



# HSE POLICY

## SBG O&M



## **INTRODUCTION**

This HSE Policy gives guidelines to all levels of personnel regarding their responsibilities in effective HSE Management. It sets high level goals and targets for effective implementation of HSE Policies and procedures. It clearly identifies actions, action party's and target completion dates.

This HSE policy is a tool to improve HSE standards and achieve our ultimate goal of "Zero LTI"

- Managing risk is the summation of all the activities and events associated with the HSE Management System.
- The process for HSE excellence is a business process designed to manage the risk in our daily activities.
- This safety process will be an integral part of our management focus. Safety will be given the same priority as other processes; unless the controls fail then it will be "Safety First".
- We will aim to empower our employees towards proactive performance.

## **SAFETY POLICY:**

To improve the Standard Operating Procedures in all the project sites by following the safety guidelines from the Civil Defense, NFPA & Also according to the international safety regulatory organizations (OSHA, ISO& OHSAS). SBG O&M believes in developing safe working procedures and maintaining a ***0 injury working environment***. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments

## **SAFETY MANAGEMENT SYSTEM**

### **Purpose and Objective:**

To develop and promote employee awareness with the importance of adhering to Safety Procedures, thereby ensuring protection to the worker, public and environment. SBG O&M accomplishes this objective through effective integration of safety management into all facets of work planning and execution. This systematic approach motivates a culture of personal responsibility by and for each employee which leads to an accident free work environment, safe from diseases and occupational hazards as well as to protect properties from loss and damage.

## **Occupation Health and Safety:**

SBG (O&M) safety management system is intended as a useful tool to achieve the following:

- Protect the human asset against all job related hazards including prevention of injuries, occupational illnesses, fatalities and diseases.
- Eliminate damage to material assets, facilities and related equipment.
- Enhance the feeling of security, belonging and self-worth of the employees while doing their jobs.
- Ensuring commitment to Saudi safety rules, regulations and safe practices.
- Ensuring that all the routine maintenance activities and the corrective maintenance activities are in accordance to the HSE Policy of the project and the working procedures are according to the OSHA, ILO, IOSH and NFPA Standards.
- Ensuring continual improvement in the company overall safety performance.
- Encouraging active participation of employees to sustaining a safe work environment, free from accidents and diseases.

Elements of Occupation Health and Safety Management System:

The success of SBG (O&M) occupational health and safety program relies upon the Executive Management interest and contribution into planning, implementation and follow up of the strategic safety programs throughout the company. Down the line, the Site Management assumes the role of enforcing safety programs in every detail.

Safety Department:

Is the entity in charge of the planning, directing, implementation and follow-up of Safety Program and of safety related issues? Its role extends to the enforcement of safe working practices within the company different sites, set and define the rules, instructions and guidelines to protect the safety of workers, property and environment. It also draws strategies to guide training, awareness and communication of safety issues in order to improve the employee's safety performance so as to attain the quality standards sought by the company.

## **Safety Department Functional Responsibilities:**

The purpose and scope of safety requirements call for a fully dedicated safety department to establish, implement and execute a practical, sound and effective program for the prevention of incidents that cause or may cause injuries, as well as the assignment of specific responsibilities to site teams and others involved in the enforcement of safety. A well-defined systematic approach will cover the following details:

- Design and approval procedures, technical instructions and guidelines related to proper implementation of safety requirements (safety guidelines - safety manual).
- Assign specific responsibilities to ensure proper implementation of safety requirements in view of the company safety standards.
- Define the criteria for occupational health and safety requirements.
- Enforce the implementation of safety criteria.
- Eliminate the unsafe conditions that may lead to incidents or accidents.

- Establish and maintain a system for early detection and correction of unsafe practices and conditions.
- Follow up and monitoring of adherence to safety requirements / safety plan.
- Ensure the use of personal protective equipment by all workers.
- Perform safety audit on company sites.
- Design and provide safety induction to company new joiners.
- Design and provide safety training courses in specialist areas.
- Promote and distribute safety information and create updated awareness through flyers, banners and safety notice boards.
- Investigation of incidents that have caused or could cause injuries and potential safety incidents to determine the root cause and the taking of necessary corrective action.
- Keep up to date with reports, research material and other safety information in the field of safety whether international or domestic, aiming at improving and updating the company safety performance.

### **Defining Missions within the Safety Management System:**

Policy: Executive Management

Organization: Safety Department in coordination with operations management & site management.

Implementation: site management in coordination with safety department.

Evaluation: technical department.

Improvement Procedure: safety department in coordination with executive management.

### **Accident Prevention Strategies:**

SBG (O&M) strategy towards accident prevention depends upon eliminating hazards in the form of personal / properly damages through:

- Fire prevention, alarm and fighting.
- Personal injuries prevention through wearing protective through wearing protective equipment
- Emergency evacuation plan in-line and the adequate deployment of all the officers in case of emergency to lead the victims to the assemble points.
- Daily observation, accident, incident and near miss reporting so that all the hazards are being covered and the risk assessment of the deviations on daily basis.

### **Leadership and Commitment**

HSE matters will be the responsibility of the line management throughout the organization and safety shall not be delegated to HSE staff. It is the duty of all managers to understand that occupational injuries and illnesses are not an acceptable part of our business. SBG O&M has adopted Zero LTI policy. To improve the Standard Operating Procedures in all the project sites by following the safety guidelines from the Civil Defense, NFPA & Also according to the international safety regulatory organizations (OSHA, ISO& OHSAS). **SBG O&M** believes in developing safe working procedures and maintaining a 0 injury working environment. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments.

Commitment will be made towards the following:

Focus on behavior to help develop the HSE Management System to minimize risk.

### **Commitment to HSE through Leadership.**

#### **Management Commitment**

The **SBG O&M** Management will demonstrate their commitment to Health, Safety and Environmental protection by the following means:

- Ensuring that management decisions are consistent with the stated policy and objectives
- Ensuring that there is an effective organisation structure to manage HSE.
- Putting HSE matters high on agenda of meetings
- Participating in the review of performance against all HSE plans and targets
- Taking decisions on HSE matters that will promote a positive HSE culture at all levels within the organization.
- Effective communication, seeking internal & external views on HSE and recognizing achievement.
- Ensuring the sub-contractors meet agreed and acceptable HSE standards
- Visiting sites regularly, discussing and acting on HSE issues

#### **Allocation of Resources**

- Making adequate funds and human resources available for HSE
- Ensuring that all levels of line management / supervisors are responsible and accountable for HSE and spend an adequate proportion of their time on HSE
- Allocating adequate time and human resources for HSE training needs

#### **Monitoring and Follow-up**

- Visiting all work areas regularly
- Participating in inspections and audits
- Participating in high potential incidents and accident investigation

### **Policies and Strategic Objective**

**SBG O&M** has an HSE Policy that is signed by the **EBM**. This policy shall be translated into English, Arabic. It shall be communicated to all employees in the appropriate language during HSE induction, a copy of the policy shall be made available to all employees upon request, and it shall be posted prominently on notice boards on sites, in offices and in messes. Copies shall be issued to sub-contractors, suppliers and agents involved in the contract. The main scope of **SBG O&M** is to ensure the effectiveness of the safety standards and the rules and regulations of the regulatory bodies of health and safety. In all the operation and maintenance related issues in the projects, we ensure the implementation of zero accident policy. The main objective is to provide safe system of work, safe equipment of work and safe working methods to ensure the safety of employees, workplace and environment in accordance to the NFPA, OSHA, ILO and national regulatory bodies of Health and Safety

## **HSE Policy Statement**

**SBG O&M** acknowledges that:

- We will comply with the Laws and Standards of the Kingdom of Saudi Arabia.
- Health, Safety and Environmental Protection are as important as all other business objectives and HSE shall appear first on the agenda of all business meetings;
- Incidents and injuries are not acceptable and should be eliminated from all company operations, continuous improvements in HSE performance will be implemented to achieve this;
- Health, Safety and Environmental Protection are a line management responsibility and they will set, objectives, targets and appraise HSE performance;
- The Environment shall be protected, pollution minimised, and efficient use shall be made of natural resources;
- Employees shall be trained to work in a healthy, safe and environmentally responsible manner;
- Employees and Sub-Contractors shall be made aware that they are responsible for their own safety and health and for the safety and health of their colleagues and partners at work, in line with this Policy;
- No work shall be started until all measures to assure the health and safety of all persons engaged in the work, and protection of the environment, are in place and where these measures cannot be maintained, work shall be stopped.



## **General Policies:**

The company has implemented a Smoking, Drugs and alcohol policy extracts of which are taken from the **SBG O&M HSE Manual**.

**SBG O&M EBM** is the owner of the HSE Plan; the contracts manager ensures its implementation and the Safety Consultant is the custodian.

## **Distribution and availability:**

The HSE plan is available on request; controlled copies will be distributed as per the distribution list on page 2 of this document. The SBG O&M Contracts manager is responsible for communication and distribution of the document.

## **Discussion:**

The Plan shall be discussed during the safety induction of new or transferred employees.

All employees should know of its existence and they should have a basic knowledge of its function.

This ensures that even the illiterate employees are made aware of the existence and contents of the HSE Plan, HSE policy and the company's expectations with respect to HSE.

## **Management Review**

Chief Executive is responsible for leading the management review of the HSE performance.

He shall review SBG O&M HSE performance, along with the Contracts Manager, the Safety Manager's and the Safety Consultant, once a year. A specific agenda shall be followed.

## **Objectives**

- Assess the effectiveness and adequacy of the HSE management system.
- Identify the weak elements where additional input needs to involve improving the performance.
- To evolve continual and sustainable improvement in HSE performance.

### **Scope of Review**

The following areas identified as critical activities for review and key result will be documented

- Recommendation made by audit team
- Recommendation made by incident investigation teams.
- Fulfillment of the SBG O&M commitment to HSE
- To identify the effectiveness of HSE policy and objectives.
- To verify adequacy of resources allocated for HSE management
- Achievement of target and need additional input.

### **Review committee**

The review committee will consist of:

- Chief Executive
- Contracts manager
- Safety Manager's
- Safety Consultant
- Safety Coordinator

### **HSE Performance Indicator.**

Key elements considered for performance indicators are

- Incident analysis figures such as LTIF, TRIR, RTAF, etc.
- Audit findings
- Inspection results
- HSE Training program

### **Communication and Distribution:**

**To all the projects under SBG O&M over the Saudi Arabia**