



AL-Mahaba Oil Services



EMPLOYEE SAFETY HANDBOOK

HSE Department



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III. EMPLOYEES ACKNOWLEDGEMENT FORM.



The company is totally committed to a policy of prevention, reduction and elimination of all undesired events that could or do result in loss and to protect the interest of the Company and our Client at all times.

To achieve this aim, the Company has embarked on a Risk Management and Safety Programmer which will encompass all sections and areas of our operation.

The specific objectives of this program are,

1. To place paramount emphasis on the prevention of accidents to persons.
2. Prompt accident notification, investigation and reporting.
3. The establishment and maintenance of safe, healthy and productive working environment.
4. Protection of property, equipment and material from all downgrading incidents.

It is vital that all employees commit themselves to the attainment of these objectives by ensuring that every task is done safety and in accordance with the project policy, procedure, standards and managerial instruction.

This section presents general rules and regulations that have been established on the project to provide a safe and healthy working environment.

1.1 Rules of Conduct

All employee are required to conform to all rules of conduct relating to safety and health on the project.

1.1.1 Personal Conduct

All employees shall observe the following prohibitions:

- a. Indulgence in practical jokes, horseplay, scuffling, wrestling or fighting is forbidden.
- b. Destroying or tampering with safety devices, signs and equipment or willfully or unnecessarily discharging a fire extinguisher is prohibited.
- c. Sleeping in work areas is prohibited.

1.1.2 Insubordination

Insubordination in respect of carrying our verbal or written instructions or directives issued by management or supervisory personnel shall be sufficient cause for initiating disciplinary action in accordance with established company procedures.



1.1.3 Work Dress Standard

All site employees shall wear clothing suitable for the weather and working conditions. The minimum requirement for site work shall be a short sleeve shirt, long trousers, safety helmet, safety gloves and protective footwear with a steel toe cap. Safety helmets and protective footwear will be issued to you by the Company. Loose or torn clothing, tank top shirts, sandals or tennis shoes are prohibited on site work areas.

1.1.4 Personal Protective Clothing and Equipment

Personal protective clothing and equipment shall be issued to each employee to suit the particular work task he is required to perform. Every employee is required to use the personal protective clothing and equipment issued to him.

1.1.5 Drug Possession and Use

The possession and use of illegal narcotics or intoxicants is a serious legal offense in Libya. Proof of the possession or use of illegal narcotics or intoxicants shall result in immediate disciplinary action in accordance with established company procedures, and consequently, the laws of The Great Socialist People Libyan Arab Jamahiriya.

1.1.6 No Smoking Areas

Smoking within areas posted with "No Smoking" signs is prohibited.

1.2 Reporting injuries, illnesses, property and equipment damage

- a. All injuries and personal illness shall be reported to an immediate supervisor to ensure that proper and adequate medical attention is obtained and that any accident involving personal vehicle drivers, passengers, pedestrians or site visitors shall be immediately reported to a supervisor.
- b. All accidents that result in injury to any employee of another Contractor or other persons, such as private vehicle drivers, passengers, pedestrians or site visitors shall be immediately reported to a supervisor.
- c. All accidents that result in damage to any vehicles, plant, equipment or property shall be immediately reported to a supervisor.
- d. Whenever possible, damaged vehicles, equipment and other property shall be left undisturbed at the scene of the accident until the accident investigation is completed.



1.3 Reporting unsafe and hazardous conditions

All employees shall immediately report all unsafe acts or conditions and near miss accidents that they may observe to their supervisor so that corrective action can be taken to prevent the risk of injury or damage.

Situations involving "Imminent Danger" shall be reported to the first supervisor or foreman the employee can locate.

1.4 Driving

All employees who drive motor vehicles on and off the project shall be in possession of a driving license valid for the class of vehicle they are driving.

Every driver shall familiarize himself with Libyan Government and Site Traffic Regulations and shall comply with all traffic signs.

All speed limits shall be strictly observed.

Drive carefully – Speed kills.

1.5 Equipment Operation

Unauthorized operation of mobile powered construction equipment is prohibited. Each equipment operator shall have successfully demonstrated to the Site Logistic Manager (or his authorized representatives) that he is able to operate the equipment in a safe and competent manner.

Each qualified operator shall be authorized, in writing, by the Site Logistic Manager, to operate the equipment. In addition to this requirement, a valid Libyan Government Heavy Equipment Driver's License is required for the operation of specified equipment on and off the project. The Site Logistic Manager will advise designated equipment operators on the requirements.

1.6 Documentation

The following documentation shall be carried by employees at all times;

1. Desert Pass
2. Serage Construction and Oilfield Services ID Card.
3. Libyan Government Driving License, and
4. Company Authorization for driving vehicles or Equipment.



1.7 Emergency Procedures

It is the responsibility of every employee to familiarize himself with the applicable emergency procedures that apply to the site. You will receive instructions from the Site Safety Department and your own supervisor on what actions to take in an emergency. Do not be afraid of asking questions if you are uncertain, it may eventually save life and possibly the lives of your fellow employees.

1.8 Accidents

In the event of a serious accident on site, where you are not directly involved in assisting the injured, or the rescue team, it is essential that you keep clear of the accident area and access

routes to enable the medical team, ambulance and other essential personnel to reach the injured as soon as possible.

You must obey all instructions from your supervisor and avoid the temptation to become an unwanted sightseer.

1.9 Safety meeting and information

1.9.1 Safety Meetings

Safety meetings shall be held on site by your supervisor or foreman at regular intervals for them to provide you with safety information regarding your particular work tasks. All employees are encouraged to actively participate in these Toolbox meetings and raise any relevant questions about safety.

These meetings are solely intended for safety matters and will not be used to discuss other work problems or general grievances. Other channels of communication are available within established company procedures to deal with these matters.

1.9.2 Safety Information

Safety news bulletins on general items of interest will be posted on site notice boards at regular intervals to provide all employees with topical safety information.



1.9.3 Safety Topics

A monthly safety topic will be introduced to each site to draw all employees attention to a particular trend that is resulting in accidents and/or damage to property, vehicles or equipment.

The aim of the monthly topic is to make employees aware of a particular hazard and to reduce or eliminate the number of accidents to occurrences arising from this type of hazards. All employees are required to provide their full corporation to achieve this aim.

1.9.4 First Aid Training

Designated employees shall be given instruction on basic first aid by the Site Medical Staff.



SECTION 2 – SAFE PRACTICE RULES

2.1 Housekeeping

A well maintained and tidy work place decreases the risk of accidents, injuries and fire.

2.1.1 Waste materials shall not be permitted to accumulate and shall be placed in approved rubbish containers as soon as possible.

2.1.2 In food serving areas, all rubbish and waste food shall be placed in containers located in the areas for that purpose.

2.1.3 Always ensure that lids are replaced on rubbish containers after use to prevent pests and flies being attracted to the area.

2.1.4 When placing materials or equipment or when removing them from demarcated storage areas, avoid disturbing other stored items.

Demarcated aisles, walkways and access ways shall be kept clear of loose or surplus materials or equipment at all times. Do not place materials or equipment against walls or fences of storage areas, a gap of at least 1 meter must be left between the material and the wall or fence.

2.1.5 All emergency exits and fire escape areas shall be demarcated and kept clear at all times.

2.1.6 All "No Smoking Areas" such as gasoline tank and pump areas, gas cylinder storage and flammable item storage areas shall be kept free of rubbish at all times.

2.1.7 Cables and Hoses

- a. Electrical cables, welding leads, water, air and gas hoses shall be placed where cannot cause damage or injury.
- b. Cables, leads and hoses shall be kept clear of all stairs and ladder access ways.
- c. If placed in or across roadways, cables, leads and hoses shall be placed in a protected trough or sleeve. Where they are to be suspended above the road or pavement, a height of 6 meters shall be maintained to protect them from damage.



2.1.8 Spilled Substances

Spilled oil, greases or other slippery substances in working areas shall be cleaned up immediately or the affected area cordoned off and sprinkled with enough dirt or sand to absorb the substance and eliminate slipping hazards.

2.2 Fire Prevention

Each employee shall comply with the following fire prevention, detection and control requirements.

- 2.2.1 Do not smoke in "No Smoking" areas.
- 2.2.2 Practice good housekeeping at all times and place rubbish in the containers provided for that purpose.
- 2.2.3 Do not tamper with fire extinguishers, fire hoses or any other equipment intended to detect and extinguish fires.
- 2.2.4 Promptly report all damaged, faulty or empty fire extinguishers to your supervisor so that repairs or replacement can be made as soon as possible.
- 2.2.5 Remember the fire alarm locations and signals, and familiarize yourself with the fire procedure and where to go and to do in case of fire when the alarm is sounded.
- 2.2.6 Fuelling Equipment
 - a. No gasoline or diesel engine shall be refueled while the engine is running.
 - b. Where fuel cans are used for refueling, they shall be of an approved type. Plastic containers shall never be used for storing fuel.
 - c. Smoking or naked flames are prohibited within 15 meters of fuel storage tanks, fuel pumps or during refueling operations.
 - d. All fuel storage tanks shall be electrically grounded and any damage that you observe shall be reported to your supervisor.

2.3 Fire Protection

Portable fire extinguishers provided on the project are designed to extinguish and suppress small fires. The fire extinguishers are classified according to the type of fire they can extinguish.



2.3.1 The most common type of fire extinguisher used on the project is the multi – purpose (ABC or ABCE) dry chemical powder. This type of extinguisher is suitable for use on all types of fire likely to be encountered on the project including electrical fires.

2.3.2 Other types of fire extinguisher include;

- a. Carbon Dioxide (CO₂) extinguisher. These are suitable for use on electrical fires and also fires involving flammable liquid. This type of extinguisher is suitable for use on all types of fire likely to be encountered on the project including electrical fires.

WARNING: The user should take care when using this type of equipment. The CO₂ appliance has a horn shaped nozzle through which the gas is discharge during use.

It is essential that the user holds the horn by the handle and not the horn it self as this could result in the user receiving "frost bite" to his hand while the gas is being discharged.

If it is necessary to discharge a CO₂ extinguisher in a confined space, the user must leave the area immediately after the discharge to prevent suffocation.

- b. Foam fire extinguishers, or water, shall never be used on electrical fires because of the danger of electrocution to the user.

Foam extinguishers are suitable for use on fires involving wood, paper, rubbish, cloth and flammable liquid such as gasoline, diesel, oil, paints and also greases.

2.3.3 Your Site Safety Department will conduct regular training sessions on site to familiarize you with the correct use of fire extinguishers.

2.4 Manual Lifting and Handling

No employee shall lift, carry or move any load that is too heavy. Assistance must be obtained for lifting or carrying heavy loads and where necessary, mechanical handling equipment shall be used.

2.5 **Hand Tools**

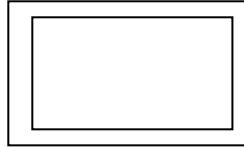
Hand tools shall only be used for their intended purpose. Worn or broken tools shall be returned to the stores for replacement.



2.6 Power Tools

- 2.6.1 Electrically powered tools and equipment shall be grounded at all times when in use unless they are double insulated to an approved standard.

The double insulated symbol is shown on the tool data plate and is shown as



If in doubt, ask your supervisor to have the tools or equipment checked.

- 2.6.2 Air hose connections shall be secured to prevent hoses from whipping under pressure due to accidental separation.
- 2.6.3 Operating switches or levers that require constant manual pressure to activate power tools shall not be tampered with or modified in order to make the tools easier to operate without constant hand or finger pressure.
- 2.6.4 The maximum speed at which grinding wheels are used shall never exceed the manufactures maximum rated speed for the wheel. The data plate on the grinding machine will state its maximum speed and this shall never exceed the rated wheel speed. This will prevent the wheel bursting or shattering while in motion.

2.7 Machinery and tool guards

- 2.7.1 Machinery and tools guards shall be provided for protection against revolving or reciprocating parts of the equipment. The guards shall always be in place before the machine or tool is used and shall not be removed or made inoperative except during repairs.

2.8 Explosive Actuated Fastening Tools

- 2.8.1 Only authorized and properly trained employee shall use explosive actuated fastening tools. All such tools shall be used in accordance with the manufacturers instructions and project safety regulations. Approved eye protection shall be worn by operators and assistants when using explosive actuated fastening tools and any other toll likely to cause eye injuries.



2.9 Electrical Equipment

- 2.9.1 All temporary electric power circuits shall be treated as if they are energized.
- 2.9.2 No unauthorized persons shall tamper with electrical installations, only authorized and qualified electricians shall repair, adjust or install electrical equipment. Any damaged or defective electrical installation or equipment shall be immediately reported to your supervisor.
- 2.9.3 Only approved types of electrical extension cables shall be used on the project.
- 2.9.4 Approved type plugs and sockets shall be used, the unsafe practice of inserting bare electrical wires from a cable into a socket is strictly prohibited.
- 2.9.5 Welding cables shall be terminated and spliced in proper manner.

2.10 Compressed Gas Cylinders

- 2.10.1 Compressed gas cylinders shall be kept upright at all times, secure from falling, protected from heat and from being struck by moving equipment and falling objects.
- 2.10.2 If transported by crane, compressed gas cylinders shall be handled in suitable cradle, net or skip and never by wire or fiber rope, web or chain slings or by dragging or rolling along the ground regulators shall be removed and caps fitted in place.
- 2.10.3 Oxygen cylinders shall not be stored near highly combustible materials, especially oil or greases or near to fuel gas cylinders such as acetylene or L.P.G.

Oxygen and fuel gas cylinders shall be separated by a distance of 6 meters or by a fire resistant wall if in the same storage area.

- 2.10.4 Caps shall be replaced on cylinders that are empty and designed for such caps. Such cylinders shall be marked "empty".

2.11 Scaffolds

- 2.11.1 All work that cannot be performed safely from a ladder or an approved personnel hoisting device shall be done from scaffold platforms.



- 2.11.2 Only approved scaffolds, erected by qualified persons, shall be used. Barrels, boxes, bricks and other unsafe substitutes for scaffolds shall not be used.
- 2.11.3 Scaffolds shall be substantially constructed to carry the loads imposed on them and to provide safe work platforms.
- 2.11.4 All scaffolds more than 1.8 meters high shall have approved guard rails, mid rails and toe boards on all exposed sides and ends.
- 2.11.5 Scaffolds planks shall be examined before use to ensure that they are not damaged or warped. Damage and warped planks shall be scrapped.
- 2.11.6 Scaffolds braces shall not be used as ladders, always use the proper scaffold access system or ladder provided for that purpose.
- 2.11.7 Not loose tools or materials shall be left on scaffolds work platforms. They shall be secured or placed in secured containers if required for further use. Clear access for employees on scaffold work platforms shall be maintained at all times.
- 2.11.8 No materials shall be dropped from scaffolds.

2.12 Ladders

- 2.12.1 Only approved type ladders shall be used on the project and job made ladders constructed to an approved standard.

All ladders in use shall be placed at a safe angle of 1:4 and shall be secured to prevent displacement. The top of each ladder providing access to the work area or scaffold platform shall extend at least 1.1 meters above that level.

- 2.12.2 Metal ladders shall not be used in proximity to electrically energized lines or equipment.
- 2.12.3 Employees shall have both hands free when climbing up and down ladders. No tools, materials or other objects shall be hand carried by workers while ascending or descending ladders.

2.13 Excavations and Trenches

- 2.13.1 Where employees are working in a trench 1.2 meters or more in depth, one or more ladders shall be placed in the trench to provide both routine and emergency exits from the area of work in the trench.
- 2.13.2 Excavations and trenches 1.5 meters or more in depth, shall be shored or sloped in an approved manner.
- 2.13.3 No material shall be stored closer than 1 meter from the edge of a trench or excavation.



2.13.4 Excavations and trenches shall be inspected by a competent person daily before use. If there is evidence of slides or a cave in then all work in the exposed area shall stop until all the necessary precautions shall be taken to ensure excavations and trenches are safe to enter after a rainfall.

2.13.5 No excavating or trenching shall be permitted without first obtaining written permission from site management. This is to prevent damage to existing buried power, water, telecom and other lines.

2.14 Cranes

2.14.1 Only authorized and trained employees are allowed to operate cranes. No unauthorized persons are allowed on the crane at any time.

2.14.2 Crane operators shall only take signals from a properly trained signalman, except in an emergency situation when a stop signal can be given by any person.

2.14.3 No employee shall be allowed under a suspended load.

2.14.4 No employee shall be permitted to ride the crane hook or the load.

2.14.5 Accessible areas within the swing radius of the crane shall be barricaded where there is any risk of employee being crushed by the crane counterweight.

2.15 Rigging Equipment

2.15.1 All rigging equipment shall be checked daily before use, any defective equipment shall be immediately reported to your supervisor.

2.15.2 Rigging equipment shall never be overloaded or misused and shall be stored properly after use.

2.16 Radiography

2.16.1 All radiation hazard areas shall be clearly identified by barriers, radiation hazard warning signs and warning devices, including flashing lights and audible alarms.

2.16.2 No unauthorized person shall enter a radiation hazard area.

2.17 Blasting

2.17.1 All employees shall be informed of the blasting signal sequence.

2.17.2 Before blasting commences, all employees in the blasting area shall be warned of the blast and moved to a safe area.



2.17.3 After the blast, no unauthorized employee shall be permitted to return to the blasting area until the area is declared safe to enter.

2.18 Office Safety

2.18.1 All office employees shall familiarize themselves with all applicable safety instructions, including emergency evacuation from the building.

2.18.2 All fire escapes and access areas in the office buildings shall be kept clear of obstructions at all times.

2.18.3 Always use the ashtrays provided in areas where smoking is ensuring that the contents of the ashtray have been extinguished.

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