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1. HSE Plan:

**AOSCO** / Administers the overall coordination under her jurisdiction concerning HSE management of subcontractors, which includes regular reviews and audits. AOSCO holds subcontractors accountable for implementation, adequate execution and supervision of the project HSE plan and all legislation, standards, codes and Rules and Regulations referred to. A copy of the approved HSE plan is distributed to all concerned. All personnel of AOSCO, subcontractors, visitors, etc., involved in this project comply with this project HSE plan. Furthermore AOSCO is contractually obligated to ensure that all concerned meet the HSE requirements of the contract. In more details, AOSCO has the overall functional responsibility for all HSE aspects and has to ensure that all site activities cover at least the following issues:
- A formal accident and pollution prevention system which demonstrates regular inspections and supervision;
- A proper system of environmental and safety compliance based on existing industrial standard regulation;
- Demonstrated HSE reviews as to reporting compliance and non-compliance by HSE Engineers and endorsement from corporate offices or outside advisors;
- Updating system for HSE regulations;
- System for personal and immediate action whenever AOSCO notices an imminent HSE problem and how system failure is investigated;
- Insurance that there is a contingency plan in place for responding to any unplanned event or pollution;
- Insurance that there is high level of HSE awareness in staff, through a system of regular audits and training.

The project HSE plan is based on applicable legislation, standards, codes and Rules and Regulations. It is intended to prepare all parties for their responsibility and establish a safe and healthy work environment at construction site. The aim is zero accidents rate, and a reduction in the likelihood of potentially serious events. Any concerned continuously showing poor attitude or violating the project HSE plan or its intent is subject to disciplinary action. AOSCO reserves the right to interrupt any work activity which fails to comply with the relevant HSE regulations, site safety rules and AOSCO HSE plan. Each individual interrupts construction work in case of imminent danger to safety, health or environment. The subcontractors’ past HSE records and their performance on this site are a qualification criterion for any additional or future work. Safe working conditions can only be achieved when all personnel have a high HSE awareness and take full HSE responsibility. A zero accident frequency rate means high productivity & cost effectiveness.
2. Policy statement:

Senior Management expresses its corporate Responsibility and commitment to promote occupational Health, safety & Environmental (HSE) care that significantly contributes to the company's achievements by preserving and developing human and physical resources, by reducing costs and liabilities as a result of accidents. Occupational Health, safety and the Environment is considered in all business and decision making.

**AOSCO.** Senior Management believes HSE, personnel, Engineering, Quality and finance are of equal importance to all company operations.

Personal injuries, property loss and environmental damage are preventable if health, safety and Environmental issues are an integral part of all business activities, thus significantly contributing to the ultimate profitability of the company. Senior Management will visibly demonstrate the importance and significance of sound HSE objectives and therefore sets zero accidents as the company's goal.

**AOSCO.** Senior Management ensures the deployment of adequate financial and physical resources to educate train and motivate employees to meet this commitment. Compliance with the company's policy and applicable national laws and local regulations is the responsibility of all AOSCO employees and subcontractors and is a condition of their employment or construction subcontract. The HSE performance of subcontractors is an essential concern of AOSCO. Construction site Management and as such has been integrated in the evaluation of subcontractors' bids.
Line supervisor is a very responsible person and holds vital role in the seismic crews. That is why it is important for him to know all of his responsibilities as a supervisor, along with his technical work. So that he can fulfill his responsibilities in a better way.

RESPONSIBILITY OF SAFETY

A supervisor/foreman is responsible for the safety of the crew working under him.

HSE POLICIES

It is the main responsibility of supervisor to strictly observe HSE policies and ensure that the crew working under him is completely aware and follows HSE policies.

HSE INDUCTION

1. It is must for all the personnel joining the crew to attend HSE induction immediately after arriving (HSE induction includes area introduction, working/living environment, basic rules, regulations and procedures etc…
2. This is also responsibility of supervisor to ensure that all his staff has been inducted before starting job.

MEDICAL CHECKUP

1. It is necessary for all individuals to go through a medical fitness checkup before proceeding to camp.
2. The supervisors have to ensure that all of his staff is medically fit and their documents are with the company doctor.
3. It is responsibility of supervisor to inform HSE department, if somebody is missing these tests. Also inform about the person who is medically unfit or unable to perform his duties.

TOOL BOX TALKS

A supervisor/Foreman is responsible:

1. To deliver tool box talks/meeting to his crew before crew leaves for work.
2. To keep the record of tool box talks/meetings to HSE department.
VEHICLE JOURNEY MANAGEMENT SYSTEM (VJMS)

1. Check vehicle's general fitness. Ask driver to inform you.
2. Let all passengers to sit inside the vehicle under your own supervision.
3. In case of sitting place too high from the ground, use appropriate ladder.
4. In this respect most of the responsibility goes to the driver of the vehicle, but being a supervisor/foreman it is your responsibility to ensure that the driver has taken care of all the actions he is responsible for, his responsibilities include:
5. Before proceeding to journey check the vehicle as per check list.
6. Count all passengers in his vehicle/head count.
7. Inform radio operator about his name, vehicle No, number of passengers and senior person's name.
8. Inform radio operator about the place he is going:
10. Estimated time of traveling.
11. Estimated time of arrival.
12. Pass all these information to security guard at gate who maintain the record.
13. During the journey keep in touch with the Radio operator.
14. Plan a head your journey and ensure that you reach at your destination or back at camp well before sunset.
15. Night traveling is strictly prohibited except in emergency (that also would need permission from party chief).

HEAT MANAGEMENT

1. It is your responsibility to ensure that your crew follows all the instructions.
2. Use the uniform made up of cotton.
3. Use loose uniform (not too loose) so that the air may pass through.
4. Protect head from direct sun rays.
5. Drink cold water/ORS at regular intervals (e.g. a cup every 20 minutes), ORS as advised by crew doctor.
6. Supervisor has to ensure that ample supply of cold water is always available.
7. Reduce the physical demands of work, e.g. excessive lifting or digging with heavy objects. Do not physically work hard constantly give small intervals.
8. Use only workers who are acclimatized to the conditions.
9. Provide recovery areas, e.g. a shaded, cooler area. Use intermittent rest periods with water breaks.
10. Use shifts, e.g. early morning, cool part of the day.
11. Do have breakfast, do not work empty stomach.
12. Workers should not be permitted to work when their deep body temperature exceeds 38°C (100.4°F).
13. Consult crew doctor in case of even any minor problem due to heat.

"Do all preventive measures now before it is too late to do anything"
FIRST AID

1. It is important for all line supervisors/foreman to qualify a basic first aid course. Also it is line supervisors/foreman responsibility to provide first aid, in case of medical emergency situation.
2. In this regard, you may contact HSE department to arrange a first course for all those who are not yet qualified.

USE OF PPE

1. It is your responsibility to get the required and appropriate PPE issued from the safety store for yourself and for you crew.
2. It is also your responsibility to make the crew understand the importance of PPE and its correct use while working.
3. There is no real substitute to any of our body parts/organisms, it is very importance of PPE and we take care of or body.
4. Any little carelessness in this regard may result into serious damage/loss.
5. Use appropriate PPE, it is only to protect you.

EMERGENCY/CONTINGENCY PLANS/FLOW CHARTS

1. It is important for you to know all the emergency/contingency plans and flow charts for the project, to cope with any kind of emergency according to the procedures.
2. Some plans, flow charts such as emergency response plan, fire plan and medevac plan are given at the end of this guidebook. For more details please contact HSE.

TRAININGS/DRILLS

1. Some important trainings/drills shall be contacted during the project, it is your responsibility to take part in all relevant trainings/drills and ensure the presence of your group where required.
2. It is also your responsibility to coordinate with HSE department for training of your crew and implementation of HSE procedures.
3. You may have a copy of monthly/project training schedule from the HSE department.

WEEKLY HSE MEETINGS

1. There shall be a weekly HSE meeting. It is responsibility to take part and also ensure that all of your staff present in the meeting.
2. Please coordinate with HSE department for suitable place and timing.
3. You may collect a copy of the weekly HSE meeting schedule from HSE department.
REPORTING AND INVESTIGATION OF INCIDENTS/NEAR MISSES

1. It is your responsibility to make first investigation report of all incidents/accidents and all the near misses, under your supervision.
2. You are also liable to pass on the same report to HSE department for further investigation and preventive measures.

SAFETY SUGGESTIONS

1. You are liable to inform HSE department/Party chief about any such thing which may cause loss/damage to someone/property. So that the condition can be improved well in time to prevent the loss/damage.
2. You are also supposed to inform of your ideas, suggestions at your best, which may help to improve our safety standards (this implies on your staff as well).
3. Safety suggestion boxes would be placed in each mess.
4. For best safety suggestions there would be awards and suggestions.

WORKING PROCEDURES

1. Each department has some working procedures, whether it is surveying, drilling, loading, shooting or any other. It is important to know these procedures (concerned) thoroughly and implement strictly.
2. For a copy of procedures or any other related information please contact HSE department.

DISCIPLINE

1. Strictly follow and implement company’s HSE policies.
2. Avoid physical jokes, horseplay and discourage quarreling.
3. Avoid and discourage discussions on religion, politics or any other topic that may cause the participants to become emotional.
4. Do not tease, mock or ridicule any person, religion, cultural norms, or make fun of names for any reason.
5. Do not treat people with arrogance specially your juniors.
6. Do not use bad language at any time and do not backbite other people.
7. Do not shout or make unnecessary noises at any time.
8. keep yourself, your dress/PPE, your equipment/instruments and your work area neat, clean, clear and in order.
9. If you are on medication, consult with crew doctor.
10. Take care of your health and the crew you are responsible for.

HEALTH CARE

1. Wash your hands after using toilet and before eating meal.
2. For drinking use only water specified for drinking (filtered).
3. Use your own towel.
4. Do not use any body’s used razor.
5. Keep you living place clean and clear.
6. Do not use medicines at your own.
7. Incase of any physical/health problem consult with the crew doctor.
8. Keep yourself, your dress/PPE, your equipment/instruments and your work area neat, clean, clear and in order.
ENVIRONMENTAL PROTECTION

1. Environment is a natural protection to human being so it is our responsibility to protect it against any kind of loss or damage.
2. Do not cut or damage plants, trees or any vegetation.
3. Do not buy local wood for making fire.
4. Oil/filter change in the field is strictly prohibited.
5. Used oil/filter or oily rags are not to be thrown away or dripped at any where on the naked soil.
6. Do not damage/break or pollute water channels, water reservoirs, and ponds/lakes.
7. Do not litter openly in the field, keep waste containers (plastic bags) in the field for this purpose.
8. Pack in/pack out policy should be strictly observed (put all your litter e.g. left over food, empty milk packs, empty cigarette packs, cigarette butts etc in to waste containers/plastic bags and bring it back to the camp for proper disposal)
9. Do not cause any kind of damage to grave yards, walls, social, archaeological, cultural or religious sites.
10. Harassment, trapping, hunting or trading of any kind of animals/birds/reptiles especially wild life is strictly prohibited.
11. Off track driving is not allowed.
13. Do not pick precious stones, antique ornaments/minerals from area (if any such item is found, inform HSE department)
14. Protect soil from any kind of contamination (specially oil/fuel), if soil is contaminated accidentally collect all contaminated soil and bring back to camp for proper disposal. Inform HSE department about soil contamination (follow the procedures according to the size of spill)
15. At the end of the day, before leaving for camp, Supervisor has to ensure that the work area is clear of all litter and soil contaminations (on daily basis).

**NOTE:** Any wild life sightings and social, cultural, historical, archaeological or religious sites (not already known) should be reported to HSE department.

**USE OF RADIO**

1. Unnecessary use of radio is prohibited, use radio minimum and when necessary.
2. Speak precisely, clear and to the point.
3. Do not use emergency channel without any emergency.
4. Do not make obnoxious calls.
5. Remember that radio is the only and the most important source of communication in the field, a little carelessness in this regard may cause serious loss/damage.
HAZARDOUS MATERIAL HANDLING (Acid Batteries)

1. It is important to know correct procedure and take extra care while handling hazardous material.
2. The procedures are available with the HSE department.
3. In case of handling hazardous materials it is important to know and implement proper procedure.

FIRE PREVENTION

1. A little carelessness may take fire, protect your self and your staff against fire.
2. Strictly follow fire prevention measures (consult HSE department).
3. Smoking inside the tent is prohibited.
4. Making of any kind of fire, use of candles inside the tent prohibited.
5. keeping fuel, gas oven, gas stove, acid battery or any other inflammable material inside the living tent is forbidden.
6. In case of fire observe and implement proper procedure (flow chart of procedure is attached at the end of this guide book).

"Remember that most of the fire cases are Tent Fire due to making tea, Warming of food or smoking inside the tents"
RESPONSIBILITIES OF VEHICLE SUPERVISOR

1. You are equally responsible to follow all instructions given in this book. Also responsible for the guidelines given in AOSCO Drivers Guidebook.
2. Ensure discipline with in the drivers.
3. Ensure good condition of all vehicles at all the times.
4. Ensure log book and maintenance of the vehicles is in time and appropriate.
5. Ensure vehicles fitness as per company standards.
6. Ensure radio communication system and its working condition with in each vehicle.
7. Ensure and maintain all required documentation regarding vehicles & drivers, including daily tool box talks and daily vehicle inspection checklists.
8. Ensure attendance of all drivers at tool box talks. Weekly HSE meetings, drills and at training times.
9. Particularly ensure the types condition, both brakes and all other items as per vehicle journey management system.
10. Be in touch and coordinate with HSE department.

INSTRUCTIONS FOR ELECTRICIAN

1. Before you commence your work, ensure that you are using appropriate PPE (Rubber sole shoes, Coverall, Rubber gloves etc...)
2. Ensure that the generator is properly grounded/earthed.
3. Use good quality cables without any cut and damage.
4. Use good quality connectors with each joint, No joint acceptable without proper connector.
5. All electric cables should be buried under ground.
6. Short circuit breaker/RCB should be fitted with each distribution panel.
7. Electrical safety and cautionary signs should be placed with electrical appliances.
8. For any electrical work/repair/maintenance always follow LOCKOUT/TAGOUT system.
9. Use good quality material cables/connectors/sockets and ensure no loose fitting.
10. Ground/Earth all electrical appliances specially the washing machine, iron, dryers, fans, water coolers etc…
11. Take extra care while repairing electrical appliances, take all precautions into consideration.

Electricity is a quiet killer "BE CAREFUL"
INSTRUCTIONS FOR GENERATOR OPERATOR

1. Ensure that the generator is placed on a cemented (impermeable) base and is bunded.
2. Generator should be properly grounded / earthed.
3. Maintain the generator in good working condition.
4. Ensure that all its rotary parts are well guarded/covered.
5. Fix an emergency cut off switch with generator at prominent position and well marked.
6. Use appropriate PPE while working; combination suit, safety shoes, rubber gloves, ear plugs etc …
7. Place all necessary safety signs in the generator area.
8. Generator must be switched off while refueling.
9. While refueling do not overfill, take extra care and do not let the oil spill on ground.
10. While refueling use drip tray(s).
11. Generator area is a restricted area, only authorized people are allowed.
12. Do not lit match, smoke or make fire by any means in this area.
14. Ensure that appropriate and enough fire fighting equipment is available in the generator area.
15. Keep the area neat, clean and clear of unnecessary materials.

GENERAL SAFETY ATTITUDE

1. Assess for any possible danger/hazard before you commence your work.
2. If you are satisfied, start your works otherwise discuss with party manager/HSE department.
3. Concentrate on your work and be alert during work, protect yourself, co-workers and the environment surrounding you.
4. If you notice any unsafe act/condition that is hazardous / dangerous to you, other workers or the environment, correct it or inform HSE department/party manager.
5. Never operate a machine/equipment (small or big) unless you are trained and completely aware of its functions and operation, do not operate if you know little or are doubtful in operating it.
6. Keep an eye on your staff and surroundings throughout the working span, if you notice any abnormal activity/condition, from safety or security point of view, immediately inform party manager/HSE department.

"Act with Extreme Responsibility, Irresponsibility May Lead To Serious Consequences"