible, avoid manual handling and use forklift or other mechanical equipment. However in case of manual handling, the contractors should be informed about the procedures to safely carry load and risk involved with heavy lifting. It is recommended that loads should be spread as evenly as possible during loading, moving and unloading, unbalanced loads can fall of the trolley and cause injury.

**Legal Requirements and compliance:**

As per OSHAD CoP 14.0 Manual Handling and ergonomics version 3.1 2017, it is responsibility of the employer to develop and implement control measures to reduce employees exposure to manual handling and ergonomics risks. The employer shall perform maintenance of the equipment performed in manual handling.

1. **Vehicle Movement:**

As mentioned in hazard 12 it was found that some vehicles parked in the compound are not parked in the designated parking area. Also in hazard 16, a driver in a moving car was seen talking over his mobile phone without the use of hands-free. Workplace transport is one of the major cause of accidents in workplace resulting in injuries and fatalities, in such cases moving vehicles hitting or running over people or vehicles overturning and objects falling off workplace vehicle. Property damage is another outcome of vehicle accidents in the workplace.

**Recommendations:**

Proper vehicle parking and safe driving are important for the safety of workers in the premises. These accidents can be avoided by applying strict rules on vehicle parking and enforcement actions. Vehicle routes, traffic rules, and parking areas should be established and enforced, stop signs should be posted at main entrances and exits and warning mirrors should be used where visibility is impaired. The management should make sure visiting drivers are aware of the site rules, parking areas and hazards of vehicle movement in the workplace.

**Legal Requirements and compliance:**

As per OSHAD CoP 44.0 Traffic Management and Logistics version 3.0 2016, it is responsibility of the employer to develop traffic management plan and enforce it. Separate site entrance and exit should be provided and speed limit be enforced in the facility. It is also management responsibility to provide appropriate training to supervise and manage traffic in the workplace.

**Conclusions**

From this inspection, it is brought into the management notice that there are many hazards (housekeeping, mechanical handling, electrical systems, driving and machinery related) which if left unattended, may result in injuries to employees and contractors or may lead to illness. It is advised that the recommendations included in this report are implemented in order to improve health & safety and help achieve compliance. All improvements should be monitored and reviewed to establish effectiveness.

Although as mentioned in this report there are a number of health and safety issues that cause concern, overall I came up with the conclusion that high standards of safety are maintained in ADNOC Onshore offices. Employees are well aware of safety standards and management is committed to uphold the high standards of safety. The offices are very clean, well-lit and there are no major hazards to employees and contractors.

I came up with following recommendations coupled with regular monitoring and inspections will further improve the safety of employees and contractors and avoid any injury/illness accidents.

**Recommendations – include as a table in the following format:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendation** | **Likely resource implications** | **Priority** | **Target date** |
| Training to be provided for contractors for safe working procedures | The cost of training and resource arrangement | High Priority | 1 month from the date of report |
| Monitoring and supervision for the contractor | Availability of resources | High Priority | 1 Week from the date of report |
| Faulty electrical equipment should be replaced or repaired by a competent person | Cost of equipment and maintenance | High Priority | 1 Week from the date of report |
| Inspection of offices for slip trip and fall injury | Resource for carrying out inspection. | Medium Priority | 1 Week from the date of report |
| Manual handling training and supervision | The cost of training and resource arrangement | Medium Priority | 1 Week from the date of report |
| Traffic management and strict driving rules in the workplace, punitive actions on violating safe driving rules. | Change in procedures to provide site induction for driver visiting the facility and enforcement. | High Priority | 1 month from the date of report |
| All other actions on inspection sheets to be actioned | Resource cost | Low priority | As per schedule |