

Safety Introduction Handbook

Technical Project Services B.V.

T.P.S.

Safety Introduction Handbook Technical Project Services B.V.

Table of contents

Table of contents	2
I. FOREWORD	4
Statement of General Policy	4
Health & safety Regulations Organization	5
2. Safety Communications	6
3. Training	6
4. Risk Assessment	6
5. Safety Meetings	6
6. Induction of New Employees & Sub-Contractors.....	6
7. Accident Incident Reporting.....	7
8. Welfare & First Aid Arrangements	7
9. Housekeeping.....	7
10. Hand Tools	7
11. Portable Power Hand Tools.....	8
12. Air Operated Hand Tools.....	8
13. Use of Tools Overhead	8
14. Plant and Equipment.....	8
15. Lifting Tackle	8
16. Welding and burning.....	9
17. Storage and Handling of Cylinders	9
18. Particular Precautions in the use of Gas Cylinders.....	9
19. Fire Procedure	10
20. Fire Fighting Equipment	10
21. Man Riding Baskets and Lifting Tackle	11
22. Scaffolding (Quick Stage Towers)	11
23. Ladder Safety	11

Safety Introduction Handbook Technical Project Services B.V.

24. Personal Clothing, Protection and Hygiene	12
25. Eye Protection	13
26. Working in Confined Spaces.....	13
27. Electricity.....	14
28. General Manual Lifting Procedure	14
29. Control of Substances Hazardous to Health (COSHH).....	15
30. Refusal to Work on the Grounds of Health & Safety	16
31. Duties of a Manway Watcher.....	16
32. Alcohol, Drug and Substance Abuse.....	17
33. Execution of LMRA (Last Minute Risk Analysis).....	17

Safety Introduction Handbook Technical Project Services B.V.

I. FOREWORD

This booklet has been produced for your information and guidance as part of the Company's continuing efforts to reduce accidents and control hazardous situations and practices. Read it carefully, follow the advice given and also follow the instructions in any Safety Procedures that have been issued in connection with your particular job.

Every employee must: -

- (1) Carry out their duties at work in a manner that is safe to themselves and other persons who may be affected by their acts or omissions.
- (2) Co-operate with their employer to enable them to fulfil their statutory legal responsibilities.
- (3) Use or wear any protective clothing or equipment provided.
- (4) Not interfere with or willfully misuse anything provided in the interest of Health and Safety at Work.

The prevention of accidents is a responsibility shared by all, employer and employees alike, and every effort of both management and workforce can go a long way towards establishing and maintaining a safer place of work.

Statement of General policy for: Health, Safety and Environmental issues

15 June 2012, Breda

Statement of General Policy

I believe that our most valuable asset is our employees and employees of our subcontractors.

It is our policy in the undertaking of all aspects of our business to do all that is practicable to provide a safe and healthy environment for all our employees, subcontractors and other persons who may be affected by our activities.

In all of our activities we will aim to protect and prevent injury to any third party and to ensure that our statutory duties are met at all times.

It is also policy that equally high standards towards Health & Safety and Environment be applied to the design and installation of plant and systems covering projects undertaken for our clients.

At all stages of our activities, Management / Designers / engineers will ensure that property and Environmental issues are taken into consideration to prevent damage during installation and maintenance operations.

Our objectives will be achieved by a good understanding of and compliance with statutory and legal requirements, management and supervision of safety issues, and we will provide such formal training and "on the job" advice and guidance as is necessary.

A Board Director has been assigned responsibility for Health, Safety and Environment who will report to the Directors and in whom will be vested authority to issue advice, guidelines and instructions to ensure, as far as practicable, that the Company's levels of Health, Safety and Environmental care are maintained.

I urge all of you to view our total commitment to Health, Safety & Environment at Work as an integral part of our business and will endeavor to achieve the Company's aim for continuous improvement.

Drs. Ing. Paul M.E. de Wilde

Health & safety Regulations Organization

1. Managing Director P. de Wilde

2. Company Safety Advisor R. Scholts

Responsible for liaison with outside specialist bodies and maintenance of up to date Knowledge of legislation and codes of practice applicable to the company's activities, are handled by the Company Safety Advisor who will disseminate such information and give advice to management on all Health and Safety matters.

3. Company Safety Coordinator P. de Wilde

Responsible for all safety aspects in connection with ongoing and planning for future projects as per detailed procedures in the arrangement sections of this policy, with direct access to Senior Management and Directors.

4. Management

Management and Supervisors are responsible for complying with company procedures and implementing the necessary measures as required by statutory regulations, to ensure as far as is reasonably practicable, the Safety and Health of the company employees and all other persons who may be affected by our activities while at work.

5. Employees

Employees have a duty to work safely and efficiently by using any protective equipment issued to them, by reporting incidents that have led to or may lead to injury or damage and by adhering to company procedures jointly agreed on their behalf of securing a safe place of work.

6. Training

Local management on an individual basis, to satisfy both company requirements and Health & Safety regulations identifies training needs.

HEALTH & SAFETY AT WORK

1. Putting the Policy into Practice

The immediate responsibility for Health & Safety at the workplace rests with the Management and Supervision who are primarily concerned with preventing accidents involving their staff and others to ensure that they adhere to the **Technical Project Services B.V.** Health & Safety Policy.

Management & Supervisors are required to issue clear and explicit instructions, to regularly inspect the work area to ensure it is free of hazards and working practices are in accordance with company procedures.

Management and supervision have a key role to play in the safety communication chain and will display commitment to the safety objectives and encourage employees to participate in the Health& Safety program.

Safety Introduction Handbook Technical Project Services B.V.

2. Safety Communications

Technical Project Services B.V. encourages and promotes regular safety meetings and general dialogue at all levels within the organization. All employees and contractor employees will be required to attend and are encouraged to provide suggestions for the improvements in our safety working practices.

3. Training

All personnel on the premises shall receive adequate training with regards to Health & Safety aspects of the activities in which they are involved. It is the responsibility of the management to ensure that all personnel within their charge are competent to conduct their duties and have received adequate instruction on the range of tasks that they are required to undertake.

4. Risk Assessment

It shall be practice to identify significant hazards arising from our operational activities and to systematically consider and implement appropriate measures to ensure exposure to risks arising from these hazards are as low as reasonably practicable.

It is the responsibility of management to ensure that safe working practices are adopted, all employees are made aware of and make safety provision for, all potentially hazardous situations that arise within the work activity.

Good supervision and constant employee attention to safe working procedures can prevent unsafe acts. Whenever unsafe acts are observed, corrective action must be instituted immediately to prevent those unsafe acts causing accidents.

5. Safety Meetings

Safety Meetings will be held on a regular basis with management and safety representatives. Safety events and proposals shall be discussed at the Safety Meetings with the outcome and safety actions being communicated to the workforce by the supervision via toolbox talks or safety notices.

Supervisors shall hold regular toolbox talks with their workforce and records of the meetings shall be kept on the given format (FO-5), copies to be held at Head Office.

6. Induction of New Employees & Sub-Contractors

All new employees and all sub-contract employees must undergo a Safety Introduction given by **Technical Project Services B.V.** Field Supervisor or Safety Representative relating to matters concerning Health Safety and the Environment.

All introductions **SHALL** be recorded on form (FO-1) **Technical Project Services B.V.**, Safety System, copies to be held at Head Office.

7. Accident Incident Reporting

All personnel accidents resulting in injury **SHALL** be recorded on form (FO-11) by supervision.

Depending on the actual severity or possible severity of the outcome, senior management may be involved with the investigation. Where an incident is classed as a near miss, i.e. neither injury nor accident occurred, the level of investigation would depend on the possible severity, i.e. the worst thing that could have happened in the circumstances.

Following an incident the relevant managers shall carry out an investigation into the cause of the accident/incident and full assistance must be afforded to them in carrying out this investigation.

Reports of accidents/incident investigations **SHALL** be recorded on forms (FO-12) & **Technical Project Services B.V.**, SCC Safety System, copies to be retained at Head Office.

The Safety Coordinator **SHALL** maintain records of all accidents/incidents and produce statistics on the number and type of accidents/incidents together with the accident frequency rate based on actual man-hours worked. These statistics are to be reported to the Managing Director.

8. Welfare & First Aid Arrangements

Arrangements should be made with the Client to provide suitable toilet and welfare facilities for our employees whilst working on their premises.

It is the responsibility of all contractors to provide their own First Aid facilities, however arrangements may be made with the Client to supply First Aid for all personnel but this must be confirmed in writing.

Make it your business to know who your First Aid person is and where to locate him/her? Check notice boards for details of First Aid arrangements or ask your supervisor.

Report all accidents and injuries – they must be entered in the accident book. Any injury, however slight, must receive treatment from a First Aid Person.

9. Housekeeping

Good housekeeping is essential in any accident prevention programme. A clean and tidy workplace is usually a safe workplace. Bad housekeeping is the cause of a large number of accidents at the work site.

All access routes to safety and fire-fighting equipment must be kept clear at all times.

Flammable materials should be returned to their stores when not in use.

Guards will be provided around all permanent and temporary opening or access hatches at all times when in use. When not in use all such openings shall be properly closed. Missing or damaged guardrails shall be reported immediately.

10. Hand Tools

The primary safety rules for using hand tools are:

- Use the right tool for the job.
- Make sure it is in good condition.
- Use it correctly.
- Keep it in a safe place.

Obtain instruction or training before using a tool with which you are unfamiliar. Store and carry tools safely in tool holders, boxes, bags or sheaths never leave tools where they can be accidentally knocked over or dropped from a height. Never throw tools.

Safety Introduction Handbook Technical Project Services B.V.

Proper protection must be worn when using hand tools that could cause injury. Examples are flying projectiles and debris when using chisels or hammering on metal surfaces, grinding, gouging, burning, welding etc.

11. Portable Power Hand Tools

Portable power hand tools can be dangerous if proper precautions and good habits are not followed.

The operator prior to use must inspect all portable hand tools. Check for tags or labels to show they have been recently tested and have no visible damage which may cause an accident. Personal protective clothing and goggles or face shields must be worn when portable power hand tools are used.

12. Air Operated Hand Tools

Tools connected to a high-pressure air supply may be dangerous and should be disconnected from the source of air or rendered inoperative when not in use.

Hoses and couplings must be maintained in good working order to keep them from disconnecting.

A broken live high-pressure hose can whip about and cause severe injury. (Whip check connections should be used across Crows-foot connectors).

Jubilee clips must not be used on pressure hoses.

Shut off air supply and bleed off pressure before disconnecting the hose.

Do not crimp the hose to shut off the air supply unless in an emergency.

The use of air operated hand tools can cause a condition known as vibration white finger, if allowed to develop it results in permanent damage to the hands and fingers, consequently sufferers are unable to work. The operator must ensure the tool is in good working order, operating correctly and gloves are worn at all times.

13. Use of Tools Overhead

Tools hoisted or carried to an overhead platform or scaffold must be carried in approved tool belts

or containers. The number of tools used overhead must be kept to a minimum.

14. Plant and Equipment

You must never drive plant or use machinery if you have not been trained in its use. Only under supervision and for training purposes will this be allowed.

You must not attempt to repair or modify plant and equipment, unless you have been trained and are authorised to do so.

15. Lifting Tackle

A colour coding system is in operation to identify lifting tackle that may be used. Find out what the colour is for the current period.

Use of non-coded equipment is not allowed.

This rule can only be waived when equipment is sent to site with lifting tackle already attached, solely for offloading of that equipment and provided valid test certificates accompany such equipment.

16. Welding and burning

Only experienced and qualified persons well trained in the particular safe practices pertaining to their occupation will carry out welding and burning.

The basic precaution is established that no work involving burning and welding or other ignition creating activity will begin until all inspections have been made and where required, hot work permits have been raised. Furthermore it is essential that the area is monitored at all times while work is being carried out to ensure that conditions have not changed.

Before welding, burning or preheat is carried out against bulkheads, floors, roofs, etc. special attention must be paid to the blind side for dangers that may be present, i.e. painted surface or flammable material lying on or stacked against the wall, etc.

In some cases it may be appropriate to grind areas to be burned or welded thus eliminating harmful fumes, i.e. painted or coated areas.

Always ensure fire fighting equipment, is fully charged and present at the workplace.

Repaired Gas hoses are not allowed in confined spaces.

All Fuel Gas, Oxygen and Shielding Gas Hoses are to be removed from confined spaces at lunch times and at the end of shifts, gas cylinders shall be turned off and hoses depressurised. During welding operations in confined spaces extraction systems provided must be used to remove excess fumes.

If in doubt contact your Supervisor or Safety Department for advice. Do not take chances.

17. Storage and Handling of Cylinders

Cylinders must be handled with care and secured in the correct storage position. Caps must be in place at all times except when the cylinder in use.

When full or empty cylinders are in storage, the different types must be separated.

Never store oxygen cylinders where they may be exposed to oil or grease.

Keep sparks flames and heat away from cylinders. Where possible they should be stored under cover and out of the direct rays of the sun.

Any cylinder that has been damaged must be clearly identified and reported to the supplier.

18. Particular Precautions in the use of Gas Cylinders

Always attach the proper regulator to a cylinder never attempt to attach an oxygen pressurereducing regulator to a cylinder containing combustible gas.

Never force connections that do not fit. Jubilee clips are not to be used on gas connections.

Cylinders, valves, regulators and hoses are to be inspected before starting each job. Burning equipment hoses shall be fitted with flashback arrestors.

Always keep threads on oxygen cylinders, regulators and hoses free from oil and grease.

Never test for leaks by using a flame or any oily liquid; use a soapy water solution.

Never use leaking equipment. Notify the appropriate supervisor of any leaks detected.

Never tamper or attempt to repair oxygen or gas equipment. Qualified personnel must make repairs.

Always close main valves on gas cylinders when burning and welding operations have been completed.

19. Fire Procedure

You should on discovering a fire: **Raise the alarm.**

If considered safe to do so and you are not putting yourself at risk, you may attack the fire using the nearest suitable extinguisher or fire hose reel.

All other personnel will switch off their equipment, electrical, mechanical or gas, leave by the nearest exit and proceed to the evacuation area where a roll call will be taken by supervision.

Do not return to the building/workplace until Supervision or a Fire Officer has given an instruction that it is safe to do so.

Make certain that you are familiar with all means of escape in case of fire.

Keep stairways, walkways and all other safety exits clear of obstacles at all times. If any safety exit door is locked or any route is obstructed inform your supervisor.

If any fire extinguisher is missing, obstructed, damaged or out of order inform your supervisor.

20. Fire Fighting Equipment

Class of Fire	Extinguisher Type
General (paper, wood, rags, etc.)	Water
Oil (Paint, Petrol, etc.)	Co2 gas, dry powder, foam
Liquefied Gasses	Dry powder, foam
Metals (Aluminium, Magnesium)	Dry powder

Electrical fires which involve the electricity supply to live equipment can be dealt with by extinguishing mediums such as carbon dioxide, dry powder or vaporising liquids, but not water. Dry powder extinguishers should be inverted and shaken well to agitate the powder before use. Supervisors are responsible for arranging the return of discharged extinguishers for recharging. Disciplinary action will be taken against anyone removing any fire fighting equipment from fire hydrant points or vehicles unless for the purpose intended or without the authorisation of their supervisor.

21. Man Riding Baskets and Lifting Tackle

When working from man riding baskets or using lifting tackle, you must be fully conversant with the risks and procedures to be adopted. You should have received instruction on the correct signaling and communication procedure between basket and crane operator. If you are unsure about this you must request a competent person to assist you.

You must satisfy yourself that the equipment to be used is tested and coded with the correct colour for the period in force at that time. You must also check on a daily basis, that the equipment has not been tampered with or damaged through use that would make it unsafe. If in doubt, ask your supervisor who will then delegate an experienced person to check the equipment for you.

Each operative must wear a safety harness when working from a man riding basket. Harnesses must be hooked on to the Winch wire or Crane hook independently if you are required to lean out of the basket, or exit the basket onto an uncompleted scaffold or open steelwork.

22. Scaffolding (Quick Stage Towers)

The following rules apply to persons other than Scaffolders when erecting working platforms. Only those people who have completed a course, or have had suitable instructions will be allowed to erect or dismantle a quick stage scaffolding tower, they are not allowed to alter or erect any other scaffold.

Should it be necessary to dismantle, erect or alter quick stage towers higher than stated above, this must be carried out by a qualified Scaffer.

Windbreaks are not to be used on working platforms unless they have been specially constructed for this purpose.

23. Ladder Safety

Do not erect

- On sloping ground.
- On top of moving objects.
- In a high wind.
- In front of a door that may be opened.
- Against a slippery or unstable surface.
- At a shallow angle, or use horizontally as a plank or bridge.
- Leaning to one side, or to steep an angle.

Do not

- Use tools or do jobs requiring two hands while standing on a ladder.
- Straddle from the ladder to a nearby foothold.
- Allow more than one person up a ladder at a time.
- Rest tools or implements against the base of a ladder.
- Use a ladder, which is too short and use a defective ladder.
- Splice or lash ladders together and leave tools or objects on rungs.
- Over-reach (generally always keep your hips within the stiles).
- Overload a ladder or support it with a plank bearing on a rung.
- Slide down a ladder.
- Carry sheets of material, especially if it is windy.

Safety Introduction Handbook Technical Project Services B.V.

- Use an alloy – or wet – ladder near electrical conductors.

Always

- Place a ladder on a firm level base.
- Set at an angle near height to base ratio of 4 to 1.
- Tie the ladder in position, at the top, or make sure it is footed when in use.
- Make sure the ladder projects well above the level at which a workman stands or climbs off.
- Hoist items in a bag or carry things in a belt.
- Secure all doors likely to foul a ladder.
- Use two hands in climbing a ladder.
- Use one hand to hold on while working on a ladder.
- Have a mate on guard where appropriate.
- Make sure rungs are clean.
- Get help with long ladders.
- Report all ladder defects immediately.
- Use correct ladder for the job.
- Store ladders carefully.
- Consider using alternatives such as staging, tower platforms, etc.

No ladder should be used if it has:

- A missing, loose or defective rung or tread.
- An insecure tie rod.
- A defective stile or side member.
- Any sign of warping.
- Missing fastenings or rivets, guide or latching hooks.
- Makeshift repairs.

24. Personal Clothing, Protection and Hygiene

It is in your own interest to wear sensible and conventional clothing and foot wear at work. You have a legal duty to take care for the health and safety of yourself and in this respect, the wearing of suitable clothing and footwear is fundamental.

Avoid the use of ragged or excessively loose garments. They could easily catch on a protruding object or machinery.

Again we remind you of your legal obligation to make full use of all clothing and equipment provided by the Company for your protection, and that wearing of it on site is a condition of your employment.

Safety footwear (S3) must be worn during working hours.

In the promotion of Health and safety at work, hygiene is of prime importance. You should make full use of washing facilities, particularly at meal breaks.

Adequate toilet facilities should be provided – **use them.**

“It is the duty of every employee to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.”

25. Eye Protection

General-purpose safety glasses must be worn at all times.

While welding, it is necessary to wear eye and face protection and the prescribed welding hood incorporating filter lens eye shield.

Eye protection is equally important while using burning gear. Dark lens safety glasses are not designed for this purpose; use approved dark lens cup goggles.

You may be required to perform a variety of operations using high-speed abrasive tools. While using these tools and various other processes, the law demands that the Company supply you with eye protection. Under the same regulations you the employee, have a legal obligation to make full use of eye protection provided, take reasonable care of it and report immediately to your supervisor the loss, damage or defect of any such equipment.

General-purpose safety glasses do not offer sufficient protection while using certain equipment; you must wear the correct clear goggles or a face visor.

Remember

- Your legal duty to make full use of equipment provided for the protection of your eyes.
- Your ability to work and support you and your family, could well depend on your eyesight –

Protect it.

26. Working in Confined Spaces

In the interest of personal safety the following procedures must be strictly adhered to at all time prior to work commencing in confined spaces.

THE MEANING OF 'CONFINED SPACE'

"Confined Space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable risk;

Before work commences inside any confined space where gases could be trapped, a test for explosive/toxic gases or oxygen deficiency/enrichment must be carried out.

No combustible material shall be left in a confined space. Waste materials and rubbish shall be removed and the area thoroughly cleaned.

When welding or burning work is carried out, the area must be vented by air movement and fume extraction at all times.

All oxygen, propane and argon etc. connections should be made outside the area before any gases are turned on.

All oxygen, propane and argon etc. hose connections including cutting torches and gauges should be checked and tested in a soapy water solution.

On leaving a confined space all oxygen, propane and argon etc. equipment must be removed. This includes lunch breaks and end of shift.

Gas leaks of any description must be reported immediately. All 'hot' work stopped and the area evacuated. The area will be re-tested after the leak has been rectified, and prior to the resumption of work.

Compressed oxygen must not be used to ventilate any confined space, nor will it be used to blow down personal clothing.

Cutting or heating torches will not be used as a means of personal warmth. Such practices may result in death by carbon monoxide poisoning.

Oxygen, propane, argon etc. cylinders will not be taken into confined spaces.

It must be remembered at all times that, while heating, welding or burning in a confined space oxygen deficiency may occur. Continuous monitoring will be carried out during this activity.

Safety Introduction Handbook Technical Project Services B.V.

Personnel working in confined spaces may be required to wear a safety harness or breathing apparatus with safety lines attached, and personnel must be stationed outside in constant contact and capable of retrieving personnel from within the confined space in an emergency. Personnel performing pre-entry checks with gas meters shall receive training in the correct operation of the meter.

A Permit to Work Certificate may have to be issued prior to commencement of work where there is a reasonably foreseeable risk of serious injury in entering or working in a confined space. Check with your Supervisor if you have any doubt.

27. Electricity

Everyone knows the danger of misusing electricity. However, it is important to remind you that the main danger is that it is invisible. Because the presence of electricity is sometime made evident by the use of meters and lights, its invisibility is often forgotten when these are not apparent. You must never assume that any electrical equipment is dead. Before using any electrical equipment or plant always check back to the source of the supply, and remember that equipment heated by electricity needs time to cool down.

The law forbids you to engage in electrical work where you are at risk, unless you are competent for that purpose. Do not interfere with electrical matters; leave them to a qualified electrician.

A welder will, of course, be in contact with electricity at all times while at work. Good earthing should be your top priority. Never assume that when taking over a job from the previous shift your workplace is still properly earthed. Always check your earth lead before attempting to strike an arc.

If the earth lead is frayed at its connection with the clamp have it repaired. Avoid fixing the earth clamp to any metal frame or plate on which your work is resting. The best connection is always directly to the work piece.

28. General Manual Lifting Procedure

Assess the Situation

Assuming an object has to be moved, consider if it can be split or if assistance is required, either from a mechanical aid or another person. Check that the route to carry a load on, and area to put the load down, is safe, clear, free from obstructions and holes.

Correct Grip

Do not use fingertips as this causes arms to bend (strain). Use full palm grip and aim to distribute load throughout the body.

Arms Close to Body

Keep elbows tucked in with load held close to stomach and chest.

Chin in

Extend neck and pull chin into body. This has the effect of straightening back and prevents disc injuries in cervical region.

Safety Introduction Handbook Technical Project Services B.V.

Straight Back

The most important aspect of lifting, this eliminates compression of the stomach and maintains an even load/stress on discs.

Foot Position – Use of Legs

For the sake of balance, feet should be shoulder width apart. If legs are too far apart you risk a hernia. Put one foot pointing in direction of travel and bend knees to lower body vertically. Leg muscles are strongest in the body; therefore use them to lift the load.

Momentum

Once a load is moving it is relatively easy to keep it moving. Starting and stopping requires much more effort. Aim to carry movements through.

Multiple Lifts – Two or more Persons

Discuss the job so people know what is expected of them. Appoint one person to shout instructions. Work as a team – **COMMUNICATE**.

29. Control of Substances Hazardous to Health (COSHH)

These regulations came into effect on 01-07-08 their aim is to prevent persons being exposed to hazardous substances from a work process in a way that is likely to damage their health.

Maximum safe level of exposure to hazardous substances is given in H.S.E. Guidance Note 10.1. Exposure can take place by inhalation, absorption through the skin or mucous membranes and contact with the skin.

In order to comply with these regulations employers are obliged to define and control risks to health from hazardous substance.

They must!

Assess the risk of exposure of the safest substance available for the task.

Provide, maintain and monitor control measures should they be necessary.

Provide information and training to persons exposed to such risks.

Provide health surveillance, if this is necessary.

When a new material is to be used the Safety Coordinator must be provided with the hazard data sheet for the product so he can carry out an assessment and decide on any necessary control measures prior to the distribution/use of the product on site.

Employees have a duty under these regulations to follow the method of work and to wear the personal protective equipment set by their employer.

If an employee is in any doubt about a substance or the method of use: –

CONSULT YOUR SUPERVISOR

30. Refusal to Work on the Grounds of Health & Safety

Technical Project Services B.V. is working towards Safety Excellence through continuous improvement.

To achieve this, the involvement and awareness of all personnel is essential.

Every employee has the right to question the existence of extreme and unusual safety practices or health exposure without fear of reprisals.

Employees who raise genuine concerns about Health & Safety shall be considered to be acting in the best interest of the company.

Should you wish to report any unsafe condition or any practice that may require revision, the following procedure must be followed.

Employee

If you have reason to believe that a work situation is likely to endanger yourself or others, you should:-

- Stop and rectify the situation if possible.
- Make the area or equipment safe if possible.
- Consult with your immediate Supervisor.

Supervision

Supervisors are responsible for the Health, Safety, Environment and welfare of all persons whose work they control. When a complaint is raised the Supervisor should investigate the situation in the presence of the employee to:-

- Establish the reasons why the employee believes the situation to be dangerous.
- Identify a solution.
- Implement the solution.

In cases of doubt or obvious and immediate danger the supervisor shall suspend work until the above steps have been taken, and request the attendance of a Safety Advisor.

If you believe that inadequate action is being taken you may also contact the local office of the Health & Safety Executive.

No employee will be penalised for raising issues concerning Health, Safety or the Environment.

31. Duties of a Manway Watcher

A Manway watcher is an additional control for Vessel entry, where the Vessel Entry Controller cannot see the Manway and reach it promptly to raise the alarm for those inside.

A Manway Watcher should: -

- Inform the Vessel Entry Controller before he takes up his position.
- Wear a high visibility vest at all times.
- Be present at all times while the Manway is open and being used as an entrance.
- Check to make sure that those entering the vessel have informed the Vessel Entry Controller, and have signed an entry book or handed an entry pass over.
- Remind personnel entering to put on the required PPE before entering, and caution when removing PPE due to dust etc.
- Regularly visually check those inside the vessel at his point of entry, to ensure everything is OK, without entering.
- Fix a "NO ENTRY" sign when the Manway is not an entry point, or the Vessel Entry Controller is not in place.

Safety Introduction Handbook Technical Project Services B.V.

- Know how to use a radio if issued with one.
 - Be able to hear an evacuation signal or be in contact with the Vessel Entry Controller by radio.
- In the event of an evacuation should raise the alarm for those inside the vessel, clear the vessel and check with the Vessel Entry Controller before going to the muster point.

32. Alcohol, Drug and Substance Abuse

The company is committed to ensuring that the use of illegal drugs, alcohol, solvents and prescribed or bought over the counter medicine by any employee *or person associated with the business* does not impair the safe and efficient running of the business or health of the employees.

The company is further committed to the safe efficient delivery of services to its clients. And will take appropriate action to ensure that this is not compromised by employees *or subcontractors* who may attempt to work under the influence of drugs, alcohol or other substances that are capable of impairing the judgement, behaviour or job performance of an individual.

Abuse or misuse may take form of *a single*, occasional or regular use of a substance, which temporarily impairs the judgement, behaviour or work performance. It may also take the form of the continued use of a substance to which the individuals become dependent or addicted.

Therefore:-

- Employees *and subcontractors* must comply with the drugs, alcohol and substance regulations in force at any place of work including testing requirements.
- Employees *and subcontractors* must not present themselves for work whilst their mental and physical fitness to perform their duties may be impaired by the effects of alcohol and/or drugs.
- Employees *and subcontractors* must not present themselves for work with the presence of a blood alcohol level in excess of the figure given by the policy at the place of work or 80mg/100ml whichever is the lower.
- No employee *or subcontractor* will use or provide to others any alcohol or illegal drugs during working hours. This includes lunchtimes and other breaks taken on company premises.

Full details of Technical Project Services B.V. Alcohol, Drug and Substance Abuse Policy Regulations are available from your site supervisor or Company Safety Coordinator.

33. Execution of LMRA (Last Minute Risk Analysis)

Before starting the work, employees must be certain that the workplace is safe. This means that all risks are known and, if necessary, that adequate management measures have been taken.

The basic principle is that risky work will only start if adequate measures have been taken.

The direct supervisor will check whether the employees are sufficiently aware of the risks in the project.

If necessary, the direct supervisor will give project-related Health, Safety and Environmental information regarding the specific risks and regulations of the project.

The instruction will usually take place at the work location and applies to the company's own and outside personnel.

Safety Introduction Handbook Technical Project Services B.V.

In many cases the employees who are going to work in petrochemical companies will also receive safety instructions (on film or otherwise) from the principal.

This instruction session is compulsory, including for employees who had already received the instructions earlier.

The direct supervisor will see to it that specific information of the principal is made available for every employee.

Specific personal protective clothing

The direct supervisor will indicate what personal protective clothing and tools and safety materials (material to close off an area) should be worn and used on the project.

All employees will be given an LMRA card when they join the company. Employees must be aware of the content of the LMRA card and how it works.

If the direct supervisor finds it necessary to give instructions, this will be registered on the "Participants List Safety Instructions/Toolbox Meeting". It will also be possible to indicate on this list what instruction topics were dealt with.

LMRA	Last Minute Risk Analysis	
	In order to properly follow the three steps of the LMRA process, always ask yourself the following questions	
	√	Do I know what can happen to me and how I can prevent this?
	√	Do I know precisely what the dangers are and how to prevent them?
	√	Do I know precisely what I should do and can I do it?
	√	Do I know what materials and the like I need to safely carry out the work?
	√	Is what I need present (tools, materials, protective clothing)?
	√	Have I checked whether the circumstances have remained unchanged?
	√	It is 100% clear to me what I have to do to carry out the work safely and to prevent incidents!
LMRA	Last Minute Risk Analysis	
	ASSESS THE RISK!	
	Do not start the work if in your own opinion the risks are not acceptable.	
	MEASURES to reduce risks!	
	Determine the measures to be taken which are necessary to remove the known risks or make them acceptable	
	TAKE ACTION for safe execution of the work!	
	Carry out these measures to make safe execution possible. Ask for help if necessary!	
	IF IN DOUBT, DO NOT START AND CONSULT YOUR SUPERVISOR.	
	This applies to every high-risk task and every time of the day.	