



SOPAN O & M COMPANY PVT. LTD.

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Introduction:

The purpose of this health, safety and environmental (HSE) manual is to inform YOU about the factors affecting your personal safety during the time you are working with our clients.

Study this manual carefully – it could be crucial for your ability to respond properly to a crisis.

You will learn how **YOU** can help to improve safety at work places.

You will learn what **YOU** should do in an emergency

You will learn what **OTHERS** will do in an emergency

You will learn which **EQUIPMENT** is available for dealing with emergencies

Goals:

SOPAN has the following clear goal for its HSE work:

- We will be the Best Service providers to Oil & Gas sector in India with regard to HSE
- This goal also embraces contractors, suppliers, employees and all other working with us. □
- HSE will be a fixed item on the agenda at board meetings
- Zero accidents and injuries

This goal represents both an objective to work towards and a collective mindset.



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• Responsibility and organization

Good management involves setting standards

- HSE has the same priority as other business targets
- Identify, reduce and publicize known risks and health hazards
- Encourage respect for rules and routines
- Facilitate HSE work and select HSE-friendly solutions
- Provide functional protective and safety equipment
- Listen to and show respect for your subordinates

Responsibility

Employees and others related to work place must observe statutory regulations as well as the applicable rules and routines set by SOPAN.

Each person must:

- Take responsibility for their own health and that of others
- React when dangerous conditions or actions are discovered
- Report undesirable incidents immediately
- Use the prescribed protective equipment.

Safety representatives



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SOPAN has its own safety representatives. These are intended to safeguard the interests of employees. At major events, a special HSE coordinator will also be appointed.

Management responsibility

Managers at all levels in the various organization are also responsible for HSE in their respective areas of authority. This responsibility includes:

- Ensuring that HSE training is provided
- Ensuring that personal protective equipment is in place – and used
- Ensuring that the workplace is secured and cleared in accordance with the regulations
- Identifying the causes of and reporting injuries and near-misses
- Putting HSE on the agenda.

Reporting of Undesirable Incidents

As part of continuous efforts to improve HSE at work place, all undesirable incidents must be reported immediately. Complete written description of Undesirable incident must be submitted to your immediate superior/safety representative or the service office. Both actual injuries and near-misses must be reported. Remember to take immediate countermeasures.

Climate of cooperation

Everyone has a responsibility for creating a pleasant atmosphere, enjoyable working conditions and a climate of cooperation at SOPAN Work Places.



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• Health

Hearing damage

Hearing is important for social contact and communication between people. Damage to hearing cannot be reversed, but only prevented.

- Work in a way which avoids unnecessary noise
- Insulate sources of noise
- Use low-noise methods wherever possible
- Ensure that people who will be affected by noisy work are forewarned
- Wear ear protectors at all times in noisy areas

Toxic air pollution

Primary sources of air pollution include welding, cutting/sawing of timber, and exhaust fumes from mobile lifts and forklift trucks. Particles or fumes may be toxic if breathed in, or cause other damage to the lungs, kidneys, liver or nervous system. If these substances cannot be eliminated, respiratory protectors must be worn.

- Welding must be carried out as far as possible in the open air
- Suitable protective equipment must be worn and fire guards deployed during welding



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- All equipment used for cutting and sawing steel must be fitted with suitable suction devices which incorporate a collection system
- When using diesel-driven lifts or similar machinery which give off fumes inside temporary/permanent halls, hoses must be deployed to carry such exhaust gases outside the closed places.
- Smoking is strictly restricted near the work place.

Eye injuries

Always use the correct eye protectors to avoid injury. A number of work operations pose the risk of damaging the eyes. That applies particularly to welding, sawing and cutting.

- A visor with an approved lens of appropriate consistency must be used during welding
- Protective goggles with close-fitting eyepieces and splinter-proof glass must be used when sanding/grinding, cutting and sawing
- Protective goggles with rubber frames (chemical goggles) or a protective visor in clear plastic must be used when handling corrosive liquids
- Remember that splashes/particles could also hit people who are not directly involved in the work. Protective goggles should therefore always be worn in areas where work which poses a threat to the eyes is going on.

Toxic chemicals/ Gases

You must always know the chemicals/ gases, you are working with. Chemical/ gas substances can affect your health in several ways:

- Acute poisoning from breathing and/or absorption through the skin and/or mucous membranes
- Corrosive injuries to the skin or mucous membranes
- Long-term harm in the form of brain damage or cancer, for instance

You must be aware of the hazards and which protective measures are required



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- Where possible, use the least toxic substances
- Learn to understand what the danger symbols on the label mean
- Read the HSE data sheet for each chemical substance you use, and take the precautions recommended in the sheet.

• The Environment

Work responsibly – protect the environment

- Protect the environment, think of your descendants
- Avoid wasting and spilling oil, gas and electricity
- Make no more noise than necessary
- Reduce waste – sort for recycling
- Hazardous waste must be labeled and delivered to a designated reception point

Oil and chemicals

Preventing leaks of oil and chemicals to water, soil or the sewage system is important. Oil and diesel oil tanks must be fitted with drip trays. Containers must be kept closed and be positioned away from drains. Absorbent materials are available in the stockroom.

Consumption of energy and resources

Avoid unnecessary use of energy, water and other resources. Remember to turn off machinery, computers and lights when they are not in use. Remember to turn off all lights when you are the last person to leave.



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Selecting HSE-friendly products and making the maximum use of materials and consumables are important.

- **Safety**

Work responsibly: take no unnecessary risks – somebody loves you

- Use the right personal protective equipment
- Show respect for chemicals, electricity, compressed air and heights
- Never walk under hanging loads or people working at a height
- Work on the ground is strictly forbidden within a radius of five meters from work being carried out at a height (on a lift, on scaffolding or with a crane)
- Scaffolding and mobile lifts must be approved and have the appropriate certification/permit
- Raise and discuss problems with your immediate superior/safety representative or the HSE coordinator

Personal Protective Equipment

Suitable personal protective equipment must be used at all times

- Protective footwear must be worn where a risk of injury to feet/legs exists
- Helmets are must in work areas where work is being carried out at a height, or when doing jobs which could cause head injuries



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- Eye protectors (goggles) must be used with all forms of cutting, sawing, chemicals and welding
- Ear protectors must be used in all types of work which cause noise
- Suitable work clothes must be worn in all phases of a work operation

Transport and Materials Handling

- Never walk under a hanging load
- Lifting equipment must be inspected annually and labeled with the inspection date as specified in regulations (the interval between inspections must not exceed 12 months)
- Defective equipment must be labeled as such and removed from premises at the earliest opportunity
- Lifting equipment must never be used under any circumstances for a larger load than it is approved for.
- Drivers of cranes, mobile cranes, Lorries, forklifts and mobile lifts must have the necessary certificates/courses and approvals
- People responsible for directing cranes, etc, must be qualified for the job
- A safe job analysis must be carried out before transporting people by crane/mobile crane, and identified measures implemented

Lighting and Electrical Installations

All electrical work involving voltages above 50V must be carried out by a certified electrician. Kiosks, switchboards, cabinets and the like which unauthorized personnel are not permitted to access must be locked or closed in such a way that a



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tool is required to open them. Only authorized personnel are permitted entry to live switch rooms or the like.

Tidiness and good order

Tidiness and good order are essential for safe and satisfactory working conditions. Each person is responsible for keeping their immediate vicinity neat and tidy.

This means:

- Ensuring that the immediate vicinity creates a good impression
- Putting tools back where they belong after use
- Removing all forms of waste to the designated places
- Keeping evacuation routes free from obstruction and doors unblocked
- Parking bicycles and vehicles in the designated locations
- Keeping conference rooms and offices tidy
- Leaving workplaces neat and tidy overall.

Establishing barriers and posting signs

Areas which need to be blocked off to unauthorized personnel must be indicated with red-and-white barrier tape and associated signs which provide the following details:

- Why the area has to be blocked off
- From and until which dates
- From and until which times
- Who is responsible?
- Which company is involved?
- A contact telephone number
- A signature.

Blocking off an area must always be considered if the work poses a hazard to others – working at a height, for instance, power jetting and the like.



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• Emergency procedures

Alarms

In acute emergencies, it could be appropriate to call the following services directly:

Fire Brigade

Police 100

Ambulance 101

The following details must be provided when reporting an emergency:

- Reporter's name and company
- What has happened?
- Where has it happened?
- What assistance is required?

Other important telephone numbers:

General fire instructions

Alert – Rescue – Extinguish – Evacuate



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Act quickly, correctly and calmly. The sequence of the four actions above must be assessed in each case. Doing them in any order will always mean doing something right.

Alert

Alert the fire brigade directly by dialing or press the manual alarm. Explain clearly where the fire is located and say who is calling

Rescue

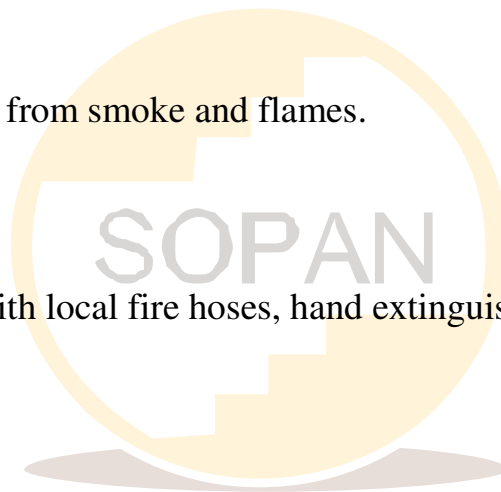
Get out everyone at risk from smoke and flames.

Extinguish

Try to put out the fire with local fire hoses, hand extinguishers or a blanket. Close all doors and windows

Evacuate

Go right out of the building. Assemble at the specified assembly point.





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